



AGENDA

ORDINARY COUNCIL MEETING

27 MARCH 2017

MEMBERSHIP:
Mr M Kneipp (Administrator)

The meeting is scheduled to commence at 5.30pm.

PRAYER:

O God, Grant that by the knowledge of thy will, all we may resolve shall work together for good, we pray through Jesus Christ our Lord. Amen!

ACKNOWLEDGEMENT OF COUNTRY:

"I would like to acknowledge the Wiradjuri People who are the Traditional Custodians of the Land. I would also like to pay respect to the Elders both past and present of the Wiradjuri Nation and extend that respect to other Aboriginal peoples from other nations who are present".

Page

CCL17/18 CONFIRMATION OF MINUTES (ID17/298) 4
Confirmation of the minutes of the proceedings of Dubbo Regional Council meeting held on 27 February 2017 and Extraordinary meeting held on 20 March 2017.

CCL17/19 LEAVE OF ABSENCE (ID17/369)

CCL17/20 PUBLIC FORUM (ID17/368)

ADMINISTRATOR MINUTES:

CCL17/21 ADMINISTRATOR APPOINTMENTS (ID17/170) 19
The Council had before it the Administrator Minute regarding Administrator Appointments.

MATTERS CONSIDERED BY COMMITTEES:

CCL17/22 REPORT OF THE PLANNING AND DEVELOPMENT COMMITTEE - MEETING 20 MARCH 2017 (ID17/366) 22
The Council had before it the report of the Planning and Development Committee meeting held 20 March 2017.

- PDC17/5** **PROPOSED AMENDMENTS TO THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT, 1979 - COUNCIL SUBMISSION (ID17/140)**
The Council had before it the report dated 14 February 2017 from the Manager City Strategy Services regarding Proposed Amendments to the Environmental Planning and Assessment Act, 1979 - Council Submission.
- PDC17/6** **DRAFT DEVELOPMENT CONTROL PLAN - SHERATON ROAD ESTATE - RESULTS OF PUBLIC EXHIBITION (ID17/341)**
The Council had before it the report dated 14 March 2017 from the Manager City Strategy Services regarding Draft Development Control Plan - Sheraton Road Estate - Results of Public Exhibition.
- PDC17/7** **DEVELOPMENT APPLICATION (D16-494) FOR RESIDENTIAL SUBDIVISION (30 LOTS)**
PROPERTY: LOT 1 DP 510790, 5L WELLINGTON ROAD, DUBBO
APPLICANT: MRS J J RICE
OWNER: THE CHURCHES OF CHRIST PROPERTY TRUST (ID17/159)
The Council had before it the report dated 14 March 2017 from the Senior Planner 1 regarding Development Application (D16-494) for residential subdivision (30 lots).
- PDC17/8** **DEVELOPMENT APPLICATION D16-366 - DUAL OCCUPANCY (DETACHED) AND TWO (2) LOT SUBDIVISION**
PROPERTY: LOT 62 DP 596342, 24 TAMWORTH STREET, DUBBO
OWNER: MR N J & MRS J L O'CONNOR
APPLICANT: MR N J O'CONNOR (ID17/325)
The Council had before it the report dated 14 March 2017 from the Planner regarding Development Application D16-366 - Dual Occupancy (Detached) and Two (2) Lot Subdivision - Lot 62 DP 596342, 24 Tamworth Street, Dubbo.
- CCL17/23** **REPORT OF THE WORKS AND SERVICES COMMITTEE - MEETING 20 MARCH 2017 (ID17/367)** 26
The Council had before it the report of the Works and Services Committee meeting held 20 March 2017.
- CCL17/24** **REPORT OF THE FINANCE AND POLICY COMMITTEE - MEETING 20 MARCH 2017 (ID17/365)** 32
The Council had before it the report of the Finance and Policy Committee meeting held 20 March 2017.

CCL17/25	REPORT OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE - MEETING 17 MARCH 2017 (ID17/373)	40
	The Council had before it the report of the Audit, Risk and Improvement Committee meeting held 17 March 2017.	
 REPORTS FROM STAFF:		
CCL17/26	PROGRESS ON MERGER PROJECTS (ID17/355)	79
	The Council had before it the report dated 17 March 2017 from the Interim General Manager regarding Progress on Merger Projects.	
CCL17/27	IMMUNISATION SERVICE (ID17/329)	84
	The Council had before it the report dated 9 March 2017 from the Director Community Services regarding Immunisation Service.	
CCL17/28	REQUEST TO INFRASTRUCTURE NSW - COBBORA TRANSITION FUND - REALLOCATE UNEXPENDED FUNDS TO CAMERON PARK, WELLINGTON (ID17/354)	88
	The Council had before it the report dated 16 March 2017 from the Director Parks and Landcare Services regarding Request to Infrastructure NSW - Cobbora Transition Fund - Reallocate Unexpended Funds to Cameron Park, Wellington.	
CCL17/29	COMMENTS AND MATTERS OF URGENCY (ID17/370)	



Confirmation of Minutes

The Council has before it the report of the Ordinary meeting held on 27 February 2017 and the Extraordinary meeting of Council held on 20 March 2017.

RECOMMENDATION

That the minutes of the proceedings of the Ordinary meeting held on 27 February 2017 comprising pages 5, 6, 7, 8, 9, 10 and 11 and the Extraordinary Council meeting held 20 March 2017 comprising pages 17 and 18 of the series be taken as read and confirmed as correct minutes and signed by the Administrator and the Interim General Manager.

Appendices:

- 1 Minutes - Ordinary Council Meeting
- 2 Minutes - Committee of the Whole
- 3 Minutes - Extraordinary Council Meeting



REPORT ORDINARY COUNCIL MEETING 27 FEBRUARY 2017

PRESENT:

Mr M Kneipp (Administrator).

ALSO IN ATTENDANCE:

The Interim General Manager, the Director Organisational Services, the Manager Governance and Risk, the Director Corporate Development, the Corporate Communications Supervisor, the Director Technical Services, the Director Environmental Services, the Manager City Strategy Services, the Director Community Services, the Director Parks and Landcare Services, and the Transition Project Leader.

Mr M Kneipp (Administrator) assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.30pm with a prayer for Divine Guidance to the Council in its deliberations and activities. The acknowledgment of country was also read by the Administrator Mr M Kneipp.

CCL17/1 CONFIRMATION OF MINUTES (ID17/125)

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 19 December 2016.

Moved by Mr M Kneipp (Administrator)

MOTION

That the minutes of the proceedings of the Ordinary meeting held on 19 December 2016 comprising pages 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16 and 17 of the series be taken as read and confirmed as correct minutes and signed by the Administrator and the Interim General Manager.

CARRIED

CCL17/2 LEAVE OF ABSENCE (ID17/126)

There were no requests for leave of absence recorded.

CCL17/3 PUBLIC FORUM (ID17/178)

There were no speakers during Public Forum.

ADMINISTRATOR MINUTES:**CCL17/4 ADMINISTRATOR APPOINTMENTS (ID17/167)**

The Council has before it the Administrator Minute regarding Administrator Appointments.

Moved by Mr M Kneipp (Administrator)

MOTION

That the information contained in the Administrator Minute dated 20 February 2017 be noted.

CARRIED

MATTERS CONSIDERED BY COMMITTEES:**CCL17/5 REPORT OF THE PLANNING AND DEVELOPMENT COMMITTEE - MEETING 20 FEBRUARY 2017 (ID17/175)**

The Council has before it the report of the Planning and Development Committee meeting held 20 February 2017.

Moved by Mr M Kneipp (Administrator)

MOTION

That the report of the Planning and Development Committee meeting held on 20 February 2017, be adopted save and except Clauses PDC17/2 and PDC17/3 which are to be dealt with separately.

CARRIED

PDC17/2 PLANNING PROPOSAL (R16-2) - PROPOSED REZONING AND ALTERATION TO MINIMUM LOT SIZE

PROPERTY: PART LOT 2 DP 22685, 32R BENOLONG ROAD, DUBBO

The Council has before it the report dated 13 February 2017 from the Manager City Strategy Services regarding Planning Proposal (R16-2) - Proposed Rezoning and Alteration to Minimum Lot Size Property: Part Lot 2 DP 22685, 32R Benolong Road, Dubbo.

Moved by Mr M Kneipp (Administrator)

MOTION

1. That the Planning Proposal to amend the Dubbo Local Environmental Plan 2011 to rezone an area of approximately 16 hectares of Lot 2 DP 22685, 32R Benolong Road, Dubbo from RU1 Primary Production to R5 Large Lot Residential, be endorsed.
2. That the Planning Proposal to amend the Dubbo Local Environmental Plan 2011 to change the minimum allotment size for subdivision of approximately 16 hectares of Lot 2 DP 22685, 32R Benolong Road, Dubbo from 800 hectares to eight (8) hectares, be endorsed.
3. That Council request Parliamentary Counsel to prepare the draft amendment to the Dubbo Local Environmental Plan 2011 under Section 59(1) of the Environmental Planning and Assessment Act, 1979.
4. That the people who made a submission be thanked and advised of Council's determination in this matter.

CARRIED

In accordance with s375A(2) of the Local Government Act 1993, a division was duly called, the following votes on the motion were recorded:

FOR	AGAINST
Mr M Kneipp (Administrator)	
Total (1)	Total (0)

PDC17/3 DRAFT DEVELOPMENT CONTROL PLAN - SHERATON ROAD ESTATE - RESULTS OF PUBLIC EXHIBITION

The Council has before it the report dated 14 February 2017 from the Manager City Strategy Services regarding Draft Development Control Plan - Sheraton Road Estate - Results of Public Exhibition.

Moved by Mr M Kneipp (Administrator)

MOTION

That the adoption of the Development Control Plan – Sheraton Road Estate, be deferred pending the receipt of additional advice from the applicant.

CARRIED

In accordance with s375A(2) of the Local Government Act 1993, a division was duly called, the following votes on the motion were recorded:

FOR	AGAINST
Mr M Kneipp (Administrator)	
Total (1)	Total (0)

CCL17/6 REPORT OF THE WORKS AND SERVICES COMMITTEE - MEETING 20 FEBRUARY 2017 (ID17/176)

The Council has before it the report of the Works and Services Committee meeting held 20 February 2017.

Moved by Mr M Kneipp (Administrator)

MOTION

That the report of the Works and Services Committee meeting held on 20 February 2017, be adopted.

CARRIED

CCL17/7 REPORT OF THE FINANCE AND POLICY COMMITTEE - MEETING 20 FEBRUARY 2017 (ID17/174)

The Council has before it the report of the Finance and Policy Committee meeting held 20 February 2017.

Moved by Mr M Kneipp (Administrator)

MOTION

That the report of the Finance and Policy Committee meeting held on 20 February 2017, be adopted.

CARRIED

REPORTS FROM STAFF:**CCL17/8 DUBBO REGIONAL COUNCIL DELIVERY PROGRAM, DECEMBER 2016 - SIX MONTH REVIEW (ID17/145)**

The Council has before it the report dated 14 February 2017 from the Interim General Manager regarding Dubbo Regional Council Delivery Program, December 2016 - Six Month Review.

Moved by Mr M Kneipp (Administrator)

MOTION

That the six (6) monthly review of the Dubbo Regional Council Delivery Program, incorporating the former Dubbo 2036 (2013-2017) and Wellington 2025 (2014-2018) Delivery Programs, as at 31 December 2016 be noted.

CARRIED

CCL17/9 PROGRESS ON MERGER PROJECTS (ID17/163)

The Council has before it the report dated 17 February 2017 from the Interim General Manager regarding Progress on Merger Projects.

Moved by Mr M Kneipp (Administrator)

MOTION

- 1. That the information contained within the report of the Interim General Manager dated 17 February 2017 be noted.**
- 2. That a further report be presented to Council in March 2017 detailing the outcome of the tender for the supply of a Digital Two Way Communications Network.**

CARRIED

CCL17/10 DUBBO CITY HOLIDAY PARK - CHANGE OF OWNERSHIP OF MANAGEMENT COMPANY AUSTRALIAN TOURIST PARK MANAGEMENT (ID17/168)

The Council has before it the report dated 20 February 2017 from the Manager Commercial Facilities regarding Dubbo City Holiday Park - Change of Ownership of Management Company Australian Tourist Park Management.

Moved by Mr M Kneipp (Administrator)

MOTION

That the letter of assignment be executed under the Common Seal of Council, approving the assignment of the management agreement to the new owners of Australian Tourist Park Management, NRMA Holiday Parks Pty Ltd.

CARRIED

CCL17/11 SMILE, IT'S CHRISTMAS 2016 ACTIVITIES AND OUTCOMES REPORT (ID17/139)

The Council has before it the report dated 9 February 2017 from the Ignite Program Co-

Ordinator regarding Smile, It's Christmas 2016 Activities and Outcomes Report .

Moved by Mr M Kneipp (Administrator)

MOTION

That the information contained within this report of the Ignite Program Co-Ordinator, dated 9 February 2017 be noted.

CARRIED

CCL17/12 RURAL RESERVES BIODIVERSITY REPORT - FEEDBACK FOLLOWING PUBLIC EXHIBITION (ID17/135)

The Council has before it the report dated 8 February 2017 from the Manager Landcare Services regarding Rural Reserves Biodiversity Report - Feedback Following Public Exhibition.

Moved by Mr M Kneipp (Administrator)

MOTION

- 1. That the Rural Reserves Biodiversity Report, as amended within this report, be adopted.**
- 2. That the Dubbo Field Naturalists and Conservation Society be thanked for their submission.**

CARRIED

CCL17/13 COMMENTS AND MATTERS OF URGENCY (ID17/127)

There were no matters recorded under this clause.

At this junction it was moved by Mr M Kneipp (Administrator) that the Council resolves into the Committee of the Whole Council, the time being 5.42pm.

The meeting resumed at 5.47pm.

CCL17/14 COMMITTEE OF THE WHOLE (ID17/177)

The Director Organisational Services read to the meeting of the Report of Committee of the Whole held on 27 February 2017.

Moved by Mr M Kneipp (Administrator)

MOTION

That the report of the meeting of the Committee of the Whole held on 27 February 2017 be adopted.

CARRIED

The meeting closed at 5.52pm.

.....
CHAIRMAN



REPORT CONFIDENTIAL COMMITTEE OF THE WHOLE MEETING 27 FEBRUARY 2017

PRESENT:

Mr M Kneipp (Administrator).

ALSO IN ATTENDANCE:

The Interim General Manager, the Director Organisational Services, the Manager Governance and Risk, the Director Corporate Development, the Corporate Communications Supervisor, the Director Technical Services, the Director Environmental Services, the Manager City Strategy Services, the Director Community Services, the Director Parks and Landcare Services, and the Transition Project Leader.

Mr M Kneipp (Administrator) assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.42pm.

CW17/1 TENDER FOR THE UNDERTAKING OF INSPECTIONS AND THE PROVISION OF AN AUDIT REPORT ON WATER SUPPLY AND SEWERAGE PUMPING STATIONS FOR THE LOWER MACQUARIE WATER UTILITIES ALLIANCE (ID17/119)

The Committee had before it the report dated 13 February 2017 from the Director Technical Services regarding Tender for the Undertaking of Inspections and the Provision of an Audit Report on Water Supply and Sewerage Pumping Stations for the Lower Macquarie Water Utilities Alliance.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).

CARRIED

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That the Lump Sum Tender for the Undertaking of Inspections and the Provision of an Audit Report on Water Supply and Sewerage Pumping Stations for the Lower Macquarie Water Utilities Alliance as submitted by JAC Pumps Pty Ltd for \$261,490 (GST exclusive) be accepted by Council.**
- 2. That member costs of the Lower Macquarie Water Utilities Alliance be invoiced at the amounts as identified in this report.**
- 3. That the documents and considerations regarding this matter remain confidential to Council.**
- 4. That any necessary documentation be executed under the Common Seal of the Council.**

CARRIED

CW17/2 KESWICK SEWAGE SURCHARGE ISSUES (ID17/23)

The Committee had before it the report dated 24 January 2017 from the Director Technical Services regarding Keswick Sewage Surcharge Issues.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned the personal hardship of any resident or ratepayer (Section 10A(2)(b)).

CARRIED

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That the purchase by Council of 18 William Farrer Drive, Dubbo from Mr Nankivell and Ms Isbester for the amount as detailed in the body of this report based on the Land Acquisition (Just Terms Compensations) Act 1991 valuation of the property by the independent valuer proceed.**
- 2. That as a condition of sale of the property, Mr Nankivell and Ms Isbester be required to enter into a deed of release with Council releasing Council of any future obligations, damages or costs associated with the sale of the property or related sewerage issues.**
- 3. That all costs associated with the purchase of 18 William Farrer Drive, Dubbo be met by Council.**
- 4. That funding for such purchase be sourced from Council's Sewerage Services Function.**
- 5. That following the finalisation of sewer remediation works and subsequent successful testing, Council sell the property and the funds be returned to Council's Sewerage Services Function.**
- 6. That any necessary documentation be executed under the Common Seal of the Council.**
- 7. That the documents and considerations in regard to this matter remain confidential to the Council.**

CARRIED

CW17/3 ALTERNATIVE OFFER FOR REPLACEMENT OF A HINO FM2632 TRUCK - PLANT 2083 (ID17/153)

The Committee had before it the report dated 15 February 2017 from the Manager Fleet Management Services regarding Alternative Offer for Replacement of a Hino FM2632 Truck - Plant 2083.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).

CARRIED

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that the offer from West Orange Motors to supply a Hino FM2632 truck as a replacement model for the tendered truck, being a Hino FS2844 truck, fitted with a Burrows Engineering water tank for the purchase price of \$250,481.30, less \$73,636.36 trade-in for plant number 2083, a Volvo FM48 tipping truck, for a changeover of \$176,844.94 be accepted.

CARRIED

CW17/4 TENDER FOR THE RENEWAL OF VICTORIA PARK IRRIGATION SYSTEM (ID17/146)

The Committee had before it the report dated 14 February 2017 from the Director Parks and Landcare Services regarding Tender for the Renewal of Victoria Park Irrigation System.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).

CARRIED

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That the tender from Aquawest Pty Ltd be accepted in the amount of \$405,550 ex GST to undertake the Renewal of the Victoria Park Irrigation System.**
- 2. That any necessary documents be executed under the Common Seal of Council.**
- 3. That the documents and considerations in regards to this matter remain confidential to Council.**

CARRIED

The meeting closed at 5.47pm.

.....
CHAIRMAN



REPORT EXTRAORDINARY COUNCIL MEETING 20 MARCH 2017

PRESENT:

Mr M Kneipp (Administrator).

ALSO IN ATTENDANCE:

The Interim General Manager, the Director Organisational Services, the Manager Governance and Risk, the Supervisor Governance, the Director Corporate Development, the Corporate Communications Supervisor (K Matts), the Director Technical Services, the Manager Civil Infrastructure and Solid Waste, the Director Environmental Services, the Manager Building and Development Services, the Director Community Services, the Director Parks and Landcare Services and the Transition Project Leader.

Mr M Kneipp (Administrator) assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.00pm with a prayer for Divine Guidance to the Council in its deliberations and activities. The acknowledgment of country was also read by the Administrator Mr M Kneipp.

CCL17/15 LEAVE OF ABSENCE (ID17/356)

There were no requests for leave of absence recorded.

CCL17/16 PUBLIC FORUM (ID17/357)

There were no speakers during Public Forum.

ADMINISTRATOR MINUTE:

CCL17/17 DUBBO REGIONAL COUNCIL DIVISIONAL AND SENIOR STAFF ORGANISATION STRUCTURE (ID17/352)

The Council had before it the Administrator Minute regarding Dubbo Regional Council Divisional and Senior Staff Organisation Structure.

Moved by Mr M Kneipp (Administrator)

MOTION

That the report of the Interim General Manager, dated 16 March 2017, as attached to this Administrator Minute as Appendix 1 be adopted.

CARRIED

The meeting closed at 5.06pm.

.....
CHAIRMAN



DUBBO REGIONAL
COUNCIL

ADMINISTRATOR MINUTE: Administrator Appointments

AUTHOR: Administrator
REPORT DATE: 20 March 2017
TRIM REFERENCE: ID17/170

To the Council
Ladies and Gentlemen

Office of the Administrator
Civic Administration Building
Church Street, Dubbo

Monday 20 February 2017

- Media interview – WIN Television.
- Attended briefing for Council's Committee meetings.
- Attended the Planning and Development Committee, Works and Services Committee and the Finance and Policy Committee meetings.

Tuesday 21 February 2017

- Attended along with Council's Director Community Services, David Dwyer the Charles Sturt University Dubbo Campus Commencement ceremony.
- Attended along with Council's Interim General Manager, Mark Riley a meeting with Department of Premier and Cabinet's Implementation Liaison Officer, Ms G Cole.
- Attended along with Council's Director Community Services, David Dwyer, a meeting with a Dubbo resident about the upcoming 'Centenary of Public Education in Dubbo' program.

Thursday 23 February 2017

- Attended along with Council's Director Parks and Landcare Services, Ian McAlister and Manager Works Services, Robert Flakelar, a meeting with a Dubbo resident about the street trees located in Erskine Street.
- Attended the Dubbo Health Council board meeting.

Friday 24 February 2017

- Met the Japanese Consul-General, Mr Takewaka, at the Dubbo City Regional Airport and transferred him to Taronga Western Plains Zoo.
- Along with Council's Director Community Services, David Dwyer, attended the Charles Sturt University Dubbo Campus Community University Partnership grant presentation.
- Along with Council's Director Community Services, David Dwyer, Japanese Consul-General, Mr Takewaka for a lunch meeting to discuss Council and the Sister City programs of Dubbo and Wellington.

Monday 27 February 2017

- Attended the Cancer Council Palliative Care Campaign Launch Event at the Macquarie Regional Library.
- Attended along with Council's Interim General Manager, Mark Riley, the Water and Sewer Steering Committee meeting.
- Attended along with Council's Interim General Manager, Mark Riley, the regular meeting with State Member for Dubbo, The Hon T Grant, MP.
- Attended along with Council's Interim General Manager, Mark Riley, and Director Parks and Landcare Services, Ian McAlister, an introductory meeting with Local Land Services Acting General Manager Mr A Mulligan and Chair, Mr T Gavel.
- Attended briefing for the Ordinary meeting of Council.
- Attended the Ordinary meeting of Council.

Tuesday 28 February 2017

- Participated along with Council's Interim General Manager, Mark Riley, in the fortnightly Department of Premier and Cabinet teleconference.
- Attended a meeting with Corrective Services to discuss industries in goals.
- Attended along with Council's Interim General Manager, Mark Riley the 'Back to Business' presentation by Dan Gregory.

Wednesday 1 March 2017

- Attended the 'Free Cuppa for the Driver' launch.

Thursday 2 March 2017

- Attended the '40th anniversary of Taronga Western Plains Zoo' CBD Banner Launch.
- Hosted a Citizenship ceremony.

Friday 3 March 2017

- Attended the official opening of the Wellington Caves' accommodation upgrade.
- Media interview – 2DU and ABC Western Plains.

Saturday 4 March 2017

- Attended the official opening of the Western Plains Cultural Centre's 'The Art of Wool' exhibition.

Monday 6 March 2017

- Attended regular meeting with Dubbo Chamber of Commerce and Industry President, Mr M Wright.

Tuesday 7 March 2017

- Attended the Dubbo Macquarie Rotary Club's monthly meeting as a guest speaker, talking about recent events at Council.

Wednesday 8 March 2017

- Presented Dubbo's Senior Citizen of the Year award to Gwendolin Chislett as part of 2017 Seniors Week.
- Attended along with Council's Director Community Services, David Dwyer discussions with Dubbo residents about the Bill Ferguson statue.
- Attended the Local Representation Committee meeting.

Thursday 9 March 2017

- Attended along with Council's Interim General Manager Mark Riley the Inland Forum meeting in Sydney.

Friday 10 March 2017

- Attended along with Council's Interim General Manager Mark Riley the Orana Regional Organisation of Councils board meeting.
- Attended along with Council's Interim General Manager Mark Riley the Launch of Regional Platters.
- Attended the University of Sydney School of Rural Health's Alumni function.

Sunday 12 March 2017

- Attended the Country Championships VIP Luncheon as part of the Wellington Boot.

Friday 17 March 2017

- Attended the Audit and Risk Management meeting.
- Participated in the teleconference with NSW Electoral Commission's Mr S Robb to discuss the administration of the 2017 local government elections.
- Attended the medicinal herb garden launch at the Dubbo Visitors Information Centre.

Saturday 18 March 2017

- Attended and officially opened of the Rotary District 9670 conference.

RECOMMENDATION

That the information contained in the Administrator Minute be noted.

Michael Kneipp
Administrator



**DUBBO REGIONAL
COUNCIL**

Report of the Planning and Development Committee - Meeting 20 March 2017

AUTHOR: Administrative Officer - Governance
REPORT DATE: 21 March 2017

The Council has before it the report of the Planning and Development Committee meeting held 20 March 2017.

RECOMMENDATION

That the report of the Planning and Development Committee meeting held on 20 March 2017, be adopted.



**REPORT
PLANNING AND DEVELOPMENT
COMMITTEE
20 MARCH 2017**

PRESENT:

Mr M Kneipp (Administrator).

ALSO IN ATTENDANCE:

The Interim General Manager, the Director Organisational Services, the Manager Governance and Risk, the Supervisor Governance, the Revenue Accountant, the Director Corporate Development, the Corporate Communications Supervisor (K Matts), the Director Technical Services, the Manager Civil Infrastructure and Solid Waste, the Senior Design Engineer, the Director Environmental Services, the Manager Building and Development Services, the Manager City Strategy Services, the Senior Planner, the Director Community Services, the Director Parks and Landcare Services and the Transition Project Leader.

Mr M Kneipp (Administrator) assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.37pm.

**PDC17/4 REPORT OF THE PLANNING AND DEVELOPMENT COMMITTEE - MEETING 20
FEBRUARY 2017 (ID17/321)**

The Committee had before it the report of the Planning and Development Committee meeting held 20 February 2017.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that the report of the Planning and Development Committee meeting held on 20 February 2017, be adopted.

CARRIED

PDC17/5 PROPOSED AMENDMENTS TO THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT, 1979 - COUNCIL SUBMISSION (ID17/140)

The Committee had before it the report dated 14 February 2017 from the Manager City Strategy Services regarding Proposed Amendments to the Environmental Planning and Assessment Act, 1979 - Council Submission.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That the report prepared by the Manager City Strategy Services, dated 14 March 2017 in respect of the proposed amendments to the Environmental Planning and Assessment Act, 1979 be endorsed.**
- 2. That a submission be prepared by Council for the consideration of the Department of Planning and Environment in accordance with the information as provided in the report of the Manager City Strategy Services.**

CARRIED

PDC17/6 DRAFT DEVELOPMENT CONTROL PLAN - SHERATON ROAD ESTATE - RESULTS OF PUBLIC EXHIBITION (ID17/341)

The Committee had before it the report dated 14 March 2017 from the Manager City Strategy Services regarding Draft Development Control Plan - Sheraton Road Estate - Results of Public Exhibition.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That the Development Control Plan - Sheraton Road Estate, as provided here in Appendix 1, to the report of the Manager City Strategy Services, dated 14 March 2017 be adopted.**
- 2. That an advertisement be placed in local print media specifying adoption of the Development Control Plan – Sheraton Road Estate.**

CARRIED

**PDC17/7 DEVELOPMENT APPLICATION (D16-494) FOR RESIDENTIAL SUBDIVISION (30 LOTS)
PROPERTY: LOT 1 DP 510790, 5L WELLINGTON ROAD, DUBBO
APPLICANT: MRS J J RICE
OWNER: THE CHURCHES OF CHRIST PROPERTY TRUST (ID17/159)**

The Committee had before it the report dated 14 March 2017 from the Senior Planner 1 regarding Development Application (D16-494) for Residential Subdivision (30 Lots) - Lot 1 DP 510790, 5L Wellington Road, Dubbo.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That Development Application D16-494 for residential subdivision (30 lots) plus public reserve, drainage reserve, church allotment and residue allotment at Lot 1 DP 510790, 5L Wellington Road, Dubbo, be granted approval subject to the conditions of consent provided as attached to this report as Appendix 1.**
- 2. That those who made submissions be advised of Council's determination in this matter.**

CARRIED

**PDC17/8 DEVELOPMENT APPLICATION D16-366 - DUAL OCCUPANCY (DETACHED) AND TWO (2) LOT SUBDIVISION
PROPERTY: LOT 62 DP 596342, 24 TAMWORTH STREET, DUBBO
OWNER: MR N J & MRS J L O'CONNOR
APPLICANT: MR N J O'CONNOR (ID17/325)**

The Committee had before it the report dated 14 March 2017 from the Planner regarding Development Application D16-366 - Dual Occupancy (Detached) and Two (2) Lot Subdivision - Lot 62 DP 596342, 24 Tamworth Street, Dubbo.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That amended Development Application D16-366 for a dual occupancy (detached) and two (2) lot subdivision of Lot 62 DP 596342, 24 Tamworth Street, Dubbo be approved subject to the conditions included in Appendix 1; as attached to this report.**
- 2. That those who made submissions in respect of the subject application be advised of Council's determination in this matter.**

CARRIED

The meeting closed at 5.41pm.

.....
CHAIRMAN



**DUBBO REGIONAL
COUNCIL**

Report of the Works and Services Committee - Meeting 20 March 2017

AUTHOR: Administrative Officer - Governance
REPORT DATE: 21 March 2017

The Council has before it the report of the Works and Services Committee meeting held 20 March 2017.

RECOMMENDATION

That the report of the Works and Services Committee meeting held on 20 March 2017, be adopted.



DUBBO REGIONAL
COUNCIL

**REPORT
WORKS AND SERVICES COMMITTEE
20 MARCH 2017**

PRESENT:

Mr M Kneipp (Administrator).

ALSO IN ATTENDANCE:

The Interim General Manager, the Director Organisational Services, the Manager Governance and Risk, the Supervisor Governance, the Revenue Accountant, the Director Corporate Development, the Corporate Communications Supervisor (K Matts), the Director Technical Services, the Manager Civil Infrastructure and Solid Waste, the Senior Design Engineer, the Director Environmental Services, the Manager Building and Development Services, the Manager City Strategy Services, the Director Community Services, the Director Parks and Landcare Services and the Transition Project Leader.

Mr M Kneipp (Administrator) assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.41pm.

**WSC17/7 REPORT OF THE WORKS AND SERVICES COMMITTEE - MEETING 20 FEBRUARY
2017 (ID17/322)**

The Committee had before it the report of the Works and Services Committee meeting held 20 February 2017.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that the report of the Works and Services Committee meeting held on 20 February 2017, be adopted.

CARRIED

WSC17/8 BUILDING SUMMARY - FEBRUARY 2017 (ID17/316)

The Committee had before it the report dated 13 March 2017 from the Director Environmental Services regarding Building Summary - February 2017.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that the information contained within this report by the Director Environmental Services, dated 13 March 2017 be noted.

CARRIED

WSC17/9 PROPOSED DISABLED PARKING - DUBBO NEIGHBOURHOOD CENTRE, GIPPS STREET, DUBBO (ID17/346)

The Committee had before it the report dated 15 March 2017 from the Manager Technical Support regarding Proposed Disabled Parking - Dubbo Neighbourhood Centre, Gipps Street, Dubbo.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that Council approval be granted for the implementation of two (2) disabled car parking spaces in Gipps Street adjacent the Dubbo Neighbourhood Centre access ramp as detailed on Council's Plan TM7109, attached to the report of the Manager Technical Support dated 15 March 2017 as Appendix 1.

CARRIED

WSC17/10 SPORTING ORGANISATION FEES AND CHARGES REVIEW (ID17/331)

The Committee had before it the report dated 9 March 2017 from the Manager Recreation Planning and Programs regarding Sporting Organisation Fees and Charges Review.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That a three percent (3%) increase be applied to the 2016/2017 sporting organisation fees and charges and included in the 2017/2018 Dubbo Regional Council Draft Revenue Policy and the levels of service for sport specific preparation be accommodated in accordance with the discussions held during recent meetings.**
- 2. That litter control be charged to sporting organisations on a full cost recovery basis, noting that such charge would not apply if respective clubs undertake their own litter control.**

3. That twenty five percent (25%) of the total revenue from sporting organisation fees and charges be contributed to the Dubbo Regional Sports Council Facility Improvement Fund and be made available, upon application and assessment, to all Wellington and Dubbo sporting organisations who are members of the Council from the 1 July 2017.
4. That the Manager Recreation Planning and Programs be requested to further review sporting organisation fees and charges for consideration by Council in March 2018.
5. That any remaining funds within the former Dubbo City Sports Council Sports Ground Improvement Fund, collected prior to the amalgamation, be available only to the clubs that were a financial member at that time.

CARRIED

At this juncture the meeting adjourned, the time being 5.45 pm.

The meeting recommenced at 6.12pm.

WSC17/11 HYDRANT MAINTENANCE (ID17/327)

The Committee had before it the report dated 9 March 2017 from the Director Technical Services regarding Hydrant Maintenance.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).

CARRIED

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

1. That the quotation from H and S Maintenance of \$141,344 (ex GST) for hydrant maintenance for 2016/2017 be accepted.
2. That any necessary documents be executed under the Common Seal of the Council.
3. That the documents and considerations in regard to this matter remain confidential to Council.

CARRIED

WSC17/12 CONSTRUCTION OF ACCESS ROAD AND HARDSTAND AT DUBBO CITY REGIONAL AIRPORT FOR TEMPORARY ASPHALT PLANT (ID17/340)

The Committee had before it the report dated 13 March 2017 from the Director Technical Services regarding Construction of Access Road and Hardstand at Dubbo City Regional Airport for Temporary Asphalt Plant.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).

CARRIED

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That the quotation received from Dubbo Terrazzo and Concrete Industries for \$309,740.00 (ex GST) for the construction of an access road and hardstand area at the Dubbo City Regional Airport be accepted.**
- 2. That the documents and considerations in regard to this matter remain confidential to Council.**
- 3. That any necessary documents be executed under the Common Seal of Council.**

CARRIED

WSC17/13 TENDER FOR THE CONSTRUCTION OF THE BOUNDARY ROAD, DUBBO EXTENSION (ID17/309)

The Committee had before it the report dated 14 March 2017 from the Director Technical Services regarding Tender for the Construction of the Boundary Road, Dubbo Extension.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).

CARRIED

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

1. That it be noted that no potential tenderers attended a mandatory site meeting as scheduled on 22 February 2017 and accordingly no conforming tenders were received by Council at the closing date.
2. That in accordance with Clause 178(3)(a) of the Local Government (General) Regulation 2005 Council postpone the invitation of tenders for the Construction of the Boundary Road Extension to a later date.

CARRIED

The meeting closed at 6.14pm.

.....
CHAIRMAN



**DUBBO REGIONAL
COUNCIL**

Report of the Finance and Policy Committee - Meeting 20 March 2017

AUTHOR: Administrative Officer - Governance
REPORT DATE: 21 March 2017

The Council has before it the report of the Finance and Policy Committee meeting held 20 March 2017.

RECOMMENDATION

That the report of the Finance and Policy Committee meeting held on 20 March 2017, be adopted.



DUBBO REGIONAL
COUNCIL

**REPORT
FINANCE AND POLICY COMMITTEE
20 MARCH 2017**

PRESENT:

Mr M Kneipp (Administrator).

ALSO IN ATTENDANCE:

The Interim General Manager, the Director Organisational Services, the Manager Governance and Risk, the Supervisor Governance, the Revenue Accountant, the Director Corporate Development, the Corporate Communications Supervisor (K Matts), the Director Technical Services, the Manager Civil Infrastructure and Solid Waste, the Senior Design Engineer, the Director Environmental Services, the Manager Building and Development Services, the Manager City Strategy Services, the Senior Planner, the Director Community Services, the Director Parks and Landcare Services and the Transition Project Leader.

Mr M Kneipp (Administrator) assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.30pm.

Clause FPC17/15 was brought forward for consideration and was dealt with at this juncture.

FPC17/15 DUBBO NEIGHBOURHOOD CENTRE BIENNIAL ACTIVITIES REPORT (ID17/157)

The Committee had before it the report dated 16 February 2017 from the Director Community Services regarding Dubbo Neighbourhood Centre Biennial Activities Report. The Committee reports having met with Mr Jimmy Forrest of the Dubbo Neighbourhood Centre regarding this matter.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that the information contained within this report by the Director Community Services, dated 16 February 2017 be noted.

CARRIED

At this juncture the meeting adjourned, the time being 5.37pm.

The meeting recommenced at 5.45pm.

FPC17/10 REPORT OF THE FINANCE AND POLICY COMMITTEE - MEETING 20 FEBRUARY 2017 (ID17/320)

The Committee had before it the report of the Finance and Policy Committee meeting held 20 February 2017.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that the report of the Finance and Policy Committee meeting held on 20 February 2017, be adopted.

CARRIED

FPC17/11 INVESTMENTS UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT (ID17/323)

The Committee had before it the report dated 7 March 2017 from the Director Organisational Services regarding Investments Under Section 625 of the Local Government Act.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that the information contained within this report by the Director Organisational Services, dated 7 March 2017 be noted.

CARRIED

FPC17/12 OUTCOMES OF TENDER PROCESSES DELEGATED TO THE INTERIM GENERAL MANAGER (ID17/335)

The Committee had before it the report dated 10 March 2017 from the Manager Governance and Risk Services regarding Outcomes of Tender Processes Delegated to the Interim General Manager.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that the information provided within this report by the Manager Governance and Risk Services, dated 10 March 2017 be noted.

CARRIED

FPC17/13 REVIEW OF RATES STRUCTURE FOR 2017/2018 (ID17/158)

The Committee had before it the report dated 16 February 2017 from the Revenue Accountant regarding Review of Rates Structure for 2017/2018. The Committee reports having met with Council's Revenue Accountant regarding this matter.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

1. That the Rates Structure to be included in the Revenue Policy as part of the 2017/2018 Operational Plan be based on the existing 2016/2017 rate structure.
2. That the 2017/2018 rate structure incorporate a General Income Variation (the rate pegging limit) of 1.5% being the maximum permitted for the 2017/2018 rating year as determined by the Minister for Local Government.
3. That the former Wellington Council Emergency Services Special Rate be absorbed into the previous Wellington Ordinary Rate Structure effective from the 2017/2018 financial year.

CARRIED

FPC17/14 2016/2017 FINANCIAL ASSISTANCE PROGRAMME (ID17/29)

The Committee had before it the report dated 20 January 2017 from the Director Community Services regarding 2016/2017 Financial Assistance Programme.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that financial assistance totalling \$15,000 be provided to the following applicants for the amounts indicated:

Cerebral Palsy Alliance Dubbo	\$1,500
Mid Macquarie Landcare Inc.	\$1,000
Orana Education Centre	\$750
Scouts Australia – Golden West Region	\$1,000
First Dubbo Scout Group	\$850
Akela Playgroup	\$500
Dubbo Horse and Pony Club Inc.	\$1,000
Terramungamine Bushfire Brigade	\$400
Dubbo Model Railway Club Inc.	\$250
Gollan Hall Trust	\$550
Dubbo Branch Can Assist	\$1,000
U3A Dubbo Chapter Inc.	\$500
Dubbo Community Garden	\$500
Mumbil District Progress Association Inc.	\$500

Gagamin Aboriginal Men's Group Dubbo	\$1,000
Dubbo Community Kitchen	\$1,100
headspace	\$1,000
National Trust – Dundullimal Homestead	\$1,000
Dubbo Film Society	\$600

CARRIED

FPC17/16 MACQUARIE REGIONAL LIBRARY (ID17/317)

The Committee had before it the report dated 7 March 2017 from the Director Community Services regarding Macquarie Regional Library.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that the information contained in this report by the Director Community Services, dated 7 March 2017 be noted.

CARRIED

FPC17/17 LICENCE AGREEMENT FOR SOUTH DUBBO SCOUT HALL (ID17/328)

The Committee had before it the report dated 8 March 2017 from the Director Community Services regarding Licence Agreement For South Dubbo Scout Hall.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

1. That a licence agreement be entered into with the South Dubbo Akela Playgroup for occupation of the South Dubbo Scout Hall for an initial three (3) year period with an option for a further three (3) years at a commencement rental fee of \$650 excluding GST per annum with annual rental increases of 3% thereafter.
2. That any necessary documents in relation to this matter be executed under the common seal of Council.

CARRIED

**FPC17/18 ECONOMIC DEVELOPMENT ACTION PLAN - QUARTER TWO REPORT
(ID17/338)**

The Committee had before it the report dated 10 March 2017 from the Director Corporate Development regarding Economic Development Action Plan - Quarter Two Report.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that information contained within this report by the Director Corporate Development, dated 10 March 2017 be noted.

CARRIED

**FPC17/19 FINANCIAL AND IN-KIND ASSISTANCE POLICY - AMENDMENT TO
SPONSORSHIP AND MAJOR EVENT SPONSOR PROGRAM GUIDELINES
(ID17/337)**

The Committee had before it the report dated 10 March 2017 from the City Promotions and Events Supervisor regarding Financial and In-Kind Assistance Policy - Amendment to Sponsorship and Major Event Sponsor Program Guidelines.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That the Outgoing Sponsorship Benefits Matrix be included in the Financial and In-Kind Assistance Policy, and that the updated Policy provided to Council for consideration, as attached to this report as Appendix 2 be adopted.**
- 2. That the application forms, guidelines and processes for managing applications for sponsorships or major events sponsorships, be updated to include the Outgoing Sponsorship Benefits Matrix, for applications over \$2,000.**
- 3. That the policy include a requirement for an acquittal report for sponsorships above \$10,000.**
- 4. That the limit for Managers and Directors to make decisions to provide sponsorship be increased from \$500 to \$2,000.**
- 5. That the City Promotions and Events Supervisor update Managers on this policy change.**

CARRIED

FPC17/20 SALE OF LAND FOR UNPAID RATES AND CHARGES - FORMER DUBBO CITY COUNCIL (ID17/330)

The Committee had before it the report dated 9 March 2017 from the Revenue Accountant regarding Sale of Land for Unpaid Rates and Charges - Former Dubbo City Council.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned the personal hardship of any resident or ratepayer (Section 10A(2)(b)).

CARRIED

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That the balance of unpaid rates and charges remaining outstanding totalling \$20,830.68 on the two properties as detailed within this report after applying the proceeds from the Sale of each property, be written off in accordance with Section 719 of the Local Government Act 1993.**
- 2. That excess funds received as a result of the sale of land for unpaid rates on the nine properties as detailed within this report totalling \$275,883.53, be transferred to Council's Trust Fund.**
- 3. That as appropriate the excess funds generated on each property as a result of the sale of land for unpaid rates be transferred to persons who are clearly entitled under Section 720 of the Local Government Act 1993 to receive the surplus funds.**
- 4. That the documents and considerations in regard to this report remain confidential to Council.**

CARRIED

FPC17/21 SALE OF LAND FOR UNPAID RATES AND CHARGES - FORMER WELLINGTON COUNCIL (ID17/334)

The Committee had before it the report dated 9 March 2017 from the Revenue Accountant regarding Sale of Land for Unpaid Rates and Charges - Former Wellington Council.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned the personal hardship of any resident or ratepayer (Section 10A(2)(b)).

CARRIED

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That the remaining balances on unpaid rates and charges outstanding on the two properties detailed within this report totalling \$9,104.53, after applying the proceeds from the Sale of each property, be written off in accordance with Section 719 of the Local Government Act 1993.**
- 2. That the documents and considerations in regard to this matter remain confidential to Council.**

CARRIED

The meeting closed at 6.12pm.

.....
CHAIRMAN



**DUBBO REGIONAL
COUNCIL**

Report of the Audit, Risk and Improvement Committee - Meeting 17 March 2017

AUTHOR: Administrative Officer - Governance
REPORT DATE: 21 March 2017

The Council has before it the report of the Audit, Risk and Improvement Committee meeting held 17 March 2017.

RECOMMENDATION

That the report of the Audit, Risk and Improvement Committee meeting held on 17 March 2017, be adopted.

Appendices:

- 1 Report - Audit Risk and Improvement Committee - 17 03 2017(3)



**REPORT
AUDIT, RISK AND IMPROVEMENT
COMMITTEE
17 MARCH 2017**

PRESENT:

Core Members (Voting):

Mr M Kneipp (Administrator), Mr A Fletcher (Independent Member) and Mr J Walkom (Independent Member).

Attendees (Non-Voting):

Mr S Bassett (Community Representative), the Interim General Manager, the Internal Auditor, the Director Organisational Services, the Director Corporate Development, the Manager Governance and Risk Services, Mr J Shanks (representative of the Audit Office), Ms R Meimaroglou (Audit Office by phone) and Mr M Monaco (Audit Office by phone).

Mr J Walkom assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 9:00 am.

ARIC17/1 LEAVE OF ABSENCE (ID17/202)

There were no requests for leave of absence recorded.

ARIC17/2 DECLARATIONS OF INTERESTS (ID17/203)

There were no declarations of interests recorded.

**ARIC17/3 REPORT OF THE AUDIT AND RISK MANAGEMENT COMMITTEE - MEETING 13
DECEMBER 2016 (ID17/204)**

The Committee had before it the report of the Audit and Risk Management Committee meeting held 13 December 2016.

RECOMMENDATION

The Committee recommends that the report of the Audit and Risk Management Committee meeting held on 13 December 2016, be adopted.

Clause ARIC17/8 was brought forward for consideration and was dealt with at this juncture.

ARIC17/8 AUDITOR OFFICE - EXTERNAL AUDIT ENGAGEMENT LETTER (ID17/332)

The Committee had before it the draft Client Services Plan dated 16 March 2017 and the standard Terms of Audit Engagement as provided by the Audit Office regarding the audit of Dubbo Regional Council for the year ended 30 June 2017.

RECOMMENDATION

The Committee recommends:

- 1. That the Interim General Manager be requested to review the draft Client Services Plan and provide comments to the Audit Office on Monday 20 March 2017.**
- 2. That Council make representations to the Office of Local Government seeking an extension for the finalisation of its 2016/2017 financial statements audit process to 31 December 2017.**

ARIC17/4 INTERNAL AUDIT PROGRAMME STATUS REPORT (ID17/169)

The Committee had before it the report dated 20 February 2017 from the Internal Auditor regarding Internal Audit Programme Status Report.

RECOMMENDATION

The Committee recommends:

- 1. That the information contained in this report be noted.**
- 2. That the Transition Project Leader be requested to report to the next Audit, Risk and Improvement Committee detailing transition project risk management measures and treatments.**
- 3. That a revised Internal Audit Program be developed by the Internal Auditor based on the risk registers of the former Dubbo City Council that also includes tasks relating to recommendation 15 of the report of the Financial Accountant in regard to the Operation Jarek report, for consideration at the next meeting of the Audit, Risk and Improvement Committee.**
- 4. That a draft Related Parties Disclosure Policy be developed for consideration by the Committee, noting that the related parties Accounting Standard will apply to councils effective 1 July 2017.**

ARIC17/5 ARIC ACTION LIST AS AT FEBRUARY 2017 (ID17/165)

The Committee had before it the report dated 20 February 2017 from the Internal Auditor regarding ARIC Action List as at February 2017.

RECOMMENDATION

The Committee recommends:

- 1. That the information contained within this report be noted.**
- 2. That all items marked as completed be deleted from the list.**
- 3. That the Internal Auditor be requested to make contact with the Audit Office regarding the provision of assistance in respect of the utilisation of the ACL Audit Software.**

ARIC17/6 OPERATION JAREK - UPDATE ON ACTIONS TO DATE (ID17/314)

The Committee had before it the report dated 6 March 2017 from the Financial Accountant regarding Operation Jarek - Update on Actions to Date.

RECOMMENDATION

The Committee recommends:

- 1. That the information contained within this report be noted.**
- 2. That the target date for recommendation 10 (Inventory) be extended to 31 August 2017.**

ARIC17/7 CONTRACT PAYMENTS AND CONTRACT VARIATIONS 1 JULY 2016 TO 31 DECEMBER 2016 (ID17/313)

The Committee had before it the report dated 6 March 2017 from the Financial Accountant regarding Contract Payments and Contract Variations 1 July 2016 to 31 December 2016.

RECOMMENDATION

The Committee recommends:

- 1. That the information contained in the report be noted.**
- 2. That the Interim General Manager be requested to communicate to the relevant staff the Committee's request for attention to the issue of reducing the amount of purchase orders created after the invoice date, with the Committee seeking a figure of less than 10%.**

The meeting closed at 10.26am.

.....
CHAIRMAN

AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017

ARIC17/3



Report of the Audit and Risk Management Committee - Meeting 13 December 2016

AUTHOR: Supervisor Governance
REPORT DATE: 1 March 2017

The Committee had before it the report of the Audit and Risk Management Committee meeting held 13 December 2016.

RECOMMENDATION

That the report of the Audit and Risk Management Committee meeting held on 13 December 2016, be adopted.

AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017

ARIC17/3



REPORT AUDIT AND RISK MANAGEMENT COMMITTEE 13 DECEMBER 2016

PRESENT:

Core Members (Voting):

Mr Michael Kneipp, Administrator; Mr A Fletcher (Independent Member) and Mr J Walkom (Independent Member).

Attendees (Non-Voting):

Mr S Bassett (Community Representative), the Interim General Manager, the Internal Auditor, the Acting Director Organisational Services (J Bassingthwaighte), the Director Corporate Development, the Manager Governance and Risk, Manager Financial Accounting Services and the External Auditor.

Mr Michael Kneipp (Administrator) assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 11:00am.

WELCOME

AUD16/1 ELECTION OF CHAIRPERSON (ID16/2273)

Mr John Walkom was elected Chairperson of the Audit and Risk Management Committee for the period until the next Mayoral election.

Mr John Walkom assumed chairmanship of the meeting.

AUD16/2 LEAVE OF ABSENCE (ID16/2252)

There were no requests for leave of absence recorded.

AUD16/3 DECLARATIONS OF INTERESTS (ID16/2253)

There were no declarations of interests recorded.

**AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017**

ARIC17/3

**AUD16/4 REPORT OF THE AUDIT AND RISK MANAGEMENT COMMITTEE - MEETING 26
FEBRUARY 2016 (ID16/2254)**

The Committee had before it the report of the Audit and Risk Management Committee meeting held 26 February 2016.

Moved by A Fletcher and seconded by M Kneipp

RECOMMENDATION

That the report of the Audit and Risk Management Committee meeting held on 26 February 2016, be adopted.

CARRIED

**AUD16/5 PRESENTATION OF THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY
2015 TO 12 MAY 2016 (ID16/2262)**

The Committee had before it the report dated 6 December 2016 from the Manager Financial Accounting Services regarding Presentation of the Financial Statements for the Period 1 July 2015 to 12 May 2016.

Moved by A Fletcher and seconded by J Walkom

RECOMMENDATION

1. That the information provided in the report from the Manager Financial Accounting Services dated 6 December 2016 on the Financial Statements for 2015/2016 in respect of the former Dubbo City Council, be noted.
2. That it be noted that the Audit and Risk Management Committee is not aware of any issues that would preclude the Dubbo Regional Council from adopting the Financial Statements for the year ended 12 May 2016 as presented and audited by the External Auditor in respect of the former Dubbo City Council. The Audit and Risk Management Committee has reviewed and discussed the audit process and received confirmation from the External Auditor that:
 - (i) They have been provided access to all necessary records.
 - (ii) The Auditor staff are suitably qualified to conduct the audit.
 - (iii) They have had sufficient time to complete.
 - (iv) Items identified have been resolved to their satisfaction.
3. That the Audit Reports for the General Purpose Financial Statements, and the Audit Reports for the Special Purpose Financial Statements for both the former Dubbo City and Wellington councils, be tabled at the December 2016 Ordinary Meeting of Council.
4. That the Committee acknowledge the efforts of staff in the preparation of the Financial Statements and the achievements of Council in the end of year result.

CARRIED

AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017

ARIC17/3

AUD16/6 INTERNAL AUDIT PROGRAMME STATUS REPORT (ID16/2180)

The Committee had before it the report dated 29 November 2016 from the Internal Auditor regarding Internal Audit Programme Status Report.

Moved by A Fletcher and seconded by M Kneipp

RECOMMENDATION

That the information contained in this report be noted.

CARRIED

AUD16/7 DATA ANALYTICS SOFTWARE SYSTEMS (ID16/2167)

The Committee had before it the report dated 28 November 2016 from the Internal Auditor regarding Data Analytics Software Systems.

Moved by A Fletcher and seconded by M Kneipp

RECOMMENDATION

- 1. That the purchase of ACL software system and related training sessions be approved.**
- 2. That the Interim General Manager be requested to make contact with the General Managers of Bathurst and Orange Councils with a view to a coordinated approach to the purchase of and training in respect of this software.**

CARRIED

AUD16/8 INTERNAL AUDIT REVIEW REPORT - ACCOUNTS RECEIVABLE PROCESS (ID16/2224)

The Committee had before it the report dated 30 November 2016 from the Internal Auditor regarding Internal Audit Review Report - Accounts Receivable Process.

Moved by A Fletcher and seconded by M Kneipp

RECOMMENDATION

That the information contained within this report be noted.

CARRIED

**AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017**

ARIC17/3

AUD16/9 ARMC ACTION LIST AS AT NOVEMBER 2016 (ID16/2199)

The Committee had before it the report dated 30 November 2016 from the Internal Auditor regarding ARMC Action List as at November 2016.

Moved by A Fletcher and seconded by M Kneipp

RECOMMENDATION

1. That the information contained within this report be noted.
2. That all items marked as completed be deleted from the list.
3. That Action Item 2016-126/2/16 relating to an update on actions to date in respect of Operation Jarek be also deleted from the list noting that a separate report is provided to the Committee each meeting on this matter.
4. That it be noted that meeting dates for the Committee in 2017 be, 17 March 2017, 1 June 2017 and 5 September 2017.

CARRIED

**AUD16/10 COUNCIL PAYMENTS AND CONTRACT VARIATIONS 1 APRIL 2016 TO 30
SEPTEMBER 2016 (ID16/2229)**

The Committee had before it the report dated 1 December 2016 from the Manager Financial Accounting Services regarding Council Payments and Contract Variations 1 April 2016 to 30 September 2016.

Moved by M Kneipp and seconded by A Fletcher

RECOMMENDATION

1. That the information contained within this report be noted.
2. That following the acquisition of Data Analytics Software and training, the Internal Auditor be requested to review invoices raised before purchase orders with a view to identifying suppliers who regularly supply without an order for corrective action.

CARRIED

**AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017**

ARIC17/3

AUD16/11 OPERATION JAREK - UPDATE ON ACTIONS TO DATE (ID16/2231)

The Committee had before it the report dated 1 December 2016 from the Manager Financial Accounting Services regarding Operation Jarek - Update on Actions to Date.

Moved by M Kneipp and seconded by A Fletcher

RECOMMENDATION

1. That the information contained within this report be noted.
2. That it be noted that Action Items 3,4,5,6,12 13 and 14 as contained in the report, have been completed and can be removed from future reports.

CARRIED

AUD16/12 UPDATE OF ACTION PLAN - HIGH LEVEL REVIEW OF INTERNAL CONTROLS (ID16/2232)

The Committee had before it the report dated 1 December 2016 from the Manager Financial Accounting Services regarding Update of Action Plan - High Level Review of Internal Controls.

Moved by A Fletcher and seconded by M Kneipp

RECOMMENDATION

1. That the information contained within this report be noted.
2. That it be noted that the actions contained in this report have now been completed or addressed and on this basis such report not be presented to future meetings of the Audit and Risk Management Committee.

CARRIED

AUD16/13 AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) CHARTER (ID16/2179)

The Committee had before it the report dated 29 November 2016 from the Director Corporate Development regarding Audit, Risk and Improvement Committee (ARIC) Charter.

Moved by J Walkom and seconded by M Kneipp

RECOMMENDATION

1. That the Committee recommends that the Council adopts the Audit, Risk and Improvement Committee Interim Charter.
2. That the committee amend the standing Agenda template for the ARIC to align with the list of key results areas identified in the new legislation.
3. That in addition to an Internal Audit programme, a regular management reporting timetable is established which ensures that the Committee considers information as necessary to accomplish its objectives as stated in section 428A of the new legislation.

**AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017**

ARIC17/3

CARRIED

AUD16/14 RISK MANAGEMENT MATURITY AND BENCHMARKING REPORT (ID16/2177)

The Committee had before it the report dated 29 November 2016 from the Manager Governance and Risk Services regarding Risk Management Maturity and Benchmarking Report.

Moved by M Kneipp and seconded by A Fletcher

RECOMMENDATION

That the information contained within this report be noted.

CARRIED

AUD16/15 INTERNAL AUDIT REVIEW - DUBBO AQUATIC LEISURE CENTRE CASH RECEIPTING PROCESS PROGRESS REPORT (ID16/2226)

The Committee had before it the report dated 30 November 2016 from the Manager Business Support Parks and Landcare Services regarding Internal Audit Review - Dubbo Aquatic Leisure Centre Cash Receipting Process Progress Report.

Moved by J Walkom and seconded by A Fletcher

RECOMMENDATION

That the information contained within this report be noted.

CARRIED

The meeting closed at 1:00pm.

.....
CHAIRMAN

AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017

ARIC17/4



REPORT: Internal Audit Programme Status Report

AUTHOR: Internal Auditor
REPORT DATE: 20 February 2017
TRIM REFERENCE: ID17/169

EXECUTIVE SUMMARY

The Audit, Risk and Improvement Committee Charter stipulates that the ARIC should approve the Council's audit programme including subsequent changes to the programme. At the time of the merger of the former Wellington and Dubbo Councils, the former Dubbo City Council internal audit programme was driven by a 3 year plan covering various areas of Council. This programme was informed with results of the Council's risk assessments completed by management. In addition the internal audit programme also considered other priorities as determined by the Internal Auditor in consultation with management and the former Audit and Risk Management Committee.

At this stage no internal audit programme for the Dubbo Regional Council has been prepared. The Internal Auditor is currently assigned to the Service Review project team. It is expected that when risk assessments for the new council have been completed, a new 3 year internal audit programme will be developed and presented to the Interim General Manager and the Audit, Risk and Improvement Committee for approval and input.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the information contained in this report be noted.

Shephard Shambira
Internal Auditor

**AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017**

ARIC17/4

BACKGROUND

The purpose of the Audit, Risk and Improvement Committee (ARIC)

The ARIC is an independent advisory Committee assisting the Council to fulfil its governance and oversight responsibilities. The terms of reference for the ARIC are defined in a Charter which is approved by the Council. The Council's interim ARIC Charter is generally consistent with a template suggested by the Office of Local Government (OLG) Internal Audit Guidelines of September 2010; and updated with amendments proposed in the 2016 changes to the Local Government Act 1993.

The ARIC achieves its mandate by working closely with the Interim General Manager, Council Directors, the External Auditor and the Internal Auditor. When required, the ARIC charter provides for the engagement of other external expertise subject to approval of the Interim General Manager and/or Council.

What is the aim of an internal audit function in the organisation?

Internal auditors are internal management consultants whose focus is to support management's risk management efforts.

"Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes."
(Institute of Internal Auditors).

The Office of Local Government Internal Audit Guidelines of September 2010 include an Internal Audit Activity Charter which clarifies the terms of reference for the Internal Audit function in Council.

What is the difference between internal and external auditors?

	Internal Auditors	External Auditor
<i>Appointment</i>	By management	By statute
<i>Status</i>	Can be an employee of Council	External auditor is an independent person/company. Council external auditor is The Audit Office of New South Wales.
<i>Accountability</i>	To management	To Council and Division of Local Government and Parliament
<i>Objectives</i>	<ul style="list-style-type: none"> Generally focused on process improvement. Set by management 	<ul style="list-style-type: none"> Set by statute To express an opinion on whether financial statements prepared by management show a true and fair view of Council operations.
<i>Kinds of audit</i>	<ul style="list-style-type: none"> Continuous review of processes and procedures 	<ul style="list-style-type: none"> Audit normally occurs at financial half year and financial year end only. Other audits as defined by statute. E.g. value for money audits or other sector wide reviews

AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017

ARIC17/4

REPORT

A 3 year internal audit programme informed with the Council's risk assessments will be prepared and presented to the Audit, Risk and Improvement Committee once an assessment of all the risks of the Council has been completed. In the meantime, internal audit priorities will be determined by the Interim General Manager's requirements.

AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017

ARIC17/5



REPORT: ARIC Action List as at February 2017

AUTHOR: Internal Auditor
REPORT DATE: 20 February 2017
TRIM REFERENCE: ID17/165

EXECUTIVE SUMMARY

The Audit, Risk and Improvement Committee (ARIC) of the Council requires monitoring implementation of its resolutions and agreed action plans. The Committee requires to be updated with details of implementation of recommendations and action plans arising from internal audit reviews and other activities initiated or considered by the Committee. Where action is deferred to a future date, the item is listed on the ARIC Action List until it has been resolved.

The ARIC Action List is in three parts. The first part shows a list of regular reports to the Committee. These are reports which the Committee required on an on-going basis. This can be once a year or once every quarter. There is no fixed completion date for such items. The second class of action items relate to action items which arise from the Committee requests which have a set completion date. The third class of items relates to actions arising from internal audit review reports. Agreed management action plans in response to internal audit recommendations and findings are included on the ARIC Action List and deleted once the Committee has been provided with assurance that the issue has been resolved.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017

ARIC17/5

RECOMMENDATION

1. That the information contained within this report be noted.
2. That all items marked as completed be deleted from the list.

Shephard Shambira
Internal Auditor

AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017

ARIC17/5

BACKGROUND

Where an issue has been raised by the Committee or through findings of the Internal Auditor or other assurance service providers providing information to the ARIC, it is important for the Committee to be advised of the action taken to resolve such matters. The ARIC Action List is a tool which enables the Committee to monitor the progress of implementation of the recommendations and in ensuring that outstanding matters are resolved satisfactorily.

REPORT

The detailed ARIC Action List as at February 2017 is attached (**Appendix 1**) to this report.

SUMMARY

Refer to **Appendix 1** for a summary of the action plans and related progress reports.

Appendices:

- 1 ARIC - Action List as at February 2017(5)

Annexure A

REPORT

Audit, Risk and Improvement Committee (ARIC) Action List as at February 2017.

1. Action/Information/Reports requested by the ARIC - REGULAR REPORTS

Action item reference number and date initiated	Nature of outstanding action/information/ report	Responsibility	Target Completion Date	Comment/Status report as at February 2017
<i>Action item 2014-317/10/14</i>	That the General Manager be requested liaise with the Chairman Audit, Risk and Improvement Committee in respect of dates for meetings of the Committee in March/ June/ August/ October 2017.	General Manager/ ARIC Chairperson	Correspondence close off 6 March 2017 17 May 2017 22 August 2017	Meeting scheduled for 2016. Proposed schedule: 17 March 2017 – 11am 1 June 2017 – 11am 5 September 2017 – 11am Meeting schedules to be redefined as new legislation is enacted.
<i>Action item 2014-05 6/6/14</i>	That the Institute of Internal Auditors of Australia Audit Committee members training course be offered to all members of the BOD Alliance Audit and Risk Management Committees.	General Manager	Ongoing	One member attended a workshop held by the Institute of Internal Auditors Australia on 3 November 2016 and the Internal Auditor attended the conference at the same time.

Annexure A

Action item reference number and date initiated	Nature of outstanding action/information/ report	Responsibility	Target Completion Date	Comment/Status report as at February 2017
				Future opportunities will be identified and advertised to members.
<i>Action item 2016-513/12/16</i>	<ol style="list-style-type: none"> 1. That the committee amend the standing Agenda template for the ARIC to align with the list of key results areas identified in the new legislation. 2. That in addition to an Internal Audit programme, a regular management reporting timetable is established which ensures that the Committee considers information as necessary to accomplish its objectives as stated in section 428A of the new legislation. 	ARIC Chair	On-going	Key result areas for the ARIC are listed below for the Committee's reference. Related agenda items and expected delivery dates are also listed below. A status report is shown against each agenda item.
ARIC Purpose (As stated in the ARIC Charter)				

Annexure A

Action item reference number and date initiated	Nature of outstanding action/information/ report	Responsibility	Target Completion Date	Comment/Status report as at February 2017
<p><i>The Audit Risk and Improvement Committee (ARIC) is an independent advisory Committee assisting the Council to fulfil its risk management, governance, process improvement and oversight responsibilities. The primary duties and responsibilities of the ARIC are to assist the Council to discharge its responsibilities relating to:</i></p> <ol style="list-style-type: none"> <i>1.1. Financial reporting process</i> <i>1.2. Business ethics, policies and practices</i> <i>1.3. Management and internal controls</i> <i>1.4. Monitoring the integrity of the Council's financial reporting practices and finance and accounting compliance</i> <i>1.5. Reviewing internal controls, key corporate risks and all audit related matters</i> <i>1.6. Encouraging continuous improvement of Council's systems and practices</i> <i>1.7. Service reviews</i> <i>1.8. Adoption of the Internal Audit Plan</i> <i>1.9. The Council's process for monitoring compliance with policies, laws and regulations and the Council code of conduct.</i> <p>The Committee will achieve the above purpose by reviewing regular reports from internal audit and external auditors. In addition, the Committee will also consider various reports and presentations from management as stated below.</p>				
<p>1) Compliance</p> <ul style="list-style-type: none"> ▪ Submit an annual management report to the Committee which gives assurance that the Council framework for compliance with major legislative requirements is in place and operating effectively. 	<p>Manager Governance & Risk Services</p>	<ul style="list-style-type: none"> • ARIC Meeting - September Annually • ARIC Meeting – March annually 	<p>Initial report scheduled for September 2017.</p>	

Annexure A

Action item reference number and date initiated	Nature of outstanding action/information/ report	Responsibility	Target Completion Date	Comment/Status report as at February 2017
	<ul style="list-style-type: none"> ▪ For an example, a management report that all items listed on the Office of Local Government Calendar of Compliance were resolved as appropriate. ▪ A bi-annual exceptions report on any areas of major non-compliance with legislation or policy requirements binding the Council. 			
2)	<p>Risk management,</p> <ul style="list-style-type: none"> ▪ Corporate risks register. This can be a standing item on the agenda for all meetings. Highlight key changes as and when there are significant changes to the corporate risks. ▪ Presentations by divisional directors on key risks and related risk mitigation strategies for their divisions. The presentations can be spread throughout the year such that only one director will make a presentation at each meeting. ▪ Ad hoc management reports on risk management framework for selected processes based on feedback from the Committee arising from consideration of other information provided to the Committee. 	Manager Governance & Risk Services	<ul style="list-style-type: none"> • Corporate risk register to be presented to all ARIC meetings including highlights of any changes to corporate risks. • One annual presentation from each Divisional Director highlighting key risks and risk management framework. 	Council's corporate risk register shall be reviewed following the introduction of Council's revised organisation structure. Attached for your information is the top corporate risks of the previous Dubbo City Council. Refer to Annexure A.
3)	<p>Fraud control,</p> <ul style="list-style-type: none"> ▪ Annual review of the fraud management policy ▪ Bi-annual review of management feedback on fraud risk management framework. 	Manager Financial Services/ Manager Governance & Risk Services	<ul style="list-style-type: none"> • ARIC Meeting – June annually • ARIC Meeting – November annually 	Fraud Management Policy yet to be developed. Scheduled for submission to the November 2017 ARIC meeting.

Annexure A

Action item reference number and date initiated	Nature of outstanding action/information/ report	Responsibility	Target Completion Date	Comment/Status report as at February 2017
	<ul style="list-style-type: none"> ▪ Management feedback should highlight any significant incidences. ▪ Major changes in risk profile 			
4) Financial management,	<ul style="list-style-type: none"> ▪ Consider quarterly budget review reports ▪ Consider quarterly investment reports 	Director Organisational Services	Quarterly at each ARIC meeting	Meeting schedules to be redefined as new legislation is enacted.
5) Governance,	<ul style="list-style-type: none"> ▪ Review relevant risk registers and consider risk mitigation strategies in place 	Manager Governance & Risk Services	<ul style="list-style-type: none"> • Once every 3 years • Ad hoc as the governance framework changes. 	Council's corporate risk register shall be reviewed following the introduction of Council's revised organisation structure.
6) Implementation of strategic plan,	<ul style="list-style-type: none"> ▪ Quarterly reporting on performance management and key performance indicators. 	Director Organisational Services/ Director Corporate Development	<ul style="list-style-type: none"> • Quarterly 	Meeting schedules to be redefined as new legislation is enacted
7) Delivery program and strategies,	<ul style="list-style-type: none"> ▪ Quarterly reporting on performance management and key performance indicators. 	Director Organisational Services/ Director Corporate Development	<ul style="list-style-type: none"> • Quarterly 	<p>Six monthly Delivery Program report submitted to February 2017 Council meeting.</p> <p>Meeting schedules to be redefined as new legislation is enacted.</p>
8) Service reviews,		Director Transition Project	<ul style="list-style-type: none"> • Ad hoc 	The report is forming part of an overall services review framework and the

Annexure A

Action item reference number and date initiated	Nature of outstanding action/information/ report	Responsibility	Target Completion Date	Comment/Status report as at February 2017
	<ul style="list-style-type: none"> ▪ ad hoc reports on service delivery reviews and related risk mitigation or performance improvement strategies 			Information has been supplied to the University of Technology Sydney: Centre of Excellence for Local Government.
9)	Collection of performance measurement data by the council, <ul style="list-style-type: none"> ▪ Consider performance measurement reports on a bi-annual basis and recommend opportunities for improvement to the framework where necessary. 	Director Organisational Services	<ul style="list-style-type: none"> • Half yearly – March and September 	Meeting schedules to be redefined as new legislation is enacted.
10)	Any other matters prescribed by the regulations.	Ad hoc	On-going	

2. Action/Information/Reports requested by the ARIC - FIXED COMPLETION DATE				
Action item reference number and date initiated	Nature of outstanding action/information/ report	Responsibility	Target Completion Date	Comment/Status report as at February 2017
<i>Action item 2013-52 2/03/13</i>	That a quarterly report on Council Payments and Contract Variations be provided to subsequent meetings of the Audit, Risk and Improvement Committee	Manager Financial Accounting Services	Quarterly	Next report to be submitted to the June meeting.

Annexure A

2. Action/Information/Reports requested by the ARIC - FIXED COMPLETION DATE				
Action item reference number and date initiated	Nature of outstanding action/information/report	Responsibility	Target Completion Date	Comment/Status report as at February 2017
<i>Action Item 2014-1 17/03/14</i>	<p>1. That a status report on The progress of implementation of recommendations of the ICAC's Operation Jarek be submitted to the next meeting of the Audit, Risk and Improvement Committee.</p> <p>2. That recommendations marked as completed be deleted from future reports and a narrative provided for only those items being updated.</p> <p>3. Resolved on 13/12/16, that Action Items 3,4,5,6,12 13 and 14 as contained in the report, have been completed and can be removed from future reports.</p>	Manager Financial Accounting Services	On-going	Report submitted to March 2017 meeting.
<i>Action Item 2014-6 17/10/14</i>	Council payments and contracts variations:	Manager Financial Accounting Services	June 2015	Report submitted to March 2017 meeting.

Annexure A

2. Action/Information/Reports requested by the ARIC - FIXED COMPLETION DATE				
Action item reference number and date initiated	Nature of outstanding action/information/report	Responsibility	Target Completion Date	Comment/Status report as at February 2017
	<p>1. That future reports with regard to Council payments and contract variations include a breakup by Division of: Number of creditors paid \$150,000 or more for materials. Number of contracts where original contact value was exceeded.</p> <p>2. That a further report be presented to the Audit, Risk and Improvement Committee including outcomes to address those creditors identified as exceeding \$150,000 in a financial year</p>			
<i>Action item 2016-213/12/16</i>	That the Interim General Manager be requested to make contact with the General Managers of Bathurst and Orange Councils with a view to a	General Manager/Internal Auditor	March 2017	Completed. Consultation meeting held on 16/2/2016 at Orange City Council. Each of the BOD Alliance member councils to acquire individual software

Annexure A

2. Action/Information/Reports requested by the ARIC - FIXED COMPLETION DATE				
Action item reference number and date initiated	Nature of outstanding action/information/report	Responsibility	Target Completion Date	Comment/Status report as at February 2017
	coordinated approach to the purchase of and training in respect of this software.			licenses. User training costs will be split 3 ways.
<i>Action item 2016-113/12/16</i>	That the Audit Reports for the General Purpose Financial Statements, and the Audit Reports for the Special Purpose Financial Statements for both the former Dubbo City and Wellington councils, be tabled at the December 2016 Ordinary Meeting of Council.	Manager of Financial Accounting Services	December 2016	Completed. Annual financial statements presented to the Council meeting of 19 December 2016.
<i>Action item 2016-313/12/16</i>	Council payments and contract variations: That following the acquisition of Data Analytics Software and training, the Internal Auditor be requested to review invoices raised before purchase orders with a view to identifying suppliers who regularly	Internal Auditor	30 June 2017	Software system acquisition process initiated. Data analytics test to be carried out by the target completion date.

Annexure A

2. Action/Information/Reports requested by the ARIC - FIXED COMPLETION DATE				
Action item reference number and date initiated	Nature of outstanding action/information/report	Responsibility	Target Completion Date	Comment/Status report as at February 2017
	supply without an order for corrective action.			
<i>Action item 2016-413/12/16</i>	That the Committee recommends that the Council adopts the Audit, Risk and Improvement Committee Interim Charter.	Director Corporate Development	March 2017	Completed. Report adopted at the December 2016 meeting.

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at February 2017
<i>s.94 Contributions process review</i>					

Annexure A

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at February 2017
<i>Action Item</i> 2011-02 5/4/2011	Some developer contribution plans are overdue for a review. PRIORITY: HIGH	Update developer contributions plans.	December 2014 Original target date: June 2012	Director Environmental Services	<p>Preliminary report adopted by Council at the September 2015 meeting. Legislation not yet resolved. A further report was tabled to Council in September 2016.</p> <p>Section 94 Plan for Urban Roads and Carparking reviewed however development of the new Plan and capital works schedule delayed pending outcome of the RMS consideration of options for a third bridge over the Macquarie River.</p> <p>Revised Section 94 Plan for Open Space and Recreation Facilities adopted by Council on 22 June 2016 and commenced operation on 1 July 2016.</p> <p>Operational Review of Section 64 Policy for Water and Sewer</p>

Annexure A

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at February 2017
					underway. New Policy will not be commenced until 2018/2019.
<i>Action item 2015-03-161</i>	Results of an assessment of DALC cash receipting processes indicated that some aspects of the process may require to be adjusted as a matter of urgency.	That management consider effecting changes to the process in order to enhance the risk management framework	June 2016 Original target date December 2015	Director Parks and Landcare	Completed. Final report prepared in June 2016 and presented to the Audit and Risk meeting in December allowing for the conclusion of the pool season and final assessment to take place. A comprehensive review of the effectiveness of the new procedures to be included in a future internal audit programme.
Animal Shelter – Cash Handling Process					
<i>Action item 2015-69/10/15</i>	Issue The total value of EFTPOS receipts issued is not reconciled with the amount banked. Implications Revenue leakage may go undetected if cash receipts issued	Existing transaction summary to still be completed however additional worksheet for EFTPOS summary to also be included.	Manager Environmental Services	30 October 2015	Completed. Implementation of new worksheet procedure took place week commencing 15 February 2016. The Internal auditor sighted new procedures as at 17/2/17.

Annexure A

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at February 2017
	are incorrectly marked as EFTPOS transactions.				

SUMMARY

The ARIC Action List as show in the table above. It is recomended that the information in the report be noted and that the Committee acknowledges that all items marked as completed be deleted from the list.

Annexure A

Nature of Risk	INHERENT RISK			RESIDUAL RISK				ENTERPRISE RISK	
	Risk Description	C/L **	Original Rating	Existing Controls	C/L **	Current Rating	Accept	C/L **	Current Rating
Public Liability	Air strike by birds and other foreign objects	25/25	Extreme	Aerodrome Manual - section on bird strikes Inspections for FoD's	25/25	Extreme	Yes	24/25	Extreme
Information Technology	No integrated management system for WHS, HR results in duplication, opportunity for errors, resource hungry, provision of untimely data etc	20/25	High	Currently investigating solutions (Due December 2015)	20/25	High	No	20/25	High
Business Activities	Development works increasing public open spaces for additional maintenance	23/25	Extreme	Prioritising work External contractors Increased staff levels Reduction in service level Phase up additional funding	23/25	Extreme	Yes	20/25	High
Natural Hazards	Flooding	23/25	Extreme	Business Continuity Plans Infrastructure design to mitigate flooding effects Restricted asset for flooding events Inspection/approvals regime	20/25	High	Yes	20/25	High
Public Liability	Insufficient resources to undertake all Statutory obligations (e.g. Awings, Fire Safety Statements, Boarding Houses, Pools, etc.).	25/25	Extreme	Risk identification Staffing levels Prioritisation of work Insurances Professionalism of staff	21/25	High	No	21/25	High
Business Activities	Documents Council staff producing not recorded and allocated into TRIM (records management system)	23/25	Extreme	Corporate Issue Policy & Procedures Training	21/25	High	No	21/25	High
Business Activities	Incorrect operator input into TRIM system	21/25	High	Corporate Issue	21/25	High	No	21/25	High
Business Activities	Information that should be in TRIM is not captured or recorded	21/25	High	Corporate Issue Escalation processes Staff Training	21/25	High	No	21/25	High
WHS	Non-compliance of WHS Legislation	25/25	Extreme	WHS Advisor Policy procedure External WHS Audit (Completed by December 2014) Internal Audits Safety Systems Development Plan	22/25	High	No	21/25	High
WHS	Lack of commitment by workers to WHS Requirements	25/25	Extreme	Staff Training WHS Advisor Policy procedure External WHS Audit (Completed by December 2014) Internal Audits Safety Systems Development Plan	24/25	Extreme	No	21/25	High
Financial/Infrastructure	Inadequate infrastructure for stormwater management.	23/25	Extreme	Insufficient funding - submission for additional funding dependent on Asset Management Plan completion - expected June 2016	23/25	Extreme	No	21/25	High
Financial	Potential financial impact of changing guidelines from the Natural Disaster Relief Funding arrangements.	21/25	High	None	21/25	High	Yes	21/25	High
Public Liability	Council staff - incorrect or lack of use of radio frequency by Council staff - leading to collision of aircraft - damage and injury	24/25	Extreme	Monitoring Investigation of breaches and reporting to ATSB	24/25	Extreme	No	22/25	High

Annexure A

Nature of Risk	INHERENT RISK			RESIDUAL RISK				ENTERPRISE RISK	
	Risk Description	C/L **	Original Rating	Existing Controls	C/L **	Current Rating	Accept	C/L **	Current Rating
WHS	Safety concerns with respect to Caravan Park Swimming Pool	25/25	Extreme	Maintenance programme of pool Signage Inspections and water testing Australian Standards compliance Pool adjacent to office Fencing and anti-slip paving	22/25	High	No	22/25	High
Public Liability	Fires as a result of slashing on road verges/grinders/welders	25/25	Extreme	WHS System SOPS/SWMS PPE Equipment suitable for task Policies and procedures Staff training Fire fighting equipment	22/25	High	No	22/25	High
WHS	HAZMAT (asbestos) exposures when delivered by customers to Waste Depot	22/25	High	Screening at weigh-bridge Inspections Specific location HAZMAT - specific location Training of staff WHS System	22/25	High	No	22/25	High
WHS	Personal Safety - site visits - working within the road network	25/25	Extreme	WHS System PPE SOPS & SWIMS completed by June 2015	22/25	High	No	22/25	High

AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017

ARIC17/6



REPORT: Operation Jarek - Update on Actions to Date

AUTHOR: Financial Accountant
REPORT DATE: 6 March 2017
TRIM REFERENCE: ID17/314

EXECUTIVE SUMMARY

This report provides an update to the Audit and Risk Management Committee on items that have been addressed from the initial Operation Jarek report that was adopted at the former Dubbo City Council Audit and Risk Management Committee meeting, held on 17 March 2014.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the information contained within this report be noted.

Helen Pelham
Financial Accountant

AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017

ARIC17/6

BACKGROUND

Following the Independent Commission Against Corruption's (ICAC) investigation into Local Government procurement processes, a report was produced on the review, named Operation Jarek. This report included 15 recommendations on how councils could improve their operations to reduce the risk of fraud and corruption in the area of purchasing and procurement. A report was presented to the former Dubbo City Council's Audit and Risk Management Committee held on 17 March 2014 on Council's proposed response to the ICAC recommendations.

REPORT

Set out below are the recommendations in relation to the ICAC Report and recommended actions in response to the issues raised.

ICAC Recommendation 1 - That Council communicate to suppliers a clear set of supplier behaviour expectations and the associated consequences for non-compliance.

Actions Completed: Recommendation to put a condensed version of Council's Statement of Business Ethics on Council's website has been completed.

Actions Completed: New suppliers are welcomed by email with a link to Council's website – "Doing Business with Council" page which contains all information relating to Council's Code of Conduct and Statement of Business Ethics. An excerpt from the Statement of Business Ethics is printed on the back of all Purchase Orders.

ICAC Recommendation 2 – That Council develop a proactive and comprehensive supplier engagement framework.

Actions still to be completed – Online registration of potential suppliers. This is identified in the Procurement Roadmap as part of Item 18 (6 – 12 months) Development of a Procurement Intranet site.

Review of limits set out in Purchasing and Procurement Policy. Limits have been determined as reasonable by the Directors of each Division, and have been set in accordance with the requirements for each employee role. This will now need to be reviewed in relation to the amalgamated Dubbo Regional Council and new organisational structure.

Actions still to be completed – Strategy and timeframe for the implementation of the Risk Treatment Plans for identified risks. Part of the risk management strategy around procurement is identified as Item 10 on the Procurement Roadmap – Define System Requirements to Support Procurement Process, which will involve development of the Online Requisitioning system and Accounts Payable workflows. Implementation of Online Requisitioning has been included in the Civica Authority Enterprise Reporting System merger of the Dubbo and Wellington systems project and will go live on 1 July 2017.

AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017

ARIC17/6

Recommendation 7 – That Council analyse their procurement processes to identify points of corruption risk and take steps to improve the design of their procurement processes.

Actions Completed: A review of risks has been completed by the Manager Governance and Risk as part of the Enterprise Risk Management Review.

Review of limits set out in Purchasing and Procurement Policy. Limits have been determined as reasonable by the Directors of each Division, and have been set in accordance with the requirements for each employee role. This will now need to be reviewed in relation to the amalgamated Dubbo Regional Council and new organisation structure.

Actions still to be completed – Strategy and timeframe for the implementation of the Risk Treatment Plans for identified risks. Part of the risk management strategy around procurement is identified as Item 10 on the Procurement Roadmap – Define System Requirements to Support Procurement Process, which will involve development of the Online Requisitioning system and Accounts Payable workflows. Implementation of Online Requisitioning has been included in the Civica Authority Enterprise Reporting System merger of the Dubbo and Wellington systems project and will go live on 1 July 2017.

Target date: 1 July 2017

Recommendation 8 – That Council consider introducing e-procurement as an efficient method of controlling possible vulnerabilities in their system.

Actions still to be completed – Implement Online Requisitioning System, see comments in Recommendation 7, and implement Procedure to Pay within the Authority purchasing Accounts Payable system to streamline payment processing.

Implement automatic email of Purchase Order to supplier. This will be developed in conjunction with the Authority merger.

Target Date: 1 July 2017

Recommendation 9 – That Council review which reports are available to the managers of stores and ensure they can generate a report showing the orders placed by any individual across all cost centres.

Actions still to be completed – A report containing this information will be developed in conjunction with the implementation of the Online Requisitioning system.

Target Date: 1 July 2017

AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017

ARIC17/6

Recommendation 10 – That Council analyse inventory management systems with a view to improving controls and reducing waste.

Actions Completed – Average turnover report has been utilised as part of the Central Supply Supervisors performance appraisal for a number of years. Turnover benchmarked against industry standard of 6 times turnover per year.

Identification of items not held in store but regularly purchased throughout Council is monitored by Central Supply. Where high volumes of items are purchased, and this is expected to be a continuing occurrence, the item is then brought onto stock. Central Supply

also regularly discuss requirements with its clients, and will add items to inventory when requested by clients where there will be turnover in excess of 6 times per year.

In previous years, slow moving stock has been reviewed and items sold off to reduce slow moving stock.

Actions still to be completed – Implementation of management of stock through reports on stock usage and minimum and maximum order levels.

Target Date: 31 March 2017

Recommendation 15 - That Council consider the risks highlighted by this report, namely, relational selling and gift giving, procurement processes and inventory management, and where they consider the council is at risk, add these topics to their internal audit programmes.

Actions Completed: A review of risks has been completed by the Manager Governance and Risk as part of the Enterprise Risk Management Review.

Actions still to be completed – Adding identified risks to the Internal Auditors programme.

SUMMARY

Outlined above are the actions completed to date in response to the Operation Jarek recommendations by ICAC, and actions outstanding with proposed timeframes to address the issue. A further report will be submitted to the next meeting of the Audit and Risk Management Committee detailing further actions which have been completed.

AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017

ARIC17/7



REPORT: Contract Payments and Contract Variations 1 July 2016 to 31 December 2016

AUTHOR: Financial Accountant
REPORT DATE: 6 March 2017
TRIM REFERENCE: ID17/313

EXECUTIVE SUMMARY

Included in this report is information regarding the number of creditors paid more than \$150,000 in the 2017 Financial Year 1 July 2016 to 31 December 2016, with no written contract, statistics on the number and value of invoices where the invoice date was before the order creation date and also the number of contracts where the original contract value was exceeded.

These reports have not yet been consolidated to include Wellington data, but it is anticipated that by the end of the March 2017 quarter 2017 this information will be available.

As resolved at the former Dubbo City Council's Audit and Risk Management Committee meeting held on 16 March 2015, this report includes a breakup by Division of:

- Number of creditors paid \$150,000 or more for materials with no contract.
- Number of contracts where original contact value was exceeded.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the information contained in the report be noted.

Helen Pelham
Financial Accountant

AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017

ARIC17/7

BACKGROUND

At the former Dubbo City Council's Audit and Risk Management Committee Meeting of 22 March 2013, it was resolved that a report be provided to the Committee on a quarterly basis setting out:

- (a) The number of creditors who are paid \$150,000 or more for materials year to date (excluding payments for loan funding, superannuation and other statutory payments) reported by Division.
- (b) The number of orders and percentage of total orders where creation date was later than the invoice date for the last financial year reported by Division.
- (c) The number of contracts where the original contract value was exceeded for the last financial year by Division.

It was further resolved at the former Dubbo City Council's Audit and Risk Management Committee Meeting of 16 March 2015, that information be provided to the Committee relating to breakup by Division of:

- Number of creditors paid \$150,000 or more for materials with no written contract.
- Number of contracts where original contact value was exceeded.

The information requested is provided below for the 2017 financial year to 31 December 2016.

REPORT

The following report details the statistics to 31 December 2016.

- (a) Number of creditors who are paid \$150,000 or more for materials and services in the financial year to 31 December 2016 with no written contract:**

There were three suppliers paid a total of over \$150,000 for materials and services in the 2017 financial year to date that had no contract in place.

AUDIT, RISK AND IMPROVEMENT COMMITTEE
17 MARCH 2017**ARIC17/7**

- (b) The number of orders and percentage of total orders where the creation date was later than the invoice date for the 2017 financial year, by Division was:

	Number of Orders Raised After Invoice Date	Total Number of Orders Raised by Division	% of Orders After Invoice to Total Orders - By Division
Division	YTD 31 December 2016	YTD 31 December 2016	YTD 31 December 2016
Community Services	117	721	20%
Corporate Development	205	1,038	20%
Environmental Services	14	121	12%
Organisational Services	177	896	20%
Parks & Landcare	161	1352	12%
Technical Services	270	2905	9%
Total	997	7,455	13%

These figures show a significant improvement in terms of the percentage of orders written after the invoice date. In this regard, the 2012/2013 figure was 35.3%, 2013/2014 the figure was 29%, the 2014/2015 figure was 20% and the 2015/2016 figure was 11%. This issue continues to be a work in progress.

- (c) The number of contracts where the original contract value was exceeded for the current financial year, by Division.

For the 2017 financial year to date (31 December 2016) there were 6 contracts that have been finalised. There were 4 contracts where the original contract value was exceeded.

A breakup by Division for the 2017 financial year to date is as follows:

Division	Number of Contracts with Variation
Community Services	1
Technical Services	3
Total	4

Submitted for the information of the Audit, Risk and Improvement Committee.



REPORT: Progress on Merger Projects

AUTHOR: Interim General Manager
REPORT DATE: 17 March 2017
TRIM REFERENCE: ID17/355

EXECUTIVE SUMMARY

Each month a report is submitted to Council providing an update on the significant number of projects related to the merger. It should be recalled that projects can be grouped into the following dominant streams:

- Financial and Operating Systems
- Information Technology
- Organisational Design (includes Human Resources)
- Service Review
- Communication
- Customer Service

The progress of major projects within those streams are:

Corporate Business System Merger - Authority

Council has completed the first data upload of Wellington and Dubbo databases into the new instance of Authority. Databases contain information such as the land register, water billing, general rating, accounts receivable and applications. They have been tested with no major issues detected to date. This augers well for the continual roll out of the business system merger as the first test represented a significant project milestone on the path to 'going live' on 1 July 2017.

The next steps are another iteration of data upload and testing followed by business process testing.

Standard Operating Environment

Request for quotations were called through Local Government Procurement for the supply of 60 virtual desktops (30 in Wellington and 30 in Dubbo). These desktops will be used as an extended pilot for the rollout of virtual desktop technology across the organisation. Should the pilot be successful the general roll out of virtual desktop technology will provide greater flexibility for staff across the differing sites of Dubbo Regional Council leading to greater efficiency. The 60 virtual desktops pilot are currently being rolled out.

Digital Two Way Communication Network

Independent advisors who have overseen the tender process for the upgrade to a digital two way communications network have provided the following summary of details of the digital two way network:

“A Digital Mobile Radio (DMR) compliant, TIER 3, network should meet Dubbo Regional Council’s existing and future two way communication requirements.

A DMR TIER 3 network will offer a range of features including:

- *Multiple simultaneous communications across the network.*
- *Mobile to mobile communications between large work groups.*
- *Private mobile to mobile communications between vehicles.*
- *Private communications between office/depot and vehicles.*
- *Automatic Vehicle Location (GPS Tracking).*
- *Integration of SCADA and Telemetry services.*
- *Emergency (duress) call.*
- *Lone worker function.*
- *Man down function.*
- *Flexibility and expandability.*
- *Open to use by any other brands of DMR compatible radios.”*

It should be noted there is an opportunity to make Council’s infrastructure available to other government agencies for a fee.

Geographic Information System (GIS)

Wellington cadastral and asset data (stormwater/sewer/water) has been migrated to a consolidated GIS platform. This enables whole of organisation access to GIS based information creating efficiencies for business units working across the Local Government Area.

Harmonisation of Council policies

As a newly created entity Dubbo Regional Council needs to review former policies of Dubbo City and Wellington Councils. Whilst many under review are management policies not requiring the formal resolution of Council, they represent a significant body of work, particularly by the Human Resources team to ensure the organisation and its people understand and operate under the same rules and processes. In this regard approximately 17 new policies have recently been adopted that supersede policies of the former Councils.

Asset Management

Data for transport (roads/footpaths/cycleways etc.) and drainage imported into Authority system and models updated to determine renewal works. Water and Sewer data collation is being undertaken by Loftus for import into the Pipepak asset data system. Information regarding buildings and open space/recreation assets is scheduled for collection in coming

months. This body of work is on track to enable the adoption of consolidated asset management systems and asset management plans by October 2017. Asset management data is critical to understanding the long term financial position of Dubbo Regional Council.

Organisational Redesign

Staff information sessions have been held across the organisation from 15 March 2017 up until 21 March 2017 in regard to changes in the senior staff structure including changes in responsibility for individual senior staff positions. As put before Council at its Extraordinary meeting held 20 March 2017, recruitment for senior staff positions shall be undertaken with the assistance of LG Management Solutions and are proposed to commence late March 2017.

Whilst recruitment is being undertaken for senior staff positions, work will continue with the University of Technology Sydney to develop a draft organisational structure below senior staff level. The results from the service review project, including staff and manager submissions, and analysis undertaken by consultants are being utilised in this regard. Key areas for change relate to:

- Aligning processes where they can be used for like functions;
- Separating responsibilities for services which are now significantly larger in scope such as roads and waste;
- Achieve economies of scope and scale under a new structure.

Stronger Communities Fund – Major Projects.

Council is working towards utilising mapping systems on the Council website so that the community members can seek updates on each Stronger Community Fund project at a time that suits them via smartphones or desktops etc. Staff are at the initial stages of this project and are working on appropriate GIS and IT system interaction to create an easy to understand display.

Specific project information for some Stronger Communities Fund projects are listed below:

- Wellington Pool - Expressions of Interests were called and closed on 21 February 2017 for the Community Engagement and Master Plan Development of the Wellington Pool. 17 submissions were received and six (6) companies have now been invited to provide a quotation which closes 4 April 2017. A Business Case and Cost Benefit Analysis for the redevelopment of the Wellington Pool has been commissioned through an external contractor at a cost of \$17,000. This has been commissioned to assist applications aiming to secure additional funding for the project.
- Moxon Park Stuart Town – Two meetings have been held with the community to confirm scope of projects and outcomes. Quotations are currently being sourced for all components of this project and these are expected to be received within two weeks. This project is planned for completion by 30 June 2017.
- Wellington Caves Visitor experience – this project is at the master planning stage. This is an important element to obtaining further grant funding to add to the \$2.5 million

Stronger Communities Funding.

- Cameron Park Regional playground – documentation is being developed to enable tenders to be advertised. At the time of writing staff are working towards having this playground installed prior to 9 August 2017 – in time for the Wellington Bicentenary celebrations.
- Elizabeth Park, Dubbo Regional Botanic Garden regional playground - documentation for tender process 80% completed and is expected within a couple of weeks followed by the publicly advertised call for tenders. It is planned for this project to be completed prior to Christmas 2017.
- Geurie multi court facility - Three (3) meetings have been held with the community to further define the scope of project. As 28 February 2017 the Geurie community is on board and excited about the improvements to the recreational facilities at the village. Investigation into the site specific requirements regarding renewing the old tennis court surface and subgrade have commenced.
- Installation of Gross Pollutant Trap at West Dubbo Main Outfall – A grant application has been made for the additional \$100,000 required for the project under the “Restoration and Rehabilitation Program.” This project will not commence before July/August 2017 once the outcome of the additional grant application is known.

ORGANISATIONAL VALUES

Customer Focused: Whilst the merger projects take place, Council is focused on providing services to the community as it would be doing prior to the merger. It should be noted that this is taking place whilst very complex tasks such as integrating budgets/revenue policies, information technology systems and asset management information collation/collection is being undertaken.

Integrity: For the significant expenditure items, Council is ensuring it is abiding by relevant and purchasing procedures. This ensures Council is seeking best value for money and is able to acquit its expenditure against the New Council Implementation Fund in line with NSW Government guidelines.

One Team: A large number of projects require differing branches of Council to work together efficiently in order for the project milestones to be met. The Corporate Business System is a very relevant example requiring cooperation across the organisation to enable project delivery by 1 July 2017.

FINANCIAL IMPLICATIONS

Major expenditure items have utilised the New Council Implementation Fund provided by the NSW Government.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the information contained within this report be noted.

Mark Riley
Interim General Manager



REPORT: Immunisation Service

AUTHOR: Director Community Services
REPORT DATE: 9 March 2017
TRIM REFERENCE: ID17/329

EXECUTIVE SUMMARY

For more than 30 years Council, in partnership with the Western NSW Local Health District (LHD) – Women’s and Children’s Services (WCS), has provided a free monthly immunisation clinic for the residents of Dubbo. In recent years, the number of children attending the clinics has fallen significantly due mainly to immunisation services provided by private medical practices and the LHD WCS. It is now considered that Council’s support of this service is no longer required to provide adequate immunisation service access for Dubbo residents. Council can transfer its support of the free clinic service to the sole responsibility of the LHD WCS without adverse impact on the overall levels of immunisation within the community.

ORGANISATIONAL VALUES

Customer Focused: Whilst the transfer of support for a free immunisation clinic is a change in Council’s role in one particular community health service, the release of staff resources to provide other services not provided by the private sector will have an overall positive result for the Dubbo Regional Council community.

Integrity: The provision of immunisation is not a core local government role but rather that of Western NSW LHD. Council is not therefore abrogating its core responsibilities by transferring the free immunisation clinics across to the sole responsibility of the LHD.

One Team: Not applicable.

FINANCIAL IMPLICATIONS

The 2016/2017 budget forecast revenue of \$7,500 and expenditure of \$40,798 for immunisation services. Council receives \$6 for each child immunised which is half shared with Western NSW LHD meaning Council receives a net \$3 per child. Should the immunisation service be transferred to the LHD there would be a net financial saving to Council of \$6,238. The major costs for immunisation are staff salaries which would still be incurred by Council but the staff resources would be redirected to provide better service to the community in relation to other core Council services.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That Council's free monthly immunisation clinics be transferred to Western NSW Local Health District – Women's and Children's Services effective 30 June 2017.**
- 2. That the Western NSW Local Health District be advised of Council's decision in this matter.**
- 3. That a community publicity campaign be undertaken to inform the community of the transfer of this service and the alternative placement of future immunisation clinics and the available alternative immunisation service providers.**

David Dwyer

Director Community Services

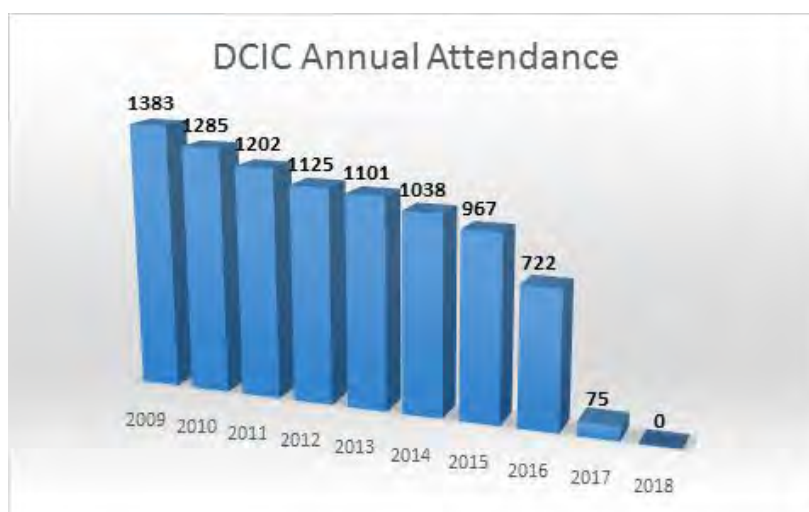
REPORT

For more than 30 years Council, in partnership with the Western NSW Local Health District (LHD) – Women’s and Children’s Services (WCS), has provided a free monthly immunisation clinic for the residents of Dubbo. In recent years, the number of children attending the clinics has fallen significantly due mainly to immunisation services provided by private medical practices and the WCS. It is now considered that Council’s support of this service is no longer required to provide adequate immunisation service access for Dubbo residents. Council can transfer its support of the free clinic service to the sole responsibility of the WCS without adverse impact on the overall levels of immunisation within the community.

The table below shows the attendances at immunisation clinics from 2012/2013 up to March 2017 for 2016/2017. From 2012/2013 to 2016/2017 the monthly average has fallen by 44%.

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
July	85	77	85	69	63
August	69	108	88	83	45
September	124	87	80	75	53
October	82	83	79	83	52
November	110	111	92	63	44
December	89	88	920	75	42
January	97	78	89	101	75
February	102	91	78	61	50
March	86	87	83	65	42
April	113	78	99	68	
May	83	92	78	64	
June	73	95	93	64	
TOTAL	1113	1075	1036	871	466 (to date)
Average	92.7	89.6	86.3	72.5	51.7 (9 mths)

The graph below shows annual attendance rates since 2009 and the continual decline over that period.



There are only thirteen (13) Councils in NSW providing immunisation clinics and five (5) of these are located in rural/regional areas. The former Wellington Council did not hold clinics. Should Council wish to continue to provide immunisation clinics then it should consider the harmonisation of services and providing additional funds to hold clinics in Wellington. It is of interest to note that Wellington's childhood immunisation rates are on par with Dubbo's rates.

Some of the reasons which could account for the down turn in attendances at Council's clinics are the alternative providers of immunisation are now actively promoting their services to parents. These alternative providers include doctors and the Dubbo Primary and Community Health Centre in Hawthorn Street. The Health Centre will conduct free drop-in immunisations at the Child and Family Health Clinic Rooms (23 Hawthorn Street, Dubbo) every Monday from 3 pm to 4.30 pm from July 2017. The Centre is drop-in with no appointments necessary. The Centre also conducts outreach immunisation clinics on a weekly basis (duration 4 hours per clinic) to Allira Child Care Centre, Buninyong Primary School and West Dubbo Primary School during school terms. Dubbo birth rates have been steady and so a declining birth rate is not a reason for declining clinic attendance.

A meeting was held on 11 March 2017 between Council staff and representatives of Western NSW Local Health District to discuss the matter. It was consensually agreed that there was sufficient capability within Western NSW LHD WCS for Council to transfer its support in providing free monthly immunisation clinics to the LHD without an overall adverse impact on immunisation levels.

Given that immunisation is not a core role of local government significant Council staff and financial resources are provided to organise and conduct the immunisation clinics. Council's ground floor conference rooms are occupied for a full day every month to conduct the clinics and therefore unavailable for other activities. Dubbo Regional Council does not and has no plans to extend immunisation clinics to Wellington; there are adequate alternative immunisation providers in the private and public sector and Council has other core priority areas for staff resources. It is recommended that Council transfer its support for immunisation clinics to Western NSW LHD WCS effective 30 June 2017. It is further recommended that the Western NSW LHD be advised of Council's decision in this matter and that a community publicity campaign be undertaken to inform the community of the transfer of this service and the new location of the clinic as well as alternative local immunisation service providers.



REPORT: Request to Infrastructure NSW - Cobbora Transition Fund - Reallocate Unexpended Funds to Cameron Park, Wellington

AUTHOR: Director Parks and Landcare Services
REPORT DATE: 16 March 2017
TRIM REFERENCE: ID17/354

EXECUTIVE SUMMARY

Dubbo Regional Council wishes to apply for \$350,000 from Infrastructure NSW – Cobbora Transition Fund that was originally allocated to the Wellington Business Service for the refurbishment of facades within the Wellington CBD. If successful in our application these funds would be reallocated to “Cameron Park Reinvigoration of a Regional Park” project in a concerted effort to restore the heritage and amenity values of the park and to assist in increasing the level of economic activity within the CBD.

Advice has been received from Infrastructure NSW that for Council to apply for the reallocation of the \$350,000 from the Cobbora Transition Fund, a resolution of Council is required.

ORGANISATIONAL VALUES

Customer Focused: Cameron Park is located adjacent to the Wellington Central Business District. These funds will go towards enhancing the park that will provide intergenerational benefits to the community and visitors.

Integrity: Funding that was originally allocated to the Wellington community will be retained within the town to improve facilities.

One Team: The project of restoring Cameron Park is associated with the Namina Crescent Beautification Stage 3 project. This project will utilise the skills and knowledge across a number of Divisions to provide a positive return to the community.

FINANCIAL IMPLICATIONS

There are allocated funds to commence restoration works in Cameron Park, which along with the \$350,000 from Infrastructure NSW – Cobbora Transition Fund, will see the completion of the restoration works.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That Council submit the proposal for reallocation of the Infrastructure NSW Cobbora Transition Fund of \$350,000 to the Cameron Park – Reinvigoration of a Regional Park project.

Ian McAlister

Director Parks and Landcare Services

BACKGROUND

With the decision of the NSW State Government not to proceed with the development of the Cobbora Coal Project \$20,000,000 was allocated to compensate the four local government areas (LGAs) that have been disadvantaged. The four LGAs being the former Dubbo City Council, the former Wellington Council, Mid – Western Regional Council and Warrumbungle Shire Council.

To oversee the \$20 million compensation program the Cobbora Transition Fund was established. The fund was divided into 2 streams with each of the four Councils being allocated \$1 million initially from the fund. The remaining \$16 million was allocated to a range of projects over the four Local Government Areas on a merit based assessment.

One such project that was successful in securing funds was the refurbishment of facades within the Wellington CBD project. This application was submitted by Wellington Business Service and was awarded \$350,000. The aim of the project was to engage with the TAFE and local service providers to deliver a 26 week pre-apprenticeship course for locals. Unfortunately this project did not proceed and the \$350,000 was returned back to Infrastructure NSW – Cobbora Transition Fund.

A draft Cameron Park master plan has been developed to commence restoration works. These works are required due to ageing infrastructure, loss of amenity and heritage values and its prominent position opposite the Wellington Central Business District.

For Dubbo Regional Council to apply to Infrastructure NSW for the reallocation of these funds it has been advised that a resolution from Council is required.

REPORT

Located in the CBD of Wellington is Cameron Park. The park's history dates back to 1859 where following lobbying from the Wellington Improvement Society five acres was set aside between the winding Bell River and the town's main street. It was officially proclaimed in 1882 as Bell Park.

The park was laid out in 1909-10 by Andrew Alfred (A.A) Patterson's design, based on Princes Street Park in Edinburgh, Scotland. It was renamed *Cameron Park* in 1910 to honor the Mayor, Ald. Thomas Cameron for his energetic work in establishing it.

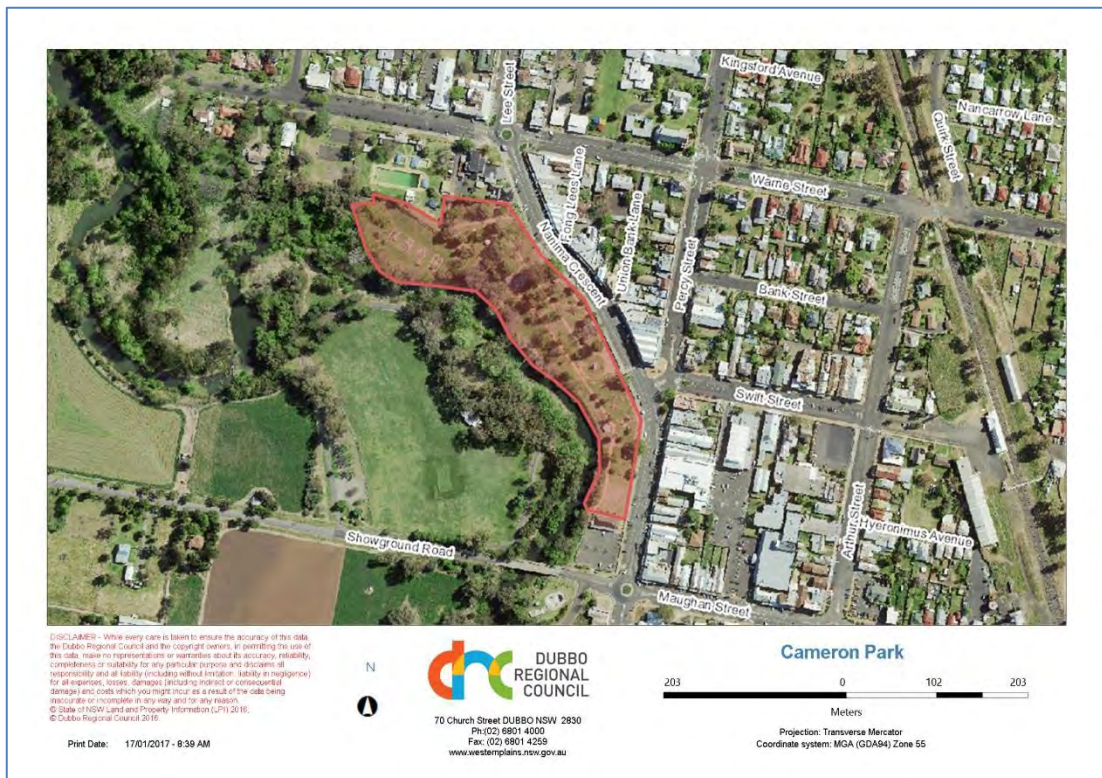


Figure 1. Location of Cameron Park – Wellington

Cameron Park has typical ingredients of ‘second wave’ Victorian era parks that includes a formal layout, wide and generous strolling paths, ample seats in shady spots, a band rotunda, sculptures and monuments such as World War 1 memorials and weapons, and formal gate ways. The Bell River that runs along the western edge provides a beautiful back drop to park and provides a cooling effect to the immediate area, and interest through light and sound as a result of water movement.

A major feature of the park is the war memorial, with a sculpture by Marrickville sculptor Gilbert Doble (dedicated in 1933).

Past descriptions of the park include “*marvelous towering trees, giving welcome summer shade and cool.*” (Stuart Read). While the formal layout (paths) has remained largely intact over the years, the infrastructure within the park has declined to such an extent that it now detracts from its appeal and usability. For example: the rotunda (figure 2), that is still used for bands and festivals today is in very poor condition as figure 3 below illustrates. Temporary repairs have been put in place to enable safe use of the facility to continue.



Figure 2. Cameron Park Rotunda



Figure 3. Cameron Park Rotunda floor 8 December 2016

Many of the original trees have also been removed over the years, with the few original trees now in advanced state of decline (eg: the Bunya Pine in the background in figure 4).

Replacement tree planting has occurred over time however it appears to lack any formal structure that is paramount to the philosophy of Victorian era parks.



Figure 4. Cameron Park. Over mature specimen trees and lack of planting structure within the park reduces its appeal.

To commence the restoration of Cameron Park Dubbo Regional Council has allocated funds for the following works:

- Amenity Renewal (Restricted Asset) \$292,000
- Playground renewal (Stronger Community (Major Projects)) \$280,000
- \$572,000

This report proposes to approach Infrastructure NSW and request consideration in having the \$350,000 that was initially allocated to the Wellington Business Service for the Refurbishment of facades within the Wellington CBD project given back to the Wellington community to assist in the restoration of their park.

If successful with the funding request the \$350,000 would go towards the establishment of the plaza fronting Namina Crescent (Stage 1), refurbishment of the rotunda, the commencement of the planting and establishing the avenues (Liriodendron and Warne Street connections (Stage 4) and commencement of works to formalize the tiered seating in the sunken garden (Stage 5).

This would provide Dubbo Regional Council **\$922,000** that would be spent directly on Stages 1–5 of the project. Further expenditure would be sought through rate and non-rate revenue streams as they are identified to complete the project. Cost estimates are as follows:

<u>Stage 1:</u>	
Plaza development	\$170,000
Amenity renewal	\$262,000
Rotunda repairs	<u>\$ 20,000</u>
Total	<u>\$ 452,000</u>
<u>Stage 2:</u>	
Liriodendron Avenue	<u>\$ 60,000</u>
<u>Stage 3:</u>	
Playground Renewal	<u>\$280,000</u>
<u>Stage 4:</u>	
Avenue (2) Warne St to Cameron Park	<u>\$ 42,000</u>
<u>Stage 5:</u>	
Formalization of terraced seating	<u>\$ 58,000</u>
Contingency	<u>\$ 30,000</u>
TOTAL	<u>\$922,000</u>

Cameron Park has been for many years the premier park for the Wellington community. The park is now at the point where intervention is required. Without this intervention the cost of returning the park to its former status will continue to increase, with the current conditions of the rotunda and toilet facilities provided as examples.

Similarly, a window of opportunity still exists to transition the declining park trees without significant negative impacts to the overall amenity of the park through the implementation of a replanting program.

To assist in funding the Cameron Park – Reinvigoration of a Regional Park it is recommended that Council supports the submission that has been prepared for Infrastructure NSW.