



AGENDA

WORKS AND SERVICES COMMITTEE

19 JUNE 2017

MEMBERSHIP:
Mr M Kneipp (Administrator).

The meeting is scheduled to commence at _____ pm.

	Page
WSC17/34 REPORT OF THE WORKS AND SERVICES COMMITTEE - MEETING 15 MAY 2017 (ID17/955)	5
The Committee had before it the report of the Works and Services Committee meeting held 15 May 2017.	
WSC17/35 BUILDING SUMMARY - MAY 2017 (ID17/951)	14
The Committee had before it the report dated 1 June 2017 from the Director Environmental Services regarding Building Summary - May 2017.	
WSC17/36 DUBBO MACQUARIE RIVER BRIDGE OPTIONS (ID17/771)	28
The Committee had before it the report dated 13 June 2017 from the Director Technical Services regarding Dubbo Macquarie River Bridge Options.	
WSC17/37 WATER CONNECTION, BACKFLOW PREVENTION AND PRICING POLICY (ID17/980)	34
The Committee had before it the report dated 8 June 2017 from the Director Technical Services regarding Water Connection, Backflow Prevention and Pricing Policy.	
WSC17/38 COUNCIL'S FLEET MAINTENANCE SUPERVISOR WINS IPWEA FLEET ACHIEVEMENT AWARD (ID17/981)	68
The Committee had before it the report dated 7 June 2017 from the Director Technical Services regarding Council's Fleet Maintenance Supervisor wins IPWEA Fleet Achievement Award.	

- WSC17/39 FLEET MANAGEMENT SERVICES - FLEET POLICY (ID17/904)** 70
The Committee had before it the report dated 30 May 2017 from the Manager Fleet Management Services regarding Fleet Management Services - Fleet Policy.
- WSC17/40 PLANT REPLACEMENT - POST OFFICE PLANTER BOXES (TALBRAGAR STREET) (ID17/895)** 91
The Committee had before it the report dated 29 May 2017 from the Director Parks and Landcare Services regarding Plant Replacement - Post Office Planter Boxes (Talbragar Street).
- WSC17/41 DUBBO REGIONAL BOTANIC GARDEN - FINALISATION OF THE ELIZABETH PARK ADVENTURE NATURE-BASED PLAYSPACE DESIGN (ID17/992)** 95
The Committee had before it the report dated 8 June 2017 from the Director Parks and Landcare Services regarding Dubbo Regional Botanic Garden - Finalisation of the Elizabeth Park Adventure Nature-based Playspace Design.
- WSC17/42 PUBLIC EXHIBITION OF THE WELLINGTON POOL CONCEPT DESIGNS FOLLOWING COMMUNITY CONSULTATION (ID17/995)** 102
The Committee had before it the report dated 12 June 2017 from the Director Parks and Landcare Services regarding Public Exhibition of the Wellington Pool Concept Designs following Community Consultation.
- WSC17/43 PROPOSED RENEWAL OF ACCESS LICENSE FOR NSW NATIONAL PARKS AND WILDLIFE SERVICE UTILISING COUNCIL'S MOUNT BODANGORA RADIO TOWER. (ID17/997)** 120
The Committee had before it the report dated 13 June 2017 from the Manager Landcare Services regarding Proposed Renewal of Access License for NSW National Parks and Wildlife Service Utilising Council's Mount Bodangora Radio Tower.

WSC17/44 CONSTRUCTION OF NEW KERBING IN MACQUARIE STREET, DUBBO (ID17/891)

The Committee had before it the report dated 30 May 2017 from the Director Technical Services regarding Construction of New Kerbing in Macquarie Street, Dubbo.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the General Manager is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason: information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).

WSC17/45 KESWICK STAGE 4 RELEASE 3B SUBDIVISION CONSTRUCTION (ID17/972)

The Committee had before it the report dated 7 June 2017 from the Director Technical Services regarding Keswick Stage 4 Release 3B Subdivision Construction.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the General Manager is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason: information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).

WSC17/46 RE-LINING OF SEWER MAINS - 2016/2017 (ID17/969)

The Committee had before it the report dated 7 June 2017 from the Director Technical Services regarding Re-Lining of Sewer Mains - 2016/2017.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the General Manager is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason: information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).

WSC17/47 SUPPLY AND CONSTRUCTION OF BULTJE STREET GROSS POLLUTANT TRAP (ID17/952)

The Committee had before it the report dated 9 June 2017 from the Director Technical Services regarding Supply and Construction of Bultje Street Gross Pollutant Trap.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the General Manager is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason: information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).



**DUBBO REGIONAL
COUNCIL**

Report of the Works and Services Committee - Meeting 15 May 2017

AUTHOR: Administrative Officer - Governance
REPORT DATE: 2 June 2017

The Committee has before it the report of the Works and Services Committee meeting held 15 May 2017.

MOTION

That the report of the Works and Services Committee meeting held on 15 May 2017, be adopted.



**REPORT
WORKS AND SERVICES COMMITTEE
15 MAY 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 (J O'Dea), the Director Corporate Development, the Corporate Communications Supervisor (A Woodcock), the Director Technical Services, the Manager Civil Infrastructure and Solid Waste, 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 Lead.

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

The proceedings of the meeting commenced at 5.40 pm.

WSC17/24 REPORT OF THE WORKS AND SERVICES COMMITTEE - MEETING 18 APRIL 2017 (ID17/750)

The Committee had before it the report of the Works and Services Committee meeting held 18 April 2017.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that the report of the Works and Services Committee meeting held on 18 April 2017, be adopted.

CARRIED

WSC17/25 BUILDING SUMMARY - APRIL 2017 (ID17/762)

The Committee had before it the report dated 9 May 2017 from the Director Environmental Services regarding Building Summary - April 2017.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that the information contained within the report of the Director Environmental Services dated 9 May 2017 be noted.

CARRIED

WSC17/26 MOUNT ARTHUR CHALLENGE - RUN AND CYCLING EVENT, WELLINGTON (ID17/784)

The Committee had before it the report dated 10 May 2017 from the Manager Technical Support regarding Mount Arthur Challenge - Run and Cycling Event, Wellington.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That the application of the Mount Arthur Reserve Trust for the Mt Arthur Running and Cycling Events to be held on Sunday 16 July 2017 be approved and undertaken in accordance with the Event and Traffic Management Plan as conditioned by the NSW Police Service and the following conditions of Dubbo Regional Council:**
 - a. Running Events "Wallaby Run" 5km and "Wedgetail Challenge" 9km – implementation of a temporary one lane road closure of Bushrangers Creek Road between the Showground (western gate) and Evans Way and a full road closure of Brennans Way between Bushrangers Creek Road and Man of the Mountain Trail from 10.00am to 1.30pm.**
 - b. Cycling Event – "Limestone Ride" 50km event shall commence within the Wellington Showground, left onto Bushrangers Creek Road for 8.5km, left into Zaias Lane for 8.1km, left into Arthurville Road for 6.7km, left into Suntop Road for 16.0km, left into Renshaw McGirr Way for 9.5km then left into Bushrangers Creek Road for 0.7km to the finish at the Wellington Showground.**
- 2. That submission of Traffic Control Plans to Council's Traffic Engineer for approval, to be submitted a minimum of three (3) weeks prior to the event. All traffic control measures contained in the plan are to be in accordance with Australian Standard AS1742.3 and the Road and Maritime Services NSW Guidelines for Bicycle Road Races and the Guide to Traffic Control at Worksites prepared by an accredited person.**
- 3. That all traffic control including the placement and removal of barricades and/or regulation of traffic is to be carried out by Traffic Controllers appropriately trained in accordance with the requirements of Australian Standard AS1742.3 and the Roads and Maritime Services accreditation requirements for Traffic Control Planners or**

Controllers as required. In this respect there is a requirement that Traffic Controllers and not marshals are to be provided at the start/finish and turnaround to stop all traffic whilst riders are:

- Starting and finishing within a 60km/h or less speed zone.
 - Assembled on the road carriageway immediately prior to a mass or staggered start.
 - Undertaking the turn-around movement.
 - Sprint to the finish line.
4. That the NSW Police Service consent and conditions for bicycle races permit under the NSW Road Transport Act 2013 – Section 115 is required.
 5. That Council's Administration Officer must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, Roads and Maritime Services and the NSW Police Service are specifically noted to be indemnified against any action resulting from the cycle race.
 6. That the applicant be required to obtain concurrence from the Roads and Maritime Services as the Renshaw McGirr Way is a regional road.
 7. That the Roads and Maritime Services be provided with a Traffic Control Plan for the use of escort vehicles and warning signage for their approval.
 8. That the applicant is to submit to Council all the appropriate documentation required accepting the above conditions before final approval is granted.

CARRIED

WSC17/27 PROPOSED ROAD CORRIDOR ADJUSTMENT - SUNNYSIDE ROAD (ID17/773)

The Committee had before it the report dated 5 May 2017 from the Manager Civil Infrastructure and Solid Waste regarding Proposed Road Corridor Adjustment - Sunnyside Road.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

1. That Council enter into a land swap agreement with the owner(s) of Lot 40 in DP 754296 and Lot 2 in DP 1229377 to effect the closure of part of the redundant section of Sunnyside Road and the creation of a public road over the currently formed alignment of Sunnyside Road (formerly Jones Creek Road).
2. That such agreement be on terms of Council meeting survey and plan registration expenses necessary to effect the new road creation and the closure of redundant road reserve; the land exchange between the parties to be at nil cost and each party to meet their respective legal expenses.
3. That any necessary documents be executed under the Common Seal of the Council.

CARRIED

**WSC17/28 PROPOSED TRANSFER OF SECTIONS OF CROWN ROAD ON BELLHAVEN ROAD
(ID17/780)**

The Committee had before it the report dated 9 May 2017 from the Manager Civil Infrastructure and Solid Waste regarding Proposed Transfer of Sections of Crown Road on Bellhaven Road.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that Council make application to NSW Department of Primary Industries – Lands for transfer of the Crown road section in Bellhaven Road with the road reserve having a variable width ranging approximately from 34.0 metres and maximum width of 41.0 metres and having a length of approximately 2.41 km starting from the boundary with Lot 16 DP 752578 and ending at the Dubbo Regional Council boundary as indicated in the maps attached as Appendix 1 and 2 to the report of the Manager Civil Infrastructure and Solid Waste dated 9 May 2017.

CARRIED

WSC17/29 PROPOSED COUNCIL ROAD CLOSURE OFF BENCUBBIN ROAD (ID17/781)

The Committee had before it the report dated 8 May 2017 from the Manager Civil Infrastructure and Solid Waste regarding Proposed Council Road Closure off Bencubbin Road.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That Council consent to the closure by the NSW Department of Industry – Lands of the unformed public road located between Lot 196 and Part Lot 198 and Lot 228 DP 754331.**
- 2. That it be noted that the road vests in the Crown upon Gazettal of the Road Closure pursuant to Section 38(2) of the Roads Act.**

CARRIED

At this juncture the meeting adjourned, the time being 5.47 pm.

The meeting recommenced at 5.52 pm.

WSC17/30 GEURIE BALD HILL RESERVOIR ROOF REPLACEMENT (ID17/583)

The Committee had before it the report dated 8 May 2017 from the Director Technical Services regarding Geurie Bald Hill Reservoir Roof Replacement.

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 Australian Prestressing Structures Pty Ltd for the tendered price in the amount of \$193,074 (ex GST) for the Construction of the Replacement of the Roof and Access on the Geurie Village Bald Hill Water Reservoir be accepted.**
- 2. That any necessary documents be executed under the Common Seal of Council.**
- 3. That the documents and considerations to this matter remain confidential to Council.**

CARRIED

**WSC17/31 WATER RESERVOIR MODIFICATION WORKS IN THE LOWER MACQUARIE
WATER UTILITIES ALLIANCE AREA (ID17/779)**

The Committee had before it the report dated 8 May 2017 from the Director Technical Services regarding Water Reservoir Modification Works in the Lower Macquarie Water Utilities Alliance Area.

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 Water Infrastructure Pty Ltd for the Construction of Water Reservoir Compliance Modification Works in Wellington, Geurie and Mumbil, in the amount of \$185,401 (ex GST), be accepted.**
- 2. That any necessary documents be executed under the Common Seal of Council.**
- 3. That the documents and considerations in regard to this matter remain confidential to Council.**

CARRIED

WSC17/32 SUPPLY OF READYMIXED CONCRETE (ID17/774)

The Committee had before it the report dated 8 May 2017 from the Director Technical Services regarding Supply of Readymixed Concrete.

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 in accordance with Clause 178(1)(b) of the Local Government (General) Regulation 2005, Council decline to accept any of the tenders received for the supply of readymixed concrete.**
- 2. That in accordance with Clause 178(3)(b), Council invite fresh tenders for the supply of readymixed Concrete.**
- 3. That the documents and considerations to this matter remain confidential to Council.**

CARRIED

WSC17/33 PROVISION OF TRAFFIC CONTROL SERVICES (ID17/775)

The Committee had before it the report dated 8 May 2017 from the Director Technical Services regarding Provision of Traffic Control Services.

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 Schedule of Rates Tender submitted by Dubbo Traffic Control, Orbital Traffic Management and DOB Enterprises for the Traffic Control Services be accepted onto the panel in that order, with actual payments made on the rates tendered and measured quantities.**
- 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 5.55 pm.

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CHAIRMAN



REPORT: Building Summary - May 2017

AUTHOR: Director Environmental Services
REPORT DATE: 1 June 2017
TRIM REFERENCE: ID17/951

EXECUTIVE SUMMARY

Information has been prepared on the statistics of the number of dwellings and residential flat buildings approved in the Dubbo Regional Council Local Government Area and statistics for approved Development Applications for the information of Council.

ORGANISATIONAL VALUES

Customer Focused: Council aims to provide high quality and timely building and development services. This reporting provides ongoing monitoring of building activity in the Local Government Area (LGA).

Integrity: This report provides transparent statistics regarding development activity in the LGA.

One Team: This report demonstrates Council's commitment to work as one to ensure the growth of the LGA.

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 of the Director Environmental Services dated 1 June 2017 be noted.

Melissa Watkins
Director Environmental Services

REPORT

Provided for information are the latest statistics (as at the time of production of this report) for Development Applications for the Dubbo Regional Council.

1. Residential Building Summary

Dwellings and other residential developments approved during May 2017 were as follows:

	<u>Dubbo</u>	<u>Wellington</u>
Dwellings	18	2
Other residential development (No. of units)	4 (13)	0 (0)

For consistency with land use definitions included in the Dubbo Local Environmental Plan 2011, residential development has been separated into 'Dwellings' and 'Other residential development'. 'Other residential development' includes dual occupancies, secondary dwellings, multi-unit and seniors living housing.

These figures include Development Applications approved by private certifying authorities (Complying Development Certificates).

A summary of residential approvals for the former Dubbo City Council area since 2009-2010 is provided attached as **Appendix 1**.

2. Approved Development Applications

The total number of approved Development Applications (including Complying Development Certificates) for May 2017 and a comparison with figures 12 months prior, and the total for the respective financial years, are as follows:

<u>Dubbo</u>	<u>1 May 2017 – 31 May 2017</u>	<u>July 2016 – 31 May 2016</u>
<u>2017</u>		
No. of applications	69	715
Value	\$12,943,460	\$172,099,630
	<u>1 May 2016 – 31 May 2016</u>	<u>1 July 2015 – 31 May 2016</u>
No. of applications	60	700
Value	\$9,480,186	\$161,101,579

A summary breakdown of the figures for the Dubbo office is included in **Appendices 2-5**.

Wellington

The total number of determined Development Applications (including Complying Development Certificates) for May 2017 and a comparison with figures 12 months prior, and the total for the respective financial years, are as follows:

	<u>1 May 2017 – 31 May 2017</u>	July 2016	–	31 May
<u>2017</u>				
No. of applications	6			65
Value	\$684,700			\$3,959,260
	<u>1 May 2016 – 31 May 2016</u>	<u>1 July 2015 – 31 May 2016</u>		
No. of applications	1			61
Value	\$1,000			\$2,237,191

A summary breakdown of the figures for the Wellington office is included in **Appendices 6-9**.

The information included in this report is recommended for notation.

Appendices:

- 1 Building Summary
- 2 Approved Development Applications (Dubbo) - May 2017
- 3 Approved Development Applications (Dubbo) - May 2016
- 4 Approved Development Applications (Dubbo) - 1 July 2016 to 31 May 2017
- 5 Approved Development Applications (Dubbo) - 1 July 2015 to 31 May 2016
- 6 Approved Development Applications (Wellington) - May 2017
- 7 Approved Development Applications (Wellington) - May 2016
- 8 Approved Development Applications (Wellington) - 1 July 2016 to 31 May 2017
- 9 Approved Development Applications (Wellington) - 1 July 2015 to 31 May 2016

STATISTICAL INFORMATION ON DWELLINGS AND MULTI UNIT HOUSING

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
2009/2010													
Dwellings	20	11	16	14	7	3	5	11	11	7	12	11	128
Flat Buildings	-	1	1	1	1	3	-	2	2	-	1	-	12
(No of units)	(-)	(2)	(2)	(2)	(2)	(6)	(-)	(4)	(4)	(-)	(4)	(-)	(26)
2010/2011													
Dwellings	8	15	10	7	2	6	-	6	6	6	7	9	82
Flat Buildings	-	1	0	3	1	-	-	1	1	1	4	-	12
(No of units)	(-)	(2)	(0)	(5)	(2)	(-)	(-)	(2)	(2)	(2)	(7)	(-)	(22)
2011/2012													
Dwellings	6	12	10	6	7	16	4	16	12	8	12	9	118
Flat Buildings	1	1	-	1	2	2	-	-	-	-	-	1	8
(No of units)	(14)	(2)	(-)	(1)	(4)	(3)	(-)	(-)	(-)	(-)	(-)	(16)	(40)
2012/2013													
Dwellings	3	7	14	13	9	3	9	9	13	13	15	13	121
Flat Buildings	4	6	-	-	1	9	-	-	1	-	2	-	23
(No of units)	(8)	(6)	(-)	(-)	(2)	(11)	(-)	(-)	(2)	(-)	(39)	(-)	(68)
2013/2014 (incl. private certifiers)													
Dwellings	23	17	25	20	14	15	19	10	18	14	19	14	208
Flat Buildings	-	1	1	-	-	1	4	2	1	2	-	3	15
(No of units)	(-)	(2)	(2)	(-)	(-)	(2)	(46)	(1)	(2)	(4)	(-)	(6)	(65)
2014/2015 (Incl. PCs and redefined land use categories based on LEP definitions)													
Single dwellings	19	34	19	21	13	16	14	12	20	19	15	20	222
Multi unit housing	3	1	6	5	6	12	-	4	2	1	9	5	54
(No of units)	(6)	(2)	(31)	(50)	(6)	(21)	(-)	(87)	(4)	(1)	(25)	(10)	(243)
2015/2016 (Incl. PCs and redefined land use categories based on LEP definitions)													
Single dwellings	27	20	26	19	21	26	19	14	16	17	17	22	244
Multi unit housing	6	8	8	4	1	3	3	3	3	5	3	8	55
(No of units)	(50)	(98)	(12)	(7)	(2)	(5)	(18)	(4)	(5)	(14)	(6)	(23)	(244)
2016/2017 (Incl. PCs and redefined land use categories based on LEP definitions)													
Single dwellings	24	13	17	18	12	21	16	18	18	14	18		189
Multi unit housing	8	5	7	4	6	5	3	2	1	5	4		50
(No of units)	(10)	(10)	(13)	(7)	(10)	(16)	(6)	(75)	(2)	(8)	(13)		(170)



**DUBBO REGIONAL
COUNCIL**

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P.O. Box 81 Dubbo NSW 2830
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Print Date: 1/06/2017

Print Time: 2:36:31PM

**Approved Development & Complying Development Applications
for former Dubbo LGA and Private Certifiers-Period 1/05/2017 - 31/05/2017**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Dwelling - single	21	5,611,061	18	5,336,061	3	275,000	18	
Dwelling - Secondary/Dual Occ Dwelling	1	88,000	1	88,000			1	
Dwelling - Dual Occupancy, one storey	1	350,000	1	350,000			2	
Medium Density Res - one/two storeys	2	1,145,000	2	1,145,000			10	
Garage/Carport/Roofed Outbuildings	27	633,753	25	587,253	2	46,500		
Swimming Pool	6	194,146	6	194,146				
Office Building	1	19,500	1	19,500				
Warehouse/storage	1	1,200,000	1	1,200,000				
Infrastructure - Transport, Utilities	4	3,140,000	4	3,140,000				
Signs/Advertising Structure	1	7,000	1	7,000				
Agricultural Development	1	105,000	1	105,000				
Subdivision - Residential	2	420,000	1	420,000				6
Subdivision - Industrial	1	0						3
Subdivision - Rural	1	0						
Miscellaneous	2	30,000	2	30,000				
Totals for Development Types	72	12,943,460						

Total Number of Applications for this period: 69

*** Note: There may be more than one Development Type per Development Application
Statistics include applications by Private Certifiers

----- End of Report -----



**DUBBO REGIONAL
COUNCIL**

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Print Date: 1/06/2017

Print Time: 2:53:27PM

**Approved Development & Complying Development Applications
for former Dubbo LGA and Private Certifiers-Period 1/05/2016 - 31/05/2016**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Dwelling - single	21	5,328,982	17	5,203,605	4	125,377	17	
Dwelling - Secondary/Dual Occ Dwelling	3	955,000	3	955,000			6	
Garage/Carport/Roofed Outbuildings	17	256,994	17	256,994				
Fences/Unroofed Structures	1	4,500	1	4,500				
Swimming Pool	8	202,968	8	202,968				
Retail Building	2	112,580	1	2,000	1	110,580		
Warehouse/storage	3	1,583,162	2	1,452,784	1	130,378		
Infrastructure - Transport, Utilities	1	45,000	1	45,000				
Demolition	1	0	1					
Change of Use - Commercial	1	8,000	1	8,000				
Subdivision - Residential	2	0						4
Subdivision - Commercial	2	8,000	1					2
Subdivision - Industrial	1	975,000						15
Totals for Development Types	63	9,480,186						

Total Number of Applications for this period: 60

*** Note: There may be more than one Development Type per Development Application
Statistics include applications by Private Certifiers

----- End of Report -----



**DUBBO REGIONAL
COUNCIL**

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Print Date: 1/06/2017

Print Time: 2:54:31PM

**Approved Development & Complying Development Applications
for former Dubbo LGA and Private Certifiers-Period 1/07/2016 - 31/05/2017**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Dwelling - single	233	67,135,219	187	62,158,754	46	4,976,465	187	
Dwelling- Transportable/Relocatable	3	536,315	3	536,315			3	
Dwelling - Secondary/Dual Occ Dwelling	17	4,297,842	17	4,297,842			24	
Dwelling - Dual Occupancy, one storey	29	10,030,000	29	10,030,000			52	1
Medium Density Res - one/two storeys	6	15,420,000	6	15,420,000			98	
Garage/Carport/Roofed Outbuildings	226	4,751,024	214	4,501,323	12	249,701	3	
Fences/Unroofed Structures	6	16,100	6	16,100				
Swimming Pool	63	1,576,528	62	1,551,928	1	24,600		
Nursing Home/Dementia Care	2	12,975,721	1	12,825,721	1	150,000		
Office Building	5	565,780	1	19,500	4	546,280		
Retail Building	22	5,935,058			22	5,935,058		
Hostels, Boarding House	1	3,150,000	1	3,150,000				
Motels	2	1,575,000	1	1,575,000	1			
Bed & Breakfast, Farmstay	1	0			1			
Office & Retail Building	1	30,000			1	30,000		
Factory/Production Building	3	3,230,000	2	3,130,000	1	100,000		
Warehouse/storage	14	11,611,000	11	10,881,000	3	730,000	1	
Carpark	2	550,000	2	550,000				
Infrastructure - Transport, Utilities	9	3,573,620	8	3,473,620	1	100,000		
Health Care Facility - Hospital	1	50,000			1	50,000		
Educational Building	5	129,380	2	15,000	3	114,380		
Entertainment/Recreational Building	3	1,000,001	2	800,001	1	200,000		

**Approved Development & Complying Development Applications
for former Dubbo LGA and Private Certifiers-Period 1/07/2016 - 31/05/2017**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Community/Public Building	1	1,900,000	1	1,900,000				
Signs/Advertising Structure	5	54,500	4	34,500	1	20,000		
Demolition	11	203,664	9	193,664	2	10,000		
Home Industry	4	4,500	2	4,500	2			
Child Care - Centre Based	1	1,530,000	1	1,530,000				
Change of Use - Commercial	10	320,000	5	75,000	5	245,000		
Change of Use - Industrial	1	7,000	1	7,000				
Agricultural Development	1	105,000	1	105,000				
Tourism Development	2	4,262,000	1	4,250,000	1	12,000		
Subdivision - Residential	37	3,994,000	5	945,000				24
Subdivision - Commercial	3	0	1					6
Subdivision - Industrial	6	12,000	1		1			5
Subdivision - Rural	5	2,565,000						52
Subdivision - Other	2	10,000						25
Miscellaneous	14	8,993,378	13	8,933,378	1	60,000		
Totals for Development Types	757	172,099,630						

Total Number of Applications for this period: 715

*** Note: There may be more than one Development Type per Development Application
Statistics include applications by Private Certifiers

----- End of Report -----



**DUBBO REGIONAL
COUNCIL**

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Print Date: 1/06/2017

Print Time: 2:55:44PM

**Approved Development & Complying Development Applications
for former Dubbo LGA and Private Certifiers-Period 1/07/2015 - 31/05/2016**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Dwelling - single	262	70,616,735	222	68,138,224	40	2,478,511	222	
Dwelling- Transportable/Relocatable	1	210,000	1	210,000			1	
Dwelling - Secondary/Dual Occ Dwelling	20	5,048,128	20	5,048,128			31	
Dwelling - Dual Occupancy, one storey	24	9,831,185	24	9,831,185			46	
Medium Density Res - one/two storeys	3	3,000,000	3	3,000,000			22	
Medium Density Res - Seniors Living SEPF	2	20,000,000	2	20,000,000			125	2
Garage/Carport/Roofed Outbuildings	197	3,502,122	189	3,325,412	8	176,710	4	
Fences/Unroofed Structures	4	41,500	3	31,500	1	10,000		
Swimming Pool	66	1,665,220	66	1,665,220				
Office Building	4	1,355,000	3	1,355,000	1			
Retail Building	20	5,657,580	2	1,502,000	18	4,155,580		
Hotels	2	610,000			2	610,000		
Motels	2	820,000	1	820,000	1			
Office & Retail Building	4	823,000			4	823,000		
Factory/Production Building	11	4,421,390	7	3,131,390	4	1,290,000		
Warehouse/storage	11	8,928,162	9	8,787,784	2	140,378		
Infrastructure - Transport, Utilities	2	85,000	2	85,000				
Health Care Facility - Other	2	1,148,000	1	608,000	1	540,000		
Educational Building	3	1,603,911	3	1,603,911				
Place of Worship	1	600,000			1	600,000		
Entertainment/Recreational Building	2	250,000	2	250,000				
Community/Public Building	1	600,000			1	600,000		

**Approved Development & Complying Development Applications
for former Dubbo LGA and Private Certifiers-Period 1/07/2015 - 31/05/2016**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Signs/Advertising Structure	11	212,650	11	212,650				
Demolition	8	120,000	8	120,000			1	
Child Care - Centre Based	3	2,570,000	2	2,550,000	1	20,000		
Change of Use - Commercial	13	813,000	5	13,000	8	800,000		
Change of Use - Industrial	1	350,000			1	350,000		
Agricultural Development	1	800,000	1	800,000				
Parks/Reserves	1	550,000	1	550,000				
Subdivision - Residential	31	7,076,000	6	2,536,000				91
Subdivision - Commercial	4	743,000	1		1			2
Subdivision - Industrial	4	980,000	2	5,000				17
Subdivision - Rural	5	0			1			8
Subdivision - Other	1	0						
Miscellaneous	14	6,069,986	13	4,869,986	1	1,200,000		
Totals for Development Types	741	161,101,569						

Total Number of Applications for this period: 700

*** Note: There may be more than one Development Type per Development Application
Statistics include applications by Private Certifiers

----- End of Report -----



DUBBO REGIONAL COUNCIL

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Print Date: 1/06/2017
 Print Time: 3:24:22PM

Wellington Office Statistics for Approved Development & Complying Development Applications for the Period 1/05/2017 - 31/05/2017

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Dwelling	3	574,700	2	470,000	1	104,700	2	
Garage/Carport/Shed	1	110,000	1	110,000				1
Subdivision	2	0						
Totals for Development Types	6	684,700						

Total Number of Applications for this period: 6

*** Note: There may be more than one Development Type per Application
 Application Type(s): 20, 24 (where PCA: Wellington Council, does not include applications by Private Certifiers)

----- End of Report -----



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Print Date: 1/06/2017
 Print Time: 3:41:18PM

Wellington Office Statistics for Approved Development & Complying Development Applications for the Period 1/05/2016 - 31/05/2016

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Change Of Use	1	1,000						
Totals for Development Types	1	1,000						

Total Number of Applications for this period: 1

*** Note: There may be more than one Development Type per Application
 Application Type(s): 20, 24 (where PCA: Wellington Council, does not include applications by Private Certifiers)

----- End of Report -----



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Print Date: 1/06/2017
Print Time: 3:43:20PM

**Wellington Office Statistics for Approved Development & Complying Development Applications
for the Period 1/07/2016 - 31/05/2017**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Advertising Structure/Signs	1	95,985						
Change Of Use	2	71,000			1	68,000		
Commercial Premises	2	235,000	1	50,000	1	185,000		2
Demolition	1	28,600	1	28,600				
Dwelling	17	2,557,196	13	2,155,311	5	621,885	11	10
Fence, Retaining/Free Standing Wall	2	75,000			1	20,000		
Garage/Carport/Shed	29	728,117	25	639,503	4	88,614		4
Pool/Spa	6	168,362	4	140,500	1	24,100		1
Subdivision	8	0	1					2
Totals for Development Types	68	3,959,260						

Total Number of Applications for this period: 65

*** Note: There may be more than one Development Type per Application
Application Type(s): 20, 24 (where PCA: Wellington Council, does not include applications by Private Certifiers)

----- End of Report -----



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Print Date: 1/06/2017
Print Time: 3:38:59PM

**Wellington Office Statistics for Approved Development & Complying Development Applications
for the Period 1/07/2015 - 31/05/2016**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Change Of Use	6	31,285						
Commercial Premises	2	255,000			1	250,000		
Demolition	3	22,000	3	22,000				
Dwelling	9	948,141	5	815,191	4	132,950	5	2
Garage/Carport/Shed	26	360,440	24	349,440	1	3,000	1	9
Pool/Spa	4	109,825	4	109,825				1
Subdivision	9	0						
Tourist Facilities	1	49,500			1	49,500		
Utility Installation	1	460,000	1	460,000				1
Totals for Development Types	61	2,236,191						

Total Number of Applications for this period: 61

*** Note: There may be more than one Development Type per Application
Application Type(s): 20, 24 (where PCA: Wellington Council, does not include applications by Private Certifiers)

----- End of Report -----



DUBBO REGIONAL
COUNCIL

REPORT: Dubbo Macquarie River Bridge Options

AUTHOR: Director Technical Services
REPORT DATE: 13 June 2017
TRIM REFERENCE: ID17/771

EXECUTIVE SUMMARY

The “Dubbo Road Transportation Strategy 2045” which was completed in 2012 has set out the strategic direction for the Dubbo Urban Road Network.

The announcement by the Roads and Maritime Services (RMS) of their preferred option – River Street – for the third bridge (second flood free bridge) across the Macquarie River results in the need for a review of the 2045 Strategy.

It is recommended that the RMS preferred option be supported by Council, because it is consistent with the philosophy behind the 2045 Strategy, yet also meets National and State Road objectives.

ORGANISATIONAL VALUES

Customer Focused: The provision of a Third Bridge across the Macquarie River, configured as a flood free structure, will provide significant road network efficiency gains for both local and state transportation customers.

Integrity: Community advice and support about the RMS option for the Third River Crossing, together with a revised Strategic Plan of Dubbo’s road network will provide transparency to customers about network priorities.

One Team: This project is an RMS project, however the collaboration of Council and the RMS will be essential for maximum benefit to customers.

FINANCIAL IMPLICATIONS

The financial implications of this report are limited due to the fact that the Third Bridge is an RMS funded project, however the prioritisation of other Council road projects may require review.

POLICY IMPLICATIONS

The policy implications of this report are that the “Dubbo Road Transportation Strategy to 2045” will need reviewing in the light of the RMS announcement and the changes in Urban Development in the City since 2012.

RECOMMENDATION

- 1. That Council endorse the RMS proposal for the River Street option for the Third River Crossing at Dubbo.**
- 2. That Council review its Dubbo Transportation Strategy to 2045 in the light of the RMS announcement with a further report being presented to Council in due course.**

Ian Bailey
Director Technical Services

BACKGROUND

In November 2012 Council adopted the “Dubbo Road Transportation Strategy to 2045”. Although it included a third bridge across the Macquarie River at the end of Tamworth Street, (which is affordable by Council) it was recognised that if the LH Ford Bridge were to be duplicated (which is beyond the means of Council), this would assist meeting the day to day needs of Dubbo for a third crossing and solve the horrendous traffic problems which arise during floods which close the Serisier Bridge, as experienced most recently in December 2010.

One part of Council’s resolution in November 2012 was therefore to “*actively lobby State and Commonwealth Governments as a matter of priority to fund a duplication of the LH ford Bridge to augment the existing flood free river crossing capacity at Dubbo*”.

The engineering consultancy Pitt and Sherry were engaged in December 2012 to undertake an economic analysis to assist the lobbying endeavours.

On the 14 March 2015 the NSW Premier, Mike Baird MP, made an announcement in Dubbo that funds would be made available during the life of the next Parliament to duplicate the LH Ford Bridge across the Macquarie River. The Government was duly elected on the 28 March 2015 and preconstruction work by NSW Roads and Maritime Services (RMS) began.

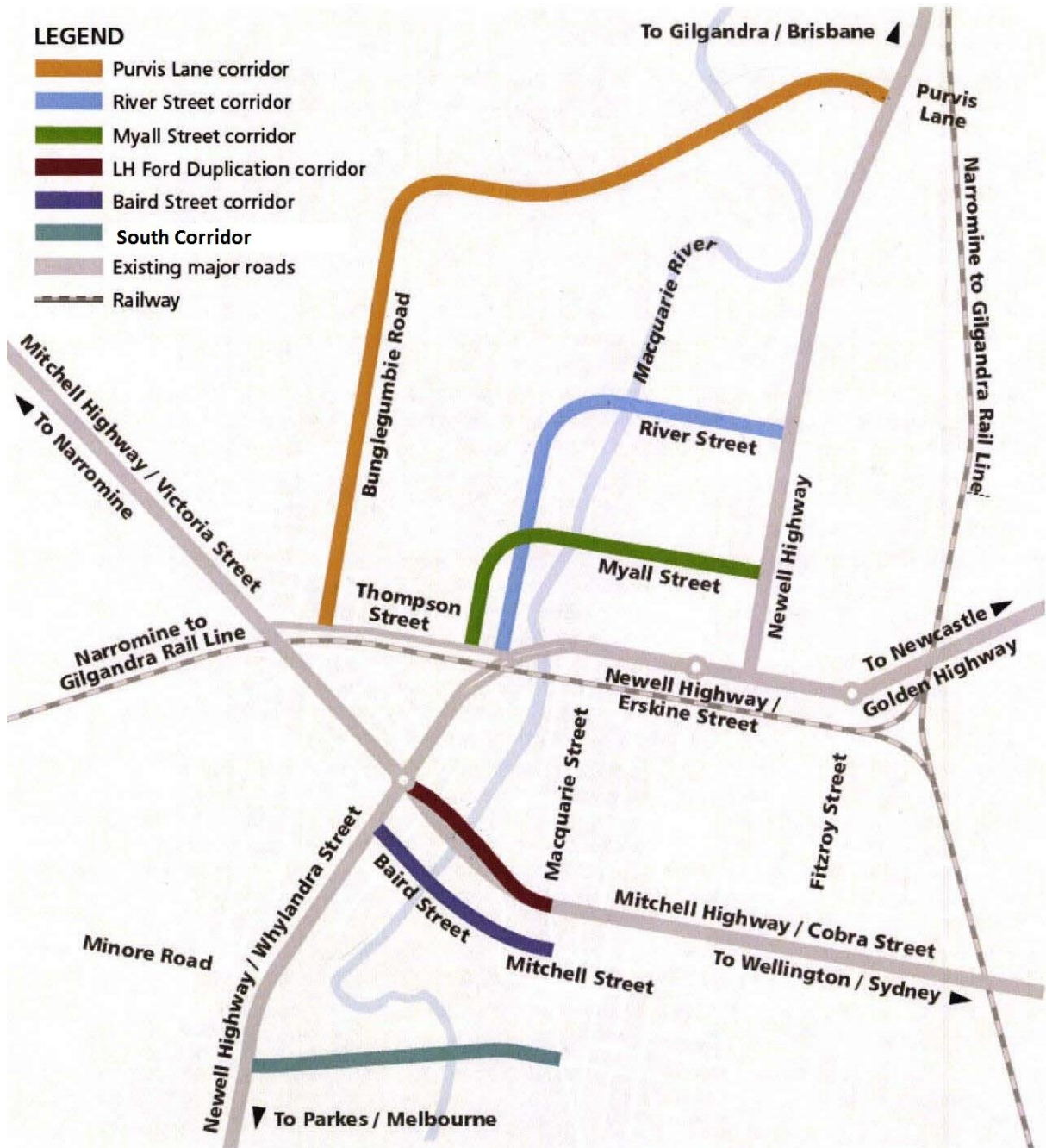
Soon after the March 2015 election the RMS project team advised Council staff that they would need to consider more than just one option for a new high level bridge at Dubbo. State Treasury has a very vigorous process of feasibility testing which every State agency must go through whenever major funding is committed.

The RMS identified seven “short-listed” options for the new bridge’s location in order to undertake comparative benefit/cost ratio analyses.

The seven options were:

1. Duplication of the LH Ford Bridge with no connection to Bligh Street
2. Duplication of the LH Ford Bridge with on and off ramps to Bligh Street
3. South bridge connecting Newell Highway with Tamworth Street
4. South bridge connecting Baird Street with Mitchell Street
5. North bridge at Myall Street
6. North bridge at River Street
7. North bridge at Purvis Lane

The following map shows the location of the various options.



A Value Management Workshop was held in late 2016 to shortlist the options for more detailed analyses.

The shortlist from the Value Management Workshop became:

- North bridge at River Street
- North bridge at Purvis Lane
- LH Ford Duplication (with/without Bligh Street ramps)

Tamworth Street was kept as an alternative option should the main shortlisted items be excluded for any reason.

REPORT

The RMS has now announced that the River Street Proposal is the preferred option.

It is considered that River Street is a good option from the viewpoint of Dubbo's Transportation Strategy 2045 for the following reasons:

- River Street is earmarked in the 2045 Strategy for one of the future river crossings.
- The underlying philosophy of the 2045 Strategy is the careful balance of the city roads' grid pattern into 3 hierarchies:
 - The **Freightway** – which is aimed to be attractive for freight trucks passing around the city.
 - The **State Highways** to the centre – which aims to allow easy access for tourists to the City Centre, but which are less attractive to bypassing trucks.
 - The **Distribution Grid** – which facilitates the spread of cross river and circulatory local traffic movements in an efficient manner.

Increases in traffic demand over time will be accommodated in this hierarchical structure by the Freightway and the Distribution Grid to progressively and significantly reduce traffic that would otherwise be to the detriment of the City Centre.

The River Street RMS Options broadly fits this philosophy, allowing a reasonable balance between "Local" and "Highway" traffic use, because it is relatively close to the CBD. This results in a good outcome in terms of traffic volume making use of the new bridge in non-flood times (as well as during floods).

- It is accepted that given the more 'local' benefit of a high level Tamworth Street Bridge, it is unlikely to be sufficiently utilised by Highway traffic, meaning the RMS Funding yields less State benefit.
- The River Street option assists the re-distribution of traffic away from Erskine Street/Whylandra Street, which currently utilises the Serisier Bridge.
- The River Street option re-distributes traffic away from the Mitchell Highway/L H Ford Bridge corridor which is consistent with the 2045 philosophy.

Council's 2045 Transportation Strategy will now need to be revisited quite substantially in the context of the announced third bridge option. This, and recent higher than expected growth in the south east area, does already appear to have changed the priority for construction of different sections of the Stapleton "freightway" from that which was adopted in 2012.

Modelling to date indicates that the link between Purvis Lane and Richardson Road in North Dubbo may be better deferred by a decade or so in favour of more urgent construction on the south-east distributor section of the freightway linking Hennessy Road and the Wellington Road.

Another aspect of the 2045 Strategy review is the issue of another low level bridge south of the LH Ford Bridge, for use by local traffic only. There is a growing need to facilitate cross river traffic flow in the “Distribution Grid”, which currently has a significant barrier in the form of the Macquarie River.

A corollary to the review of the 2045 Transportation Strategy will be the revision of the Section 94 Roads Contributions Policy for the City, as an adopted program of works is a key prerequisite for same. This new Section 94 Policy would facilitate sensible strategy development of the infrastructure required for the reviewed 2045 Transportation Strategy.

SUMMARY

The “Dubbo Road Transportation Strategy 2045” which was completed in 2012 has set out the strategic direction for the Dubbo Urban Road Network.

The announcement by the RMS of their preferred option – River Street – for the third bridge (second flood free bridge) across the Macquarie River results in the need for a review of the 2045 Strategy.

It is recommended that the RMS preferred option be supported by Council, because it is consistent with the philosophy behind the 2045 Strategy, yet also meets National and State Road objectives.



DUBBO REGIONAL
COUNCIL

REPORT: Water Connection, Backflow Prevention and Pricing Policy

AUTHOR: Director Technical Services
REPORT DATE: 8 June 2017
TRIM REFERENCE: ID17/980

EXECUTIVE SUMMARY

This report outlines a proposed change to Council's Water Connection, Backflow Prevention and Pricing Policy in relation to the current water billing methodology for Strata and Community Title Schemes.

Council's current policy adheres to Best-Practice Management of Water Supply and Sewerage Guidelines (2007) in relation to water billing which states:

"Where each unit is not separately metered by a Council water meter, the consumption registered on the meter is charged to each unit based on their Schedule of Unit Entitlement," e.g. If four (4) individual property owners have a 25% Unit Entitlement, each will pay a quarter of the water usage bill.

The policy change, if adopted, shall see Council directly bill the strata owners' corporation/community plan association for the property's entire water usage for individual and community allotments, and provide flexibility for the body corporate/community association to bill owners for their allotment's actual water usage where private meters (sub-meters) have been installed. The proposed policy change incorporates both existing and future property developments.

Council policy allows only for the reading of Council authorised, installed, and maintained water meters at the property's boundary. Where each unit is separately metered by a Council water meter, each allotment shall be charged for consumption recorded on the Council water meter.

If a strata or community plan property is serviced by Council water meter(s) and the primary purpose of the property is for business purposes, yet it contains places of residence, it shall be treated as a non-residential property for sewer service charges. This is based on the premise of 'dominant' use.

Since 2015, Council has seen an increase in the number of enquiries and complaints from customers, developers, and property managers expressing concern that Council does not read individual private water meters (sub-meters) which may have been installed during a development's construction. Council policy does not allow the water meter reading of private (sub-meters) for the purpose of billing individual customers based on a private meter's recorded usage.

Additionally, developers, consultants, and customers require a clear understanding of Council policy to ensure that they do not incur additional expense, such as the installation of private (sub-meters) which, currently, have no direct benefits to customers.

The report recommends the adoption of the revised policy for a public exhibition period of at least 28 days.

ORGANISATIONAL VALUES

Customer Focused: To provide clarity to Customers about Water Charges.

Integrity: To more equitably charge separate units within multi-unit developments.

One Team: Consultation between various Council divisions occurred in relation to the revision of the Water Connection, Backflow Prevention, and Pricing Policy.

FINANCIAL IMPLICATIONS

This report forms the basis of the charging methodology for water connection and backflow prevention charges. The charges are reviewed on an annual basis with the review of Council's Revenue Policy.

POLICY IMPLICATIONS

Council currently issues 14,087 individual water accounts to residential customers on a quarterly basis. Of these, 974 (or 7%) accounts are issued to property owners/residents within strata/community developments. A change in policy will see a total of 13,289 accounts issued. Of these, 176 (or 1%) accounts will be issued to strata owners corporation/community associations. This represents a 6% decrease in the overall number of water accounts issued and an 82% decrease in the number of water accounts issued to strata/community plan developments.

Owners of 'older' style strata properties, where a Council authorised, installed and maintained water meter services the entire property, may claim a disadvantage due to a potential increase in strata fees (sinking fund) to accommodate administration costs for private water billing. The water usage in these older style properties is often similar across equally sized allotments and no dissatisfaction has been expressed by owners with Council's current policy.

RECOMMENDATION

- 1. That the Draft Policy on Water Connection, Backflow Prevention and Pricing Policy as attached to the report of the Director Technical Services dated 8 June 2017 as Appendix 1 be placed on Public Exhibition for a period of no less than 28 days.**
- 2. That all property owners who may be affected by changes to the Policy on Water Connection, Backflow Prevention and Pricing Policy be contacted in writing advising of the Public Exhibition of the Policy and be specifically invited to make a submission.**

- 3. That a further report be presented to Council following the public exhibition period detailing the public submissions received.**

Ian Bailey
Director Technical Services

REPORT

An increasing number of councils and water utilities have moved towards the individual water metering and billing of Strata and Community Schemes. This aims to improve equity in water billing via a 'user pays' system for water usage in these developments. Large water utilities including Sydney Water and Hunter Water permit lots within new developments to be metered separately, and retrofitting of private (sub-meters) is permitted providing specific criteria is met. The location of individual water meters for easy access by council/utility staff is a major factor in planning for new developments and retrofitting older developments.

Council adheres to the Best Practice Water and Sewerage Guidelines (2007) which states "*where each unit is not separately metered by a Council water meter, the consumption registered on the meter is charged to each unit based on their Schedule of Unit Entitlement.*" Council's current Policy does not allow for the water meter reading and water billing of individual residents where the development has private (sub-meters) installed.

The proposed Policy change, if adopted, shall see Council bill the strata/community association, etc., directly for the water usage for the entire property. This will see a decrease in the number of individual residential water usage accounts issued by Council, from 14,087 to 13,289, or a 6% decrease.

Feedback from some customers within new developments indicates they do not agree with having to pay in accordance with the '*Unit Entitlement*' provision and want a more equitable arrangement, especially where private (sub-meters) have been installed by the developer.

Additionally, legislation now permits landlords to pass on water usage charges to tenants providing all the minimum criteria have been met as follows:

- The rental premises must be individually metered
- The charges must not exceed the amount billed for water usage by the water supplier, and the rental premises must meet required 'water efficiency' standards.

Feedback from a local strata property management firm proposes that Council read the private meter (sub-meters) of individual lot owners within strata/community plan properties and bill the individual lot owners for their actual water usage.

Whilst Council has no plan to implement the reading of private (sub-meters), if such meters proliferate, the introduction of automated meter reading may provide an opportunity for Council to consider metering individual lots in the future.

For individual property owners of older strata properties where the retrofit of private (sub-meters) may be cost prohibitive, water usage is often similar across individual properties, and no dissatisfaction with Council's current Policy has been expressed.

In practice, two types of metered properties will be affected:

- All strata/community plan properties with Council authorised, installed, and maintained meter(s) at the property boundary.
- All strata/community plan properties where individual lots have private (sub-meters) installed on private property by the developer/plumber.

Water Access Charges

Council shall continue to charge the Water Access Charge (availability) to individual allotment owners as per the current Policy provisions. Each strata/community plan allotment (unit) is treated as a single residential assessment with a 20mm service connection and receives an access charge for a 20mm service connection. This charge is billed quarterly and shown on the property owners' Rates Notices.

Sewer Service Charges

If a Strata or Community Plan property is serviced by Council meter(s) and the primary purpose of the property is for business purposes, yet it contains places of residence, it shall be treated as a non-residential property for sewer service charges. This is based on the premise of 'dominant' use.

NSW Water Regulation

Recent advice from NSW Department of Primary Industries – Water (DPI Water) is that a major review will soon be undertaken of DPI Water's regulation in regional NSW local water utilities to ensure legislation and regulatory arrangements for this sector are suitable for the current and future challenges. DPI Water will be consulting with the industry during this review.

SUMMARY

The proposed policy, if adopted, shall provide flexibility and simplified guidance in Council's water billing for strata/community plan developments. The Policy's implementation shall see the existing 'Unit Entitlement' provision rescinded and replaced with the direct billing of the strata owners' corporation/community association, etc., for an entire development's water usage.

This report recommends that the proposed Policy be adopted for the purpose of public exhibition. During the public exhibition period, Council will write to affected property owners drawing their attention to the proposed change. After the public exhibition period closes, it is recommended that a further report be presented to Council on the basis of submissions received during the public exhibition period.

Going forward, the policy, if adopted, shall provide for a 'user pays' system for water usage in strata and community plan developments where private (sub-meters) have been installed. However, the policy shall have private cost implications for allotment owners as the strata owners' corporation/community association shall need to implement a billing system.

Definitions:

- **Community Plan** – is the primary plan in a development. Lots in a community plan may be subdivided by:
 - a **community plan** of subdivision to create further community development lots,
 - a **precinct plan** to create a subsidiary scheme,
 - a **neighbourhood plan** to create a subsidiary scheme, and
 - a **strata plan** to create a subsidiary scheme.
- **Master Meter:** Master meters are read by Council meter readers and accounts for water usage are issued by Council.
- **Strata Title:** the subdivision of a building or proposed building into at least two lots and is managed by the strata body corporate.
- **Sub-meter:** a metering device with the ability to measure water usage after the Council (master) meter. Sub-metering offers the ability to monitor usage for individual tenants to account for their actual water usage.
- **Unit Entitlement:** A strata plan shows a Schedule of Unit Entitlement and the Schedule of Unit Entitlement is shown on the common property title created from a strata plan. The Schedule lists all the lots contained in the strata plan with the unit entitlement of each individual lot.

Appendices:

- 1 Revised Council Policy - Water Connection, Backflow Prevention and Pricing Policy - May 2017
- 2 Existing Water Connection, Backflow Prevention and Pricing Policy
- 3 Table of Water Utility current water billing arrangements



COUNCIL POLICY

Water Connection, Backflow Prevention and Pricing Policy

Date 24 May 2017

Council Resolution Date

Clause Number

Responsible Position Manager Water Supply and Sewerage
Branch Water Supply and Sewerage
Division Technical Services
Version 1
TRIM Reference Number
Review Period Two (2) years
Review Date 19 April 2019
Consultation Previous Public Exhibition Period - 6 February 2014 to 6 March 2014

Document Revision History	
Description	Date
Council Resolution	6 December 2012
Notes	
Previously reviewed on 6 December 2012	

POLICY

PURPOSE

This Policy deals with water connections from Council's water reticulation network supplying drinking water onto the property of Council's water supply customer, and technical, administration and pricing matters associated with these connections.

BACKGROUND AND RELATED LEGISLATION

Local Government Act, 1993

Best-Practice Management of Water Supply and Sewerage Guidelines, August 2007 National Water Initiative

SCOPE

This Policy applies to Council's Water Supply and Sewerage Service customers in Dubbo City Water Supply. Due to differences in the former Council areas of Wellington and Dubbo City, refer to the current Revenue Policy for Water Supply and Sewerage Services provisions and charges for Wellington, Geurie and Mumbil service areas.

POLICY

Water Connections

Water connections to properties are to be either a water service or a fire service. The customer is to be made aware that combined water connections, for fire service and water service, are not permissible and he/she must specifically require a water service or a fire service. In the absence of specific advice from the customer, new water connections will be deemed to be water services.

Fire services can only be used for firefighting and for Council to recognise them as fire services the property owner must submit an Annual Fire Certificate from a licensed plumber or other approved persons indicating the fire service is in fact a fire service in strict compliance with the national Plumbing Code of Australia.

The type of annual Fire Certificate, and the qualifications of the person issuing the certificate, are to be determined from time to time by the relevant Council Director.

The annual Fire Certificate must be lodged with Council during the months of March, April or May, in order to obtain recognition from Council of the fire service for the new financial year commencing on 1 July. If the annual Fire Certificate is not lodged with Council by the end of May, the service will be deemed to be a water service and charged Water Access and Non-Residential Sewer Service Charge according to Council's Revenue Policy for the entire year.

If, despite the annual Fire Certificate, registration on the fire service meter indicates that it is being used for other than genuine fire-fighting, system checking or fire drills, then Council may, after notifying the customer, deem the service to be a water service and charge the appropriate Water Service Access Charge and Non-Residential Sewerage Service charges.

Fire Services may be tagged in the field by Council to indicate they are fire services. Attachment 1 shows such a tag.

A water service is a water connection that is not a fire service. If a connection supplies fire- fighting appliances and non-fire appliances it is deemed a water service.

A water connection should be physically located on the allotment of the customer. Council prefers only one water service, and fire service, if appropriate to a single allotment, but will consider additional connections if warranted by circumstances.

Size of Water Connection

The size of fire services and water services, expressed in millimetres diameter, are to be determined entirely by the customer. However, the size selected by the customer must be a commercially available size. The relevant Council Director may, from time to time, declare that a certain size is not preferred, even if permitted by Australian Standards. In such cases, Council will install the next larger preferred size, in lieu of the non-preferred size sought by the customer.

Water Meters

All services, whether fire service or water service, shall be metered by a Council authorised, installed, and maintained water meter.

The size of the water meter will be the same as the water connection pipe.

Council will entirely determine the type, make and model of water meter assembly to be installed.

Council will charge customers for the initial installation of the service connection and water meter assembly. Council will also install and charge the customer for the installation of an appropriate backflow prevention device, if the customer elects to have this installed by Council.

Water meter assemblies shall be constructed above ground if possible. If possible, multiple water meters servicing flats and strata units should be grouped together.

Council may approve the placement of water meter below ground in pits in certain circumstances, for example, where there would be a risk in damage from vehicles located aboveground.

Details of 20 mm water service connections to domestic properties should generally conform to drawing ST5882 (attached).

Only Council can install new fire or water services. The physical water or fire service remain the property of Council up to the boundary of the premises and including the meter assembly. Council will replace any part of the fire or water service assemblies, such as the water meter, when they wear out, at no additional charge to customers.

Backflow Prevention

The intent of this Policy is to improve the safety of the Council's Water Supply Schemes by reducing the risk of contamination by backflow from direct connections to the water supply system.

Council will safeguard Council's water supply scheme by ensuring that property owners take responsibility and ensure that backflow conditions are prevented.

The customer is responsible for installation of the appropriate backflow prevention device on their property. This is defined in accordance with the level of backflow hazard of the activities being carried out on the property.

The customer is responsible for the ongoing maintenance of the backflow prevention devices and its upgrading if the activities being carried out on the property change and represent a higher hazard.

Council will operate a system of compliance to ensure that customers comply with this Policy.

In the absence of any site specification information, Council will assign a default level of hazard to the property based on Council's assessment of the primary activities being undertaken on site. Council may update the defaults from time to time.

If the customer has more site specification information and requests a review of the hazard, Council may review the hazard rating. Council may require that this certification be carried out from time to time by qualified personnel such as licensed plumbers who have completed additional training.

In the absence of such certification, Council may inspect the property to determine the applicable hazard rating for the next time period. Council may charge the customer an inspection charge for this.

The customer is responsible for replacement of non-testable backflow prevention devices from time to time, or for the annual testing of testable devices in accordance with AS 2845.3-1993 Water Supply - Backflow Prevention Part 3 Field Testing and Maintenance. Council may require property owners to submit certification from qualified personnel certifying the non-testable device has been replaced or that the testable device has been tested and is satisfactory for a subsequent time period.

If customers do not submit satisfactory certification indicating the non-testable device has been replaced or the testable unit has been tested satisfactorily, then Council may arrange for this work to be carried out by others. Council may charge the customers a service charge for this work. Council may set this service charge at a high level to ensure that there is a financial incentive to the customer to comply with the Policy.

Backflow Prevention Devices

Twenty (20) millimetre water meters incorporate a backflow prevention device that is suitable for low hazard pressures.

For connections greater than 20 mm, or 20 mm connections with a medium or high hazard rating, a separate backflow prevention device, downstream of the meter may be required.

The backflow prevention device is fitted downstream of the fire or water service and is considered part of the internal plumbing. Council may quote for this work when connecting the fire or water service. However, this work is contestable and the property owner may elect to have the backflow prevention device installed by his/her own licensed plumber.

Once the backflow prevention device is installed, whether by Council or the property owner, the property owner is responsible for ongoing operation, routine testing and eventual replacement of the backflow prevention device. The backflow prevention device, if installed, will remain the property of the customer.

The water connection assembly including the water meter will remain the property of Council. Council may replace the water connection pipeline and the water meter from time to time at no additional charge to the customer.

Combination Meters

The use of combination water meters is not preferred. A combination water meter shall be considered as a single meter of the larger diameter for administrative purposes, including calculation of the appropriate Access Charges. The Usage Charge shall be based on the sum of the registration of the two internal meters, within the combination meter unit.

A combination water meter will be recognised by Council as a water service and will attract a Water Access Charge unless annual Fire Certificates are submitted establishing it is entirely a fire service.

When Council replaces an existing combination water meter under its Meter Replacement Policy, it will replace it with a single water meter, if possible to do so.

Combination Water/Fire Services

These are water connections that in the past were deemed to supply both the water demand and the fire demand of the property. They are not permitted under this Policy. Connections previously considered combined water/fire services are now considered water services. This commenced in 2014/2015, with the appropriate Water Access Charge applying, in accordance with Council's Revenue Policy.

Fire Services

Owners of Fire Services must lodge annual fire certificates in accordance with the Water Connection Section of this Policy in order for the service to be recognised as a fire service. The owner of such a property serviced by a fire service shall arrange and carry out any inspections, testing, maintenance and certification of the fire service in accordance with a serviceability scheme authorised by the relevant Council Director from time to time, as detailed in the Water Connection Section of this Policy.

If the property owner fails to carry out any work required by the serviceability scheme, then Council may arrange this work at the owner's cost. Refer to Water Connections for annual Certification requirements.

Meter Replacement Policy

In order to ensure the ongoing accuracy of Council's water meter fleet, Council has adopted a Water Meter Replacement Policy. Under this Policy water meters are replaced after 12 years of service or after registering 7,500 kilolitres of water. The relevant Council Director may change the length of service or the registration triggering replacement, from time to time.

Water Supply Charges

Council's charging regime for water consists of Water Access Charges and Water Usage Charges.

The Water Service Access Charge is an annual charge which is dependent on the size of the water meter. It is billed annually. Water Service Access Charges and Non-Residential Sewer Charges are levied in respect to water services but not fire services.

The owner of each individual assessment for rating purposes not currently serviced by Council's potable water reticulation network, but able to be serviced, as described in the Local Government

Act 1993, shall be charged the Water Service Access Charge for a single 20 mm water service, as described in Council's Revenue Policy. Water Usage Charges are calculated based in quarterly meter readings for each meter connected to the property. The Water Usage Charge is a flat rate volumetric charge for all water supplied to the property, in accordance with Council's Revenue Policy.

Reading of Water Meters

Council authorised, installed, and maintained water meters are read on a quarterly basis during the months of March, June, September and December each year. Council aims to ensure that each meter is read accurately on the first visit to each property in each meter reading cycle.

The water meter reading is entered into a mobile hand-held device. Any discrepancies or abnormal conditions such as tampering, damaged, stopped, dirty dials or missing meters are recorded at this time.

Charges for Water Usage

Council may charge its water customers for water registered on the Council water meter in accordance with the water usage charge contained in Council's Revenue Policy. In the absence of a meter, or if the meter has broken down, Council's Financial Accounting Services Branch may make a reasonable estimate of water consumed and charge this estimated quantity. In estimating the water usage, Council may take into consideration previous consumption patterns, and any other factors that Council considers relevant.

Council may set different usage charges for different classes of customers such as residential and non- residential or other classes as Council may determine from time to time.

The classification of customers will be made entirely by Council. Council will publish its definition on its website and will consider any request for revision of the customer's classification.

Council will charge water customers for water used for genuine fire-fighting or for fire system testing. However, customers may submit an application for full refund of the amount charged for genuine fire- fighting, whether the water was supplied by a water service or a fire service. No refund will be made for fire system testing or fire drills.

Council may set minimum requirements for such claims to be considered from time to time. If Council accepts the claim it will refund the full cost of water used for genuine fire-fighting.

Billing Arrangements

Council's Financial Accounting Services raises water charges based on the meter reading data obtained by hand held water meter reading units. The data is uploaded to Council's financial system and water billing accounts are calculated from the data.

Water accounts are sent to customers as part of the quarterly Rates Notice accounts. Rates Notices are sent in April, July, October and January each year.

Remission of Charges on Account of Undetected Leakage

Council may consider requests for remission of water usage and other linked charges on account of leakage within the customer's property that was not able to be detected. Requests for remission should comprehensively make the case for remission.

Remission of Charges on Account of Hardship

Council may consider requests for remission of water charges and other linked charges if the customer alleges that payment may cause hardship.

Requests for remission should comprehensively make the case for remission.

Water Charges for Serviced Properties Other than Strata or Community Title Properties

The owner of a property serviced by a water service shall be charged the appropriate Water Service Access Charge and the Water Supply Usage Charge for registrations recorded on the water meter, both as defined in Council's Revenue Policy.

The owner of a property serviced by a certified fire service shall be charged the Water Supply Usage Charge for registrations recorded on the meter as defined in Council's Revenue Policy.

Water Charges for Serviced Strata Title and Community Plan Properties

Each rateable parcel of land created under a Strata or Community Title shall be treated as a single rate assessment with a 20 millimetre (mm) diameter water service in respect of the water service to the property.

Council will read only the property's Council authorised, installed, and maintained meter/s and all water usage will be billed to the property's owner's corporation/community association. The property shall be charged the Water Supply Usage Charge described in Council's Revenue Policy for the registrations recorded on Council authorised meter(s).

Where each unit is separately metered by a Council authorised, installed and maintained water meter at the allotment's property boundary, each unit will be charged for consumption recorded on the meter.

Sewer Charges for Serviced Strata Title and Community Plan Properties

Each residential strata and community plan allotment (unit) shall be treated as a residential assessment for sewerage charges.

Where a strata or community plan property is not individually metered by a Council authorised, installed and maintained water meter, if the primary purpose of the property is for business purposes, yet it contains a place/s of residence, it shall be treated as a non-residential property. This is based on the premise of 'dominant' use.

The degree to which a non-residential (commercial) property is used to conduct a business shall be reflected in the charges by the Land Use Category and subsequent % of the sewer discharge factor applied to the entire property to calculate the sewerage usage charge.

Council shall determine the distinction between residential/non-residential. Each such case will be considered on its merit and the General Manager is delegated to categorise properties where doubt exists based on a fair and reasonable assessment of the degree and type of sewer services/potential use, against that of residential properties.

Water Charges for Unserviced Land

The owner of each individual assessment for rating purposes not currently serviced by Council's potable water reticulation network, but able to be serviced, as described in the Local Government Act 1993, shall be charged the Water Service Access Charge for a single 20 mm water service, as described in Council's Revenue Policy.

Enforcement

Council may enforce compliance with the Policy by exercising any or all of the following:

- Impose a fee or charge under the *Local Government Act, 1993*
- Issue an order under the *Local Government Act, 1993*
- Carry out the work and charge the customer
- Disconnect the property from Council's potable water supply if the property owner does not comply with the provision of the Policy in respect to backflow prevention.
- Install a water restrictor on the water connection in the case on non-payment of water accounts. The restrictor will be removed upon payment of all accounts.
- Deny supply to a new or existing customer in cases where, in the opinion of the relevant Council Director there is a risk of contamination of the water supply, the risk of harming the health of a person or risk of damage to property.

Disconnection of Water Service

If a water service is no longer required, Council will disconnect the water service at the main and the meter will be removed.

An application form to disconnect a water service is available from Council's Customer Service Centre or can be downloaded from Council's website. In accordance with Council's Revenue Policy, there is no charge to the customer for water service disconnections.

Reconnection of Water Service

Once disconnected, Council may reconnect a property to the water supply. The cost of reconnection shall be borne by the property owner.

Property Developments

All water used on a property during site development or construction must be metered. Penalties apply for unmetered water use.

Removal of Water Meters

Water Meters shall not be disconnected or removed from a property unless approval has been given by Council.

Water Theft and Meter Tampering

Water meter tampering and water theft is illegal. These activities also greatly increase the risk of contaminating the public water supply and pose serious health and safety hazards not just to those who modify the meter but also to the rest of the community.

It is illegal to connect to Council water services through an unauthorised connection or to divert or otherwise interfere with a water meter. Council may prosecute for water theft.

Customer Notification Cards - Management of Customer Reads

Dubbo Regional Council makes every effort to read each water meter however, in some circumstances, this may not be achievable.

If access to the water meter or property is restricted for some reason, a customer service notification card should be left at the property requesting the assistance of the property owner Council has a suite of customer notification cards which are used in conjunction with the meter reading process.

Customer Service Cards

Council has developed a number of customer service cards to be left at the property to inform the customer of work undertaken, etc. These codes are shown in Attachment 2.

The circumstances in which these cards are issued are outlined below: Access to Water Meter

This card is left by Council's Water Meter Reader when he/she could not obtain access to the water meter.

Boil Water Notice

This card is left at all premises within the Boil Water Notice area once proclaimed. It is left at the premises if the customer is not present.

Boil Water Notice Lifted

This card is left at all premises within the Boil Water Notice area once proclaimed. It is left at the premises if the customer is not present.

Council Called Today

This card is left by Council staff or contractors when the customer was not present. The Council staff or contractor completes the card detailing their name, contact details and the purpose of the call.

Dubbo is a Water Wise Community

This card is left at the customers premises to encourage water conservation as part of a water conservation program.

Entry to Property

This card is left when Council staff or contractors had to access the property and the customer is not home. The staff member or contractor is to contact the customer before commencing work. If however, the customer is not home, the work is to proceed and this card is to be left to inform the customer.

Meter Security

This card is left at the customers premises whenever a tamper evident device is first installed, or replaced.

Meter Self-Read Card

The card is left when Council staff or contractor could not access the water meter. The customer is requested to write the water meter reading on the card and mail back to Council.

Water Meter

This card is left when Council staff or the water meter reader is of the view that shrubs around the water meter should be trimmed to improve access.

Water Meter Replacement

When a customer's water meter is being replaced, the staff member or contractor shall attempt to contact the customer. If the customer is not home, this card is to be left, and the water meter replacement carried out.

Water Meter Shutdown

This card is to be left by Council staff when there is a programmed water shutdown. The staff member shall complete the card by stating the start and end of the shutdown and the day(s) of the shutdown.

Dealing with Dogs

Council has a procedure for dealing with dogs. A risk assessment is to be undertaken in accordance with Council's Risk Assessment and Dealing with Dogs procedure.

In accordance with this procedure, a non-toxic deterrent spray is carried by Council staff or contractor at all times. It may be used to distract the animal should it threaten to, or make an attack, on a Council representative.

Where the owner/controller of the property is available but is either unwilling or unable to control the dog, the matter is to be reported to the staff member's Supervisor and Council's Ranger Services are engaged to assist.

Power of Entry

Council staff and contract meter readers are legally entitled to enter all premises for the recording of consumption under Section 191 and 191A of the Local Government Act, 1993 and Section 118A of the Environmental Planning and Assessment Act, 1979.

Where the customer refuses access, the meter reader is not to pursue the matter verbally or otherwise. The meter reader is to report the refused access to the relevant Council staff member.

Procedures

Council may develop procedures to guide staff in the implementation of this Policy.

DEFINITIONS

Combined Water/Fire Service – These are water connections to properties that service both the fire demand and the water demand of the property. These were permitted under the previous Policy but are not permitted under the current Policy. Connections previously considered combined water/fire services are now considered water services and will be charged accordingly commencing in 2013/2014.

Combination Water Meters - A Combination Water Meter is where the flow is split within the body of the water meter and water is directed through two separate pipes, a larger diameter pipe often equal to the size of the water connection pipe itself and a smaller diameter pipe often called a "bypass" pipe. Each internal pipe is separately metered and the registrations of both meters have to be added together to obtain the correct registration. The combination water meter would

measure high velocity flows with the bigger meter and low velocity flows with the bypass meter. These were used in the past due to technical limitations in meters available at the time. Modern meters have no such limitations. Any remaining combinations meters will be replaced with a single meter in accordance with Councils meter replacement policy.

Community Plan – is the primary plan in a development. Lots in a community plan may be subdivided by:

a **community plan** of subdivision to create further community development lots, a **precinct plan** to create a subsidiary scheme,
a **neighbourhood plan** to create a subsidiary scheme, and a **strata plan** to create a subsidiary scheme.

‘Dominant’ Use - Non-Residential Strata/Community Plan Properties: The interpretation of dominant use is based on the water usage for the size of the property used for residential/commercial purposes; the intensity of that operation; size of the operation; purpose, and potential use.

Fire Service - A Fire Service is a water service dedicated only to service fire hydrants, fire hose reels, fire service fitting, including water storages, installed and used solely for firefighting in and around a building or property, and testing. Under certain conditions part of a fire sprinkler system may be included. A fire service that can be used for other purposes is deemed to be a water service.

Master Meter: Master meters are read by Council meter readers and accounts for water usage are issued by Council.

Strata Title: the subdivision of a building or proposed building into at least two lots and is managed by the Strata body corporate.

Sub-meter: a metering device with the ability to measure water usage after the Council (master) meter. Sub-metering offers the ability to monitor usage for individual tenants to account for their actual water usage.

Water Access Charge - An annual charge applicable to a water service, as set by Council in its annual Revenue Policy.

Water Meter - A water meter is an apparatus, or appliance, for measuring and recording the volume of water passing the meter location. The "dial" on a meter is called a register and so the volume of water recorded through a meter is also called the registration.

Recent improvements in technology have meant that a single meter can now record both high and low flows. Combination meters are not preferred and will be replaced with single meters as they fall due for replacement.

Water Service - A water service is that part of the cold potable water supply pipeline from the water main to and including the water meter and backflow prevention assembly.

Water Usage Charge - A charge applicable to water used by a property, as set out by Council in its annual Revenue Policy.

RESPONSIBILITIES

The Manager Water Supply and Sewerage is the responsible officer.

APPENDICES

- 1 Water Connection, Backflow Prevention and Pricing Policy - Fire Service
- 2 Water Connection, Backflow Prevention and Pricing Policy – Hazard Rating Guide
- 3 Water Service –Standard Drawing ST5882



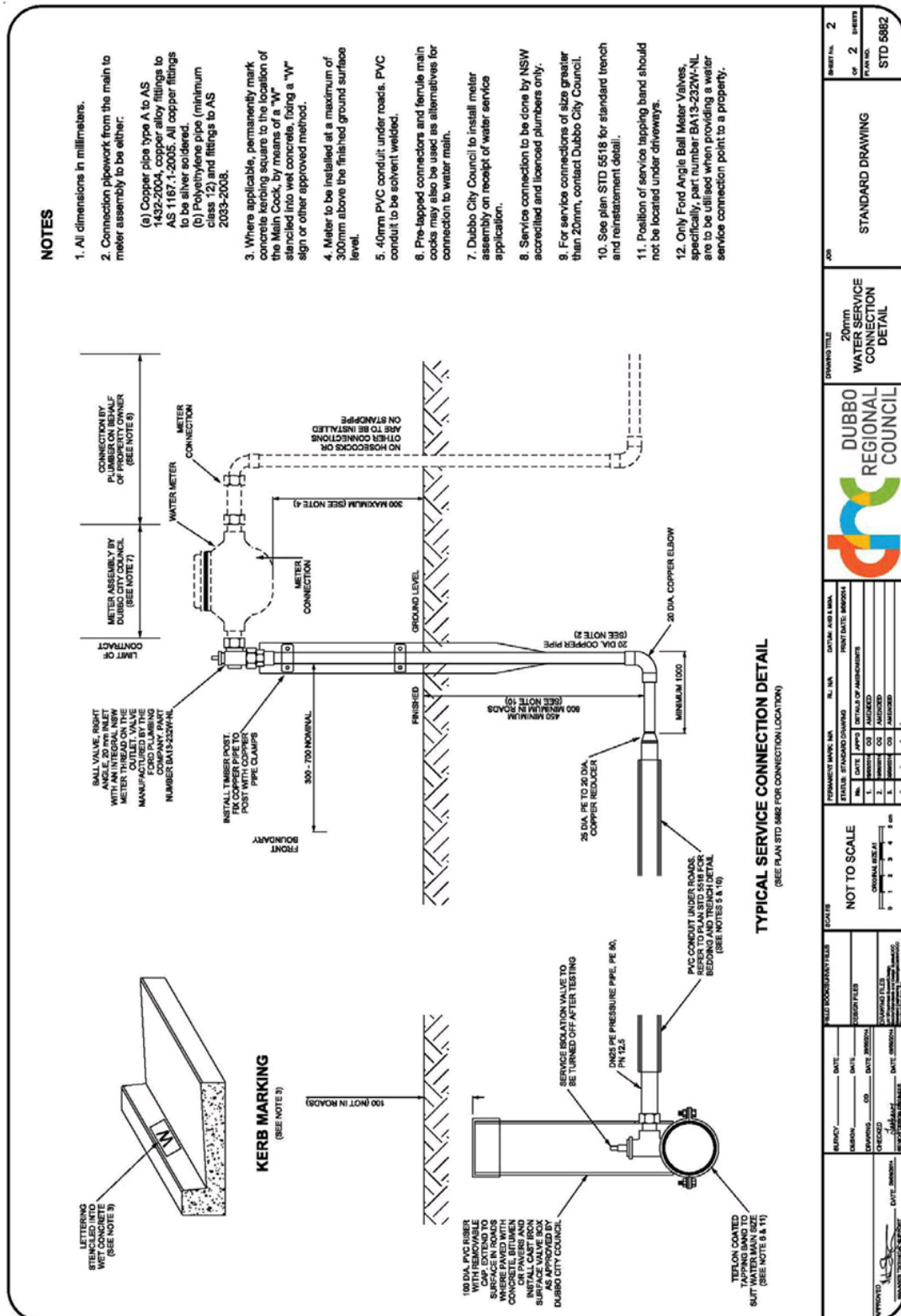
DUBBO REGIONAL COUNCIL BACKFLOW HAZARD RATING BY BUSINESS TYPE

This Is a Guide Only

Business Type	Hazard Rating	Minimum Default Backflow Prevention Device
Abattoir	High	RPZD
Aged care facility	High	RPZD
Agricultural chemicals sales	High	RPZD
Agricultural machinery depot	Medium	testable device
Agricultural machinery sales	Medium	testable device
Airport	High	RBT or RPZD
Amusement	Low	non-testable
Auto electrical	Low	non-testable
Auto parts recycling	High	RPZD
Auto spring repairs	Medium	testable device
Auto spring shop	Low	non-testable
Backpacker accommodation	Low	non-testable
Bakery	Medium	testable device
Barber	Low	non-testable
Bed & breakfast	Low	non-testable
Bread manufacturer	Medium	testable device
Brick manufacturing	High	RPZD
Brick yards (no manufacturing)	Low	non-testable
Bus depot	Medium	testable device
Butcher	Medium	testable device
Cabins	Low	non-testable
Café	Medium	testable device
Cake shop	Low	non-testable
Car dealer	Low	non-testable
Car detailing	High	RPZD
Car rental	Low	non-testable
Car repair	Medium	testable device
Car washing	High	RPZD
Car yard (vehicle sales)	Low	non-testable
Car yard (wrecking)	High	RPZD
Caravan park	Medium	testable device
Cattery	High	RBT or RPZD
Charcoal chicken shop	Medium	testable device
Chicken shop	Medium	testable device
Childcare/Preschool	Medium	testable device
Chiropractor	Low	non-testable
Church	Low	non-testable
Club (lawn bowls)	High	RPZD
Club (not registered)	Medium	testable device
Club (registered)	Medium	testable device
Coach depot	Medium	testable device
College, technical	High	RPZD
Commercial kitchen	Medium	testable device
Concrete batching plant	High	RBT or RPZD
Correntional Centre	High	RBT or RPZD
Crane hire	Low	RBT or RPZD
Dairy goods depot	Low	non-testable
Delicatessen	Low	non-testable
Dental surgery	Low	non-testable
Dental technician	Low	non-testable

Depot	Low	non-testable
Distribution depot	Low	non-testable
Drilling depot	Low	non-testable
Dry Cleaners	High	RPZD
Electroplaters	High	RPZD
Emergency services depot	Low	non-testable
Engine reconditioning	High	RPZD
Fast food shop	Medium	testable device
Fire Services - For exceptions or individual or zone requirements, refer to AS3500.1	Medium	DCV - testable device
Filter cleaners	Medium	testable device
Fish and chip shop	Medium	testable device
Fish shop	Medium	testable device
Florist	Low	non-testable
Food Processor	Medium	testable device
Funeral parlour	High	RBT or RPZD
Golf Driving Range	Low	non-testable
Government agency	Low	non-testable
Grain depot	Low	non-testable
Guest House	Low	non-testable
Hairdresser	Low	non-testable
Hall, community	Low	non-testable
Hospital	High	RPZD
Hot bread shop	Medium	testable device
Hotel	Medium	testable device
Hydraulics	High	RBT or RPZD
Ice cream shop	Low	non-testable
Ice Makers	Medium	testable device
Jewellery shop	Low	non-testable
Juice bar	Low	non-testable
Kennel	High	RPZD
KFC	Medium	testable device
Kitchen Commercial	Medium	testable device
Laboratory	High	RPZD
Landscape supplies	Medium	testable device
Laundromat	High	RPZD
Laundry	High	RPZD
Library	Low	non-testable
Machinery sales	Low	non-testable
Mall (shopping)	Medium	testable device
Manufacturing (dry)	High	RPZD
McDonalds	Medium	testable device
Metal coating industry	High	RPZD
Mixed Commercial/Residential	Low	Zone protection if applicable
Monumental mason	Low	non-testable
Morgue	High	RPZD
Motel	Medium	testable device
Moto mechanic	Medium	testable device
Motorcycles repairs	Medium	testable device
Motorcycles shop	Low	non-testable
Newsagent	Low	non-testable
Nightclub	Medium	testable device
Nursery	High	RPZD
Nursing home	High	RPZD
Office	Low	non-testable
Office block	Low	non-testable
Optometrist	Low	non-testable

Panel beaters	Medium	testable device
Park	High	RPZD
Pathologist	High	RPZD
Pet food manufacturing	High	RPZD
Pet shop	Medium	testable device
Petroleum depot	High	RPZD
Petroleum storage	High	RPZD
Photographic processing	Low	non-testable
Pizzeria	Low	non-testable
Printer	Low	non-testable
Public Toilet	Low	non-testable
Racecourse	Medium	testable device
Radiator repairs	Medium	testable device
Railway station	Medium	testable device
Research establishment	High	RPZD
Residential	Low	non-testable
Restaurant	Medium	testable device
Retail shop	Low	non-testable
Retirement village	Medium	testable device
Saleyards (livestock)	High	RPZD
School	High	RPZD
School (no sporting fields)	High	RPZD
Service station	High	RPZD
Sewerage facility	High	RPZD
Shearing supplies	Low	non-testable
Shopping centre	High	RPZD
Showground	High	RPZD
Sports stadium (indoor)	Medium	testable device
Sports stadium (outdoor)	High	RPZD
Spray painters	Medium	testable device
Stockfeed manufacturing/retail	High	RPZD
Surgery (doctors)	Low	non-testable
Swimming pools	Medium	testable device
Takeaway food shop	Medium	testable device
Tavern	Medium	testable device
Tourist park	Medium	testable device
Transmission, automotive	Medium	testable device
Truck wash	High	RPZD
Tyre retailer	Low	non-testable
Tyre wholesaler	Low	non-testable
University (boarding)	High	RPZD
University (non-boarding)	High	RPZD
Utility depot (power, water, gas etc.)	Medium	testable device
Vehicle washbay	High	RPZD
Veterinary clinic	High	RPZD
Warehouse	Low	non-testable
Waste disposal	High	RPZD
Winery	Medium	testable device
Workshop (mechanical)	Medium	testable device
X-ray clinic	High	RPZD





Dubbo City Council Policy

Document Type *Council Policy*

Title	<i>Water Connection, Backflow Prevention and Pricing Policy</i>
Responsible Officer	<i>Manager Water Supply and Sewerage</i>
Date	<i>6 December 2012</i>
Council Resolution Date	<i>26 May 2014</i>

Application of Policy

This Policy deals with water connections from Council's water reticulation network supplying drinking water onto the property of Council's water supply customer, and technical, administration and pricing matters associated with these connections.

Water Connections

Water connections to properties are to be either a water service or a fire service. The customer is to be made aware that combined water connections, for fire service and water service, are not permissible and he/she must specifically require a water service or a fire service. In the absence of specific advice from customer new water connections will be deemed to be water services.

Fire services can only be used for firefighting and for Council to recognise them as fire services the property owner must submit an Annual Fire Certificate from a licensed plumber or other approved persons indicating the fire service is in fact a fire service in strict compliance with the national Plumbing Code of Australia.

The type of Annual Fire Certificate, and the qualifications of the person issuing the certificate, are to be determined from time to time by the Director, Technical Services.

The Annual Fire Certificate must be lodged with Council during the months of March, April or May, in order to obtain recognition from Council of the fire service for the new financial year commencing on 01 July. If the Annual Fire Certificate is not lodged with Council by the end of May, the service will be deemed to be a water service and charged Water Access and Non-Residential Sewer Service Charge according to Council's Revenue Policy for the entire year.

If, despite the Annual Fire Certificate, registration on the fire service indicates that it is being used for other than genuine fire fighting, system checking or fire drills, then Council may, after notifying the customer, deem the

service to be a water service and charge the appropriate Water Service Access Charge and Non-Residential Sewerage Service charges.

Fire Services may be tagged in the field by Council to indicate they are fire services. Attachment 1 shows such a tag.

A water service is a water connection that is not a fire service. If a connection supplies fire fighting appliances and non-fire appliances it is deemed a water service.

A water connection should be physically located on the allotment of the customer. Council prefers only one water service, and fire service, if appropriate to a single allotment, but will consider additional connections if warranted by circumstances.

Size of Water Connection

The size of fire services and water services, expressed in millimetres diameter, are to be determined entirely by the customer. However, the size selected by the customer must be a commercially available size. The Director Technical Services may, from time to time, declare that a certain size is not preferred, even if permitted by Australian Standards. In such cases, Council will install the next larger preferred size, in lieu of the non-preferred size sought by the customer.

Water Meters

All services, whether fire service or water service, will be metered.

The size of the water meter will be the same as the water connection pipe.

Council will entirely determine the type, make and model of water meter assembly to be installed.

Council will charge customers for the initial installation of the service connection and water meter assembly. Council will also install and charge the customer for the installation of an appropriate backflow prevention device, if the customer elects to have this installed by Council.

Water meter assemblies shall be constructed above ground if possible. If possible, multiple water meters servicing flats and strata units should be grouped together.

Council may approve the placement of water meter below ground in pits in certain circumstances, for example, where there would be a risk in damage from vehicles located above ground.

Details of 20 mm water service connections to domestic properties should generally conform to drawing ST5882 (attached).

Only Council can install new fire or water services. The physical water or fire service services remain the property of Council up to the boundary of the premises and including the meter assembly. Council will replace any part of the fire or water service assemblies, such as the water meter, when they wear out, at no additional charge to customers.

Backflow Prevention Devices

Twenty (20) millimetre water meters incorporate a backflow prevention device that is suitable for low hazard pressures.

For connections greater than 20 mm, or 20 mm connections with a medium or high hazard rating, a separate backflow prevention device, downstream of the meter may be required.

The backflow prevention device is fitted downstream of the fire or water service and is considered part of the internal plumbing. Council may quote for this work when connecting the fire or water service. However, this work is contestable and the property owner may elect to have the backflow prevention device installed by his/her own licensed plumber.

Once the backflow prevention device is installed, whether by Council or the property owner, the property owner is responsible for ongoing operation, routine testing and eventual replacement of the backflow prevention device.

The backflow prevention device, if installed, will remain the property of the customer. The customer will be responsible for the testing, maintenance and replacement of the backflow prevention device from time to time as required by Council.

The water connection assembly including the water meter will remain the property of Council. Council may replace the water connection pipeline and the water meter from time to time at no additional charge to the customer.

Combination Meters

The use of combination water meters is not preferred. A combination water meter shall be considered as a single meter of the larger diameter for administrative purposes, including calculation of the appropriate Access Charges commencing in 2013/2014. The Usage Charge shall be based on the sum of the registration of the two internal meters, within the combination meter unit.

A combination water meter will be recognised by Council as a water service and will attract a Water Access Charge unless Annual Fire Certificates are submitted establishing it is entirely a fire service.

When Council replaces an existing combination water meter under its Meter Replacement Policy, it will replace it with a single water meter, if possible to do so.

Combination Water/Fire Services

These are water connections that in the past were deemed to supply both the water demand and the fire demand of the property. They are not permitted under this Policy. Connections previously considered combined water/fire services are now considered water services and commencing in 2014/2015 will be charged the appropriate Water Access Charge in accordance with Council's Revenue Policy.

Fire Services

Owners of Fire Services must lodge annual fire certificates in accordance with the Water Connection Section of this Policy in order for the service to be recognised as a fire service. The owner of such a property serviced by a fire service shall arrange and carry out any inspections, testing, maintenance and certification of the fire service in accordance with a serviceability scheme authorised by the Director Technical Services from time to time, as detailed in the Water Connection Section of this Policy.

If the property owner fails to carry out any work required by the serviceability scheme, then Council may arrange this work at the owner's cost. Refer to Water Connections for Annual Certification requirements.

Meter Replacement Policy

In order to ensure the ongoing accuracy of Council's water meter fleet, Council has adopted a Water Meter Replacement Policy. Under this Policy water meters are replaced after 12 years of service or after registering

7,500 kilolitres of water. The Director Technical Services may change the length of service or the registration triggering replacement, from time to time.

Backflow Prevention

The intent of this Policy is to improve the safety of the Dubbo Water Supply Scheme by reducing the risk of contamination by backflow from direct connections to the water supply system.

Council will safeguard the safety of the Dubbo water supply scheme by ensuring that property owners take responsibility and ensure that backflow conditions are prevented.

The customer is responsible for installation of the appropriate backflow prevention device on their property. This is defined in accordance with the level of backflow hazard of the activities being carried out on the property.

The customer is responsible for the ongoing maintenance of the backflow prevention devices and its upgrading if the activities being carried out on the property change and represent a higher hazard.

Council will operate a system of compliance to ensure that customers comply with this Policy.

In the absence of any site specification information, Council will assign a default level of hazard to the property based on Council's assessment of the primary activities being undertaken on site. Council may update the defaults from time to time.

If the customer has more site specification information and requests a review of the hazard then Council may review the hazard rating. Council may require that this certification be carried out from time to time by qualified personnel such as licensed plumbers who have completed additional training as specified from time to time by Council.

In the absence of such certification, Council may inspect the property to determine the applicable hazard rating for the next time period. Council may charge the customer an inspection charge for this.

The customer is responsible for replacement of non testable backflow prevention devices from time to time, or for the annual testing of testable devices in accordance with AS 2845.3-1993 Water Supply - Backflow Prevention Part 3 Field Testing and Maintenance. Council may require property owners to submit certification from qualified personnel certifying the non testable device has been replaced or that the testable device has been tested and is satisfactory for a subsequent time period.

If customers do not submit satisfactory certification indicating the non testable device has been replaced or the testable unit has been tested satisfactorily then Council may arrange for this work to be carried out by others. Council may charge the customers a service charge for this work. Council may set this service charge at a high level to ensure that there is a financial incentive to the customer to comply with the Policy.

Water Supply Charges

Council's charging regime for water consists of Water Access Charges and Water Usage Charges.

The Water Access Charge is an annual charge which is dependant on the size of the water meter. It is billed annually. Water Access Charges and Non-Residential Sewer charges are levied in respect to water services but not fire services.

The owner of each individual assessment for rating purposes not currently serviced by Council's potable water reticulation network, but able to be serviced, as described in the Local Government Act 1993, shall be charged the Water Service Access Charge for a single 20 mm water service, as described in Council's Revenue Policy.

Water Usage Charges are calculated based in quarterly meter readings for each meter connected to the property. The Water Usage Charge is a flat rate volumetric charge for all water supplied to the property, in accordance with Council's Revenue Policy.

Reading of Water Meters

Water meters are read on a quarterly basis during the months of March, June, September and December each year. Council aims to ensure that each meter is read accurately on the first visit to each property in each meter reading cycle.

The water meter reading is entered into a mobile hand-held device. Any discrepancies or abnormal conditions such as tampering, damaged, stopped, dirty dials or missing meters are recorded at this time.

Charges for Water Usage

Council may charge its water customers for water registered on the water meter in accordance with the water usage charge contained in Council's Revenue Policy. In the absence of a meter, or if the meter has broken down, Council's Financial Accounting Services Branch may make a reasonable estimate of water consumed and charge this estimated quantity. In estimating the water usage Council may take into consideration previous consumption patterns, and any other factors that Council considers relevant.

Council may set different usage charges for different classes of customers such as residential and non-residential or other classes as Council may determine from time to time.

The classification of customers will be made entirely by Council. Council will publish its definition on its website and will consider any request for revision of the customer's classification.

Council will charge water customers for water used for genuine fire fighting or for fire system testing. However, customers may submit an application for full refund of the amount charged for genuine fire fighting, whether the water was supplied by a water service or a fire service. No refund will be made for fire system testing or fire drills.

Council may set minimum requirements for such claims to be considered from time to time. If Council accepts the claim it will refund the full cost of water used for genuine fire fighting.

Billing Arrangements

Council's Financial Accounting Services raises water charges based on the meter reading data obtained by hand held water meter reading units. The data is uploaded to Council's financial system and water billing accounts are calculated from the data.

Water accounts are sent to customers as part of the quarterly Rates Notice accounts. Rates Notices are sent in April, July, October and January each year.

Remission of Charges on Account of Undetected Leakage

Council may consider requests for remission of water usage and other linked charges on account of leakage within the customer's property that was not able to be detected. Requests for remission should comprehensively make the case for remission.

Remission of Charges on Account of Hardship

Council may consider requests for remission of water charges and other linked charges if the customer alleges that payment may cause hardship.

Requests for remission should comprehensively make the case for remission.

Water Charges For Serviced Properties Other Than Strata Or Community Title Properties

The owner of a property serviced by a water service shall be charged the appropriate Water Service Access Charge and the Water Supply Usage Charge for registrations recorded on the water meter both as defined in Council's Revenue Policy.

The owner of a property serviced by a certified fire service shall be charged the Water Supply Usage Charge for registrations recorded on the meter as defined in Council's Revenue Policy.

Water Charges For Serviced Strata or Community Title Properties

Each unit owner in a Strata or Community title property shall be individually charged the Water Service Access Charge described in Council's Revenue Policy for a 20 millimetre (mm) diameter water service in respect of the

water service to the property. Each unit owner in a strata or community title property shall be charged the Water Service Usage Charge described in Council's Revenue Policy for the registrations recorded on the water service meter(s) based on the Schedule of Unit Entitlement detailed in the Strata Deed.

Where each unit is separately metered, each unit will be charged for consumption recorded on the meter. Where each unit is not separately metered, the consumption registered on the meter is charged to each unit based on their Schedule of Unit Entitlement.

Water Charges For Unserviced Land

The owner of each individual assessment for rating purposes not currently serviced by Council's potable water reticulation network, but able to be serviced, as described in the Local Government Act 1993, shall be charged the Water Service Access Charge for a single 20 mm water service, as described in Council's Revenue Policy.

Enforcement

Council may enforce compliance with the Policy by exercising any or all of the following:

- Impose a fee or charge under the Local Government Act
- Issue an order under the Local Government Act
- Carry out the work and charge the customer
- Disconnect the property from Council's potable water supply if the property owner does not comply with the provision of the Policy in respect to backflow prevention.
- Install a water restrictor on the water connection in the case on non-payment of water accounts. The restrictor will be removed upon payment of all accounts.
- Deny supply to a new or existing customer in cases where, in the opinion of the Director Technical Services there is a risk of contamination of the water supply, the risk of harming the health of a person or risk of damage to property.

Disconnection of Water Service

If a water service is no longer required, Council will disconnect the water service at the main and the meter will be removed.

An application form to disconnect a water service is available from Council's Customer Service Centre or can be downloaded from Council's website. In accordance with Council's Revenue Policy, there is no charge to the customer for water service disconnections.

Reconnection of Water Service

Once disconnected, Council may re-connect a property to the water supply. The cost of re-connection shall be borne by the property owner.

Property Developments

All water used on a property during site development or construction must be metered. Penalties apply for un-metered water use.

Removal of Water Meters

Water Meters shall not be disconnected or removed from a property unless approval has been given by Council.

Water Theft and Meter Tampering

Water meter tampering and water theft is illegal. These activities also greatly increase the risk of contaminating the public water supply and pose serious health and safety hazards not just to those who modify the meter but also to the rest of the community.

It is illegal to connect to Council water services through an unauthorised connection or to divert or otherwise interfere with a water meter. Council may prosecute for water theft.

Customer Notification Cards - Management of Customer Reads

Dubbo City Council makes every effort to read each water meter however, in some circumstances, this may not be achievable.

If access to the water meter or property is restricted for some reason a Customer Service Notification Card should be left at the property requesting the assistance of the property owner.

Council has a suite of Customer Notification Cards which are used in conjunction with the meter reading process.

Customer Service Cards

Council has developed a number of Customer Service Cards to be left at the property to inform the customer of work undertaken, etc. These codes are shown in Attachment 2.

The circumstances in which these cards are issued are outlined below:

Access to Water Meter

This card is left by Council's Water Meter Reader when he/she could not obtain access to the water meter.

Boil Water Notice

This card is left at all premises within the Boil Water Notice area once proclaimed. It is left even if the customer is at home.

Boil Water Notice Lifted

This card is left at all premises within the Boil Water Notice area once proclaimed. It is left even if the customer is at home.

Council Called Today

This card is left by Council staff or contractors when the customer was not home. The Council staff or contractor completes the card detailing their name, contact details and the purpose of the call.

Dubbo is a Water Wise Community

This card is left at the customers premises to encourage water conservation as part of a water conservation program.

Entry to Property

This card is left when Council staff or contractors had to access the property and the customer is not home. The staff member or contractor is to contact the customer before commencing work. If however, the customer is not home, the work is to proceed and this card is to be left to inform the customer.

Meter Security

This card is left at the customers premises whenever a tamper evident device is first installed, or replaced.

Meter Self-Read Card

The card is left when Council staff or contractor could not access the water meter. Resident is requested to write the water meter reading on the card and mail back to Council.

Water Meter

This card is left when Council staff or the water meter reader is of the view that shrubs around the water meter should be trimmed to improve access.

Water Meter Replacement

When a customer's water meter is being replaced the staff member or contractor shall attempt to contact the customer. If the customer is not home, this card is to be left, and the water meter replacement carried out.

Water Meter Shutdown

This card is to be left by Council staff when there is a programmed water shutdown. The staff member shall complete the card by stating the start and end of the shutdown and the day(s) of the shutdown.

Dealing with Dogs

Council has a procedure for dealing with dogs. A risk assessment is to be undertaken in accordance with Council's Risk Assessment and Dealing with Dogs procedure.

In accordance with this procedure, a non-toxic deterrent spray is carried by Council Staff or Contractor at all times. It may be used to distract the animal should it threaten to, or make an attack, on a Council Representative.

Where the owner/controller of the property is available but is either unwilling or unable to control the dog, the matter is to be reported to the staff member's Supervisor and Council's Ranger Services are engaged to assist.

Power of Entry

Council staff and contract meter readers are legally entitled to enter all premises for the recording of consumption under Section 191 and 191A of the Local Government Act, 1993 and Section 118A of the Environmental Planning and Assessment Act, 1979.

Where the customer refuses access, the meter reader is not to pursue the matter verbally or otherwise. The meter reader is to report the refused access to the Council's Water Operations Engineer.

Procedures

Council may develop procedures to guide staff in the implementation of this Policy.

Glossary

Combined Water/Fire Service – these are water connections to properties that service both the fire demand and the water demand of the property. These were permitted under the previous Policy but are not permitted under the current Policy. Connections previously considered combined water/fire services are now considered water services and will be charged accordingly commencing in 2013/2014.

Combination Water Meters - A Combination Water Meter is where the flow is split within the body of the water meter and water is directed through two separate pipes, a larger diameter pipe often equal to the size of the water connection pipe itself and a smaller diameter pipe often called a "bypass" pipe. Each internal pipe is separately metered and the registrations of both meters have to be added together to obtain the correct registration. The combination water meter would measure high velocity flows with the bigger meter and low velocity flows with the bypass meter. These were used in the past due to technical limitations in meters available at the time. Modern meters have no such limitations. Any remaining combinations meters will be replaced with a single meter in accordance with Council's meter replacement policy.

Fire Service - A Fire Service is a water service dedicated only to service fire hydrants, fire hose reels, fire service fitting, including water storages, installed and used solely for firefighting in and around a building or property, and testing. Under certain conditions part of a fire sprinkler system may be included. A fire service that can be used for other purposes is deemed to be a water service.

Water Meter - A water meter is an apparatus, or appliance, for measuring and recording the volume of water passing the meter location. The "dial" on a meter is called a register and so the volume of water recorded through a meter is also called the registration.

Recent improvements in technology have meant that a single meter can now record both high and low flows. Combination meters are not preferred and will be replaced with single meters as they fall due for replacement.

Water Service - A water service is that part of the cold potable water supply pipeline from the water main to and including the water meter and backflow prevention assembly.

Water Access Charge - An annual charge applicable to a water service, as set by Council in its annual Revenue Policy.

Water Usage Charge - A charge applicable to water used by a property, as set out by Council in its annual Revenue Policy.

Appendix

- 1 Water Connection, Backflow Prevention and Pricing Policy - Fire Service
- 2 Water Connection, Backflow Prevention and Pricing Policy – Hazard Rating Guide
- 3 Water Connection, Backflow Prevention and Pricing Policy – Water Service Connection

Utility	Hunter Water	Sydney Water	Albury Council	Riverina Water	Tamworth Council	Port Macquarie	Shoalhaven
<p>Strata & Community/ Title Properties</p> <p>(Owners Corporation & Community Associations)</p>	<p>Where a property has one master (main) meter, property owners are charged individually by Unit Entitlement</p> <p>Individual metering and billing is available where meters can be located at ground level where a meter reader can walk up and access the meters with no impediments (e.g. no security, fencing, other obstructions). In such cases, the Strata/Community has a master (main) meter that services the entire development and individual meters are located downstream of the master meter and their consumption is deducted from the master consumption for billing purposes. Any residue (common area usage) is billed to the Owners Corporation.</p> <p>Strict meter design requirements apply.</p>	<p>Where a Strata/Community property has one master (main) meter, the owner's corporation is billed for the property's total water usage. They are responsible for dividing the bill between individual property owners.</p> <p>Lots within Strata/Community developments with individual meters are read and itemised on one bill which is sent to the Body Corporate /Owners Corporation.</p> <p>Location of individual meters must meet Sydney Water's accessibility requirements.</p> <p>Non-residential sewer charges apply where Strata is a mix of non-residential (commercial) and residential properties.</p> <p>A default sewer discharge factor of 78% applies where a site specific discharge factor has not been established. It is the calculated average discharge factor for all non-residential properties in Sydney's Water's area of operation.</p>	<p>Most properties have a shared meter and are charged in accordance with Unit Entitlement.</p> <p>New developments must be individually metered. Council reads the individual meters and charges the individual customer.</p> <p>Water Access Charge billed to individual property owner.</p>	<p>For properties built up to 1970, Council will provide individual sub meters if Stata wants individual bills but Strata must pay for retrofit and arrange plumber.</p> <p>Since 1994 all lots must have individual meters under a 'user pays' system. Council reads the sub-meters and charges each property owner individually. Any discrepancy can be charged either to Body Corporate or divided up between individual property owners.</p> <p>Strata properties prior to 1994 have one master meter and water usage is billed to the Body Corporate.</p>	<p>One Council (master) meter at property boundary. Council bills the Owners Corporate directly for the property's entire water usage. The Owners Corporation is responsible for billing individual owners.</p> <p>Water Access Charge billed directly to individual property owner.</p> <p>Sewer service charge is based on 'dominant' use. If Strata, etc. is predominantly non-residential, non-residential sewer charge applies for the entire property.</p> <p>One sewer discharge factor applies to entire property.</p>	<p>Council will read 'private' sub meters and bill customers individually. Council must inspect property, i.e. access to meters, before acceptance for reading 'private' meters.</p> <p>Will also bill by Unit Entitlement as requested.</p> <p>Water Access Charge billed directly to the individual customer.</p> <p>Charge one flat rate for sewer service charge whether residential and non-residential strata.</p> <p>One sewer discharge factor applies to entire property.</p>	<p>All water usage is billed directly to the Body Corporate. The Body Corporate is responsible for billing individual owners.</p> <p>Council has no interest in metering individual lots.</p> <p>Water Access Charge billed directly to individual property owner.</p> <p>Non-residential sewer charges apply if 'dominant' use is commercial. It is then for the owners corporation to determine individual customer billing.</p> <p>One sewer discharge factor applies to entire property</p>

1. The information collected was provided by individuals who identified themselves as having sufficient knowledge to advise on their council/authority's position and rationale.



REPORT: Council's Fleet Maintenance Supervisor wins IPWEA Fleet Achievement Award

AUTHOR: Director Technical Services
REPORT DATE: 7 June 2017
TRIM REFERENCE: ID17/981

EXECUTIVE SUMMARY

Mr Grant Everett, Council's Fleet Maintenance Supervisor was recently awarded the prestigious IPWEA Fleet Achievement Award for 2017. The primary focus of the award is to encourage initiative and performance in fleet management by recognising the achievements of an individual and raise the profile of Fleet Management in Public Works. The award is sponsored by Repco. Congratulations are offered to Grant on his prestigious award.

ORGANISATIONAL VALUES

Customer Focused: Grant has demonstrated great customer service to the Fleet Services Branch and its customers across Dubbo Regional Council.

Integrity: Grant has demonstrated commitment and dedication as he undertakes his duties.

One Team: Grant has contributed significantly to the Fleet Management Team at Dubbo Regional Council, as well as with other Councils via participation in Benchmarking and sharing of Business Practices.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

1. That information contained within the report from the Director Technical Services dated 8 June 2017, be noted.
2. That the Fleet Maintenance Supervisor, Mr Grant Everett, be congratulated on his recent IPWEA Fleet Achievement Award for 2017.

Ian Bailey
Director Technical Services

BACKGROUND

Every year IPWEA hold an award ceremony to recognise the achievements made in the Engineering field. One such award is the Fleet Achievement Award. This year the award was awarded to Dubbo Regional Council's Fleet Management Supervisor, Mr Grant Everett at a ceremony held at the Mecure Hotel, Brisbane on 23 May 2017.

REPORT

Grant has been employed by Dubbo Regional Council and the former Dubbo City Council for over 9 years as Fleet Maintenance Supervisor. During his employment at Dubbo Regional Council Grant has shown a great desire to learn and implement all aspects of workshop management within Local Government. Grant supervises 8 staff in Dubbo, 7 mechanics and 1 administration staff member and 3 mechanics and 1 apprentice in Wellington. Grant oversees the maintenance and repair of all light sundry plant, light vehicles and commercials, medium to heavy trucks, heavy earthmoving and plant equipment. A combined asset number of 950 items are maintained by the Dubbo Regional Council Fleet Management Services Branch with tasks including the day to day maintenance of Council's fleet, coordination of fleet maintenance software packages, all safety records and hazard inspections to name a few.

Grant has completed the IPWEA Fleet Management Certificate and has applied that knowledge to the Dubbo and Wellington workshops creating a benchmark throughout regional NSW. Grant has been heavily involved in a number of innovations that have provided huge efficiencies for the Fleet Branch. He has played a significant part in the development of the fleet management software, workshop processes and procedures that have placed Dubbo as an industry leader in Fleet maintenance. Under Grant's guidance the Fleet workshop won the NSW State Jim Todman Safety Award as recognition for safe workplace standards and procedures.

Grant has been heavily involved with the workshop merger of the former Dubbo and Wellington Councils helping to implement a smooth transition to the newly formed Dubbo Regional Council. Grant has achieved this through an excellent work ethic and a genuine passion for the industry. Grant has developed a great knowledge of the Fleet/Workshop industry which he regularly shares with his peers, hosting Councils from all over Australia to look at the Fleet operation.

SUMMARY

Mr Grant Everett, Council's Fleet Maintenance Supervisor was recently awarded the prestigious IPWEA Fleet Achievement Award for 2017. The primary focus of the award is to encourage initiative and performance in fleet management by recognising the achievements of an individual and raise the profile of Fleet Management in Public Works. The award is sponsored by Repco. Congratulations are offered to Grant on his prestigious award.



DUBBO REGIONAL
COUNCIL

REPORT: Fleet Management Services - Fleet Policy

AUTHOR: Manager Fleet Management Services
REPORT DATE: 30 May 2017
TRIM REFERENCE: ID17/904

EXECUTIVE SUMMARY

Fleet Management Services Branch is responsible for the overall control, administration and asset management of the plant and vehicle fleet. This responsibility includes meeting all the regulatory, statutory, legal and operational requirements of the fleet, providing sound management of the plant, vehicle and equipment resources of Council and providing fleet management services and technical advice to the organisation in a timely and cost effective manner. In effect, Fleet Management Services Branch operates as a Plant, Vehicle and Equipment Hire Organisation to all Divisions of the Council.

Some, though not all of the responsibilities of the management of the fleet include: registration, licensing, statutory compliance, operator/driver training, plant and vehicle suitability, risk management, technical support and advice, asset management and external plant and vehicle hire.

The Fleet Management Services Policy is attached. This document is the policy determined by Council for the orderly and efficient management, operation, acquisition and disposal of the Fleet.

ORGANISATIONAL VALUES

Customer Focused: The aim of the Fleet Management Services Fleet Policy is to provide Council and Fleet Management Services clients with a document that outlines the services provided.

Integrity: The Fleet Management Services Fleet Policy provides details in regards to the ownership, operation and management of a diverse fleet. The information in this policy is transparent and designed to provide a policy to manage Council's fleet.

One Team: Provision of fleet services for the whole organisation.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

Upon adoption of this policy, the Fleet Management Services Fleet Policy will become a policy of Council.

RECOMMENDATION

That the Fleet Management Services Fleet Policy as attached as Appendix 1 to the report of the Manager Fleet Management Services dated 30 May 2017 be adopted.

Steven Colliver

Manager Fleet Management Services

Appendices:

1 Fleet Policy Template - 2017-2018



DUBBO
REGIONAL
COUNCIL

COUNCIL POLICY

FLEET POLICY

Date 6 June 2017

Council Resolution Date

Clause Number

Responsible Position Steven Colliver
Branch Fleet Management Services
Division Technical Services
Version 1.0
TRIM Reference Number
Review Period Two (2) years
Review Date June 2019
Consultation Not applicable

Document Revision History	
Description	Date
Prepared in draft for Council consideration.	June 2017
Notes	

POLICY

PURPOSE

- To provide sound management of the plant, vehicle and equipment resources of Council, meet statutory requirements, provide fleet management services and technical advice to the organisation as required, in a timely and cost effective manner,
- To provide fully maintained plant, vehicles and equipment from internal or external sources as necessary, to meet all Council's operational requirements,
- To be competitive against similar services provided by other statutory bodies or private enterprise, when compared using like criteria,
- To ensure that Council has a "base level" in its plant and vehicle fleet that is geared to the requirements foreseeable in future works programmes,
- To provide a plant and vehicle fleet that has the ability to allow Council to quickly respond to emergency situations or natural disasters and promptly restore community services,
- To continue to maintain the existing plant and vehicle fleet items in the best possible condition to ensure economic operation and a suitable level of reliability whilst complying with all statutory requirements,
- To recognise and minimise environmental damage caused during servicing and maintenance activities or because of fleet operations.

BACKGROUND AND RELATED LEGISLATION

Fleet Management Services Branch is responsible for the overall control, administration and asset management of the plant and vehicle fleet. This responsibility includes meeting all the regulatory, statutory, legal and operational requirements of the fleet, providing sound management of the plant, vehicle and equipment resources of Council and providing fleet management services and technical advice to the organisation in a timely and cost effective manner. In effect, Fleet Management Services Branch operates as a Plant, Vehicle and Equipment Hire Organisation to all Divisions of the Council.

SCOPE

This Document provides the relevant Policy that addresses the following items:

- Duties of Councils Committees associated with Fleet;
- Delegation of Authority to the General Manager;
- Driving Licences and Permits;
- Light Vehicle Provision and Use;
- Replacement Policy;
- Provision of Light Vehicles
- Allocation and Hand-Over Procedures;

- Condition of Use;
- Servicing and Maintenance;
- Purchasing Procedures;
- Hire of Plant from External Sources;
- Policy

POLICY

Objectives

- To provide sound management of the plant, vehicle and equipment resources of Council, meet statutory requirements, provide fleet management services and technical advice to the organisation as required, in a timely and cost effective manner,
- To provide fully maintained plant, vehicles and equipment from internal or external sources as necessary, to meet all Council's operational requirements,
- To be competitive against similar services provided by other statutory bodies or private enterprise, when compared using like criteria,
- To ensure that Council has a "base level" in its plant and vehicle fleet that is geared to the requirements foreseeable in future works programmes,
- To provide a plant and vehicle fleet that has the ability to allow Council to quickly respond to emergency situations or natural disasters and promptly restore community services,
- To continue to maintain the existing plant and vehicle fleet items in the best possible condition to ensure economic operation and a suitable level of reliability whilst complying with all statutory requirements,
- To recognise and minimise environmental damage caused during servicing and maintenance activities or because of fleet operations.

Actions

- Standardisation of plant, vehicles and equipment wherever possible,
- Every item of plant should earn its keep,
- Purchase recognised quality plant and vehicles,
- Trucks over one tonne to be kept on average for a maximum of seven years or 200,000 kilometres,
- Major items of plant, such as backhoes, graders, loaders, etc to be kept for a maximum of seven years or 7,000 hours of operation,
- That the policy guidelines for the replacement of any plant, vehicles or equipment of seven years, 7,000 hours of operation or 200,000 kilometres travelled, may be varied to be either earlier or later than as required by the policy guidelines. Where in the opinion and on the recommendation of the Manager Fleet Services to the General Manager subject plant,

vehicles or equipment, has a level of utilisation, cost of operation, or is of a special construction to meet particular operational requirements which would or may justify a variation of the standard policy guidelines,

- The constant monitoring of running costs and hire charges to ensure full cost recovery,
- The constant monitoring of driver and operator efficiency,
- The lowest utilisation factor for plant to be retained to be 55 % of available hours, any plant not achieving the 55% utilisation will be subject to a business case review,
- Adoption of a purchasing policy, based on the following factors:
 - ✓ Is it compatible with Council's fleet that will exist at the time of acquisition?
 - ✓ What is the initial price and can Council afford it?
 - ✓ When it is sold, what would it be worth?
 - ✓ Is it economical to own and operate?
 - ✓ What is the quality of the after-sales service?
 - ✓ What are the risks associated with the item?
 - ✓ Provide appropriate asset management practices to the plant and vehicle fleet to achieve a balance of optimum availability and cost efficiency with a high level of return at time of sale.

POLICIES

1 Works Services Committee/Council

Matters that require determination by Council will be directed through the Works and Services Committee/Council as required.

1.1 Duties

- 1.1.1 To give due consideration to Council's light vehicle acquisition policies, taking into account the need for a commercial approach to the management of Council's light vehicle fleet,
- 1.1.2 To independently appraise the need and justification for new major plant acquisitions
- 1.1.3 To consider staff reports on tenders received for the purchase or replacement of major plant and to make recommendations in respect of such reports and tenders to the Works and Services Committee/Council,
- 1.1.4 To review the annual plant report prior to its submission to the Works and Services Committee/Council,
- 1.1.5 To review the Council's existing policies on the management, acquisition and use of plant and vehicles,

1.1.6 To approve, through the adoption of the Fleet Management Services Business Plan, the light vehicle specifications annually.

2 Delegation of Authority to the General Manager

- 2.2 To approve the purchase and disposal of light vehicles, minor plant, small plant and sundry plant as required from time to time subject to the acquisition being in accordance with Council's policies and specifications for light vehicles and minor plant determined by the Council
- 2.3 To vary the light vehicle specifications, within the approved range of specifications to meet operational changes and or changes to vehicle technology during the course of the year,
- 2.4 To approve variations to the light vehicle retention periods when it is economically advantageous to Council,
- 2.5 To approve the purchase, subject to operational requirements, of any vehicle that is deemed by the General Manager to be operationally suitable, cost effective and an appropriate vehicle for the day to day use of a Council employee.
- 2.6 To approve variations to the Leaseback Agreements as required from time to time.

3 Driving Licences and Permits

- 3.1 No plant or vehicle owned or hired by Dubbo Regional Council will be operated or driven by any person who is not the holder of a current Australian Driving Licence of the appropriate class. In addition where it is required by Workcover that an additional operator's permit is required, such permit must also be current and of the appropriate class.
- 3.2 Any loss or suspension of a driving licence or permit must be notified to the Manager Fleet Services immediately.
- 3.3 No person will be allowed or authorised to drive any plant or vehicle whilst serving a period of disqualification or suspension of their licence or permit.
- 3.4 Any Manager who has taken up the motor vehicle private use benefit under his/her employment agreement or any employee who has a leaseback arrangement for the private use of a Council vehicle, must arrange to return such vehicle to Fleet Management Services immediately a disqualification or suspension of their licence takes effect.
- 3.5 The continuation of the private use benefit or the leaseback arrangement will be the subject of determination between the employee concerned and the relevant Director and advised to the Manager Fleet Services.
- 3.6 Any person driving or operating Council plant or equipment must be subject to the internal licencing requirements.

4 Light Vehicle Provision and Use for the Former Dubbo City Council, the Former Wellington Council and Dubbo Regional Council

Harmonisation of the two former Council's Light Vehicle Provision and Use policies is not possible due to the general requirement that employee conditions will not change for a period of 3 years from the merger date of 12 May 2016.

Where staff apply and are successful in obtaining a different position, conditions of employment will be as per those offered at the time of offer of the new position. If a light vehicle is part of such offer, the applicable offer would be in accordance with either Clauses 4.1.1, 4.1.2 and 4.1.5 below. All other clauses in this Policy, aside from sections 4.1 and 4.2 have been harmonised and apply to the new entity of Dubbo Regional Council.

4.1 Definitions for the Former Dubbo City Council and Dubbo Regional Council

- 4.1.1 "Unrestricted Leaseback" - where full private use of a vehicle is permitted during the week, weekend and while on any form of approved paid leave eg. annual leave, long service leave or sick leave on the basis of a post-tax payment of an amount of \$105.36 per week from the 1st August 2017. This amount shall be adjusted annually on 1st August by the annual movement in the Sydney All Groups Consumer Price Index with the amount being rounded to the nearest ten cents.
- 4.1.2 Periods of extended leave: - Use of the vehicle for all periods of paid leave is capped at 13 weeks except in respect of Workers Compensation which will not be capped. After the 13 week period the full running cost applicable to the vehicle is to be paid by the employee should the employee request usage of the vehicle past 13 weeks. The employee will be invoiced accordingly. During any period of unpaid leave the vehicle must be returned to Fleet Services.
- 4.1.3 "Modified Leaseback" - where full private use of a vehicle is permitted during the week, weekend and while on any form of approved paid leave eg. annual leave, long service leave or sick leave within the Dubbo City Area only. With use not being permitted during any period of annual leave, long service leave or sick leave in excess of two (2) weeks. This will be on the basis of a post-tax payment that is equivalent to half of "unrestricted leaseback" payment (\$52.68) and adjusted annually. This agreement will stay in place for incumbents only.
- 4.1.4 "Limited Leaseback" - where private use of the vehicle is permitted within the Dubbo City Area only. With use not being permitted during any period of annual leave, long service leave or sick leave, on the basis of a post-tax payment of an amount of \$39.66 per week, from the 1st August 2017. This amount shall be adjusted annually on 1st August by the annual movement in the Sydney All Groups Consumer Price Index with the amount being rounded

to the nearest ten cents. This agreement will stay in place for incumbents only.

4.1.5 "To and From Work Only" - where vehicles are required to be housed at the place of residence of the employee overnight and at weekends, for Council's benefit and are therefore available to be driven to and from work and for work purposes only, by such employee. Approval to grant "To and From Work Only" must be obtained by the General Manager. "To and From Work Only" will be restricted to staff residing within the Council's boundaries only, any variation to this must be authorised by the General Manager.

4.2 Definitions for the Former Wellington Council

4.2.1 "Benefit Vehicle" - A Benefit Vehicle is a vehicle for which private use is available to the employee and for which the employee has an amount deducted from their salary in recognition of the private use component. Those persons allocated a benefit vehicle will be allowed to choose the class of vehicle desired.

4.2.2 Approval of a benefit vehicle can only be given by the General Manager. To be considered the employee must:

- Complete the Private Leaseback Agreement
- Provide a copy of their current and valid Driver's Licence, the expiry date, class and restrictions will be documented.

4.2.3 After approval has been provided the employee takes responsibility of:

- Advising the Workshop Team Leader and their Supervisor immediately of any damage to the motor vehicle or if it has been involved in a crash, stolen or other activity;

- Complying with the Private Use of Council Motor Vehicle Agreement.

4.2.4 Benefit vehicle costs will be deducted directly from an employees pay.

4.2.5 Fuel for personal kilometres is at the employee's expense. These expenses will be charged on a monthly basis to the employee's debtor's account held by Council.

4.2.6 Council use the applicable month average price of cost of fuel charged to Council to calculate an employee's expense for personal kilometres.

4.2.7 If an employee changes position and a motor vehicle is not allocated in their new position, the leaseback agreement of the motor vehicle will be terminated.

4.3 Replacement Policy

- 4.3.1 That vehicles meeting the Council's operational requirements as appropriate, be provided for use by staff as opposed to the payment of an allowance for use of private vehicles.
- 4.3.2 That light vehicles be generally purchased by Council, however, where economically advantageous, leasing arrangements be utilised.
- 4.3.3 That light vehicle replacement be as soon as practicable following the expiration of three years or 60,000 kilometres of travel, or four years or 80,000 kilometres for commercial vehicles, whichever occurs first. The General Manager may approve variations to the replacement policy if economically advantageous to Council.
- 4.3.4 That utilities rather than passenger vehicles be purchased where operationally suitable.
- 4.3.5 That the NSW Government Supply Contract be utilised to allow Fleet Services the flexibility to determine an appropriate fleet mixture.
- 4.3.6 That a list of motor vehicles which are identified as suitable replacement vehicles for relevant positions will be compiled and approved by the General Manager in July annually.
- 4.3.7 That the list of vehicles will be established having regard to; operational requirements, whole of life costs and overall suitability as a Dubbo Regional Council vehicle.
- 4.3.8 That where the placement of a hybrid and or full electric light vehicle, plant and or equipment is considered appropriate by the General Manager, an additional 10% weighting shall be applied to the environmental consideration in the purchasing analysis. Any exception to this policy will be at the discretion of the General Manager.
- 4.3.9 That staff members who leaseback Council's vehicles will be able to select a vehicle from the approved list.
- 4.3.10 That light vehicles be replaced in the following manner:-
- Vehicles will be purchased from local suppliers via the "NSW Government Prequalification Scheme: Motor vehicles" for the supply of motor vehicles to Council. Purchases outside this contract are to be approved by the General Manager under delegation.
 - Disposal of replaced light vehicles shall be either by trade-in, public auction sale, public quotation or outright disposal via electronic medium (internet).

4.4 Provision of Light Vehicles

4.4.1 The philosophy of Council providing a suitable light vehicle and the use of that vehicle for private purposes, on some agreed basis, is endorsed as a necessary requisite to attract and retain suitable staff in selected positions in the Council. Light vehicles are provided as follows:

- The General Manager, Director Economic Development and Business, Director Infrastructure and Operations, Director Planning and Environment, Director Corporate Services and the Director Community and Recreation and the Director Macquarie Regional Library are granted unrestricted private use of a Council motor vehicle, in accordance with their employment contracts.
- Managers who have a requirement for a vehicle in order to appropriately undertake the duties of their position be offered unrestricted private use of such vehicles on the basis that if this benefit is taken up the payment of the current weekly unrestricted leaseback fee will be applicable and in accordance with their leaseback agreement.
- Various positions within the organisation be offered unrestricted private use of a Council vehicle (“unrestricted leaseback “or “benefit vehicle”) on the basis that if this benefit is taken up the payment of the current weekly unrestricted leaseback fee will be applicable and in accordance with their leaseback agreement.

4.5 Allocation and Hand-Over Procedures

4.5.1 Where a motor vehicle has been, or is intended to be, provided to a position and an employment offer is made to an applicant, the letter of offer prepared by the Manager People, Culture and Safety will include the details of the basis on which the motor vehicle is provided (i.e. private use benefit to a manager, private use under leaseback agreement, or “To and From Work Only”).

4.5.2 Where an applicant has been offered use of a motor vehicle and accepts such an offer, Fleet Services Branch will arrange for the leaseback agreement to be completed if necessary and advise People, Culture and Safety. Fleet Services will also be advised of the conditions under which a motor vehicle will be provided to the employee.

4.5.3 On commencing employment and as part of the initial induction procedure, his/her Director/Manager/Supervisor will take an employee who has use of a motor vehicle to Fleet Services and the motor vehicle will be officially handed over. This official hand over will include advice to the employee on his/her responsibilities in relation to the motor vehicle including:

- Instruction on any operational features of the vehicle,
- Issue and use of a fuel card and the fuelling system,
- The requirement for keeping an FBT log book,
- Maintenance requirements of the vehicle,
- The conditions of any private use that may be permitted,
- Preparation and signing of leaseback papers if necessary.

Also, advice will be provided to the employee on the implications of using the vehicle including:

- FBT taxable value appearing on Group Certificates. (detailed information is obtained from Manager Financial Operations),
- Being responsible for any traffic infringements, fines and tolls.

As part of this hand over process, Fleet Services will record the date and odometer reading so that FBT records can be updated and also record the employees' current drivers licence details.

4.5.4 A Director/Manager/Supervisor is required to ensure that when an employee who has use of a motor vehicle terminates his/her employment, there is an official handing back of the vehicle to Fleet Services prior to the employee ceasing employment. This handing back process will include:

- An inspection of the vehicle,
- Hand over of all keys,
- Hand over of fuel card,
- Checking of any required FBT log book for completion,
- Recording date and speedometer reading.

4.5.5 All vehicles that are handed back are to be re-allocated for use by Fleet Services.

4.5.6 A Director can request that a motor vehicle that has been handed back, be allocated to an existing employee on an interim basis. This needs to be done by e-mail or memo to Fleet Services and must include the basis of the use being approved and the likely period the use will extend for. The employee who is to have use of motor vehicle must attend Fleet Services where an official hand over procedure will take place as defined in clause (iii).

- 4.5.7 As in the procedure for termination of employees, a vehicle allocated for an interim period is to be handed back to Fleet Services at the end of the interim period and the hand back procedure will take place.
- 4.5.8 Vehicles are not to be swapped amongst employees. If it is considered financially advantageous to swap a vehicle, Fleet Services will arrange this and the procedures for hand over and hand back of vehicles will be followed.
- 4.5.9 Where a motor vehicle is available for use by staff on an as required basis during or out of normal working hours Directors/Managers will establish a formal system for recording who is driving the motor vehicle at any given time. The minimum records to be kept within the system are:-
- Vehicle Registration No/Plant No,
 - Date and time out,
 - Date and time returned,
 - Name of driver,
 - Signature of driver.

4.6 Conditions of Use

- 4.6.1 Where in any of the above situations, the use of a vehicle is permitted, the employee shall be responsible for the proper maintenance and care of the motor vehicle, including garaging, regular cleaning inside and out and ensuring that the normal maintenance items such as petrol, oil, battery, water and the like are checked and attended to daily and that the motor vehicle is driven, regularly serviced, maintained and cared for as required by Council policies or procedures or as directed from time to time. The penalty for any serious breach of this requirement will be termination by the General Manager of the privilege of such use, without notice.
- 4.6.2 Wherein any of the above situations the use of a vehicle is permitted; Council considers that the employee is the person in charge of the vehicle. The law currently requires the owner of a vehicle (The Council) to identify the person in charge of the vehicle at the time of an offence; this person may not necessarily have actually been the driver. It is the responsibility of the person in charge of the vehicle to identify who was driving the vehicle at the time of any such offence.
- 4.6.3 Any infringement notices issued to Council have to be returned to the "Infringement Processing Bureau" before the due date. The notice is a statutory declaration which requires Council to nominate, "Who the person in charge of the vehicle was" or "Who the actual driver was" at the time of the infringement.

- 4.6.4 Any Toll Notices issued to Council have to be returned to the appropriate Motorway Provider before the due date with payment. Staff are encouraged to procure their own electronic tag or pass account to avoid Toll Notices being issued. Toll Notices received by Council where a valid electronic tag has not been detected will incur a \$10 administration fee from Council in addition to the administration fee imposed by the Toll provider.
- 4.6.5 An offer of private use of a vehicle under the leaseback scheme remains open only for a period of 6 months.
- 4.6.6 In the event of any employee to whom the leaseback scheme or modified leaseback scheme applies wishes to terminate his/her participation in such a scheme, the General Manager, in consultation with the relevant Director, shall determine the future conditions for use of the vehicle.
- 4.6.7 All fuel for normal business use will be obtained through the fuelling facilities at the Hawthorn Street Depot Dubbo and Amaroo Road Depot in Wellington.
- 4.6.8 All purchases of fuel in respect of private use are to be made by using the Fuel Card System, and should be recorded as a private fuel purchase at the time of purchase.
- 4.6.9 All fuel purchased for business use outside the local area must, where practicable, be obtained through the Fuel Card System.
- 4.6.10 All fuel purchases through the Fuel Card System will be invoiced to the appropriate staff member, unless the fuel docket for business fuel purchases are submitted to the Accounting Officer with supporting documentation to justify the claim (i.e: - details of business travel, plant number and signature)
- 4.6.11 All fuel purchased through the Fuel Card System, except fuel purchased for business use in accordance with clause 4.6.10 above, will be invoiced on a monthly basis to the appropriate staff member and paid by that staff member each month.
- 4.6.12 For the convenience of Council, a number of vehicles are garaged at the residence of the appropriate employees under the "to and from work only" scheme.
- 4.6.13 Council motor vehicles may only be driven by a licensed driver, being the employee, an authorised officer or servant of the Council. In the case of approved private use vehicles (leaseback or salary sacrifice) a husband or wife or immediate family member of the employee may drive the vehicle, with the exception that another licensed driver may drive the motor vehicle in an emergency.

- 4.6.14 The fitting of any optional equipment to a motor vehicle during any period of its life, shall be approved by the General Manager and the cost thereof will be paid for by the employee prior to the purchase of the equipment.
- 4.6.15 The provision to the Mayor of a suitable and appropriate official vehicle, to the value of up to \$55,000 (ex GST), fully serviced and maintained, for both civic and private use, with such vehicle type to be at the discretion of the Mayor at the time of changeover, with changeover to occur at not less than 15,000km or 12 months, whichever occurs first, in the case where the Mayor is elected for a 12 month term or 30,000km or 24 months, whichever occurs first, in the case where the Mayor is elected for a 24 month term.
- 4.6.16 Council motor vehicles shall not be used under any circumstances, in any car rally or any other form of competition, for commercial purposes, or otherwise contrary to the terms of Council's insurance policy for the motor vehicle.
- 4.6.17 Employees who are provided with Council's vehicles are required to accurately complete fringe benefits tax logbooks as and when requested by Manager Fleet Services.
- 4.6.18 The vehicle shall be operated under normal operating conditions. Any damage to the undercarriage of the vehicle will be subject to an investigation to determine if the application was outside the normal operating conditions.
- 4.6.19 Employees shall be responsible for the security of loads carried in or by the vehicle. Station wagons shall be provided with cargo barriers or cargo nets (depending on the vehicle configuration or the driver's preference) to secure any loads carried in the luggage compartment.

5 Servicing and Maintenance

- 5.1 All divisions are to utilise the Hawthorn Street (Dubbo) and Amaroo Rd (Wellington) Workshop resources for servicing and maintenance of all plant, vehicles and equipment.
- 5.2 All warranty, maintenance or accident repairs and servicing which may be sourced external to either Workshop, shall only be organised and authorised by Fleet Services.

6 Purchasing Procedures

6.1 Definitions

- 6.1.1 "Major Plant" is defined as any wheeled or tracked machine or vehicle which has as a power source an internal combustion engine or is hydraulically, pneumatically or electrically powered, or is a trailer with a purchase value of \$150,000 or more.

- 6.1.2 "Minor Plant" is defined as any wheeled or tracked machine or vehicle which has as a power source an internal combustion engine or is hydraulically, pneumatically or electrically powered, or is a trailer with a purchase value of \$50,000 up to a purchase value of \$149,999.
- 6.1.3 "Small Plant" is defined as any item or tool, which has as a power source an internal combustion engine or is hydraulically, pneumatically or electrically powered, or is a trailer with a purchase value of \$10,000 up to a purchase value of \$49,999.
- 6.1.4 "Sundry Plant" is defined as any item or tool which is powered by an internal combustion engine or is hydraulically, pneumatically or electrically powered, with a purchase value in excess of \$250 and shall include chainsaws pumps, concrete mixers, edgers, mowers, single and tandem axle box trailers and all similar items up to the value of \$9,999.
- 6.1.5 "Light Vehicle" is defined as any motor vehicle, which has as a power source an internal combustion engine or is hydraulically, pneumatically or electrically powered, which is built as a Sedan, Station Wagon or Utility or light commercial vehicle with a load carrying capacity up to and including 1 tonne.

6.2 Procedure

6.2.1 Major Plant

- Specifications written by Fleet Services in consultation with appropriate operational staff with final approval by the Manager Fleet Services.
- Tenders are to be called as appropriate and in accordance with the Manual of Procedures.
- Purchases may be made through Local Government Procurement where they provide best value for money. A report is to be presented to Council noting any purchases that exceed the tendering limit, as specified under the Local Government (General) Regulation 2005.
- A report upon the purchase of the plant item is written by the Manager Fleet Services with a recommendation.
- The report is considered by the Works and Services Committee and a recommendation made to Works and Services Committee.
- The recommendation is considered by the Works and Services Committee and a recommendation made to Council.
- The purchase is approved by Council.

6.2.2 Minor Plant

- Specification written by Fleet Services in consultation with appropriate operational staff with final approval by the Manager Fleet Services.
- Quotations are called in accordance with the Manual of Procedures.
- A report and recommendation upon the purchase of the items is written by the Manager Fleet Services with supporting approval from the relevant Director.
- The purchase is approved by the General Manager under delegated authority.

6.2.3 Small Plant

- The purchase of small plant and items of a similar nature, which may be suitably purchased through the NSW Government Contract System, shall only be purchased by Fleet Services Branch.
- Small plant purchases of a specialised nature or those that may not be appropriately purchased through the NSW Government Contract System shall only be purchased by Fleet Services Branch in accordance with the Manual of Procedures.
- Delivery to Council will be only accepted through the Fleet Services Branch to ensure identification of the item with an asset number prior to issue.
- All unserviceable, unrepairable or obsolete items should only be disposed of by return to Fleet Services Branch to ensure removal from the Asset Register prior to sale by auction.
- Quotations are called in accordance with the Manual of Procedures.
- A report and recommendation upon the purchase of the items is written by the Manager Fleet Services with written supporting approval from the relevant Director.
- The purchase is approved by the General Manager under delegated authority.

6.2.4 Sundry Plant

- The purchase of chainsaws, edgers, small mowers and items of a similar nature which may be suitably purchased through the NSW Government Contract System, shall only be purchased and issued by Fleet Services Branch to ensure that at the time of issue the item is

identified with an asset number. At the same time unserviceable, unrepairable or obsolete small plant items should be returned to Fleet Services Branch to ensure removal from the Asset Register prior to sale by auction.

- Sundry plant purchases of a specialised nature, or which may not be appropriately purchased through the NSW Government Contract system, shall only be purchased by Fleet Services Branch in accordance with the Manual of Procedures. Delivery to Council will be only accepted through the Fleet Services Branch to ensure identification of the item with an asset number prior to issue.
- All unserviceable, unrepairable or obsolete items should only be disposed of by return to Fleet Services Branch to ensure removal from the Asset Register prior to sale by auction.
- The purchase is approved by the Manager Fleet Services under delegated authority.

6.2.5 Light Vehicles

- Specifications and recommended list of appropriate vehicles approved annually as part of the Fleet Services Business Plan.
- The distance run and age of all light vehicles is monitored on a monthly basis by Fleet Services Branch to identify vehicles approaching the replacement criteria.
- Quotations called from licenced Motor Dealers within the state of NSW for the supply of replacement vehicles in accordance with the Replacement Policy under clause 4.3 herewith.
- A report in respect of the receipt of the quotation is written by the Manager Fleet Services with a recommendation and supporting approval from the relevant Director. This report is to include funding provision comments from the Manager Management Accounting Services.
- The purchase is approved by the General Manager under delegated authority.
- A report on the disposal is written by the Manager Fleet Services with a recommendation to the General Manager for approval. This includes trade-in to motor dealers, sale via auction and sale via the internet (eg. carsales.com.au)
- The disposal is approved by the General Manager under delegated authority.

7 Hire of Plant from External Sources

7.1 Definitions

7.1.1 Under this policy the term “Plant” refers to items of earthmoving and construction machinery, trucks, backhoes, excavators, dozers, elevating work platforms, rollers of all sizes, trenches, excavators, compaction equipment including small plant equipment and the like, used in all areas of Local Government activity and hired either with or without an operator.

7.1.2 The term “Contractor” refers to an individual or company engaged by Council and in the business of hiring plant as so defined.

7.2 Policy Objectives

7.2.1 To provide fair competition between interested plant hire contractors in the provision of plant hire services to Council.

7.2.2 To provide a formalised system of selection, engagement and performance assessment of plant hire contractors which ensures Council gets optimum value from the money its spends.

7.2.3 To minimise Council’s legal liability with respect to the use of hired plant.

7.2.4 To establish levels of accountability for nominated Council officers through the establishment of formal procedures.

7.3 Policy Procedures

7.3.1 Selection and Engagement of Plant Hire Contractors:

- Tenders for the provision of external plant hire services to Council be called annually to align with the new financial year. The next tender shall be called for the period of September 2017 to June 2018, this will allow a realignment with the next full financial year.
- A notice calling for tenders shall be advertised in the Daily Liberal, Wellington Times and Western Magazine supplement unless the availability of plant items warrants a wider coverage
- Tenders shall be received up until three (3) weeks from the date of advertising.
- The Plant Hire Specification and Schedule shall include, but not be limited to the following:
 - A schedule of the plant categories required including an estimate and description of work to be performed by each category,
 - Description of terms of engagement,

- Description of assessment criteria for inclusion of contractors on plant hire schedule,
 - Identification of selection criteria from those contractors placed on the schedule,
 - Title of Council Officer with whom the contractor may contact to express any concerns regarding plant hire arrangement or procedures,
 - Schedule of Prices form, with provision for a prescribed condition report on the items of plant for hire,
 - Statement of Council's Local Purchasing Policy and how it is applied.
- The tender procedure shall be that as set out under Tender Procedures in the Manual of Procedures No 10.008.4 with the exception that in respect of sub clauses ii) & iii) above, all invitations to submit prices shall be advertised for a minimum period for lodgement of offers.
 - Upon closing, tenders shall be assessed in accordance with the selection criteria as previously advised to prospective contractors and a report submitted to Council for approval.
 - Once approved for inclusion on the Schedule of Plant Hire contractors the "selection for engagement" criteria shall be made known to all contractors on the schedule.
 - Upon engagement of a contractor, the Fleet Hire and Finance Officer shall verify that the plant supplied conforms to the Schedule and has appropriate licences, registrations and insurances.

7.3.2 Management of Hired Plant

- Where ever possible the execution of discretionary powers pertaining to the plant hire shall be separated as follows:
 - Specification of plant needed for job - Responsible Overseer/ Supervisor,
 - Selection of plant contractor to be engaged - Fleet Hire and Finance Officer,
 - Certification of satisfactory completion of hire - Overseer/ Supervisor,
 - Approval of payment for work done - Manager responsible for work performed.

- The Manager Fleet Services shall be the officer responsible for dealing with queries or disputes from contractors.
- The placement of orders for plant hire shall be in accordance with the Manual of Procedures pertaining to the purchasing of Goods and Services, Section 10.005.2.
- The Manager Fleet Services shall have the authority to negotiate an amended hire rate in the case where a short-term hire agreement is extended to a longer term.
- Written records shall be kept of any contractors approached, any additional prices verbally obtained and the reason for selection of a contractor engaged which is separate from and additional to the quotation process.

7.3.3 Contractor Assessment

- A checklist of contractor performance criteria shall be maintained and used for hire periods exceeding one (1) week, to monitor and assess contractor performance.
- Contractor performance records may be used for reference with regard to assessment of future quotations.
- Contractors shall be ranked in terms of performance assessment and may upon request be advised of their relative ranking.

7.3.4 Management Reporting

- The processes of selection, engagement and payment of plant hire contractors shall, where possible, be integrated within the Management Information System.
- The details relating to the hire of plant shall be incorporated within the annual plant report to Council.
- An analysis of the comparative costs between hired and owned plant shall be included in the annual plant report to Council.

8 Policy Implementation

The Manager Fleet Services will administer Fleet Services policy.

RESPONSIBILITIES

Manager Fleet Management Services



DUBBO REGIONAL
COUNCIL

REPORT: Plant Replacement - Post Office Planter Boxes (Talbragar Street)

AUTHOR: Director Parks and Landcare Services
REPORT DATE: 29 May 2017
TRIM REFERENCE: ID17/895

EXECUTIVE SUMMARY

On the 28 February 2014 the *Gleditsia tricanthos* (Honey Locust) was declared as a Class 3 Noxious Weed. Under the definition provided in the *Noxious Weeds Act 1993*, Class 3 is a Regionally Controlled Weed meaning that “*The plant must be fully and continuously suppressed and destroyed and the plant must not be sold, propagated or knowingly distributed.*”

A small number of these trees, fourteen (14), exist as part of a street beautification project in Talbragar Street that pre-dated its gazettal as a noxious weed.

It is proposed to remove the eight (8) *Gleditsia tricanthos* that are located in the planter boxes in front of the Post Office to comply with the legislative requirements and to prevent further damage to the planter boxes. These will be replaced with the *Pyrus calleryana* “*Capital*” or Capital Pear.

The remaining six (6) *Gleditsia tricanthos* at the intersection of Talbragar Street and Carrington Avenue will be replaced as part of the Talbragar Street beautification works that are currently scheduled for early to mid-2018.

ORGANISATIONAL VALUES

Customer Focused: The removal of the eight (8) *Gleditsia tricanthos* demonstrates council’s commitment to improving the urban environment for the community through the removal of noxious weeds.

Integrity: Dubbo Regional Council has the legal obligation under the Noxious Weeds Act 1993 to actively suppress and destroy Class 3 Weeds (Regionally Controlled Weed). Dubbo Regional Council has the opportunity to lead by example in the control of *Gleditsia tricanthos* (Honey Locust) within the urban landscape.

One Team: Parks and Landcare Services will be undertaking these works on behalf of the Technical Services division to achieve a positive and aesthetically pleasing streetscape for the community.

FINANCIAL IMPLICATIONS

An amount of \$25,000 has been identified through the Civil Infrastructure and Solid Waste budget to undertake the works in 2017/2018.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

1. That the report by the Director Parks and Landcare Services dated 29 May 2017 be noted.
2. That the removal of the eight (8) *Gleditsia tricanthos* (Honey Locust) and their subsequent replacement with the *Pyrus calleryana* "Capital" (Capital Pear) be adopted.
3. That the future removal of the remaining six (6) *Gleditsia tricanthos* at the intersection of Talbragar Street and Carrington Lane be adopted, with an appropriate replacement species to be identified as part of the Talbragar Street beautification project.

Ian McAlister

Director Parks and Landcare Services

REPORT

Located in front of the Post Office in Talbragar Street are four (4) brick planter boxes. These planter boxes sit either side of the pedestrian crossing on both the northern and southern side of the street. Installed approximately 15 years ago they form part of the original beautification works of Talbragar Street.

Originally planted with *Buddleia davidii* (Butterfly Bush) these planter boxes were transitioned across to the *Gleditsia tricanthos* (Honey Locust) in or around 2006. This plant replacement was deemed necessary due to the straggly growth habit of the Butterfly Bush that negatively impacted on the ability of drivers to clearly see pedestrians stepping out onto the crossing. The Honey Locust tree was chosen due to its straight trunk and high canopy that overcame many of these sight issues. However, following an inspection of the planter boxes in May 2017 it was noticed that the root system of these trees were causing structural damage throughout the planter boxes brickwork. Without intervention this damage will continue and become increasingly more costly to repair.

On the 28 February 2014 the Honey Locust was declared as a Class 3 Noxious Weed. Under the definition provided in the *Noxious Weeds Act 1993*, Class 3 is a Regionally Controlled Weed and “*The plant must be fully and continuously suppressed and destroyed and the plant must not be sold, propagated or knowingly distributed.*”

In consideration of our legal requirement to continually suppress and destroy the Honey Locust tree, and the structural damage they are causing to the planter boxes, it is proposed to remove these eight (8) trees and replace them with a more suitable species.



Figure 1. Proposed tree species for Talbragar Street Planter Boxes – *Pyrus calleryana* “Capital”.

The species chosen for this site is the *Pyrus calleryana* “Capital” or Capital Pear. As shown in figure 1 it is a small growing attractive tree providing excellent seasonal colour and appeal throughout the four seasons. This tree has a narrow growth habit with luscious shiny green leaves. Its narrow growth habit lends itself well to the limited space available.

Figure 1 also illustrates that the lower branches can be lifted to improve visibility at the pedestrian crossing. Its root system is not overtly aggressive and can be contained through the installation of root directors and liner root barrier. Other important considerations include its deciduousness for solar access through winter and its high tolerance to air pollution.

While a number of other trees were considered for this location, including a number of native species, on balance the Capital Pear was considered the most appropriate species.

A further six (6) *Gleditsia tricanthos* exist at the intersection of Talbragar Street and Carrington Lane. It is proposed that these trees can remain for the time-being, but will be considered for removal and replacement with a more suitable species as part of the upcoming Talbragar Street beautification works, currently scheduled for early to mid-2018.



REPORT: Dubbo Regional Botanic Garden - Finalisation of the Elizabeth Park Adventure Nature-based Playspace Design

AUTHOR: Director Parks and Landcare Services
REPORT DATE: 8 June 2017
TRIM REFERENCE: ID17/992

EXECUTIVE SUMMARY

Dubbo Regional Council has been progressively developing the Dubbo Regional Botanic Garden, located at Elizabeth Park in East Dubbo, since 1999.

Following the success of securing two (2) grants for the Adventure Nature-based Playspace and the Elizabeth Park Carpark (\$1.3million and \$245,000 respectively) through the Stronger Communities (Major Projects) the next phase of development is about to commence.

Detailed design work on the Adventure Nature-based Playspace has been received detailing a playground that provides over 40 play activities and associated facilities. This playspace will deliver the community a fun, challenging and educational playground that is unique in this region and will promote physical activity for all abilities and age groups.

ORGANISATIONAL VALUES

Customer Focused: The Adventure Nature-based Playspace has been designed to provide our community with a valuable asset that will encourage physical activity, inclusive play and intergenerational bonding. This playspace will further develop the Dubbo Regional Botanic Garden as a "Destination" to attract and increase the duration of stay of visitors within our Region.

Integrity: Council identified the successful playspace designer through an initial call for Expressions of Interest before shortlisting a number of playground designers before calling for Quotations to design the playspace. The successful designer, Nature Play Solutions, were assessed as having the necessary experience and provided excellent value in their submission for the work.

One Team: The Parks and Landcare Services division has worked with the Technical Services (Design) and Organisational Services (GIS) to integrate the Adventure Nature-based Playspace with the Elizabeth Park Carpark.

FINANCIAL IMPLICATIONS

Funding for the Adventure Nature-based Playspace has been secured through the Stronger Communities (Major Projects) with \$1.3million being allocated. A further \$245,000 has been allocated for the Elizabeth Park Carpark that will be constructed to the south of the playspace.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That the report from the Director Parks and Landcare Services dated 8 June 2017 be noted.**
- 2. That the design of the Elizabeth Park Adventure Nature-based Playspace be adopted and public tenders be called for its construction.**

Ian McAlister

Director Parks and Landcare Services

BACKGROUND

Elizabeth Park is a 10 hectare parcel of land located in East Dubbo bounded by Windsor Parade, Baird Drive, Royal Parade and Coronation Drive. It is zoned RE1 – Public Recreation.

Following the adoption of the Elizabeth Park Master Plan in 1998 work commenced on developing this park into a Regional Botanic Garden with the planting of the original sesquicentennial avenue in 1999, the construction of Shoyoen (Japanese Garden) in 2002 and the Biodiversity Garden in 2005. In 2010 a major review of the 1998 Elizabeth Park master plan was carried out with the subsequent document “Elizabeth Park Regional Botanic Garden” adopted in April 2011. In both the original and the reviewed master plan a regional level playground is identified in the area shown in Figure 1 below.



Figure 1: Approximate location of the Playspace (yellow) and carpark (red) at Elizabeth Park

In an attempt to stimulate further development of the Dubbo Regional Botanic Garden as a destination for both local residents and travellers, expressions of interest were called in 2015 for the development of conceptual designs for the playground area. Following an assessment of the Expressions of Interest and subsequent Call for Quotations – Nature Play Solutions were chosen to design the playground. The design brief for the playground was that the playground should reflect the “Botanic Garden” and provide a playspace that was fun, challenging, educational, and promoted physical activity for all abilities and age groups. The playspace that

include Shoyoen (Japanese Garden), Sensory Gardens, Biodiversity Garden and Oasis Valley. As identified in WSC11/40 (16 May 2011) the capital works program required to develop the Garden would need to be “*reliant on external grant funding.*” Following the adoption of the Elizabeth Park Master Plan 2011 Council has submitted a number of grants and have been successful in securing funds to assist in the development of the Sensory Garden and Oasis Valley. Other grants have been submitted for the playground and for the main building complex (Centre of Excellence – Amenity Horticulture) but were not successful.

Following the merger between the former Dubbo City and Wellington Councils, the State Government made available \$9 million for infrastructure projects to the new Council under the Stronger Communities (Major Projects) grants program. A grant submission was prepared and submitted for the Dubbo Regional Botanic Garden Nature-based Playspace under this funding stream requesting \$1.3 million for its construction. This submission was successful. This funding has allowed the initial conceptual designs of the playspace to be progressed through to full construction drawings. These drawings have now been received from Nature Play Solutions. To ensure that the playspace appeals to a broad cross section of the community it has been designed to be fun, challenging, and encourage children to develop confidence and coordination as they grow. It has been designed with accessibility and inclusiveness for all ages and abilities in mind.

As illustrated in Figure 3 over 40 play elements and other facilities have been included in the playground design.

Due to the nearby proximity of the retirement village (RSL Retirement Village) a senior fitness recreational centre has been incorporated into the design. This facility will promote health, fitness and well-being for the elderly, as well as promoting intergenerational participation within the playspace.



Figure 5: Artist impression of senior fitness / activity area

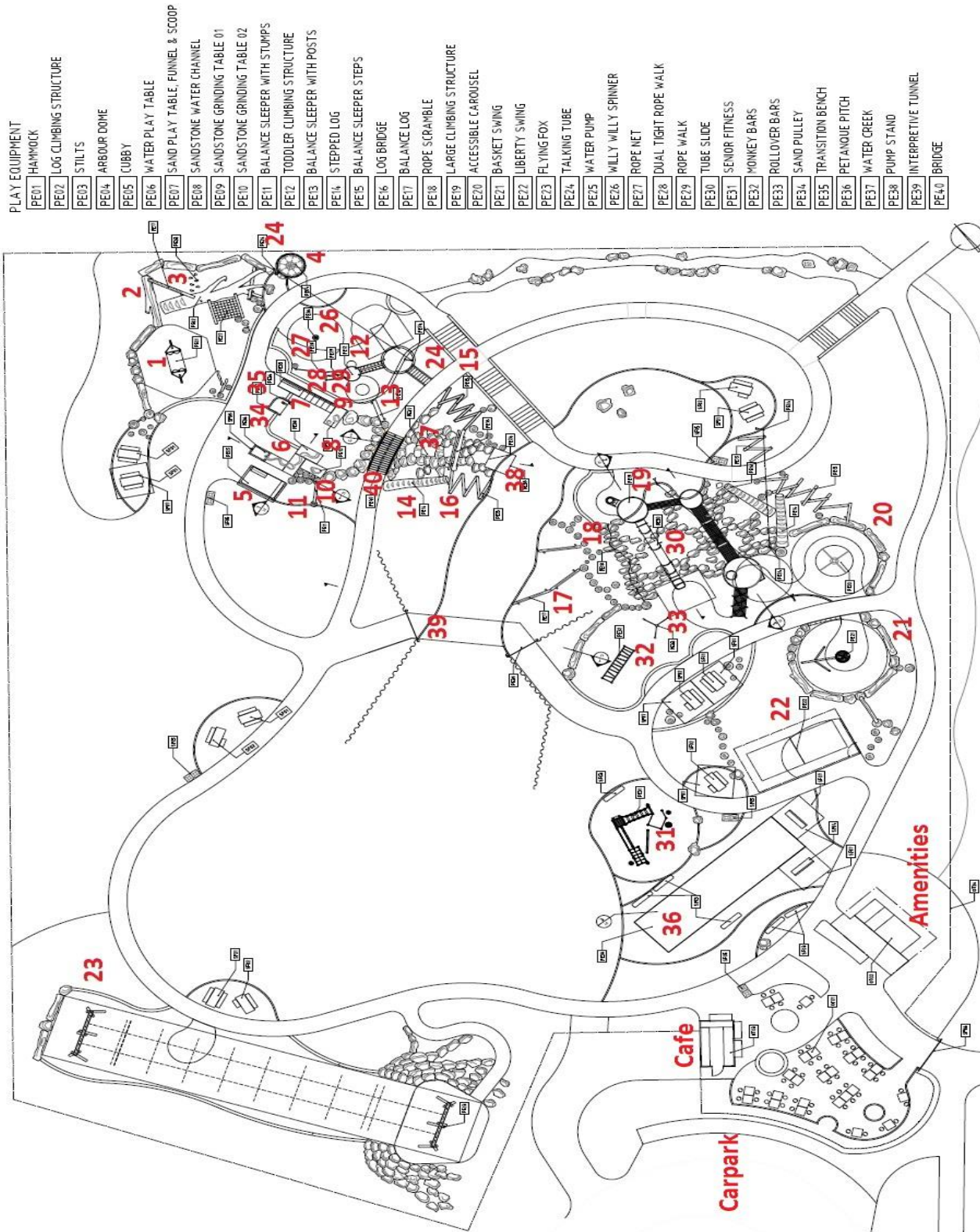


Figure 3: Dubbo Regional Botanic Garden – Playspace

A coffee shop / kiosk has also been included in the design to provide refreshments and a meeting space for groups (eg: mother groups, school groups) and assist in the development of the Dubbo Regional Botanic Garden. An amenity block has been included in the design adjacent to the kiosk. The amenity block will be accessible to all members of our community.



Figure 6: Artist impression of kiosk area

The Dubbo Regional Botanic Garden is already identified as a major attraction with the Orana Region, and Shoyoen (Japanese Garden) has been recognized as one of the best Japanese gardens within Australia. Building on the success of the Dubbo Regional Botanic Garden the delivery of this Adventure Nature-based Playspace will further add to the Regional / State / National acclaim of the Garden and help drive tourism visitation and lengthen duration of stay as well as meeting the needs of the Dubbo and district community.

To progress the development of the Dubbo Regional Botanic Garden playspace consideration on the adoption of the plans is required to enable public tenders for its construction to be called.



REPORT: Public Exhibition of the Wellington Pool Concept Designs following Community Consultation

AUTHOR: Director Parks and Landcare Services
REPORT DATE: 12 June 2017
TRIM REFERENCE: ID17/995

EXECUTIVE SUMMARY

Dubbo Regional Council engaged Facility Design Group/Otium Planning Group to undertake community consultation and develop a master plan for the Wellington Pool Complex.

Following an extensive and highly successful community consultation program, in which over 640 participants made comment, three (3) design options have been developed.

It is proposed to release these three (3) design options back to the Wellington community to seek further feedback before finalising the Wellington Pool Complex master plan.

ORGANISATIONAL VALUES

Customer Focused: Dubbo Regional Council recognises the importance of the Wellington Pool to the local community. The extensive community consultation undertaken to date with the local residents to inform the three (3) concept designs recognises our commitment to being “Customer Focused.”

Integrity: Dubbo Regional Council made a commitment to the Wellington community to actively engage with them in the development of the Wellington Pool master plan. We have honoured this commitment and will continue to do so as we move forward in the redevelopment of the Wellington Pool Complex.

One Team: Parks and Landcare Services have worked with Organisational Services in designing the information flyers and promotion through the various media outlets.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That the report from the Director Parks and Landcare Services dated 12 June 2017 be noted.**
- 2. That the three (3) concept designs for the renewal of the Wellington Pool that have been developed following community consultation be placed on public exhibition for 21 days and the community invited to make further comment on the designs.**
- 3. That following identification and amendments to the preferred concept design that it is adopted as the Wellington Pool Master Plan.**
- 4. That following the adoption of the Wellington Pool Master Plan a quotation be sought from Facility Design Group to progress the design through to Development Application standard.**

Ian McAlister

Director Parks and Landcare Services

BACKGROUND

The Wellington Pool Complex is located adjacent to the Wellington central business district, just off the Mitchell Highway on Warne Street and is adjoined by Bell Park to the West and Cameron Park to the South East. The figure below shows an aerial photo of the current site and associated facilities.



Figure 1. Wellington Pool Complex (current)

Facilities at the site include:

- Outdoor 50m x 6 lane swimming pool
- Outdoor learn to swim (LTS) pool
- Outdoor toddlers pool
- Club room
- Playground
- Change rooms and toilets
- Kiosk
- Administration area

A structural inspection of the Wellington Swimming Pool facility was carried out by Geolyse in July 2016. The final report, received 12 August 2016, identified that the pool complex was in poor to very condition with major structural defects being identified in the Olympic Pool, medium pool and toddler's pool, change rooms, the filtration building and systems, and

plumbing and reticulation system. The Chlorination system uses a Chlorine gas system that is outdated and potentially hazardous to the surrounding community.

The general thrust of the report identified that:

“The main assets are very near the end of the functional life and well into the phase where multiple expensive repairs are required to keep them operational.” (p. 5).

To facilitate the replacement of the Wellington Pool Complex a Council resolution was passed in December 2016 to undertake public consultation to ascertain the needs and wants of the Wellington community. This process was set up to gain insight from the community that will assist in the development of the master plan for the new Complex.

Following an initial call for Expressions of Interest in which seventeen (17) submissions were received, Dubbo Regional Council (DRC) invited six (6) companies to submit quotations to undertake community consultation and develop a master plan for the Wellington Pool Complex. Following the assessment of the quotations Dubbo Regional Council engaged Facility Design Group (FDG) and Otium Planning Group (OPG) to undertake community engagement and preparation of a master plan for the Wellington Pool Complex. It was identified that the master plan was to consider the spatial layout of both the individual facilities and the overall relationship between them to:

- Maximise the use of the available space within the identified footprint,
- Ensure improved lines of vision throughout the Complex to enhance supervision,
- Maximise operational cost effectiveness and efficiency of the Complex, and
- Maintain strict adherence and compliance with all relevant legislation, codes and industry guidelines.

REPORT

The Wellington Pool Complex is located on Warne Street, Wellington (NSW). It was originally constructed between the years of 1956 to 1958 so is now just under 60 years old. Following a structural engineering assessment in 2016, it was determined that the facility was at the end of its life cycle and required full replacement.

Following Expressions of Interest and Quotations Facility Design Group (FDG), partnering with Otium Planning Group (OPG), was engaged to undertake community engagement and preparation of a master plan for the Wellington Pool Complex. It was identified that the master plan was to consider the spatial layout of both the individual facilities and the overall relationship between them to:

- Maximise the use of the available space within the identified footprint,
- Ensure improved lines of vision throughout the Complex to enhance supervision,
- Maximise operational cost effectiveness and efficiency of the Complex, and
- Maintain strict adherence and compliance with all relevant legislation, codes and industry guidelines.

To help evoke a strong response from the Wellington community, a detailed public consultation process was developed, and is detailed below:

- Conducted key stakeholder meetings on the 15 May 2017 including:
 - DRC staff
 - Swimming clubs
 - Other key user groups
- Conducted two community consultation sessions – 15 and 16 May 2017
- Online survey (made available on DRC website and hardcopies from the Wellington Office)
 - Conducted between the 15 May to 26 May 2017
- ‘Intercept Surveys’ (researchers collecting surveys from people in public areas around town)
 - Collected between 15 to 26 May 2017
- The master plan options are planned to be placed on public exhibition for 21 days to allow public comment and this is scheduled for July 2017.

To promote and facilitate the community engagement process, Council communicated with the community through several mediums including:

Website:

During the period from 15 May to 26 May 2017, the Wellington Pool news and update page on dubbo.nsw.gov.au was the 6th most popular page on the entire site. There were 573 page views from 246 unique browsers.

Media Releases

- 27 April 2017 – Initial release outlining consultations
- 16 May 2017 – Plenty more ways to have your say

Media Releases conversions /other publications

- Wellington Times article on 28 April 2017
- Wellington Times article on 17 May 2017
- 3 May 2017 – Administrator’s Column (run in Daily Liberal and Wellington Times)
- 17 May 2017 – Administrator’s Column (run in Daily Liberal and Wellington Times)
- 4 May 2017 – Dubbo Photo News Snapshot
- 18 May 2017 – Dubbo Photo News Snapshot

Facebook paid:

An advertisement campaign was set up on the Dubbo Regional Council Facebook page, running from 28 April 2017 to 26 May 2017.

- Reach – 2935 (The number of people who saw the advert at least once)
- Impressions – 7311 (The number of times the advert was viewed)
- Action taken – 222 (People who took an action that was attributed to the advert)
- Post reactions – 40 (The number of likes on the advert)
- Post comments – 9
- Post shares – 17
- Link clicks – 200 (The number of clicks on the link to the submission page)
- Page likes – 12 (The number of likes on the Dubbo Regional Council Facebook page attributed to the advert)
- Button clicks – 40 (The number of times people clicked on the call to action button)

Facebook Organic

There were 4 organic posts on the Dubbo Regional Council Facebook page.

- 11 May (promoting meetings)
 - Reach – 3920 (The number of people who saw the advert at least once)
 - Post reactions – 46 (The number of likes on the advert)
 - Post comments – 11
 - Post shares – 14
 - Post clicks – 602
 - Photo views - 55
- 12 May (promoting meetings)
 - Reach – 3595 (The number of people who saw the advert at least once)
 - Post reactions – 22 (The number of likes on the advert)
 - Post comments – 5
 - Post shares – 14
 - Post clicks – 255
 - Photo views - 26
- 16 May (linking to website)
 - Reach – 2450 (The number of people who saw the advert at least once)
 - Post reactions – 14 (The number of likes on the advert)
 - Post comments – 2
 - Post shares – 9
 - Post clicks – 356
 - Link clicks – 89
- 26 May (linking to website)
 - Reach – 419 (The number of people who saw the advert at least once)
 - Post reactions – 1 (the number of likes on the advert)
 - Post comments – 0
 - Post shares – 1
 - Post clicks – 4

Binjang Radio:

Community Announcements ran from 3 May to 16 May 2017 to promote the community meetings.

Wellington Times:

- Full page advert booked
- Quarter page advert booked

The approach taken to community engagement about the master plan may be described as “mixed methods research”. In other words, a range of quantitative and qualitative methods have and will be used to engage the community. Together, the information collected using all methods presents a useful body of research to assist in determining the community’s attitudes to the provision of future aquatic facilities.

Resulting this array of promotion and data collection a very strong response was received.

Table 1. Source of Community Feedback

Method	No. responses/participants
Intercept survey	103
Community survey (online and hardcopy)	479
Consultation session participants	60 (approx.)
TOTAL	642

The Survey elicited a strong response from the Wellington community and provided valuable demographic information and clearly identified the community preferences for their pool. Most respondents were female (76%), living in the Wellington postcode (88%) and aged between 20 and 49 years of age (62%).

Figure 2 shows the facilities and services nominated by respondents that would encourage greater use of the Wellington Pool Complex.

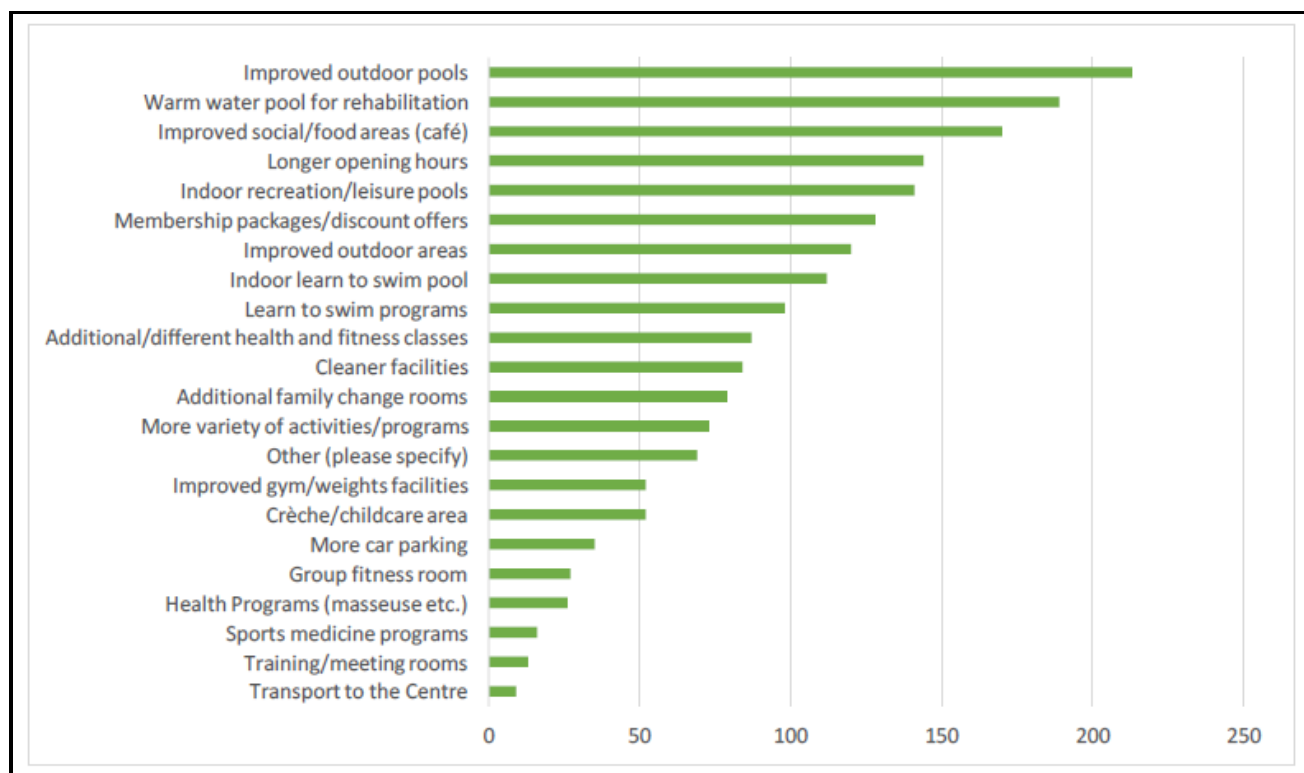


Figure 2. Response to question regarding facilities and increased usage of the Wellington Pool.

The three (3) most nominated facilities improvements that would encourage greater use were improved outdoor pools (46.6%), warm water for rehabilitation (41.1%) and improved social/food areas (37.7%).

Figure 3. presents results from a question where respondents were asked to expend an indicative budget of the provision of facilities to identify their main priorities.

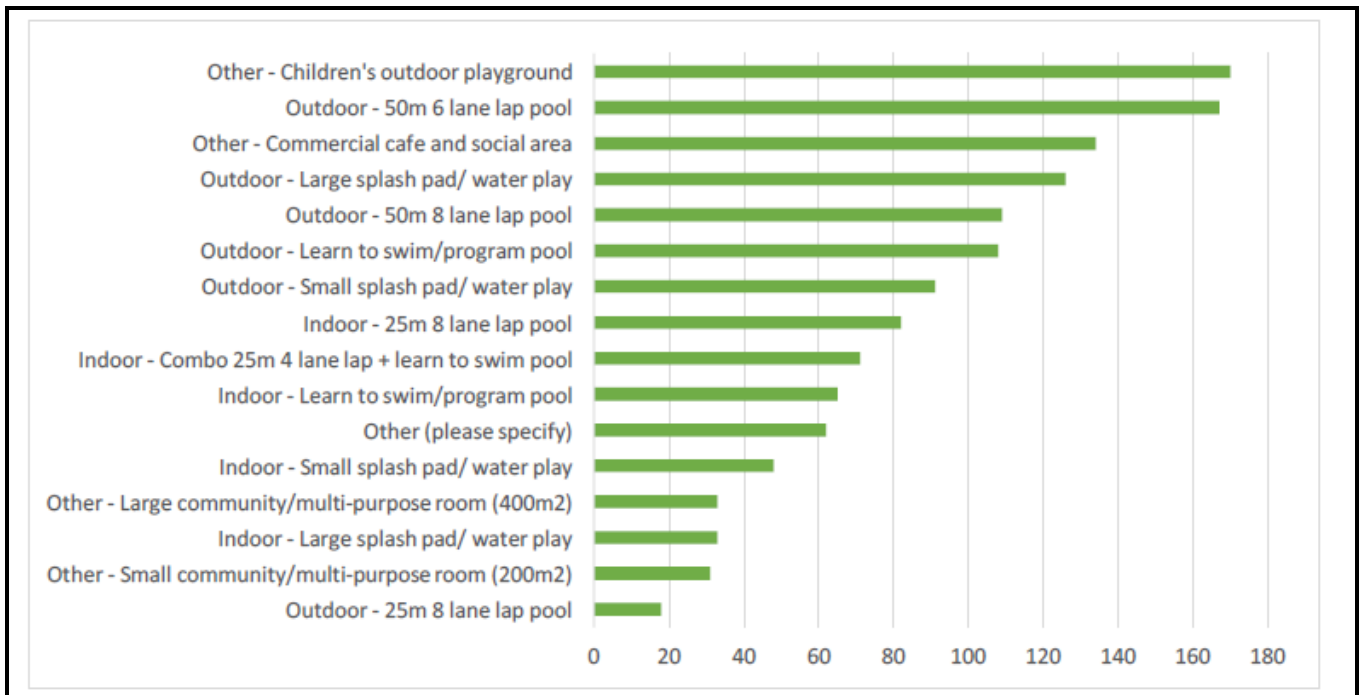


Figure 3. Response to the funding priorities of the Wellington Pool.

This demonstrates that a 50 metre pool (either 6 or 8 lanes) was the highest priority, followed by a children’s playground. A commercial café/social area and a large splash pad.

Figure 4 shows the strong response (83%) that the pool should remain in its current location.

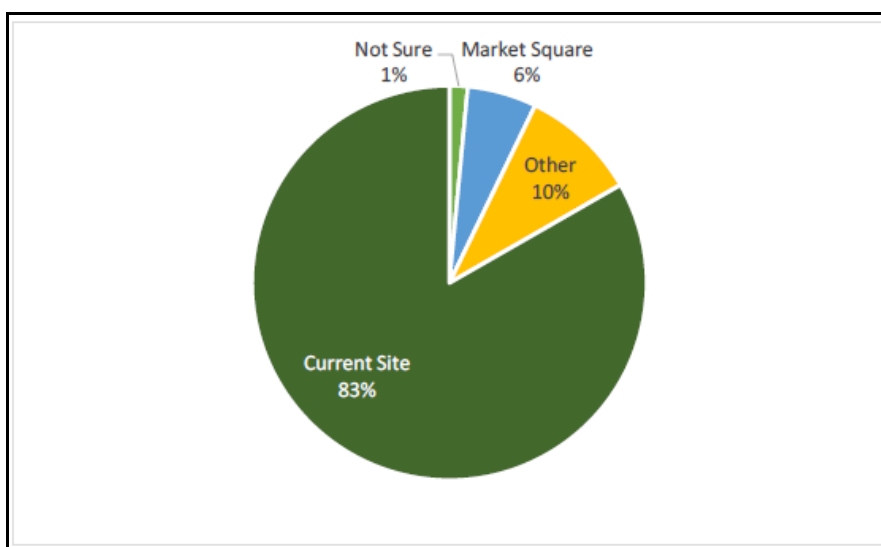


Figure 4. Response to whether the Wellington Pool should remain at its current location.

On the basis of the feedback received by the Wellington community three (3) concept designs for the renewal of the Wellington Pool has been developed by Facility Design Group. The designs are centred on the top six (6) preferences identified in figure 3. These were: 1. 50 metre pool (either 6 or 8 lanes), 2. Children's Playground, 3. Kiosk/Social Area, 4. Large Splash Pad and 5. Outdoor Learn to Swim Pool.

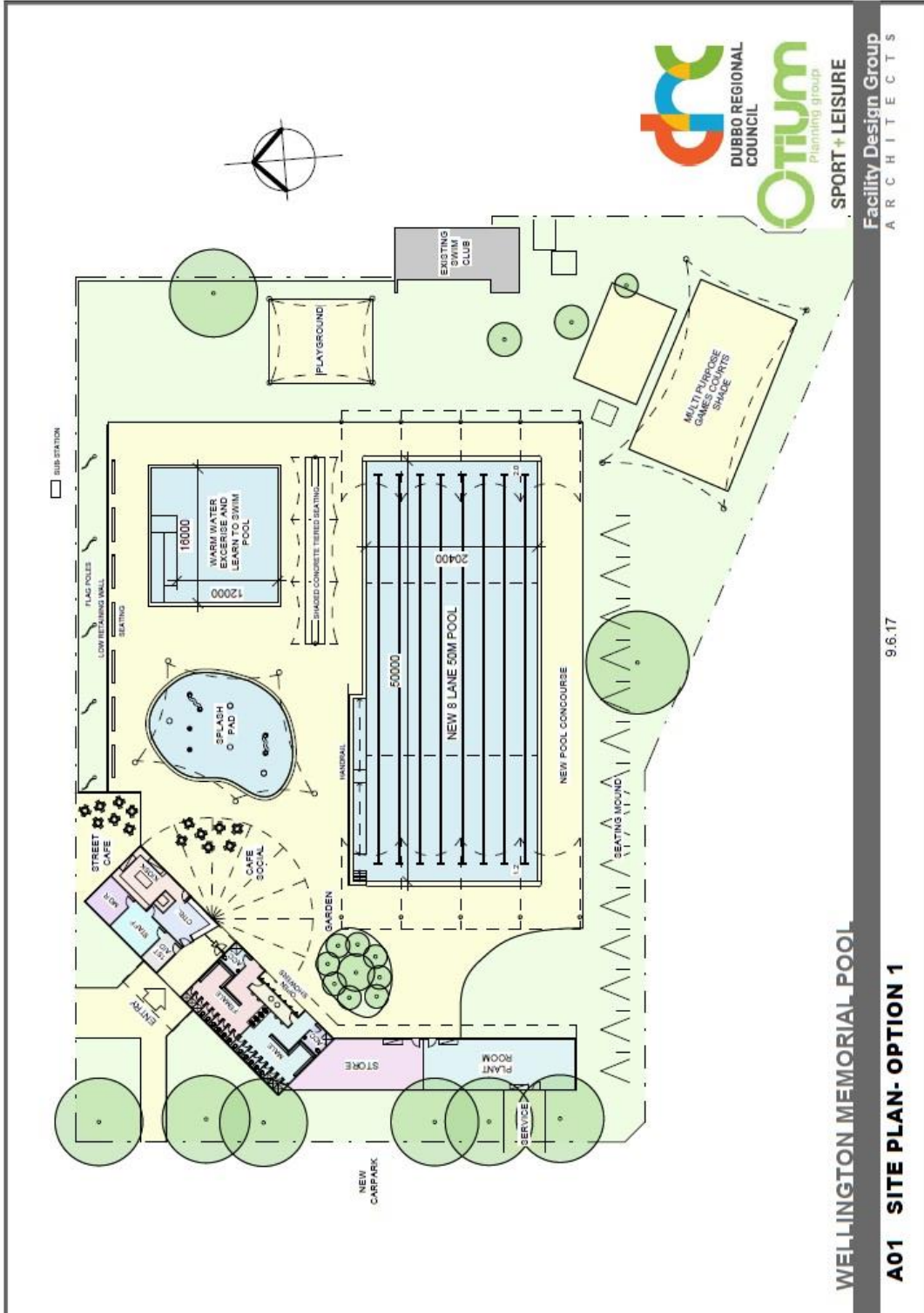
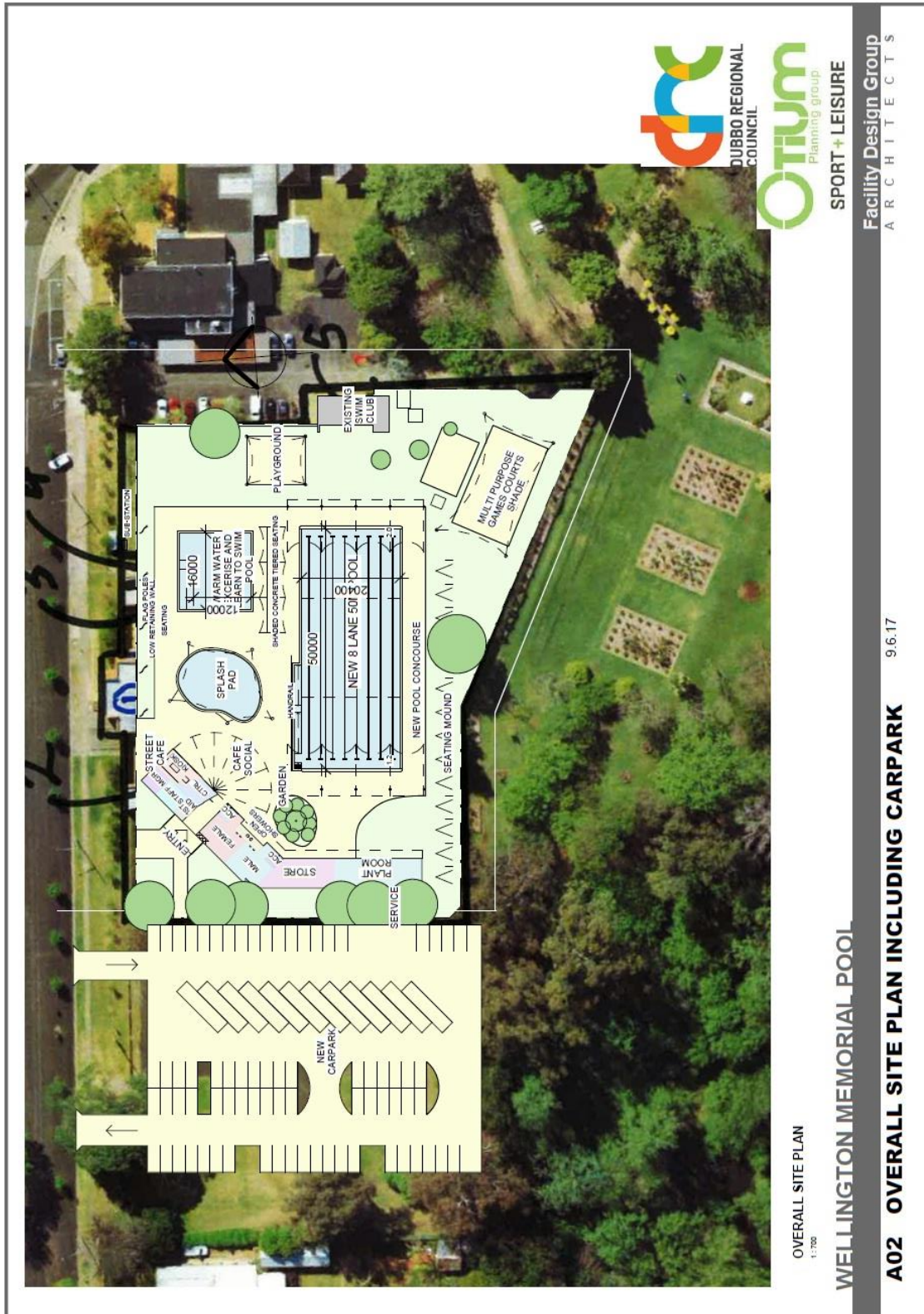


Figure 5. Option 1.

The entrance has been moved to the North West corner of the facility to provide a strong link to the proposed carpark at Bell Park (figure 6). The placement of the building in this location provides excellent visibility across the pool complex. The Plant Room has been removed from the Southern side to open up the vistas to the Bell River. A large social area, adjacent to the splash pad, associated with a kiosk has been provided. This also open out onto Warne Street to create a small street café. A warm water Learn to swim pool and playground has also been provided.



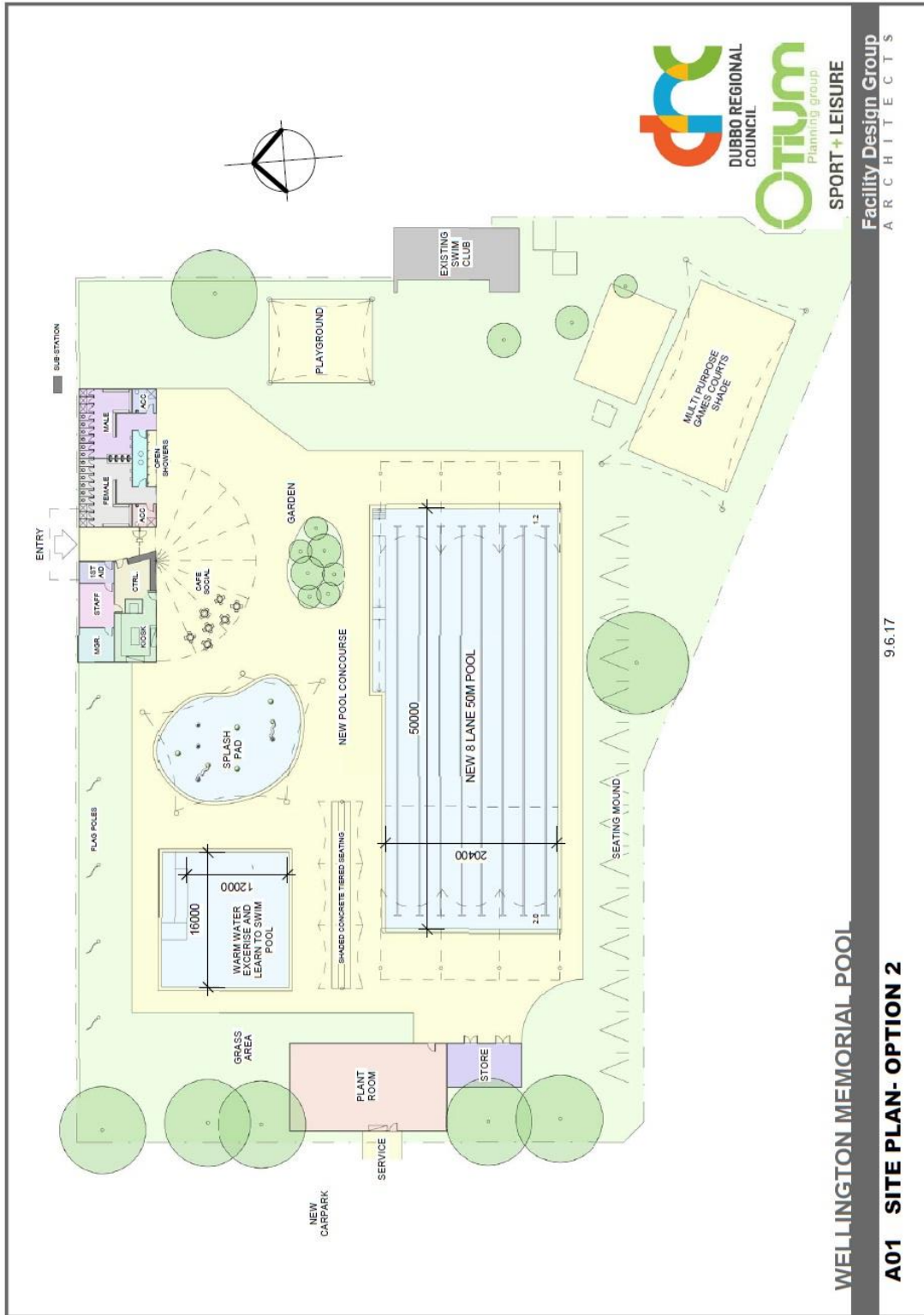
SPORT + LEISURE
Facility Design Group
ARCHITECTS

OVERALL SITE PLAN
1:750

WELLINGTON MEMORIAL POOL

A02 OVERALL SITE PLAN INCLUDING CARPARK 9.6.17

Figure 6. Option 1 but with proposed carpark shown supporting the facility.



WELLINGTON MEMORIAL POOL
A01 SITE PLAN- OPTION 2

9.6.17



SPORT + LEISURE

Facility Design Group
ARCHITECTS

Figure 7. Option 2.

In this option the entrance building has been moved to the North East corner to provide a stronger linkage to the Central Business District, however this reduces the connection with the proposed parking at Bell Park. The connection between the kiosk/social areas has been maintained with the children's splash pad, and improves supervision of the playground. The 50 metre pool has been flipped to bring the deep end closer to the Plant Room. This improves operational efficiency of the filtration system.

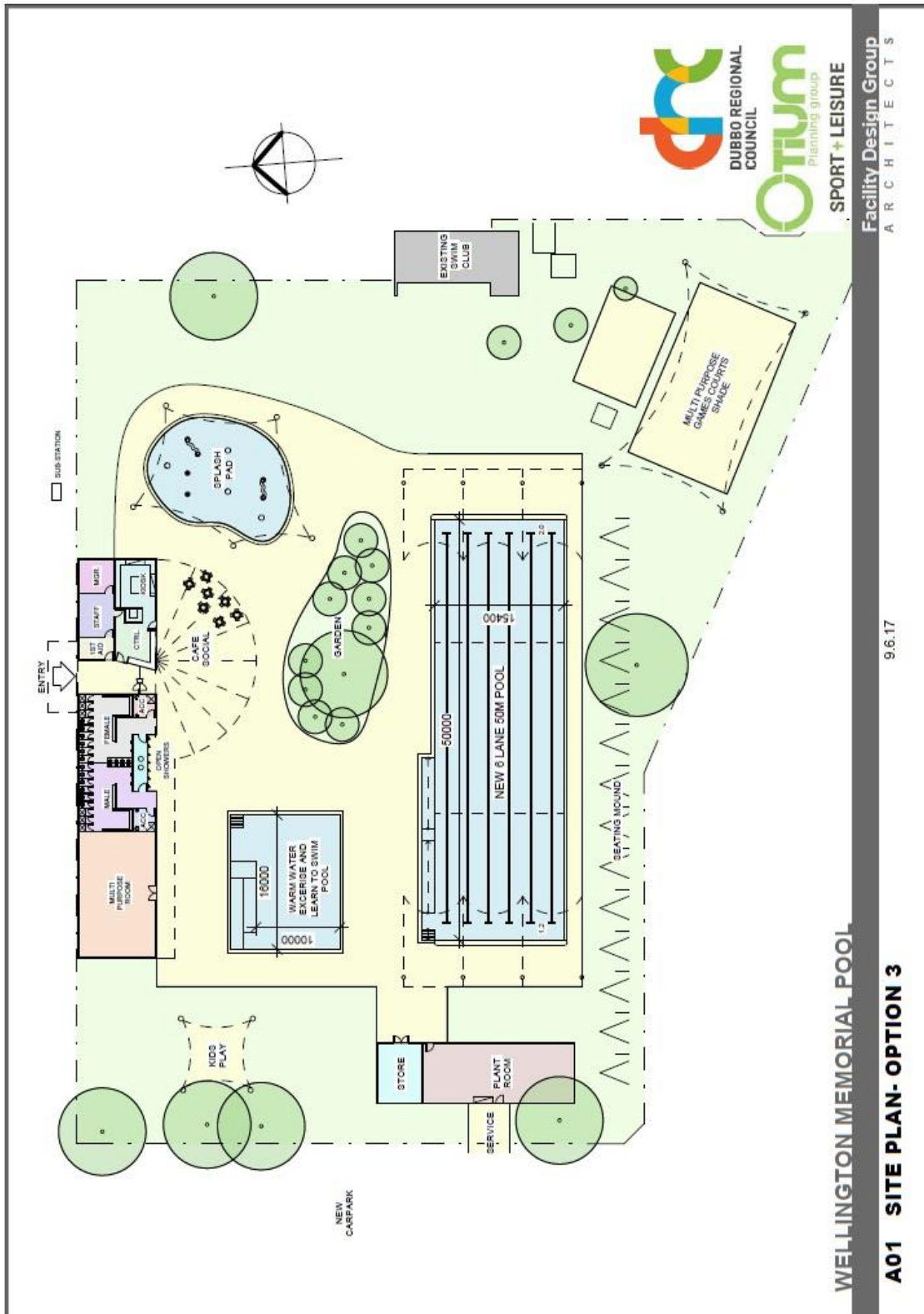


Figure 8. Option 3.

The location of the entrance building has been maintained in its present position. This may enable, following further structural assessment, that the existing façade to be retained. The retention of the building provides enhanced supervision of the splash pad and learn to swim pool, but is more distant to the children's playground. It also has the effect of creating "blind spots" at either end of the building. The 8 lane pool has been reduced to a 6 lane pool resulting in the inclusion of a multi-purpose room.

A Quantitative Surveyor was engaged by Facility Design Group to provide cost estimates for each of the three (3) options (figure 9).

The options range from \$7.022 million (option 3) to \$7.604 million (option 2). Dubbo Regional Council has estimated that the renewal of this asset will be in the vicinity of \$7.5 million. To date Council has \$3.75 million identified, with a dollar:dollar grant application submitted through the Department of Primary Industries - Crown Lands.

A copy of the cost estimates are attached. Importantly there are a number of exclusions that need to be noted and these will further increase the cost of the redevelopment of the Pool Complex. For example: Development Application fees for the new pool complex has been estimated at \$60,000.

To assist in refining the final master plan for the Wellington Pool Complex consideration is now required to provide the community the opportunity to have further input into the new facility. It is proposed to publicly exhibit these three (3) concept plans for 21 days and invite the community to make comment.

It is anticipated that following the public exhibition of the 3 concept plans there will be a preference for one of the three options. Dependent on the feedback received the community elements from one of the other options may be identified that could be added into the preferred option to improve its overall design. For example if Option 1 is the preferred option the community may request the addition of the "multi-purpose room" identified in Option 3. This could be considered depending on the final tender amount, or identified as a "Future Stage" of the Complex's development. Another example is the flipping of the pool so that the deep end is at the western end near the Plant Room (Option 2) instead having it at the eastern end (Option 1). If identified, and to allow expansion of the aquatic recreation opportunities an area within the Complex could be set aside to accommodate the future needs of the Wellington community.

Initial Feasibility Estimate & Design Comparison
at
Redevelopment of Wellington Memorial Pool - [June 2017]



	OPTION 1	OPTION 2	OPTION 3		
<u>Component of Project</u>	<u>Cost</u>	<u>Cost</u>	<u>Cost</u>	<u>Comments & Notes</u>	
Demolition				works common to each option	
Existing in-ground pool structure	\$152,400	\$152,400	\$152,400	incl. suitable fill to make up levels	
Existing buildings	\$35,000	\$35,000	\$35,000	incl. services	
Existing concrete surrounds	\$85,000	\$85,000	\$85,000	incl. services	
Large tree removal [incl. root systems]	\$3,000	\$3,000	\$3,000		
Shadecloth structure, including footings	\$20,000	\$20,000	\$20,000		
Relocate playground equipment	\$20,000	\$20,000	\$20,000	incl. footings and services	
Contingency for latent site conditions	\$50,000	\$50,000	\$50,000		
sub total - Demolition	\$365,400	\$365,400	\$365,400	GST exclusive	
GFA New Building Works					
New entry/control building	\$883,750	\$883,750	\$883,750		
Entry portico	\$35,700	\$35,700	\$35,700		
Multi purpose centre	n/a	n/a	\$393,250	NB - assume no toilets or tea bench in building	
Social café	\$190,000	\$190,000	\$190,000	NB - covered roof area	
External café	incl	n/a	n/a	NB - uncovered roof area	
Plant/store room areas	\$288,000	\$360,000	\$24,700		
sub total - New Building Works	\$1,397,450	\$1,469,450	\$1,527,400	GST exclusive	
New Pool Works					
50m outdoor pool structure	\$1,493,000	\$1,493,000	\$1,215,000	[Options 1+2 = 8 lanes, Option 3 = 6 lanes]	
Shadecloth structure at ends of 50m pool	\$120,000	\$120,000	\$100,000	incl. access ramp, and all plant & equipment to both ends of pool	
Warm water exercise/learn-to-swim pool	\$430,000	\$430,000	\$430,000		
Shadecloth structure to LTS pool	\$55,000	\$55,000	\$55,000		
Splash pad	\$450,000	\$450,000	\$450,000	incl. water toys	
Backwash detention tanks	\$70,000	\$70,000	\$70,000		
Water filtration plant & equipment [for 3 pools]	\$1,050,000	\$1,050,000	\$1,050,000	incl. water toys	
Pool blankets & lane ropes	\$60,000	\$60,000	\$60,000		
Tiered seating & shadecloth structures	\$55,000	\$55,000	n/a		
sub total - New Pool Works	\$3,783,000	\$3,783,000	\$3,430,000	GST exclusive	
sub total - Project Works	\$5,545,850	\$5,617,850	\$5,322,800	GST exclusive	
Add Project Specifics					
Upgrade existing padmount/new supply to buildings	\$50,000	\$150,000	\$50,000		
Rainwater storage tanks	\$15,000	\$15,000	\$15,000	assume required for rainwater re-use, landscaping, etc as noted on drawings	
Low retaining wall to north	\$23,500	\$23,500	n/a		
External seating to east	\$10,500	\$12,000	n/a		
New front fence	\$17,500	\$20,000	\$1,820	to suit the above [other boundary fencing excluded]	
Shadecloth structure over splash pool	\$50,000	\$50,000	\$50,000	incl. footings & services	
New playground area	\$50,000	\$50,000	\$36,000	equipment, services and footings not included	
Shadecloth structure over playground	\$20,000	\$20,000	n/a		
Concrete pathways and surrounds	\$260,000	\$259,000	\$211,000	NB - uncoloured, no stencilling	
Form grassed seating mound [to south of 50m pool]	\$35,000	\$35,000	\$35,000		
Landscaping to site areas	\$75,000	\$50,000	\$60,000		
Service road to plant room areas	\$15,000	\$15,000	\$15,000	from new car park to west to plant/store areas	
Flagpoles	\$20,000	\$20,000	\$20,000	incl. footings	
Work to existing multi-purpose courts	\$85,000	\$85,000	\$85,000	incl. shadecloth structure	
sub total - Project Specifics	\$726,500	\$806,500	\$578,820	GST exclusive	
Gross Building Costs [GBC]	\$6,272,350	\$6,424,350	\$5,901,620	GST exclusive	
Add					
Locality index	incl	incl	incl	included in estimates	
Design Contingency	\$156,809	\$160,609	\$147,541	2.5%	
Construction Contingency [NB - poor ground]	\$482,187	\$493,872	\$453,687	7.5%	
Professional fees	\$450,000	\$450,000	\$450,000		
Total Building Cost [TBC]	\$7,361,346	\$7,528,831	\$6,952,848	GST exclusive	
Add					
Escalation costs [1.0%]	\$73,613	\$75,288	\$69,528	commencement assumed by December 2017 [TBC]	
Total End Cost [TEC]	\$7,434,959	\$7,604,119	\$7,022,376	GST exclusive	
Option	+ New car parking to Bell Park	\$400,000	\$400,000	\$400,000	NB - in addition to the above costs
GFA	GFA	1627	1675	1,611	including shadecloth areas
\$/m2	Total End Cost [TEC] per m2	\$4,570	\$4,540	\$4,359	GST exclusive

- Inclusions**
- Commercial kitchen and rangehood
 - New shadecloth structures, including footings and services
 - Allowance to upgrade existing padmount and new supply to buildings

- Exclusions**
- Work to existing multi-purpose courts
 - Heritage/archaeological issues
 - Flood plain requirements [TBC]
 - Site remediation issues [contaminated spoil, asbestos, etc]
 - Works/improvements/upgrades to footpath and street parking areas
 - New playground equipment, including footings and services
 - Council DA/CC fees
 - Decanting costs
 - New car parking or roadworks [to Bell Park]
 - New fencing to rear boundaries [new front fence included]
 - Tiered seating/external seating/umbrellas
 - Café furniture
 - Entry turnstiles

Notes
* This preliminary feasibility/budget estimate is based upon the sketch design drawings provided to date, and must be confirmed



REPORT: Proposed Renewal of Access License for NSW National Parks and Wildlife Service Utilising Council's Mount Bodangora Radio Tower.

AUTHOR: Manager Landcare Services
REPORT DATE: 13 June 2017
TRIM REFERENCE: ID17/997

EXECUTIVE SUMMARY

The current NSW National Parks and Wildlife Service (NPWS) access licence allowing the NSW National Parks and Wildlife Service to utilise Council's radio tower site at Mount Bodangora, Lot 7001 in Deposited Plan 1020657, is proposed to be renewed under renegotiated terms for a five (5) year term, with an additional five (5) year option. The previous licence expired on 30 April 2017 and the new licence will commence effective from 1 May 2017.

ORGANISATIONAL VALUES

Customer Focused: The renewal of the licence agreement allows the NSW National Parks and Wildlife Service to continue to operate its communications network.

Integrity: Dubbo Regional Council ensure licences and leases are managed in accordance with legislation.

One Team: The renewal of the licence agreement provides Dubbo Regional Council to collaborate with NSW State departments to conserve biodiversity and provide recreational opportunities for the broader community.

FINANCIAL IMPLICATIONS

This renewal of this licence will see an annual fee of \$7,245 excluding GST, with CPI increases and the fee to be revisited at the end of the initial 5 year period. NPWS will be responsible for the legal fees incurred in drawing up the licence. Income will be allocated to the Landcare Services Function.

POLICY IMPLICATIONS

Licences which exceed a three year term require the Council Seal to be affixed to the licence document.

RECOMMENDATION

- 1. That Dubbo Regional Council agree to a five (5) year licence with a five (5) year option being granted to the NSW Office of Environment and Heritage, National Parks and Wildlife Service in respect of allowing access to the Council radio tower located at Lot 7001, DP 1020657, Mount Bodangora.**
- 2. That the terms of the licence be in accordance with the IPART Review of Rental Arrangements for Communication Towers on Crown Land – July 2013.**
- 3. That all necessary documentation in relation to this matter be executed under the Common Seal of the Council.**

Lynton Auld
Manager Landcare Services

BACKGROUND

The former Wellington Council entered into a licence agreement with NSW National Parks and Wildlife Service (NPWS) on 1 May 2007 allowing access to the Mount Bodangora radio tower for purposes of installing radio equipment for NPWS needs. The period of the licence was for five (5) years with an option of a five (5) year extension. In accordance with the IPART telecommunications regulations relating to low density sites the fee will be set at \$7,245 excluding GST per annum with annual CPI increases and market review at the five year renewal point. NPWS are also to be responsible for legal fees in relation to this licence.

REPORT

The subject licence expired on 30 April 2017 and renewal has been requested by NPWS.

The licence allows NPWS to install appropriate radio equipment on the existing Council radio tower at Mount Bodangora. In this instance there is likely to be no alteration to the equipment installed following this renewal. As such there will be no on-site impact. Should technology require updating the existing footprint used by NPWS will be retained, again with no impact to the site or Council's infrastructure.

It is proposed to offer the licence for five (5) years commencing 1 May 2017 with a five (5) year option to renew. In accordance with the terms recommended with the IPART report – Review of Rental Arrangement for Communication Towers on Crown Land dated July 2013, the site would be regarded under Table 5.6 as a Low Density Local Service Provider. The new licence agreement would therefore commence the period at the 2017/2018 lowest fee with a licence fee of \$7,245 excluding GST per annum with annual CPI increases and market review at the five year renewal point. NPWS are also to be responsible for legal fees in relation to this license. This arrangement is to be carried forward to the new agreement.

It is recommended that the licence be entered into with NSW Office of Environment and Heritage, National Parks and Wildlife Service, under the proposed terms.