



AGENDA

ORDINARY COUNCIL MEETING

24 APRIL 2024

MEMBERSHIP: Councillors J Black, L Burns, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon, P Wells and M Wright.

The meeting is scheduled to commence at 5.30 pm.

PRAYER:

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

ACKNOWLEDGEMENT OF COUNTRY:

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

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CCL24/72 LEAVE OF ABSENCE (ID24/66)

CCL24/73 CONFLICTS OF INTEREST (ID24/67)

In accordance with their Oath/Affirmation under the Act, and Council's Code of Conduct, Councillors must disclose the nature of any pecuniary or non-pecuniary interest which may arise during the meeting, and manage such interests accordingly.

CCL24/74 PUBLIC FORUM (ID24/68)

CCL24/75 AQUILA WIND PROJECT - PRESENTATION (ID24/543)

The Council will receive a presentation from ACEN Australia regarding this project.

CCL24/76 CONFIRMATION OF MINUTES (ID24/573)

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 21 March 2024.

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INFORMATION ONLY MATTERS:

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| CCL24/77 | MAYORAL APPOINTMENTS AND MEETINGS (ID24/581)
The Council had before it the report dated 27 March 2024 from the Chief Executive Officer regarding Mayoral Appointments and Meetings. | 37 |
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| CCL24/78 | INVESTMENT UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - MARCH 2024 (ID24/571)
The Council had before it the report dated 8 April 2024 from the Revenue Accountant regarding Investment Under Section 625 of the Local Government Act - March 2024. | 44 |
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| CCL24/79 | STATUS OF NOTICES OF MOTION - QUARTERLY UPDATE (ID24/694)
The Council had before it the report dated 15 April 2024 from the Manager Corporate Governance regarding Status of Notices of Motion - Quarterly Update. | 61 |
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| CCL24/80 | QUARTERLY REPORT ON COMPLAINT STATISTICS UNDER COUNCIL'S CODE OF CONDUCT (ID24/673)
The Council had before it the report dated 12 April 2024 from the Manager Corporate Governance regarding Quarterly Report on Complaint Statistics Under Council's Code of Conduct. | 74 |

MATTERS CONSIDERED BY COMMITTEES:

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| CCL24/81 | REPORT OF THE INFRASTRUCTURE, PLANNING AND ENVIRONMENT COMMITTEE - MEETING 11 APRIL 2024 (ID24/574)
The Council had before it the report of the Infrastructure, Planning and Environment Committee meeting held 11 April 2024. | 78 |
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| CCL24/82 | REPORT OF THE CULTURE AND COMMUNITY COMMITTEE - MEETING 11 APRIL 2024 (ID24/575)
The Council had before it the report of the Culture and Community Committee meeting held 11 April 2024. | 86 |
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| CCL24/83 | REPORT OF THE CORPORATE SERVICES COMMITTEE - MEETING 11 APRIL 2024 (ID24/576)
The Council had before it the report of the Corporate Services Committee meeting held 11 April 2024. | 90 |

NOTICES OF MOTION:

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| CCL24/84 | RENAMING OF THE LEGACY SHARED PATHWAY (ID24/699)
Council had before it a Notice of Motion dated 16 April 2024 from Councillor M Wright regarding the Renaming of the Legacy Shared Pathway. | 96 |
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REPORTS FROM STAFF:

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| CCL24/85 | DRAFT 2024/2025 BUDGET, OPERATIONAL PLAN AND ASSOCIATED DOCUMENTS (ID24/652)
The Council had before it the report dated 7 April 2024 from the Director Strategy, Partnerships and Engagement regarding Draft 2024/2025 Budget, Operational Plan and associated documents. | 98 |
| CCL24/86 | ORGANISATIONAL SUSTAINABILITY REVIEW AND IMPROVEMENT PLAN (ID24/682)
The Council had before it the report dated 12 April 2024 from the Director Strategy, Partnerships and Engagement regarding Organisational Sustainability Review and Improvement Plan. | 110 |
| CCL24/87 | LEASE OF 139 DARLING STREET TO THE MACQUARIE CONSERVATORIUM UPDATE (ID24/689)
The Council had before it the report dated 15 April 2024 from the Chief Executive Officer regarding Lease of 139 Darling Street to the Macquarie Conservatorium Update. | 140 |
| CCL24/88 | DELEGATION OF AUTHORITY TO STANDING COMMITTEE - DRAFT INFRASTRUCTURE CONTRIBUTIONS PLAN - NORTH-WEST URBAN RELEASE AREA (ID24/713)
The Council had before it the report dated 17 April 2024 from the Manager Growth Planning regarding Delegation of Authority to Standing Committee - Draft Infrastructure Contributions Plan - North-West Urban Release Area. | 146 |
| CCL24/89 | BULKY WASTE SERVICE TO COMMUNITY (ID24/662)
The Council had before it the report dated 9 April 2024 from the Waste Contract and Collection Coordinator regarding Bulky Waste Service to Community. | 150 |

CCL24/90	OUTCOME OF EXPRESSION OF INTEREST - 2024 DREAM FESTIVAL (ID24/588)	162
	The Council had before it the report dated 27 March 2024 from the Manager Regional Events regarding Outcome of Expression of Interest - 2024 DREAM Festival.	
CCL24/91	CAMERON PARK TOILETS (ID24/660)	168
	The Council had before it the report dated 8 April 2024 from the Manager Recreation and Open Spaces regarding Cameron Park Toilets.	
CCL24/92	DUBBO AQUATIC LEISURE CENTRE - REFURBISHMENT AND UPGRADE OF 50 METRE POOL AND WATER SLIDE PLANT ROOM (ID24/629)	177
	The Council had before it the report dated 3 April 2024 from the Manager Recreation and Open Spaces regarding Dubbo Aquatic Leisure Centre - Refurbishment and upgrade of 50 metre pool and Water Slide Plant Room.	
CCL24/93	REVIEW OF COMMUNITY COMMITTEES - GUIDING PRINCIPLES (ID24/613)	186
	The Council had before it the report dated 2 April 2024 from the Manager Corporate Governance regarding Review of Community Committees - Guiding Principles.	
CCL24/94	AMENDMENT TO COUNCIL POLICY - PUBLIC INTEREST DISCLOSURES AND INTERNAL REPORTING (ID24/671)	196
	The Council had before it the report dated 11 April 2024 from the Manager Corporate Governance regarding Amendment to Council Policy - Public Interest Disclosures and Internal Reporting.	
CCL24/95	COUNCIL POLICY - PRIVACY MANAGEMENT PLAN - RESULTS OF PUBLIC EXHIBITION PERIOD (ID24/538)	218
	The Council had before it the report dated 9 April 2024 from the Manager Corporate Governance regarding Council Policy - Privacy Management Plan - results of Public Exhibition Period.	

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| CCL24/96 | EXECUTION OF PLAN OF SUBDIVISION - KESWICK ESTATE (ID24/586)
The Council had before it the report dated 27 March 2024 from the Property Development Officer regarding Execution of Plan of Subdivision - Keswick Estate. | 235 |
| CCL24/97 | QUESTIONS ON NOTICE - COUNCILLOR JOSH BLACK (ID24/718)
The Council had before it the report dated 18 April 2024 from the Councillor regarding Questions on Notice - Councillor Josh Black. | 246 |
| CCL24/98 | QUESTIONS ON NOTICE - COUNCILLOR JOSH BLACK (ID24/719)
The Council had before it the report dated 18 April 2024 from the Councillor regarding Questions on Notice - Councillor Josh Black. | 248 |
| CCL24/99 | COMMENTS AND MATTERS OF URGENCY (ID24/577) | |

CONFIDENTIAL:

CCL24/100 PROPOSED LAND ACQUISITION - LOT 101 DP 1286114 HENNESSY DRIVE DUBBO (ID24/550)

The Council had before it the report dated 21 March 2024 from the Manager Strategy Water Supply and Sewerage regarding Proposed Land Acquisition - Lot 101 DP 1286114 Hennessy Drive Dubbo.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer 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, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CCL24/101 PREPARATION OF A FEASIBILITY STUDY INFORMING MAJOR UPGRADES TO JOHN GILBERT WATER TREATMENT PLANT - PROPOSED ENGAGEMENT OF NSW PUBLIC WORKS (ID24/653)

The Council had before it the report dated 8 April 2024 from the Manager Strategy Water Supply and Sewerage regarding Preparation of a Feasibility Study Informing Major Upgrades to John Gilbert Water Treatment Plant - Proposed Engagement of NSW Public Works.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer 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, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CCL24/102 BURRENDONG WAY SAFER ROADS PROGRAM - BITUMEN SPRAY SEALING TENDER (ID24/687)

The Council had before it the report dated 15 April 2024 from the Manager Infrastructure Delivery regarding Burrendong Way Safer Roads Program - Bitumen Spray Sealing Tender.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer 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, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CCL24/103 TENDER FOR DESIGN AND CONSTRUCTION OF BURRENDONG 1 AND MOLONG STREET BRIDGES (ID24/582)

The Council had before it the report dated 27 March 2024 from the Senior Project Engineer regarding Tender for Design and Construction of Burrendong 1 and Molong Street Bridges.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer 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, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CCL24/104 KINTYRE HEIGHTS UNAPPROVED CLEARING - BACKGROUND AND LEGAL ADVICE (ID24/717)

The Council had before it the report dated 18 April 2024 from the Environmental Systems Planner regarding Kintyre Heights Unapproved Cleaning - Background and Legal Advice.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer 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: advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege (Section 10A(2)(g)).

**CCL24/105 TENDER FOR SHARED PATHWAY PIONEER PARK, WELLINGTON
(ID24/626)**

The Council had before it the report dated 3 April 2024 from the Manager Recreation and Open Spaces regarding Tender for Shared Pathway Pioneer Park, Wellington.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer 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, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

**CCL24/106 TENDER FOR IRRIGATION SYSTEM RENEWAL FOR JOHN MCGRATH
FIELDS (ID24/655)**

The Council had before it the report dated 8 April 2024 from the Manager Recreation and Open Spaces regarding Tender for Irrigation System Renewal for John McGrath Fields.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer 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)).

**CCL24/107 PROPOSED ACQUISITION OF LAND FOR THE RIVER STREET WEST
COLLECTOR ROAD PROJECT - BUNGLEGUMBIE ROAD
ROUNABOUT (ID24/437)**

The Council had before it the report dated 29 February 2024 from the Property Services Officer regarding Proposed acquisition of land for the River Street West Collector Road Project - Bunglegumbie Road Roundabout.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer 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, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CCL24/108 QUOTATION FOR THE RENEWAL OF THE DEBT RECOVERY SERVICES CONTRACT (ID24/579)

The Council had before it the report dated 26 March 2024 from the Revenue Accountant regarding Quotation for the renewal of the Debt Recovery Services Contract.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer 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: the personal hardship of any resident or ratepayer (Section 10A(2)(b)).

CCL24/109 PEOPLE CULTURE AND SAFETY QUARTERLY METRICS REPORT (ID24/693)

The Council had before it the report dated 15 April 2024 from the Manager People Culture and Safety regarding People Culture and Safety Quarterly Metrics Report.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer 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: personnel matters concerning particular individuals (other than Councillors) (Section 10A(2)(a)).



Confirmation of Minutes

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 21 March 2024.

RECOMMENDATION

That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 21 March 2024 (as attached) be taken as read, confirmed as correct minutes, and signed by the Mayor and the Chief Executive Officer.

APPENDICES:

- 1 [1](#) Minutes - Ordinary Council Meeting - 21/03/2024



REPORT ORDINARY COUNCIL MEETING 21 MARCH 2024

PRESENT: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Director Organisational Performance, the Manager Corporate Governance, the Governance Officers, the Executive Assistant CEO, the Manager Commercial Strategy, the Director Strategy, Partnerships and Engagement, the IT Infrastructure Specialist, the IT Support Officer, the Communications Partner, the IT Operations Coordinator, the Director Development and Environment, the Manager Building and Development Services, the Manager Growth Planning, the Manager Environmental Compliance, the Director Infrastructure, the Manager Major Projects, the Director Community, Culture and Places, the Manager Regional Events and the Manager Regional Experiences.

Councillor M Dickerson assumed the Chair of the meeting.

The proceedings of the meeting commenced at 5:30pm at the Dubbo Civic Administration Building, Council Chamber, with a prayer for Divine Guidance to the Council in its deliberations and activities read by Councillor J Gough. The Acknowledgement of Country was also read by Councillor L Burns.

CCL24/37 LEAVE OF ABSENCE (ID24/53)

A request for Leave of Absence was received from Councillor V Etheridge who was absent from the meeting due to personal reasons.

Moved by Councillor J Black and seconded by Councillor D Mahon

MOTION

That such request for Leave of Absence be accepted and Councillor V Etheridge be granted leave of absence from this meeting.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

ORDINARY COUNCIL MEETING - 21 MARCH 2024
REPORT**CCL24/38 CONFLICTS OF INTEREST (ID24/54)**

The following Conflicts of Interest were declared:

- Councillor J Gough - non-pecuniary, less than significant interest in CCC24/3
- Councillor S Chowdhury – non-pecuniary, less than significant interest in CCC24/3
- Councillor J Gough – pecuniary, significant interest in CCC24/61

CCL24/39 PUBLIC FORUM (ID24/55)

The Council reports having met with the following persons during Public Forum:

- Andrew Peadon (Dubbo Stock and Station Agents) regarding item CCL24/71 - Dubbo Regional Livestock Markets Business Structure Service Review.
- Di Clifford regarding item CCC24/3 - Dream Festival 2023 And Beyond.

CCL24/40 CONFIRMATION OF MINUTES (ID24/419)

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 15 February 2023.

Moved by Councillor M Wright and seconded by Councillor J Gough

MOTION

That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 15 February 2024 comprising pages 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23 of the series be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

ORDINARY COUNCIL MEETING - 21 MARCH 2024
REPORT

INFORMATION ONLY MATTERS:

CCL24/41 MAYORAL APPOINTMENTS AND MEETINGS (ID24/386)

The Council had before it the report dated 22 February 2024 from the Chief Executive Officer regarding Mayoral Appointments and Meetings.

Moved by Councillor R Ivey and seconded by Councillor S Chowdhury

MOTION

That the information contained within the report be noted.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

CCL24/42 MONTHLY REPORTING SNAPSHOT FOR COUNCILLORS - FEBRUARY 2024 (ID23/2978)

The Council had before it the report dated 4 March 2024 from the Corporate Strategy Performance Coordinator regarding Monthly Reporting Snapshot for Councillors - February 2024.

Moved by Councillor M Wright and seconded by Councillor L Burns

MOTION

That the information contained within the report of the Corporate Strategy and Performance Coordinator, dated 4 March 2024, be noted.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

ORDINARY COUNCIL MEETING - 21 MARCH 2024
REPORT

CCL24/43 INVESTMENT UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - FEBRUARY 2024 (ID24/411)

The Council had before it the report dated 8 March 2024 from the Revenue Accountant regarding Investment Under Section 625 of the Local Government Act - February 2024.

Moved by Councillor M Wright and seconded by Councillor P Wells

MOTION

That the information contained within the Investment under Section 625 of the Local Government Act Report, dated 8 March 2024, be noted.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

MATTERS CONSIDERED BY COMMITTEES:

CCL24/44 REPORT OF THE INFRASTRUCTURE, PLANNING AND ENVIRONMENT COMMITTEE - MEETING 7 MARCH 2024 (ID24/503)

The Council had before it the report of the Infrastructure, Planning and Environment Committee meeting held 7 March 2024.

Moved by Councillor M Wright and seconded by Councillor L Wells

MOTION

That the report of the Infrastructure, Planning and Environment Committee meeting held on 7 March 2024 be adopted, save and except item IPEC24/11 with such item to be deferred to and dealt with in the confidential session of the Council meeting.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

ORDINARY COUNCIL MEETING - 21 MARCH 2024

REPORT

CCL24/45 REPORT OF THE CULTURE AND COMMUNITY COMMITTEE - MEETING 7 MARCH 2024 (ID24/504)

The Council had before it the report of the Culture and Community Committee meeting held 7 March 2024.

Moved by Councillor J Gough and seconded by Councillor S Chowdhury

MOTION

That the report of the Culture and Community Committee meeting held on 7 March 2024 be adopted, save and except items CCC24/3 and CCC24/13 with such items to be dealt with separately, and CCC24/16 with such item to be deferred to and dealt with in the confidential session of the Council meeting.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

CCC24/3 DREAM FESTIVAL 2023 AND BEYOND (ID24/214)

The Council had before it the report dated 2 February 2024 from the Events and Partnerships Team Leader regarding DREAM Festival 2023 and Beyond.

Moved by Councillor J Gough and seconded by Councillor S Chowdhury

MOTION

1. That the Chief Executive Officer facilitate an Expression of Interest (EOI) process to determine a community group or other body to deliver the DREAM festival.
2. That Council provide funding support a maximum of \$40,000, to the community group or body for the organisation, planning and delivery of the DREAM festival based on Council's procurement practice and appropriate funding conditions set by Council.
3. That Council provide event support in line with standard practices, in addition to the \$40,000 funding.

Moved by Councillor S Chowdhury and seconded by Councillor J Black

AMENDMENT

1. **That the Chief Executive Officer facilitate an Expression of Interest (EOI) process to determine a community group or other body to deliver the DREAM festival.**
2. **That Council provide funding support of \$40,000, to the community group or body for the organisation, planning and delivery of the DREAM festival based on Council's procurement practice and appropriate funding conditions set by Council.**
3. **That Council provide event support in line with standard practices, in addition to the \$40,000 funding.**

ORDINARY COUNCIL MEETING - 21 MARCH 2024
REPORT

The amendment on being put to the meeting was carried.

CARRIED

The amendment then became the motion and on being put to the meeting was carried.

CARRIED

For: Councillors J Black, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Councillor L Burns

Councillor J Gough declared a non-pecuniary, less than significant interest in the matter now before the Council and remained in the room during the Council's consideration of this matter. The reason for such interest is that Councillor Gough owns a business that is involved with the DREAM Festival.

Councillor S Chowdhury declared a non-pecuniary, less than significant interest in the matter now before the Council and remained in the room during the Council's consideration of this matter. The reason for such interest is that Councillor Chowdhury is a volunteer for the Cross Cultural Carnival and Multicultural event in Wellington.

**CCC24/13 PROGRESS TOWARD A COMMUNITY SAFETY AND CRIME PREVENTION PLAN
(ID24/259)**

The Council had before it the report dated 10 February 2024 from the Director Community, Culture and Places regarding Progress Toward a Community Safety and Crime Prevention Plan.

Moved by Councillor J Gough and seconded by Councillor S Chowdhury

MOTION

1. That the progress report provided by Director Community, Culture and Places be noted.
2. That it be noted that the Community Safety Plan will encompass 'Crime Prevention Priorities' and associated action plans.
3. That the Chief Executive Officer develop a 'Youth Strategy' in collaboration with the Youth Council and other key stakeholders.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil.

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REPORT**CCL24/46 REPORT OF THE CORPORATE SERVICES COMMITTEE - MEETING 7 MARCH 2024 (ID24/505)**

The Council had before it the report of the Corporate Services Committee meeting held 7 March 2024.

Moved by Councillor S Chowdhury and seconded by Councillor D Mahon

MOTION

That the report of the Corporate Services Committee meeting held on 7 March 2024, be adopted, save and except item CSC24/7 with such item to be deferred to and dealt with in the Confidential Session of the Council meeting.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

CCL24/47 REPORT OF THE WELLINGTON TOWN COMMITTEE - MEETING 26 FEBRUARY 2024 (ID24/474)

The Council had before it the report of the Wellington Town Committee meeting held 26 February 2024.

Moved by Councillor R Ivey and seconded by Councillor D Mahon

ALTERNATIVE MOTION

- 1. That the report of the Wellington Town Committee meeting held on 26 February 2024, be adopted.**
- 2. That during the next quarterly budget review, Council give consideration to the reallocation of \$5,000 funding, currently allocated to the Rhino Renewal Project, to the Sunken Garden Project.**

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

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REPORT**CCL24/48 REPORT OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE - MEETING 4
MARCH 2024 (ID24/468)**

The Council had before it the report of the Audit, Risk and Improvement Committee meeting held 4 March 2024.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

That the report of the Audit, Risk and Improvement Committee meeting held on 4 March 2024, be adopted.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

**CCL24/49 REPORT OF THE DUBBO REGIONAL LIVESTOCK MARKETS ADVISORY
COMMITTEE - MEETING 5 MARCH 2024 (ID24/502)**

The Council had before it the report of the Dubbo Regional Livestock Markets Advisory Committee meeting held 5 March 2024.

Moved by Councillor J Gough and seconded by Councillor L Burns

MOTION

That the report of the Dubbo Regional Livestock Markets Advisory Committee meeting held on 5 March 2024, be adopted.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

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NOTICES OF MOTION:

CCL24/50 NARROMINE NARWONAH WASTE-TO-ENERGY PLANT UPDATE (ID24/494)

The Council had before it a Notice of Motion dated 11 March 2024 from Councillor J Black regarding the Narromine Narwonah Waste-To-Energy Plant Update.

Moved by Councillor J Black and seconded by Councillor P Wells

MOTION

1. That the Chief Executive Officer bring a report to the May 2024 Ordinary Council meeting detailing where the Narromine Narwonah Waste-to-Energy Plant proposal is currently up to with applications and approvals.
2. That report provides details about the project and its alignment to EPA Policy settings, and any potential impacts on the Dubbo LGA.

The motion on being put to the meeting was lost.

LOST

For: Councillors J Black and L Burns.

Against: Councillors S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

CCL24/51 WIRADJURI TOURISM CENTRE FUNDING PROPOSAL (ID24/492)

The Council had before it a Notice of Motion dated 11 March 2024 from Councillor J Black regarding the Wiradjuri Tourism Centre Funding Proposal.

Moved by Councillor J Black and seconded by Councillor S Chowdhury

MOTION

1. That it be noted that the Create NSW grant contributing \$5 million to the construction of the Wiradjuri Tourism Centre must be spent by June 2026.
2. That it be noted that the estimate for ongoing operational expense is \$400,000 per annum as a starting point and this figure does not include depreciation which impacts on Council's financial sustainability.
3. That Council withdraw its application to the Growing Regions Round One which requires a 50/50 funding arrangement meaning a \$2.2 million payment by Dubbo Regional Council which is proposed to be funded via an internal loan.
4. That the Chief Executive Officer work with Aboriginal organisations to establish a First Nations led operating model for the Wiradjuri Tourism facility.
5. That it be noted that a First Nations led application would be able to apply for future rounds of the Growing Regions Fund that would be based on a 90% Australian Government and 10% 'other' financial contribution.
6. That it be noted that the Create NSW grant could be considered as the 10% contribution in the above First Nations led operating model negating the need for Council capital investment of \$2.2 million plus a presently unknown amount in forgone

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interest from an internal loan and that the project would focus on spending the Create NSW funding first as a priority within project expenditure phasing.

7. That Council prepares an Expression of Interest application for Round 2 of the Growing Regions Program when it opens, to fund up to 90% of the Wiradjuri Tourism Centre, utilising the Create NSW funds as Councils match funding contribution.

The motion on being put to the meeting was lost.

LOST

For: Councillor J Black.

Against: Councillors L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

REPORTS FROM STAFF:

At this juncture, Councillor L Burns left the meeting, the time being 6:59pm.

CCL24/52 PROPOSED BUS ZONE - SWIFT STREET, WELLINGTON (ID24/501)

The Council had before it the report dated 12 March 2024 from the Senior Traffic Engineer regarding Proposed Bus Zone - Swift Street, Wellington.

Moved by Councillor Ivey and seconded by Councillor J Gough

MOTION

That Council approval be granted for the implementation of two bus zones in Swift Street Wellington (refer to Appendix 1) and time restricted from 6 am to 7 pm, Monday to Friday, in accordance with Council's plan TM 7611.

CARRIED

For: Councillors J Black, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

Absent: Councillor L Burns

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REPORT**CCL24/53 PROPOSED 'KEEP CLEAR' ZONE - POLICE STATION - BRISBANE STREET DUBBO (ID24/500)**

The Council had before it the report dated 12 March 2024 from the Senior Traffic Engineer regarding Proposed 'Keep Clear' Zone - Police Station - Brisbane Street Dubbo.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

That Council approval be granted for the installation of 'Keep Clear' road markings to the north and south-bound carriageways of Brisbane Street, Dubbo in accordance with Council's Plan TM 7610.

CARRIED

For: Councillors J Black, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

Absent: Councillor L Burns

CCL24/54 PROPOSED BUS ZONE RELOCATION - BOUNDARY ROAD, DUBBO (ID24/498)

The Council had before it the report dated 12 March 2024 from the Senior Traffic Engineer regarding Proposed Bus Zone Relocation - Boundary Road, Dubbo.

Moved by Councillor J Black and seconded by Councillor P Wells

Councillor L Burns returned to the meeting, the time being 7:00pm

MOTION

That the existing bus zone in Boundary Road Dubbo, immediately west of the Jubilee Street intersection and adjacent the medical centre, be relocated west to the eastern side of the South Dubbo Tavern driveway with two carparking spaces reinstated to the vacated bus zone site.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

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CCL24/55 PROPOSED PART TIME TAXI ZONE REINSTALMENT - TALBRAGAR STREET, DUBBO (ID24/497)

The Council had before it the report dated 12 March 2024 from the Senior Traffic Engineer regarding Proposed Part Time Taxi Zone Reinstalment - Talbragar Street, Dubbo.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

That the part time taxi zone in Talbragar Street, Dubbo, previously approved to provide late night taxi services to the Castlereagh Hotel outside of bus zone times and removed under the 16 Regional Cities Services Improvement Program in 2023, be reinstated and time restricted from 10 pm to 5 am.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

CCL24/56 2024 WELLINGTON BOOT - TRAFFIC MANAGEMENT FOR BUSHRANGERS CREEK ROAD WELLINGTON (ID24/499)

The Council had before it the report dated 12 March 2024 from the Senior Traffic Engineer regarding 2024 Wellington Boot - Traffic Management for Bushrangers Creek Road Wellington.

Moved by Councillor J Gough and seconded by Councillor R Ivey

MOTION

That Council approval be granted to the Wellington Race Club to implement the Traffic Management MTM - The Wellington Boot Event - Bushrangers Creek Road (Appendix 1) to facilitate the traffic and pedestrian environment for the event to be held in the Wellington Racecourse on Sunday, 14 April 2024 subject to conditions of Dubbo Regional Council:

- a. **The Traffic Management will be implemented on Sunday, 14 April 2024 between 7 am to 6 pm.**
- b. **The submission of a Traffic Management Plan and Traffic Control Plan to Council prior to the event date. All traffic control measures contained in the Plan are to be in accordance with the Australian Standard (AS 1742.3:2019) and TfNSW's 'Guide to Traffic Control at Worksites and approved by an accredited person. Traffic Control Plan MTM - The Wellington Boot Event - Bushrangers Creek Road is to be implemented for the event.**
- c. **The organiser is to provide Council's relevant appointed officer with a copy of the Public Liability Insurance Policy for the amount of at least \$20 million. Such policy is to note that Council, Transport for NSW (TfNSW) and the NSW Police are indemnified against any possible action as a result of the event.**
- d. **The implementation of the traffic management and traffic control is to be undertaken**

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by an accredited traffic control company with personnel required to have current TfNSW certification.

- e. The applicant is responsible for all traffic control required for the event in accordance with the approved Traffic Control Plan.
- f. Parking along each side of the Bushrangers Creek Road is to be prohibited with the exception of designated areas for bus and/or taxi set down and pick up activity.
- g. The applicant is to provide Council with a formal letter of acceptance of the conditions prior to final approval.
- h. All costs associated with implementing the event are to be met by the event organiser.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

CCL24/57 PROPOSED ON STREET PARKING MANAGEMENT - NORTH STREET, DUBBO - ST PIUS PRIMARY SCHOOL (ID24/496)

The Council had before it the report dated 12 March 2024 from the Senior Traffic Engineer regarding Proposed On Street Parking Management - North Street, Dubbo - St Pius Primary School.

Moved by Councillor D Mahon and seconded by Councillor P Wells

MOTION

That Council approval be granted for the implementation of the proposed on-street parking management in North Street, Dubbo, adjacent to St Pius Primary School incorporating a relocation of the disabled car parking spaces, extended no parking zone, for set down and pick up activities, and relocation of the school time restricted bus zone in accordance with Council's Plan 7612 (Appendix 2).

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

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REPORT**CCL24/58 DRAFT FOREST GLEN SOLAR FARM PLANNING AGREEMENT - RESULTS OF PUBLIC EXHIBITION (ID24/233)**

The Council had before it the report dated 5 March 2024 from the Team Leader Growth Planning Projects regarding Draft Forest Glen Solar Farm Planning Agreement - Results of Public Exhibition.

Moved by Councillor R Ivey and seconded by Councillor J Gough

MOTION

1. That Council enter into a Planning Agreement (attached in Appendix 1) with X-Elio Roma Hub Solar Farm Pty Ltd or an associated entity of the same.
2. That Council execute the Planning Agreement by affixing the Common Seal.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

CCL24/59 DRAFT BUNGLEGUMBIE ROAD DEVELOPMENT CONTROL PLAN - RESULTS OF PUBLIC EXHIBITION (ID23/2765)

The Council had before it the report dated 7 March 2024 from the Senior Growth Planner regarding Draft Bunglegumbie Road Development Control Plan - Results of Public Exhibition.

Moved by Councillor M Wright and seconded by Councillor L Burns

MOTION

1. That Council adopt the amended draft Bunglegumbie Road Development Control Plan (attached in Appendix 1) and that it come into effect on 25 March 2024.
2. That Council note the submissions received during the public exhibition period (attached in Appendix 2).

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

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**CCL24/60 DEVELOPMENT APPLICATION D23-260 - COMMERCIAL DEVELOPMENT
LOT 10 DP 1075057, 99-103 MACQUARIE STREET DUBBO
APPLICANT: ICANSO PTY LTD
OWNER: ICANSO PTY LTD AND GH DUBBO PTY LTD (ID24/190)**

The Council had before it the report dated 7 March 2024 from the Senior Planner regarding Development Application D23-260 – Commercial Development Lot 10 DP 1075057, 99-103 Macquarie Street Dubbo
Applicant: Icanso Pty Ltd
Owner: Icanso Pty Ltd and GH Dubbo Pty Ltd.

Moved by Councillor M Wright and seconded by Councillor L Burns

MOTION

1. That Development Application D23-260 for Mixed-Use Development at Lot 10 DP 1075087, 99-103 Macquarie Street, Dubbo, be approved subject to the conditions of consent set out in Appendix 2.
2. That those people making submissions be advised of Council's determination in this matter.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

**CCL24/61 COMMUNITY SERVICES FUND 2023/2024 - ROUND 2 - IN ACCORDANCE WITH
SECTION 356 LOCAL GOVERNMENT ACT 1993 (ID24/230)**

The Council had before it the report dated 5 February 2024 from the Manager Community Services regarding Community Services Fund 2023/2024 - Round 2 - in Accordance with Section 356 Local Government Act 1993.

Moved by Councillor S Chowdhury and seconded by Councillor D Mahon

MOTION

1. That Council allocate \$22,867 to the community-based organisations in accordance with Section 356 of The Local Government Act 1993 and notification to be sent to each recommended applicant:

• Dubbo Base Hospital Pink Ladies	\$4,800.00
• St Brigid's Catholic Church Craft Group	\$1,000.00
• Pink Angels Incorporated	\$7,918.00
• Songwriters & Original Musicians Association Dubbo Inc.	\$1,649.00
• Wellington Family and Domestic Violence Collective	\$7,500.00
2. That the surplus funds remaining from the 2023/2024 Round 2 be rolled over to 2024/2025 Round 1 of the Community Services Fund.

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CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

Councillor J Gough declared a pecuniary, significant interest in the matter now before the Council and left the room during the Council's consideration of this matter. The reason for such interest is that Councillor J Gough is on the Board of the Wellington Family and Domestic Violence collective.

CCL24/62 BODANGORA WIND FARM COMMUNITY BENEFIT FUND 2024 (ID24/231)

The Council had before it the report dated 5 February 2024 from the Manager Community Services regarding Bodangora Wind Farm Community Benefit Fund 2024.

Moved by Councillor R Ivey and seconded by Councillor L Burns

MOTION

1. That Council allocate to the community-based organisations the total funds of \$73,000.
2. The following funds be allocated to the corresponding community group as recommended by the Bodangora Community Consultative Committee in accordance with the Bodangora Wind Farm Community Benefit Fund Grant Guidelines:

• Red Cross Australia Wellington Branch	\$990.00
• Wellington Senior Citizens	\$3,256.00
• Wellington Men's Shed	\$2,450.00
• Orana Support Service Inc	\$18,000.00
• Wellington Eisteddfod Society Inc	\$9,421.00
• Wellington Amateur Swimming Club Inc	\$9,588.00
• Binjang Community Radio Inc	\$9,295.00
• Rotary Club of Wellington NSW	\$20,000.00
3. That remaining funds from Round 9 be rolled over to Round 10 of Bodangora Wind Farm Community Benefit Fund 2025.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

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REPORT**CCL24/63 DUBBO REGIONAL AIRPORT AIRLINE REGULAR PASSENGER TRANSPORT (RPT) FEES AND CHARGES 2024/2025 (ID24/418)**

The Council had before it the report dated 27 February 2024 from the Manager Commercial Strategy regarding Dubbo Regional Airport Airline Regular Passenger Transport (RPT) Fees and Charges 2024/2025.

Moved by Councillor J Black and seconded by Councillor S Chowdhury

MOTION

1. That the draft 2024/2025 Fees and Charges reflect an increase of 6.2% for Passenger Fees and Charges at Dubbo Regional Airport, to \$19.45.
2. That the draft 2024/2025 Fees and Charges reflect an increase of 10% for Regular Passenger Transport Passenger Fees per passenger for Western Ports at Dubbo Regional Airport, to \$4.35.
3. That the Chief Executive Officer formally advise all airlines of proposed Passenger Fees and Charges.
4. That all other fees relating to Dubbo Regional Airport and Wellington Aerodrome and Recreation Park, including security fees and general aviation landing fees, be considered as part of the broader annual Revenue Policy and Fees and Charges review process.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

CCL24/64 CHANGE OF VENUE FOR ORDINARY MEETING OF COUNCIL - APRIL 2024 (ID24/456)

The Council had before it the report dated 1 March 2024 from the Governance Team Leader regarding Change of Venue for Ordinary Meeting of Council - April 2024.

Moved by Councillor J Black and seconded by Councillor M Wright

ALTERNATIVE MOTION

1. That Council adopt the change of location for the April 2024 Ordinary Council meeting to be held in the Wellington Council Chamber.
2. That Council adopt the change of location for the May 2024 Ordinary Council meeting to be held in the Dubbo Council Chamber.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

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CCL24/65 INVESTMENT POLICY AND STRATEGY REVIEW - 2024 (ID24/477)

The Council had before it the report dated 8 March 2024 from the Chief Financial Officer regarding Investment Policy and Strategy Review - 2024.

Moved by Councillor M Wright and seconded by Councillor P Wells

MOTION

1. That the draft Investment Policy March 2024 and the draft Investment Strategy March 2024 attached to this report of the Chief Financial Officer, dated 8 March 2024 as Appendix 1 and Appendix 2, be adopted.
2. That Council's Investment Policy and Investment Strategy be again reviewed and submitted to Council for determination in March 2025.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

CCL24/66 QUESTION ON NOTICE - DUBBO RESCUE SQUAD BUILDING (ID24/495)

The Council had before it the report dated 12 March 2024 from Councillor J Black regarding Question on Notice - Dubbo Rescue Squad Building.

Moved by Councillor J Black and seconded by Councillor S Chowdhury

MOTION

That the information contained within the report be noted.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

CCL24/67 COMMENTS AND MATTERS OF URGENCY (ID24/475)

There were no matters recorded under this clause.

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CONFIDENTIAL

In accordance with Section 9(2A) Local Government Act 1993, in the opinion of the Chief Executive Officer, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

The items listed come within the following provisions of the Act:

- *IPEC24/11 – Tender for the Design and Construction of Saxa Road Comobella Causeway* (Section 10A(2)(c)) - information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposed to conduct) business.
- *CCC24/16 – Reclassification and Rezoning of Alexander Bell Memorial Park* (Section 10A(2)(c)) - information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposed to conduct) business.
- *CSC24/7 – Value to Negotiate with the Dubbo RSL for the Old Dubbo Bowling Club Update* (Section 10A(2)(d)(ii)) - information that would, if disclosed, confer a commercial advantage on a competitor of the Council.
- *CCL24/68 - Quotation For The Supply Of Network Server And Storage Infrastructure* (Section 10A(2)(c)) - information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposed to conduct) business.
- *CCL24/69 - Dubbo Regional Council Animal Shelter - Tender For Construction* (Section 10A(2)(c)) - information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposed to conduct) business.
- *CCL24/70 - Belgravia Leisure Contract For The Management Of Dubbo's Aquatic Leisure Centres* (Section 10A(2)(c)) - information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
- *CCL24/71 - Dubbo Regional Livestock Markets Business Structure Service Review* (Section 10A(2)(c)) - information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposed to conduct) business.

There were no submissions as to whether the meeting should be closed for this item.

At this juncture it was moved by Councillor S Chowdhury and seconded by Councillor M Wright that the Council resolves into closed session, the time being 7:55 pm.

The open session resumed at 9:10 pm.

The Resolutions of the Closed session of Council were displayed on the screen on recommencement of live stream.

ORDINARY COUNCIL MEETING - 21 MARCH 2024
REPORT**IPEC24/11 TENDER FOR THE DESIGN AND CONSTRUCTION OF SAXA ROAD COMOBELLA CAUSEWAY BRIDGE (ID24/5)**

The Council had before it the report dated 9 January 2024 from the Manager Infrastructure Delivery regarding Tender for the Design and Construction of Saxa Road Comobella Causeway Bridge.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

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, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CARRIED

Moved by Councillor M Wright and seconded by Councillor J Gough

MOTION

1. That a contract for the Design and Construction of the Saxa Road Comobella Crossing Bridge be awarded to Bridge and Marine Engineering Pty Ltd in accordance with Clause 178 (3) of the Local Government (General) Regulation 2021 for the amount of \$1,702,910 (incl GST).
2. That Council delegate the Chief Executive Officer to approve the extension options for this contract if required.
3. That Council delegate the Chief Executive Officer to approve contract variations for this contract subject to budget limitations.
4. That all documentation in relation to this matter remain confidential to Council.
5. That all documentation in relation to this matter be signed under the Common Seal of Council.

CARRIED

For: Councillors L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Councillor J Black.

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CCC24/16 Reclassification and Rezoning of Alexander Bell Memorial Park (ID23/2688)

The Council had before it the report dated 20 February 2024 from the Manager Recreation and Open Space regarding Reclassification and Rezoning of Alexander Bell Memorial Park.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

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, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CARRIED

Moved by Councillor J Gough and seconded by Councillor P Wells

MOTION

1. That Lot 43 DP619578 is not required for the purposes of public open space.
2. That Council prepare a Planning Proposal to undertake reclassification of Alexander Bell Memorial Park from Community Land to Operational Land under the provisions of the Local Government Act 1993 and to rezone the land for the purposes of residential development under the provisions of the Dubbo Regional Local Environmental Plan 2022.
3. That it be noted, in accordance with the requirements of the Environmental Planning and Assessment Act, 1979 and the Local Government Act, 1993, Council is required to undertake community consultation for a period of no less than 28 days and hold a Public Hearing.
4. That all documents in relation to this matter remain confidential to council.

CARRIED

For: Councillors L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Councillor J Black.

ORDINARY COUNCIL MEETING - 21 MARCH 2024
REPORT**CSC24/7 VALUE TO NEGOTIATE WITH THE DUBBO RSL FOR THE OLD DUBBO BOWLING CLUB UPDATE (ID24/412)**

The Council had before it the report dated 26 February 2024 from the Director Organisational Performance regarding Value to Negotiate with the Dubbo RSL for the Old Dubbo Bowling Club Update.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

That members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council (Section 10A(2)(d)(ii)).

CARRIED

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

1. That Council does not re submit an updated Expression of Interest for 74 Wingewarra Street, Dubbo.
2. That all documentation in relation to this matter remain confidential to Council.

The motion on being put to the meeting was lost.

LOST

During the debate of the original motion, a further motion was foreshadowed.

For: Councillors L Burns and M Dickerson.

Against: Councillors J Black, S Chowdhury, J Gough, R Ivey, D Mahon, P Wells and M Wright.

At this juncture the meeting adjourned, the time being 8.17 pm.

The meeting recommenced at 8.21 pm.

Moved by Councillor R Ivey and seconded by Councillor J Gough

FORESHADOWED MOTION

1. That the Chief Executive Officer advise the Dubbo RSL be advised that Council is not in a position to submit a revised EOI at this stage prior to the deadline of Monday, 25 March 2024.
2. That the Chief Executive Officer also advise the Dubbo RSL that Council is in negotiations with interested third parties and Council is exploring the opportunity of a joint submission in four weeks' time to the RSL which would result in positive community outcomes.

The foreshadowed motion on being put to the meeting was lost.

LOST

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REPORT

During the debate of the foreshadowed motion, an amendment was foreshadowed.

For: Councillors J Gough, R Ivey, D Mahon and M Wright.

Against: Councillors J Black, L Burns, S Chowdhury, M Dickerson and P Wells.

Moved by Councillor J Black and seconded by Councillor S Chowdhury

FORESHADOWED AMENDMENT

1. That Council resubmits an updated Expression of Interest to Dubbo RSL for 74 Wingewarra Street, Dubbo, with an increase of 10% on the original Expression of Interest.
2. That all documentation in relation to this matter remain confidential to Council.

The foreshadowed amendment on being to the meeting became the motion. **CARRIED**

The motion on being put to the meeting was carried. **CARRIED**

For: Councillors J Black, L Burns, S Chowdhury, R Ivey, D Mahon and P Wells.

Against: Councillors M Dickerson, J Gough and M Wright

CCL24/68 QUOTATION FOR THE SUPPLY OF NETWORK SERVER AND STORAGE INFRASTRUCTURE (ID24/461)

The Council had before it the report dated 5 March 2024 from the Chief Information Officer regarding Quotation for the supply of Network Server and Storage Infrastructure.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

The Council 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 Councillor J Black and seconded by Councillor M Wright

MOTION

1. That the quotation from Hitech Support Pty Limited for the supply of network server and storage infrastructure at a cost of \$300,280.00 (ex GST) be accepted.
2. That all documentation in relation to this matter remain confidential to Council.
3. That all documentation in relation to this matter be signed under the Common Seal of Council.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

ORDINARY COUNCIL MEETING - 21 MARCH 2024
REPORT**CCL24/69 DUBBO REGIONAL COUNCIL ANIMAL SHELTER - TENDER FOR CONSTRUCTION (ID24/460)**

The Council had before it the report dated 6 March 2024 from the Manager Environmental Compliance regarding Dubbo Regional Council Animal Shelter - Tender for Construction.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

The Council 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, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CARRIED

Moved by Councillor S Chowdhury and seconded by Councillor P Wells

MOTION

1. That Council reject all tenders.
2. That Council enter into negotiations with the highest scoring conforming tenderer, with a view to reduce the costs of the constructions to meet budget expectations, as it is not considered that inviting fresh tenders will produce a favourable result.
3. That Council delegate to the Chief Executive Officer the authority to award the winning tender.
4. That Council delegate to the Chief Executive Officer the authority to approve the extension options for this tender if required.
5. That Council delegate the Chief Executive Officer the authority to approve variations to a contract relating to the tender, subject to budget limitations.
6. That all documentation in relation to this matter remain confidential to Council.
7. That all documentation in relation to this matter be signed under the Common Seal of Council.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Councillor J Black.

The Manager Corporate Governance, Ms A Rouse, declared a non-pecuniary, significant interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that Ms Rouse's brother is one of the tendering companies.

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REPORT**CCL24/70 BELGRAVIA LEISURE CONTRACT FOR THE MANAGEMENT OF DUBBO'S
AQUATIC LEISURE CENTRES (ID24/478)**

The Council had before it the report dated 8 March 2024 from the Manager Recreation and Open Spaces regarding Belgravia Leisure Contract for the Management of Dubbo's Aquatic Leisure Centres.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

The Council 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 advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege (Section 10A(2)(g)).

CARRIED

Moved by Councillor J Black and seconded by Councillor P Wells

MOTION

1. That it be noted that the contract with Belgravia Leisure was signed on 18 August 2023 for \$1,487,336 per annum (including GST) for the management of the aquatic centres, and the contract has been legally complied with to date.
2. That it be noted that should Council resume direct staff management of the aquatic centres, Council would likely be liable to pay out the remaining term of the contract, being \$5.9 million, at a minimum.
3. That it be noted, should Council sever the contract with Belgravia Leisure, Council would also incur significant challenges in recruiting and resourcing internal management, in addition to increased ongoing annual operating costs.

CARRIED

For: Councillors J Black, L Burns, S Chowdhury, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Nil

**ORDINARY COUNCIL MEETING - 21 MARCH 2024
REPORT**

**CCL24/71 DUBBO REGIONAL LIVESTOCK MARKETS BUSINESS STRUCTURE SERVICE
REVIEW (ID24/413)**

The Council had before it the report dated 27 February 2024 from the Manager Commercial Strategy regarding Dubbo Regional Livestock Markets Business Structure Service Review.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

The Council 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 commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council (Section 10A(2)(d)(ii)).

CARRIED

Moved by Councillor M Wright and seconded by Councillor R Ivey

MOTION

1. That an Expression of Interest process be undertaken for either the Lease or Sale of the Dubbo Regional Livestock Markets facility.
2. That, following the outcome of the Expression of Interest process, the Chief Executive Officer provide a report to Council for consideration.
3. That all documentation in relation to this matter remain confidential to Council.

CARRIED

For: Councillors L Burns, M Dickerson, J Gough, R Ivey, D Mahon, P Wells and M Wright.

Against: Councillors S Chowdhury and J Black.

The meeting closed at 9.12 pm.

.....
CHAIRPERSON



REPORT: Mayoral Appointments and Meetings

DIVISION: Chief Executive Officer
REPORT DATE: 27 March 2024
TRIM REFERENCE: ID24/581

EXECUTIVE SUMMARY

Purpose	Provide review or update	
Issue	Details of Mayoral appointments and meetings for the period 4 March 2024 through to 7 April 2024.	
Reasoning	To ensure transparency of Mayoral appointments and meetings.	
Financial Implications	Budget Area	There are no financial implications arising from this report.
Policy Implications	Policy Title	There are no policy implications arising from this report.

STRATEGIC DIRECTION

The 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes five principle themes and a number of strategies and outcomes. This report is aligned to:

Theme: 4 Leadership

CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance

Delivery Program Strategy: 4.1.2 Council's decision-making processes are open, transparent and accountable

RECOMMENDATION

That the information contained within the report be noted.

MW
Chief Executive Officer

REPORT

Consultation

Details follow in the body of the report regarding all meetings and appointments of the Mayor for the given period. These meetings and appointments are representative of community, business, political and Council consultation.

Resourcing Implications

Nil

For the information of Councillors, the following details of mayoral appointments and attendances are provided:

Monday, 4 March 2024

- Attended radio interview with Zoo FM.
- Attended a meeting with Councillor Lewis Burns
- Attended along with Council's Design Engineer Shehan Manage and Project Engineer Umesh Khatri the Western Plains Science and Engineering Challenge to participate in the challenge by building a bridge.
- Attended along with Deputy Mayor, Councillor Richard Ivey a meeting with Tony Wood Director of the Grattan Institute's Energy and Climate Change Program.
- Attended along with Councillors Shibli Chowdhury and Richard Ivey, Council's Chief Executive Officer, Murray Wood the Audit, Risk and Improvement Committee meeting.

Tuesday, 5 March 2024

- Submitted Mayoral Memo to the Daily Liberal.
- Submitted Mayoral Memo to the Wellington and District Leader.
- Attended an interview with Dubbo Photo News.
- Travelled to Albury with Council's Chief Executive Officer, Murray Wood.

Wednesday, 6 March 2024

- Attended radio interview with 2AY and 3NE.
- Attended along with Council's Chief Executive Officer a Regional Cities NSW visit and tour of Albury.
- *Councillor Josh Black attend the ICPA-NSW Conference to perform a welcome address in lieu of the Mayor.*

Thursday, 7 March 2024

- Travelled to Wagga Wagga with Council's Chief Executive Officer, Murray Wood.
- Attended along with Council's Chief Executive Office, Murray Wood a Regional Cities NSW visit and tour of Wagga Wagga.
- Attended the Standing Committees briefing.
- Attended the Standing Committees meetings.

Friday, 8 March 2024

- Travelled to Dubbo along with Council's Chief Executive Officer, Murray Wood.
- Attended a radio interview with Binjang.
- Attended a radio interview with Triple M.
- Attended the official opening of Infinity Physiotherapy Services.
- Attended the Dubbo Women's Festival at the Western Plains Cultural Centre.

Saturday, 9 March 2024

- Recorded 'Straight From the Mayor's Mouth'.
- Attended radio interview with 2DU.

Monday, 11 March 2024

- Attended radio interview with 2BS.
- Attended radio interview with 2WEB.
- Attended radio interview with DC FM.
- Attended interview with Hamish Southwell from Prime 7.
- Attended a meeting with Councillor Jess Gough.

Tuesday, 12 March 2024

- Attended the Bowls NSW State Championships Media Launch.
- Submitted Mayoral Memo to the Daily Liberal.
- Submitted Mayoral Memo to the Wellington and District Leader.
- Attended the Golf NSW Regional Qualifiers Women's NSW Open.
- Attended along with Council's Chief Executive Officer, Murray Wood, Director Organisational Performance, Jane Bassingthwaite and the Member for Dubbo, Dugald Saunders MP a meeting with the Hon. Jihad Dib MP, Minister for Customer Service and Digital Government, Minister for Emergency Services, and Minister for Youth Justice.

Wednesday, 13 March 2024

- Attended a radio interview with John Laws.
- Attended along with Council's Chief Executive Officer, Murray Wood a meeting with Superintendent Tim Chinn from Orana Mid-Western Police District.
- Attended along with Councillors Josh Black and Jess Gough the Public Spaces Tree Committee meeting.
- Attended the Bowls NSW Para Sport Dinner.

Thursday, 14 March 2024

- Attended a meeting with David Walker Local Engagement Officer from the Commonwealth Environmental Water Holder and Marcus Finn, Manager Northern Basin, Water Science and First Nations Branch of the Commonwealth Environmental Water Holder.
- Attended a meeting with the Hon. Justine Elliot MP, Assistant Minister for Social Services and Assistant Minister for the Prevention of Family Violence.
- Attended the Councillors BBQ at the Wellington Senior Citizens Centre.
- Recorded a video for the Community Insights and Input Surveys.
- Attended along with Councillors Josh Black; Damien Mahon (via videolink); Pam Wells (via videolink) and Council's Chief Executive Officer, Murray Wood a Councillor Workshop regarding the draft 2024/2025 Operational Plan and Budget and the 2021-2024 State of our Region Report.
- Attended a dinner of the Alliance of Western Councils Board.

Friday, 15 March 2024

- Attended radio interview with 2DU.
- Attended the Alliance of Western Councils Board Meeting.
- Attended an interview with Dave Dixon from the Dubbo Photo News.

Saturday, 16 March 2024

- Recorded a video for 'Dancing with the Stars'.
- Recorded 'Straight From the Mayor's Mouth'.
- Attended a meeting with Councillor Shibli Chowdhury.
- Attended the Dubbo Private Hospital's 30th Birthday Celebrations.

Sunday, 17 March 2024

- Participated in the Dubbo Black Dog Ride.

Monday, 18 March 2024

- *Councillor Shibli Chowdhury attended the Dubbo Senior's Festival Expo in lieu of the Mayor.*
- Participated in the Tour de OROC.

Tuesday, 19 March 2024

- Submitted Mayoral Memo to the Daily Liberal.
- Submitted Mayoral Memo to the Wellington and District Leader.
- Participated in the Tour de OROC.

Wednesday, 20 March 2024

- Participated in the Tour de OROC.

Thursday, 21 March 2024

- Participated in the Tour de OROC.
- Attended Council Briefing.
- Attended Ordinary Council Meeting.

Friday, 22 March 2024

- Attended radio interview with ABC Radio.
- Attended radio interview with 2DU.
- Attended radio interview with DC FM.
- Attended radio interview with Binjang.
- Attended an interview with Landy Ruming from The Daily Liberal.
- Participated in the Tour de OROC.

Saturday, 23 March 2024

- Recorded 'Straight From the Mayor's Mouth'.

Sunday, 24 March 2024

- Attended radio interview with 2DU.
- Attended radio interview with DC FM.
- Attended radio interview with Binjang.
- Participated in the Tour de OROC.

Monday, 25 March 2024

- Attended radio interview with 2WEB.
- Attended interview with Hamish Southwell from Prime 7.
- Flew to Seoul, South Korea as part of an official Council delegation.

Tuesday, 26 March 2024

- Attended radio interview with 2BS.
- Attended radio interview with Triple M.
- Submitted Mayoral Memo to the Daily Liberal.
- Submitted Mayoral Memo to the Wellington and District Leader.
- Attended a meeting with Australia's Ambassador to South Korea, Jeff Robinson

Wednesday, 27 March 2024

- Attended along with Councillor Shibli Chowdhury a meeting with LEE, Beom-Seog, Mayor of Cheongju-City.
- Attended along with Councillor Shibli Chowdhury a visit to the Cheongju Early Printing Museum.

Thursday, 28 March 2024

- Attended along with Councillor Shibli Chowdhury the National Museum of Modern and Contemporary Art Cheongju.
- Attended along with Councillor Shibli Chowdhury a tour of the Water Treatment Facility in Cheongju.

Friday, 29 March 2024

- Attended along with Councillor Shibli Chowdhury the KSMM Company.
- Attended along with Councillor Shibli Chowdhury a visit to the Cheongju Zoo.
- Attended along with Councillor Shibli Chowdhury a visit to the National Museum.

Saturday, 30 March 2024

- Recorded 'Straight From the Mayor's Mouth'.
- Attended along with Councillor Shibli Chowdhury a visit to a Korean Traditional Village.

Tuesday, 2 April 2024

- Attended radio interview with ABC Radio.
- Attended radio interview with 2DU.
- Attended radio interview with Zoo FM.
- Submitted Mayoral Memo to the Daily Liberal.
- Submitted Mayoral Memo to the Wellington and District Leader.

- Flew to Nagoya, Japan as part of an official Council delegation.

Wednesday, 3 April 2024

- Attended radio interview with Triple M.
- Attended along with Councillors Shibli Chowdhury and Matt Wright the Yamazaki Mazak Museum of Machine Tools as part of the Sister City visit to Japan.
- Attended along with Councillors Shibli Chowdhury and Matt Wright the SHOGEN Temple Junior College as part of the Sister City visit to Japan.
- Attended along with Councillors Shibli Chowdhury and Matt Wright the Australian and Japan Cultural Exchange – Outdoor Stage as part of the Sister City visit to Japan.
- Attended along with Councillors Shibli Chowdhury and Matt Wright the Koyama Kan-Non Temple.
- Attended along with Councillors Shibli Chowdhury and Matt Wright a Welcome Dinner as part of the Sister City visit to Japan.

Thursday, 4 April 2024

- Attended along with Councillors Shibli Chowdhury and Matt Wright the SEKI Hamonoya Sanshu Sword and Cutlery Museum as part of the Sister City visit to Japan.
- Attended along with Councillors Shibli Chowdhury and Matt Wright the Chubu International Medical Centre/Proton Therapy Centre as part of the Sister City visit to Japan.
- Attended along with Councillors Shibli Chowdhury and Matt Wright the River Port Park including the BBQ Place and Dubbo Road and Kangaroo Statues as part of the Sister City visit to Japan.

Friday, 5 April 2024

- Attended along with Councillors Shibli Chowdhury and Matt Wright a visit to the Wakao Confectionery Factory.
- Attended along with Councillors Shibli Chowdhury and Matt Wright a visit to the Mino City WASHI Paper Museum and Crafts – Paper Making Experience as part of the Sister City visit to Japan.

Saturday, 6 April 2024

- Recorded 'Straight From the Mayor's Mouth'.



REPORT: Investment Under Section 625 of the Local Government Act - March 2024

DIVISION: Organisational Performance
REPORT DATE: 8 April 2024
TRIM REFERENCE: ID24/571

EXECUTIVE SUMMARY

Purpose	Provide review or update Fulfil legislative requirement/compliance	
Issue	<ul style="list-style-type: none">Investment under Section 625 of the <i>Local Government Act 1993</i>.	
Reasoning	<ul style="list-style-type: none">Section 212 of the Local Government (General) Regulation 2021Section 625 of the Local Government Act 1993Council's Investment Policy and Strategy	
Financial Implications	Budget Area	Organisational Performance
	Funding Source	Interest Earned on Investment
Policy Implications	Policy Title	Investment Policy 2023
	Impact on Policy	There are no policy implications arising from this report

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principle themes and a number of objectives and strategies. This report is aligned to:

Theme: 4 Leadership
CSP Objective: 4.2 The resources of Council are sustainably managed.
Delivery Program Strategy: 4.2.1 The system of raising revenue is equitable and revenue from grants and other income sources is maximised

RECOMMENDATION

That the information contained within the Investment under Section 625 of the Local Government Act Report, dated 8 April 2024, be noted.

Jane Bassingthwaite
Director Organisational Performance

BM
Revenue Accountant

BACKGROUND

As required by Section 212 of the *Local Government (General) Regulation 2021*, this report contains the details of all monies that Council has invested under Section 625 of the *Local Government Act 1993* dated as at the last day of the reporting month.

In accordance with the *Investment Ministerial Order* dated 12 January 2011, Dubbo Regional Council (Council) may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

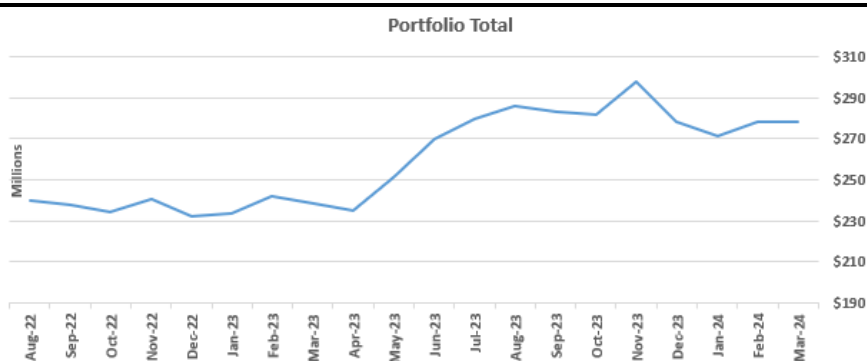
- a. any public funds or securities issued by or guaranteed by the Commonwealth, any State of the Commonwealth or a Territory;
- b. any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993* (NSW));
- c. interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit taking institution (as defined in the *Banking Act 1959* (Cwth)), but excluding subordinated debt obligations;
- d. any bill of exchange which has a maturity date of not more the 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- e. A deposit with the New South Wales Treasury Corporation on investment in an Hour-Glass investment facility of the New South Wales Treasury Corporation.

Investments, when placed, have been done so in accordance with the *Local Government Act*, *Local Government (General) Regulations 2021* and Council's Investment Policy and Strategy. Interest on investment has been accounted for on an accrual basis. This report details investments and annualised returns for the reporting month. Attachment 1 provides more detailed information on Council's investment portfolio for this period.

REPORT

Portfolio Overview

As of 31 March 2024, Council had a total investment Portfolio Face Value of \$278,424,081.85. This is inclusive of Councils Cash at bank consisting of General Funds, Sewer Funds, Water Funds, and restricted Grant Funding. Laminar Capital have provided a Market Value of \$282,482,524.25 for Council's Total Investment Portfolio.



Issuer Trading Limits – Bank of Queensland (BOQ) – Rating Downgrade

During the month of March 2024, BOQ had a rating downgrade from A- to BBB+. As a result, Council's trading limits now show Council has significantly surpassed its trading limit for BOQ investments. Investments placed with BOQ complied with Council's Investment Policy at the time of purchase. As per the Investment Policy, as current investments with BOQ reach their term of maturity, the funds will be redeemed and re-invested with other institutions.

Portfolio Fund Breakdown

Portfolio Breakdown – Current Month			
Fund	Total Amount Invested	PFA Bank Account Balance	Total
General	\$103,750,000.00	\$34,922,730.08	\$138,672,730.08
Water	\$52,000,000.00	\$6,712,577.30	\$58,712,577.30
Sewer	\$73,000,000.00	\$8,038,774.47	\$81,038,774.47
Total	\$228,750,000.00	\$49,674,081.85	\$278,424,081.85

Portfolio Breakdown – Previous Month			
Fund	Total Amount Invested	PFA Bank Account Balance	Total
General	\$106,750,000.00	\$31,313,750.80	\$138,063,750.80
Water	\$54,000,000.00	\$5,645,791.29	\$59,645,791.29
Sewer	\$73,000,000.00	\$7,802,901.72	\$80,802,901.72
Total	\$233,750,000.00	\$44,762,443.81	\$278,512,443.81

Key Movements

Investment Activity during the month was as follows:

- Investment Maturities – Funds Returned to Council:

ADI	Instrument	Amount	Funded by
Judo Bank	Term Deposit	\$2,000,000.00	Sewer Fund
Judo Bank	Term Deposit	\$7,000,000.00	Water Fund
AMP	Term Deposit	\$3,000,000.00	General Fund

- New Investments Purchased – Funds Paid Out by Council:

ADI	Instrument	Amount	Funded by
Westpac – Green Investment	Term Deposit	\$5,000,000.00	Water Fund
Westpac – Green Investment	Term Deposit	\$2,000,000.00	Sewer Fund

During the month of March, it was deemed that in line with cash flow predictions the following actions be taken:

- Retain Council's General Fund maturity rather than reinvest to maintain Council's required liquidity.
- Reduce the reinvestment of Councils Water fund maturity from \$7,000,000.00 to \$5,000,000.00 and retain \$2,000,000.00.

Notable Bank Account activity during the month was as follows:

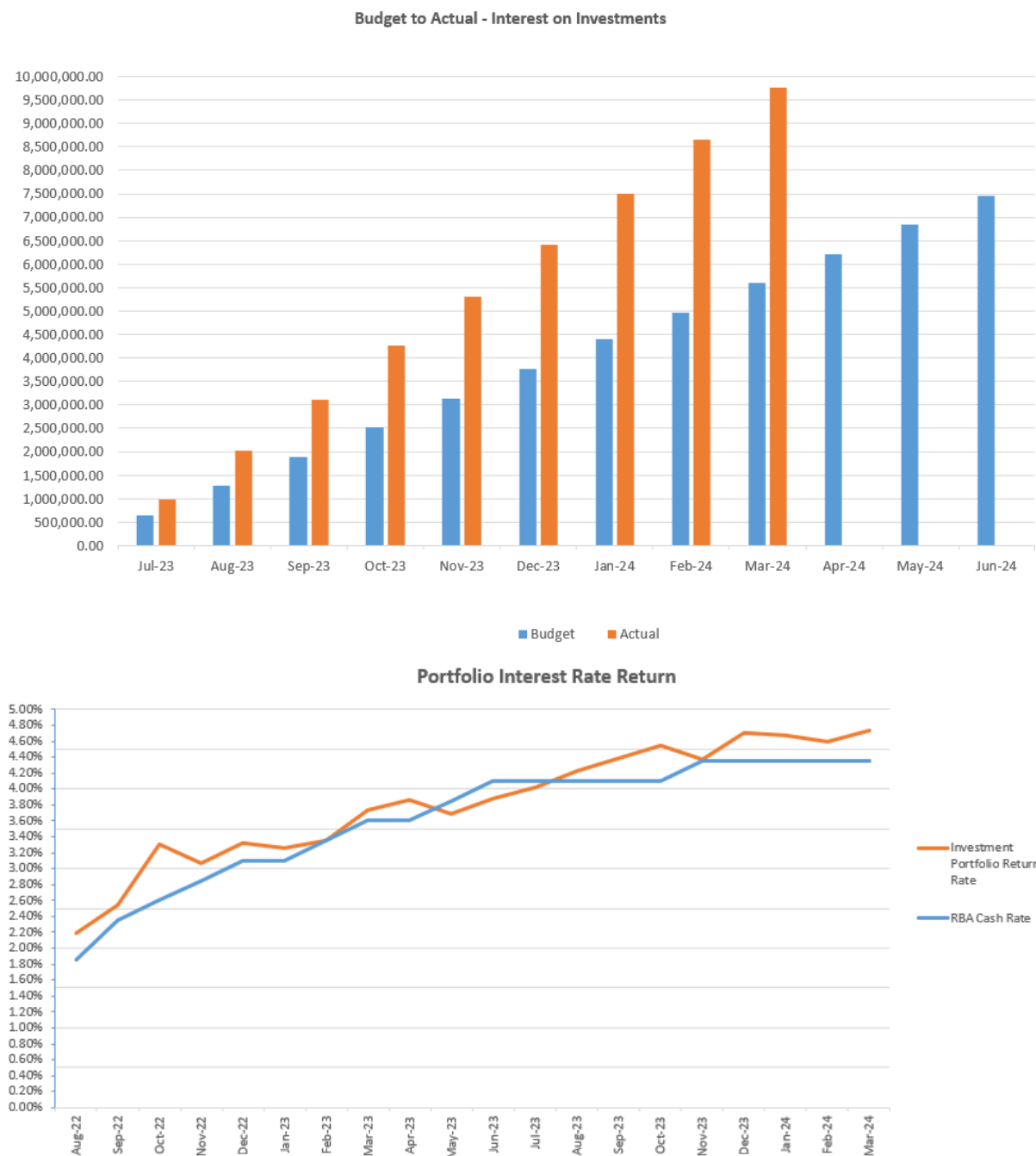
- Notable Extraordinary Income – funds received by Council of an extraordinary nature:

Reason for Income	Amount	Funded by
Claim of Project Expenditure	\$2,036,878.36	General Fund

- Notable Expenditure – funds paid out by Council:
During the month of March there was no notable extraordinary expenditure.

Investment Interest Overview:

Interest earned on investments has been included within Council's 2023/2024 Operational Plan, with total income generated from the Investment Portfolio forecast to be in excess of \$7,463,425.00. The budget adjustment for the additional income generated will be made as part of the March quarterly review process.



Council has investments totalling \$34,000,000 Face Value which were invested with fixed interest rates below the current Official Cash Rate of 4.35%. There is one remaining investment of \$3,000,000 which will mature in the financial year ending 30 June 2024 that has an interest rate of 0.80%. Longer term investments beyond 30 June 2024 totalling \$31,000,000 were invested with interest rates ranging from 0.90% to 4.25%. These investments were placed with competitive interest rates at the time the investments were made.

Summary

Cash Account

Council outperformed the 11.00 am Official Cash Rate market benchmark for one month return of 4.35%, achieving a return of 4.75% for its At Call investments.

Investment Portfolio

Council outperformed the one-month Bloomberg AusBond Bank Bill Index of 0.38%, with an average return of 4.74% for its overall portfolio return.

Consultation

- Laminar Capital Pty Ltd provides advisory services to Council on any investment related decision.

Resourcing Implications

- The management of Council's investment portfolio is a primary activity of a staff member within Council's Financial Operations branch.

APPENDICES:

- 1 [↓](#) Investment Report - Laminar Report - March 2024 - Attachment

Dubbo Regional Council

Investment Report

1 March to 31 March 2024



Investment Report Pack
Dubbo Regional Council
1 March 2024 to 31 March 2024

Portfolio Valuation

Security	Security Rating	ISIN	Face Value Original	Face Value Current	FI Cap Price/ Unit Price/ Share Price	Unit Count/ Share Count	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
At Call Investment											
NAB At Call In	S&P ST A1+		49,674,081.85	49,674,081.85	100.000		0.000	49,674,081.85	17.58%	0.50%	
			49,674,081.85	49,674,081.85				49,674,081.85	17.58%		0.50%
Covered Fixed Bond											
SunBank 3.25 24 Aug 2026 COVEREDFIX	Moodys Aaa		5,000,000.00	5,000,000.00	96.948		0.321	4,863,450.00	1.72%	2.95%	
			5,000,000.00	5,000,000.00				4,863,450.00	1.72%		2.95%
Fixed Rate Bond											
MACQ 1.7 12 Feb 2025 Fixed	S&P A+		8,000,000.00	8,000,000.00	97.450		0.224	7,813,920.00	2.77%	1.65%	
NTTC 0.8 15 Jun 2024 - Issued 8 Mar 2021 - Dubbo Regional Council Fixed	Moodys Aa3		3,000,000.00	3,000,000.00	100.000		0.636	3,019,080.00	1.07%	0.80%	
NTTC 0.9 15 Jun 2025 - Issued 04 Feb 2021 - Dubbo Regional Council Fixed	Moodys Aa3		5,000,000.00	5,000,000.00	100.000		0.715	5,035,750.00	1.78%	0.90%	
NTTC 0.9 15 Jun 2025 - Issued 10 Feb 2021 - Dubbo Regional Council Fixed	Moodys Aa3		5,000,000.00	5,000,000.00	100.000		0.715	5,035,750.00	1.78%	0.90%	
RABOBK 4.25 12 May 2026 Fixed	Moodys Aa2		5,000,000.00	5,000,000.00	99.150		1.635	5,039,250.00	1.78%	3.71%	
			26,000,000.00	26,000,000.00				25,943,750.00	9.18%		1.72%
Floating Rate Note											
Auswide 0.9 17 Mar 2025 FRN	Moodys Baa2		5,000,000.00	5,000,000.00	99.960		0.187	5,007,350.00	1.77%	5.25%	
Auswide 1.3 10 Jun 2025 FRN	Moodys Baa2		5,000,000.00	5,000,000.00	100.300		0.309	5,030,450.00	1.78%	5.65%	
Auswide 1.5 07 Nov 2025 FRN	Moodys Baa2		3,500,000.00	3,500,000.00	100.420		0.849	3,544,415.00	1.25%	5.85%	
BOCSYD 0.57 28 Apr 2024 FRN	Moodys A1		3,000,000.00	3,000,000.00	99.975		0.837	3,024,360.00	1.07%	4.93%	
BOQ 0.63 06 May 2026 FRN	S&P BBB+		5,000,000.00	5,000,000.00	99.346		0.736	5,004,100.00	1.77%	4.98%	
MYS 0.65 16 Jun 2025 FRN	Moodys Baa2		8,000,000.00	8,000,000.00	99.716		0.178	7,991,520.00	2.83%	5.00%	
MYS 1.3 13 Oct 2025 FRN	Moodys Baa2		8,000,000.00	8,000,000.00	100.500		1.176	8,134,080.00	2.88%	5.65%	
UBS Aust 0.5 26 Feb 2026 FRN	Moodys Aa3		4,500,000.00	4,500,000.00	99.402		0.450	4,493,340.00	1.59%	4.84%	
			42,000,000.00	42,000,000.00				42,229,615.00	14.95%		5.28%
Term Deposit											
BOQ 4.95 23 May 2024 365DAY TD	S&P ST A2		3,750,000.00	3,750,000.00	100.000		4.231	3,908,671.24	1.38%	4.95%	
BOQ 5.55 22 Jul 2024 396DAY TD	S&P ST A2		6,000,000.00	6,000,000.00	100.000		4.303	6,258,189.06	2.22%	5.55%	
BOQ 5.42 29 Nov 2024 365DAY TD	S&P ST A2		4,000,000.00	4,000,000.00	100.000		1.812	4,072,464.64	1.44%	5.42%	
BOQ 5.2 02 Dec 2024 549DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		4.317	2,086,334.24	0.74%	5.20%	
BOQ 5.2 02 Dec 2024 549DAY TD	S&P ST A2		3,000,000.00	3,000,000.00	100.000		4.317	3,129,501.36	1.11%	5.20%	

**Investment Report Pack
Dubbo Regional Council
1 March 2024 to 31 March 2024**

BOQ 5.42 30 Jan 2025 427DAY TD	S&P ST A2	8,000,000.00	8,000,000.00	100.000	1.812	8,144,929.28	2.88%	5.42%
BOQ 4.95 10 Apr 2025 762DAY TD	S&P BBB+	5,000,000.00	5,000,000.00	100.000	5.248	5,262,417.80	1.86%	4.95%
BOQ 4.76 21 Sep 2026 1461DAY TD	S&P BBB+	5,000,000.00	5,000,000.00	100.000	2.504	5,125,194.50	1.81%	4.76%
BOQ 4.91 23 Sep 2027 1826DAY TD	S&P BBB+	4,000,000.00	4,000,000.00	100.000	2.529	4,101,159.44	1.45%	4.91%
BOQ 5.15 03 Mar 2028 1827DAY TD	S&P BBB+	3,000,000.00	3,000,000.00	100.000	0.381	3,011,428.77	1.07%	5.15%
BOQ 5.15 03 Mar 2028 1827DAY TD	S&P BBB+	2,000,000.00	2,000,000.00	100.000	0.395	2,007,901.36	0.71%	5.15%
BOQ 5.15 03 Mar 2028 1827DAY TD	S&P BBB+	2,000,000.00	2,000,000.00	100.000	0.381	2,007,619.18	0.71%	5.15%
CBA 5.56 14 Jun 2024 366DAY TD	S&P ST A1+	4,000,000.00	4,000,000.00	100.000	4.433	4,177,310.68	1.48%	5.56%
CBA 5.75 05 Jul 2024 366DAY TD	S&P ST A1+	5,000,000.00	5,000,000.00	100.000	4.253	5,212,671.25	1.85%	5.75%
CBA 5.75 05 Jul 2024 366DAY TD	S&P ST A1+	2,000,000.00	2,000,000.00	100.000	4.253	2,085,068.50	0.74%	5.75%
CBA 5.54 02 Aug 2024 364DAY TD	S&P ST A1+	11,500,000.00	11,500,000.00	100.000	3.643	11,918,915.10	4.22%	5.54%
CBA 5.55 07 Aug 2024 365DAY TD	S&P ST A1+	1,500,000.00	1,500,000.00	100.000	3.588	1,553,827.40	0.55%	5.55%
CBA 5.46 23 Aug 2024 364DAY TD	S&P ST A1+	2,500,000.00	2,500,000.00	100.000	3.276	2,581,900.00	0.91%	5.46%
CBA 5.37 21 Oct 2024 332DAY TD	S&P ST A1+	4,000,000.00	4,000,000.00	100.000	1.883	4,075,327.12	1.44%	5.37%
CBA 5.39 22 Nov 2024 364DAY TD	S&P ST A1+	4,000,000.00	4,000,000.00	100.000	1.890	4,075,607.68	1.44%	5.39%
CBA 4.78 20 Dec 2024 731DAY TD	S&P ST A1+	5,000,000.00	5,000,000.00	100.000	1.179	5,058,931.50	1.79%	4.78%
PCCU 5.7 13 Jun 2024 336DAY TD	S&P ST A2	5,000,000.00	5,000,000.00	100.000	4.092	5,204,575.35	1.84%	5.70%
PCCU 5.8 12 Jul 2024 365DAY TD	S&P ST A2	5,000,000.00	5,000,000.00	100.000	4.163	5,208,164.40	1.84%	5.80%
JUDO 5.04 17 May 2024 364DAY TD	S&P ST A3	4,000,000.00	4,000,000.00	100.000	4.377	4,175,088.20	1.48%	5.04%
JUDO 1.7 16 Sep 2026 1826DAY TD	S&P BBB-	3,000,000.00	3,000,000.00	100.000	0.908	3,027,246.57	1.07%	1.70%
MACQCU 5.12 18 Feb 2025 365DAY TD	Unrated ST UR	2,000,000.00	2,000,000.00	100.000	0.575	2,011,502.46	0.71%	5.12%
ME Bank 4.6 21 Jun 2024 731DAY TD	Moodys ST P-2	5,000,000.00	5,000,000.00	100.000	8.179	5,408,958.90	1.91%	4.60%
NAB 5.07 08 Apr 2024 182DAY TD	S&P ST A1+	3,000,000.00	3,000,000.00	100.000	2.417	3,072,507.96	1.09%	5.07%
NAB 5.17 03 Sep 2024 330DAY TD	S&P ST A1+	4,000,000.00	4,000,000.00	100.000	2.465	4,098,584.12	1.45%	5.17%
NAB 5.13 11 Sep 2024 240DAY TD	S&P ST A1+	3,000,000.00	3,000,000.00	100.000	1.068	3,032,044.92	1.07%	5.13%
NAB 5.07 28 Feb 2025 365DAY TD	S&P ST A1+	5,000,000.00	5,000,000.00	100.000	0.431	5,021,530.15	1.78%	5.07%
NAB 5.07 28 Feb 2025 365DAY TD	S&P ST A1+	3,000,000.00	3,000,000.00	100.000	0.431	3,012,918.09	1.07%	5.07%
SuncorpGp 5.11 13 Aug 2025 547DAY TD	S&P A+	5,000,000.00	5,000,000.00	100.000	0.658	5,032,900.00	1.78%	5.11%
SunBank 5.15 03 Oct 2024 240DAY TD	S&P ST A1	3,000,000.00	3,000,000.00	100.000	0.762	3,022,857.54	1.07%	5.15%
SunBank 5.18 05 Feb 2025 365DAY TD	S&P ST A1	1,500,000.00	1,500,000.00	100.000	0.766	1,511,495.34	0.54%	5.18%
SunBank 5.11 06 May 2025 455DAY TD	S&P A+	5,000,000.00	5,000,000.00	100.000	0.756	5,037,800.00	1.78%	5.11%
Westpac 5.09 18 Mar 2025 365DAY TD	S&P ST A1+	5,000,000.00	5,000,000.00	100.000	0.181	5,009,064.40	1.77%	5.09%
Westpac 5.09 18 Mar 2025 365DAY TD	S&P ST A1+	2,000,000.00	2,000,000.00	100.000	0.181	2,003,625.76	0.71%	5.09%

Investment Report Pack
Dubbo Regional Council
1 March 2024 to 31 March 2024

Westpac 5.01 23 Jul 2025 516DAY TD	S&P AA-	5,000,000.00	5,000,000.00	100.000	0.508	5,025,393.15	1.78%	5.01%
		155,750,000.00	155,750,000.00			159,771,627.40	56.56%	5.17%
Total Portfolio		278,424,081.85	278,424,081.85			282,482,524.25	100.00%	3.98%

Investment Report Pack
Dubbo Regional Council
1 March 2024 to 31 March 2024

Portfolio Valuation By Categories

Short Term		
Issuer/Security Rating Group	Market Value	% Total Value
N/R	2,011,502.46	0.71%
A3	4,175,088.20	1.48%
A2	43,421,788.47	15.37%
A1	4,534,352.88	1.61%
A1+	115,663,916.48	40.95%
Portfolio Total	169,806,648.48	60.11%

Market Value by Security Rating Group (Short Term)



Long Term		
Issuer/Security Rating Group	Market Value	% Total Value
BBB+ to BBB-	59,254,882.62	20.98%
A+ to A-	20,908,980.00	7.40%
AA+ to AA-	27,648,563.15	9.79%
AAA	4,863,450.00	1.72%
Portfolio Total	112,675,875.77	39.89%

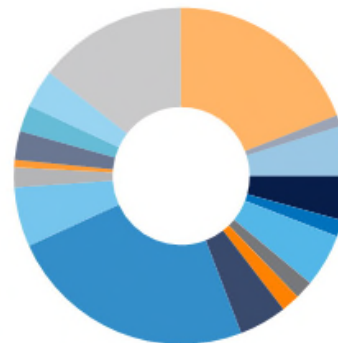
Market Value by Security Rating Group (Long Term)



Investment Report Pack
Dubbo Regional Council
1 March 2024 to 31 March 2024

Issuer	Market Value	% Total Value
Auswide Bank Limited	13,582,215.00	4.81%
Bank of China Limited, Sydney Branch	3,024,360.00	1.07%
Bank of Queensland Ltd	54,119,910.87	19.16%
Commonwealth Bank of Australia Ltd	40,739,559.23	14.42%
People's Choice Credit Union	10,412,739.75	3.69%
Judo Bank	7,202,334.77	2.55%
Macquarie Bank Ltd	7,813,920.00	2.77%
Macquarie Credit Union Limited	2,011,502.46	0.71%
Queensland Ltd	5,408,958.90	1.91%
MyState Bank Ltd	16,125,600.00	5.71%
National Australia Bank Ltd	67,911,667.09	24.04%
Northern Territory Treasury Corporation	13,090,580.00	4.63%
Rabobank Nederland Australia Branch	5,039,250.00	1.78%
Suncorp Group Ltd	5,032,900.00	1.78%
Suncorp-Metway Ltd	14,435,602.88	5.11%
UBS Australia Ltd	4,493,340.00	1.59%
Westpac Banking Corporation Ltd	12,038,083.31	4.26%
Portfolio Total	282,482,524.25	100.00%

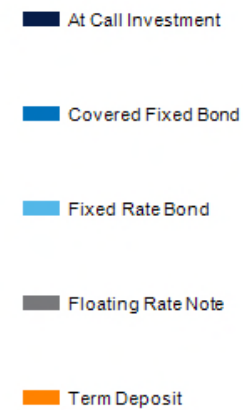
Market Value by Issuer



Investment Report Pack
Dubbo Regional Council
1 March 2024 to 31 March 2024

Security Type	Market Value	% Total Value
At Call Investment	49,674,081.85	17.58%
Covered Fixed Bond	4,863,450.00	1.72%
Fixed Rate Bond	25,943,750.00	9.18%
Floating Rate Note	42,229,615.00	14.95%
Term Deposit	159,771,627.40	56.56%
Portfolio Total	282,482,524.25	100.00%

Market Value by Security Type



Investment Report Pack
Dubbo Regional Council
1 March 2024 to 31 March 2024

Term Remaining	Market Value	% Total Value
0 to < 1 Year	188,671,358.48	66.79%
1 to < 3 Years	82,683,057.02	29.27%
3 to < 5 Years	11,128,108.75	3.94%
Portfolio Total	282,482,524.25	100.00%

Note: Term Remaining is calculated using a weighted average life date (WAL) where appropriate and available otherwise the interim (initial) maturity date is used.

Market Value by Term Remaining



0 to < 1 Year

1 to < 3 Years

3 to < 5 Years

Investment Report Pack
Dubbo Regional Council
1 March 2024 to 31 March 2024

Trading Book	1 Month	3 Month	12 Month	Since Inception
Dubbo Regional Council				
Portfolio Return (1)	0.42%	1.28%	4.61%	2.40%
Performance Index (2)	0.37%	1.09%	4.19%	1.82%
Excess Performance (3)	0.05%	0.19%	0.42%	0.58%

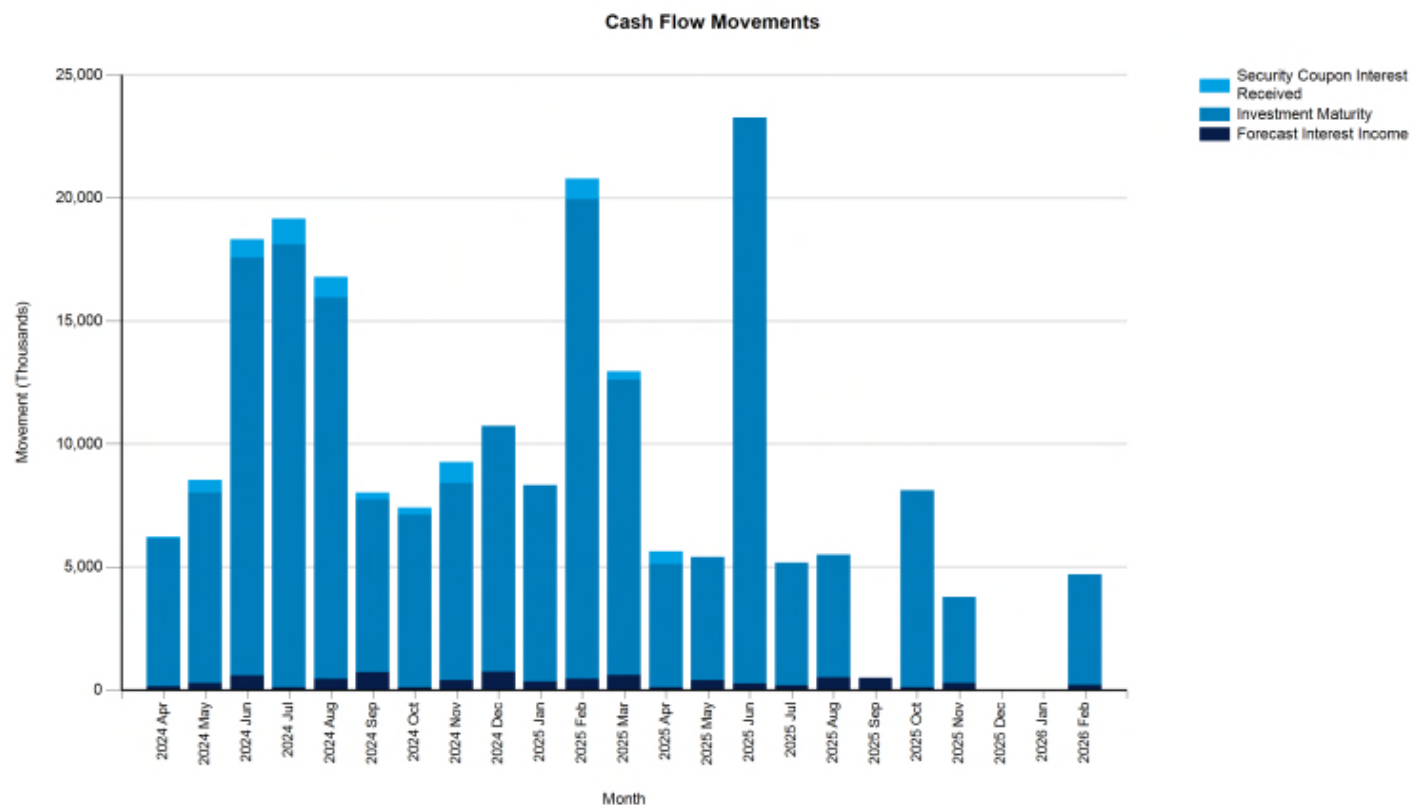
Notes

- 1 Portfolio performance is the rate of return of the portfolio over the specified period
- 2 The Performance Index is the Bloomberg AusBond Bank Bill Index (Bloomberg Page BAUBIL)
- 3 Excess performance is the rate of return of the portfolio in excess of the Performance Index

Trading Book	Weighted Average Running Yield
Dubbo Regional Council	3.98

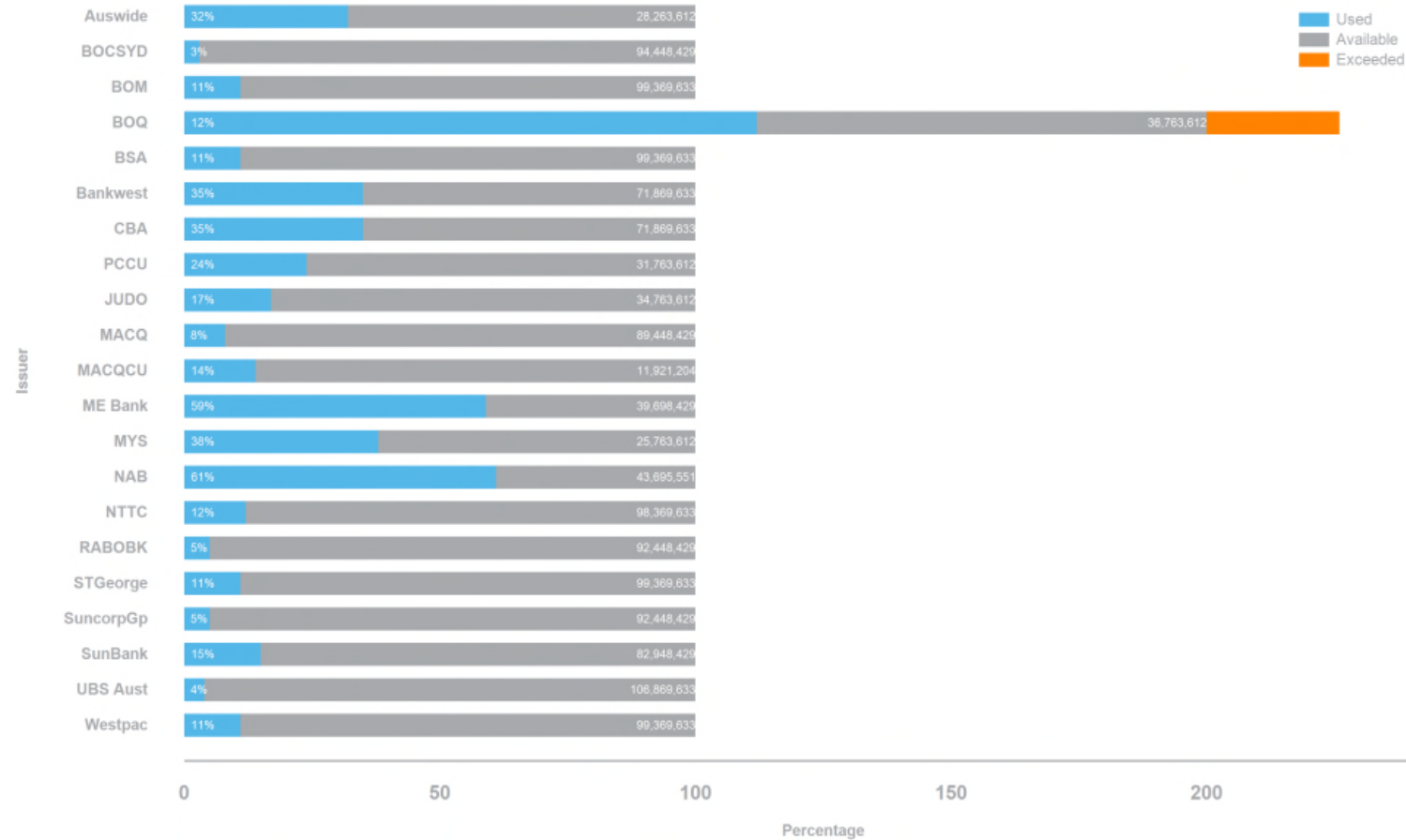
Investment Report Pack
Dubbo Regional Council
1 March 2024 to 31 March 2024

Cash Flow Movements



Investment Report Pack
Dubbo Regional Council
1 March 2024 to 31 March 2024

Issuer Trading Limits





REPORT: Status of Notices of Motion - Quarterly Update

DIVISION: Organisational Performance
REPORT DATE: 15 April 2024
TRIM REFERENCE: ID24/694

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none">• Increase transparency• Provide update	
Issue	<ul style="list-style-type: none">• This report provides a quarterly update on the Notices of Motion resolved in this term of Council and provides the current status for each one.	
Reasoning	<ul style="list-style-type: none">• This report will provide Councillors with a regular update on the actions being undertaken to finalise Council resolutions and notation of the action/s required under a Notice of Motion.• A separate register of completed Notices of Motions is included in Appendix 2.	
Financial Implications	Budget Area	There are no financial implications arising from this report.
	Funding Source	N/A
	Proposed Cost	N/A
	Ongoing Costs	There are no costs to provide this report as an administration function, except for staff time.
Policy Implications	Policy Title	There are no policy implications arising from this report.
	Impact on Policy	N/A

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principle themes and a number of objectives and strategies. This report is aligned to:

Theme: 4 Leadership

CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance

Delivery Program Strategy: 4.1.1 Council encourages and facilitates two-way communication with and between stakeholders and the community

Theme: 4 Leadership

CSP Objective:	4.1 Council provides transparent, fair and accountable leadership and governance
Delivery Program Strategy:	4.1.4 Statutory requirements are met and services are provided in a cost-effective and timely manner
Theme:	4 Leadership
CSP Objective:	4.2 The resources of Council are sustainably managed
Delivery Program Strategy:	4.2.5 Service reviews are conducted to improve Council's performance

RECOMMENDATION

That the report prepared by the Manager Corporate Governance be noted.

Jane Bassingthwaite
Director Organisational Performance

AR
Manager Corporate
Governance

BACKGROUND

Previous Resolutions of Council

24 November 2022 CCL22/301	<ol style="list-style-type: none">1. That the information contained within the report of the Manager Corporate Governance dated 16 November 2022, be noted.2. That a report on the status of Notices of Motion be provided on a quarterly basis.3. That a register of completed Notices of Motion for this term of Council be included as a separate appendix in every quarterly report.
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This report will be provided on a quarterly basis, and it will list the status of each of the Notices of Motion. A separate register of completed Notices of Motions is included in **Appendix 2**.

It is hoped that this report will increase transparency and monitor the business arising from Notices of Motions, providing the elected body and members of the community with an update on progress of matters raised.

REPORT

Council's Code of Meeting Practice provides all Councillors with the opportunity to place Notices of Motion (Motions) on the agenda at monthly Ordinary Meetings of Council. These Motions are then put to the group of Councillors for debate; motions that are carried (i.e. when Councillors vote For the Motion) will be reported on quarterly.

The updated Motions for this term of Council are attached as **Appendix 1**.
The Register of Completed Notices of Motion are attached as **Appendix 2**.

Consultation

- Senior staff have been consulted as to the progress of each Motion.
- This report provides the elected body with a formal update to their Motions.

Resourcing Implications

- Many staff are required to carry out the tasks arising from successful Motions.
- Under the Code of Meeting Practice, the elected body must address financial implications and funding sources in their respective Motions.

APPENDICES:

- 1 [↗](#) Updated Report on Notices of Motions - January - March 2024
- 2 [↗](#) Notices of Motion - Completion Register - January - March 2024

Quarterly Update - For Notices of Motion – January – March 2024

Completed

In Progress

Outstanding

CCL22/9 – Development of a Multicultural Park at Elizabeth Park	Ordinary Council Meeting 27/01/2022	Councillor Chowdhury	ID22/71
Director Community Culture and Places			
<ol style="list-style-type: none"> 1. That the CEO provide a report to Council identifying the feasibility of incorporating a multicultural park element into the Dubbo Elizabeth Park, or as an alternative site, to recognise and celebrate the multicultural diversity of the Dubbo region. 2. That as part of the report the Elizabeth Park Master Plan 2011 be considered for review and updating to reflect the works completed and what is proposed. 3. That the mother language monument promotes the preservation and protection of all languages. 			
<p>Completed:</p> <p>Staff have drafted two Elizabeth Park Cultural Garden Concept Designs. These were presented to the Multicultural Advisory Committee at their last meeting. Staff are working with the Community Engagement Team to program its public exhibition. It is important to note that there has been and continues to be a full engagement program, this effects timing of the exhibition. To give justice to the garden concept, it should not be put to exhibition until there is space available for it. Staff are working toward having it exhibited before the next meeting of the Multicultural Advisory Committee 13 May 2024, but the next available slot may be later than that. Staff will keep Council updated via the Multicultural Advisory Committee.</p>			

CCL23/100 Repatriation of Axe Grinding Groove Rock from Wiradjuri Park to Terramungamine Chief Executive Officer Director Community Culture and Places	Ordinary Council Meeting 27/04/2023	Councillor Burns	ID23/808
<ol style="list-style-type: none"> 1. That the CEO provide formal communications to Transport for NSW regarding the large rock to be repatriated to Terramungamine Reserve. 2. That the CEO facilitate relevant stakeholder meetings to progress this initiative including the cost of repatriation be covered by Transport for NSW as part of the new Dubbo bridge project. 			
<p>In Progress:</p> <p>Council staff are working with Transport for NSW. Staff are meeting regularly now in relation to Wiradjuri Park and involves the repatriation of the grinding groves. Next meeting will be held on 24 April 2024, the same day this report is put before council. Staff will update Council when further clarity is achieved. The local traditional owners will be part of the consultation process.</p>			

CCL23/125 – Proposal for a Dubbo Crime Summit Director Community Culture and Places Manager Community Services Director Organisational Performance CFI,	Ordinary Council Meeting 25/05/2023	Councillor Black	ID23/1159
That Council, through its Social Justice and Youth Committees, work with government agencies, non-government organisations and other stakeholders, to develop a Community Safety Strategy and associated Action Plan.			
Completed: Staff provided Council with an update on the Community Safety and Crime Prevention Plan and Youth Strategy and its March Culutre and Community Committee Meeting. The project group has now been established and work is progressing on the first phases of the plan's development. A community engagement strategy has been prepared and questions are almost finalised. The next engagement window is expected to be in June 2024. A preliminary meeting of the Reference Group is being organised to finalise commitment to attending. The Senior Analyst for BOCSAR (Bureau of Crime Statistics and Research) has been confirmed to attend the Councillor Workshop on 2 May 2024 and als present to the Reference Group on 3 May 2024. The Youth Strategy is also under preparation and will follow a similar process in the wake of the Community Safety and Crime Prevention Plan.			

CCL23/281 – Concept Dubbo Indoor Aquatic Centre Director Community Culture and Places Manager Open Space and Recreation	Ordinary Council Meeting 26/10/2023	Councillor Chowdhury	ID23/2370
That the CEO provide a report back to council that: a. includes previous architectural concept designs for indoor aquatic facilities, and b. costs and associated quantity surveying for construction, operational costs and provide funding alternatives.			
In Progress: A report is being prepared for the May 2024 Culture and Community Committee outlining estimated costs for a project of this nature based on research of what other Councils have recently constructed. The report regarding a refurbishment of the existing plant room (see April Ordinary meeting) at the Dubbo Aquatic Leisure Centre has taken priority over this one.			

CCL23/283 – Calling for Action to Reduce Rates of Crime in the Dubbo Local Government Area Chief Executive Officer	Ordinary Council Meeting 26/10/2023	Councillor Black	ID23/2514
<ol style="list-style-type: none"> 1 That Dubbo Regional Council acknowledges that the Dubbo Regional Council LGA has levels of crime in numerous categories that are well above the NSW State average as recorded by the NSW Bureau of Crime Statistics and Research (BOCSAR), and that this is a completely unsatisfactory situation which requires immediate government action. 2 That the Mayor write to relevant Federal and State Government Ministers on the following matters: <ol style="list-style-type: none"> a. the need to address the underlying causes of these high crime rates. b. requesting funding for Justice Reinvestment pilot projects, and other initiatives, to be implemented in the Dubbo LGA with a focus on reducing the underlying factors which lead to engagement with the criminal justice system. 3 That the Mayor write to the NSW Minister for Police and Counter-terrorism on the following matters <ol style="list-style-type: none"> a. to request an audit of police numbers across the Dubbo LGA, and for all vacant positions that service the Dubbo LGA to be filled immediately. b. to immediately implement 24 hour policing in Wellington, which includes a 24-hour police presence (meaning on-duty police) and a 24 hour police station. 4 That the CEO provide a report back to Council updating on responses received. 			
Progress: Correspondence to relevant ministers and department has been completed. The remainder will be addressed in a report to Council in May from the CEO.			

CCL23/336 – Notice of Motion to Alter – CCL23/287 – Tree Preservation Order – Outcome of Community Consultation Director Community Culture and Places Manager Open Space and Recreation	Ordinary Council Meeting 14/12/2023	Councillor Black	ID23/2872
<ol style="list-style-type: none"> That Council prepare a report to come back to Council outlining a proposed framework for tree management guidelines for trees on private land to an intervention level of 8 metres or higher and also 10 metres or higher (with DBH measurements) threshold, including: <ul style="list-style-type: none"> Administration design; Compliance; and Resourcing implications. That Council develops an education program highlighting the importance of retaining trees, increasing canopy coverage and the benefits that they provide to our urban communities. 			
In Progress: Staff have drafted an initial version of the Tree Preservation Order. Internal consultation to assist its development is continuing.			

CCL24/12 – Cameron Park Toilets Director Community, Culture and Places Manager Recreation and open spaces	Ordinary Council Meeting 15/02/2024	Councillor Ivey	ID24/168
<ol style="list-style-type: none"> That the CEO provide a report to Council as part of the budget development process on the options to provide more toilet amenities in the Cameron Park precinct. That this report also include evidence as to the current constraints for use. 			
Completed: A report has been prepared for the April 2024 Ordinary meeting of Council finalising this item.			

CCL24/13 – Council Pool Private Management Director Community, Culture and Places Manager Recreation and Open Space	Ordinary Council Meeting 15/02/2024	Councillor Black	ID24/234
<p>That in light of service, communication, labour and other operational problems with the management of the DRC Aquatic Leisure Centres (pools), the CEO seek urgent advice on whether the privatised management contract has been complied with by the operator, on whether the management of the three council pools can be brought back in house in a way that ensures the facilities are properly available to the community, and an outline of the cost of exiting the private management contract, and provide a report back to Council at the March Ordinary Council Meeting.</p>			
<p>Completed as per resolution March 2024 Council meeting</p> <ol style="list-style-type: none"> 1. That it be noted that the contract with Belgravia Leisure was signed on 18 August 2023 for \$1,487,336 per annum (including GST) for the management of the aquatic centres, and the contract has been legally complied with to date. 2. That it be noted that should Council resume direct staff management of the aquatic centres, Council would likely be liable to pay out the remaining term of the contract, being \$5.9 million, at a minimum. 3. That it be noted, should Council sever the contract with Belgravia Leisure, Council would also incur significant challenges in recruiting and resourcing internal management, in addition to increased ongoing annual operating costs. 			



Notices of Motion Completion Register

Name and Clause number	Councillor	Meeting / Clause Number
Ordinary Council Meeting - 27/01/2022		
CCL22/7 - Regand Park Master Plan 2012 Status	Councillor Black	23/11/2023 – CCL22/301
CCL22/8 – Alliances with other Councils	Councillor Burns	23/11/2023 – CCL22/301
CCL22/9 – Development of a Multicultural Park at Elizabeth Park	Councillor Chowdhury	In Progress
CCL22/10 - Beautification of Neighbourhood Shopping Precincts	Councillor Etheridge	23/11/2023 – CCL22/301
CCL22/11 - Increased Policing for Wellington	Councillor Gough	23/11/2023 – CCL22/301
CCL22/12 - Review of Committee Structure	Councillor Ivey	23/11/2023 – CCL22/301
CCL22/13 - Water Smart Messaging	Councillor Mahon	23/11/2023 – CCL22/301
CCL22/14 - Playground Strategy for Dubbo	Councillor Wells	23/11/2023 – CCL22/301
CCL22/15 - Housing	Councillor Wright	23/11/2023 – CCL22/301
Ordinary Council Meeting - 24/02/2022		
CCL22/31 - Management Options of Council's Aquatic Leisure Centres	Councillor Chowdhury	23/11/2023 – CCL22/301
CCL22/33 - Wellington CBD On-Street Parking Management Status	Councillor Ivey	23/11/2023 – CCL22/301
CCL22/34 - Service Review Program for Council's Businesses and Operations	Councillor Mahon	23/11/2023 – CCL22/301
CCL22/35 - Dubbo Regional Livestock Markets	Councillor Gough	23/11/2023 – CCL22/301
CCL22/36 - 2022 Federal Election Funding Opportunities for Candidates	Councillor Black	23/11/2023 – CCL22/301
CCL22/37 - Dubbo Regional Council Roads	Councillor Black	23/11/2023 – CCL22/301
Ordinary Council Meeting - 28/04/2022		
CCL22/87 - Release of Residential Land	Councillor Chowdhury	23/11/2023 – CCL22/301
Ordinary Council Meeting - 23/06/2022		
CCL22/147 - Exploring Options for the NSW Destination Charging Grant	Councillor Ivey	23/11/2023 – CCL22/301
CCL22/148 - Update to Dubbo Transportation Strategy Implementation	Councillor Wright	23/11/2023 – CCL22/301



Notices of Motion Completion Register

Ordinary Council Meeting - 28/07/2022		
CCL22/180 - Disability Access and Inclusion Advisory Committee	Councillor Wells	27/07/2023 - CCL23/181
Ordinary Council Meeting - 25/08/2022		
CCL22/207 - Skilled Employee Shortage	Councillor Chowdhury	27/04/2023 – CCL23/96
Ordinary Council Meeting - 21/09/2022		
CCL22/236 - Update of Dubbo's City Wide Passive Open Space and Sporting Field Possible Locations	Councillor Black	27/07/2023 - CCL23/181
CCL22/237 - River Repair Bus	Councillor Black	27/07/2023 - CCL23/181
CCL22/239 - Lighting Audit of Cameron Park, Wellington	Councillor Gough	27/07/2023 - CCL23/181
Ordinary Council Meeting – 09/02/2023		
CCL23/11 - Donations of Park Benches	Councillor Gough	23/11/2023 – CCC23/93 (CCL23/313)
CCL23/12 - Motion for National Local Government Conference	Councillor Chowdhury	27/04/2023 – CCL23/96
Ordinary Council Meeting – 23/03/2023		
CCL23/69 - Notice of Motion for National General Assembly	Councillor Chowdhury	27/04/2023 – CCL23/96
CCL23/70 - Dubbo Region Christmas Campaign	Councillor Chowdhury	26/10/2023 – CCL23/274
Ordinary Council Meeting – 27/04/2023		
CCL23/100 – Repatriation of Axe Grinding Groove Rock from Wiradjuri Park to Terramungamine	Councillor Burns	In Progress
Ordinary Council Meeting – 25/05/2023		
CCL23/122 - Emergency Service Levy Increase	Councillor Ivey	27/07/2023 - CCL23/181
CCL23/123 - The Voice Referendum	Councillor Wells	26/10/2023 – CCL23/274
CCL23/124 - Rehab Centre Location and Possible Relocation	Councillor Black	27/07/2023 – CCL23/181
CCL23/125 – Proposal for a Dubbo Crime Summit	Councillor Black	In Progress
Ordinary Council Meeting – 22/06/2023		
CCL23/154 - Audit of Signs Across the Urban Areas of the LGA	Councillor Ivey	26/10/2023 – CCL23/274
CCL23/155 - Resilience Actions	Councillor Ivey	26/10/2023 – CCL23/274



Notices of Motion Completion Register

CCL23/156 - Alcohol and Other Drugs Rehabilitation Centre	Councillor Wells	26/10/2023 – CCL23/274
Ordinary Council Meeting – 27/07/2023		
CCL23/186 - Notice of Motion for Existing and Future Rest Area for Freight Traffic	Councillor Chowdhury	26/10/2023 – CCL23/274
Ordinary Council Meeting – 24/08/2023		
CCL23/216 - Motion for the Local Government NSW Annual Conference 2023	Councillor Gough	26/10/2023 – CCL23/274
CCL23/219 - Notice of Motion of Rescission - CCL23/187 - Matters for Consideration Around Provision of Land to NSW Health for the Purposes of an Alcohol and Other Drug Rehabilitation Facility	Councillor Ivey	26/10/2023 – CCL23/274
Ordinary Council Meeting – 26/10/2023		
CCL23/280 – Notice of Motions – Tree Planting	Councillor Chowdhury	15/02/2024 – CCL24/22
CCL23/281 – Concept Dubbo Indoor Aquatic Centre	Councillor Chowdhury	In Progress
CCL23/282 – Renewable Energy Awareness and Career Training (REACT) Centre	Councillor Ivey	15/02/2024 – CCL24/22
CCL23/283 – Calling for Action to Reduce Rates of Crime in the Dubbo Local Government Area	Councillor Black	In Progress
Ordinary Council Meeting – 23/11/2023		
CCL23/336 – Notice of Motion to Alter – CCL23/287 – Tree Preservation Order – Outcome of Community Consultation	Councillor Black	In Progress
Ordinary Council Meeting – 15/02/2024		
CCL24/12 – Cameron Park Toilets	Councillor Ivey	In Progress
CCL24/13 – Council Pool Private Management – Contract Advice – Options to de-Privatise Pool Management	Councillor Black	In Progress
CCL24/14 – Developing a Public Toilet Policy/Strategy	Councillor Black	LOST
Ordinary Council Meeting – 21/03/2024		
CCL24/50 – Narromine Narwonah Waste-To-Energy Plant Update	Councillor Black	LOST
CCL24/51 - Wiradjuri Tourism Centre Funding Proposal	Councillor Black	LOST



REPORT: Quarterly Report on Complaint Statistics Under Council's Code of Conduct

DIVISION: Organisational Performance
REPORT DATE: 12 April 2024
TRIM REFERENCE: ID24/673

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none">Fulfil legislated requirement/complianceIncrease transparency	
Issue	<ul style="list-style-type: none">Quarterly report regarding the code of conduct reports received against Councillors.	
Reasoning	<ul style="list-style-type: none">In accordance with Part 11.1 of the Procedures for the Administration of the Model Code of Conduct as issued by the NSW Department of Premier and Cabinet, Council's Complaints Coordinator is required to report to council within 3 months of the end of September each year on complaint statistics under Council's Code of Conduct.The current elected body has requested quarterly reporting in addition to the statutory annual report.	
Financial Implications	Budget Area	Corporate Governance
	Funding Source	Corporate Governance – Code of Conduct
	Actual Cost	\$0 for this quarter
	Ongoing Costs	Budgeted \$50,000 per annum
Policy Implications	Policy Title	Council's Code of Conduct
	Impact on Policy	No policy implications from this report

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principle themes and a number of objectives and strategies. This report is aligned to:

Theme: 4 Leadership

CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance

Delivery Program Strategy: 4.1.4 Statutory requirements are met and services are provided in a cost-effective and timely manner

RECOMMENDATION

That the information contained within the report of the Manager Corporate Governance, dated 12 April 2024, be noted.

Jane Bassingthwaite
Director Organisational Performance

SW
Manager Corporate
Governance

BACKGROUND

The current elected body have requested quarterly reports regarding Code of Conduct complaints received against Councillors or the Chief Executive Officer.

The total cost incurred for Code of Conduct complaints within the 2022/2023 reporting period (being 1 September 2022 to 31 August 2023) totalled \$16,170. It is noted that costs reported represent costs incurred.

As resolved at the Ordinary Council meeting held on 26 October 2023, following are the revised quarterly reporting periods which will align with annual reporting:

Reporting Period		Report to Council
Quarter 1	1 September to 30 November	December
Quarter 2	1 December to 28 February (or 29 February in a leap year)	March
Quarter 3	1 March to 31 May	June
Quarter 4	1 June to 31 August	September

REPORT

This report provides statistics on Code of Conduct complaints received for the second reporting quarter for the 2023/2024 period, being 1 December 2023 to 29 February 2024. Accordingly, please see **Appendix 1** which advises that no Code of Conduct complaints were received, or costs incurred, during Quarter 2.

This information is provided in line with Part 11.1 of Council's Procedures for the Administration of the Dubbo Regional Council Code of Conduct.

Consultation

- Reporting complaint statistics regularly allows for transparency both within Council and in the broader community.
- Council is also required to report its annual Code of Conduct statistics to the Office of Local Government each December (for the period 1 September to 31 August).

Resourcing Implications

- Staff resources are used to manage the administration of complaints and liaise with external conduct reviewers.

APPENDICES:

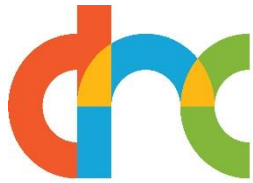
- 1 [2023/2024 Quarterly Code of Conduct Reporting Statistics - 01/12/2023 to 29/02/2024](#)

REPORTING STATISTICS ON CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS AND THE CHIEF EXECUTIVE OFFICER

Reporting Period: September 2023 to August 2024

Prepared in accordance with Part 11.1 of Council's Procedures for the Administration of the Dubbo Regional Council Code of Conduct.

Reporting Period	Complaints Received	Referred to Conduct Reviewer	Finalised at Preliminary Assessment Stage	Investigated by Conduct Reviewer	Outcome of Investigations	Reviewed by Office of Local Government	Total Costs (including GST)
Q1 1 September 2023 to 30 November 2023	0	0	0	0	-	0	\$0
Q2 1 December 2023 to 29 February 2024	0	0	0	0	-	0	\$0
Q3 1 March 2024 to 31 May 2024							
Q4 1 June 2024 to 31 August 2024							
TOTAL							\$0



**DUBBO REGIONAL
COUNCIL**

Report of the Infrastructure, Planning and Environment Committee - meeting 11 April 2024

AUTHOR: Administration Officer
REPORT DATE: 26 March 2024

The Council had before it the report of the Infrastructure, Planning and Environment Committee meeting held 11 April 2024.

RECOMMENDATION

That the report of the Infrastructure, Planning and Environment Committee meeting held on 11 April 2024, be adopted.



REPORT INFRASTRUCTURE, PLANNING AND ENVIRONMENT COMMITTEE 11 APRIL 2024

PRESENT: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

ALSO IN ATTENDANCE: The Chief Executive Officer, the Director Organisational Performance, the Manager Corporate Governance, the Governance Team Leader, the Governance Officer, the Director Strategy Partnership and Engagement (S Jennings), the IT Support Officer, the Communications Partner, the Director Infrastructure, the Director Development and Environment and the Director Community Culture and Places.

Councillor M Dickerson assumed the Chair of the meeting.

The proceedings of the meeting commenced at 5.30pm.

IPEC24/12 ACKNOWLEDGEMENT OF COUNTRY (ID24/89)
Councillor L Burns delivered an Acknowledgement of Country.

IPEC24/13 LEAVE OF ABSENCE (ID24/62)
Requests for leave of absence were received from Councillors S Chowdhury and M Wright who were absent from the meeting due to personal reasons.

Moved by Councillor J Gough and seconded by Councillor P Wells

MOTION

That such request for Leave of Absence be accepted and Councillor S Chowdhury be granted leave of absence from this meeting.

CARRIED

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

Councillor D Mahon, the Director Organisational Performance and the Manager Growth Planning attended via audio visual link.

IPEC24/14 CONFLICTS OF INTEREST (ID24/65)

There were no Conflicts of Interest declared.

IPEC24/15 BUILDING SUMMARY - MARCH 2024 (ID24/493)

The Committee had before it the report dated 31 March 2024 from the Director Development and Environment regarding Building Summary - March 2024.

Moved by Councillor V Etheridge and seconded by Councillor L Burns

MOTION

That the report of the Director Development and Environment dated 31 March 2024, be noted.

CARRIED

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

**IPEC24/16 DRAFT PLANNING AGREEMENT - CONCRETE WORKS - 19L AND 20L
SHERATON ROAD, DUBBO (ID24/526)**

The Committee had before it the report dated 19 March 2024 from the Manager Growth Planning regarding Draft Planning Agreement - Concrete Works - 19L and 20L Sheraton Road, Dubbo.

Moved by Councillor P Wells and seconded by Councillor L Burns

MOTION

1. That a draft Planning Agreement be prepared in accordance with the terms identified in this report and the letter of offer provided by Regional Hardrock Pty Ltd (attached in Appendix 1).
2. That a further report be presented to Council for consideration if a Planning Agreement cannot be successfully negotiated.
3. That a draft Planning Agreement and Explanatory Note prepared in accordance with the terms identified in this report be placed on public exhibition in accordance with the provisions of the Environmental Planning and Assessment Act 1979.
4. That following the conclusion of the public exhibition period, a further report be presented to Council for consideration, including any submissions received.

Moved Councillor J Black and seconded by Councillor V Etheridge

AMENDMENT

1. That a draft Planning Agreement be prepared in accordance with the terms identified in this report and the letter of offer provided by Regional Hardrock Pty Ltd (attached in Appendix 1).
2. That a further report be presented to Council for consideration if a Planning Agreement cannot be successfully negotiated.
3. That a draft Planning Agreement and Explanatory Note prepared in accordance with the terms identified in this report be placed on public exhibition in accordance with the provisions of the Environmental Planning and Assessment Act 1979.
4. That following the conclusion of the public exhibition period, a further report be presented to Council for consideration, including any submissions received.
5. That the determination of Development Application No. D22-528 be undertaken at a Council meeting.

The amendment on being put to the meeting was carried.

CARRIED

The amendment then became the motion and on being put to the meeting was carried.

CARRIED

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

IPEC24/17 DRAFT PLANNING AGREEMENT - ORANA BATTERY ENERGY STORAGE SYSTEM (ID23/2869)

The Committee had before it the report dated 27 March 2024 from the Manager Growth Planning regarding Draft Planning Agreement - Orana Battery Energy Storage System.

Moved by Councillor R Ivey and seconded by Councillor L Burns

MOTION

1. That a draft Planning Agreement be prepared in accordance with the terms identified in this report.
2. That a further report be presented to Council for consideration if a Planning Agreement cannot be successfully negotiated.
3. That a draft Planning Agreement and Explanatory Note prepared in accordance with the terms identified in this report be placed on public exhibition in accordance with the provisions of the Environmental Planning and Assessment Act 1979.
4. That following the conclusion of the public exhibition period, a further report be presented to Council for consideration, including any submissions received.

CARRIED

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

IPEC24/18 DRAFT PLANNING AGREEMENT - WELLINGTON SOUTH BATTERY ENERGY STORAGE (ID23/2866)

The Committee had before it the report dated 27 March 2024 from the Manager Growth Planning regarding Draft Planning Agreement - Wellington South Battery Energy Storage.

Moved by Councillor J Gough and seconded by Councillor P Wells

MOTION

1. That a draft Planning Agreement be prepared in accordance with the terms identified in this report.
2. That a further report be presented to Council for consideration if a Planning Agreement cannot be successfully negotiated.
3. That a draft Planning Agreement and Explanatory Note prepared in accordance with the terms identified in this report be placed on public exhibition in accordance with the provisions of the Environmental Planning and Assessment Act 1979.
4. That following the conclusion of the public exhibition period, a further report be presented to Council for consideration, including any submissions received.

CARRIED

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

IPEC24/19 DUBBO REGIONAL HOUSING ROADMAP - PROGRESS REPORT (ID24/236)

The Committee had before it the report dated 7 March 2024 from the Growth Planner regarding Dubbo Regional Housing Roadmap - Progress Report.

Moved by Councillor J Black and seconded by Councillor L Burns

MOTION

1. That Council note progress in respect of the Dubbo Regional Housing Roadmap.
2. That a further progress report be provided to Council in December 2024, outlining progress of the actions included in the Housing Roadmap.

CARRIED

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

IPEC24/20 DRINKING WATER MANAGEMENT SYSTEM – ANNUAL REPORT (ID24/150)

The Committee had before it the report dated 27 March 2024 from the Water and Sewer Treatment Engineer regarding Drinking Water Management System – Annual Report.

Moved by Councillor J Black and seconded by Councillor P Wells

MOTION

1. That the report by the Water and Sewer Treatment Engineer be noted.
2. That it be noted, as is required, that the Drinking Water Management System Annual Report shall be provided to the Public Health/Western NSW Local Health District.

CARRIED

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

IPEC24/21 DISABLED PARKING SPACES - BRISBANE STREET DUBBO (ID24/627)

The Committee had before it the report dated 3 April 2024 from the Senior Traffic Engineer regarding Disabled Parking Spaces - Brisbane Street Dubbo.

Moved by Councillor V Etheridge and seconded by Councillor J Black

MOTION

That Council approval be granted for the installation of one disabled parking space and three additional angled parking spaces on the eastern side of Brisbane Street, adjacent to 166 Brisbane Street in accordance with Council's Plan TM 7613 (Appendix 1).

CARRIED

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

IPEC24/22 2024 CENTRAL WEST CHARITY TRACTOR TREK (ID24/628)

The Committee had before it the report dated 3 April 2024 from the Senior Traffic Engineer regarding 2024 Central West Charity Tractor Trek.

Moved by Councillor V Etheridge and seconded by Councillor R Ivey

MOTION

That Council approval be granted to conduct the 2024 Central West Charity Tractor Trek along local roads within the Dubbo Local Government Area from the 13 to 15 September 2024 in accordance with the submitted Event and Traffic Management Plan (Appendix 1) and any additional conditions imposed by Council, NSW Police and Transport for NSW.

CARRIED

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

CONFIDENTIAL

Moved by Councillor V Etheridge and seconded by Councillor P Wells.

MOTION

That confidential item IPEC24/23 be deferred to the conclusion of the Corporate Services Committee.

CARRIED

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

The closed session was held from 6.05pm to 6.22pm during the Corporate Services Committee meeting, where item IPEC24/23 was considered. During the open session at 6.22pm, the Mayor read out the following resolutions:

**IPEC24/23 TENDER TO SUPPLY AND PLACE ASPHALT SURFACING - TAMWORTH STREET
PAVEMENT RECONSTRUCTION (ID24/549)**

The Committee had before it the report dated 21 March 2024 from the Project Engineer regarding Tender to Supply and Place Asphalt Surfacing - Tamworth Street Pavement Reconstruction.

Moved by Councillor V Etheridge and seconded by Councillor P Wells

MOTION

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, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CARRIED

Moved by Councillor J Black and seconded by Councillor L Burns

MOTION

- 1. That the tender to Supply and Place Asphalt Surfacing - Tamworth Street Pavement Reconstruction be awarded to Bitupave Ltd T/A Boral Asphalt in accordance with Local Government Act 1993 section 55(3) for the amount of \$348,603.73 (incl GST).**
- 2. That Council delegate the Chief Executive Officer to approve the extension options for this contract if required.**
- 3. That Council delegate the Chief Executive Officer to approve contract variations for this contract subject to budget limitations.**
- 4. That all documentation in relation to this matter remain confidential to Council.**

5. That all documentation in relation to this matter be signed under the Common Seal of Council.

CARRIED

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

The meeting closed at 5.53pm.

.....
CHAIRPERSON



**DUBBO REGIONAL
COUNCIL**

Report of the Culture and Community Committee - meeting 11 April 2024

AUTHOR: Administration Officer
REPORT DATE: 26 March 2024

The Council had before it the report of the Culture and Community Committee meeting held 11 April 2024.

RECOMMENDATION

That the report of the Culture and Community Committee meeting held on 11 April 2024, be adopted.



REPORT CULTURE AND COMMUNITY COMMITTEE 11 APRIL 2024

PRESENT: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

ALSO IN ATTENDANCE: The Chief Executive Officer, the Director Organisational Performance, the Manager Corporate Governance, the Governance Team Leader, the Governance Officer, the Director Strategy Partnership and Engagement (S Jennings), the IT Support Officer, the Communications Partner, the Director Infrastructure, the Director Development and Environment and the Director Community Culture and Places.

Councillor J Gough assumed the Chair of the meeting.

The proceedings of the meeting commenced at 5.53 pm.

CCC24/17 LEAVE OF ABSENCE (ID24/589)

Requests for leave of absence were received from Councillors S Chowdhury and M Wright who were absent from the meeting due to personal reasons.

Moved by Councillor P Wells and seconded by Councillor V Etheridge

MOTION

That such requests for Leave of Absence be accepted and Councillors S Chowdhury and M Wright be granted leave of absence from this meeting.

CARRIED

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

Councillor D Mahon and the Director Organisational Performance attended via audio visual link.

CCC24/18 CONFLICTS OF INTEREST (ID24/590)

The following Conflicts of interest were declared:

Councillor J Black - Non pecuniary less than significant – for PSTC24/6.

**CCC24/19 REPORT OF THE PUBLIC SPACES TREE COMMITTEE - MEETING 13 MARCH
2024 (ID24/641)**

The Committee had before it the report of the Public Spaces Tree Committee meeting held 13 March 2024.

Moved by Councillor M Dickerson and seconded by Councillor V Etheridge

MOTION

That the report of the Public Spaces Tree Committee meeting held on 13 March 2024, be adopted save and except item PSTC24/6 which will be dealt with separately.

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

PSTC24/6 MYALL STREET - TREE REMOVAL - PUBLIC TREE AMENITY VALUATION POLICY

The Committee had before it the report dated 7 March 2024 from the Manager Recreation and Open Spaces regarding Myall Street - Tree Removal - Public Tree Amenity Valuation Policy.

Moved by Councillor M Dickerson and seconded by Councillor P Wells

MOTION

- 1. That the information contained within the report of the Manager Recreation and Open Spaces dated 7 March 2024, be noted.**
- 2. That it be noted that the Public Spaces Tree Committee endorses the adherence to Public Tree Removal – Amenity Valuation Policy 2019 in respect of the request by the owner of 84 Myall Street for tree removal in front of Powder Park.**

CARRIED

Councillor J Black declared a non-pecuniary, significant interest in the matter now before the Committee and left the room and was out of sight during the Committee's consideration of this matter. The reason for such interest is that Councillor J Black the owner of 84 Myall Street, Mr B Comerford is my longtime neighbour. To remove perception of any conflict I will leave the room while this matter is considered.

CCC24/20 REPORT OF THE YOUTH COUNCIL - MEETING 19 MARCH 2024 (ID24/619)

The Committee had before it the report of the Youth Council meeting held 19 March 2024.

Moved by Councillor P Wells and seconded by Councillor L Burns

MOTION

That the report of the Youth Council meeting held on 19 March 2024, be noted.

CARRIED

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

The meeting closed at 5.59pm.

.....
CHAIRPERSON



**DUBBO REGIONAL
COUNCIL**

Report of the Corporate Services Committee - meeting 11 April 2024

AUTHOR: Administration Officer
REPORT DATE: 26 March 2024

The Council had before it the report of the Corporate Services Committee meeting held 11 April 2024.

RECOMMENDATION

That the report of the Corporate Services Committee meeting held on 11 April 2024, be adopted.



REPORT CORPORATE SERVICES COMMITTEE 11 APRIL 2024

PRESENT: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

ALSO IN ATTENDANCE: The Chief Executive Officer, the Director Organisational Performance, the Manager Corporate Governance, the Governance Team Leader, the Governance Officer, the Director Strategy Partnership and Engagement (S Jennings), the IT Support Officer, the Communications Partner, the Director Infrastructure, the Director Development and Environment and the Director Community Culture and Places.

Councillor M Dickerson assumed the Chair of the meeting.

The proceedings of the meeting commenced at 6.00pm.

CSC24/8 LEAVE OF ABSENCE (ID24/620)

Requests for leave of absence were received from Councillors S Chowdhury and M Wright who was absent from the meeting due to personal reasons.

Moved by Councillor J Gough and seconded by Councillor P Wells

MOTION

That such requests for Leave of Absence be accepted and Councillors S Chowdhury and M Wright be granted leave of absence from this meeting.

CARRIED

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

Councillor D Mahon and the Director Organisational Performance attended via audio visual link.

CSC24/9 CONFLICTS OF INTEREST (ID24/621)

There were no Conflicts of Interest declared.

CSC24/10 REPORT OF THE WELLINGTON TOWN COMMITTEE - MEETING 26 FEBRUARY 2024 (ID24/431)

The Committee had before it the report of the Wellington Town Committee meeting held 26 February 2024.

Moved by Councillor R Ivey and seconded by Councillor V Etheridge

MOTION

That it be noted that this item is a duplication as the minutes of the Wellington Town Committee meeting held on 26 February 2024 were already considered and adopted at the Ordinary Council meeting on 21 March 2024.

CARRIED

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

CSC24/11 2023/2024 CHRISTMAS NEW YEAR CLOSURE PERIOD (ID24/408)

The Committee had before it the report dated 2 April 2024 from the Chief Executive Officer regarding 2023/2024 Christmas New Year Closure Period.

Moved by Councillor P Wells and seconded by Councillor V Etheridge

MOTION

- 1. That the information contained within the report of the Chief Executive Officer dated 2 April 2024, be noted.**
- 2. That it be noted that a future report will be provided to Council for the determination of the shutdown period dates for the 2024/2025 Christmas - New Year period.**

CARRIED

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

CSC24/12 MONTHLY REPORTING SNAPSHOT FOR COUNCILLORS - MARCH 2024 (ID23/2979)

The Committee had before it the report dated 2 April 2024 from the Corporate Strategy Performance Coordinator regarding Monthly Reporting Snapshot for Councillors - March 2024.

Moved by Councillor L Burns and seconded by Councillor J Black

MOTION

That the information contained within the report of the Corporate Strategy and Performance Coordinator, dated 2 April 2024, be noted.

CARRIED

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

CSC24/13 2024 LOCAL GOVERNMENT ELECTION UPDATE (ID24/541)

The Committee had before it the report dated 20 March 2024 from the Manager Corporate Governance regarding 2024 Local Government Election Update.

Moved by Councillor V Etheridge and seconded by Councillor J Black

MOTION

1. That Council note the pre candidate information sessions for the upcoming election.
2. That Council note the Caretaker period, commencing on 15 August 2024, for the upcoming election.
3. That following the declaration of the Local Government election results, an Ordinary Council Meeting be held on Thursday 26 September 2024 for the Mayoral election, with an alternative date for an Ordinary Council Meeting to be held on Thursday 3 October 2024 should the declaration of Local Government election results take longer than anticipated.
4. That Council note the rules for campaigning for the 2024 Local Government Election.
5. That Council note the induction program for new Councillors to be undertaken on:
 - Wednesday 25 September 2024
 - Thursday 26 September 2024
 - Wednesday 2 October 2024
 - Thursday 3 October 2024
 - Wednesday 9 October 2024 (Wellington)
 - Thursday 10 October 2024
 - Wednesday 16 October 2024
 - Thursday 17 October 2024
6. That an Ordinary Council meeting be held on Thursday 24 October 2024.

CARRIED

For: Councillors J Black, L Burns, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells.

Against: Nil.

CONFIDENTIAL

In accordance with Section 9(2A) Local Government Act 1993, in the opinion of the Chief Executive Officer, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a confidential session of the Committee meeting closed to the press and public.

The item listed comes within the following provisions of the Act:

- *CSC24/14 – Value to Negotiate with the Dubbo RSL for the Old Dubbo Bowling Club Update* (Section 10A(2)(d)(ii)) - information that would, if disclosed, confer a commercial advantage on a competitor of the Council.

There were no submissions as to whether the meeting should be closed for these items.

At this juncture it was moved by Councillor V Etheridge and seconded by Councillor P Wells that the Committee resolves into Closed Session, the time being 6.05pm.

At this juncture it was moved by Councillor P Wells and seconded by Councillor R Ivey that the Council resolves into open session, the time being 6.22pm.

The open session resumed at 6.22pm.

The Mayor read out the following resolution made in the closed session:

CSC24/14 VALUE TO NEGOTIATE WITH THE DUBBO RSL FOR THE OLD DUBBO BOWLING CLUB UPDATE (ID24/623)

The Committee had before it the report dated 3 April 2024 from the Director Organisational Performance regarding Value to Negotiate with the Dubbo RSL for the Old Dubbo Bowling Club Update.

Moved by Councillor V Etheridge and seconded by Councillor P Wells

MOTION

That members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council (Section 10A(2)(d)(ii)).

CARRIED

Moved by Councillor J Black and seconded by Councillor V Etheridge

MOTION

1. That Council agrees to sell proposed Lot 102 on DP1301426, being 3.3ha of Lot 200 on DP1280301:
 - a. to Dubbo RSL Memorial Club Ltd A.C.N. 000 965 355 or an associated entity;
 - b. for the consideration outlined in the body of this report; and
 - c. pursuant to terms outlined in the body of this report.
2. That Council agrees to purchase 74 Wingewarra Street, Dubbo (properly described as Lot 415 on DP754308) from Dubbo RSL Memorial Club Ltd A.C.N. 000 965 355 for the consideration, and on terms, as outlined in the body of this report.
3. That the contract for the sale of the property described in resolution 1 and in resolution 2 (above) be executed under the common seal of Council.
4. That the Chief Executive Officer be delegated power to execute any operational documentation relating to the finalisation of the sale of the property described in resolution 1 and resolution 2 (above).
5. That all matters relating to this report remain confidential to Council with the exception of the sale price for Lot 102 on DP1301426 (3.3.ha of Keswick land) and purchase price of 74 Wingewarra Street Dubbo (the former Dubbo City Bowling Club) upon the determination by Council at the April 2024 Ordinary Meeting.

CARRIED

For: Councillors J Black, L Burns, V Etheridge, J Gough, R Ivey and D Mahon.

Against: M Dickerson and P Wells.

The meeting closed at 6.25pm.

.....
CHAIRPERSON



DUBBO REGIONAL
COUNCIL

NOTICE OF MOTION: Renaming of the Legacy Shared Pathway

REPORT DATE: 16 April 2024

FILE: ID24/699

Council had before it a Notice of Motion dated 16 April 2024 from Councillor M Wright regarding the Renaming of the Legacy Shared Pathway as follows:

1. *That a community engagement process be undertaken to develop options for the formal naming of the infrastructure that was delivered as the 'Legacy Shared Pathway' noting that the project name reflected the grant funding program of the NSW Government.*
2. *That the Chief Executive Officer provide a report to the August 2024 Ordinary meeting of Council for the determination of a new official name of the new shared pathway infrastructure along the Macquarie River in Dubbo's CBD.*

RECOMMENDATION

1. That a community engagement process be undertaken to develop options for the formal naming of the infrastructure that was delivered as the 'Legacy Shared Pathway' noting that the project name reflected the grant funding program of the NSW Government.
2. That the Chief Executive Officer provide a report to the August 2024 Ordinary meeting of Council for the determination of a new official name of the new shared pathway infrastructure along the Macquarie River in Dubbo's CBD.

Matthew Wright
Councillor

MW
Councillor

APPENDICES:

- 1 [1](#) Notice of Motion - Renaming of Legacy Shared Pathway - Cllr M Wright

Councillor Matt Wright

PO Box 81
DUBBO NSW 2830

15 April 2024

The Chief Executive Officer
Dubbo Regional Council
PO Box 81
DUBBO NSW 2830


Dear Murray

NOTICE OF MOTION – RENAMING OF THE LEGACY SHARED PATHWAY

I would like to place the following notice of motion on the agenda for the 24 April 2024 Ordinary meeting of Council.

1. *That a community engagement process be undertaken to develop options for the formal naming of the infrastructure that was delivered as the 'Legacy Shared Pathway' noting that the project name reflected the grant funding program of the NSW Government.*
2. *That the Chief Executive Officer provide a report to the August 2024 Ordinary meeting of Council for the determination of a new official name of the new shared pathway infrastructure along the Macquarie River in Dubbo's CBD.*

Yours faithfully



Matt Wright
Councillor



REPORT: Draft 2024/2025 Budget, Operational Plan and associated documents

DIVISION: Strategy, Partnerships and Engagement
REPORT DATE: 7 April 2024
TRIM REFERENCE: ID24/652

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none">Seek endorsementStrategic Project UpdateAdopt fundingProvide review or updateFulfil legislated requirement/Compliance	
Issue	<ul style="list-style-type: none">Council is required to adopt a new Operational Plan and budget (for the 2024/2025) financial year before 30 June 2024.Council is required to adopt a Long-Term Financial Plan (commencing 2024/2025) before 30 June 2024.The draft Plans must be placed on public exhibition for at least 28 days, and submissions received must be considered by Council.	
Reasoning	<ul style="list-style-type: none">Under the requirements of the Integrated Planning and Reporting framework under the provisions of the Local Government Act, 1993, Council is required to endorse and/or adopt the following documents:<ul style="list-style-type: none">- Operational Plan (including budget and Statement of Revenue Policy).- Resourcing Strategy (including the Long-Term Financial Plan, Workforce Management Strategy and Asset Management Strategy).	
Financial Implications	Budget Area	Strategic Strategy, Partnerships and Engagement
	Funding Source	Integrated Planning and Reporting
	Proposed Cost	\$15,000 for advertising
	Ongoing Costs	\$15,000 for advertising
Policy Implications	Policy Title	There are no policy implications arising from this report
	Impact on Policy	N/A

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principle themes and a number of objectives and strategies. This report is aligned to:

Theme: 4 Leadership

CSP Objective:	4.1 Council provides transparent, fair and accountable leadership and governance
Delivery Program Strategy:	4.1.4 Statutory requirements are met and services are provided in a cost-effective and timely manner

RECOMMENDATION

1. That the following draft documents be endorsed for the purposes of public exhibition:
 - Draft 2024/2025 Delivery Program and Operational Plan (Appendix 1).
 - Draft 2024/2025 Budget and Forward Budgets for 2025/2026, 2026/2027 and 2027/2028 including Capital Expenditure (Appendix 2).
 - Draft 2024/2025 Fees and Charges (Appendix 3).
 - Draft 2024/2025 Statement of Revenue Policy (Appendix 4).
 - Draft 2024/2025 Resourcing Strategy (including the Long-Term Financial Plan, Workforce Management Strategy and Asset Management Strategy) (Appendix 5)
 - Draft 2024/2025 Macquarie Regional Library Operational Plan, Budget and Fees and Charges (Appendix 6).
2. That the documents listed in point 1 be placed on public exhibition from Wednesday, 1 May 2024 until 9am Monday, 3 June 2024.
3. That community and stakeholder engagement be undertaken in accordance with Council's Community Engagement Strategy (including Community Participation Plan).
4. That following completion of public exhibition and consultation, a further report be presented to Council for consideration, addressing the outcomes of the public exhibition.

Murray Wood
Chief Executive Officer

SJ
Director Strategy,
Partnerships and
Engagement

BACKGROUND

All Councils in NSW are required to operate under the provisions of the Local Government Act, 1993 and the Integrated Planning and Reporting (IP&R) Framework to guide short, medium and long-term planning for the community.

The IP&R Framework is based on comprehensive community engagement and aims to create a clear vision for the future. The Framework also provides a roadmap for delivering community priorities in a sustainable manner.

The IP&R Framework consists of the following documents:

- **Community Strategic Plan (CSP)**
The highest level of strategic planning undertaken by Council. All other plans must support achievement of the objectives included in the CSP.
- **Resourcing Strategy**
Identifies, in general terms, how Council will allocate resources to deliver the CSP objectives that it is responsible for.
- **Delivery Program**
Details the principal activities Council will undertake in its term to implement the strategies established by the CSP.
- **Operational Plan**
Prepared as a sub-plan of the Delivery Program and details the activities and projects Council will undertake during the financial year to address the principal activities outlined in the Delivery Program.

The purpose of this report is to seek the approval of Council to place the various components of Council's Integrated Planning and Reporting Framework on public display to seek the views and perspectives of the community.

REPORT

1. Draft 2024/2025 Delivery Program and Operational Plan

Council is required to adopt the 2024/2025 Operational Plan before 30 June 2024. The draft Delivery Program and Operational Plan is provided here in **Appendix 1**. The Plan is required to identify the activities and projects Council will undertake during the financial year. A detailed annual budget, and the Statement of Revenue Policy (including an estimate of Council's income, expenditure, proposed rates, fees, charges and borrowings) are provided here in **Appendix 2 and 3** respectively.

The Delivery Program and Operational Plan are combined in a single document to make it easier to understand, easier to read and more straightforward for our community.

The draft Plan includes the following:

- Business as usual activities and statutory requirements.
- Activities and projects that are ongoing and/or carry over a number of financial years.
- Service level plans for specific functions and service providers.

In reviewing the 2023/2024 Delivery Program and Operational Plan, the following should also be noted:

- Activities that were completed, are no longer relevant or are due to be completed during the 2023/2024 financial year have been removed from the 2024/2025 draft document.
- Activities from Mayoral Minutes and Notices of Motion have been included where required.
- The Delivery Program strategy 3.2.5 – “Neighbourhood shopping centres provide attractive and convenient services and facilities” has been removed as there are no actions drafted for 2024/2025. Significant work in Tamworth Street was completed during 2023/2024.

2. Draft 2024/2025 Budget and Forward Budgets for 2025/2026, 2026/2027 and 2027/2028 including Capital Expenditure

The draft budget documents and capital expenditure information is provided here in **Appendix 2**.

Financial sustainability is a key challenge facing Council due to several factors including increased demand for services beyond those traditionally provided (particularly in the area of community services), cost shifting from other levels of government, ageing infrastructure, constraints on increasing revenue and risk of reliance on external funding sources. To respond effectively to these challenges, Council will take a holistic approach to maximise integration between strategic planning and the creation of community expectations that are deliverable.

Council modelled different scenarios as part of the budget sensitivity analysis, including conservative, planned, and optimistic, that assumed both revenue and expenditure were reduced, maintained and above average. The 2024/2025 draft budget and the forward forecasts are based on the planned model.

Included in the 2024/2025 draft budget and the forward forecasts for 2025/2026, 2026/2027 and 2027/2028 is a capital expenditure program. It is estimated that the capital program expenditure over the next four financial years will be as follows:

2024/2025 Budget	2025/2026 Forecast	2026/2027 Forecast	2027/2028 Forecast
\$84,998,655	\$67,398,668	\$57,235,463	\$44,086,415

The details of initiatives and projects are contained in the budget; however, it is worth noting the following:

- **Net Operating Result:**
The anticipated deficit from operations (including capital grants and contributions) for the 2024/2025 year is forecast as \$0.2M comprising Income of \$179.1M and Expenses of \$179.3M.

2024/2025 Budget	2025/2026 Forecast	2026/2027 Forecast	2027/2028 Forecast
(\$223,959)	\$754,734	(\$7,646,075)	(\$950,791)

- **Net Operating Result Before Capital Grants:**
After excluding \$19.6M of projected Grants and Contributions to be received for Capital Purposes the projected net operating deficit for the 2024/2025 year is \$19.8M.

2024/2025 Budget	2025/2026 Forecast	2026/2027 Forecast	2027/2028 Forecast
(\$19,779,363)	(\$6,899,334)	(\$14,481,794)	(\$8,186,921)

- **Balanced budget:**
In relation to Councils General Fund operations, anticipated spend of Council cash reserves in the 2024/2025 year totals \$24.6M, which relates primarily to:
 - Grant funds/contributions that have already been received.
 - Internal loans funding agreed capital works.
 - Road infrastructure projects which were delayed or reprioritised due to backlogs from previous years as a result of the rain.
- **Income from Rates and Annual Charges:**
It is estimated that income from Rates and Annual Charges will be \$77.9M in the 2024/2025 financial year.
- **Rate structure:**
The draft Annual Statement of Revenue Policy includes a detailed breakdown of the proposed rate structure for the 2024/2025 financial year. It is to be noted that the Independent Pricing and Regulatory Tribunal (IPART) has determined that Council's general income may be increased by the rate peg, which is 5.00% for the 2024/2025 year. The rate peg is only applicable to Ordinary Rates and does not apply to Annual Charges, with the exception of the Drainage Service Charge which is part of Council's general income.
- **Pensioner rebates:**
The draft Annual Statement of Revenue Policy details the voluntary pension rebate amounts Council is proposing for the 2024/2025 year, which are in addition to the Pensioner Concession Rebates granted in accordance with Section 575 of the Local Government Act, including:
 - \$57.20 on the Domestic Waste Management Service Charge – 3 Bin Service.
 - \$12.50 on the Residential Sewerage Service Charge.

- \$12.50 on Residential Water Access Charges.
- Interest Income:
Revenues from interest on investments is forecast to amount to \$8.8M in 2024/2025, based on predictions of interest rates to remaining relatively static over the next year.
- Staffing Resources:
In relation to the level of staffing resources, the draft budget has been prepared based a headcount budgeting methodology. The budget has been prepared on the basis of providing for a 4% increase in employment costs. This includes award increases as well as some increases in rates of pay as staff move through the skill steps provided within the salary system. The Superannuation guarantee levy has been provided at a rate of 11.50% for 2024/2025 with an increase to 12% forecasted in 2025/2026, 2026/2027 and 2027/2028.
- Asset Renewal Backlog:
The proposed draft budget does not address the required amount to cover the asset renewal backlog of \$114M. Without obtaining capital grant funding, there is limited ability to fund additional renewals. Options to address this backlog are being considered as an ongoing project.
- Roads Capital Program:
It is proposed to allocate a total of \$42.0M to the roads capital program. The draft budget reflects a more strategic maintenance program with major projects proposed to include the following:
 - \$2.7M allocated to strategic land acquisition costs.
 - \$6.3M allocated to the bridge improvements program, including:
 - \$3.2M allocated to Comobella Bridge – Saxa Road.
 - \$31.1M allocated to road major construction, reconstruction and annual reseal, sheeting and heavy patching including:
 - \$4.5M allocated to River Street West Collector Road (Stage 1).
 - \$2.2M allocated to Saxa Road (Maryvale Road - Bakers Lane).
 - \$3.0M allocated to Blueridge Link Road.
 - \$10.3M allocated to Newell Highway and River Street Intersection.

Recreation and Open Space Asset Renewals:

Council is responsible for 1,158 recreation and open space assets in the region which includes sporting facilities, parks and reserves and aquatic facilities. Council's asset maintenance replacement program ensures facilities and parks are accessible to the community in satisfactory condition. Some of the asset renewal projects across the Dubbo region for 2024/2025 include the following:

- \$403K allocated to renew the Victoria Park Amenities.
- \$60K allocated to renew the Riverbank Park North fitness centre.
- \$28K allocated to renew the Victoria Park skate park.
- \$125K allocated to renew the playground at Lions Park West.

- \$250K allocated to commence the renewal of the Elston Park water park, with the remaining \$400K allocated in the 2025/2026 year.
- \$100K allocated for signage improvements across public and open spaces.
- \$200K allocated to renewing the irrigation systems at Victoria Park Number 2 and Number 3.
- \$20K allocated to upgrade the PA System at Lady Cutler Oval.

3. Draft 2024/2025 Fees and Charges

The draft 2024/2025 Fees and Charges document is provided here in **Appendix 3**.

The following provides a high-level list of fees and charges, which are likely to provide for community interest:

- Dubbo Regional Livestock Market: 6% increase on Agents Licence Fees and Yard Dues per head.
- Rainbow Cottage – 10% increase on daily fees charged per child for use of the Long Day Care Facility.
- Airport – 6% increase on passenger fees charged to airlines.
- DRTCC – 10% increase on facility hire of the Dubbo Regional Theatre and Convention Centre and the Wellington Civic Centre.
- WPCC – 10% increase on admission fees charged for specific events and venue hire at the Western Plains Cultural Centre.
- Water charges – 5% increase on water access charges.
- Sewer charges – 5% increase on annual residential sewerage charges and non-residential usage charges. 5% increase on liquid trade waste charges.
- Domestic waste charges – 16% increase on Domestic Waste Management service charges for vacant land, 3 bin and 2 bin services.
- Other waste – 25% increase on non-domestic waste collection service charges. 25% increase relating to most charges at the Whylandra Waste and Recycling Centre and Wellington Resource Recovery Facility.
- Other waste – a new fee has been added to capture mixed commercial/industrial waste from 'Electricity Generating Works' (as defined in the Dubbo Regional Local Environmental Plan 2022), with differing rates depending on if the waste originated from within or outside of the Local Government Area.
- Cemeteries – The NSW Government announced it was extending an Interment Industry Levy onto all operators. This means council cemeteries will need to charge a levy for each burial and cremation they undertake. The levy is proposed to be \$41 per cremation, \$63 per ash interment and \$156 per bodily interment and have been included in the draft 2024/2025 Fees and Charges.
- Aquatic Leisure Centres has been removed from Council fees and charges. Council will separately determine the minimum and maximum fees to ensure positive outcomes for the community, as per the Management Contract.

4. Draft 2024/2025 Statement of Revenue Policy

The draft 2024/2025 Statement of Revenue Policy is provided here in **Appendix 4**.

The Policy includes the following statements:

- A statement containing a detailed estimate of the council's income and expenditure.
- A statement with respect to each ordinary rate and each special rate proposed to be levied.
- A statement with respect to each charge proposed to be levied.
- A statement of the types of fees proposed to be charged by the council and, if the fee concerned is a fee to which Division 3 of Part 10 of Chapter 15 of the Act applies, the amount of each such fee.
- A statement of the council's proposed pricing methodology for determining the prices of goods and the approved fees under Division 2 of Part 10 of Chapter 15 of the Act for services provided by it, being an avoidable costs pricing methodology determined by the council.
- A statement of the amounts of any proposed borrowings (other than internal borrowing), the sources from which they are proposed to be borrowed and how they are proposed to be secured.

The following items under Part 4 and Part 9 of the Policy are highlighted for notation:

- 4.5 Council will grant a voluntary pension rebate of \$57.20 on the Domestic Waste Management Service Charge – 3 Bin Service in 2024/2025.
- 4.40 Council will grant a voluntary pension rebate of \$12.50 on the Residential Sewerage Service charge in 2024/2025.
- 4.48 Council will grant a voluntary pension rebate of \$12.50 on Residential Water Access Charges in 2024/2025.
- 9.1 Council will calculate interest on overdue rates and charges during 2024/2025 using the maximum charge as determined by the minister for Local Government, in accordance with Section 566(3) of the Local Government Act, 1993.

5. Draft 2024/2025 Resourcing Strategy

The draft 2024/2025 Resourcing Strategy includes the Long-Term Financial Plan, Workforce Management Strategy and Asset Management Strategy and is included here in **Appendix 5**.

(a) Long-Term Financial Plan

Council is required to review the Long-Term Financial Plan annually when developing the Operational Plan. The overall objective of the Long-Term Financial Plan is to express, in financial terms, the activities Council will undertake over the short, medium, and long term, to provide a sound basis for strategic decision making. In addition, the Plan guides the future strategies and actions of Council to ensure that it continues to operate in a manner that achieves financial sustainability.

(b) Workforce Management Strategy

The Strategy serves as a roadmap to attract, develop, and retain a qualified and engaged workforce. This ensures that Council can effectively deliver on the Community Strategic Plan and Delivery Program, ultimately providing efficient and effective services to the community.

Key benefits of the Workforce Management Strategy include:

- Meeting Community Needs - The Strategy aligns the workforce with community priorities, ensuring services and actions delivered by the council truly reflect the community's vision.
- Future-Proofing the Workforce - By anticipating future challenges and skill requirements, the plan invests in developing a workforce equipped to handle them, ensuring long-term sustainability.
- Engaged and Productive Employees - The Strategy fosters a positive and supportive work environment, leading to happier, more productive employees who contribute significantly to the community's well-being.
- Sustainable Service Delivery - An engaged and skilled workforce translates to efficient service delivery, meeting community expectations outlined in the Delivery Program.

The Workforce Management Strategy aims to bridge the gap between the Community Strategic Plan and the Delivery Program through workforce development. It recognises the crucial role of employees in achieving sustainable service delivery. The Strategy focuses on building a future-proof workforce equipped with the necessary skills and experience, while fostering an engaging and productive work environment.

(c) Asset Management Strategy

To deliver on the key business outcome of asset management capability, Council has an asset management system. The asset management system comprises people, policies and strategies, processes, information systems and other resources required to deliver asset management.

Asset management requires both a corporate approach and corporate commitment to provide an appropriate level of resources to underpin Council's asset management capability.

The Asset Management Strategy develops the asset management objectives, principles, framework and strategies to achieve our Strategic Plan. The plan summarises activities and expenditure projections, based on the individual Asset Management Plans, to achieve the asset management objectives.

6. Draft 2024/2025 Macquarie Regional Library Operational Plan, Budget and Fees and Charges

The Macquarie Regional Library (MRL) administers the library budget, fees and charges on behalf of the three member councils: Dubbo Regional Council, Warrumbungle Shire Council, and Narromine Shire Council.

The draft 2024/2025 Macquarie Regional Library Operational Plan, Budget and Fees and Charges are provided here in **Appendix 6**.

The 2024/2025 draft budget and fees and charges proposed by Dubbo Regional Council are forwarded to the member councils for consideration and inclusion in their draft annual planning documents for public exhibition. All MRL member councils formally adopt the 2024/2025 draft budget, fees and charges.

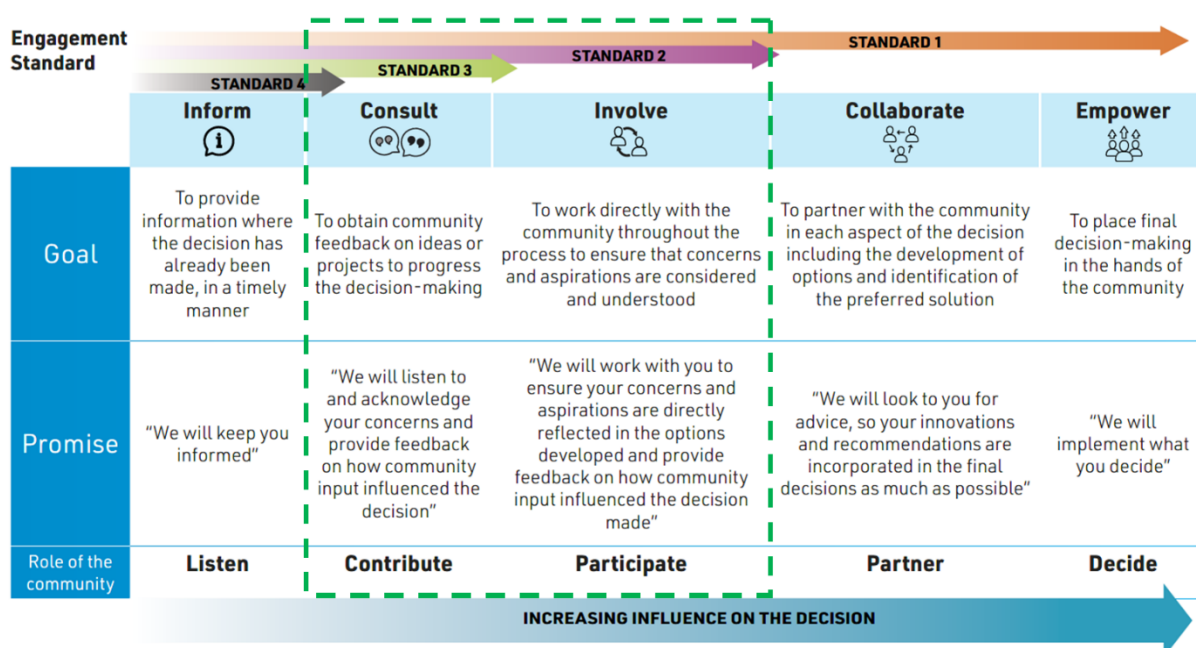
The draft 2024/2025 MRL Operational Plan is the first year of the Draft 2024-2028 MRL Delivery Program. The MRL service levels are maintained across the 2024-2028 financial years.

The MRL Strategic Plan 2024-2028 will guide core service provisions and performance measures in accordance with the adopted budget.

The MRL Key Performance Indicators reflect the estimates against the previous year's results and the State Library of NSW Living Learning Libraries: Standards and Guidelines (2020).

7. Engagement

The public participation sought during the public exhibition period will vary between the Consult and Involve Levels as specified below:



Council's YourSay engagement platform will be the primary platform for the community to access information and provide their submissions.

Hard copies of the Plans will be physically available for viewing at the Dubbo and Wellington Customer Experience Centres and Macquarie Regional Library – Dubbo and Wellington Branches.

Communication activities to support the community engagement program will include:

- Print and radio advertising.
- Direct email to stakeholder databases including Community Committees.
- Poster with QR code in Council facilities.
- Media engagement program including a series of media releases.
- Comprehensive social media program including:
 - Draft budget, fees and charges and operational plan highlights with digestible information outlining different aspects to help inform the community.
 - Static posts and social media stories.

To help create awareness and understanding of the Integrated Planning and Reporting suite of documents, communications will be centred on topics of interest, including:

- Financial sustainability
- Community centric
- Future focus
- Strategic partnerships
- Social impact for the community

Resourcing Implications

The resources required for advertising the draft document are as follows:

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	0	0	0	0	0	0
b. Operating expenses	15,000	15,000	15,000	15,000	15,000	15,000
c. Operating budget impact (a – b)	-15,000	-15,000	-15,000	-15,000	-15,000	-15,000
d. Capital Expenditure	0	0	0	0	0	0
le. Total net impact (c – d)	0	0	0	0	0	0
Does the proposal require ongoing funding?	Yes					
What is the source of this funding?	Strategic Strategy, Partnerships and Engagement					

Table 1. Ongoing Financial Implications

Timeframe

Key Date	Explanation
1 May – 3 June 2024	Public exhibition period
27 June 2024	Ordinary Council Meeting to consider results of the public exhibition period and adoption of the documents
1 July 2024	2024/2025 documents come into effect

APPENDICES:

1	Draft 2024/2025 Delivery Program and Operational Plan	Excluded
2	Draft 2024/2025 Budget, Forward Forecasts and Capital Expenditure	Excluded
3	Draft 2024/2025 Fees and Charges	Excluded
4	Draft 2024/2025 Annual Statement of Revenue Policy	Excluded
5	Draft Resourcing Strategy	Excluded
6	Draft 2024/2025 MRL Budget, Fees and Charges, Delivery and Operational Plan	Excluded



REPORT: Organisational Sustainability Review and Improvement Plan

DIVISION: Development and Environment
REPORT DATE: 12 April 2024
TRIM REFERENCE: ID24/682

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none">Seek endorsementStrategic Project Update	
Issue	<ul style="list-style-type: none">The report seeks to place the draft Organisational Sustainability Review and Improvement Plan on public exhibition for community feedback in conjunction with the draft 2024/2025 Budget and Operational Plan.	
Reasoning	<ul style="list-style-type: none">In response to the resolution of CSC23/65, That the Council determine that consideration of a Special Rate Variation application to Independent Pricing and Regulatory Tribunal NSW (IPART) be deferred until 2025/2026.	
Financial Implications	Budget Area	Strategy, Partnerships and Engagement
	Funding Source	Strategic Strategy, Partnerships and Engagement
	Proposed Cost	Cost implications associated with the implementation of the proposed improvement strategies has not been defined.
Policy Implications	Policy Title	There are no policy implications arising from this report.

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principle themes and a number of objectives and strategies. This report is aligned to:

Theme:	4 Leadership
CSP Objective:	4.1 Council provides transparent, fair and accountable leadership and governance
Delivery Program Strategy:	4.1.2 Council's decision-making processes are open, transparent and accountable
Theme:	4 Leadership
CSP Objective:	4.2 The resources of Council are sustainably managed
Delivery Program Strategy:	4.2.4 The business activities of Council are financially sustainable and provide financial returns to the community

RECOMMENDATION

- 1. That the draft Organisational Sustainability Review and Improvement Plan, attached as Appendix 1, be endorsed for the purpose of public exhibition only.**
- 2. That the draft Organisational Sustainability Review and Improvement Plan be placed on public exhibition from Wednesday, 1 May 2024 until 9am Monday, 3 June 2024.**
- 3. That community and stakeholder engagement be undertaken in accordance with Council's Community Engagement Strategy (including Community Participation Plan).**
- 4. That following completion of the public exhibition, a further report be presented to Council for consideration, addressing the outcomes of the public exhibition.**

Murray Wood
Chief Executive Officer

SJ
Director Strategy,
Partnerships and
Engagement

BACKGROUND

Previous Resolutions of Council

23 November 2024 CSC23/65	<ol style="list-style-type: none">1. That the Council determine that consideration of a Special Rate Variation application to Independent Pricing and Regulatory Tribunal NSW (IPART) be deferred until 2025/2026.2. That Council develop an Organisational Sustainably Review and Improvement Plan, as part of the development of the 2024/2025 Operational Plan and Budget process.
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Council appointed independent industry consultants AEC Group Ltd to undertake an independent review of the financial sustainability of Dubbo Regional Council. The review was completed in November 2023.

In its report, AEC Group recommended the following vision of a sustainable scenario for Council:

“The vision for a sustainable Dubbo Regional Council is that the Council will be able to achieve the vision outlined in the Community Strategic Plan while maintaining over the medium to long term both fiscal capital (that is access to cash) and the infrastructure capital (that is assets that the Council owns).”

An Enhanced Asset Renewal and Enhanced Cash scenario was developed by AEC to assess the increase in cash required to general sufficient funds to maintain fiscal capital, while also increasing the investment in asset renewals and maintenance to maintain the infrastructure capital.

Informed by analysis, AEC concluded that an improvement in the cash generated from Council’s operations is required to an aggregate amount equivalent to a cumulative increase over four years of 37.1% in ordinary rates, above what would otherwise be projected through the annual rate peg (increase in rates) and growth.

Whilst this conclusion was expressed in the form of the required percentage increase in ordinary rates, the report also identified that may be achieved through a combination of initiatives, including:

- Identification of operational efficiencies and productivity improvements.
- Reduction in service provision – levels and/or range of services.
- Reduction in debt through sale of surplus assets.
- Increase in revenue from operations through increase in service fees, rates and/or charges.

Specifically, to support long term financial sustainability, the review recommended that Council consider the following:

- 9.1.1 Efficiencies Savings and Productivity Improvement
- 9.1.2 Review of User Charges and Fees
- 9.1.3 Increase in General Rate Through a Special Rate Variation
- 9.1.4 Revise Current Range and Levels of Service
- 9.1.5 Establish Governance & Enhanced Capital Works Program Framework
- 9.1.6 Asset Management

The draft Organisational Sustainability and Improvement Plan (provided here in **Appendix 1**) forms part of Council's response to the review recommendations, specifically 9.1.1. Elements included in the Plan also refer to 9.1.2 and 9.1.4.

REPORT

The draft Organisational Sustainability and Improvement Plan has been developed in conjunction with the draft 2024/2025 Budget and Operational Plan and supports Council's commitment to ensuring long-term viability and effectiveness. The Plan will address key areas for development and implements strategies to promote efficiency, improvement, and sustainability.

1. Plan Development

The development of the Plan included three key stages with a further stage identified for implementation:

Stage one: Plan definition

- Project and plan approach created by Executive Leadership Team.
- Councillor workshop to confirm project approach, parameters of plan and metrics to be applied.
- Internal workshop with Senior Leadership Team.
- Project and plan approach provided to Audit, Risk and Improvement Committee.
- Staff engagement to support informed ideas generation.

Stage two: Plan creation

- Collation of existing efficiency and improvement commitments.
- Collation of new efficiency and improvement ideas.
- Finalising, quantifying and prioritising draft actions.
- Senior Leadership Team review of draft to align potential resource allocation.

- Executive Leadership Team review of the draft plan.

Stage three: Plan consideration

- Presentation of draft plan to Councillors.
- Presentation of draft plan to Council Ordinary Meeting.
- Draft plan to be place Public Exhibition: 1 May – 3 June 2024.
- Post Public Exhibition, draft plan presented to Audit, Risk and Improvement Committee for consideration.
- Post Public Exhibition draft plan presented to Council Ordinary Meeting for consideration.

Stage four: Plan implementation

- Implementation of adopted Plan.
- Report on the implementation in line with the adopted plan.

2. Recognition and focus on continued improvement

Council has a strong focus on continual improvement both from a business operation perspective and ensuring we can deliver services to our community in a financially responsible manner. The draft Organisational Sustainability and Improvement Plan presents one component of Council's ongoing focus on organisational improvement.

(a) Organisational direction and capacity

This includes ensuring the organisation has a robust focus on strategic direction, organisational capability culture and ongoing capacity. The organisation has an internal focus on the following key workstreams:

- Organisation effectiveness

This includes building shared and individual understanding, rigour and accountability to deliver together for our community.

- Workplace wellbeing

Ensuring the organisation provides strategies to maintain and enhance workplace wellbeing.

- Resource allocation

Ensuring we continue to design and implement robust processes for organisation wide prioritisation and allocation of resources by the Elected Body.

To aid in understanding the key components of organisational direction and capacity, the draft Plan also includes a high-level service catalogue. The service catalogue supports service profiling, service level recognition, service review identification and organisational development and change management.

(b) Service Review Program

The service review program forms an integral part of this Plan, the objective to support long term financial sustainability and a culture of continuous improvement.

NSW Office of Local Government guidelines for Integrated Planning and Reporting (IP&R) require a service review program to be undertaken by all Council's as provided below:

- 4.3 To encourage continuous improvement across the council's operations, the Delivery Program must identify areas of service that the council will review during its term, and how the council will engage with the community and other stakeholders to determine service level expectations and appropriate measures.*

Service reviews are undertaken in accordance with Council's adopted Service Review Framework, which also includes a service review program. The Plan provides a snapshot of service reviews Council has undertaken, reviews underway and planned reviews upcoming.

3. Plan Structure and Improvement Strategies

The Organisational Sustainability and Improvement Plan includes a range of improvement strategies, which have been broadly defined by the outcomes they aim to achieve, which includes the following:

- **Efficiency**

Less input for same output, or same input for greater output.

- **Improvement**

A measured improved output our outcome (cost/service standard/offering).

- **Service Sustainability**

Altering a service to save input (financial or resource) without significant impact.

Table 1 shows the draft improvement strategies that are proposed to be included in the Plan, in addition to a strategic goal or target.

Each identified improvement strategy will develop a range of achievable actions. It should be noted that identified actions need to undergo feasibility analysis to ensure they represent a

defined improvement, are consistent with the identified improvement strategies and have measurable return benefits in respect of financial, staff time and resource allocation.

Improvement strategy	Goal/ target
Implement proactive processes in relation to debt management activities.	90+ day debt is < 30% of all total sundry debtor's debt.
Consider system modules or improvements that support agile account management to reduce staff administration time.	Reconciliation of accounts is optimised.
Holistic review of software, subscriptions and applications seeking to reduce duplication, ensure future proofing and integration with core systems.	Instances of duplication are reduced.
Pre-review scoping of Service Reviews is undertaken regularly, and reviews with assumed benefit is high and complexity is low are prioritised.	Establish a working group to assess and make recommendations.
Review Council "office" space in line with activity-based working, flexible working options and alternative use of "office" space where suitable.	Reduce administration office space by 10%.
Consider standardisation of venue hire rates, alternatives for customer/client use.	Complete assessment of the community halls; standards, m ² hireable and amenity.
Review of Council fleet policy and lease back vehicle provision.	Reduce fleet costs.
Seek better value for Council through centralised, bulk-buy for discounts or purchasing power agreements for consumables and other supplies.	Implement centralised consumables.
Review internal services with process mapping to identify bottlenecks, duplication, time lags and seek to improve efficiencies across the organisation.	Complete process mapping of the 42 identified processes by 2027. Complete framework.
Build internal capability and knowledge and provide staff with systems to increase efficient use of time.	Staff time allocated to data entry tasks is reduced.
Review funding, sponsorship, in-kind support and alternatives for assistance to community groups and organisations.	Conduct a survey to establish satisfaction ratings. Review in 12months.
Vacant positions are reviewed for alignment to core requirements.	Alignment checklist is developed and applied.
Review of staff and stakeholder time investment during consultation activities.	Effective scheduling to reduce staff overtime.
Commercial hire of venues is prioritised.	Complete the review of the Internal Business Hire Procedure.
Consider alternate methods of asset maintenance and routine task over traditional methods.	Undertake targeted trials.
Review the delivery and provision of Civic events.	Measure community need and satisfaction.
Investigate and consider the deferral of renewals/upgrades in consideration of risk ratings.	Asset service life is increased.
Investigation of alternative water source options in consideration of strategic planning for the region.	Identify alternatives.

Implement Councils Volunteer framework to seek/drive improvements to service delivery or community outcomes	Increasing number of volunteers.
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Table 1. Improvement Strategies

4. Plan Review

Council's implementation of the Plan, including underway and completed improvement actions will be reported to Council as a component of the bi-annual Delivery Program updates (every 6 months). This reporting will also provide a snapshot of Council's achievement towards the identified targets from each improvement strategy included in this Plan.

Council will implement and report on the adopted Service Review Program.

Council will also report through the following means:

- Monthly Financial Snapshot to Council and Community.
- Monthly Facility Performance Snapshot to Council and Community.
- Corporate Measures (goals, targets and KPIs) as part of the Operational Plan progress reporting every six months to Council and Community.
- In the Annual Report.
- In the State of the Region report.

Consultation

The Plan is proposed to be placed on public exhibition alongside Council's draft 2024/2025 Budget, Operational Plan and associated documents for community feedback.

Resourcing Implications

- The Organisational Sustainability Review and Improvement Plan was developed in-house with any direct costs incurred considered part of normal operational expenses.
- Resourcing of the improvement strategies may be undertaken either within the adopted budgets of the responsible branches/owners, or via the suitable internal applications. These applications may include internal funding requests or organisational support for the reallocation or distribution of staff to dedicated project work to be determined at Management level and in line with Council's Procurement Policy.

Timeframe

Key Date	Explanation
1 May – 3 June 2024	Public exhibition period
27 June 2024	Ordinary Council Meeting to consider result of the public exhibition period and adoption of the documents

APPENDICES:

- 1 [!\[\]\(31b03e46ee8a80a1f1467b8c03bd76e8_img.jpg\)](#) Draft Organisational Sustainability Review and Improvement Plan



ORGANISATIONAL SUSTAINABILITY AND IMPROVEMENT PLAN



Acknowledgement of Country

We acknowledge the Wiradjuri people who are the traditional custodians of the land on which we live, work and play. We pay our respects to Elders past, present and emerging of the Wiradjuri Nation and thank them for their care of the land, water and sky and extend that respect to other Indigenous Australians.

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Background

Why this Plan was created

Council appointed AEC Group Ltd to undertake an independent review of the financial sustainability of Dubbo Regional Council, the review was completed in November 2023. In considering the recommendations of the independent review at the Ordinary Council Meeting – 23 November 2023 Council resolved: CSC23/65 Independent Financial Sustainability Review (ID23/2637)

1. That the Council determine that consideration of a Special Rate Variation application to Independent Pricing and Regulatory Tribunal NSW (IPART) be deferred until 2025/2026.

2. That Council develop an Organisational Sustainability Review and Improvement Plan, as part of the development of the 2024/2025 Operational Plan and Budget process.

How this Plan links to the AEC Independent Financial Sustainability review

In its independent report, AEC Group recommended the following vision of a sustainable scenario for Council:

The vision for a sustainable Dubbo Regional Council is that the Council will be able to achieve the vision outlined in the Community Strategic Plan while maintaining over the medium to long term both fiscal capital (that is access to cash) and the infrastructure capital (that is assets that the Council owns).

An Enhanced Asset Renewal and Enhanced Cash scenario was developed by AEC to assess the increase in cash required to general sufficient cash to maintain fiscal capital, while also increasing the investment in asset renewals and maintenance to maintain the infrastructure capital.

Informed by analysis, AEC concluded that an improvement in the cash generated from Council's operations is required to an aggregate amount equivalent to a cumulative increase over four years of 37.1% in ordinary rates, above what would otherwise be projected through the annual rate peg (increase in rates) and growth.

Whilst this conclusion was expressed in the form of the required percentage increase in ordinary rates, the report also identified what could be achieved through a combination of initiatives, including:

- 1 Identification of operational efficiencies and productivity improvements.
- 2 Reduction in service provision – levels and/or range of services.
- 3 Reduction in debt through sale of surplus assets.
- 4 Increase in revenue from operations through increase in service fees, rates and/or charges.

Specifically, to support long term financial sustainability, the review recommended Council consider:

- 9.1.1 Efficiencies Savings and Productivity Improvement
- 9.1.2 Review of User Charges and Fees
- 9.1.3 Increase in General Rate Through a Special Rate Variation
- 9.1.4 Revise Current Range and Levels of Service
- 9.1.5 Establish Governance & Enhanced Capital Works Program Framework
- 9.1.6 Asset Management

This Organisational Sustainability and Improvement Plan forms part of Council's response to the review recommendations, specifically 9.1.1. Elements within this plan also refer to 9.1.2 and 9.1.4.

How was the plan developed

Development of this of this Plan included three key stages with a further stage identified for implementation:



instead of ad hoc decisions made in isolation, which may threaten sustainability.

This Plan is to be considered by Council and Community with the draft 2024/2025 Delivery Program and Operational Plan. It is important that all aspects of the Plan are reflected in Council's Operational Plan in current and future years, and are embedded throughout the organisations strategic focus, to align both resourcing and prioritisation.

The organisation is also drafting a corporate blueprint, set as a key performance indicator for the Chief Executive officer by September 2024. The Blueprint is an internal business framework to direct and assist Council to ensure the needs and priorities of the community are met. The Blueprint will support the effective integration and implementation of corporate strategies – including this Organisational Sustainability and Improvement Plan.

Organisational capability, culture and capacity

In addition to the creation of this Plan, there have been a number of initiatives undertaken to build organisational capability, culture and capacity to guide continuous improvement:

- ✓ Creation of Corporate Strategy and Performance function. Whilst limited with resources of 1.5 team members, the function works in partnership with staff across the organisation to advocate for improvement and drive increased focus on efficiency, effective service definition and delivery.
- ✓ The organisation's 'plan on a Page' is set for an 18-month period with agreed workstreams to address key areas requiring organisational focus to improve service delivery and performance.
- ✓ Building staff capability with the roll out of continuous improvement workshops across the organisation.
- ✓ Through Local Government Professionals, Council engaged Morrison and Low to facilitate service review training on site for 21 staff participants in February 2024. Attendees included Directors, Managers and Staff from across the organisation who will lead service review projects, support projects or support staff through any potential change management.

Organisational direction and capacity

Organisational direction

For an organisation to be sustainable, its strategy, services, capability, capacity and resources must integrate to guide sustainable decision-making. The Integrated Planning and Reporting (IP&R) framework aims to guide the pathway to organisational sustainability with integration between the key resourcing strategies,

Service Sustainability

Sustainability is often defined as meeting the needs of the present without compromising the ability of future generations to meet theirs.

A company or organisation implements sustainable practices by reducing its consumption of limited resources or finding alternative resources. Sections of the organisation can be viewed as a business in regards to how we operate and service efficiency. However, providing products and services to our community should be considered in conjunction with what the community needs and can afford. Such complex factors can drive the type and level of services that are provided to our community.

The Corporate Strategy and Performance function initiates the service review program to assess services, service levels provided to our community and service delivery areas, ensuring that our community receives optimal services at levels that maintain overall financial sustainability.

This Plan is to be considered in addition to the service review program and identifies improvement strategies, framed as 'service sustainability'.

Service Identification

To understand how we can provide a sustainable organisation in the future, we need to understand the services we provide as an organisation to our community.

Core services of the organisation have been identified in a high-level catalogue. This catalogue along with supporting detail, informs supports service profiling, service level recognition, service review identification and organisational development and change management. It will also inform an organisational wide process mapping program which will support efficiencies and improvement.

The service catalogue is included in Appendix 1.

Service Review Program

Service Review Program alignment to financial sustainability and improvement

The service review program forms an integral part of this Plan, the objective to support long term financial sustainability and a culture of continuous improvement.

Office of Local Government guidelines for Integrated Planning and Reporting (IP&R) require a service review program to be undertaken by all Council's as follows:

4.3 To encourage continuous improvement across the council's operations, the Delivery Program must identify areas of service that the council will review during its term, and how the council will engage with the community and other stakeholders to determine service level expectations and appropriate measures.

Service reviews at Dubbo Regional Council are undertaken in accordance with the adopted Service Review Framework (Council adopted October 2023). Reviews can be undertaken at three levels across all organisational service areas on the principals of WHAT, HOW, WHY.

Level 1: The WHAT we are doing. A process, a specific/defined service delivery area.

Level 2: The HOW we are achieving. Exploring service delivery structures, key process design, resourcing, benchmarked performance, post project learnings or key function reviews.

Level 3: The WHY we are doing. An examination of full functions or service areas in the context of challenges and opportunities, consideration of why we are operating that way, defining what is the expected performance level, or exploring alternative service delivery models.

The Framework identifies reviews that could explore a potential significant service delivery change, for example potential divestment, proposed project scopes are considered by Council. This is to mitigate the risk on investment in exploring avenues without there being an appetite for potential change regardless of the findings of any review.

In accordance with the Framework, updates on the service review program are provided to the Audit, Risk and Improvement Committee quarterly and Council on a regular basis.

2024 – 2025 Program

In October 2023 Council resolved CSC23/58 the 2024 – 2025 Service Review Program. The program identifies eight service areas to be reviewed, noting that the outcomes of the financial sustainability review will likely inform the identification of further service reviews. The program would also be reviewed in line with new term of Council as part of the review of the Community Strategic Plan and Delivery Program (before mid 2025).

Service Review	Scope of Review
Corporate system review Level 2 review	The review will: <ul style="list-style-type: none"> • seek independent advice to review capabilities and shortcomings of corporate system across key functions including service provision from external system providers. • consider base case for general ledger rebuild and project plan for implementation of work orders in context of any potential future system change or investment.
Visitor Information Services – Dubbo and Wellington Level 2 review	The review will: <ul style="list-style-type: none"> • establish insight to current service delivery and financial analysis of the Dubbo and Wellington Visitor Information Centres as combined and separate entities and examine accreditation and industry benchmarking. • provide analysis of challenges and opportunities to both operational sites, examine service alignment within the current operational branch and other services such as customer experience. • Explore opportunities for service delivery partnerships within Council and with external stakeholders.
Major projects management – internal service delivery: Stage 2 Level 2 review	The review will: <ul style="list-style-type: none"> • consider project management systems and processes for capital and non-capital projects across the organisation. • undertake system evaluation in context of project management service structure.
Major Infrastructure Delivery: Wheelers Lane Stage 1 and 2 Level 1 review	The review will: <ul style="list-style-type: none"> • enable the organisation to learn lessons from this major road infrastructure project at all stages from design, procurement and installation. • assess the performance of Council against original project performance targets. • undertake post event engagement with internal and external stakeholders to gain learnings regarding project engagement approach. • assess potential capability and capacity gaps in service delivery as well as opportunities to apply learnings to other infrastructure projects

Service Review	Scope of Review
Community, recreation and cultural services review: Stage 1 service definition. Level 1 review	<p>The review will:</p> <ul style="list-style-type: none"> establish insight into current service delivery of cultural services including definition of core services, service levels and performance indicators. establish insight into current service delivery of recreation services including definition of core services, service levels and performance indicators. establish insight into current service delivery of community services including definition of core services, service levels and performance indicators. undertake gap or overlap analysis of each defined service with existing resources and financial capacity as identified from financial sustainability review. <p>Outcomes from the stage one review will inform any required stage 2 projects that may further examine service performance, design and structure.</p>
Airport Operations Level 1 review	<p>The review will:</p> <ul style="list-style-type: none"> consider current service design, structure and capacity in the context of regulations, risk and operational requirements, in addition to stakeholder expectations and satisfaction. develop recommendations utilising insights from the 2023 stakeholder survey project, industry benchmarks and consider future requirements in line with strategic precinct planning and expected service performance.
Rural Road Maintenance Grading Program Level 2 review	<p>The review will:</p> <ul style="list-style-type: none"> examine current practices and determine if there is merit in a hierarchical approach to road maintenance. determine merit/risk in heavily trafficked roads receiving more maintenance grading than those servicing a small number of landholders in the cycle.
Grant attraction and management Level 1 review	<p>The review will:</p> <ul style="list-style-type: none"> examine historical performance on delivering incoming grant funded projects/program management. undertake gap and risk analysis/identify challenges throughout the grant lifecycle including: <ul style="list-style-type: none"> business case preparation and project prioritisation identifying opportunities making a successful application finalising funding agreements/ contracts project/program delivery reporting, acquittals. consider capability and capacity to support stakeholder and community applications. consider capability and capacity challenges in regard to delivering on grant funded commitments.

2022 – 2023 Program

The 2022- 2023 Program included 15 service reviews across the organisation. Whilst a service review provides opportunity for insight and direction setting, the implementation of recommendations is where the benefit to financial sustainability or improvement is realised.

The implementation of recommendations from the reviews undertaken is summarised below. Progress of implementation plans are also reported regularly to the Audit, Risk and Improvement Committee and Council.

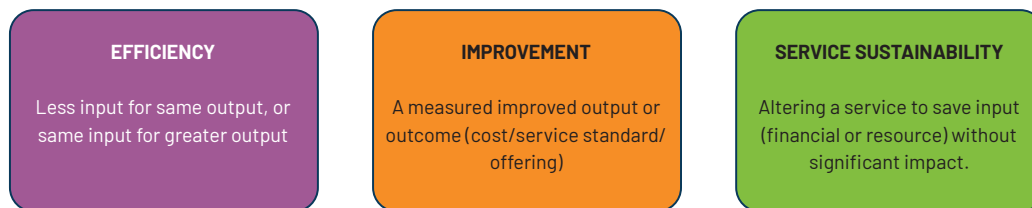
Completed Service Reviews (2022-2023 program)	
Service Review project	Implementation of recommendations
Media and Communications	Service Review: Complete Implementation Plan: On Target (Underway)
Level 3 review	42 recommendations (29 complete, 10 underway, three proposed not to be implemented due to organisation or service delivery change resulting in the action no longer being required). Improvements to date: Creating a dedicated engagement team to provide information to community regarding projects undertaken by Council. Creating a dedicated website to provide transparent information to community. Consolidation of staff for communications, digital, website, social media and marketing into a single team to provide clear and transparent information to community.
Subdivision Planning Approvals Process	Service Review: Complete Implementation Plan: On Target (Underway)
Level 2 review	37 recommendations (10 underway, 25 not due to start, 1 cancelled action, not supported at Executive level). Improvements to date: Process redesign, examination of positions/resources and system training.
Aquatic Facilities	Service Review: Complete
Level 3 review	Implementation Plan: Complete Council endorsed a management contract arrangement in June 2023. Improvements to date: Estimated saving of \$500,000 per annum.
Finance Partners Model Review	Service Review: Complete Implementation Plan: Off target
Level 1 review	Due to competing organisational priorities no further action has been undertaken.

Completed Service Reviews (2022-2023 program)	
Service Review project	Implementation of recommendations
Library Services Regional and Local	Service Review: Complete
Level 3 review	Implementation Plan: On Target (Underway)
	21 recommendations (3 underway, 18 not due to start)
	Improvements to date: <ul style="list-style-type: none"> Dubbo Libraries: Vacant positions reviewed/evaluated and updated with a cost saving of \$30,000 annually. MRL customer policies (3) were updated, and the Library Customer Information Privacy statement was revised. Draft Macquarie Regional Library Strategic Plan (2024-2030) under development, with a more inclusive focus on Member Councils to the Macquarie Regional Library partnership.
Business continuity and resilience Water and Sewer Operations	Service Review: Complete
Level 2 review	Implementation Plan: Complete
	Improvements to date: Structure review complete.
	End of life ICT infrastructure replaced and aligned with best practice Cyber Security controls, including the implementation of an Intrusion Detection System (IDS), Application Control and Endpoint Protection system. Processes and standards aligned with corporate policies including the corporate adopted Cyber Security Framework.
Robotic Process Automation Corporate and financial services – stage 1	Service Review: Complete
Level 1 review	Implementation Plan: Complete
	18 candidates for automation identified. Implementation of recommendations were cost prohibitive in regard to further engagement of external consultants. Stage 2 component to build internal capacity to implement automation and process improvements on priority basis.
	Improvements to date: Internal capacity to implement automation and process improvements has increased. Automation platform (Microsoft Power Automate) has been implemented with a number of automations successfully implemented.
Cemetery services including maintenance and grave digging	Service Review: Complete
Level 1 review	Implementation Plan: Complete
	Review resulted in services continuing to be delivered internally.
	Improvements to date: Expansion of the availability of burial days. Implementation of new matrix has led to the inclusion of two additional operational service days. Importantly, the updated matrix has eliminated previous restrictions on village services, allowing for more flexibility and accommodation of community needs.
Child care services	Service Review: Complete
Level 1 review	Implementation Plan: Complete
	Review of financial performance and fees and charges in context of service delivery and industry comparisons undertaken.
	Improvements to date: Changes to fees and charges above CPI to be applied from the 1 January 2024.

Completed Service Reviews (2022-2023 program)	
Service Review project	Implementation of recommendations
Community Committees	Service Review: Complete Implementation Plan: On Target (Underway)
Level 1 review	Implementation of Council recommendation underway. Improvements to date: Improved participation, reduction in cancelled meetings.
Information Services: Corporate Information Management	Service Review: Complete Implementation Plan: On Target (Underway)
Level 1 review	Review was completed in November 2023, with the Executive Leadership Team endorsing the 10 recommendations as proposed. 10 recommendations (1 underway, 9 not due to start) In addition to informing process redesign and improvements the review identified the need for the organisation to strategically and operationally define information governance. Due to numerous project demands on internal key stakeholder, staff are exploring options to engage an external resource to lead this. Improvements to date: Process redesign, commencement of development of the governance framework
Wellington Caves Complex	Service Review: Complete Implementation Plan: Not due to start
Level 3 review	Implementation Plan: under development.

Improvement Plan

Improvement strategies are broadly defined by the outcomes they aim to achieve, namely an efficiency, an improvement or a service sustainability.



Identified improvement strategies are supported by a range of actions. The actions range in scope and scale from **investigate, trial, review, consider** to **implement, invest, apply, advance**.

Improvement Strategies – Historical and ongoing

Advertising

- Reduction in advertising cost of \$150,000 over 4 years – this has been achieved through better value rate negotiation, targeted campaigns and guideline amendments.
- Reduction in costs in conjunction with adjustments to meet consumer needs.

Postage

- Council has seen a reduction in postage cost of \$38,000 over 4 years – this has been achieved by the implementation of E-rates (emailed rate notices) project complete in 2018, along with increased use of email over traditional mail.
- Conversion of posted/mailed rates notices to e-mail continually increasing.

Street lighting LED conversion

- Printing and Stationery
- Reduction in printing cost of \$228,000 over a 4 year period – achieved by printing reduction strategy which included reduction of print quantities for brochures (including Annual Report, Dubbo Region Guides) and the use of smart printers.
- \$400K annual saving (electricity and maintenance). The installation of smart-assisted LED lighting was complete in 2020, the project had a 5 year payback period (2025) on initial investment.

Telephone and communications

- Phone system upgrade – Council tendered for a replacement Unified Communications (UC) system to replace aging telephony systems of the former Dubbo City and Wellington Council in October 2016. The system was subsequently installed and operational by December 2017. The redundant systems were decommissioned through January and February 2018. This project was forecast to reduce operational expenditure by \$90,000 ex GST per annum.
- Redundant service review – Information Services undertook a review of all fixed line, mobile and data services between January and June 2018. The review resulted in over 200 unused services being decommissioned. This project is expected to result in an annual saving of approximately \$36,000 ex GST.
- Telecommunications contract review – Information Services undertook a review of existing telephony contracts in June of 2017. All Council mobile services were subsequently migrated to Local Government Procurement (LGP) based plans (Contract LGP115) in early 2018. Annual saving of approximately \$96,000 ex GST are forecast under this initiative.

Improvement Strategies – Current and ongoing

- **Implementation of a best practice General Ledger, to utilise the suite of corporate enterprise systems effectively**
Assumed saving and efficiency of over \$1 million.
- **Establish a Project Management Office to centralise all aspects of project management across the organisation**
Assumed saving of \$200,000.
- **Investigate opportunities and mechanisms for Council assets to be utilised by externals at a cost or for other benefit**
Increase in alternative income streams.
- **Seek to achieve at a minimum cost-neutrality with user pays activities**
Review fees and charges in consultation with users.
- **Prioritise holistic asset management processes**
Review of all existing asset management plans.
- **Prioritise and implement energy efficiency initiatives**
Council operations greenhouse gas emissions are reduced to net zero by 2050.
- **Renew of desk phones**
Reduction in costs associated with renewal of desk phones in line with the implementation of (preferred future-proofed) soft phone applications.
A review of fixed line telephone services/lines resulted in a change in carrier for fixed line telephony in March 2024. These services are supplied via a Local Government Procurement panel contract.
Projected saving from this change is \$47,000 annually.

Improvement Strategies – Future state, long term

Improvement strategy	Goal/ target
Implement proactive processes in relation to debt management activities.	90+ day debt is < 30% of all total sundry debtors debt
Consider system modules or improvements that support agile account management to reduce staff administration time.	Reconciliation of accounts is optimised.
Holistic review of software, subscriptions and applications seeking to reduce duplication, ensure future proofing and integration with core systems.	Instances of duplication are reduced.
Pre-review scoping of Service Reviews is undertaken regularly, and reviews with assumed benefit is high and complexity is low are prioritised.	Establish a working group to assess and make recommendations
Review Council "office" space in line with activity-based working, flexible working options and alternative use of "office" space where suitable.	Reduce administration office space by 10%
Consider standardisation of venue hire rates, alternatives for customer/client use.	Complete assessment of the community halls; standards, m2 hireable and amenity.
Review of Council fleet policy and lease back vehicle provision.	Reduce fleet costs.
Seek better value for Council through centralised, bulk-buy for discounts or purchasing power agreements for consumables and other supplies.	Implement centralised consumables.
Review internal services with process mapping to identify bottlenecks, duplication, time lags and seek to improve efficiencies across the organisation.	Complete process mapping of the 42 identified processes by 2027. Complete framework.
Build internal capability and knowledge and provide staff with systems to increase efficient use of time.	Staff time allocated to data entry tasks is reduced.
Review funding, sponsorship, in-kind support and alternatives for assistance to community groups and organisations.	Conduct a survey to establish satisfaction ratings. Review in 12months.
Vacant positions are reviewed for alignment to core requirements.	Alignment checklist developed and applied
Review of staff and stakeholder time investment during consultation activities.	Effective scheduling to reduce staff overtime.
Commercial hire of venues is prioritised.	Complete the review of the Internal Business Hire Procedure.
Consider alternate methods of asset maintenance and routine task over traditional methods.	Undertake targeted trials.
Review the delivery and provision of Civic events.	Measure community need and satisfaction.
Investigate and consider the deferral of renewals/upgrades in consideration of risk ratings.	Asset service life is increased.
Investigation of alternative water source options in consideration of strategic planning for the region.	Successfully identify alternatives.
Implement Councils Volunteer framework to seek/drive improvements to service delivery or community outcomes	Increasing number of volunteers.

At the development of this Plan not all actions had undergone a feasibility analysis. Proposed actions are responsive to a range of factors and will be reviewed for alignment to the Plan, assumptions on return benefits and likelihood to significantly contribute to the improvement strategy target.

Actions are categorised by the outcome they aim to achieve, if they are, operationally focussed (internal) or service focused (external), timing, benefit and complexity. Definitions of these categories is outlined below.

OPERATIONAL EFFICIENCIES:

Inward facing actions that: provide same service with less input; alter input without significantly impacting output/impact or create greater output/impact with same input.

OPERATIONAL IMPROVEMENTS:


Inward facing actions that: deliver an improvement to the output (cost/service standard/offering); delivers an improved way of operating, broader than a specific or singular output.


SERVICE EFFICIENCIES:

Actions that would have an impact/alteration to a service to the community or stakeholder that: provide same service with less input; alter input without significantly impacting output/impact or create greater output/impact with same input.


SERVICE IMPROVEMENTS:


Actions that would have an impact/alteration to a service to the community or stakeholder that: provide same service with less input; alter input without significantly impacting output/impact or create greater output/impact with same input.

 Timing: when was/will the action be undertaken				
Historical	Recent	Short Term	Medium Term	Long Term
	Completed in 2022 or 2023	Underway or completed by June 2025.	completed July 2025 to June 2028.	Completed after July 2028.

 Benefit: what is the defined impact			
Once-off cost saving	Ongoing cost saving	Increased revenue	Improved resource utilisation
Enables resource reallocation	Improved service	Improved corporate practice	Building block for financial sustainability

Priority 3			
Priority 2			
Priority 1			
	Easy Action well defined. Believed to be achievable within existing capability and with required resources	Moderate some environmental factors, some unknown element of action.	Hard action not well defined, policy implications, high risk or investment, innovation/ new technology

 Complexity: What's required to achieve the action		
Easy	Moderate	Hard
Action well defined. Believed to be achievable within existing capability and with required resources	some environmental factors, some unknown element of action.	action not well defined, policy implications, high risk or investment, innovation/ new technology

 Priority: When the action is due, in consideration of expected impact how the action be prioritised in accordance with other workload of the organisation		
1	2	3
When timing is due will be done as priority above operational demands and linked as action or Task in the Operational Plan, and or identified as corporate priority for organisation and relevant individuals	Will be considered in balance with Operational Plan requirements, considered in service planning and prioritised for staff goal setting.	Will be undertaken if operational branch planning and resources allow. Will not be prioritised over Operational Plan delivery or day to day services.

During the scoping of actions, the complexity and priority matrix will be applied, whilst considering the context of timing and benefit. Defined actions are then compared to similar actions to determine a program of activities consistent with the improvement strategies identified in this Plan.

Measuring Performance and Improvement

Council's implementation of this Plan, including underway and completed improvement actions will be reported to Council as a component of the bi-annual Delivery Program updates (every 6 months).

This reporting will also provide a snapshot of Council's achievement towards the targets identified for each Improvement Strategy included in this Plan.

Council will implement and report on the adopted Service Review Program.

Council also reports through the following means:

- Monthly Financial Snapshot to Council and Community
- Monthly Facility Performance Snapshot to Council and Community
- Delivery Program and Operational Plan every six months to Council and Community
- Annual Report each year
- State of the Region Report

Service Catalogue

GREEN: indicates services areas that have been reviewed and implementing recommendations from review through an improvement plan.

ORANGE: Indicates services Proposed to be reviewed in the 2024- 2025 Service Review Program.

Core Service Area	Service Summary		
Cemetery	Service administration, asset development and asset management of cemetery facilities.	Library LGA	Strategic planning, asset development and asset management of Dubbo and Wellington Library
Strategic Community Culture and Places Administration	CCP executive support, divisional administration, project and reporting support.	Experience Development	Create and oversee delivery of visitor experience development projects and advocate for positive visitor experience outcomes in the region.
Open Space, Reserves and Parks	Strategic planning, asset development and asset management of open space, parks, reserves and street trees.	Collection Management: Gallery	Collection management of Council art collection, art donations and loaning.
Street Trees	Strategic planning, stakeholder engagement asset development and asset management of street trees.	Collection Management: Gallery	Collection management of Council art collection, art donations and loaning.
Sporting and Aquatic Facilities	Strategic planning, stakeholder engagement, asset development, utilisation and management of sporting facilities including aquatics	History and Heritage Services	Industry and community liaison and coordination, strategic planning, asset management, programming, content and advocacy to support history and heritage outcomes.
Public Amenities	Strategic planning, asset development and asset management of public amenities	Arts and Culture Services	Industry and community liaison and coordination, strategic planning, content, programming and advocacy to support LGA and sister city cultural outcomes.
Community Development and Support	Community liaison and industry coordination to support safe community outcomes.	Collection Management: Museum and Local Studies	Collection management of Council museum collection, donations and loaning.
Rainbow Cottage, Family Day Care	Service delivery, asset development and asset management of Rainbow Cottage child care.	Financial Support: Arts and Culture	Facilitate provision of Arts and Culture Grants
Volunteer Management	Advocate of community volunteerism and lead volunteering at Council program	Old Dubbo Gaol	Strategic planning, service design and delivery, asset development and asset management of Old Dubbo Gaol.
First Nations Advocacy	Stakeholder liaison and internal leadership to support adherence to first nations protocols.	Collection Management: Old Dubbo Gaol	Collection management of ODG collection, donations and loaning.
Community Development and Support	Community liaison, community coordination and advocacy to support positive outcomes for youth, Aboriginal, senior and disability sectors of the community.	Wellington Caves	Strategic planning, service design and delivery, asset development and asset management of Wellington Caves.
Financial Support: Community	Facilitate provision of Community Grants and Donations	Wellington Caves Holiday Park	Strategic planning, service design and delivery, asset development and asset management of Wellington Caves Caravan Park.
Community Halls	Strategic planning, asset development and asset management of community Halls	Western Plains Cultural Centre	Strategic planning, service design and delivery, asset development and asset management of Western Plains Cultural Centre.
Library Regional	Strategic service planning and service management of Macquarie Regional Library.	Regional Event Services	Event attraction, promotion and support services

Core Service Area	Service Summary
Financial Support: Events	Facilitate provision of event Grants
Dubbo Regional Theatre and Convention Centre	Strategic planning, service design and delivery, asset development and asset management of DRTCC.
Wellington Civic Centre	Strategic planning, service design and delivery, asset development and asset management of WCC
Showgrounds Dubbo and Wellington	Strategic planning, service design and delivery, asset development and asset management of Regional Showgrounds
Strategic Development and Environment	D&E executive support, divisional administration, project and reporting support.
Waste Services	Service design and delivery: internal and contract for waste services
Waste Depots	Strategic planning, service design and delivery, asset development and asset management of Waste locations
Environmental Sustainability	Develop strategies, policies, plans and initiatives to improve Council's sustainability, particularly in the area of Resource Recovery and Efficiency.
Ranger Services	Environmental/Compliance - Ranger services
Environmental Compliance	Environmental and environmental health regulation and compliance.
Parking Compliance	Parking compliance and education.
Animal Shelter Services	Service delivery for the management of impounded animals and associated asset management.
Environment and Health Compliance	Environment and environmental health regulation, compliance and education.
Swimming Pool Compliance	Compliance and licensing - private swimming Pools
Building and Development Services	Management of Statutory Planning, Building Certification functions - includes advisory, assessment, certification, inspections, building control and local heritage program.
Land Information Services	Manage Property and Land Information and e-Services - S7.11 and S.608 Certificates, manage Geographical Names database and integration to Planning Portal.
Growth Planning - Strategic Landuse Planning	Development, implementation and ongoing administration of development strategies, Local Environmental Plans, Development Control Plans, Floodplain Management Plans and demographic data
Growth Planning - Developer Contributions	Negotiation, development, implementation and ongoing administration of Council's Contributions Plans and Planning Agreements.
Major Project Delivery	Project delivery management of approved and tendered project
Project Engineering Services	Engineering services: roads, footpaths, earthworks, structures, stormwater

Gravel Quarry Management	Managing quarry operations
Transport Planning	Strategic Planning for transport assets and services
Road and Footpath Operational Works	Construction and maintenance of road and footpath assets
Water and Sewer Capital works	Capital works
Water and Sewer Asset Planning and Management	Water supply and sewerage asset management
Water Operations - reticulation	Drinking Water Supply distribution and Sewerage management Operations
Water Operations - Treatment	Drinking water treatment and Sewer treatment
Water Compliance	Water and Sewage Compliance with regulations
Water Client Services	Customer service and support to water customers
Infrastructure Strategy	Long term city planning
Engineer Services - developments and subdivisions	Development and subdivision engineering
Stormwater Management and Assessments	Stormwater Asset Management service and floodplain management
Traffic Management Services	Strategic and regulations for Traffic, Parking, Cycleways and Road Safety
Fleet Maintenance	Fleet management - workshop operations
Strategic Fleet Management	Strategic planning of fleet and services
Fleet Acquisitions and Administration	Purchase of fleet and hiring of external plant and vehicles, compliance, insurance and administration.
Depot Management	Asset development and asset management of Dubbo and Wellington Depots
Centralised Stores Service	Provision of stores services and inventory procurement and management
Parks and Gardens Presentation	Park maintenance and gardening
Sporting Facility Presentation	Sporting facility presentation
Cemetery Operations	Maintenance and grave establishment at cemeteries
Reserves and Roadside Presentation	Maintenance of reserves and identified roadsides
Natural Resources	Natural resource management
Street Trees Maintenance	Street tree management
Strategic Organisational Performance Administration	Organisational Performance executive support, divisional administration, project and reporting support.
Financial Assistance	Through Financial Assistance Policy facilitate community grants and donations
Procurement	Procurement Strategy and Policy, Procurement services and vendor panel management

Core Service Area	Service Summary
Central Administration building management	Building management of Dubbo and Wellington Central Administration Buildings, assets maintenance and asset renewals, meeting room services.
Property Services: Leases and Licences	Strategic oversight of corporate property portfolio
Property Services: Acquisitions	Facilitate land, property and road corridor acquisitions.
Property Services: Crown lands	Management of Crown lands within property portfolio.
Residential and industrial Land Development	Land development and redevelopment: Residential and Industrial
Property Re- Development	Property development and redevelopment services
Building Assets	Building asset services: asset condition reports, maintenance/ renewal services
Building Project Services	Project services to renewal and construction projects on Council Building facility
Cleaning Services	Internal and contract cleaning of Council facilities
Commercial Strategy Service	Strategic commercially centred advice to service reviews and investigations/ business case development on commercial opportunities
Dubbo Regional Livestock Markets	Strategic planning, service delivery, compliance, asset development and asset management of Dubbo Regional Livestock Markets
Dubbo Regional Airport - Strategic Planning	Strategic planning, service delivery, compliance, asset development and asset management of Dubbo Regional Airport
Wellington Aerodromes and Recreation Park	Strategic planning, service delivery, compliance, asset development and asset management of Wellington Aerodromes and Recreation Park
Dubbo Regional Airport - Route development	Route development to ensure the service is providing the needs of the community and opportunities for expansion
Dubbo Regional Airport - Airside Precinct Development	Airside Precinct Development and Management
Dubbo Regional Airport - Airside Precinct Operations	Airside operations and maintenance, inspections of the runways and taxiways
Corporate Governance	Governance and legal services: Insurance, PIDs, Code of Conduct, Legal Advisory Services
Meeting Administration and Governance	Council and committee meeting administration and compliance
Councillor Support	Mayor and Councillor services and support
Civic Event Services	Civic event management
Enterprise Risk	Enterprise Risk and Business Continuity oversight
Internal Audit	Oversight of the internal audit program, that is reported outcomes to the ARIC

Emergency Management	Emergency management
HR Business Partnering	Partnering with specific divisions to support structure, position and people activities
Learning and Development	Employee capability development
Payroll	Payroll services
Talent Acquisition	Attraction, selection and onboarding of new employees
Injury Management	Injury, return to work and claims management
Health and Wellbeing	Health and wellbeing programs
Safety	Work Health and Safety Services
Strategic and Administrative Grant Support	Incoming Grants administration and application and acquittal support
Strategic Strategy Partnerships and Engagement	SPE executive support, divisional administration, project and reporting support.
Information Services Corporate information management	Corporate information governance and services including record management
Information Services Strategic Management	Strategic Planning, Risk management, Smart Council
Information Services Projects	Project Management and business analysis and improvement
Information Services Operations	ICT Support Services and operations management
Information Services Systems	Systems and Applications Management
Information Services Infrastructure	Infrastructure Management
Geographical Information Services	Geographical Information Services to Council and Emergency services including mapping and drones
Customer Experience Services	Customer Experience operations
Customer Experience Strategy	Through the Customer Experience Strategy, lead cultural and operational change to support positive customer experience journey across the organisation.
Engagement Services	Design, inform, monitor and support implementation of engagement programs in partnership with internal and external project owners.
Customer Insights	Service Optimisation and Improvement of customer journey.
Destination Communication Services	Regional brand and reputation management including media management, stakeholder management, content development and campaigns
Corporate Communication Services	Council brand and reputation management including media management, stakeholder management, content development and campaigns
Investment Attraction	Support investment attraction at an industry and individual level with data, insights, connections and opportunity.

Core Service Area	Service Summary		
Visitor Attraction	Build destination appeal, visitation and spend through always on and campaign based marketing activities	Corporate Performance	Coordination and reporting on Service Review Program and delivery, support and monitoring of business improvement initiatives and performance reporting
Regional Workforce Attraction	Lead and partner on initiatives to directly and indirectly attract workers to the region.	Strategic Asset Management	Corporate Asset Management Framework and oversight
Industry Development	Undertake activities that support local industry capability, supply chain development and collaboration.	Strategic and Operational Rates management	Rating Classification Management, Rate Levying, and Land valuations
Economic Activation and Resilience	Deliver programs and projects that directly and indirectly support economic activation	Account Receivables Services	Invoicing of other fees and charges, collection and receipting
Visitor Information Centres	Service design and delivery, asset development and asset management of Dubbo and Wellington Visitor Information Service	Investment Management	Investment of council funds in accordance with the Investment Policy and Strategy, to ensure maximum returns
Destination Development	Industry liaison and coordination, strategic planning and advocacy to support visitor economy outcomes.	Debt Recovery Management	Monitoring and recovery of unpaid rates, implementing payment plans with ratepayers
Marketing and Creative Services	Provision of creative and marketing services (websites, social, graphic design, campaigns, design and delivery)	Financial Planning	Preparation of the Annual Budget and Long-Term Financial Plan
Strategic partnerships	Strategic advice, investigations and support on community and industry strategic partnership opportunities. Management of industry partnership program.	Budget Monitoring	Regular monitoring of actual expenditure to approved budget, quarterly review and reporting of performance to council
Corporate Planning	Organisational strategy development and monitoring, including organisational priorities every 18 months and CEO Priorities every 12 months.	Business Analytical Services	Preparation of various reports for the functional areas that assist with monitoring of expenditure
Community Strategic Planning	Coordination of Integrated Planning and Reporting, including Community Strategic Plan, Delivery Program and Operational Plan	Grant Acquittal	Monitoring and reporting of Grant expenditure against the Grant Deed to the funding body
		Accounts Payable	Payment of funds to suppliers and contractors via electronic funds transfer
		Financial Statement Preparation	Preparation of the Financial Statements, and regular monitoring of financial transaction for accuracy and completeness



REPORT: Lease of 139 Darling Street to the Macquarie Conservatorium Update

DIVISION: Chief Executive Officer
REPORT DATE: 15 April 2024
TRIM REFERENCE: ID24/689

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none">Addressing Council resolutionSeek new direction of Council	
Issue	<ul style="list-style-type: none">The Macquarie Conservatorium has not been asked to leave Education Department property and so has declined the offer to take up a lease on Council property at 139 Darling Street Dubbo.	
Reasoning	<ul style="list-style-type: none">Council has an existing resolution directing staff to facilitate a lease of 139 Darling Street Dubbo to the Macquarie Conservatorium.A new resolution is required to allow staff to move the property on to the open market for a lease.	
Financial Implications	Budget Area	Property and Land Development
	Funding Source	Existing budget allocation for operations
	Proposed Cost	n/a
	Ongoing Costs	Income received can offset partially some of the holding costs for the property.
Policy Implications	Policy Title	n/a
	Impact on Policy	nil
Consultation	The Macquarie Conservatorium	Email and face to face meetings

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principle themes and a number of objectives and strategies. This report is aligned to:

Theme: 4 Leadership

CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance

Delivery Program Strategy: 4.1.2 Council's decision-making processes are open, transparent and accountable

RECOMMENDATION

That the property at 139 Darling Street, Dubbo be made available to the open market for commercial lease.

Murray Wood
Chief Executive Officer

MW
Chief Executive Officer

BACKGROUND

Previous Resolutions of Council

27 April 2023 CCL23/98 (CCC23/18)	<ol style="list-style-type: none">1. <i>That Council delegate authority to the Chief Executive Officer to negotiate the terms of the Lease Agreement for the Macquarie Conservatorium to occupy 139 Darling Street, Dubbo including:</i><ol style="list-style-type: none">a. <i>A peppercorn lease per annum for a period of 5 years with an option for an additional 5 year term by mutual agreement,</i>b. <i>That the lease amount be reviewed at the end of the initial 5 year period and</i>c. <i>that the Macquarie Conservatorium be responsible for all outgoings under the lease arrangements including but not limited to utilities, fit out, repairs and maintenance on the agreed arrangement</i>2. <i>That it be noted the lease amount is below market value and therefore can be considered as a financial assistance grant to the Macquarie Conservatorium under s356 of the Local Government Act 1993.</i>3. <i>That any necessary documentation in relation to this matter be executed under the Common Seal of Council.</i>4. <i>That it be noted that the preferred location for The Macquarie Conservatorium is part of a cultural hub that Dubbo Regional Council is considering in strategic analysis to be located adjacent to and including the Western Plains Cultural Centre, Dubbo.</i>
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REPORT

After some correspondence between Council and the Macquarie Conservatorium seeking updates on progress towards taking up the lease in accordance with Council's resolution of 27 April 2023 a meeting was held on Thursday 4 April 2024 between Mr Paul Young, Director Macquarie Conservatorium and Mr Fred Randell, Board Member of Macquarie Conservatorium, Mr Craig Arms Council's Director Community Culture and Places and Council's CEO Mr Murray Wood.

Discussed was the change in direction from the NSW Department of Education in that the Macquarie Conservatorium was no longer required to vacate its existing premises in the short term. Therefore, the Macquarie Conservatorium was no longer seeking an urgent and immediate solution to its 'housing' needs and given the significant funds required to upgrade the 139 Darling Street property they advised Council they would, whilst being very appreciative, no longer seek to enter a lease for the Darling Street property.

It was requested that the change in need for accommodation of The Macquarie Conservatorium and their resultant decline to take up the lease be put in writing to Council.

The subsequent correspondence received on 11 April 2024 is attached to this report.

Consultation

- Macquarie Conservatorium Director and Board members.

Resourcing Implications

- Council's property management team would prepare 139 Darling Street, Dubbo for lease on the open market.
- The asset management costs could in part be offset in part by rental income.

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue*	56,475	56,475	56,475	56,475	56,475	56,475
b. Operating expenses	12,000	0	0	0	0	0
c. Operating budget impact (a – b)	44,475	0	0	0	0	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	44,475	0	0	0	0	0
Does the proposal require ongoing funding?			No			
What is the source of this funding?			Property management budget to move stored material from premises and pre-lease clean.			

Table 1. Ongoing Financial Implications

***Note:** this reflects a 2023 market valuation without annual increases.

Planned Communications

- Formally advise the Macquarie Conservatorium of Council's resolution.
- Promotion to market of the lease opportunity

Next Steps

- Staff prepare the property for open market lease opportunities including draft lease agreement documentation.

APPENDICES:

- 1 [↓](#) Letter from Macquarie Conservatorium



ABN 17 883 023 006

Dear Members of Council

Macquarie Conservatorium would like to thank you for your resolution regarding our development and use of the Carpet Court building.

When originally informed that we were to be evicted from our premises at 72 Bultje St, we were very much appreciative of the Council offering us an alternative home in the form of the Carpet Court building. Upon receiving the offer, we engaged with external firms to have plans drawn up with regards to redeveloping the space into a working Regional Conservatorium.

Despite having been told that eviction was an immediate certainty, it has since been made known to us that that is, in fact, not the case. Whilst there is still some uncertainty regarding the plans for our current building, ongoing conversations with the Department of Education have indicated that there is no longer the expectation that we will have to move in the immediate future. This has been a relief, given that our current premises is set up specifically for our needs with regards to teaching and performance.

Whilst there is still an ongoing element of uncertainty regarding the plans for our current premises, we are aware that the Carpet Court building, a council asset, is sitting unoccupied; a situation Macquarie Conservatorium does not want to compound.

As such, we will respectfully be declining the Council's offer of the use of the Carpet Court building for Macquarie Conservatorium.

We recognise and are thankful for the Council's support for the Conservatorium in offering us this resolution, and remain hopeful that we can work together in partnership to undertake a long-term project to develop a cultural precinct in Dubbo which fully reflects the needs and aspirations of the community as a whole.

Kind Regards

Paul Young
Director, Macquarie Conservatorium

Macquarie Conservatorium is supported by the NSW Government through the Regional Conservatorium Grants Program
Macquarie Conservatorium | Cnr of Darling & Bultje Sts | PO Box 661 Dubbo NSW 2830
ph/fx: 02 6884 6686 | www.macqcon.org.au | info@macqcon.org.au



REPORT: Delegation of Authority to Standing Committee - Draft Infrastructure Contributions Plan - North-West Urban Release Area

DIVISION: Development and Environment
REPORT DATE: 17 April 2024
TRIM REFERENCE: ID24/713

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none">Seek endorsementResolution for delegation to committee	
Issue	<ul style="list-style-type: none">This report seeks a resolution of Council to provide delegation to the Infrastructure, Planning and Environment Committee to resolve this matter when it is presented at the 9 May 2024 Committee meeting.This delegation is required to ensure the draft North-West Urban Release Area Infrastructure Contributions Plan can be placed on public exhibition, and submissions suitably considered, before being presented to Council for consideration on 15 August 2024.To help plan, fund and deliver the infrastructure required to support the North-West Urban Release Area, a draft Infrastructure Contributions Plan has been prepared to allow Council and registered certifiers to levy infrastructure contributions. The draft Committee report and Plan is attached (Appendix 1) for context and information but will be formally put to Council on 9 May 2024.	
Reasoning	<ul style="list-style-type: none">Environmental Planning and Assessment Act 1979Environmental Planning and Assessment (Local Infrastructure Contributions) Direction 2012	
Financial Implications	Budget Area	Growth Planning
	Funding Source	Growth Planning budget
	Proposed Cost	There are no proposed costs associated with this report
	Ongoing Costs	There are no ongoing costs associated with this report
Policy Implications	Policy Title	There are no policy implications arising from this report.

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principle themes and a number of objectives and strategies. This report is aligned to:

Theme: 2 Infrastructure

CSP Objective: 2.2 Infrastructure meets the current and future needs of our community

Delivery Program Strategy: 2.2.5 Council maintains infrastructure and delivers services at the adopted service levels as agreed with the community

RECOMMENDATION

That Council delegate authority to the Infrastructure, Planning and Environment Committee to make a legally binding resolution in relation to placing the draft North-West Urban Release Area Infrastructure Contributions Plan on Public Exhibition when it is presented at the 9 May 2024 standing committee meeting.

Murray Wood
Chief Executive Officer

TH
Manager Growth Planning

BACKGROUND

Previous Resolutions of Council

28 September 2023 CCL23/256	<p><i>In Part</i></p> <ol style="list-style-type: none"> 1. That Council adopts the draft North-West Development Control Plan - Master Plan 2. That Council adopts the draft North-West Urban Release Area - Development Control Plan – Stage 1.
23 November 2023 CCL23/319	<p><i>In Part</i></p> <ol style="list-style-type: none"> 1. That Council endorse the Planning Proposal to amend the Dubbo Regional Local Environmental Plan 2022 for land in the North-West Urban Release Area. 2. That Council submit the Planning Proposal to the NSW Department of Planning and Environment for a Gateway Determination.

REPORT

To help plan, fund and deliver the necessary infrastructure to support the North-West Urban Release Area, a draft Infrastructure Contributions Plan has been prepared and will apply to land identified in **Figure 1**. The Plan will allow Council and registered certifiers to levy infrastructure contributions through a Development Consent or Complying Development Certificate.

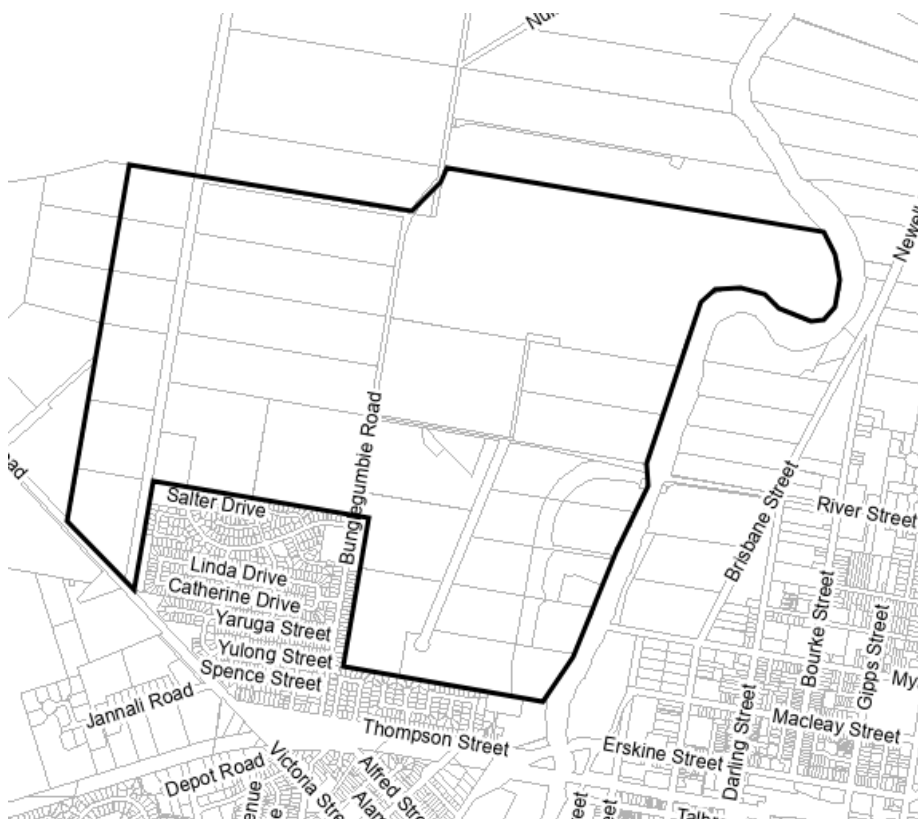


Figure 1 – Land to which the Plan applies

To ensure the draft Plan can be placed on public exhibition and submissions suitably considered before being presented to Council for further consideration on 15 August 2024, this report seeks Council resolution to provide delegation to the Infrastructure, Planning and Environment Committee to resolve this matter when it is presented at the 9 May 2024 Committee meeting.

A comparison between the timeframes is identified below that highlights there would be insufficient time to properly consider submissions if the draft Plan isn't placed on public exhibition shortly after the Infrastructure, Planning and Environment Committee.

Delegation to Committee		No delegation to Committee	
Key Date	Explanation	Key date	Explanation
24 April 2024	Consideration by Council	9 May 2024	Consideration by Infrastructure, Planning and Environment Committee
9 May 2024	Consideration by Infrastructure, Planning and Environment Committee	23 May 2024	Consideration by Council
Mid-May to June 2024	Public exhibition period	Mid-June to Mid-July 2024	Public exhibition period
July 2024	Consideration of submissions	August 2024	Consideration of submissions
15 August 2024	Consideration by Council	16 August	Caretaker period commences

APPENDICES:

- 1 Draft Infrastructure, Planning and Environment Committee report

Provided under separate cover



REPORT: Bulky Waste Service to Community

DIVISION: Development and Environment
REPORT DATE: 9 April 2024
TRIM REFERENCE: ID24/662

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none">• Seek endorsement• Seek direction or decision	
Issue	<ul style="list-style-type: none">• This report recommends the adoption of a 12 month trial for a pre-booked annual Bulky Waste Collection service.	
Reasoning	<ul style="list-style-type: none">• An annual bulky service provides the best value service to the community:<ul style="list-style-type: none">• due to limited impact to customers;• greater flexibility for eligible residents to dispose of their bulky items;• alignment with Councils Waste Strategy (increase landfill diversion);• cleaner presentation of our region and streetscapes;• no forecasted change in cost of service; and• a focus on safety and service continuity.	
Financial Implications	Budget Area	Resource, Recovery & Efficiency – Domestic Collection
	Funding Source	Revenue
	Proposed Cost	\$440,000
	Ongoing Costs	\$440,000

STRATEGIC DIRECTION

Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principal themes and a number of objectives and strategies. This report is aligned to:

Theme: 6 Environmental Sustainability

CSP Objective: 6.2 We recognise, plan for, and respond to the impacts of climate change.

Delivery Program Strategy: 6.2.3 Waste management processes reduce our environmental footprint and impact on the environment.

RECOMMENDATION

- 1. That Council endorse the implementation of a 12-month trial period for transitioning to a pre-booked annual Bulky Waste Collection Service model.**
- 2. That an engagement and community consultation program be undertaken, including the development of a comprehensive Plan of Communications aimed at educating and informing the community about the transition, with the goal of implementing the trial starting from 1 July 2024.**

Stephen Wallace
Director Development and Environment

AP
Waste Contract and
Collection Coordinator

REPORT

1. Purpose

The purpose of this report is to present Council background information and data on the current annual Bulky Waste Collection service offered across the Local Government Area and provide specific details regarding the proposal to transition to a pre-booked model from the scheduled collection model.

2. Current Annual Bulky Waste Collection Service

The current annual Bulky Waste Collection service occurs once per year over a 10–13 week block/consecutive period (exact duration is dependent on contractor and community presentation rates). Each household in Dubbo Regional Council that pays a 'Domestic Waste Management Charge – two or three bin service' as part of their rates is entitled to receive one bulky waste collection, each financial year.

This service is conducted by JR Richards (Contractor) as part of Councils 10-year Domestic Waste Contract. One cubic metre of waste can be presented for each residence and the waste types/group that are collected as part of the service include:

- Mattresses
- Tyres
- Steel and whitegoods (washing machines, microwaves etc.)
- Green waste
- Mixed Waste

The last three financial years has observed an average of 25% eligible residence participation (between 5,000 and 5,300) and 1,196 tonnes collected at a cost of \$492,000 inclusive of GST (collection and processing/disposal).

Table 1. Summary of the last three Bulky Waste Collection Services

Bulky Waste Collection Service	FY 2021/2022	FY 2022/2023	FY 2023/2024	Average
Total Tonnages Collected	1,228.18	1,180.84	1,178.20	1,195.74
Total Landfill Diversion (%)	13	16	38	22.3
*Total Cost (Including GST)	\$480,000	\$517,000	\$478,000	\$491,666.67

*Collection, transport, and processing/disposal cost

3. Proposed Annual Bulky Waste Collection Service

There is a trend from both Metropolitan and Regional Councils implementing pre-booked annual Bulky Waste Collection services as the preferred method of service, and subsequently transitioning away from the scheduled collection model. The main factors contributing to this trend are to reduce the cost of the service, increase recycling and reuse capacity (increase

landfill diversion), increase in service flexibility, reduce safety incidents, and reduce the risk of pollution.

Table 2. Summary Table of Metropolitan and Regional Councils implementing pre-booked annual Bulky Waste Collection services.

Council	Frequency
Tamworth	Each booking of the Waste Wagon service, the resident must surrender one of their tip vouchers and pay a subsidised fee of \$25 including GST. *Not included into rates
Clarence	1 (incorporated into rates)
Central Coast	6 (incorporated into rates)
Camden	3 (incorporated into rates)
Wollondilly	2 (incorporated into rates)
Penrith	4 (incorporated into rates)
Lake Macquarie	2 (incorporated into rates)

This report recommends the adoption of a 12-month trial for a pre-booked annual Bulky Waste Collection service upon the following conditions, principles and benefits for Community and Council.

a. Service Conditions

The requirements for participation and accepted items will remain the same as the current service offering (with the exclusion of presentation period):

- One service per annum for each urban residence who receive a kerbside collection service (either two or three bins);
- Service area zones (seven in total) will be allocated weekly, Monday to Friday collection bookings (for example Zone 1 will be allocated weeks 1, 8, 15, 22, 29, 36 etc);
- Public Holidays, two weeks over Easter and Christmas will be non-collection periods (dates to be confirmed);
- Volume is one level box trailer load and/or one cubic metre per residence;
- Segregate materials into collection groups (mentioned in detail above);
- Limit on mattresses (two) and car tyres (four) presented;
- Building materials, hazardous materials such as chemicals, poisons, oil, paint, batteries, asbestos and truck and tractor tyres are not included in the service; and
- Materials to be presented within 48 hours (two days) of collection booking (collection date selected when booking for clarity).

Service area zones

- Rural (Yellow)
- Rural East (Green)
- Wellington Zone (Pink)
- West Zone (Blue)
- Northeast Zone (Orange)
- Central South Zone (Light Green)
- South East Zone (Purple)

b. Service Principles

- Accessible and provide participation ease to all eligible residents (online and phone bookings).
- Support the Waste and Resource Recovery Strategy.
- Provide the best overall value to the community.

c. Service Benefits

- Increase safety and service standards with fulltime staff to be utilised providing a continuity of service and increase in safety standards.
- Financial cost forecast is a decline in cost due to the reduction in representation and weather generating pollution.
- Reduce windblown pollution and visual aesthetics (streetscape presentation) by decreasing presentation periods (days on kerb prior to collection).
- Increase in landfill diversion with stronger governance around presentation and more time to manage the collection and segregation process.
- Increase in staff efficiency by utilising an online booking and management system.
- Decrease in illegal dumping and an increase in flexibility with the opportunity for eligible residents to present and utilise the service on an all-year-round basis.

JR Richards, Council's Contractor, will conduct the collection and transport of the pre-booked annual Bulky Waste Collection services at a cost of \$61.19 per service with a minimum base charge of \$6,547.33 per week (107 services), with additional services that exceed 107 to be charged at a per service charge.

Based on the current 25% presentation rates of the eligible residences (5,362 of 21,447), the total forecasted cost, dependent on presentation rates and material recovery tonnages, of the pre-booked annual Bulky Waste Collection service will equate to \$440,000 (including GST) per annum.

4. Consultation

Stakeholder	Concerns	Actions
JR Richards (collection services contractor)	No concerns	No concerns
Mandalay (system supplier for the bookable service)	No concerns	No concerns
Customer Experience	Supportive of transition	Providing online and phone call booking systems
Communications team	Supportive engagement	Implementing an 8-week communication plan
Engagement & Customer Insights Team	Supportive of community consultation	Developing engagement and community consultation program for transition trial, including YourSay project page

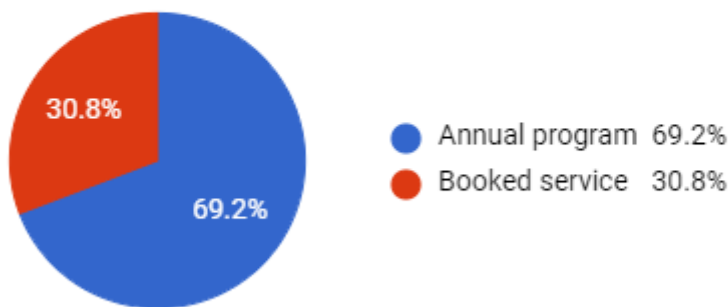
To support the 2023 Bulky Rubbish Collection program, a YourSay project page was active for 121 days. A copy of the Engagement Snapshot is attached in **Appendix 1**.

A survey conducted at the end of the program, open until 22 December 2023, aimed to understand community satisfaction, participation rates, and feedback. A total of 136 contributions were received. Additionally, a poll conducted during the program gathered 107 votes. The results indicated:

a. Bulky Service Preference?

What bulky rubbish service would you prefer?

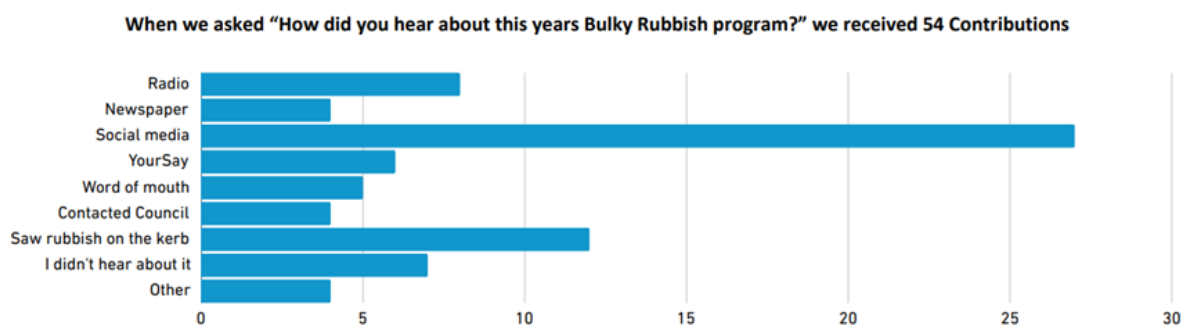
This poll has concluded.



Total Votes: 107

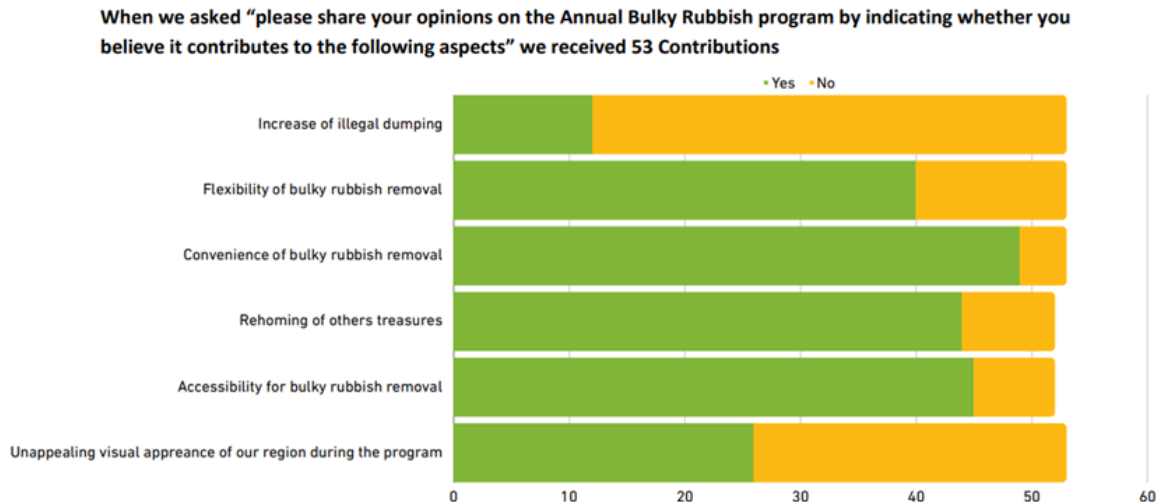
b. How do Community hear about the Service?

Social media observed to have the highest rating. The "Saw rubbish on the kerb" was identified as a risk associated with the proposed bookable system, as it might prompt other residents to follow suit. Marketing campaigns and targeted information will mitigate this risk of this occurring.



c. General Feedback

Feedback from the survey indicated a preference for flexibility and convenience. The proposed trial aims to enhance these aspects by providing year-round accessibility to the service.



Community concerns were raised about understanding zones for an annual program, with suggestions for a Bi-Annual program. The bookable service addresses these concerns by offering flexibility in scheduling. In addition, the negative street appeal during the program was noted, which the bookable service aims to mitigate.



5. Resourcing Implications

- This will be no resourcing implications on Dubbo Regional Council. If endorsed, JR Richards will secure equipment and resources to commence Bulky Waste services on 1 July 2024.
- If the trial is successful, the service will continue for the duration of the current contract with JR Richards.
- The forecasted revenue and operations expense increases (5%) are based on population increase and mixed waste disposal increase.

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	440000	462000	481500	509355	534822	0
b. Operating expenses	440000	462000	481500	509355	534822	0
c. Operating budget impact (a – b)	0	0	0	0	0	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	0	0	0	0	0	0
Does the proposal require ongoing funding?			Yes			
What is the source of this funding?			Revenue			

Table 1. Ongoing Financial Implications

6. Planned Communications

Conduct an 8-week communication plan that will highlight objectives and key messages and implementation. A notice will be placed on Council's website, in Customer Experience Centres, and in local newspapers and on radio stations.

7. Timeframe

Key Date	Explanation
24 April 2024	Consideration by Council
1 July 2024	Project implementation
May 2025	Review Report to Council

APPENDICES:

1 [↓](#) Engagement Snapshot

2023 BULKY RUBBISH COLLECTION

January 2024

Community Engagement Summary

The Annual Bulky Rubbish Collection YourSay page was developed and launched to ensure residents had instant and live access to updates, information on the new zones and their names, missed collection processes, overall education and finally, a survey to gauge residents input following completion of the 2023 collection.

Our engagement intent was to **INFORM** and **CONSULT** the community prior to, during and following the Bulky Rubbish Collection. A YourSay project page was developed to support the delivery of the Bulky Rubbish Collection where community and stakeholders were encouraged to participate and provide feedback.

A summary of the engagement activities and community participation are highlighted below.

How we reached you



121 Days of engagement



17,555 Visits to YourSay page

- 516 Quick Poll responses
- 54 Survey Participants
- 46 page followers
- 3 responses to Q & A's



Digital engagement

- 53,657 social media impressions (the number of times a post appears)
- 6,197 social media engagements (the number of times a post was interacted with - which can be likes, shares, comments etc)



Promotions and advertising

- 2 Media Release and Public Notice on DRC website
- Radio Adverts placed across 2 stations between 2 October to 27 November 2023
- 12 print advertisement in Dubbo Photo News, Daily Liberal and Wellington District Leader



28th August 2023 - 22 December 2023



Email campaigns

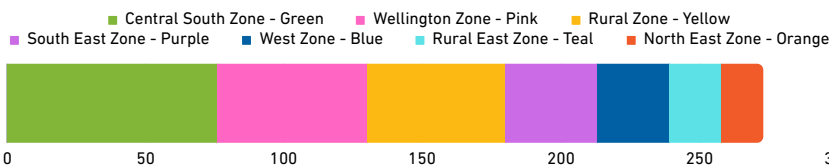
- 8 YourSay campaigns
- 308 recipients

What we heard

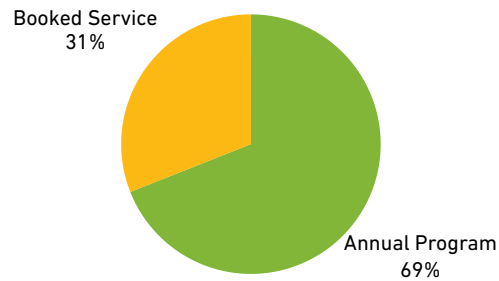
When we asked "Will you use bulky rubbish collection service this year?" we received 136 Contributions



When we asked "Which zone do you live in?" we received 273 contributions



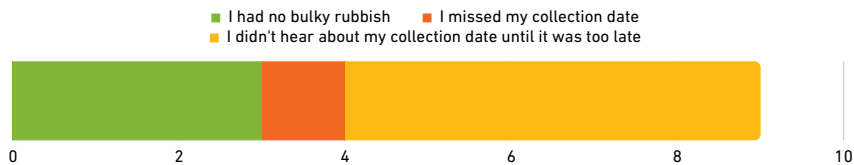
When we asked "What bulky rubbish service would you prefer?" we received 107 contributions



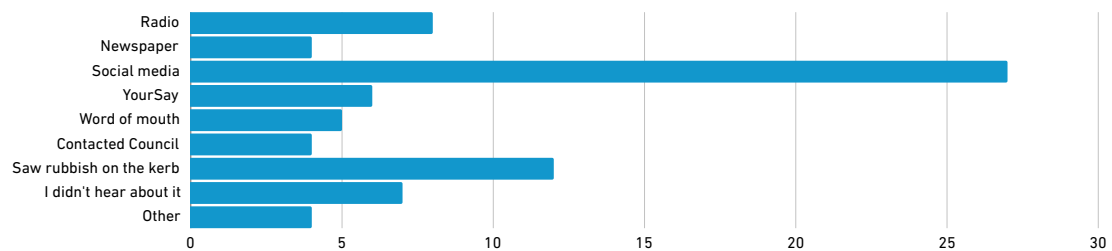
When we asked "did you participate in the 2023 Bulky Rubbish Collection?" we received 54 Contributions



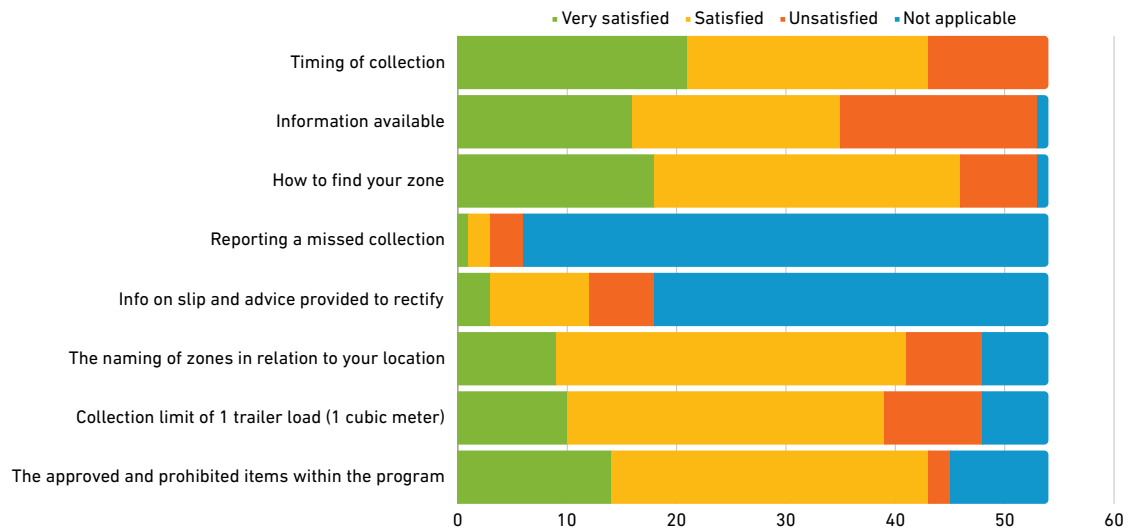
Those 9 people who said no were asked "why did you not participate in the Bulky Rubbish Collection?"



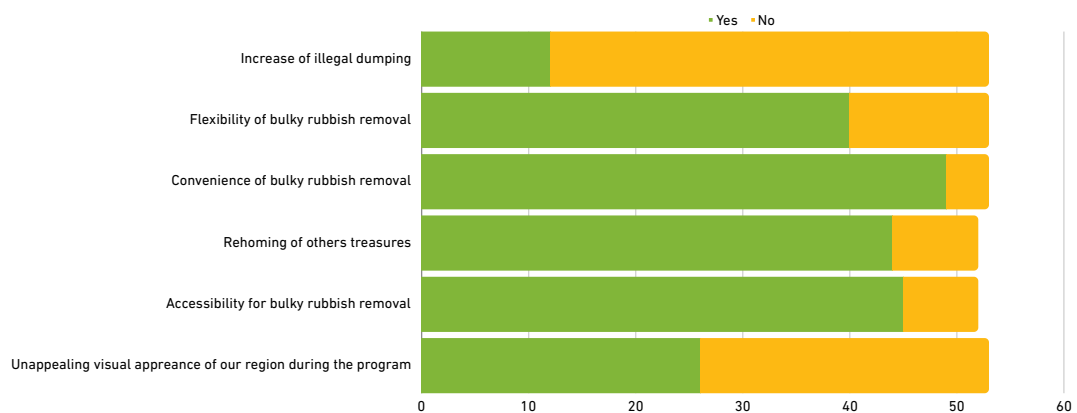
When we asked "How did you hear about this years Bulky Rubbish program?" we received 54 Contributions



When we asked “Overall, for the 2023 delivery, how satisfied are you with?” we received 54 Contributions



When we asked “please share your opinions on the Annual Bulky Rubbish program by indicating whether you believe it contributes to the following aspects” we received 53 Contributions





Sentiment

54 Open ended contributions



The majority of contributors agreed that the program was positive for the community and well executed. There was suggestion from a large number of contributors that the program should be Bi-Annual. A smaller number of contributors had difficulty understanding the zones, could not access or weren't provided with enough information and suggested that a negative street appeal was created for the duration of the program. Overall, sentiment of the program leaned in a positive direction.

Outcomes and next steps

Results of the survey have been provided to the Manager of Resource Recovery and Efficiency to assist in the delivery of future Bulky Rubbish programs.

For members of the community who are following this project an email will be sent to advise of the outcome to close the loop on this engagement activity.

We thank you for your contribution.



REPORT: Outcome of Expression of Interest - 2024 DREAM Festival

DIVISION: Community, Culture and Places
REPORT DATE: 27 March 2024
TRIM REFERENCE: ID24/588
PREVIOUS ITEMS: CCL24/45 - Report of the Culture and Community Committee - meeting 7 March 2024 - Ordinary Council Meeting - 21 March 2024 5.30 pm

EXECUTIVE SUMMARY

Purpose	• Addressing Council resolution • Seek direction or decision	
Issue	• Outcome of the Expression of Interest (EOI) process to determine if there is a community group or other body that has the capacity and desire to deliver the DREAM Festival.	
Reasoning	• Council is resourced for strategic event support and facilitation, not for event delivery.	
Financial Implications	Budget Area	Regional Events' Operational Budget
	Funding Source	Allocated by Council
	Proposed Cost	\$40,000
	Ongoing Costs	\$40,000
Policy Implications	Policy Title	There are no policy implications arising from this report.
	Impact on Policy	N/A

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principle themes and a number of objectives and strategies. This report is aligned to:

Theme: 3 Economy
CSP Objective: 3.1 Visitor economy growth is supported
Delivery Program Strategy: 3.1.2 Events that foster cultural, recreational and community interaction are supported.

RECOMMENDATION

That Council in considering the outcome of the EOI process, determine next steps for the utilisation of funding currently allocated to the Dream Festival.

Craig Arms
Director Community, Culture and Places

LC
Manager Regional Events

BACKGROUND

Previous Resolutions of Council

21 March 2024 CCL24/3	<ol style="list-style-type: none">1. <i>That the Chief Executive Officer facilitate an Expression of Interest (EOI) process to determine a community group or other body to deliver the DREAM festival.</i>2. <i>That Council provide funding support of \$40,000 to the community group or body for the organisation, planning and delivery of the DREAM festival based on Council's procurement practice and appropriate funding conditions set by Council.</i>3. <i>That Council provide event support in line with standard practices, in addition to the \$40,000 funding.</i>
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At the 21 March 2024 Ordinary Meeting, Council resolved to undertake an Expression of Interest (EOI) inviting a community group or other body to deliver the DREAM Festival with the support of \$40,000 by Council.

The EOI was released 22 March 2024 with a closing date of 21 April 2024. The duration of the EOI is 30 days and provides the community every available opportunity to consider the information. Overall, the event is to be inclusive, available to the public to attend and adhere to regulatory, safe and sustainable obligations and requirements.

The Expression of Interest was advertised through the following channels:

Platform	Method	Follower/Contacts
DREAM Festival	Facebook and Instagram	5.8K
Dubbo Region	Facebook and Instagram	6.3K
Dubbo Regional Council	Facebook and Instagram	17.3K
Event's Unit E-Newsletter	E-Blast	4.8K
Events' Network	Direct email	133 contacts
Dubbo Regional Council	Media Release	82 media contacts

REPORT

An Overview of the Expression of Interest (EOI)

The EOI was designed with best practice principles in mind. It sought to establish mechanisms for transparency and due diligence for the expenditure of a large sum of public money.

It is 'standard practice' for the event organiser to meet all costs associated with their event. The \$40,000 provided by Council is a large contribution to assist the delivery of the Festival. In comparison, average funding received by Community Event Fund applicants for 2023 calendar year was \$1,388. The average funding received by Destination Event Fund applicants was \$4,250.

Previous DREAM Festivals delivered by a volunteer group or, in 2023 by Council, utilised a combination of additional income sources including grant funding, commercial sponsorship and fees from stall holders and merchandise. As per 'standard practice', these were managed by the event organiser.

The EOI outlined the in-kind support offered by Council. It is important that Council offers the same level of support and facilitation to all event owners to ensure transparency and equity.

The term 'not-for-profit' was used in the EOI and in the lead up to its advertisement. There are four references to 'not-for-profit' volunteer groups in the Council Report on DREAM ID24/214. It is a term widely used in Council's community funding streams including the Community Events Fund and SPARC Support Program. There was a reference to 'not-for-profit' groups in the presentation the Manager, Regional Events gave at the 7 March 2024 Council meeting.

The opening line of the official Council media release on the EOI states; 'Dubbo Regional Council is calling for Expressions of Interest from not-for-profit cultural and community groups to run the 2024 DREAM Festival.' This demonstrates the clear intention of the EOI.

Regarding the requirement in the EOI for Council to have approved the Event Management Plan before achieving funding release under Milestone 2, this is a best practice approach. The intent of this requirement is to ensure that \$40,000 of public money is being released toward an event that matches the expectation of DREAM, the community and Council. The EOI overall, seeks to give as much flexibility as possible for any proponent wishing to make a submission. Further, the requirement to acquit all money funded will be clearly described in the 'Event Funding Agreement'.

The EOI also requires an applicant to present a Certificate of Currency for \$20 million Public Liability insurance. Again, this is best practice and a recommendation from Council's insurers. It is not appropriate to expect Council to cover the liability of an event organiser. It is not provided for any other event.

In line with the resolution, Council staff have produced a best practice inspired EOI document, responded to all queries in rapid time and made themselves available to meet and discuss any aspect of the EOI at the convenience of the enquirer. The EOI will have remained open for 30 days and was posted to over 30,000 contact points, not including contacts reached through advertising via traditional media.

Expressions of Interest Received

At the conclusion of the EOI period, no submissions were received.

The other options outlined in the 7 March 2024 report remain. An additional option has been included for consideration. The options are:

Option A:

That Council cease co-ordination and delivery of the DREAM Festival and through the budget process, reallocate the \$40,000 annual funding equally between the SPARC Support Grant Fund (\$20,000) and the Event Assistance Program (\$20,000) to support not-for-profit volunteer-run community events, activities and programs. This has a net zero impact to the budget.

Further to this, a review is currently underway of the Community Services Fund, Events Support Program and SPARC Support Fund to determine if these are servicing the community in an efficient manner. Currently, the funding breakdown is as follows:

Community Services Fund	Combined Financial Assistance Program and Community Services Fund	\$150,000
Events Assistance Program	Community Events Fund	\$10,000
	Destination Event Stream 1	\$30,000
	Destination Event Stream 2	\$50,000
Cultural Development Funding Stream	SPARC Support Grant Program	\$20,000
Total		\$260,000

The review indicates the take up of the Community Services Fund has been low the past two years with 2022/2023 roll over rate of unused funds being \$157,658.95. This funding stream has a trend of being undescribed.

The Event Assistance Program is experiencing over-subscription. There has been a consistent rise in the number of funding applications each year. This demonstrates a growing need for financial support among event organisers within the community. As the available funding pool remains limited, there has been a widening gap between the total funding requested and the amount that can be allocated. This results in smaller funding allocations to an increasing number of events.

In 2023/2024 the SPARC Support Grant Program is at a value of \$20,000. Round one of two, for a pool of \$10,000 is oversubscribed by \$54,029 with Round two closing in April is already oversubscribed.

There is a case for a portion of the under-subscribed Community Service funding to be redistributed to the Events Assistance Program and SPARC Support Grant Program to address their over-subscription. This would better reflect current trends in all three funds, but also give additional funding assistance to support community cultural development initiatives. Further analysis is required before a recommendation can be made to Council.

Option B:

A community group or other body deliver the DREAM Festival.

The Expression of Interest process explained in this report actions this option as per resolution from 21 March 2024 Ordinary Council meeting.

Option C:

The \$40,000 is returned to the Council budget to address the Financial Sustainability Review's target of recurrent savings.

Option D:

Council delivers the DREAM Festival with a budget of \$40,000 scaling down the duration and scope of the event and engaging local artists, practitioners and entertainers.

Option E: (Additional Option)

Review the Financial Assistance Policy with the aim of identifying areas of process that can be made more efficient and funding better allocated between the various channels to reflect current community trends.

(The Financial Assistance Policy provides assistance to community groups, organisations and events via a number of channels, each designed to achieve distinct outcomes. Each channel is framed under the Financial Assistance Policy to ensure that Council adheres to Independent Commission Against Corruption (ICAC) and Department of Local Government probity issues.

The Community Services Fund, Events Assistance Program and SPARC Support Grant Program and others are administered under the Financial Assistance Policy.)



REPORT: Cameron Park Toilets

DIVISION: Community, Culture and Places
REPORT DATE: 8 April 2024
TRIM REFERENCE: ID24/660

EXECUTIVE SUMMARY

Purpose	• Addressing Council resolution	
Issue	• Provide information to Councillors regarding the cost implications of providing additional toilet facilities at Cameron Park, Wellington.	
Reasoning	• Council to determine whether to proceed with the installation	
Financial Implications	Budget Area	Community Culture and Places
	Funding Source	Asset renewal reserves
	Proposed Cost	Estimates: Option 1 - \$181,000 ex gst Option 2- \$202,000 ex gst Option 3 - \$60,000 ex gst
	Ongoing Costs	\$18,000 p.a. This would increase over time through CPI and material costs.
Policy Implications	Policy Title	No policy impacted.
	Impact on Policy	Nil impact.

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principle themes and a number of objectives and strategies. This report is aligned to:

Theme:	2 Infrastructure
CSP Objective:	2.2 Infrastructure meets the current and future needs of our community
Delivery Program Strategy:	2.2.5 Council maintains infrastructure and delivers services at the adopted service levels as agreed with the community
Theme:	3 Economy
CSP Objective:	3.2 Employment opportunities are available in all sectors of our economy
Delivery Program Strategy:	3.2.5 Neighbourhood shopping centres provide attractive and convenient services and facilities

RECOMMENDATION

- 1. That Council determine that:**
 - a. Maintain the status quo of current toilet provision in Cameron Park at this time,
OR**
 - b. The identified options for additional toilets in Cameron Park be put to the
community as part of the Draft Budget and Operational Plan consultation process.**

Craig Arms
Director Community, Culture and Places

IM
Manager Recreation and
Open Spaces

BACKGROUND

Previous Resolutions of Council

15 February 2024 CCL24/12 ID24/168	<i>1. That the CEO provide a report to Council as part of the budget development on the options to provide more toilet amenities in the Cameron Park precinct.</i> <i>2. That this report also include evidence as to the current constraints for use.</i>
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REPORT

Cameron Park is located within the Central Business District of Wellington, and within Cameron Park itself. Cameron Park is a regional level park that has a high profile due to its location on the Mitchell Highway (Nanima Crescent).

In 2019 the playground at Cameron Park underwent a major renewal to make it more accessible in line with the NSW Governments ‘Everyone Can Play’ guidelines. Associated with the playground renewal the existing two amenity blocks were demolished and a new amenity block constructed closer to the playground that included a “changing space” area. This “changing space” area was designed to offer a high level of accessibility and comfort to persons (children and adult) with disabilities whilst they were within the park/playground. The relocation of the amenity block to its present location was adopted by Council under the Cameron Park Master Plan 2017.

The original amenity blocks were located to the southeast of the existing amenity building and were separated into 2 separate buildings. These amenities were in a poor state of repair and were not compliant to the Australian Standard 1428.1 that were, and still are, relevant today. The comparison between the original amenities and the new is expressed below:

Old Facilities					
Male			Female		Accessible Toilet
Toilet	Urinal	Sink	Toilet	Sink	Toilet Sink
2	1	1	4	1	1 1

New Facilities		
Ambulant Toilet with Sink		Accessible Toilet with Sink
2		1
		Changing Space w/ Hoist & Sink
		1

To provide context of the number of public amenities in Cameron Park

- 4 toilets, including a disabled and a changing space with a toilet,

- 2 toilets at the old Visitor Information Centre (now art centre and café) – not available to the public (staff and patrons to Cultural Art Centre only),
- 2 toilets at the Visitor Information Centre (adjacent to the Wellington Administration Building) and
- 3 toilets at the Wellington Library.

The cost of the new amenity block was \$226,517 ex gst.

At the time of the decision to move ahead with the current design it was envisaged that the two toilets at the old Visitors Information Centre would be available for public use. It has been confirmed that these toilets are now for staff and for visitors to the cultural art space only. As such, they do not add to the facilities available.

From observations by staff and comments received back from the public since the construction of the new amenity block, the major issue is the time that people need to wait to use the facilities. This is exacerbated when a bus company pulls up and ~50 people wish to use the facilities. The question then becomes to what level does Council wish to provide public toilets? Enough toilets to service the Wellington community, albeit sometimes with a short wait time, or enough to cater for a bus load of passengers that comes with increased maintenance and cleaning costs for Council and the community. From recent observations very few of these passengers spend money in the town, with some bus companies even setting up their own catering for tea and coffee.

An additional amenity block could relatively easily be reinstalled at the original location, closer to Nanima Crescent. The original site of these amenities (purple), the location of the existing amenity block, and the location of the other facilities are shown in figure 1 below.



Figure 1 – Cameron Park public amenities. From north to south – Red - Visitors Information Centre, Orange – new amenities, Yellow Café/Art Centre and Green – Wellington Library. The old amenities are Purple.

The above plan identifies that there are 9 public toilets within approximately 120 metres of each other plus the two at the café/art centre for staff and patrons.

To increase the number of toilets in the immediate area of Cameron Park three options have been identified.

Option 1. Installation of a three-toilet amenity block at the original location.

Dubbo Regional Council recently acquired plans and quotes to install an amenity block for another project in Dubbo. The floor plan and design of the building is shown in figure 2.

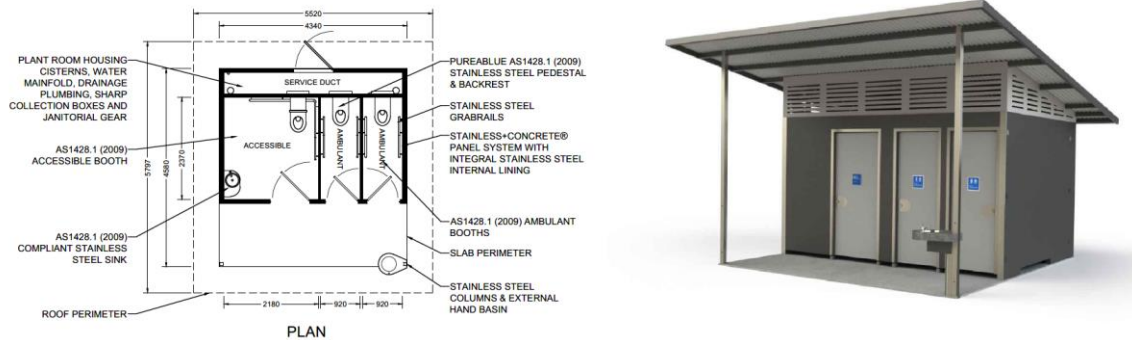


Figure 2. Proprietary Design – 2 ambulant and disability toilet amenity block.

The base cost of the supply and delivery of a three-toilet amenity block, as shown, is \$155,000 ex gst. A further \$15,000 would need to be allowed for the base and connections back to sewer, water, and electrical services. To connect the new amenity block to the footpath of Nanima Crescent with disability compliant paths a further \$11,000 ex gst is estimated. In total it is estimated that \$181,000 ex gst would be required.

Option 2. Installation of a four-toilet amenity block at the original location.

A four-toilet amenity block would be \$177,000 ex gst. The additional costs of connections and pathways will be the same as for Option 1.

Total cost estimate: \$202,000 ex gst.

Option 3 – Reconfiguration of existing amenity block

An alternative option has also been provided by amenity manufacturer. This option involves the removal of the “changing spaces” area, that is subjected to repeated vandal attacks, and reconfiguring the space into three toilets, shown in figure 3. This provides an overall increase of 2 toilets.

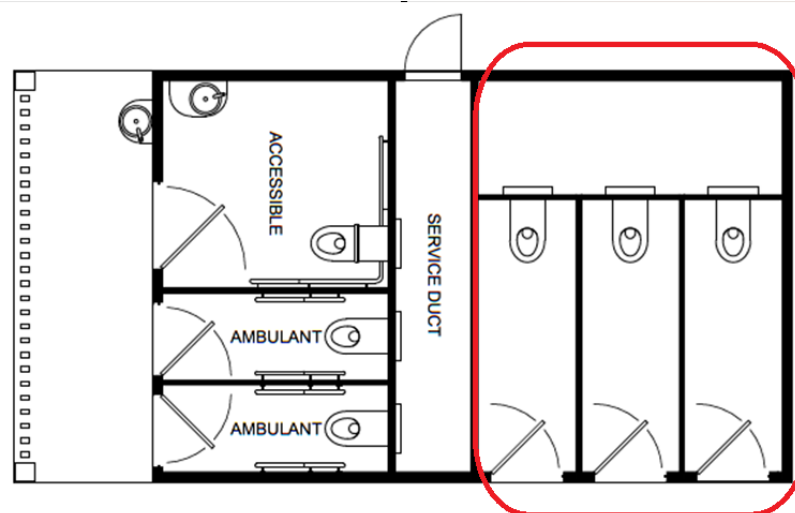


Figure 3. Reconfiguration of existing amenity block, providing an increase of 2 toilets to the existing structure. The red box shows the conversion from one changing space area with one toilet to three cubicles (3 toilets).

The manufacturer has provided a rough estimate of \$60,000 ex gst to undertake this conversion. If Council decided to consider this option community consultation would be sought to confirm that the community is accepting of the proposal.

Funding Options

If Council wished to proceed with the installation of additional amenities at Cameron Park, it would need to be found within the 2024/2025 Recreation and Open Spaces/Open Spaces Capital Works budget. Table 1 provides the Capital Works budget for 2024/2025 and 2025/2026 for Open Spaces. The 2025/2026 budget has been included as a major project is proposed to be funded over the two financial years.

Table 1. Capital Works budget for 2024/2025 and 2025/2026 for Open Spaces

Function	Capital Project	2024/2025 Forecast	2025/2026 Forecast
Open Spaces			
	7400 - Cameron Park - Lighting	65,000	0
	7402 - Mumbil - Shade Sail	13,000	0
	7403 - Arboretum Softfall Replacement	15,000	0
	7406 - Elston Park Water Park Renewal	250,000	400,000
	7494 - Victoria Park Amenities	403,486	0
	7501 - Terramungamine Reserve BBQs	10,000	0
	7547 - Lions Park West Playground	125,000	0
	8599 - Spears Park - Shade Sail	15,000	0
	8600 - Tom Culkin- Shade Sail	13,000	0
	9003 - Victoria Park Skate Park	28,000	0
	General Signage Budget	100,000	100,000
		1,037,486	500,000

*Notes:

Details on the various capital works project are:

- The Cameron Park lighting project is a major upgrade of the existing pedestrian lights to bring them up to current standards and is being funded over 2023/2024 and 2024/2025. Designs are being finalised and will be going to tender shortly.
- The shade sails (Mumbil, Spears Park, and Tom Culkin) are replacement sails over playgrounds that were damaged during storms and not covered under insurance.
- The Arboretum softfall was assessed as not being compliant (age related) under Australian Standard.
- The Elston Park Water Park renewal is at the end of its useful life expectancy and is failing. The park is currently being run constantly due to the failure of the electronic

control system that is costing Council additional electrical costs. The chemical dosing system is also failure and some of the features themselves are non-operational. This project is identified to be funded over two concurrent financial years.

- Victoria Park amenities is funded through the NSW Government – Stronger Country Communities Fund Round 4.
- Terramungamine BBQs are a replacement from wood fed BBQs to electrical. Teeramungamine Reserve is one of two authorised camp sites in the local government area and is heavily utilised by campers.
- Lions Park West Playground. This playground was installed in the early 1993 and is not compliant with current playground standards (equipment and softfall) and well outside the accepted renewal timeframe of 15 years.
- Victoria Park skate park is an irrigation renewal. The irrigation system is a sub-surface and is non-operational. This impacts the quality of the turf, especially as it is on a slope.
- Riverbank Park Fitness Centre renewal. The original fitness centre was at the end of its life and no longer suitable. It has been removed as part of the Legacy Shared Pathway. Council has expended most of these funds due to a significant cost saving that was identified by purchasing the replacement in March.
- General sign budget. This is to roll out further signage replacement across the local government area to achieve consistency of signage and updating signs.

Based on the above capital works program the following funding strategy and the reallocation of funds to cover the cost of construction is suggested for each of the options.

Option 1. Installation of a three-toilet amenity block at the original location - \$181,000 ex gst

Reallocate the funds from the following projects:

- | | |
|-------------------------------------|------------------|
| • General Signage Budget | \$100,000 |
| • Terramungamine Reserve BBQs | \$ 10,000 |
| • Victoria Park Skate Park | \$ 28,000 |
| • Lions Park West Playground (part) | <u>\$ 43,000</u> |
| | <u>\$181,000</u> |

This would leave \$82,000 for the Lions Park West playground renewal.

Option 2. Installation of a four-toilet amenity block at the original location \$202,000

Reallocate the funds from the following projects:

- | | |
|-------------------------------------|------------------|
| • General Signage Budget | \$100,000 |
| • Terramungamine Reserve BBQs | \$ 10,000 |
| • Victoria Park Skate Park | \$ 28,000 |
| • Lions Park West Playground (part) | <u>\$ 64,000</u> |
| | <u>\$202,000</u> |

This would leave \$61,000 for the Lions Park West playground renewal.

Option 3 – Reconfiguration of existing amenity block - \$60,000

Reallocate funds from the following project:

- General Signage Budget (part) \$60,000

This would leave \$40,000 for the General Signage project in 2024/2025.

Besides the capital works there are ongoing cleaning and maintenance costs to be considered. A cost estimate of \$250 p.w. (\$13,000 p.a.) for cleaning has been received from Property Assets that would need to be budgeted for. A further estimate of \$5,000 p.a. for vandalism and repairs would be recommended, based on the ongoing issues at the existing amenities.

Consultation

- The licensee of the café and cultural art centre to confirm availability of the amenities at this location.
- Manager Property Assets to provide a cost estimate for the additional cleaning.
- The manufacturer and installer of the amenity block who has provided prices for a three and four cubicle building, plus an option for a configuration of the existing block.

Resourcing Implications

- Additional staff time will be required to undertake the additional cleaning of the facility. An estimate of \$13,000 has been provided. A further \$5,000 for repairs have been allowed for in the tables below. It is anticipated that the cleaning of the additional amenities, regardless of new or reconfiguration option, will be similar.

Planned Communications

If Council decided to proceed with recommendation b. *“The identified options for additional toilets in Cameron Park be put to the community as part of the Draft Budget and Operational Plan consultation process.”* that the options are communicated as part of the draft 2024/2025 Budget and Operational Plan engagement activities and project page on YourSay.

Formal submissions relating to Cameron Park toilet options would be considered as part of the community consultation on the budget and capital expenditure and identify any amendments to the 2024/2025 Open Spaces Capital Works program.



REPORT: Dubbo Aquatic Leisure Centre - Refurbishment and upgrade of 50 metre pool and Water Slide Plant Room

DIVISION: Community, Culture and Places
REPORT DATE: 3 April 2024
TRIM REFERENCE: ID24/629

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none">Seek direction or decision	
Issue	<ul style="list-style-type: none">The Dubbo Aquatic Leisure Centre's Plant Room is out of date and does not meet current water turnover rates for public pools and have operational functionality issues.	
Reasoning	<ul style="list-style-type: none">The current Dubbo Aquatic Leisure Plant Room does not meet current standards in terms of water turn-over rates and has issues around compliance under the <i>Work Health and Safety Act 2011</i>.Council can undertake a major refurbishment of the Plant Room during the 2024 winter period with only a relatively minor delay to the start of the 2024/2025 season.	
Financial Implications	Budget Area	Community Culture and Places / Recreation and Open Spaces
	Funding Source	Asset renewal reserves
	Proposed Cost	\$850,000
	Ongoing Costs	Costs would initially reduce (Capital renewals) and building maintenance for a period of up to 5 years. Est: \$10,000 p.a. Est: \$20,000 p.a. after this period, excluding capital renewals for plant and equipment.
Policy Implications	Policy Title	Purchasing and Procurement Policy
	Impact on Policy	Nil impact – Procurement would be in accordance with the Policy.

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principle themes and a number of objectives and strategies. This report is aligned to:

Theme: 5 Liveability

CSP Objective: 5.5 Our community has access to a diverse range of recreational opportunities

Delivery Program Strategy:	5.5.2 Unique recreation and open space facilities are available
Theme:	5 Liveability
CSP Objective:	5.5 Our community has access to a diverse range of recreational opportunities
Delivery Program Strategy:	5.5.3 Our sporting facilities cater for a wide range of events and opportunities
Theme:	6 Environmental Sustainability
CSP Objective:	6.1 We achieve net zero emissions
Delivery Program Strategy:	6.1.2 Council buildings and facilities are energy efficient, carbon neutral and utilise renewable energy sources

RECOMMENDATION

1. That Council proceed with the Dubbo Aquatic Leisure Centre refurbishment and upgrade to the 50-metre pool and water slide plant room.
2. That Council acknowledge that the 2024/2025 swim season is expected to be delayed for a short period, estimate of 2 weeks, by the undertaking of the works this year.
3. That a communication strategy be developed and implemented to advise key stakeholders and the community of the upcoming works and the potential impact to the start of the 2024/2025 season.
4. That Council resolves to hold an Extraordinary Meeting of Council in late May to consider the awarding of the tender to proceed with the refurbishment of the Dubbo Aquatic Leisure Centre's Plant Room.

Craig Arms
Director Community, Culture and Places

IM
Manager Recreation and
Open Spaces

REPORT

The Dubbo Aquatic Leisure Centre (DALC) was originally constructed in the 1930s and has undergone several refurbishments and updates with the latest in the early 1990s. While there have been upgrades to the pools, recirculation systems (mid 1990s) and associated facilities, the Plant Room appears to be largely unchanged from at least 1975 and possibly the 1950s. Since this time there have been significant changes in water quality guidelines for public pools (Department of Health) as well as legislative changes under the Works Health and Safety Act 2011.

A recent review of the Plant Room at DALC highlighted several deficiencies and areas of non-compliance with the WHS Act that should be addressed prior to the commencement of 2024/2025 swimming season. To facilitate this process Dubbo Regional Council engaged Facility Design Group to undertake a review of the current Plant Room and develop detailed plans and specifications to assist in bringing it back in line with current industry standards and guidelines. Facility Design Group oversaw the design of the Wellington Aquatic Leisure Centre in 2018 and is highly regarded in the aquatic industry for their design and attention to detail.

In addition to addressing compliance with Department of Health water quality guidelines and WHS 2011 legislation, DRC has requested to have the 50-metre pool and water slide recirculation and chlorination systems separated. This will prevent the requirement to close both bodies of water (48 hrs) in the event of a contamination event to hyper-chlorinate the water to kill disease causing pathogens.

Facility Design Group attended the site on the 21 March with staff representatives from Council and Belgravia Leisure present. Council has since received the following advice and draft plans to progress the project.

FDG have recommended the filter upgrade for the DRAC (sic) 50m pool be a Gravity Assist Filter. This is a highly sustainable solution that reuses the existing concrete filter cells, provides new laterals and unique nozzles to floor of cells, provides new reticulation, new switchboard, heating to be totally renovated with gas heater to be replaced with electric heat pump. An assessment of power supply to the plant room needs to be done to ensure capacity for new pumps and heat pump addition. An additional small plant room extension to the north of the 50m plant room is required to house the new Water Slide Plant. This plant will not have heating for the water slide.

The current brick building is sound except for a number of zones where chlorine erosion has occurred. FDG recommend these zones can be repaired and made good – thus eliminating the need for major demolition of the current plant room. Re use of concrete and masonry buildings is considered a sustainable methodology. Additional building repairs are required to 'tidy up' the existing building to reflect a renovation that has perhaps another 40 year life span.

The upgraded filter cells and pumps will deliver almost full NSW Health Advisory compliance in terms of turn over requirements for a 50m pool. The upgraded filter will

deliver exceptional water quality (as proven with many conversions to date), as well as economical operation and servicing. This is a simple system to operate and can be made fully automatic thus reducing the operational complexity for staff.

The new cameras installed to the upper roof overlooking the filter cells will allow staff to monitor the backwash cycle from plant room level without having to climb the stair to view – WHS initiative.

The backwash cycle efficiency relies on the air scourer action of the compressor to greatly disturb the sand medium releasing debris – then the backwash occurs. This has great water saving ability as proven with all installations previous.

Previous full Gravity Assist installations include – Lithgow 50m pool, Mittagong 50m pool, Sans Souci 50m Pool, Lawson 50m pool, Leeton 50m pool, Bourke 50m pool, and Casino 50m pool as a new build of this filtration model.

Previous lateral/nozzle conversions only include Port Macquarie 50m pool, Coonamble 50m pool, and Woolgoolga pool – these pools experienced a 30% improvement in water turn over.

FDG express the opinion that country pools require simplicity – not complication and high end technology. Simplicity means more serviceable/repairable with local trades, easier operation and training of staff, arguably a water saving system given the results of current installations, robustness of plant, full automation /simplicity of plant. High end technology may have a place – but in the bush we need to manage risk and potential downtime. The filters proposed will not have to cause the closure of the pools every two to three years for a full service. The sand may last for twenty years!

As part of the refurbishment of the Plant Room several improvements are being considered (Bao Design) to significantly improve the environmental sustainability and functionality of the DALC. These include:

- Remove all gas heating for the 50m pool (no heating allocated for separate slide use).
- New Heat pump as per existing to double heat capacity for seasonal use.
- Variable speed drives for the slide pumps.
- New control panels to conform with AS/NZ3000 wiring rules that can include BMS or alarm monitoring via SMS.
- New wiring for 50m plant will basically have a cable duct girdle around the plant room walls. New slab for slide plant room would have concrete encased conduits to all relevant equipment from the pool panel location.
- Repair and epoxy treatment to the current plant room floors with lid enclosure for the pump suction risers and refurbishment of the access hatch.
- New gravity assist filtration system including sand and suitable laterals.
- New medium rate sand filtration for the slide system with 4 valve matrix (2 pumps will back wash one filter at a time).

To undertake this major refurbishment of the DALC Plant Room Facility Design Group has provided a cost estimate of \$850,000 ex gst. This cost does include structural repairs to the

Plant Room itself and will include the replacement of much of the plant and equipment itself. In the four-year budget in preparation (23/02/2024) there is \$413,000 in capital renewals proposed, including \$230,000 for the renewal of the sand filter and medium alone. A further \$157,600 has been identified for the replacement of pumps and chemical dosing systems.

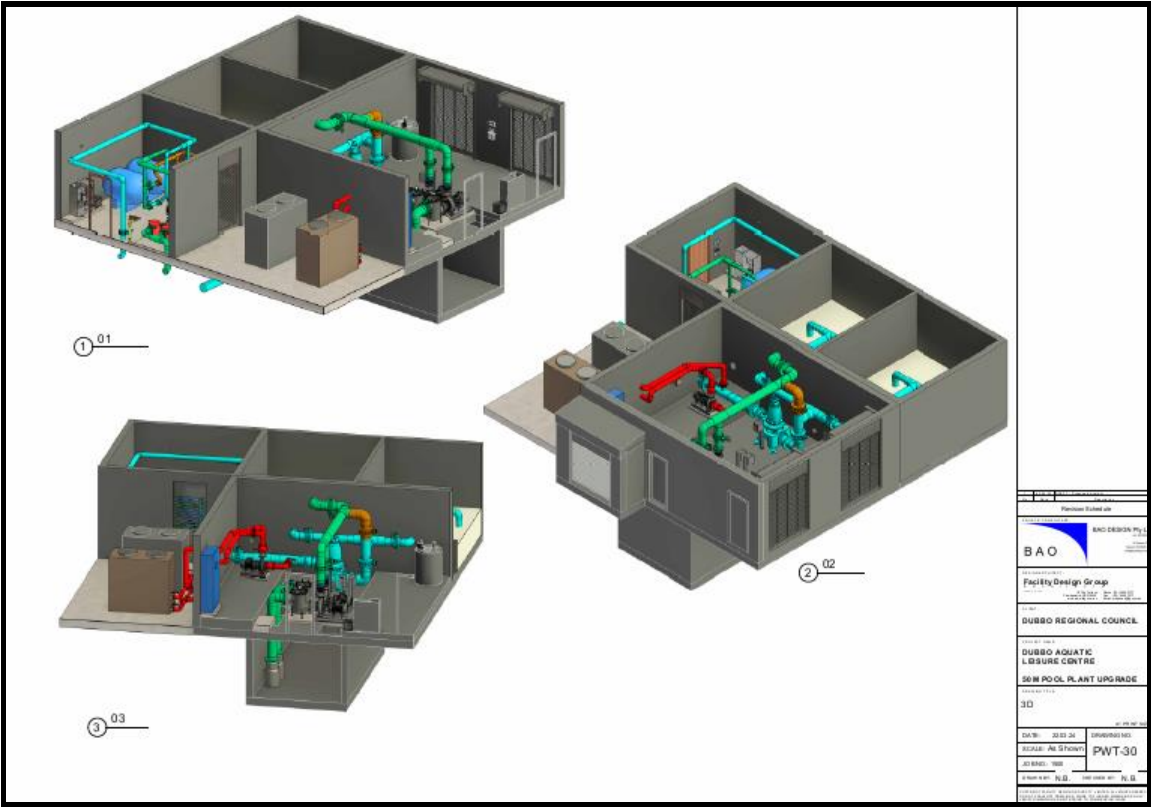


Figure 1. Proposed general layout of Plant Room (DALC).

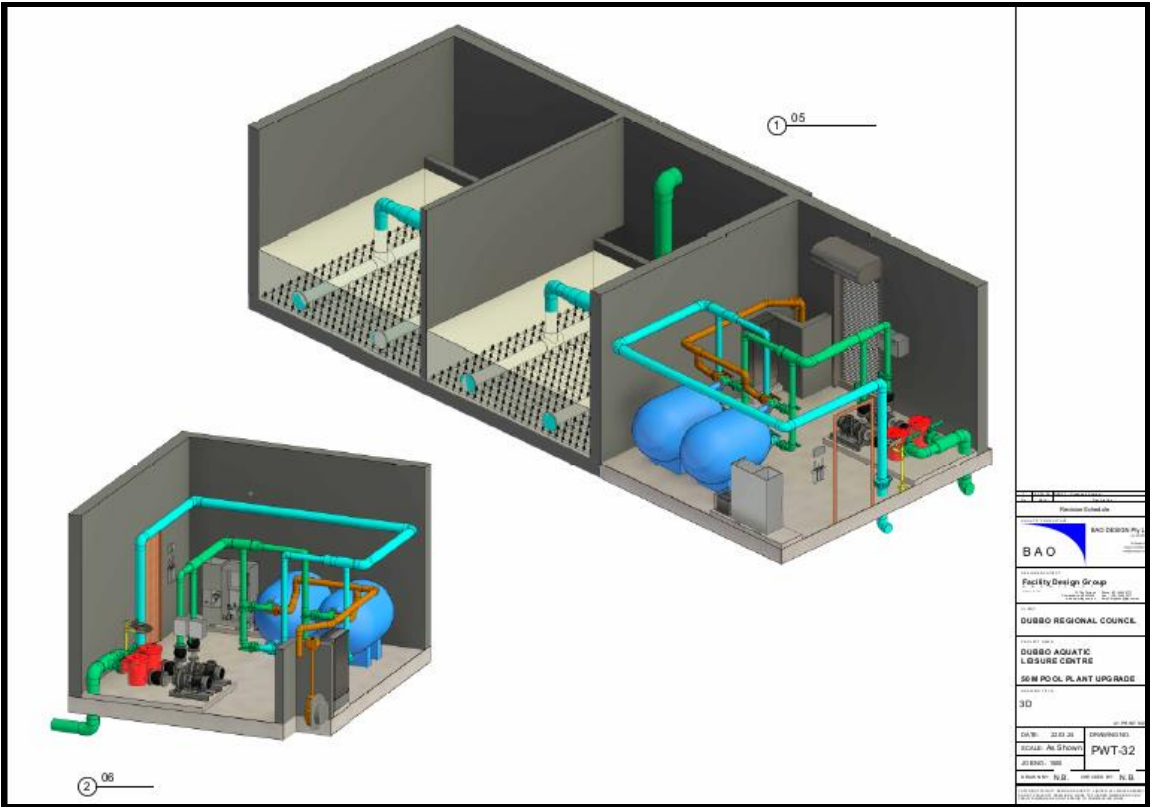


Figure 2. Proposed Gravity Assist Sand Filtration System showing pipe and nozzle layout.

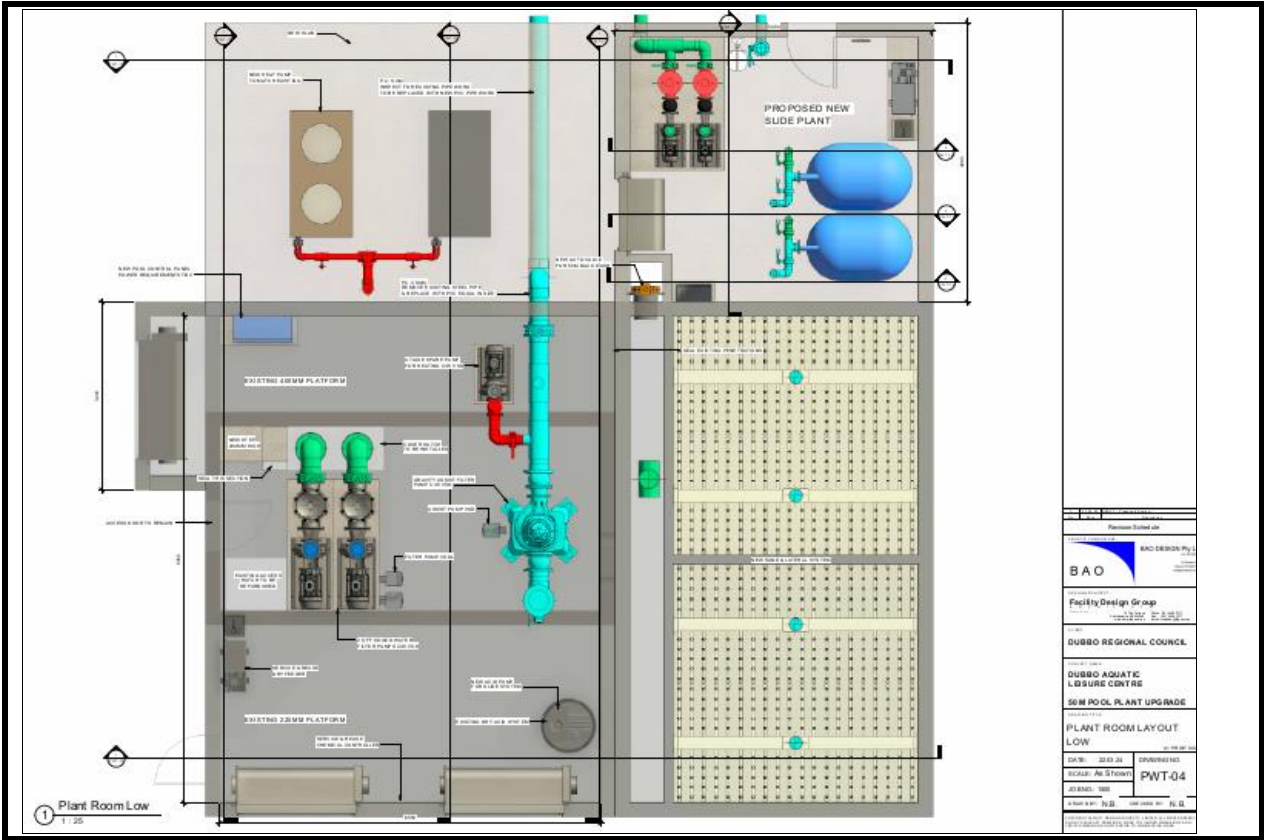


Figure 3. Proposed layout of DALC Plant Room.

Consultation

Belgravia Leisure (State Manager) has been approached to discuss the current Plant Room and to ascertain whether they would like to proceed with the refurbishment. During these discussions it was highlighted that the best-case scenario is that the pool may not be opened until 12 September 2024 (approximately 2 weeks late). Belgravia Leisure indicated that due to the concerns about the safe working conditions in the Plant Room that they would prefer to proceed if that option is available.

If the refurbishment did proceed there would need to be discussions with Belgravia Leisure to minimise financial impacts to both parties.

Consultation is still to occur with the Swim Clubs, and the broader community if these works are to progress. A communication strategy would be developed and implemented.

Resourcing Implications

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	0	0	0	0	0	0
b. Operating expenses	0	0	0	0	0	0
c. Operating budget impact (a – b)	0	0	0	0	0	0
d. Capital Expenditure	-150,000	-700,000	0	0	0	0
e. Total net impact (c – d)	-150,000	-700,000	0	0	0	0
Does the proposal require ongoing funding?			Yes – however operational and capital renewal costs will reduce.			
What is the source of this funding?			Belgravia Leisure is responsible for all utilities outgoings whilst Council is responsible for Capital renewals under the contract.			

Table 1. Ongoing Financial Implications

Options Considered

Council can proceed with the refurbishment of the DALC Plant Room that will result in improved compliance with Department of Health guidelines in the management of public pools, as well as significantly improving the operational functionality and safety of the area.

There is a significant cost of undertaking the works (est: \$850,000), however this is significantly offset by identified capital renewals costs over the next 4 years (\$413,000). These

proposed capital renewal costs are “like for like” and do not address water quality, the operational functionality of the site, or associated WHS risks.

Proceeding with the refurbishment comes with the risk that the 2024/2025 swim season will be delayed. At present it is expected that this delay would be approximately 2 weeks but is subject to prevailing weather conditions and associated trades being available. FDG are minimising the risk associated with procurement of plant and equipment by confirming availability of components as part of their design package.

Alternatively, Council could proceed with the development of designs and tender documents but defer going to the market until March 2025 with the intent of undertaking the works following the conclusion of the 2024/2025 season.

This option would still require Council to expend capital renewal funds (>\$250,000) on the sand filter and plant and equipment to ensure continued operation over the 2024/2025 season. This option does not address WHS issues, identified by Safe Work, that will require additional expenditure prior to the 2024/2025.

Planned Communications

- If the project proceeds the Aquatics Working Party would be informed through a meeting of the group.
- Key stakeholders, including Dubbo City Swimtech Swimming Club Inc. and Orana Aquatic Swimming Club Inc. would be informed through face-to-face meetings to advise them of the likely delay to the swim season as well as updates on the works.
- The broader community would be advised through social media, YourSay page and media releases to explain the works and the need for them to be undertaken.
- Regular meetings are held with Belgravia Leisure and this matter is a regular agenda item.

Timeframe

The current schedule proposed is as follows:

Design and tender documentation finalised	19 April 2024
Tender out to market	23 April 2024
Tender close	14 May 2024
Assessment of tenders and report	21 May 2024
Extraordinary meeting of Council	(Perhaps 23 May 2024)
Contract signing	30 May 2024
Commencement of works	6 June 2024
Undertake works	14 weeks
Handover	12 September 2024.

Notes:

1. Works would prioritise the 50-metre pool over the water slide.
2. FDG will check with procurement supply of vital elements e.g. heat pumps, water pumps, large diameter PVC reticulation pipework – to ensure the time delivery expectations are reasonable.



REPORT: Review of Community Committees - Guiding Principles

DIVISION: Organisational Performance
REPORT DATE: 2 April 2024
TRIM REFERENCE: ID24/613

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none">Seek endorsementAddressing resolution	Council
Issue	<ul style="list-style-type: none">Council resolved to hold workshops with the current Community Committees.	
Reasoning	<ul style="list-style-type: none">Resources and time required to adopt (new) Terms of Reference and Code of Meeting Practice – Community Committees is not feasible.Staff are proposing that Council endorse a simple set of Guiding Principles and amendments to the current documents in response to workshop feedback to support improvements to the operation of Community Committees for the remaining term of Council.	
Financial Implications	Budget Area	There are no financial implications arising from this report.
Policy Implications	Policy Title	Code of Meeting Practice for Community Committees and Working Parties
	Impact on Policy	Proposed amendments to Correspondence and Questions on Notice Sections 2.5 to 2.6

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principle themes and a number of objectives and strategies. This report is aligned to:

Theme: 4 Leadership

CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance

Delivery Program Strategy: 4.1.1 Council encourages and facilitates two-way communication with and between stakeholders and the community

RECOMMENDATION

- 1. That Council endorse the Guiding Principles as outlined in the report.**
- 2. That, in addition to the findings of the Service Review (as per CCL23/291), the incoming Council be provided with a summary and feedback following the implementation of the Guiding Principles.**

Jane Bassingthwaight
Director Organisational Performance

AR
Manager Corporate
Governance

BACKGROUND

Previous Resolutions of Council

10 March 2022 CSC22/10	In Part <i>That all committees, working parties, forums and panels outlined in the report be reviewed in 2023 as to their effectiveness and sustainability, with a report provided to Council in October 2023.</i>
26 October 2023 CCL23/291	<i>1. That Council maintain the existing communities until the end of the Council term. 2. That the findings of the service review be considered by the new Council following election in September 2024. 3. That each community committee hold a workshop with members to improve effectiveness and propose relevant changes to the terms of reference to enable better community engagement outcomes.</i>

REPORT

This report provides a summary of the workshops held and proposes a set of guiding principles for all Council Community Committees. The principles have been designed to support the ongoing improvements that have already been realised and continue efforts towards increased effectiveness of the committees. The guiding principles are intended to be flexible in their application and be applied where most appropriate for the individual committees.

Overall, the key insights of the 2023 service review remained the same.

1. Common confusion or misunderstanding about the aim and purpose;
2. Current structure is misaligned to the (assumed) intent of committees;
3. Willingness to look at new ways of engaging that are fit for purpose; and
4. Council's intent to engage is viewed as a positive, but it needs to be meaningful.

The workshops enabled conversations between Councillors, Council staff and community representatives to establish a common understanding regarding the intent of the committees.

In lieu of changes to the documents it is proposed that the **Guiding Principles** as outlined in the report be endorsed as a boarder context to the existing Terms of Reference and Code of Meeting Practice – Community Committees. Specific intended departures from the documents are also outlined in the report.

Consultation

Community Committee	Workshop summary/comment
Aquatics Working Party	Workshop not required. Aquatic Leisure Centres now managed by Belgravia Leisure.
Climate Change and Resilience	• Purpose of this Committee meeting is to assist Council

Committee	<p>and the community tackle climate change.</p> <ul style="list-style-type: none"> • The Committee reinforced they value the sharing of information and/or feedback with the community. • Support more flexibility with agenda items (with accepted timeframes, format and relevance). • Ad-hoc meetings supported.
Cultural and Tourism Facility Committee	<ul style="list-style-type: none"> • Attendance (Councillors required to meet quorum) was raised as an ongoing issue. • Committee would like to see earlier and more 'strategy' level items (direct and indirect relevance), more background as to 'why'. • Confirmed that operational matters to be addressed with individual facility managers. • General feedback on YourSay platform • Increased distribution of direct links to resources (i.e., items on Public Exhibition) prior to the meeting. • Support more flexibility with agenda items (with accepted timeframes, format, and relevance). • Clear indication given if views are as an individual or as a representative of a network or other community group. • Clear indication if a matter is for inform purposes only. • Dispersing information. • The committee is viewed by some as an opportunity to influence Councillors. • Committee wants to be engaged in events upcoming in the region.
Disability Access and Inclusion Advisory Committee	<ul style="list-style-type: none"> • Consider alternative pathways for community feedback.
Dubbo Regional Livestock Market Advisory Committee	<ul style="list-style-type: none"> • Information style, regular updates on matters working well.
Financial Performance Committee	<ul style="list-style-type: none"> • No workshop required.
Multicultural Advisory Committee	<ul style="list-style-type: none"> • Consider other options for sharing information.
Public Spaces Tree Committee	<ul style="list-style-type: none"> • Committee has been working well following discussions on purpose and aim.
Reconciliation Action Plan Working Party	<ul style="list-style-type: none"> • Identified challenge with engaging community members, as well as experiencing delayed progress, resulting from extensive engagement with Reconciliation Australia and absence of quorums at meetings.
Sister City Committee	<ul style="list-style-type: none"> • Purpose – provide advice to Director on Sister City matters; foster relationships with Sister Cities; foster goodwill and respect; student exchange; economic development; sporting/artistic/educational programs.

	<ul style="list-style-type: none"> • Report on action/progress/success. • Indigenous culture is an area of neglect with the exchange program. • Clearer understanding of level of influence on some matters. • Consider locations, Dubbo, and Wellington
Social Justice Advisory Committee	<ul style="list-style-type: none"> • More purpose arising from the development of the Community Safety and Crime Prevention Action Plan.
SPARC Committee	<ul style="list-style-type: none"> • Issues about raising agenda items – protocols with these going to CEO for approval is restricting. • Meetings to be meaningful and valuable use of all members' time. • Community representative to drive agenda items (must be related) • Frustrations with not having enough information to come into the meetings to have considered the discussion. • Meeting minutes don't show any information for what was discussed so members cannot understand what they missed in those previous meetings. • SPARC Plan and measurements of success/progress and timelines. • Purpose is very specific and seems restrictive. • Needs to be more about creative and cultural involvement nationally, Dubbo is not taking its place at the table in terms of national creative future • Committee is an opportunity for Council staff and Councillors to hear cultural aspects that they uniquely know about and to use this insight to help advise future policy (speak to what is emerging for our sector). • SPARC plan review. • Committee members to encourage wider community input and action. • Committee strongly agree it should be a two-way street between community and council staff. • Perceived power imbalance though, would like to see more transparency with Council accepting their feedback and why/why not they will take on board submissions. • Committee is not aware of the Community Engagement Strategy. • Feedback on YourSay platform and data collection. • Initially meetings felt inform only, progress has been made to involve on some matters.
Villages Committee	<ul style="list-style-type: none"> • Preference for single meeting location. • Inclusion of Standing Agenda item "Central West Orana

	<p>Renewable Energy Zone”.</p> <ul style="list-style-type: none"> • Inclusion of a Future Matters section for representative contributions.
Wellington Town Committee	<ul style="list-style-type: none"> • Inclusion of Standing Agenda item “Central West Orana Renewable Energy Zone”.
Wiradjuri Tourism Project Committee	<ul style="list-style-type: none"> • Ah-hoc meetings are suitable as the outcome of funding applications will determine progress on this project.
Youth Council	<ul style="list-style-type: none"> • More purpose arising from event planning and proposed Youth Strategy in conjunction with the Community Safety and Crime Prevention Action Plan.

Resourcing Implications

- Staff, Councillor and community representative resourcing of the community committees remains at the same level, there is a substantial amount of time required for the management and administration of the committees. However, the frequency of meetings not ‘run’ (no quorum or cancelled no agenda items) has significantly reduced.
- As at March 2024 a total of 28 of the 127 community committee meetings were identified as not ‘run’. There have been zero instances of a meeting not ‘run’ in 2024.
- The operating expenses in the table below are based on the estimation of time allocated to a single community committee meeting (the example was provided as part of the Service Review);
 - estimated 16.125 hours required for pre and post meeting activities, plus meeting time.
 - estimated 100.28 meetings required over a 12 month period
 - estimated average hourly rate of pay \$64.42 (typical positions as membership positions, administration roles and/or management, excluding the Chief Executive Officer).

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	0	0	0	0	0	0
b. Operating expenses	104,168	0	0	0	0	0
c. Operating budget impact (a – b)	104,168	0	0	0	0	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	104,168	0	0	0	0	0
Does the proposal require ongoing funding?			To be determined by the new elected body.			
What is the source of this funding?			Various			

Table 1. Ongoing Financial Implications

Guiding Principals

The four guiding principals described below are proposed to be in addition to the meeting principles of Transparent, Informed, Inclusive, Trusted, Respectful, Effective and Orderly as outlined in the Code of Meeting Practice – Community Committees and Working Parties.

1. Engage actively and respectfully

The committee recognises its role as ‘listeners’ and ‘contributors’, acknowledges the engagement standards being ‘inform’ and ‘consult’ and respects the contributions of others. (International Association for Public Participation (IAP2) Spectrum – Community Engagement Strategy).

2. Openness, inclusivity and encouragement

The committee seeks input from all members and encourages questions for better understanding, creating an environment where everyone feels they are heard.

3. Commitment to Community

Community representation is centric to the success of the committee. The Dubbo Region Towards 2040 Community Strategic Plan describes the community’s vision and aspirations and underpins the work that we, as the committee, do.

4. Adaptability

Matters brought before the committee can vary in scope, scale and priority, the committee adjusts to changing circumstances. Matters may also include the meeting formats/location and style of presentation or reports.

Specific amendments from documents

Document Specifics	Departure/Amendment	Guiding principle supported
<p>Terms of Reference</p> <p>7. Delegations and Reporting The committee will have no delegated authority from the Council to make decisions binding the Council. Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director Development and Environment.</p> <p>Reports may include:</p> <ul style="list-style-type: none"> • Meeting minutes – to be submitted for notation to the Planning, Development and Environment Committee • Specialist reports as requested by the Council 	<p>Ongoing matters or topics that are discussed by the committee may not always have direct outcomes that are suited for the minutes/business paper format.</p> <p>Committee members are encouraged to take their own notes on discussion points.</p> <p>When a slide deck has been used as part of an address to a committee meeting. A copy of the slide deck may be provided to the committee either prior to or shortly after the meeting and does not need to be held over until such time that the minutes are distributed.</p>	1,4
<p><u>Terms of Reference</u></p> <p>8. Meetings</p> <p>Meetings will take place quarterly or as required for consideration of matters brought by the CEO.</p>	<p>Meeting requirements can determined by the committee, such as: ad-hoc meetings, whereby the meeting content is meaningful or time sensitive.</p>	4
<p><u>Terms of Reference</u></p> <p>11. Confidentiality and Communication Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media. The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question. Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director Development and Environment.</p>	<p>With the exception of an agenda item that is identified as “Confidential” all matters/agenda items discussed at a community committee meeting may be spoken to by a committee member.</p> <p>This is to support the timely dissemination of information for the purpose of community consultation activities, including gathering information on community sentiment in a timely manner whereby committee members are representing the view of their individual communities/networks.</p> <p>Amendments have been <u>underlined</u></p> <p>11. Confidentiality and Communication Confidentiality is to be</p>	1,2,4

<p>Committee members will not speak publicly on behalf of the committee without the express direction of the Director Development and Environment.</p> <p>(Note: the Directorate name will change dependent on the committee)</p>	<p>maintained by all members of the committee, pursuant to guidelines of the Local Government Act. <u>Discussions held on matters identified as Confidential on the Agenda, or as advised by the Chair, will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.</u> The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question. Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director Development and Environment. Committee members will not speak publicly on behalf of the committee without the express direction of the Director Development and Environment.</p>	
<p><u>Code of Meeting Practice</u></p> <p>Correspondence and Questions on Notice Sections 2.5 to 2.6 are only relevant for the following committees:</p> <p>Public Spaces Tree Committee</p> <p>Villages Committee</p> <p>Wellington Town Committee</p> <p>2.5 Inclusion of any items submitted under Correspondence or Questions on Notice will be at the discretion of the CEO.</p> <p>2.6 Correspondence or Questions on Notice must be submitted prior to a scheduled meeting, as indicated in each individual Terms of Reference. Correspondence and Questions on Notice can be submitted prior to a meeting being scheduled. This period</p>	<p>The formalities under (items for discussion, questions and rule of debate) are not conducive to the spirit and overall intent of the committees.</p> <p>Engagement standard Consult; Goal: To obtain community feedback on ideas or projects to progress the decision -making. Promise: "We will listen to and acknowledge your concerns and provide feedback on how community input influence the decision"</p> <p>Correspondence and Questions on Notice is not exclusive to the three listed committees. Where applicable a committee may determine to have a standing agenda item for an ongoing topic or matter. For example; Orana Central West Renewable Energy Zone – Wellington Town and Villages committees.</p>	<p>1,2,3</p>

<p>of notification allows staff adequate time to gather sufficient information to accurately respond to any questions.</p> <p>Items for Discussion</p> <p>Questions</p> <p>Rules of Debate</p>	<p>Where suitable such matters determined as Correspondence or Questions on Notice may be considered in a Further Matters and Questions on Notice* section of the meeting, which is at the discretion of the Director of the relevant area. Reasonable periods of notice, format and relevance apply.</p> <p>*Committees may wish to include a Further Matters and Questions on Notice section at the start of the meeting whereby community representatives share a brief update on matters within their respective community/networks. i.e., each community member on the Villages Committee shares events, high community interest matters, general community sentiment/feedback from their respective Village.</p> <p>Where applicable Operational Plan Action items are linked to the committee, progress reports on actions can be provided to the committee.</p>	
<p>Terms of Reference (various)</p>	<p>Where a Director is listed as membership position, 'or delegate' be permitted.</p> <p>That the membership position of the Chief Executive Officer be removed from the Climate Change and Resilience Committee.</p>	

Next Steps

- Advise current committee members of the outcome of this report and resulting changes or amendments.



REPORT: Amendment to Council Policy - Public Interest Disclosures and Internal Reporting

DIVISION: Organisational Performance
REPORT DATE: 11 April 2024
TRIM REFERENCE: ID24/671

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none">• Provide review or update• Fulfil legislated requirement/Compliance	
Issue	<ul style="list-style-type: none">• The new Public Interest Disclosure Act (PID Act) commenced in October 2023.• While Council reviewed its Public Interest Disclosure and Internal Reporting Policy in 2023 (PID Policy), this report attaches a new version of the Policy which follows the NSW Ombudsman Model Policy.	
Reasoning	<ul style="list-style-type: none">• Ensure Councils Policy follows the Model Policy.• Raise awareness of the changes to the policy and legislation.• Acknowledge the training program being rolled out to Council Officers.	
Financial Implications	Budget Area	There are no financial implications arising from this report.
Policy Implications	Policy Title	Public Interest Disclosure and Internal Reporting Policy.
	Impact on Policy	Revision of current policy.

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principal themes and a number of objectives and strategies. This report is aligned to:

Theme: 4 Leadership

CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance

Delivery Program Strategy: 4.1.1 Council encourages and facilitates two-way communication with and between stakeholders and the community

Delivery Program Strategy: 4.1.2 Council's decision-making processes are open, transparent and accountable

RECOMMENDATION

That the new Public Interest Disclosures and Internal Reporting Policy attached at Appendix 1, be adopted.

Jane Bassingthwaight
Director Organisational Performance

AR
Manager Corporate
Governance

BACKGROUND

The PID Act provides a framework for public officials to report serious wrongdoing in the public sector, and to be protected when they do so.

The Public Interest Disclosure and Internal Reporting policy was reviewed and adopted in April 2023 under Councils review schedule.

The Public Interest Disclosure and Internal Reporting policy was reviewed and adopted again in October 2023, this version was intended to reflect the updates to the NSW Ombudsman Model Policy. However, due to an error the previous policy was attached (i.e. the April 2023 policy was re-adopted without updates).

Previous Resolutions of Council

27 April 2023 CSC23/15	<i>That the amendments to the Public Interest Disclosures and Internal Reporting Policy attached at Appendix 1, be adopted.</i>
26 October 2023 CCL23/290	<i>That the amendments to the Public Interest Disclosures and Internal Reporting Policy attached at Appendix 1, be adopted.</i>

REPORT

The Public Interest Disclosure (PID) Act 1994 was in force for approximately 28 years. A review and rewrite of the Act was undertaken and the new Public Interest Disclosure Act 2022 received assent on 13 April 2022; it come into force 18 months after assent, being October 2023.

NSW Councils were provided with a new Model policy and education resources by the NSW Ombudsman's Office. Accordingly, the new Public Interest Disclosure and Internal Reporting Policy is attached at **Appendix 1** for adoption. This Policy incorporates all the recommended updates from the new Model Policy released by the NSW Ombudsman Office.

Council is committed to responsible corporate governance, including compliance with laws and regulations. The updates to legislation include widening the options for reporting to increase accessibility and options for officers to report wrongdoing; specifically reports can be made to a disclosure officer within their agency, the head of an agency, a person's manager, or site supervisor. As such Council has been liaising with the NSW Ombudsman Office to provide a suitable training and education platform for Councils Disclosure Officers, Managers, and wider staff.

Preferred Option

Council Officers will access funded E-Learning modules direct from the NSW Ombudsman's Office.

The initial E-Learning module will provide two distinct programs:

Identifying and dealing with PIDs

- The target audience for this training are public officials with PID responsibilities – primarily disclosure officers and anyone within an agency who is involved in the handling of PIDs
- Approx. 1hr 10 mins
- This is the listed Disclosure Officers at the back of the policy

PID for people leaders

- The target audience for this training are managers, as they are recipients of PIDs under the PID Act.
- Approx. 30 minutes
- Should be completed by all managers (and site supervisors where a manager is not on site)

The E-Learning modules have been developed to satisfy the section 48 requirement of the Act in regards to training requirement. It is proposed that the designated PID Officers (listed in Attachment A to the Policy) complete the more involved E-Learning module, Identifying and Dealing with PIDs; with Managers completing the PID for People Leaders E-Learning module which provides a more generic overview.

This second wave of training will extend to broader staff. In addition to the initial E-Learning modules, there is an opportunity to follow up with face to face training when the first round of education has been embedded.

Governance staff will follow up with completion rates.

Next Steps

- On adoption, the Policy will come into immediate effect.
- Once adopted, the Policy will be displayed on Council's website.
- Council will work with the NSW Ombudsman Office to deliver the first wave of E-Learning Modules by 30 June 2024.

APPENDICES:

- 1 [↓](#) Draft PID and Internal Reporting Policy 2024



DUBBO
REGIONAL
COUNCIL

COUNCIL POLICY

Public Interest Disclosures and Internal Reporting

Date April 2024

Council Resolution Date

Clause Number

Responsible Position Manager Corporate Governance
Branch Corporate Governance
Division Organisational Performance
Version 3
TRIM Reference Number ED
Review Period 2 years
Review Date April 2026
Consultation Not applicable

Document Revision History	
Description	Date
This draft policy has been based on the Model policy as provided by Ombudsman New South Wales	October 2016
Adopted by Council	24 October 2016
Terminology and formatting updated. Reviewed to accord with July 2020 model Code for Internal Reporting from Ombudsman NSW. Schedule document 'Nominated Disclosures Officers' included	August 2020
Adopted by Council	7 December 2020
Administrative changes and updates of details as ceased employments or position changes have occurred within Council. Included '8. Who Can Receive the Report within Dubbo Regional Council' and 'Schedule A, Nominated Disclosures Officers'	March 2023
Adopted by Audit and Risk Management Committee (ARMC)	4 April 2023
Adopted by Standing Committees	13 April 2023

Adopted by Council	27 April 2023
Adopted by Council	26 October 2023
Administrative changes and updates	24 April 2024
Notes	

POLICY

PURPOSE

To ensure the Council complies with the PID Act and deals with all reports of wrongdoing properly, all staff and Councillors with roles outlined below and elsewhere in this policy will receive training on their responsibilities.

BACKGROUND AND RELATED LEGISLATION

All agencies in NSW are required to have a Public Interest Disclosure (**PID**) Policy under section 42 of the *Public Interest Disclosures Act 2022 (PID Act)*.

Council takes all reports of wrongdoing seriously. We are committed to building a 'speak up' culture where public officials are encouraged to report any conduct that they reasonably believe involves wrongdoing.

Council is strongly committed to creating a culture where reports of wrongdoing can be dealt with effectively. The aims of this policy are to:

- create a climate of trust, where people are comfortable and confident about reporting wrongdoing
- encourage individuals to come forward if they are aware of wrongdoing within Council
- keep the identity of the person disclosing wrongdoing confidential, where this is possible and appropriate
- protect the person from any adverse action resulting from them making a report
- deal with reports thoroughly and impartially and if some form of wrongdoing has been found, taking appropriate action to rectify it
- keep the individual who makes a report informed of their progress and the outcome
- encourage the reporting of wrongdoing within the Council, but respect any decision to disclose wrongdoing outside the Council that is made in accordance with the provision of the PID Act
- ensure Managers and Supervisors at all levels in the Council understand the benefits of reporting wrongdoing, are familiar with this policy, and aware of the needs of those who report wrongdoing
- review the policy periodically to ensure it is relevant and effective
- provide adequate resources to:
 - encourage reports of wrongdoing
 - protect and support those who make them
 - provide training about how to make reports and the benefits of internal reports to Council and the public interest generally
 - properly assess and investigate or otherwise deal with allegations
 - properly manage any workplace issues that the allegations identify or that result from a report
 - appropriately address any identified problems.

Under the PID Act, the Chief Executive Officer, as the head of the public authority is responsible for ensuring that:

- the Council has an internal reporting policy

- the staff of the Council and Councillors are aware of the contents of the policy and the protection under the PID Act for people who make public interest disclosures
- the Council complies with the policy and the Council's obligations under the PID Act
- the policy delegates at least one staff member as being responsible for receiving public interest disclosures. Clause 3.15 of the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW requires the complaints coordinator to be a disclosures coordinator. The NSW Ombudsman recommends Councils nominate more than one person as being responsible for receiving public interest disclosures.

Council has a responsibility to establish and maintain a working environment that encourages staff and councillors to report wrongdoing and supports them when they do. This includes keeping the identity of reporters confidential where practical and appropriate, and taking steps to protect reporters from reprisal and manage workplace conflict.

Council will assess all reports of wrongdoing it receives from staff and councillors and deal with them appropriately. Once wrongdoing has been reported, the Council takes 'ownership' of the matter. This means it is up to Council to decide whether a report should be investigated, and if so, how it should be investigated and by whom. Council will deal with all reports of wrongdoing fairly and reasonably and respect the rights of any person the subject of a report.

Council must report on its obligations under the PID Act and provide statistical information about public interest disclosures in Council's annual report and to the NSW Ombudsman every six months.

SCOPE

The integrity of our agency relies upon our staff, volunteers, contractors and subcontractors speaking up when they become aware of wrongdoing.

This policy will provide you with information on the following:

- ways you can make a voluntary PID to Council under the PID Act
- the names and contact details for the nominated disclosure officers in Council
- the roles and responsibilities of people who hold particular roles under the PID Act and who are employees of Council
- what information you will receive once you have made a voluntary PID
- protections available to people who make a report of serious wrongdoing under the PID Act and what we will do to protect you
- Council procedures for dealing with disclosures
- Council procedures for managing the risk of detrimental action and reporting detrimental action
- Council record-keeping and reporting requirements
- how Council will ensure it complies with the PID Act and this policy.

If you require further information about this policy, how public interest disclosures will be handled and the PID Act you can:

- confidentially contact a nominated disclosure officer within Council
- contact the PID Advice Team within the NSW Ombudsman by phone: (02) 9286 1000 or email: pidadvice@ombo.nsw.gov.au, or
- access the NSW Ombudsman's PID guidelines which are available on its website.

If you require legal advice with respect to the PID Act or your obligations under the PID Act, you may need to seek independent legal advice.

This policy should be read in conjunction with the Council Code of Conduct and PID Act. Staff can also seek advice and guidance from the Disclosures Coordinator and the NSW Ombudsman's website at www.ombo.nsw.gov.au.

DEFINITIONS

To assist in interpretation, the following definitions apply:

Term	Definition
Public Interest Disclosure	<ul style="list-style-type: none"> • <i>Voluntary PID</i>: This is a PID where a report has been made by the public official because they decided, of their own accord, to come forward and disclose what they know. • <i>Mandatory PID</i>: This is a PID where the public official has made a report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency. • <i>Witness PID</i>: This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.
Public official	<p>You are a public official if you are:</p> <ul style="list-style-type: none"> • a person employed in or by an agency or otherwise in the service of an agency: <ul style="list-style-type: none"> ○ both Council staff and Councillors ○ permanent employees, whether full-time or part-time ○ temporary or casual employees ○ consultants ○ individual contractors working for Council ○ employees of contractors providing services to Council ○ other people who perform Council official functions whose conduct and activities could be investigated by an investigating authority, including volunteers. • a person having public official functions or acting in a public official capacity whose conduct or activities an integrity agency is authorised by another Act or law to investigate • an individual in the service of the Crown • a statutory officer • a person providing services or exercising functions on behalf of an agency, including a contractor, subcontractor or volunteer • an employee, partner or officer of an entity that provides services, under contract, subcontract or other arrangement, on behalf of an agency or exercises functions of an agency, and are involved in providing those services or exercising those functions • a judicial officer • a Member of Parliament (MP), including a Minister

- | | |
|--|--|
| | <ul style="list-style-type: none"> a person employed under the <i>Members of Parliament Staff Act 2013</i>. |
|--|--|

POLICY

When a public official reports suspected or possible wrongdoing in the public sector, their report will be a PID if it has certain features which are set out in the PID Act.

Some internal complaints or internal grievances may also be PIDs, as long as they have the features of a PID. If an internal complaint or grievance is a report of serious wrongdoing, we will consider whether it is a PID. If it is a PID, we will deal with it as set out in this policy, but we will also make sure we follow our:

- Code of Conduct Policy;
- Fraud and Corruption Prevention Policy;
- Complaints Management Policy;
- Grievance Resolution Policy.

It is important that we quickly recognise that we have received a PID. This is because once a PID is received, the person who has made the report is entitled to certain protections and there are certain decisions that need to be made on how the matter will be dealt with and how the person who has made the report will be protected and supported.

You can report wrongdoing in writing or verbally, however you are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation.

If a report is made verbally, the person receiving the report will make a comprehensive record of the report and ask the person making the report to sign this record. The reporter should keep a copy of this record.

There are three types of PIDs in the PID Act voluntary PID, mandatory PID and witness PID. This policy mostly relates to making a voluntary PID and how we will deal with voluntary PIDs. People who make a mandatory PID or a witness PID are still entitled to protection. You can find more information about mandatory and witness PIDs in the Ombudsman's guidelines 'Dealing with mandatory PIDs' and 'Dealing with witness PIDs'.

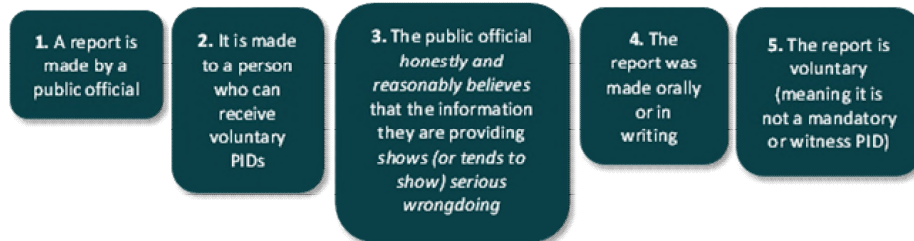
Council will treat a report as a public interest disclosure if it meets the criteria of a public interest disclosure under the PID Act. These requirements are:

- the report must be about one of the following five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, or local government pecuniary interest contravention
- the person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing
- the report has to be made to either the Chief Executive Officer or, for reports about the Chief Executive Officer, the Mayor, a position nominated in this policy.

Reports by staff are not public interest disclosures if they mostly question the merits of government policy or are made with the sole or substantial motive of avoiding dismissal or other disciplinary action.

Voluntary PIDs are the kind of PIDs most people have in mind when they think about public interest reporting and ‘whistleblowing’. They involve a public official making a report because they have information that they believe shows (or tends to show) serious wrongdoing, where they are not under a legal obligation to make that report and where it is not an ordinary part of their role to report such wrongdoing.

A report is a voluntary PID if it has the following five features, which are set out in sections 24 to 27 of the PID Act:



If the report has all five features, it is a voluntary PID.

You will not be expected to prove that what you reported actually happened or is serious wrongdoing. You *do* have to honestly believe, on reasonable grounds that the information you are reporting shows or tends to show serious wrongdoing. Even though you do not have to prove the serious wrongdoing happened or provide evidence, a mere allegation with no supporting information is unlikely to meet this test.

If we make an error and do not identify that you have made a voluntary PID, you will still be entitled to the protections under the PID Act.

If you make a report and believe we have made an error by not identifying that you have made a voluntary PID, you should raise this with a nominated disclosure officer or your contact officer for the report. If you are still not satisfied with this outcome, you can seek an internal review, or we make seek to conciliate the matter. You may also contact the NSW Ombudsman. Further information on rights to internal review and conciliation is found in section 7 of this policy.

Any public official can make a voluntary PID. A public official can make a PID about serious wrongdoing relating to *any* agency, not just the agency they are working for. This means that we may receive PIDs from public officials outside our agency. It also means that you can make a PID to any agency, including an integrity agency like the Independent Commission Against Corruption (ICAC) and the NSW Ombudsman.

Reports must be of one or more of the following categories of *serious wrongdoing* to be a voluntary PID (in addition to having the other features set out here). Serious wrongdoing is defined in the PID Act as:

- *corrupt conduct* — such as a public official accepting a bribe
- *serious maladministration* — such as an agency systemically failing to comply with proper recruitment processes when hiring staff
- *a government information contravention* — such as destroying, concealing or altering records to prevent them from being released under a Government Information Public Access application

- *a local government pecuniary interest contravention* — such as a senior council staff member recommending a family member for a council contract and not declaring the relationship
- *a privacy contravention* — such as unlawfully accessing a person's personal information on an agency's database
- *a serious and substantial waste of public money* — such as an agency not following a competitive tendering process when contracting with entities to undertake government work.
- *Maladministration* — conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives.
- *Breach of the GIPA Act* — breach of the *Government Information (Public Access) Act 2009* (GIPA Act) is a failure to properly fulfil functions under that Act.

When you make your report, you do not need to state to Council what category of serious wrongdoing you are reporting or that you are reporting serious wrongdoing. All other wrongdoing or suspected wrongdoing should be reported to a supervisor, to be dealt with in line with the relevant policies. This might include harassment and/or unlawful discrimination or practices that endanger the health or safety of staff or the public.

Even if these reports are not dealt with as public interest disclosures, Council recognises such reports may raise important issues. Council will respond to all reports and make every attempt to protect the staff member making the report from reprisal.

For a report to be a voluntary PID, it must be made to certain public officials. You can make a report inside Council to:

- CEO or Mayor (for reports about the Chief Executive Officer only)
- a Disclosure Officer for Council — a list of Disclosure Officers for Council and their contact details can be found at Appendix 1 of this policy
- your manager — this is the person who directly, or indirectly, supervises you. It can also be the person who you directly, or indirectly, report to. You may have more than one manager. Your manager will make sure that the report is communicated to a disclosure officer on your behalf or may accompany you while you make the report to a disclosure officer.

You can also make your report to a public official in another agency (meaning an agency you do not work for) or an integrity agency. These include:

- the *head of another agency* — this means the head of any public service agency
- an *integrity agency* — a list of integrity agencies is located at Appendix 2 of this policy
- a *disclosure officer for another agency* — ways to contact disclosure officers for other agencies is located in an agency's PID policy which can be found on their public website
- a *Minister or a member of a Minister's staff* but the report *must be made in writing*.

If you choose to make a disclosure outside of Council, it is possible that your disclosure will be referred back to Council so that appropriate action can be taken.

Disclosures to MPs or journalists are different to other reports. You can only disclose a report of wrongdoing as a voluntary PID to an MP or journalist in the following circumstances:

- You must have first made substantially the same disclosure (described here as a 'previous disclosure') to someone who can receive disclosures.
- The previous disclosure must be substantially true.

- You did not make the previous disclosure anonymously.
- You did not give a written waiver of your right to receive information relating to your previous disclosure.
- You did not receive the following from Council:
 - notification that Council will not investigate the serious wrongdoing and will also not refer the previous disclosure to another agency, or
 - the following information at the end of the investigation period:
 - notice of Council decision to investigate the serious wrongdoing
 - a description of the results of an investigation into the serious wrongdoing
 - details of proposed or recommended corrective action as a result of the previous disclosure or investigation.

Investigation period means:

- after six months from the previous disclosure being made, or
- after 12 months if you applied for an internal review of the agency's decision within six months of making the disclosure.

If all the above requirements are met, your disclosure to an MP or journalist may be a voluntary PID.

You can make a voluntary PID:

- *in writing* — this could be an email or letter to a person who can receive voluntary PIDs.
- *orally* — have a private discussion with a person who can receive voluntary PIDs. This can be face-to-face, via telephone or virtually.
- *anonymously* — write an email or letter or call a person who can receive PIDs to make a report without providing your name or anything that might identify you as the maker of the report. A report will only be considered anonymous if there is no reasonable or practical way of communicating with the person making the report. Even if you choose to remain anonymous, you will still be protected under the PID Act. It may be difficult, however, for Council to investigate the matter(s) you have disclosed if we cannot contact you for further information.

You should provide as much information as possible so we can deal with the report effectively. The type of information you should include is:

- date, time and location of key events
- names of person(s) involved in the suspected wrongdoing, their role, title and how they are involved
- your relationship with the person(s) involved, such as whether you work closely with them
- your explanation of the matter you are reporting
- how you became aware of the matter you are reporting
- possible witnesses
- other information you have that supports your report.

You should report all wrongdoing you become aware of regardless of whether you think it is serious wrongdoing. It is important for Council to understand what is or may be occurring.

We are then responsible for making sure your report is handled appropriately under the PID Act, or if it is not a PID, in line with our other procedures. Even if your report is not a PID, it may fall within another one of Council's policies for dealing with reports, allegations or complaints.

The Chief Executive Officer can, in certain circumstances, determine that a report is a voluntary PID even if the report does not otherwise have all the features of a voluntary PID. This is known as the 'deeming power'.

By deeming that a report is a voluntary PID, it ensures that reporters are provided with protections under the PID Act.

If you make a report that has not met all the requirements of a voluntary PID, you can refer your matter to CEO to request that they consider deeming your report to be a voluntary PID.

When you make a voluntary PID you receive special protections under the PID Act, and we are committed to taking all reasonable steps to protect you from detriment as a result of having made a PID. We are also committed to maintaining your confidentiality as much as possible while the PID is being dealt with.

We will not tolerate any type of detrimental action being taken against you because you have made a report, might make a report or are believed to have made a report.

We understand that people who make voluntary PIDs may want their identity and the fact that they have made a report to be confidential. Under the PID Act, information tending to identify a person as the maker of a voluntary PID (known as identifying information) is not to be disclosed by a public official or an agency. There are certain circumstances under the PID Act that allow for the disclosure of identifying information. These include:

- where the person consents in writing to the disclosure
- where it is generally known that the person is the maker of the voluntary PID because of their voluntary self-identification as the maker
- when the public official or Council reasonably considers it necessary to disclose the information to protect a person from detriment
- where it is necessary the information be disclosed to a person whose interests are affected by the disclosure
- where the information has previously been lawfully published
- when the information is disclosed to a medical practitioner or psychologist for the purposes of providing medical or psychiatric care, treatment or counselling to the individual disclosing the information
- when the information is disclosed for the purposes of proceedings before a court or tribunal
- when the disclosure of the information is necessary to deal with the disclosure effectively
- if it is otherwise in the public interest to disclose the identifying information.

We will not disclose identifying information unless it is necessary and authorised under the PID Act. We will put in place steps to keep the identifying information of the maker and the fact that a report has been made confidential. It may not be possible for us to maintain complete confidentiality while we progress the investigation, but we will do all that we practically can to not unnecessarily disclose information from which the maker of the report can be identified.

The maker of a voluntary PID is also protected in the following ways:

- *Protection from detrimental action*
 - A person cannot take detrimental action against another person because they have made a voluntary PID or are considering making a PID. Detrimental action includes bullying, harassment, intimidation, or dismissal.
 - Once we become aware that a voluntary PID by a person employed or otherwise associated with Council that concerns serious wrongdoing relating to Council has been made, Council will undertake a risk assessment and take steps to mitigate the risk of detrimental action occurring against the person who made the voluntary PID.

- It is a criminal offence for someone to take detrimental action against a person because they have made or may make a voluntary PID. It is punishable by a maximum penalty of 200 penalty units or imprisonment for five years or both.
- A person may seek compensation where unlawful detrimental action has been taken against them.
- A person can apply for a court order (injunction) where detrimental action is threatened or has occurred (for example, an order to prevent dismissal or to require reinstatement).

Note that a person who makes a PID can still be subject to reasonable management action (such as ordinary performance reviews and performance management). Provided such action is not taken because of the PID, it is not detrimental action under the PID Act.

- *Immunity from civil and criminal liability*
Some public officials are often subject to a duty of confidentiality that prevents them disclosing certain information that they obtain or become aware of at work. Sometimes, in order to make a PID, public officials will need to breach or disregard such confidentiality duties. If that happens, a public official cannot be disciplined, sued or criminally charged for breaching confidentiality.
- *Confidentiality*
Public officials and agencies must not disclose information tending to identify a person as the maker of a voluntary PID unless doing so is permitted by the PID Act.
- *Protection from liability for own past conduct*
The Attorney General can give the maker an undertaking that a disclosure of their own past conduct will not be used against them if a person discloses their own wrongdoing or misconduct while making a report. This undertaking can only be given on application by an integrity agency to the Attorney General.

If you experience adverse treatment or detrimental action, such as bullying or harassment, you should report this immediately. You can report any experience of adverse treatment or detrimental action directly to Council, or to an integrity agency. If Council becomes aware of an allegation of detrimental action it will:

- take all steps possible to stop the action and protect the person(s)
- take appropriate disciplinary action against anyone that has taken detrimental action
- refer any evidence of a detrimental action offence to the Commissioner of Police and the ICAC or the Law Enforcement Conduct Commission (whichever is applicable)
- notify the NSW Ombudsman about the allegation of a detrimental action offence being committed.

The Manager Corporate Governance is responsible for making referral about alleged detrimental action offences.

Report process

When a report has been received it will be assessed to determine if it is a voluntary PID. If the report is classified as a voluntary PID the person who made the report will receive the following:

- An acknowledgement that the report has been received. The acknowledgement will state that the report will be assessed to identify if it is a PID, state that the PID Act applies to how Council deals with the report, provide clear information on how you can access this PID policy and provide you with details of a contact person and available supports (such as the *Employee Assistance Program*).

- If the report is a voluntary PID, we will inform you of how we intend to deal with the report and this may include that we are investigating the serious wrongdoing, that we are referring the report to another agency or if we have decided not to investigate or refer the report.
- If we decide to investigate the serious wrongdoing, we will provide you with updates on the investigation at least every three months. You are also able to liaise with your contact person should you require more frequent updates. You will be provided with the following information upon completion of the investigation:
 - description of the investigation results
 - information about corrective action/s which can include:
 - a formal apology
 - improving internal policies to prevent and respond to similar instances of wrongdoing
 - providing additional education and training to staff where required
 - taking employment action against persons involved in the wrongdoing
 - payment of compensation to people who have been affected by serious wrongdoing or other conduct

There may be some details about both the findings made as a result of the investigation and the corrective action taken that cannot be revealed to you. We will always balance the right of a person who makes a report to know the outcome of that report, with other legal obligations we have. If you have made an anonymous report, in many cases we may not be able to provide this information to you.

People who make voluntary PIDs can seek internal review of the following decisions made by Dubbo Regional Council:

- that Council is not required to deal with the report as a voluntary PID
- to stop dealing with the report because Council decided it was not a voluntary PID
- to not investigate the serious wrongdoing and not refer the report to another agency
- to cease investigating the serious wrongdoing without either completing the investigation or referring the report to another agency for investigation.

Council will ensure internal reviews are conducted in compliance with the PID Act. If you would like to make an application for an internal review, you must apply in writing within 28 days of being informed of Council's decision to the Manager Corporate Governance via Governance department email governance@dubbo.nsw.gov.au. The application should state the reasons why you consider Council's decision should not have been made and you may also submit any other relevant material with your application. The Manager Corporate Governance will acknowledge the application and proceed to conduct a review within 14 working days of the acknowledgement.

If a dispute arises between Council and a person who has made a report which is, or may be, a voluntary PID, we may request the NSW Ombudsman to conciliate the dispute. Conciliation is a voluntary process and will only be suitable for disputes where Council and the maker of the report are willing to resolve the dispute.

However, when the report is not a voluntary PID it may still need to be dealt with in a manner consistent with other Council policies and you will receive notification that the PID Act does not apply to the report.

Council must keep full and accurate records with respect to all information received in connection with the PID Act. This ensures that Council complies with its obligations under the *State Records Act 1998*. Council will also provide an annual report to the NSW Ombudsman, as prepared by the Corporate Governance department, which includes:

- information about voluntary PIDs received by Council during each return period
- action taken by Council to deal with voluntary PIDs during each return period
- how Council promoted a culture in the workplace where PIDs are encouraged

These reports will also be provided to the Audit, Risk and Improvement Committee.

RESPONSIBILITIES

Certain people within Council have responsibilities under the PID Act.

Chief Executive Officer

The Chief Executive Officer (CEO), or Interim Chief Executive Officer, has ultimate responsibility for maintaining the internal reporting system and workplace reporting culture, and ensuring the Council complies with the PID Act. The CEO can receive reports from staff and Councillors and has a responsibility to:

- assess reports received by or referred to them, to determine whether or not the report should be treated as a public interest disclosure, and to decide how the report will be dealt with
- deal with reports made under the Council's Code of Conduct in accordance with the Council's adopted Code of Conduct procedures
- ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
- make decisions following any investigation or appoint an appropriate decision-maker
- take appropriate remedial action where wrongdoing is substantiated, or systemic problems are identified
- refer actual or suspected corrupt conduct to the Independent Commission Against Corruption (ICAC)
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.
- foster a workplace culture where reporting is encouraged
- receive disclosures from public officials
- ensure there is a system in place for assessing disclosures
- ensure the Council complies with this policy and the PID Act
- ensure that the Council has appropriate systems for:
 - overseeing internal compliance with the PID Act
 - supporting public officials who make voluntary PIDs, including by minimising the risk of detrimental action
 - implementing corrective action if serious wrongdoing is found to have occurred
 - complying with reporting obligations regarding allegations or findings of detrimental action
 - complying with yearly reporting obligations to the NSW Ombudsman.

Mayor (or Administrator)

The Mayor can receive reports from staff and Councillors about the CEO. Where the Mayor receives such reports, the Mayor has a responsibility to:

- assess the reports to determine whether or not they should be treated as a public interest disclosure, and to decide how they will be dealt with
- deal with reports made under the Council's Code of Conduct in accordance with the Council's adopted Code of Conduct procedures
- refer reports to an investigating authority, where appropriate
- liaise with the Disclosures Coordinator (Manager Corporate Governance) to ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
- refer actual or suspected corrupt conduct to the ICAC
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

Disclosures Coordinator

Council's Disclosures Officer is the Manager Corporate Governance. The Disclosures Coordinator has a central role in Council's internal reporting system and can receive and assess reports, being the primary point of contact in Council for the reporter. The Disclosures Coordinator has a responsibility to:

- assess reports to determine whether or not a report should be treated as a public interest disclosure, and to decide how each report will be dealt with (either under delegation or in consultation with the Chief Executive Officer)
- deal with reports made under the Council's Code of Conduct in accordance with the Council's adopted Code of Conduct procedures
- coordinate Council's response to a report
- acknowledge reports and provide updates and feedback to the reporter
- assess whether it is possible and appropriate to keep the reporter's identity confidential
- assess the risk of reprisal and workplace conflict related to or likely to arise out of a report, and develop strategies to manage any risk identified
- where required, provide or coordinate support to staff involved in the reporting or investigation process, including protecting the interests of any officer the subject of a report
- ensure Council complies with the PID Act
- provide six-monthly reports to the NSW Ombudsman in accordance with section 6CA of the PID Act.

Disclosures Officers

Disclosures Officers are additional points of contact within the internal reporting system. They can provide advice about the system and the internal reporting policy, receive reports of wrongdoing and assist staff and councillors to make reports. Council has made it easier for staff wanting to make a disclosure by increasing the number of staff who are Disclosure Officers. Trained Disclosure Officers are now located in a number of Council work locations. Please refer to Appendix 1, attached, for details of the current Disclosures Officers at Council.

Disclosures Officers have a responsibility to:

- receive reports from public officials
- make arrangements to ensure reporters can make reports privately and discreetly when requested and if necessary, away from the workplace
- discuss with the reporter any concerns they may have about reprisal or workplace conflict

- carry out preliminary assessment and forward reports to the Disclosures Coordinator or Chief Executive Officer for full assessment.
- receive reports when they are passed on to them by managers
- ensure reports are dealt with appropriately, including by referring the matter to the appropriate complaint unit (if relevant)
- ensure that any oral reports that have been received are recorded in writing, and have the document signed and dated by the reporter.

Supervisors and Managers

Supervisors and Managers play an important role in managing the immediate workplace of those involved in or affected by the internal reporting process. Supervisors and Managers should be aware of the internal reporting policy and are responsible for creating a local work environment where staff are comfortable and confident about reporting wrongdoing. They have a responsibility to:

- encourage staff to report known or suspected wrongdoing within the organisation and support staff when they do
- receive reports from persons that report to them or that they supervise
- identify reports made to them in the course of their work which could be public interest disclosures, and assist the staff member to make the report to the Disclosure Officer
- implement local management strategies, in consultation with the Disclosures Coordinator, to minimise the risk of reprisal or workplace conflict in relation to a report
- notify the Disclosures Coordinator or Chief Executive Officer immediately if they believe a staff member is being subjected to reprisal as a result of reporting wrongdoing, or in the case of suspected reprisal by the Chief Executive Officer, notify the Mayor.

All employees

Staff and Councillors play an important role in contributing to a workplace where known or suspected wrongdoing is reported and dealt with appropriately. All Council staff and Councillors are obliged to:

- report all known or suspected wrongdoing or other misconduct and support those who have made reports of wrongdoing
- if requested, use their best endeavours to assist in an investigation of serious wrongdoing if asked to do so by a person dealing with a voluntary PID on behalf of Council and maintaining confidentiality
- treat any staff member or person dealing with a report of wrongdoing with courtesy and respect
- respect the rights of any person the subject of reports.

Staff and Councillors must not:

- make false or misleading reports of wrongdoing
- victimise or harass anyone who has made a report

Who can receive a report within the Dubbo Regional Council:

Staff are encouraged to report general wrongdoing to their supervisor. However, the PID Act requires that, for a report to be a public interest disclosure, it must be made to certain public officials identified in this policy.

The following positions are the only people within Dubbo Regional Council who are authorised to receive a public interest disclosure. Any supervisor who receives a report that they believe may be a public interest disclosure is obliged to assist the staff member to make the report to one of the positions listed below. The broader responsibilities of these positions are outlined under roles and responsibilities.

If your report involves a Councillor, you should make it to the Chief Executive Officer. If your report relates to the Chief executive Officer, you should make it to the Mayor.

Chief Executive Officer

- Murray Wood
Murray.wood@dubbo.nsw.gov.au – (02) 6801 4110

Mayor (for reports about the Chief Executive Officer only)

- Mathew Dickerson
Mayor@dubbo.nsw.gov.au – (02) 6801 4101

Disclosures Coordinator

- Manager Corporate Governance – Abbey Rouse
Abbey.rouse@dubbo.nsw.gov.au – (02) 6801 4240

Dubbo Regional Council's current Disclosures Officers are listed in **Appendix 1 Nominated Disclosures Officers**. The Manager Corporate Governance is authorised to update the **Appendix 1 Nominated Disclosures Officers** as required to reflect staffing changes and the inclusion of further Disclosures Officers.

APPENDICES

1. Names and locations of Disclosure Officers for Council
2. List of integrity agencies
3. Flow chart of internal reporting process

Appendix 1.

Names and contact details of Disclosure Officers for Council

Nominated Disclosures Officers		
Staff Member	Position	Work Location
Karen Robertson	Manager, People Culture and Safety	Council Administration Building, Level 1
Abbey Rouse	Manager Corporate Governance	Council Administration Building, Level 1
Susan Wade	Governance Team Leader	Council Administration Building, Level 1
Vacant	Chief Financial Officer	Council Administration Building, Level 1
Tim Nicholls	Economic Development and Visitor Services Team Leader	Carrington Avenue
Desmond Mackay	Team Leader, Natural Resources	Dubbo Works Depot
Lana Willetts	Events and Partnership Team Leader	Council Administration Building, Level 2
Vacant	DRLM Compliance and Operations Coordinator	Dubbo Regional Saleyards
Michelle Tonkins	Wellington Caves Complex Operations Coordinator	Wellington Caves
Samuel McGregor	Stores and Depot Coordinator	Dubbo Works Depot
Daniel Peterson	Fleet Maintenance Coordinator	Dubbo Works Depot
To be determined		Wellington Administration Building
To be determined		Wellington Works Depot
To be determined		Wellington Works Depot
To be determined		Wellington Library

Appendix 2.

List of integrity agencies

Integrity agency	What they investigate	Contact information
The NSW Ombudsman	Most kinds of serious maladministration by most agencies and public officials (but not NSW Police, judicial officers or MPs)	Telephone: 1800 451 524 between 9am to 3pm Monday to Friday Writing: Level 24, 580 George Street, Sydney NSW 2000 Email: info@ombo.nsw.gov.au
The Auditor-General	Serious and substantial waste of public money by auditable agencies	Telephone: 02 9275 7100 Writing: GPO Box 12, Sydney NSW 2001 Email: governance@audit.nsw.gov.au
Independent Commission Against Corruption	Corrupt conduct	Telephone: 02 8281 5999 or toll free on 1800 463 909 (callers outside Sydney) between 9am and 3pm, Monday to Friday Writing: GPO Box 500, Sydney NSW 2001 or faxing 02 9264 5364 Email: icac@icac.nsw.gov.au
The Inspector of the Independent Commission Against Corruption	Serious maladministration by the ICAC or the ICAC officers	Telephone: 02 9228 3023 Writing: PO Box 5341, Sydney NSW 2001 Email: oiicac_executive@oiicac.nsw.gov.au
The Law Enforcement Conduct Commission	Serious maladministration by the NSW Police Force or the NSW Crime Commission	Telephone: 02 9321 6700 or 1800 657 079 Writing: GPO Box 3880, Sydney NSW 2001 Email: contactus@lecc.nsw.gov.au
The Inspector of the Law Enforcement Conduct Commission	Serious maladministration by the LECC and LECC officers	Telephone: 02 9228 3023 Writing: GPO Box 5341, Sydney NSW 2001 Email: oiilecc_executive@oiilecc.nsw.gov.au
Office of the Local Government	Local government pecuniary interest contraventions	Email: olg@olg.nsw.gov.au
The Privacy Commissioner	Privacy contraventions	Telephone: 1800 472 679 Writing: GPO Box 7011, Sydney NSW 2001 Email: ipcinfo@ipc.nsw.gov.au
The Information Commissioner	Government information contraventions	Telephone: 1800 472 679 Writing: GPO Box 7011, Sydney NSW 2001 Email: ipcinfo@ipc.nsw.gov.au



REPORT: Council Policy - Privacy Management Plan - results of Public Exhibition Period

DIVISION: Organisational Performance
REPORT DATE: 9 April 2024
TRIM REFERENCE: ID24/538

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none">• Adopt a policy• Fulfil legislated requirement/Compliance	
Issue	<ul style="list-style-type: none">• Review undertaken on Privacy Management Plan.• The Information Privacy Commissioner (IPC) updated their guide for Privacy Management Plans in December 2022 and this review is based on that information.	
Reasoning	<ul style="list-style-type: none">• Every NSW public sector agency is bound by the <i>Privacy and Personal Information Protection Act 1998</i> (PPIP Act) and must implement a privacy management plan that explains:<ul style="list-style-type: none">○ The agency's policies and practices for complying with the PPIP Act and the <i>Health Records and Information Privacy Act 2002</i> (HRIP Act)○ How the agency will make its staff aware of these policies and practices○ The agency's procedures for dealing with privacy internal reviews under Part 5 of the PPIP Act○ Other relevant matters relating to the protection of personal and health information that the agency holds (section 33 of the PPIP Act).	
Financial Implications	Budget Area	There are no financial implications arising from this report.
Policy Implications	Policy Title	Privacy Management Plan.
	Impact on Policy	When adopted will become the Privacy Management Plan for DRC.
Consultation	Public Exhibition	8 January – 6 February 2024.

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principle themes and a number of objectives and strategies. This report is aligned to:

Theme: 4 Leadership

CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance

Delivery Program Strategy: 4.1.2 Council's decision-making processes are open, transparent and accountable

RECOMMENDATION

1. That the Draft Privacy Management Plan attached to this report as Appendix 1 be adopted for the purpose of Public Exhibition.
2. That a further report to Council be provided post the Public Exhibition period.
3. That the Draft Privacy Management Plan be provided to the Privacy Commissioner as once it has been formally adopted.

Jane Bassingthwaighe
Director Organisational Performance

SW
Manager Corporate
Governance

BACKGROUND

Previous Resolutions of Council

27 July 2016 CCL16/108	<i>That Council adopt the Draft Privacy Management Plan attached to this report as Appendix 1.</i>
9 November 2023 CSC23/66	<ol style="list-style-type: none"><i>That the Draft Privacy Management Plan attached to this report as Appendix 1 be adopted for the purpose of Public Exhibition.</i><i>That a further report to Council be provided post the Public Exhibition period.</i>

Section 33 (2) of the *Privacy and Personal Information Protection Act 1998* (PIIP Act) requires agencies to have a privacy management plan. A Plan sets out an agency's commitment to respecting the privacy rights of clients, employees, and members of the public. It should explain an agency's practices and procedures in handling personal information under the PIIP Act and health information under the *Health Records and Information Privacy Act 2002* (HRIP Act).

REPORT

The reviewed Privacy Management Plan has now been out on Public Exhibition and is coming back to Council for review and adoption.

Public Exhibition Period was from 8 January 2024 and closed 6 February 2024. The Privacy Management Plan could also have been viewed in person at the Customer Experience Centres in Dubbo and Wellington and at both Macquarie Regional Library branches.

There were no submissions received from the Public Exhibition Period.

However further consultation internally has created further amendments to the plan, and it is suggested that it go back out for a second public exhibition period prior to final adoption.

Consultation

- Corporate Governance and Strategy, Partnerships and Engagement staff have reviewed the plan and have made some amendments to ensure completeness of the document and to ensure that we have met the requirements of IPC.
- Review has included checking all privacy messaging in council policies, forms and website to ensure all areas are updated and consistent.
- The amendments include:
 - Checking and updating of the various Acts the plan refers to.
 - Ensuring that council processes match what the plan is advising.
 - Including a section on Data Breaches, as per section 33(2)(c1), agencies should note new requirements in relation to the preparation and implementation of privacy management plans when the MNDB scheme commenced on 28 November 2023.

- Once the Plan has been adopted, all internal induction content will be updated to reflect the updated Plan and staff will be advised of the updated policy and location to ensure that they are up to date with the most recent changes.

Resourcing Implications

- The Manager Corporate Governance is Council's Privacy Contact Officer. As the contact officer for this Plan, this role manages any issues or concerns raised by staff or members of the public.
- The Governance team are also responsible for the processing and release of Council information under the Government Information (Public Access) Act 2009 (GIPA) and this Plan and the PPIP Act and HRIP Act are closely aligned to this and must be managed accordingly.

Options Considered

- As the plan has been updated whilst it was on public exhibition, it is considered appropriate to place on public exhibition again to ensure full transparency and accountability to members of the public and staff.

Timeframe

Key Date	Explanation
24 April 2024	Privacy Management Plan to Council – Results of Public Exhibition
TBD	Proposed new Public Exhibition Period
June 2024	Further report to Council post public exhibition period for adoption
June 2024	Placement on Council's website
June 2024	Send copy of plan to the Information Privacy Commissioner

APPENDICES:

- 1 [↓](#) Draft Council - Privacy Management Plan



DUBBO
REGIONAL
COUNCIL

COUNCIL POLICY

PRIVACY MANAGEMENT PLAN

Date	10 October 2023
Council Resolution Date	
Clause Number	CCL24/
Responsible Position	Manager Corporate Governance
Branch	Corporate Governance
Division	Organisational Performance
Version	2
TRIM Reference Number	ED24/
Review Period	2 Years
Review Date	October 2026
Consultation	All divisions within Council

Document Revision History	
Description	Date
Adopted by Council	July 2016
Updates to formatting and layout.	May 2020
Review of plan as per Information and Privacy Commissioner website	August 2023
For Public Exhibition, Adopted by Council	9 November 2023
Adopted by Council	
Notes	
No significant content changes, therefore did not go to Council for re-adoption.	

BACKGROUND AND RELATED LEGISLATION

Dubbo Regional Council is committed to protecting the privacy of our customers, business contacts, Councillors, employees, contractors and volunteers.

This Privacy Management Plan (Plan) explains how Dubbo Regional Council (Council) manages personal and health information for the purpose of facilitating its business.

Council is required to have a Plan under s33 of the *Privacy and Personal Information Protection Act 1998* (NSW)(PPIP Act) and health information in accordance with *the Health Records and Information Privacy Act 2002* (NSW)(HRIP Act). The Information and Privacy Commission guidelines for Privacy Management Plans recommend review at least every two years.

The Plan outlines how Council complies with the legislative requirements of the PPIP Act, the HRIP Act and the Privacy Code of Practice for Local Government (Code).

SCOPE

The main objectives of this Plan are to inform the community on how to contact Council about the personal and health information that it holds, how it can be amended and how privacy complaints are handled.

This Plan aims to ensure Council manages the personal and health information it collects, stores, accesses, uses and discloses in the course of its business activities.

Contact Information

The Manager Corporate Governance is Dubbo Regional Council's Public Officer and is assigned the role of Privacy Contact Officer.

The Privacy Contact Officer can provide advice as to:

- Whether the personal or health information is collected for a lawful purpose;
- If that lawful purpose is directly related to a function of Council;
- If Council's documents, contracts, forms and notices comply with the PPIP Act and HRIP Act; and
- Whether the collection of personal or health information is reasonably necessary for the specified purpose.

This Plan should only be used as a guide in the application of the PPIP Act and HRIP Act. Where more specific information is required please refer to the relevant Act or seek information from Council's Privacy Contact Officer.

To contact Council relating to any Privacy matters, information in this Plan or to send privacy related forms please email: council@dubbo.nsw.gov.au, phone: 02 6801 4000 or post PO Box 81, Dubbo NSW 2830.

For assistance in understanding the processes under the PPIP Act and HRIP Act, please contact the Information and Privacy Commission NSW:

Information & Privacy Commission NSW
GPO Box 7011
SYDNEY NSW 2001

Phone: 1800 472 679
Email: ipcinfo@ipc.nsw.gov.au
Web: www.ipc.nsw.gov.au

NSW Civil & Administrative Tribunal
Level 10, John Maddison Tower
86-90 Goulburn Street
SYDNEY NSW 2000
Phone: 1300 006 228

1. INTRODUCTION

1.1 What is personal information

Personal information is defined in section 4 of the PPIP Act as any information or opinions about a person where that person's identity is apparent or can be reasonably ascertained.

1.2 What is not personal information

There are some kinds of information that are not personal information, these include:

- Information about someone who has been deceased for more than 30 years.
- Information about someone that is contained in a publicly available publication.
- Information or an opinion about a persons' suitability for employment as a public sector official.

Where Council is requested to provide access or make a disclosure about information that has already been published, Council will rely on the provisions of the relevant Act that authorises Council to hold the information and not the PPIP Act, for example, a request under the *Government Information (Public Access) Act 2009* (GIPA Act).

In accordance with the GIPA Act, when inviting public submissions, Council will advise people that their submission, including any personal information in the submission, may be made publicly available.

1.3 What is Health Information

Health information is a more specific type of personal information and is defined in section 6 of the HRIP Act. Health information can include information about a person's physical or mental health such as a psychological report, blood test or an x-ray, results from drug and alcohol tests, and information about a person's medical appointments. It can also include some personal information that is collected to provide a health service, such as a name and telephone number.

2. How Council collects and manages personal and health information

2.1 How Council collects personal information

Council collects personal information to enable it to conduct its functions. Council determines the level of personal information that is appropriate to be collected on a case-by-case basis. In this section, a reference to personal information is also a reference to health information.

Personal information may be collected from:

- Members of the public.
- NSW public sector agencies.
- Businesses.
- Non-government organisations.
- Employees.
- Medical professionals.

Contractors acting on Council's behalf may also collect personal information. Council includes clauses in its contracts that require contractors to comply with relevant privacy obligations.

Council has a range of functions requiring or involving the collection of personal information, including:

- Levying and collecting rates.
- Providing services, for example, libraries and waste collection.
- Consultation with the community, businesses and other stakeholders.
- Assessing development and major project applications.
- Recording, investigating, and managing complaints and allegations.
- Site inspections and audits.
- Incident management.
- Enforcing regulations and legislation.
- Issuing approvals, consents, licences and permits.
- Providing funding grants.
- Maintaining the non-residential register of electoral information.
- Employment.
- Fitness for work.

Personal information may be collected by Council in any of the following ways:

- Customer requests.
- Financial information (e.g. debt recovery or financial hardship applications).
- Burial and cremation records.
- Closed Circuit Television (CCTV) footage.
- Donation, grant and sponsorship applications.
- Submissions and information collected through Council's community engagement and consultation activities includes entries to competitions from children.
- Public access forum applications.
- Development applications and related submissions.
- Public Registers.

Personal information may be collected electronically, in writing, over the telephone and in person.

2.2 Personal information provided to Council

Individuals may provide Council with personal information when they make application for employment, make enquiries and when Council delivers services to them. This can include names, contact details, opinions, health conditions, family relationships, housing or tenancy information, work and education details. Individuals may also provide Council with personal information about other people.

2.3 Privacy and Personal Information Protection Notice

Under section 10 of the PIP Act, when Council collects personal information from an individual, such as their name, address, telephone number or email address, Council must make the individual aware of:

- The purposes for which the information is being collected.
- The intended recipients of the information.
- Whether the supply of the information is required by law or is voluntary.
- Any consequences for the individual if the information (or any part of it) is not provided.
- Ways the individual can access and correct their personal information.
- How to contact Council or the Council section that is collecting and holding their information.

2.4 Storage, access and accuracy of personal information

Personal information is stored electronically and in physical files.

The following applies to information Council holds:

- Only authorised council employees can access personal information.
- Authorised employees will make every effort to ensure personal information is accurate before using it.
- Authorised employees will use personal information only for the purpose for which it was collected.
- Employees will not disclose personal information about a person to anyone without the consent of the person it concerns unless they are required or permitted to by law.

Please refer to section 6 for details on exemptions, directions and code of practice that may affect the above.

Electronic information is stored on secure information systems. Networks will be secure and require individual logins. New systems are assessed for compliance with the PPIP Act and the HRIP Act. When not being used, hard copy files and sensitive information are securely stored.

2.5 Application of this Plan

The PPIP Act, HRIP Act and this Plan apply, wherever practicable, to:

- Councillors.
- Council employees.
- Consultants and contractors of Council.
- Volunteers.
- Council owned businesses.
- Council committees (including community members of those committees which may be established under Section 355 of the Local Government Act 1993 (LGA)).

For the purposes of this Plan any reference to Council or Council staff, is inclusive of the parties listed above.

2.6 Unsolicited Information

Unsolicited information is personal or health information received by Council in circumstances where Council has not asked for or required the information to be provided. Such information is not deemed to have been collected by Council, but the retention, use and disclosure principles of the information will apply to any such information in Council's possession. Personal information contained in petitions received in response to a call for submissions or unsolicited petitions tabled at Council meetings will be treated the same as any other submission and be made available for release to the public.

3. Public Registers

Council is required by law to maintain a number of public registers and to make them available for public inspection.

Some of these registers contain personal information as defined in the PPIP Act, the HRIP Act and the GIPA Act. Section 57 of the PPIP Act requires Council to ensure that access to personal information in a register is consistent with the purpose for which the register exists.

In line with this requirement, Council has developed specific rules governing disclosure of personal information held in registers:

- Council will not disclose personal information in a public register unless the information is to be used for a purpose relating to the purpose of the Register, or an Act under which the Register is kept.
- The Privacy Code of Practice allows disclosure of single items or one page in a Register without explanation. However, such a disclosure can only occur when the person seeking the information attends Council in person.

- Council requires that any person who applies for more than one record or page from a public register, does so by completing a Statutory Declaration. Any such declaration must describe the intended use of the information requested and be witnessed by a Justice of the Peace.

The list of Council registers below specifies the main purpose of each of those registers.

3.1 Council's Public Register list

3.1.1 Under the Local Government Act, 1993

Section 53 - Land Register – The primary purpose is to identify all land vested in Council, or under its control. The secondary purpose includes a consideration of public accountability as to the land held by Council. Third party access is therefore a secondary purpose.

Section 113 - Records of Approvals – The primary purpose is to identify all approvals granted under the LGA.

Section 450A - Register of Pecuniary Interests – The primary purpose of this register is to determine whether or not a Councillor or a member of a council committee has a pecuniary interest in any matter with which the council is likely to be concerned. There is a corresponding public accountability purpose and third party access is a secondary purpose.

Section 602 - Rates Record – The primary purpose is to record the value of a parcel of land and record rate liability in respect of that land. The secondary purpose includes recording the owner or lessee of each parcel of land. For example, that a disclosure on a section 603 (of the LGA) rating certificate that a previous owner was a pensioner is considered to be allowed, because the secondary purpose is "a purpose relating to the purpose of the register".

3.1.2 Under the Environmental Planning and Assessment Act, 1979

Section 100 – Register of consents and approvals – The primary purpose is to identify applications for development consent and other approvals, confirm determinations on appeal and identify applications for complying development certificates.

Section 149G – Record of building certificates – The primary purpose is to identify all building certificates.

3.1.3 Under the Protection of the Environment Operations Act, 1997

Section 308 – Public register of licences held – The primary purpose is to identify all licences granted under the Act.

3.1.4 Under the Impounding Act, 1993

Section 30 and 31 – Record of impounding – The primary purpose is to identify any impounding action by Council.

3.2 Secondary purpose of all Public Registers

Due to the general emphasis on local government processes and information being transparent and accountable, it is considered that a secondary purpose for councils holding public registers is the provision of access to the public. Therefore, disclosure of specific records from public registers would normally be considered allowable under Section 57 of the PPIP Act.

However, requests for access, copying or the sale of the whole or a substantial part of a public register held by Council will not necessarily fit within this purpose. Council should be guided by the Privacy Code of Practice for Local Government in this respect. Where Council officers have doubt as to the intended use of the information, an applicant may be requested to provide a statutory declaration so that Council may satisfy itself as to the intended use of the information.

3.3 Other Registers

Council may keep other registers that are not public registers. The Information Protection Principles, this Plan, the Code and PPIP Act apply to the use and disclosure of information in those registers.

3.4 Applications for Access to Own Records on a Public Register

A person wishing to access a public register to confirm their own details needs to prove their identity to Council before being granted access to their personal information.

3.5 Applications for Suppression of Personal Information in a Public Register

A person about whom personal information is contained (or is proposed to be contained) in a public register, may request Council to have the information removed from or not placed on the register by submitting an application in the form of a Statutory Declaration. Statutory Declarations can be found at www.jp.nsw.gov.au. Council will normally be in favour of suppressing the information, unless public interest in maintaining access to the information outweighs any individual interest in suppressing the information.

The information may still be used in the exercise of Council functions, but it cannot be disclosed to other parties.

3.6 Data Breaches

A data breach occurs when information, physical or electronic, is accessed or disclosed without authorisation. Examples include:

- Accidental loss or theft of information or equipment on which such information is stored.
- Unauthorised use, access to or modification of data or information systems to gain unauthorised access or make unauthorised changes to data or information.
- Accidental or unauthorised disclosure of personal information.
- Personal information published or posted on Council's website without consent.
- Access to data by an authorised user for unauthorised uses.
- Malware infection.

A data breach most commonly, but not exclusively, results in unauthorised collection, use or disclosure of personal information.

How we will manage a data breach

Council will manage data breaches through its cyber incident response plan. Council will determine whether personal information has been accessed and/or disclosed to determine what response should be taken. Any data breach will be managed in accordance with NSW's Mandatory Notification of Data Breach (MNDB) Scheme.

4. Privacy and Other Legislation

This section contains a general summary of how Council must manage personal and health information.

4.1 The Privacy and Personal Information Protection Act

The PPIP Act sets out how Council must manage **personal** information.

4.1.1 Information Protection Principles (IPPs)

Part 2, Division 1 of the PPIP Act contains 12 Information Protection Principles with which we must comply with. These are:

Collection

Council will:

- Collect personal information only for a lawful purpose that is directly related to the Council's functions and activities.
- Collect personal information directly from the person concerned.
- Inform people why their personal information is being collected, what it will be used for, and to whom it will be disclosed. Also, how the personal information can be accessed and amended and any possible consequences of not providing personal information.
- Ensure that personal information is relevant, accurate, is not excessive and does not unreasonably intrude into people's personal affairs.

Storage

Council will store personal information securely, keep it no longer than necessary and destroy it appropriately. Personal information is protected from unauthorised access, use or disclosure.

Access and Accuracy

Council is:

- Transparent about the personal information it holds, why it is used, and the right to access and amend it.
- Allows people to access their own personal information without unreasonable delay or expense.
- Allows people to update, correct or amend their personal information where it is necessary.
- Endeavours to ensure that personal information is relevant and accurate before using it.

Use

Council only uses personal information for the purpose it was collected for unless it has consent for its use for another purpose.

Disclosure

Council:

- Does not disclose personal information without consent unless disclosure is permitted under the PPIP Act or other legislation.
- Does not disclose sensitive personal information without consent, e.g. ethnicity or racial origin, political opinions, religious or philosophical beliefs, health or sexual activities or trade union membership.

Offences

Offences can be found in s62-68 of the PPIP Act. It is an offence for Council to:

- Intentionally disclose or use personal information for an unauthorised purpose.
- Offer to supply personal information that has been disclosed unlawfully.
- Hinder the Privacy Commissioner or their employees from doing their job.

4.2 The Health Records and Information Privacy Act

The HRIP Act sets out how Council must manage **health** information.

4.2.1 Health Privacy Principles (HPPs)

Schedule 1 of the HRIP Act contains 15 HPPs that Council must comply with. These are:

Collection

Council:

- Collects health information only for a lawful purpose that is directly related to Council's functions and activities.
- Ensures that health information is relevant, accurate, is not excessive and does not unreasonably intrude into people's personal affairs.
- Collects health information directly from the person concerned or with consent from the person concerned.
- Informs people why their health information is being collected, what it will be used for, and to whom it will be disclosed. Also how it can be accessed and amended and any possible consequences of not providing health information.

Storage

Council stores health information securely, keeps it no longer than necessary and destroys it appropriately. Health information is protected from unauthorised access, use or disclosure.

Access and accuracy

Council is:

- Transparent about the health information it holds, why it is used, and the right to access and amend it.
- Allows people to access their own health information without unreasonable delay or expense.
- Allows people to update, correct or amend their health information where necessary.
- Ensures that health information is relevant and accurate before using it.

Use

Council only uses health information for the purpose it was collected for unless it has consent for its use for another purpose.

Disclosure

Council does not disclose personal information without consent, unless disclosure is permitted under the HRIPA or other legislation.

Identifiers

Although Council does not currently assign identifiers to individuals in managing their health information, Council may use unique identifiers if required for a Council function.

Transfers and linkage of health records

Council:

- Will only transfer health information outside of NSW or to a Commonwealth agency in accordance with HPP 14.
- Does not currently use a health records linkage system.

Offences

Offences can be found in s68-70 of the HRIP Act. It is an offence for Council to:

- Intentionally disclose or use health information for an unauthorised purpose.
- Offer to supply health information that has been disclosed unlawfully.

4.3 Other relevant laws

This section contains information about other relevant legislation.

Government Information (Public Access) Act 2009 (GIPA Act) and Government Information (Public Access) Regulation 2018

Under this Act and Regulation people can apply for access to information held by Council. This information may include personal or health information.

Independent Commission Against Corruption Act 1988

Under this Act, Council must provide information to the Independent Commission Against Corruption about allegations of fraud and corruption that may contain personal information.

Public Interest Disclosures Act 2022(PID Act)

Under the PID Act, people working for a NSW public sector agency can make a public interest disclosure to Council. The PID Act requires that information that might identify or tend to identify a person who has made a public interest disclosure should be protected.

State Records Act 1998 and State Records Regulation 2015

This Act and Regulation authorises the State Records Authority to establish policies, standards and codes to ensure that NSW public sector agencies manage their records appropriately.

Referrals to external agencies under other relevant legislation

Under the *Ombudsman Act 1976*, the *Independent Commission Against Corruption Act 1998*, and the *Crimes Act 1900*, Council can provide information to the:

- NSW Ombudsman.
- Independent Commission Against Corruption.
- NSW Police.

5. Exemptions, directions and codes of practice

5.1 Exemptions to the Information Protection Principles (IPPs)

Part 2, Division 3 of the PPIP Act contains exemptions that may permit Council not to comply with IPPs in certain situations. These include the following:

- Council is not required to comply with IPPs 2-3, 6-8, or 10-12 if lawfully authorised or required not to do so.
- Council is not required to comply with IPP 2 if the information concerned is collected in relation to court or tribunal proceedings.

5.2 Exemptions to the Health Privacy Principles (HPPs)

Exemptions are located mainly in Schedule 1 to the HRIP Act and may permit Council not to comply with HPPs in certain situations. For example, Council is not required to comply with HPPs 4-8, and 10 if lawfully authorised or required not to do so.

5.3 Privacy Codes of Practice

A privacy code of practice allows Council to modify the application of:

- an Information Protection Principle (IPP); or
- provisions that deal with public registers.

These codes also specify how modifications will apply in particular situations.

5.3.1 Privacy Code of Practice for Local Government

Available on the Information Privacy Commissioner website:

<https://www.ipc.nsw.gov.au/media/2902>

6. Review Rights and Complaints

6.1 Internal Review Process

Under section 53 of the PPIP Act a person (the applicant) who is aggrieved by the conduct of a council is entitled to a review of that conduct. An application for internal review is to be made within 6 months of when the person first became aware of the conduct.

The Manager Corporate Governance (Council's Privacy Contact Officer) will appoint a Reviewing Officer to conduct the internal review. The Reviewing Officer must not be substantially involved in any matter relating to the application and must be an employee who is suitably qualified to deal with the matters raised.

The review is to be completed within 60 days of receipt of the application. Council must notify the applicant of the outcome of the review within 14 days of its determination. A copy of the final review should also be provided to the Privacy Commissioner where it departs from the draft review.

6.2 The Privacy Commissioner's role in internal reviews

The Privacy Commissioner will be notified of an application for review as soon as practicable after it is received. Council will brief the Privacy Commissioner on the progress of an internal review and notify them

of the outcome. The Privacy Commissioner may make submissions to Council in relation to the subject matter of the application.

Council must provide the Privacy Commissioner with a draft of the council's internal review report to enable the Privacy Commissioner to make a submission. Council may provide a copy of any submission by the Privacy Commissioner to the applicant.

Noting that an individual can make a complaint direct to the Privacy Commissioner about an alleged breach of their privacy.

6.3 What happens after an internal review

If the applicant remains unsatisfied, with the outcome of a review, an application may be made to the NSW Civil and Administrative Tribunal (NCAT) for a review of Council's conduct.

If the applicant is dissatisfied with an order or decision made by the Tribunal, an appeal may be made to an Appeal Panel of the Tribunal.

6.4 Other ways to resolve privacy concerns

Council encourages the informal resolution of privacy issues before undertaking the review process. Issues can be raised informally with Council. Please refer to Council's website for contact details.

7. Promoting Privacy

Council reinforces compliance with the PPIP Act and HRIP Act by:

- Endorsing this Plan and making it publicly available.
- Providing a copy of this Plan to relevant oversight bodies such as the Audit, Risk and Improvement Committee.
- Reporting on internal reviews to the IPC (Information Privacy Commission).
- Identifying privacy issues when implementing new systems, services, and processes.

7.1 Employee awareness

Council ensures that its employees are aware of and understand this Plan and how it applies to the work they do.

Council promotes awareness of privacy obligations among employees by:

- Publishing Council's Privacy Management Plan on Council's intranet and website.
- Providing advice to employees about Council's obligations under the PPIP Act and HRIP Act.
- Ensuring Council forms and applications comply with privacy legislation.
- Including the Plan in induction packs.
- Promoting the IPC's privacy resources and online training.

7.2 Public awareness

This Plan provides information to members of the public about how Council manages personal and health information. The Plan is publicly available as open access information under the GIPA Act.

Council promotes public awareness of Council's Privacy Management Plan by:

- Publishing the Plan on Council's website.
- Providing copies of the Plan on request.
- Informing external customers about the Plan when responding to enquiries about personal and health information.



REPORT: Execution of Plan of Subdivision - Keswick Estate

DIVISION: Organisational Performance
REPORT DATE: 27 March 2024
TRIM REFERENCE: ID24/586

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none">• Compliance with legislation	
Issue	<ul style="list-style-type: none">• Execution of the plan of subdivision (administration sheet and s88B conveyancing document) under the Common Seal of Council to create a subdivision of approximately 3.3ha from Keswick Estate, which was originally undertaken as part of the land swap arrangement with Dubbo RSL – Keswick and Dubbo City Bowling Club	
Reasoning	<ul style="list-style-type: none">• The plan of subdivision (administration sheet and s88B conveyancing document) (Plan) must be executed under the Common Seal of Council, in order for the NSW Land Registry Services (LRS) to register the Plan and create the new lot and title at Keswick Estate.• Execution and registration of the Plan by NSW LRS is essential to finalise the creation of the new lot on Keswick Estate.	
Financial Implications	Budget Area	Property and Land Development (PALD)
	Funding Source	Property and Land Development (PALD) – Operational Expenses
	Proposed Cost	\$11,500.00 including GST
	Ongoing Costs	Nil
Policy Implications	Policy Title	Nil
	Impact on Policy	Nil
Consultation	<ul style="list-style-type: none">• DRC PALD• Planning and Environment Division• Premise (Consulting surveyor)	Various telephone attendances, meetings, e-mails and applications.

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principle themes and a number of objectives and strategies. This report is aligned to:

Theme: 3 Economy

CSP Objective:	3.3 A strategic framework is in place to maximise the realisation of economic development opportunities for the region
Delivery Program Strategy:	3.3.1 Land is suitably zoned, sized and located to facilitate a variety of development and employment generating activities
Theme:	3 Economy
CSP Objective:	3.3 A strategic framework is in place to maximise the realisation of economic development opportunities for the region
Delivery Program Strategy:	3.3.3 Major investment is proactively attracted and supported in line with regional opportunities

RECOMMENDATION

That the Plan of Subdivision of Lot 200 in DP1280301 be executed under the Common Seal of Council.

Jane Bassingthwaite
Director Organisational Performance

AN
Property Development
Officer

BACKGROUND

Council staff have been progressing the development and construction of the approximately 3.3ha lot at Keswick Estate, which was originally undertaken to discharge Council's responsibilities under a (now terminated) land swap agreement with Dubbo RSL.

Previous Resolutions of Council

28 September 2020	<p><i>CW20-25 Land Swap with Dubbo RSL – Keswick and Dubbo City Bowling Club (ID20/1184)</i></p> <ol style="list-style-type: none"><i>1. That Council proceed with the land swap with Dubbo RSL of the Council owned 3.3 ha vacant land parcel at Keswick Estate, for the RSL owned Dubbo City Bowling Club.</i><i>2. That the land swap be undertaken by way of exchange of contracts for sale.</i><i>3. That following contract settlement, Council permit Dubbo RSL to continue to operate the Dubbo Bowling Club under a licence agreement until the RSL have an alternative location in which to operate a bowling club, noting that the licence agreement would have a maximum term of two years.</i><i>4. That the Dubbo City Bowling Club site is to be classified as operational land upon its acquisition by Council.</i><i>5. That all documentation in relation to this matter be executed under Power of Attorney.</i>
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REPORT

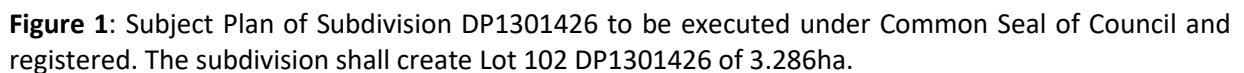
Throughout the course of development, Council staff have been preparing the plan of subdivision, administration sheets, and s88B conveyancing documents necessary for the registration of the lot at Keswick Estate (Subdivision Plan Documents).

The Subdivision Plan Documents are included in **Attachment 1** to this report. In order for the Subdivision Plan Documents to be registered with NSWLRS, the following executions are required:

- Land Owner: Dubbo Regional Council, under the Common Seal of Council.
- Relevant Public Authority: Dubbo Regional Council, Director Environment Planning, by providing Subdivision Certificate execution.

The purpose of this report is for Council to resolve to execute the Subdivision Plan Documents under Common Seal of Council, as land owner of Keswick Estate.

Executing the subdivision plan documents under Common Seal of Council will ensure that Council can register the Subdivision Plan Documents, and to finalise the project for Council's purposes.



Stakeholder	Comment
Planning and Environment Division	The Subdivision Plan Documents have been submitted to the Planning and Environment Division for Subdivision Certificate release (approval), which has been duly provided.
Premise (consultant surveyor)	Premise has prepared the Subdivision Plan Documents as required for the project.

- PALD staff will need to attend to the execution and registration of the Subdivision Plan Documents over the next one (1) month as part of normal duties.

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	\$1200	0	0	0	0	0
b. Operating expenses	0	0	0	0	0	0
c. Operating budget impact (a – b)	\$1200	0	0	0	0	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	\$1200	0	0	0	0	0
Does the proposal require ongoing funding?			No, however PALD will complete existing purchase orders as the registration of the Subdivision Plan Documents are finalised – outstanding amount to be paid is \$1200 including GST. In previous financial years, PALD has already paid: \$10,300.00 including GST, including for pre-examination.			
What is the source of this funding?			Property and Land Development – Operational Expenses.			

Table 1. Ongoing Financial Implications

Timeframe

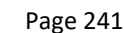
Key Date	Explanation
May 2024	<ul style="list-style-type: none"> Execution of plan of subdivision under Common Seal of Council on administration sheet and s88B conveyancing documents. Plan registration with NSWLRS and creation of new titles for allotments created.

Next Steps

- Facilitate execution of Subdivision Plan Documents under Common Seal of Council.
- Facilitate registration of Subdivision Plan Documents and finalisation of project.

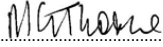
APPENDICES:

[1](#) Attachment 1 - Subdivision Plan DP1301426 - Administration Sheet - 88B



PLAN FORM 6 (2020)

WARNING: Creasing or folding will lead to rejection

DEPOSITED PLAN ADMINISTRATION SHEET		Sheet 1 of 2 sheet(s)
Office Use Only	Office Use Only	
Registered:	DP1301426	
Title System:		
SUBDIVISION OF LOT 200 IN DP 1280301	LGA: DUBBO REGIONAL Locality: DUBBO Parish: DUBBO County: LINCOLN	
Survey Certificate I, MATTHEW G. THORNE of PREMISE PTY LTD, PO BOX 1842 DUBBO 2830 a surveyor registered under the <i>Surveying and Spatial Information Act 2002</i> , certify that: *(a) The land shown in the plan was surveyed in accordance with the Surveying and Spatial Information Regulation 2017, is accurate and the survey was completed on 7 February 2022, or *(b) The part of the land shown in the plan (*being/*excluding the residue of lot 101) was surveyed in accordance with the <i>Surveying and Spatial Information Regulation 2017</i> , the part surveyed is accurate and the survey was completed on, 23/11/2023 the part not surveyed was compiled in accordance with that Regulation, or *(c) The land shown in this plan was compiled in accordance with the Surveying and Spatial Information Regulation 2017. Datum Line: "X" ~ "Y" Type: *Urban/*Rural The terrain is *Level-Undulating / *Steep-Mountainous: Signature:  Dated: 05/12/2023 Surveyor Identification No: 2100 Surveyor registered under the <i>Surveying and Spatial Information Act 2002</i> [Electronic signature of me Matthew G. Thorne, affixed by me on 05/12/2023] *Strike out inappropriate words. **Specify the land actually surveyed or specify any land shown in the plan that is not the subject of the survey.	Crown Lands NSW/Western Lands Office Approval I, (Authorised Officer) in approving this plan certify that all necessary approvals in regard to the allocation of the land shown herein have been given. Signature: Date: File Number: Office: Subdivision Certificate I, *Authorised Person/*General Manager/*Accredited Certifier, certify that the provisions of s.6.15 of the <i>Environmental Planning and Assessment Act 1979</i> have been satisfied in relation to the proposed subdivision, new road or reserve set out herein. Signature: Accreditation number: Consent Authority: Date of endorsement: Subdivision Certificate number: File number: *Strike through if inapplicable.	
Plans used in the preparation of survey/compilation. DP 1280301 DP 1241356 DP 1272474	Statements of intention to dedicate public roads, create public reserves and drainage reserves, acquire/resume land. IT IS INTENDED TO DEDICATE THE EXTENSION OF HENTY AVENUE 26.01 WIDE TO THE PUBLIC AS PUBLIC ROAD.	
Surveyor's Reference: 120126.01B.DP01	Signatures, Seals and Section 88B Statements should appear on PLAN FORM 6A	

PLAN FORM 6A (2019) DEPOSITED PLAN ADMINISTRATION SHEET			Sheet 2 of 2 sheet(s)															
Office Use Only		<p>This sheet is for the provision of the following information as required:</p> <ul style="list-style-type: none"> A schedule of lots and addresses - See 60(c) <i>SSI Regulation 2017</i> Statements of intention to create and release affecting interests in accordance with section 88B <i>Conveyancing Act 1919</i> Signatures and seals- see 195D <i>Conveyancing Act 1919</i> Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets. 																
Registered: SUBDIVISION OF LOT 200 IN DP 1280301																		
Subdivision Certificate number: Date of Endorsement:																		
<p>PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT 1919 AS AMENDED, IT IS INTENDED TO CREATE:-</p> <ol style="list-style-type: none"> 1. RESTRICTION ON THE USE OF LAND 2. RESTRICTION ON THE USE OF LAND <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">LOT No.</th> <th style="width: 15%;">STREET NUMBER</th> <th style="width: 20%;">STREET NAME</th> <th style="width: 15%;">STREET TYPE</th> <th style="width: 40%;">LOCALITY</th> </tr> </thead> <tbody> <tr> <td>101</td> <td>ADDRESS</td> <td>NOT</td> <td>AVAILABLE</td> <td></td> </tr> <tr> <td>102</td> <td>180</td> <td>BOUNDARY</td> <td>ROAD</td> <td>DUBBO</td> </tr> </tbody> </table> <p>The Common Seal of the DUBBO REGIONAL COUNCIL ABN 53 529 070 928) was affixed on thisday of2024) pursuant to a resolution of the Council dated.....)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Signed: _____</p> <p>Name: _____</p> <p>Position Held: _____</p> </div> <div style="width: 45%;"> <p>Signed: _____</p> <p>Name: _____</p> <p>Position Held: _____</p> </div> </div> <p style="text-align: center;">If space is insufficient use additional annexure sheet</p>				LOT No.	STREET NUMBER	STREET NAME	STREET TYPE	LOCALITY	101	ADDRESS	NOT	AVAILABLE		102	180	BOUNDARY	ROAD	DUBBO
LOT No.	STREET NUMBER	STREET NAME	STREET TYPE	LOCALITY														
101	ADDRESS	NOT	AVAILABLE															
102	180	BOUNDARY	ROAD	DUBBO														
Surveyor's Reference: 120126.01B.DP01																		

INSTRUMENT SETTING OUT TERMS OF EASEMENTS INTENDED TO BE CREATED OR
RELEASED AND OF RESTRICTIONS ON THE USE OF LAND INTENDED TO BE
CREATED PURSUANT TO SECTION 88B AND 88E OF THE CONVEYANCING ACT 1919

Lengths are in metres

Page 1 of 2 Pages

PLAN: Subdivision of Lot 200 in Deposited Plan
1280301 covered by Subdivision Certificate
No.

**FULL NAME AND ADDRESS
OF THE PROPRIETOR OF THE
LAND** Dubbo Regional Council
Civic Administration Building, Church Street
Dubbo NSW 2830

PART 1 (Creation)

Number of item shown in the intention panel on the plan.	Identity of easement, profit à prendre, restriction or positive covenant to be created and referred to in the plan.	Burdened lot(s) or parcel(s).	Benefited lot(s), road(s), bodies or Prescribed Authorities.
1	Restriction on the Use of Land	Lot 102	Dubbo Regional Council
2	Restriction on the Use of Land	Lot 102	Dubbo Regional Council

PART 2 (Terms)

1. TERMS OF RESTRICTION ON THE USE OF LAND NUMBER 1 IN THE PLAN

No development is permitted on the land unless a Contamination Investigation has been completed addressing the issues raised in the previously completed Preliminary Contamination Study prepared by Envirowest Consulting dated 29 July 2020, noting the further Contamination Investigation may require remediation and validation of the subject site.

2. TERMS OF RESTRICTION ON THE USE OF LAND NUMBER 2 IN THE PLAN

No direct vehicular access, including any temporary construction access, is permitted between the burdened lot and Boundary Road

INSTRUMENT SETTING OUT TERMS OF EASEMENTS INTENDED TO BE CREATED OR
RELEASED AND OF RESTRICTIONS ON THE USE OF LAND INTENDED TO BE
CREATED PURSUANT TO SECTION 88B AND 88E OF THE CONVEYANCING ACT 1919

Lengths are in metres

Page 2 of 2 Pages

PLAN:

Subdivision of Lot 200 in Deposited Plan
1280301 covered by Subdivision Certificate
No.

**FULL NAME AND ADDRESS
OF THE PROPRIETOR OF THE
LAND**

Dubbo Regional Council
Civic Administration Building, Church Street
Dubbo NSW 2830

The Common Seal of the DUBBO REGIONAL COUNCIL)
was affixed on thisday of 2024)
pursuant to a resolution of the Council dated.....)

Signed:

Signed:

Name:

Name:

Position Held:

Position Held:



REPORT: Questions on Notice - Councillor Josh Black

DIVISION: Elected Members
REPORT DATE: 18 April 2024
TRIM REFERENCE: ID24/718

QUESTIONS ON NOTICE

As per section 3 clause 3.13 of Council's Code of Meeting practice a Councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the Chief Executive Officer about the performance or operations of the council.

Clause 3.15 permits the Chief Executive Officer or their nominee, to respond by way of a report included in the business papers for the relevant meeting of the council, or orally at the meeting.

This allows the question and response to be public. Councillors are not able to further debate these responses it is only for notation.

Council has received the following Question on Notice from Councillor J Black. The question is submitted below for the information of Councillors.

Councillor J Black

Question

Following the adoption of CCL23/255 RESCISSION OF LAND SWAP – DUBBO RSL MEMORIAL CLUB LTD (ID23/2293) at the Ordinary Council meeting of 28 September 2023:

1. How many staff hours have been invested from 28 September 2023 up until this point in the project of potentially purchasing the site of the former Dubbo City Bowling Club?
2. What other expenditure has Council incurred on this project from 28 September 2023 up until this point?

Response

The response will be provided orally at the Ordinary Council meeting on 24 April 2024.

RECOMMENDATION

That the information contained in the report be noted.

JB
Councillor



REPORT: Questions on Notice - Councillor Josh Black

DIVISION: Elected Members
REPORT DATE: 18 April 2024
TRIM REFERENCE: ID24/719

QUESTIONS ON NOTICE

As per section 3 clause 3.13 of Council's Code of Meeting practice a Councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the Chief Executive Officer about the performance or operations of the council.

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Council has received the following Question on Notice from Councillor J Black. The question is submitted below for the information of Councillors.

Councillor J Black

Question

Regarding funding the Wiradjuri Tourism Centre with an internal loan of \$2.2 million plus forgone interest of \$501,732, and referencing CCL23/345 REPORT: FUNDING STRATEGY FOR GRANT APPLICATION FOR THE WIRADJURI TOURISM CENTRE:

1. Please list the other identified, significant capital investments required over the next 2 years that would not be able to be funded via internal borrowings and that therefore risk requiring alternative funding strategies for future projects?

Response

The response will be provided orally at the Ordinary Council meeting on 24 April 2024.

RECOMMENDATION

That the information contained in the report be noted.

JB
Councillor