



AGENDA

ORDINARY COUNCIL MEETING

25 FEBRUARY 2019

MEMBERSHIP: Councillors J Diffey, V Etheridge, D Grant, D Gumley, A Jones, S Lawrence, G Mohr, K Parker, J Ryan and B Shields.

The meeting is scheduled to commence at 5.30pm.

PRAYER:

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

ACKNOWLEDGEMENT OF COUNTRY:

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

Page

CCL19/4	CONFIRMATION OF MINUTES (ID19/69)	5
	Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 10 December 2018 and Extraordinary Council meeting held on 18 February 2019.	

CCL19/5	LEAVE OF ABSENCE (ID19/70)	
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CCL19/6	PUBLIC FORUM (ID19/71)	
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MAYORAL MINUTES:

CCL19/7	30TH ANNIVERSARY OF SISTER CITY RELATIONSHIP BETWEEN DUBBO AND MINOKAMO (ID19/75)	25
	The Council had before it the Mayoral Minute regarding 30th Anniversary of Sister City Relationship between Dubbo and Minokamo.	

CCL19/8	ROTARY YOUTH DRIVER AWARENESS PROGRAM 2019 (ID19/77)	27
	The Council had before it the Mayoral Minute regarding Rotary Youth Driver Awareness Program 2019.	

- CCL19/9** **BEAUTIFICATION OF DUBBO CBD (ID19/138)** 29
The Council had before it the Mayoral Minute regarding Beautification of Dubbo CBD.

INFORMATION ONLY MATTERS:

- CCL19/10** **LIGHTING OF TRACKER RILEY CYCLEWAY WESTERN SIDE OF MACQUARIE RIVER - PETITION (ID19/68)** 31
The Council had before it the report dated 7 February 2019 from the Executive Manager Governance and Internal Control regarding Lighting of Tracker Riley Cycleway Western Side of Macquarie River - Petition.

MATTERS CONSIDERED BY COMMITTEES:

- CCL19/11** **REPORT OF THE PLANNING DEVELOPMENT AND ENVIRONMENT COMMITTEE - MEETING 11 FEBRUARY 2019 (ID19/80)** 35
The Council had before it the report of the Planning, Development and Environment Committee meeting held 11 February 2019.

- CCL19/12** **REPORT OF THE INFRASTRUCTURE COMMUNITY AND RECREATION COMMITTEE - MEETING 11 FEBRUARY 2019 (ID19/81)** 39
The Council had before it the report of the Infrastructure, Community and Recreation Committee meeting held 11 February 2019.

- CCL19/13** **REPORT OF THE ECONOMIC DEVELOPMENT BUSINESS AND CORPORATE COMMITTEE - MEETING 11 FEBRUARY 2019 (ID19/82)** 47
The Council had before it the report of the Economic Development, Business and Corporate Committee meeting held 11 February 2019.

- CCL19/14** **REPORT OF THE AUDIT AND RISK MANAGEMENT COMMITTEE - MEETING 14 DECEMBER 2018 (ID19/122)** 52
The Council had before it the report of the Audit and Risk Management Committee meeting held 14 December 2018.

- CCL19/15 REPORT OF THE STREET TREE ADVISORY COMMITTEE - MEETING 5 FEBRUARY 2019 (ID19/130)** 129
The Council had before it the report of the Street Tree Advisory Committee meeting held 5 February 2019.

REPORTS FROM STAFF:

- CCL19/16 DECEMBER 2018 QUARTERLY BUDGET REVIEW STATEMENTS (ID19/73)** 136
The Council had before it the report dated 8 February 2019 from the Chief Executive Officer regarding December 2018 Quarterly Budget Review Statements.

- CCL19/17 LOCAL GOVERNMENT ELECTIONS (ID18/1874)** 157
The Council had before it the report dated 17 December 2018 from the Executive Manager Governance and Internal Control regarding Local Government Elections.

- CCL19/18 D2018-594 - CENTRE BASED CHILD CARE FACILITY
PROPERTY: 58 HENNESSY DRIVE, DUBBO
APPLICANT: PROJECT PLANNING AND DESIGN
DATE LODGED: 5 NOVEMBER 2018 (ID19/18)** 160
The Council had before it the report dated 31 January 2019 from the Senior Planner regarding D2018-594 - Centre Based Child Care Facility.

- CCL19/19 OUTDOOR DINING POLICY (ID19/67)** 270
The Council had before it the report dated 8 February 2019 from the Manager Strategic Planning Services regarding Outdoor Dining Policy.

- CCL19/20 KINTYRE HEIGHTS ESTATE DRAFT DEVELOPMENT CONTROL PLAN - RESULTS OF PUBLIC EXHIBITION (ID18/1875)** 303
The Council had before it the report dated 8 February 2019 from the Senior Strategic Planner regarding Kintyre Heights Estate Draft Development Control Plan - Results of Public Exhibition.

CCL19/21	INVESTIGATION INTO A COMMUNITY FOCUSED SOLAR REVOLVING FUND (ID19/16)	351
	The Council had before it the report dated 12 February 2019 from the Sustainability and Education Officer regarding Investigation into a community focused Solar Revolving Fund.	
CCL19/22	WINDSOR PARADE POCKET PARK MASTER PLAN (ID19/74)	357
	The Council had before it the report dated 10 February 2019 from the Manager Recreation and Open Space regarding Windsor Parade Pocket Park Master Plan.	
CCL19/23	DUBBO REGIONAL COUNCIL REVIEW - SAFETY CAMERA NETWORK IN DUBBO AND WELLINGTON (ID19/27)	366
	The Council had before it the report dated 25 January 2019 from the Manager Social Services regarding Dubbo Regional Council Review - Safety Camera Network in Dubbo and Wellington.	
CCL19/24	2018/2019 EVENT DEVELOPMENT FUND AND MAJOR EVENT SPONSOR PROGRAM [STREAM 2] (ID19/1)	369
	The Council had before it the report dated 2 January 2019 from the Manager Economic Development and Marketing regarding 2018/2019 Event Development Fund and Major Event Sponsor Program [Stream 2].	
CCL19/25	COMMENTS AND MATTERS OF URGENCY (ID19/72)	
CCL19/26	COMMITTEE OF THE WHOLE (ID19/83)	



Confirmation of Minutes

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 10 December 2018 and Extraordinary Council meeting held on 18 February 2019.

RECOMMENDATION

That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 10 December 2018 comprising pages 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 and 18 of the series and Extraordinary Council meeting held on 18 February 2019 comprising pages 21 and 22 of the series be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.

Appendices:

- 1 [↓](#) Minutes - Ordinary Council Meeting - 10/12/2018
- 2 [↓](#) Minutes - Committee of the Whole - 10/12/2018
- 3 [↓](#) Minutes - Extraordinary Council Meeting - 18/02/2019
- 4 [↓](#) Minutes - Committee of the Whole - 18/02/2019



REPORT ORDINARY COUNCIL MEETING 10 DECEMBER 2018

PRESENT: Councillors J Diffey, V Etheridge, D Grant, A Jones, S Lawrence, G Mohr, J Ryan and B Shields.

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Governance Team Leader, the Community Support Officer, the Director Corporate Services, the Director Economic Development and Business, the Communications Coordinator, the Marketing, Events and Partnerships Team Leader, the Director Infrastructure and Operations, the Director Planning and Environment, the Senior Strategic Planner, the Director Community and Recreation and the Manager Macquarie Regional Library.

Councillor B Shields assumed chairmanship 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. The acknowledgement of country was also read by Councillor S Lawrence.

CCL18/241 CONFIRMATION OF MINUTES (ID18/1809)

The Council had before it the report of the Ordinary Council meeting held on 26 November 2018.

Moved by Councillor J Diffey and seconded by Councillor A Jones

MOTION

That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 26 November 2018 comprising pages 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 and 18 of the series be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.

CARRIED

CCL18/242 LEAVE OF ABSENCE (ID18/1810)

Requests for leave of absence were received from Councillors D Gumley and K Parker who were absent from the meeting due to personal reasons.

Moved by Councillor D Grant and seconded by Councillor J Ryan

MOTION

That such requests for leave of absence be accepted and Councillors D Gumley and K Parker be granted leave of absence from this meeting.

CARRIED

CCL18/243 PUBLIC FORUM (ID18/1811)

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

- Mrs Barbara Sutherland regarding Street Trees.

INFORMATION ONLY MATTERS:**CCL18/244 QUARTERLY REPORT ON DOCUMENTS EXECUTED UNDER THE POWER OF ATTORNEY (ID18/1718)**

The Council had before it the report dated 1 December 2018 from the Executive Manager Governance and Internal Control regarding Quarterly Report on Documents Executed Under the Power of Attorney.

Moved by Councillor S Lawrence and seconded by Councillor D Grant

MOTION

That the information contained within the report of the Executive Manager Governance and Internal Control dated 1 December 2018 be noted.

CARRIED

CCL18/245 BUILDING SUMMARY - NOVEMBER 2018 (ID18/1738)

The Council had before it the report dated 30 November 2018 from the Director Planning and Environment regarding Building Summary - November 2018.

Moved by Councillor J Diffey and seconded by Councillor A Jones

MOTION

That the information contained in this report of the Director Planning and Environment dated 30 November 2018 be noted.

CARRIED

CCL18/246 INVESTMENTS UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - NOVEMBER 2018 (ID18/1805)

The Council had before it the report dated 30 November 2018 from the Director Corporate Services regarding Investments Under Section 625 of the Local Government Act - November 2018.

Moved by Councillor J Diffey and seconded by Councillor V Etheridge

MOTION

That the information provided within the report of the Director Corporate Services, dated 3 December 2018 be noted.

CARRIED

NOTICE OF MOTION:**CCL18/247 NOTICE OF MOTION - WELLINGTON MASTERPLAN (ID18/1808)**

Council had before it a Notice of Motion dated 4 December 2018 from Councillor G Mohr regarding the Notice of Motion - Wellington Masterplan as follows:

That the Chief Executive Officer be requested to develop a Masterplan for Wellington, following appropriate community consultation, incorporating town entrances, main routes through the town, shopfronts and streetscape of the Central Business District.

Moved by Councillor G Mohr and seconded by Councillor J Ryan

MOTION

That the Chief Executive Officer be requested to develop a Masterplan for Wellington, following appropriate community consultation, incorporating town entrances, main routes through the town, shopfronts and streetscape of the Central Business District.

CARRIED

REPORTS FROM STAFF:**CCL18/248 SECTION 356 DONATION TO THE DUBBO GREYHOUND RACING CLUB (ID18/1806)**

Item CCL18/248 was withdrawn from the agenda.

CCL18/249 DRAFT KINTYRE HEIGHTS ESTATE DEVELOPMENT CONTROL PLAN (ID18/1725)

The Council had before it the report dated 27 November 2018 from the Manager Strategic Planning Services regarding Draft Kintyre Heights Estate Development Control Plan.

Moved by Councillor J Diffey and seconded by Councillor V Etheridge

MOTION

1. That the draft Kintyre Heights Estate Development Control Plan, as provided here in Appendix 1, be endorsed for the purposes of public exhibition only.
2. That the draft Kintyre Heights Estate Development Control Plan be placed on public exhibition for a period of not less than 28 days in accordance with the requirements of the Environmental Planning and Assessment Act, 1979.
3. That following completion of the public exhibition process, a further report be provided to Council for consideration.

CARRIED

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

FOR	AGAINST
Councillor Diffey	
Councillor Etheridge	
Councillor Grant	
Councillor Jones	
Councillor Lawrence	
Councillor Mohr	
Councillor Shields	
Total (7)	Total (0)

Councillor J Ryan 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 J Ryan and the proponents of this development investigated a joint venture on land Councillor Ryan owns approximately 13 years ago and that such interest would not impair his decision making on the matter.

CCL18/250 PLANNING PROPOSAL (R2018-2) - REZONING SP3 TOURIST TO B6 ENTERPRISE CORRIDOR (ID18/1701)

The Council had before it the report dated 26 November 2018 from the Manager Strategic Planning Services regarding Planning Proposal (R2018-2) - Rezoning SP3 Tourist to B6 Enterprise Corridor.

Moved by Councillor G Mohr and seconded by Councillor V Etheridge

MOTION

1. That the Planning Proposal to amend the Dubbo Local Environmental Plan 2011 to rezone Lot 442 DP 708021, 74 Windsor Parade, Dubbo from SP3 Tourist to B6 Enterprise Corridor, be endorsed.
2. That Council request Parliamentary Counsel to prepare the draft amendment to the Dubbo Local Environmental Plan 2011 under Section 3.36 (2) of the Environmental Planning and Assessment Act, 1979.
3. That following receipt of an Opinion from Parliamentary Counsel that the Plan be made, that the Chief Executive Officer request gazettal of the Plan.

CARRIED

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

FOR	AGAINST
Councillor Diffey	
Councillor Etheridge	
Councillor Grant	
Councillor Jones	
Councillor Lawrence	
Councillor Mohr	
Councillor Ryan	
Councillor Shields	
Total (8)	Total (0)

CCL18/251 DRAFT DUBBO AQUATIC CENTRE MASTER PLAN - RESULTS OF COMMUNITY AND STAKEHOLDER CONSULTATION (ID18/1675)

The Council had before it the report dated 6 November 2018 from the Manager Recreation and Open Space regarding Draft Dubbo Aquatic Centre Master Plan - Results of Community and Stakeholder Consultation.

Moved by Councillor J Diffey and seconded by Councillor G Mohr

MOTION

1. That the Community Consultation, Dubbo Aquatic and Leisure Centre report prepared by Western Research Institute, dated October 2018 be noted.
2. That the Mayor, Chief Executive Officer, interested Councillors and staff undertake inspections of Regional and intercity Aquatic Centres to ensure that Masterplan options are the best available for the community.
3. That following the inspections a Councillor workshop be held to present the findings of alternative facilities and creative options for Aquatic Centres.
4. That the draft Masterplan incorporate the input from the community consultation already undertaken and those inspections undertaken by Council with a further report to Council.

CARRIED

CCL18/252 DUBBO OPEN SPACE MASTER PLAN 2018 (ID18/1722)

The Council had before it the report dated 22 November 2018 from the Manager Recreation and Open Space regarding Dubbo Open Space Master Plan 2018.

Moved by Councillor G Mohr and seconded by Councillor D Grant

MOTION

1. That the report of the Manager Recreation and Open Space, dated 30 October 2018, be noted.
2. That the Dubbo Open Space Master Plan 2018 be placed on public exhibition for a minimum of 28 days commencing late January 2019 and the community invited to make submissions on its content.
3. That following the end of the public exhibition period a further report to Council be submitted identifying any amendments to the draft document resulting from community feedback.

CARRIED

CCL18/253 WELLINGTON MEMORIAL POOL REDEVELOPMENT - REMOVAL OF CLARET ASH (ID18/1721)

The Council had before it the report dated 21 November 2018 from the Manager Recreation and Open Space regarding Wellington Memorial Pool Redevelopment - Removal of Claret Ash.

Moved by Councillor G Mohr and seconded by Councillor J Diffey

MOTION

1. That the report from the Manager Recreation and Open Space dated 21 November 2018 be noted.
2. That based on the information provided by 2 separate independent arborists assessments of the Claret Ash located directly behind the heritage pavilion be removed, without seeking an amendment to the Development Application approval.
3. That, if approval is granted for the removal of the tree, it be replaced with an appropriate species at an advanced stage of development, and that appropriate root vault and barriers be installed to provide favourable growing conditions and to prevent future damage to buildings, pools and associated infrastructure.
4. That the Wellington community be notified of the removal of the Claret Ash and justification of the removal.

Moved by Councillor D Grant and seconded by Councillor J Ryan

AMENDMENT

That the matter be deferred with a further report outlining the specific detail on the process required and how this will impact the timeframe for this project to be presented, to the Ordinary Meeting of Council in February 2019 for consideration.

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

CCL18/254 FUNDING FOR PUBLIC LIBRARIES (ID18/1702)

The Council had before it the report dated 16 November 2018 from the Manager Macquarie Regional Library regarding Funding for Public Libraries.

Moved by Councillor S Lawrence and seconded by Councillor J Ryan

MOTION

1. That the report of the Manager Macquarie Regional Library dated 16 November 2018, be noted.
2. That Council endorse the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative, *Renew Our Libraries*.

3. That announcement by the NSW Government on 24 August 2018 of their intention to provide a \$60m funding package for NSW public libraries for the quadrennial period 2019/2020 to 2022/2023 be noted.
4. That Council support the ongoing *Renew Our Libraries* initiative to secure the pledged funding, clarify the funding components and liaise with the government regarding the funding model.
5. That Council support *Renew Our Libraries* to work with the Government to develop a sustainable future funding model with a view guaranteeing an appropriate level of ongoing and indexed state funding.
6. That Council endorse the distribution of the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative information in Council libraries, as well as involvement in any actions arising from the initiative.
7. That Council formally advise the NSW Public Libraries Association and Local Government NSW that Council has endorsed the library funding advocacy initiative.

CARRIED

**CCL18/255 FUTURE USE OF THE OLD WELLINGTON POLICE STATION AND GAOL
(ID18/1737)**

The Council had before it the report dated 28 November 2018 from the Manager Western Plains Cultural Centre regarding Future Use of the Old Wellington Police Station and Gaol.

Moved by Councillor G Mohr and seconded by Councillor D Grant

MOTION

1. That Council formally confirms its request to the Office of Local Government for an extension to the grant funding completion deadline from 31 December 2018 to 31 December 2019.
2. That an Expression of Interest be called from interested parties to submit detailed proposals on their use of the site, with such proposals to include expected community outcomes and the professional and economic capacity of the group to carry out the programme and to maintain the site.
3. That the successful applicant be granted a three year lease on the site.
4. That staff present a report to Council at its December 2019 Ordinary meeting that provides:
 - a) Outcomes to date of the lessee's programmes at the site.
 - b) A feasibility report on the appropriateness for the site to house a Justice Museum.

CARRIED

Councillor J Diffey 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 J Diffey participated in a brief consultation with mountain biking in the Wellington region and that such interest would not impair her decision making on the matter.

CCL18/256 BODANGORA COMMUNITY BENEFIT FUND ROUND 3 (ID18/1698)

The Council had before it the report dated 15 November 2018 from the Administration Coordinator regarding Bodangora Community Benefit Fund Round 3.

Moved by Councillor A Jones and seconded by Councillor D Grant

MOTION

1. That the information contained within the report of the Community and Recreation Business Services Administration Coordinator dated 15 November 2018 be noted.
2. That the following projects be allocated funding from the Bodangora Wind Farm Community Benefit Fund:

• St Mary's Catholic School, Wellington	\$1,500
• Bodangora Reserve Trust	\$1,000
• Wellington Connect Incorporated t/as Wellington Men's Shed	\$2,500
• Wellington Girl Guides	\$5,000
• Wellington Cowboys Junior Rugby League	\$2,500
• Provision of Aged Persons Accommodation	\$2,500
• Wellington District Cricket Association	\$2,500
• Wellington Golf Club	\$2,170
• Wellington PCYC	\$2,830
• Parkrun Incorporated trading as parkrun Australia	\$2,500
3. That all applicants be advised of the outcomes of their funding application and unsuccessful applicants be advised as to other opportunities to obtain funding.
4. That Round 4 of the Bodangora Community Benefit Fund call for submissions in May 2019 with the available pool being \$25,000 and the upper limit of grant applications being \$5,000.
5. That community members of the Bodangora Wind Farm Community Consultative Committee be invited to participate in the presentation to successful community groups.

CARRIED

CCL18/257 GEURIE SWIMMING POOL - PROGRESS REPORT 2018/2019 ADMISSION (ID18/1708)

The Council had before it the report dated 21 November 2018 from the Recreation Coordinator regarding Geurie Swimming Pool - Progress Report 2018/2019 Admission.

Moved by Councillor D Grant and seconded by Councillor A Jones

MOTION

1. That Council continue with the Wellington Memorial Swimming Pool Closure 2018/2019 Season Proposal as adopted by Council in September 2018.
2. That Recreation and Open Space staff continue to monitor and assess the usage of the Geurie Swimming Pool for the remainder of the season and changes made if required.
3. That the Recreation Coordinator continue to communicate with the Wellington community with regard to the Geurie Swimming Pool opening hours.

CARRIED

CCL18/258 EVENT ATTRACTION, SUPPORT AND DELIVERY PROGRAM (INCORPORATING EVENT INCENTIVE PROGRAM) (ID18/1734)

The Council had before it the report dated 27 November 2018 from the Director Economic Development and Business regarding Event Attraction, Support and Delivery Program (incorporating Event Incentive Program).

Moved by Councillor J Diffey and seconded by Councillor G Mohr

MOTION

1. That the Event Attraction, Support and Delivery Program as summarised in Appendix 1 of the report by the Director Economic Development and Business dated 27 November 2018, be noted.
2. That the Event Incentive Program Application Form and Guidelines be adopted.
3. That the Chief Executive Officer provide recommendations for funding requests over \$20,000 for consideration by Council.

CARRIED

CCL18/259 2018 NSW ABORIGINAL RUGBY LEAGUE KNOCKOUT (ID18/1707)

The Council had before it the report dated 20 November 2018 from the Director Economic Development and Business regarding 2018 NSW Aboriginal Rugby League Knockout.

Moved by Councillor J Diffey and seconded by Councillor S Lawrence

MOTION

1. That the information in the report of the Director Economic Development and Business dated 20 November 2018, be noted.
2. That subject to the adoption of the Event Support, Attraction and Delivery Program, Council seek opportunities for hosting the NSW Aboriginal Rugby League Knockout in the future.
3. That subject to the adoption of the Event Support, Attraction and Delivery Program Council consider any financial support for the event in line with the 'Major Event Incentive' process.

CARRIED

CCL18/260 DEDICATION AS PUBLIC ROAD - KING STREET MONTEFIORES, WELLINGTON (ID18/1728)

The Council had before it the report dated 25 November 2018 from the Property Development Officer regarding Dedication as Public Road - King Street Montefiores, Wellington.

Moved by Councillor V Etheridge and seconded by Councillor J Ryan

MOTION

1. That pursuant to the Roads Act 1993, Clause 16, Council resolve to dedicate the subject area of land, being the north south alignment of King Street Montefiore's, as 'public road'.
2. That all documentation in relation to this matter be executed under Power of Attorney.

CARRIED

Councillor D Grant declared a 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 Councillor D Grant currently lives in the Montefiores Estate where this road is located.

Councillor A Jones declared a 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 Councillor A Jones owns 2 blocks of land in the Montefiores Estate where this road is located.

CCL18/261 2019 WELLINGTON VINTAGE FAIR STREET PARADE (ID18/1804)

The Council had before it the report dated 30 November 2018 from the Design and Traffic Engineer regarding 2019 Wellington Vintage Fair Street Parade.

Moved by Councillor D Grant and seconded by Councillor V Etheridge

MOTION

That Council approval be granted to the Rotary Club of Wellington Vintage Fair Committee to undertake the 2019 Wellington Vintage Fair Street Parade on Saturday 2 March 2019, and implement temporary road closures of the Mitchell Highway, between Maxwell and Gisbourne streets from 9.00 am to approximately 11.00 am, subject to Roads and Maritime Services approval, and conditions of Dubbo Regional Council and NSW Police as considered necessary:

1. **The Parade will be marshalled on the western side of Percy Street between Maxwell and Maughan streets with a road closure commencing at 9.00 am. The Parade will commence at 10.00 am and enter Nanima Crescent, then north through the Wellington CBD adjacent to Cameron Park, to the Warne Street roundabout and return to Percy Street. The event is to be undertaken under police escort, in accordance with the requirements of NSW Police Service and approval**

- documentation forwarded to Council for notation. Event setup time to commence at 9.00 am with pack-down finish time at 11.30 am.
2. The submission of Traffic Management Plan and Traffic Control Plan to Council and NSW Police Service 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, and the RMS's 'Guide to Traffic Control at Worksites and approved by an accredited person. Council's Traffic Control Plan TM 7241 will be implemented.
 3. 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, RMS and the NSW Police Service is indemnified against any possible action as a result of the Parade.
 4. Dubbo Regional Council staff, Marshalls and SES personnel are to be provided at the nominated road closure points, and shall be specifically authorised for the event. Traffic controllers as required will have current RMS certification.
 5. The applicant is responsible for all traffic control required for the event in accordance with the approved Traffic Control Plan.
 6. The applicant is to provide Council with a formal letter of acceptance of the conditions prior to final approval.
 7. The applicant is to ensure that the roadway is clear of any residue that might be deposited by the participants along the Parade route.
 8. The applicant is to gain approval from the RMS for the closure and detour of the Mitchell Highway and a Road Occupancy Licence with evidence provided to Council of such conditions as warranted, including the concurrence of the Roads and Maritime Services for the traffic management within Showground road.
 9. All costs associated with implementing the event are to be met by the event organiser.

CARRIED

CCL18/262 COMMENTS AND MATTERS OF URGENCY (ID18/1812)

There were no matters recorded under this clause.

At this juncture it was moved by Councillor A Jones and seconded by Councillor V Etheridge that the Council resolves into the Committee of the Whole Council, the time being 6.19pm.

The meeting resumed at 6.21pm.

CCL18/263 COMMITTEE OF THE WHOLE (ID18/1813)

The Executive Manager Governance and Internal Control read to the meeting of the Report of Committee of the Whole held on 10 December 2018.

Moved by Councillor J Diffey and seconded by Councillor V Etheridge

MOTION

That the report of the meeting of the Committee of the Whole held on 10 December 2018 be adopted.

CARRIED

The meeting closed at 6.22pm.

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CHAIRMAN



REPORT CONFIDENTIAL COMMITTEE OF THE WHOLE MEETING 10 DECEMBER 2018

PRESENT: Councillors J Diffey, V Etheridge, D Grant, A Jones, S Lawrence, G Mohr, J Ryan and B Shields.

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Governance Team Leader, the Community Support Officer, the Director Corporate Services, the Director Economic Development and Business, the Communications Coordinator, the Marketing, Events and Partnerships Team Leader, the Director Infrastructure and Operations, the Director Planning and Environment, the Senior Strategic Planner the Director Community and Recreation and the Manager Macquarie Regional Library.

Councillor B Shields assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 6.19pm.

**CW18/10 LAND ACQUISITION AGREEMENT FOR ROAD WIDENING - 26 PURVIS LANE
DUBBO (ID18/1683)**

The Committee had before it the report dated 8 November 2018 from the Property Development Officer regarding Land Acquisition Agreement for Road Widening - 26 Purvis Lane Dubbo.

Moved by Councillor A Jones and seconded by Councillor V Etheridge

MOTION

That the committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, 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 G Mohr and seconded by Councillor J Diffey

MOTION

That the Committee recommends:

- 1. That Council acquire the two portions of land from Quinnsfoods, having an area of 722.11m² and 13.97m² for \$22,000 exc. GST.**
- 2. That all documentation in relation to this matter be executed under Power of Attorney.**
- 3. That documents and considerations in regard to this matter remain confidential to Council.**

CARRIED

The meeting closed at 6.20pm.

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CHAIRMAN



REPORT

EXTRAORDINARY COUNCIL MEETING

18 FEBRUARY 2019

PRESENT: Councillors J Diffey, D Grant, S Lawrence, G Mohr, K Parker, J Ryan and B Shields.

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Administrative Officer Governance, the Community Support Officer, the Director Corporate Services, the Communications Coordinator, the Director Infrastructure and Operations, the Director Planning and Environment, and the Director Community and Recreation.

Councillor B Shields assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 12.30pm at the Dubbo Civic Administration Building, Council Chamber, with a prayer for Divine Guidance to the Council in its deliberations and activities. The acknowledgement of country was also read by Councillor J Diffey.

CCL19/1 LEAVE OF ABSENCE (ID19/78)

Requests for leave of absence were received from Councillors Etheridge, Jones and Gumley who were absent from the meeting due to personal reasons.

Moved by Councillor S Lawrence and seconded by Councillor G Mohr

MOTION

That such requests for leave of absence be accepted and Councillors Etheridge, Jones and Gumley be granted leave of absence from this meeting.

CARRIED

CCL19/2 PUBLIC FORUM (ID19/79)

There were no speakers during Public Forum.

At this juncture it was moved by Councillor G Mohr and seconded by Councillor K Parker that the Council resolves into the Committee of the Whole Council, the time being 12.33pm.

The meeting resumed at 1.05pm.

CCL19/3 COMMITTEE OF THE WHOLE (ID19/127)

The Executive Manager Governance and Internal Control read to the meeting of the Report of Committee of the Whole held on 18 February 2019.

Moved by Councillor G Mohr and seconded by Councillor D Grant

MOTION

That the report of the meeting of the Committee of the Whole held on 18 February 2019 be adopted.

CARRIED

The meeting closed at 1.07pm.

.....
CHAIRMAN



REPORT CONFIDENTIAL COMMITTEE OF THE WHOLE MEETING 18 FEBRUARY 2019

PRESENT: Councillors J Diffey, D Grant, S Lawrence, G Mohr, K Parker, J Ryan and B Shields.

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Administrative Officer Governance, the Community Support Officer, the Director Corporate Services, the Communications Coordinator, the Director Infrastructure and Operations, the Director Planning and Environment, and the Director Community and Recreation.

Council B Shields assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 12.33pm.

CW19/1 DUBBO CYCLING FACILITY - TENDER RECOMMENDATION REPORT (ID19/94)

The Committee had before it the report dated 12 February 2019 from the Director Infrastructure and Operations regarding Dubbo Cycling Facility - Tender Recommendation Report.

Moved by Councillor G Mohr and seconded by Councillor K Parker

MOTION

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

CARRIED

Moved by Councillor S Lawrence and seconded by Councillor K Parker

MOTION

The Committee recommends:

1. That Council seek additional funding sources to meet the cost as recommended in point 2 of the recommendation.
2. Subject to the additional funding being sourced that the tender for the Construction of Dubbo Cycling Facility be awarded to David Payne Constructions in the amount of \$4,211,868 ex GST representing the Contract lump sum amount of \$4,697,828 ex GST less Criterium Track component of \$485,960 ex GST.
3. That all documentation in relation to this matter be executed under Power of Attorney.
4. That documents and considerations in regard to this matter remain confidential to Council.

CARRIED

CW19/2 LEAVE OF ABSENCE

Requests for leave of absence were received from Councillors Etheridge, Jones and Gumley who were absent from the meeting due to personal reasons.

Moved by Councillor S Lawrence and seconded by Councillor G Mohr

MOTION

That such requests for leave of absence be accepted and Councillors Etheridge, Jones and Gumley be granted leave of absence from this meeting.

CARRIED

The meeting closed at 1.05pm.

.....
CHAIRMAN



MAYORAL MINUTE: 30th Anniversary of Sister City Relationship between Dubbo and Minokamo

AUTHOR: Mayor
REPORT DATE: 11 February 2019
TRIM REFERENCE: ID19/75

To the Council
Ladies and Gentlemen

Office of the Mayor
Civic Administration Building
Church Street, Dubbo

On 7 June this year, Dubbo and Minokamo will celebrate 30 years as sister cities.

The relationship between the two cities has become extremely close over those three decades with regular visits between them from delegations and school groups. Minokamo were also extremely generous with their donation of the Shoyoen Japanese Gardens to our city.

As part of the landmark celebration, Minokamo Mayor Ito has extended an invitation to a Dubbo delegation, led by myself, to visit Minokamo on the weekend of 19-20 October 2019 to celebrate the anniversary.

Therefore to help make this visit a success and lift its profile I recommend that Council call for expressions of interest from Dubbo local government area residents to join the delegation.

The delegation will visit Minokamo during the Nakasendo Road Festival which is an Edo period re-enactment of the six princesses' procession down the ancient Nakasendo trade route which runs through central Minokamo.

The procession includes an 80-strong entourage of samurai and servants all dressed in Edo period costume.

The Dubbo delegates will attend an official dinner and join organised tours and events hosted by Minokamo City and the Minokamo International Exchange Association during their visit.

As is DRC policy, all delegates including the Mayor, CEO, Councillors, Council staff and residents will self-fund the visit and be responsible for making their own travel arrangements. Participation in this event will be capped to 20 people and will be selected from a panel of interested Councillors and staff.

RECOMMENDATION

- 1. That Council request expressions of interest from members of the public to be part of a Dubbo delegation to visit Minokamo and celebrate the 30 anniversary of sister city partnership on 19-20 October 2019.**
- 2. That the Mayor, Chief Executive Officer and interested Councillors be authorised to attend on behalf of Council, noting as per Council policy that it is at their own expense.**
- 3. That members of the public selected by Council be authorised to attend on behalf of Council, noting as per Council policy that it is at their own expense.**

Councillor Ben Shields
Mayor



DUBBO REGIONAL
COUNCIL

MAYORAL MINUTE: Rotary Youth Driver Awareness Program 2019

AUTHOR: Mayor
REPORT DATE: 12 February 2019
TRIM REFERENCE: ID19/77

To the Council
Ladies and Gentlemen

Office of the Mayor
Civic Administration Building
Church Street, Dubbo

The Rotary Youth Driver Awareness (RYDA) program is an annual three-day event run for Year 11 students to provide important education as new and prospective learner and provisionally licensed drivers.

The program has been running for 15 years and this year RYDA reached a milestone with the 10,000th student passing through, showing the widespread impact it has on young drivers in the region.

The program is open to high schools throughout the region. As well as Dubbo and Wellington students, others come from Narromine, Dunedoo, Gulgong, Coolah, Trangie and Tullamore.

This year the program will run on 5-7 March with NSW Police, brain injury consultants, and people affected by serious road crash trauma all giving up their time to talk to students and make them understand the responsibility that comes with being a road user. Rotary estimates 600 students will attend.

Council has been a proud supporter of the RYDA Program and the feedback from Rotary is that our assistance has helped to make the project a reality and keep it sustainable.

I am a strong believer that it is playing an important role in the education of young motorists. It is crucial that this program is able to continue.

To help give the organisers some security, I recommend that Council make a donation to the Rotary Youth Driver Awareness program under section 356 of the Local Government Act to cover the cost of using Council facilities every year for three years, starting in 2019. It is expected that this donation will be approximately \$3,100 per year.

The sponsorship would be to the value equivalent of hiring the showground each year for the purpose of conducting the Rotary Youth Driver Awareness program for a day event.

RECOMMENDATION

1. That Council note the success of the Rotary Youth Driver Awareness program over the last 15 years.
2. That Council provide funding to the Rotary Youth Driver Awareness program to the value equivalent of hiring the showground, each year for three years, starting in 2019 for the purpose of conducting the Rotary Youth Driver Awareness program for a day event.

Councillor Ben Shields
Mayor



DUBBO REGIONAL
COUNCIL

MAYORAL MINUTE: Beautification of Dubbo CBD

AUTHOR: Mayor
REPORT DATE: 15 February 2019
TRIM REFERENCE: ID19/138

To the Council
Ladies and Gentlemen

Office of the Mayor
Civic Administration Building
Church Street, Dubbo

One of the defining characteristics of Dubbo's town centre is the large array of trees that are scattered throughout our streets and parks.

As a city that has an extremely hot and dry summer climate, these trees play an integral role in providing shade and keeping the temperatures down as residents conduct their business.

With so much concrete and bitumen, these trees can make a significant difference to the ambient temperature during our hottest months.

Trees placed throughout the town in the last decade have begun to mature well. The trees down Macquarie Street that have grown to a good size and developed a significant foliage while the species placed in the centre median lane of Brisbane Street have also matured and improved the look of the street.

It is important to build on that good work. There are some locations where young trees have not survived and need to be replaced. Other streets have not been addressed yet and so have limited or no greenery.

That is why I am recommending to Council that the Chief Executive Officer be requested to develop a report investigating ways to increase the number of trees throughout the Central Business District and other major streets.

Accordingly, I request the following options be investigated as part of the report:

1. The placement of a row of centre median trees along Talbragar Street.
2. The placement of a row of centre median trees along Bultje Street.
3. The placement of trees around the perimeter of Council's public car park on the corner of Wingewarra and Bligh streets.
4. The replacement of missing trees in Macquarie Street.

The report should include detailed locations and the species to be used, as well as the costs to carry out the works.

RECOMMENDATION

- 1. That the Chief Executive Officer be requested to prepare a report to Council in March 2019 into increasing the number of street trees in the Dubbo Central Business District and other major streets including detailed locations, species and costs.**
- 2. That such a report include investigations into planting centre median trees on Talbragar and Bultje Streets, planting trees around the perimeter of the car park along Wingewarra and Bligh Streets and planting mature trees in vacant spaces along Macquarie Street.**

Councillor Ben Shields
Mayor



REPORT: Lighting of Tracker Riley Cycleway Western Side of Macquarie River - Petition

AUTHOR: Executive Manager Governance and
Internal Control

REPORT DATE: 7 February 2019

TRIM REFERENCE: ID19/68

EXECUTIVE SUMMARY

Council has recently received a petition from residents who reside in Stonehaven Avenue, East Street, Baird Drive and Shire Avenue objecting to the installation of lights along the Tracker Riley Cycleway between Sir Roden Cutler Park and the LH Ford Bridge. This petition is attached as **Appendix 1** is now placed before Council for notation.

ORGANISATIONAL VALUES

Customer Focused: Members of the community have requested that a petition they have developed be made available to Councillors for their information. This petition is accordingly now before Council as requested.

Integrity: Members of the community have requested that a petition they have developed be made available to Councillors for their information. This petition is accordingly now before Council as requested.

One Team: Not applicable

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report.

POLICY IMPLICATIONS

There are no financial implications as a result of this report.

RECOMMENDATION

That the petition regarding the objection to the Lighting of Tracker Riley Cycleway between Sir Roden Cutler Park and the LH Ford Bridge be noted.

Michael Ferguson

Executive Manager Governance and Internal Control

Appendices:

- [1](#) Petition - Objection to Proposed Lighting Along Tracker Riley Path Between Baird Street and Sir Roden Cutler Park

Councillor Ben Shields, Mayor
Councillor Annemarie Jones A.O, Deputy Mayor
Councillor Jane Diffey
Councillor Vicky Etheridge
Councillor David Grant
Councillor Dayne Gumley
Councillor Stephen Lawrence
Councillor Greg Mohr
Councillor Kevin Parker
Councillor John Ryan
CEO Michael McMahon

Dear Councillors and Mr McMahon,

Issue: Lighting of Tracker Riley Path on the Western Side of the Macquarie River

We have been told and have heard media reports that Dubbo Regional Council is proposing to install lighting along the path between Sir Roden Cutler Park and the LH Ford Bridge.

We are owners and residents of houses in Stonehaven Avenue, Baird and East Street which are situated close to the river. Our houses generally enjoy an easterly aspect looking over the Macquarie River. We fear that our peaceful night-time amenity and security would be adversely impacted by the proposed lighting.

We respectfully ask council to consider not installing lighting between Baird Street and the Sir Roden Cutler Park.

Installation of lights would mean that we would find ourselves having to look at poles and directly into lighting throughout the night. This would significantly diminish the amenity we now enjoy.

The installation of lighting along the pathway would encourage more people to use the path throughout the night. With Club Dubbo at the Sir Roden Cutler Park end and the Westside Tavern at the northern end of Stonehaven Avenue we see night-lighting as encouraging anti-social behaviour along our section of the river. This is the only section of the Tracker Riley Path that has residences directly fronting the path.

The path is currently used very occasionally at night mainly by cyclists and walkers who have their own torches and lights. We do not have issue with that form of use. However, we are not keen to have a lit thoroughfare in front of our houses throughout the night.

Council has set the precedent of respecting the privacy of residences which adjoin walking paths by closing the walkway at the end of Macquarie Street at night. As long term owners in Stonehaven Avenue, we are certain that lighting in front of our houses will adversely impact on our security. We do not accept that in this particular situation lighting could improve security. It is far more likely encourage pedestrian traffic between two licenced premises.

We have observed that there has been little or no use of the pathway throughout the night on the now lit eastern side of the river. The impact upon us of that lighting is not so great because those lights are partially obscured by trees. If the purpose of the proposal is to provide a running track throughout the night then we suggest that this would be a small benefit to a small number of people and at the same time one which would have a very adverse impact on a much larger number of people.

If it is the intention of Council to provide a running track throughout the night then that part of the track to the Zoo, Dundullimal and across the river to Macquarie St could be lit without adversely impacting on any residences and we suggest that as an alternative.

To adequately comprehend how adversely we would be affected we would like you to inspect the situation in darkness from one or more of the effected properties. Arrangements to do that can be made through Bill Dickens on 0402 485 647.

We hope that you will give these representations very careful consideration.

Yours sincerely,

NAME	ADDRESS	SIGNATURE	DATE
Anna + Roland Samuels		Anna Samuels	21.11.2018
Mike & Kylie Sutherland		Kylie Sutherland	21.11.2018
Michelle Rich		Michelle Rich	21.11.2018
Rick Copping + Donnie Rick		Donnie Rick	23.11.2018
Peter + Sue McInnes		Peter McInnes	27-11-2018
James D'Amico		James D'Amico	27-11-2018
Dale + Judy Kellar		Dale Kellar	27-11-2018
John + Sue Kellar		John Kellar	27-11-2018
PATRICIA FORVIS		PATRICIA FORVIS	27.11.2018
JUDY BENTON		JUDY BENTON	27.11.2018
Kate MacInnes		Kate MacInnes	27.11.2018
Bill + Wendy Breen		Bill Breen	1.12.18
JOHN + LYN SYKES		John Sykes	1.12.18.
Peter + Brenda Rice		Peter Rice	1.12.18
BRETT + NOLLY COOPER		Brett Cooper	01.12.18
Bryan + Joy Whittle		Bryan Whittle	1.12.18.
Diane Brooks		Diane Brooks	5.12.18
RITCHIE + MURRAY		Ritchie Murray	17-12-18



**DUBBO REGIONAL
COUNCIL**

Report of the Planning Development and Environment Committee - meeting 11 February 2019

AUTHOR: Administration Officer - Governance
REPORT DATE: 12 February 2019

The Committee had before it the report of the Planning, Development and Environment Committee meeting held 11 February 2019.

RECOMMENDATION

That the report of the Planning, Development and Environment Committee meeting held on 11 February 2019, be noted.



**REPORT
PLANNING, DEVELOPMENT AND
ENVIRONMENT COMMITTEE
11 FEBRUARY 2019**

PRESENT: Councillors J Diffey, D Grant, A Jones, S Lawrence, K Parker and B Shields.

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Governance Team Leader, the Director Corporate Services, the Director Economic Development and Business, the Communications Coordinator, the Director Infrastructure and Operations, the Director Planning and Environment, the Trainee Planner, the Director Community and Recreation, the Manager Recreation and Open Space and the Manager Social Services.

Councillor S Lawrence assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.31pm.

**PDEC19/1 REPORT OF THE PLANNING, DEVELOPMENT AND ENVIRONMENT COMMITTEE
- MEETING 12 NOVEMBER 2018 (ID19/41)**

The Committee had before it the report of the Planning, Development and Environment Committee meeting held 12 November 2018.

Moved by Councillor D Grant and seconded by Councillor J Diffey

MOTION

That the report of the Planning, Development and Environment Committee meeting held on 12 November 2018, be noted.

CARRIED

PDEC19/2 BUILDING SUMMARY - DECEMBER 2018 AND JANUARY 2019 (ID19/19)

The Committee had before it the report dated 30 January 2019 from the Director Planning and Environment regarding Building Summary - December 2018 and January 2019.

Moved by Councillor B Shields and seconded by Councillor A Jones

MOTION

That the report from the Director Planning and Environment dated 30 January 2019 be noted.

CARRIED

PDEC19/3 ADDITIONAL PERMITTED USE - ANIMAL BOARDING OR TRAINING ESTABLISHMENT LOT 12 DP 1154493, 31 MERRILEA ROAD, DUBBO (ID19/24)

The Committee had before it the report dated 25 January 2019 from the Manager Strategic Planning Services regarding Additional Permitted Use - Animal Boarding or Training Establishment Lot 12 DP 1154493, 31 Merrilea Road, Dubbo.

Moved by Councillor D Grant and seconded by Councillor K Parker

MOTION

1. **That Council supports the Planning Proposal to include an animal boarding or training establishment as an additional permitted use on Lot 12 DP 1154493, 31 Merrilea Road, Dubbo.**
2. **That Council supports a minimum 28 day public exhibition period for the Planning Proposal.**
3. **That Council resolves to use its delegation under Section 2.4 of the Environmental Planning and Assessment Act, 1979 to draft the amendments to the Dubbo Local Environmental Plan 2011.**
4. **That following completion of the public exhibition period, a further report be provided to Council detailing the results of the public exhibition period.**

CARRIED

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

FOR	AGAINST
Councillor Diffey	
Councillor Grant	
Councillor Jones	
Councillor Lawrence	
Councillor Parker	
Councillor Shields	
Total (6)	Total (0)

PDEC19/4 D2018-594 - CENTRE BASED CHILD CARE FACILITY
PROPERTY: 58 HENNESSY DRIVE, DUBBO
APPLICANT: PROJECT PLANNING AND DESIGN
DATE LODGED: 5 NOVEMBER 2018 (ID19/18)

The Committee had before it the report dated 31 January 2019 from the Senior Planner regarding D2018-594 - Centre Based Child Care Facility.

Moved by Councillor B Shields and seconded by Councillor A Jones

MOTION

That this matter be deferred to be considered at the Ordinary Meeting of Council on 25 February 2019 for consideration.

CARRIED

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

FOR	AGAINST
Councillor Diffey	
Councillor Grant	
Councillor Jones	
Councillor Lawrence	
Councillor Parker	
Councillor Shields	
Total (6)	Total (0)

PDEC19/5 LEAVE OF ABSENCE

Requests for leave of absence were received from Councillors V Etheridge, D Gumley, G Mohr and J Ryan who were absent from the meeting due to personal reasons.

Moved by Councillor A Jones and seconded by Councillor K Parker

MOTION

That such requests for leave of absence be accepted and Councillors V Etheridge, D Gumley, G Mohr and J Ryan granted leave of absence from this meeting.

CARRIED

The meeting closed at 5.34pm.

.....
CHAIRMAN



**DUBBO REGIONAL
COUNCIL**

Report of the Infrastructure Community and Recreation Committee - meeting 11 February 2019

AUTHOR: Administration Officer - Governance
REPORT DATE: 12 February 2019

The Committee had before it the report of the Infrastructure, Community and Recreation Committee meeting held 11 February 2019.

RECOMMENDATION

That the report of the Infrastructure, Community and Recreation Committee meeting held on 11 February 2019, be noted.



**REPORT
INFRASTRUCTURE, COMMUNITY AND
RECREATION COMMITTEE
11 FEBRUARY 2019**

PRESENT: Councillors J Diffey, D Grant, A Jones, S Lawrence, K Parker and B Shields.

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Governance Team Leader, the Director Corporate Services, the Director Economic Development and Business, the Communications Coordinator, the Director Infrastructure and Operations, the Director Planning and Environment, the Trainee Planner, the Director Community and Recreation, the Manager Recreation and Open Space and the Manager Social Services.

Councillor S Lawrence assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.34pm.

**ICRC19/1 REPORT OF THE INFRASTRUCTURE, COMMUNITY AND RECREATION
COMMITTEE - MEETING 12 NOVEMBER 2018 (ID19/42)**

The Committee had before it the report of the Infrastructure, Community and Recreation Committee meeting held 12 November 2018.

Moved by Councillor D Grant and seconded by Councillor J Diffey

MOTION

That the report of the Infrastructure, Community and Recreation Committee meeting held on 12 November 2018, be noted.

CARRIED

ICRC19/2 DUBBO REGIONAL COUNCIL 2018 SISTER CITY STUDENT EXCHANGE VISIT TO MINOKAMO (ID19/56)

The Committee had before it the report dated 4 February 2019 from the Sister Cities Officer regarding Dubbo Regional Council 2018 Sister City Student Exchange Visit to Minokamo. The Committee was addressed by Ashleigh Hull and Ben Collingridge representatives of the Minokamo Student Exchange regarding this matter.

Moved by Councillor B Shields and seconded by Councillor D Grant

MOTION

That the report from the Sister Cities Officer dated 4 February 2019 be noted.

CARRIED

ICRC19/3 2019 DUBBO MOTOR BIKE RALLY (ID19/61)

The Committee had before it the report dated 4 February 2019 from the Senior Traffic Engineer regarding 2019 Dubbo Motor Bike Rally.

Moved by Councillor J Diffey and seconded by Councillor A Jones

MOTION

That Council approval be granted to Dubbo Motor Bike Rally Incorporated for the implementation of a temporary road closure of Church Street between Brisbane Street and the Cyril Flood Rotunda and part of the Church Street public carpark on Saturday 11 May 2019, between 6.00 am and 6.00 pm to facilitate the 2019 Dubbo Motor Bike Rally in accordance with Council's Traffic Control Plan TM 7263.

CARRIED

ICRC19/4 2019 ANZAC DAY CEREMONIES - DUBBO REGIONAL COUNCIL AREA (ID19/60)

The Committee had before it the report dated 4 February 2019 from the Senior Traffic Engineer regarding 2019 Anzac Day Ceremonies - Dubbo Regional Council Area.

Moved by Councillor J Diffey and seconded by Councillor D Grant

MOTION

That Council approval be granted to the Returned and Services League Sub-Branch in Dubbo and Wellington and the Stuart Town Advancement Association and Mumbil District Progress Association to undertake their respective Anzac Day Marches on Thursday 25 April 2019 and implement road closures and detours as conditioned by the Roads and Maritime Services, NSW Police and Council's following conditions of consent:

- 1. Dubbo:**
 - a) For the Dawn Service and Anzac Day March temporary road closures are to be provided:**

- Dawn Service in Darling Street between Talbragar and Wingewarra Streets from 5.00 am to 6.30 am;
 - Anzac Day March in Brisbane Street between Wingewarra and Serisier streets and Wingewarra Street between Darling and Brisbane streets from 9.00 am to 10.45 am;
 - Wingewarra Street from Brisbane to Macquarie streets and Macquarie Street from Wingewarra to Talbragar streets from 10.15 am to 11.00 am;
 - Talbragar Street from Macquarie Street to Memorial Drive, Victoria Park, from 10.45 am to 11.15 am, Darling Street from Talbragar to Wingewarra streets from 10.15 am;
 - Wingewarra Street between Darling and Brisbane streets as directed by the NSW Police at the conclusion of the Cenotaph service at approximately 12.00 noon to 12.30 pm;
 - Council's Traffic Control Plan TM7084 (attached as Appendix 5) is to be used for the event.
- b) Submission of a Traffic Management Plan and Traffic Control Plan to Council for approval with the Traffic Control Plan submitted a minimum three (3) weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS1742.3 and the RMS' 'Traffic Control at Worksites Manual' prepared by an accredited person.
- c) Traffic controllers and/or trained Marshalls are to be provided at all road closure points, and other locations as identified in the Event and Traffic Management Plans (attached as Appendices 1 and 5).
- d) Council's Manager Governance and Internal Control must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council and NSW Police are specifically noted to be indemnified against any action resulting from the event.
- e) The applicant is responsible for the provision of all traffic controls required for the event (i.e. Marshalls, traffic barriers and signs).
- f) A public notification is required for the Anzac Day March a minimum of seven (7) days prior to the event.
- g) The applicant is to forward a letter to Council with all the required documentation accepting the above conditions before final approval will be granted.
2. Wellington:
- a) For the Anzac Day March a temporary road closure is to be provided on the Mitchell Highway, being Nanima Crescent and Lee Street, between Maughan and Whiteley streets from 10.45 am to 11.00 am, with the detour via Arthur, Warne, Percy and Whiteley streets. Council's Traffic Control Plan Wellington Anzac Detour (attached as Appendix 6) is to be used for this event.
- b) The applicant is to gain consent from Roads and Maritime Services for the closure and detour of the Mitchell Highway and Road Occupancy Licence with evidence provided to Council of such approval and conditions as warranted.

- c) **Submission of a Traffic Management Plan and Traffic Control Plan to Council for approval, with the Traffic Control Plan submitted a minimum three (3) weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS1742.3 and the RMS' 'Traffic Control at Worksites Manual' prepared by an accredited person.**
 - d) **Traffic controllers and/or trained Marshalls are to be provided at all road closure points, and other locations as identified in the Event and Traffic Management Plans (attached as Appendices 2 and 6).**
 - e) **Council's Manager Governance and Internal Control must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, Roads and Maritime Services and NSW Police are specifically noted to be indemnified against any action resulting from the event.**
 - f) **The applicant is responsible for the provision of all traffic controls required for the event (i.e. Marshalls, traffic barriers and signs).**
 - g) **A public notification is required for the Anzac Day March a minimum of seven (7) days prior to the event.**
 - h) **The applicant is to forward a letter to Council with all the required documentation accepting the above conditions before final approval will be granted.**
- 3. Stuart Town:**
- a) **For the Anzac Day Ceremony a temporary road closure is to be provided in Molong Street, between the Burrendong Way (Alexander Street) and Bell Street from 8.00 am to 2.30 pm, with a detour of Molong Street via Burrendong Way and Bell Street. Council's Traffic Control Plan TM 7175 (attached as Appendix 7) is to be used for the event.**
 - b) **Consent is required from the Roads and Maritime Services for the event to utilise part of Burrendong Way between Molong and Bell streets as a detour with advice provided to Council.**
 - c) **Submission of a Traffic Management Plan and Traffic Control Plan to Council for approval with the Traffic Control Plan to be submitted a minimum of three (3) weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS1742.3 and the RMS' 'Traffic Control at Worksites Manual' prepared by an accredited person.**
 - d) **Traffic controllers and/or trained Marshalls are to be provided at all road closure points, and other locations, as identified in the Event and Traffic Management Plans (attached as Appendices 3 and 7).**
 - e) **Council's Manager Governance and Internal Control must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, Roads and Maritime Services and NSW Police are specifically noted to be indemnified against any action resulting from the event.**
 - f) **The applicant is responsible for the provision of all traffic controls required for the event (i.e. Marshalls, traffic barriers and signs).**
 - g) **A public notification is required for the Anzac Day March a minimum of seven (7) days prior to the event, with notification letters to be delivered to the affected residents within the road closure areas in the village.**

- h) The applicant is to forward a letter to Council with all the required documentation accepting the above conditions before final approval will be granted.
4. **Mumbil:**
- a) For the Anzac Day March and Ceremony a temporary road closure is to be provided on the Burrendong Way (Burrendong Street), between Railway Parade and Cudgegong Street from 7.00 am to 10.30 am, with a detour via Railway Parade and Apsley Crescent. Burrendong Way from Apsley Crescent south to Cudgegong Street will remain open and restricted to local traffic only, with an additional 'Road Closed Ahead' sign and 'Local Traffic Only' sign to be placed at the detour point at the Apsley Crescent and Burrendong Street intersection. Council's Traffic Control Plan TM7127 (attached as Appendix 8) is to be used for the event.
- b) Submission of a Traffic Management Plan and Traffic Control Plan to Council for approval with the Traffic Control Plan submitted a minimum three (3) weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS1742.3 and the RMS' 'Traffic Control at Worksites Manual' and prepared by an accredited person.
- c) Traffic controllers and/or trained Marshalls are to be provided at all road closure points, and other locations, as identified in the Event and Traffic Management Plans (attached as Appendices 4 and 8).
- d) Council's Manager Governance and Internal Control must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council and NSW Police are specifically noted to be indemnified against any action resulting from the event.
- e) The applicant is responsible for the provision of all traffic controls required for the event (i.e. Marshalls, traffic barriers and signs).
- f) A public notification is required for the Anzac Day March a minimum of seven (7) days prior to the event, with notification letters to be delivered to the affected residents within the road closure areas in the village.
- g) The applicant is to forward a letter to Council with all the required documentation accepting the above conditions before final approval will be granted.

CARRIED

ICRC19/5 WELLINGTON MEMORIAL POOL - CLARET ASH (ID19/10)

The Committee had before it the report dated 15 January 2019 from the Manager Recreation and Open Space regarding Wellington Memorial Pool - Claret Ash.

Moved by Councillor J Diffey and seconded by Councillor K Parker

MOTION

- 1. That the report from the Manager Recreation and Open Space dated 15 January 2019 be noted.**
- 2. That the information contained in the arborist report, ENSPEC, dated 14 January 2019 be noted.**
- 3. That based on the information provided the Claret Ash located directly behind the heritage pavilion be removed and replaced with an appropriate species at an advanced stage of development, and that an appropriate root vault and barriers be installed to provide favourable growing conditions and to prevent future damage to buildings, pools and associated infrastructure.**
- 4. That if the tree is to be removed, the Wellington community be advised of Council's decision and the reasons that formed the deliberations clarified.**

CARRIED

ICRC19/6 PLAYGROUND SHADE IMPROVEMENT PROGRAM (ID19/12)

The Committee had before it the report dated 15 January 2019 from the Manager Recreation and Open Space regarding Playground Shade Improvement Program.

Moved by Councillor B Shields and seconded by Councillor D Grant

MOTION

- 1. That the report from the Manager Recreation and Open Space dated 15 January 2019 be noted.**
- 2. That the proposed expenditure, totalling \$1.1million detailed in the report, to enable the implementation of the Playground and Facility Improvements Plan be adopted.**

CARRIED

**ICRC19/7 DUBBO REGIONAL SPORTS COUNCIL - PLAYING FIELD IMPROVEMENT FUND -
DUBBO ATHLETICS CLUB (ID18/1873)**

The Committee had before it the report dated 12 December 2018 from the Recreation Coordinator regarding Dubbo Regional Sports Council - Playing Field Improvement Fund - Dubbo Athletics Club.

Moved by Councillor A Jones and seconded by Councillor J Diffey

MOTION

- 1. That the report from the Recreation Coordinator dated 12 December 2018 be noted.**
- 2. That the Dubbo Amateur Athletics Club, Dubbo Sports Council Playing Field Improvement Fund application for \$4,275 be approved and the Club be formally notified as to the outcome of their application.**
- 3. That the Sporting Asset Coordinator work with the Dubbo Amateur Athletics Club to complete the project.**

CARRIED

ICRC19/8 DUBBO NEIGHBOURHOOD CENTRE BIENNIAL ACTIVITIES REPORT (ID19/15)

The Committee had before it the report dated 17 January 2019 from the Manager Social Services regarding Dubbo Neighbourhood Centre Biennial Activities Report.

Moved by Councillor J Diffey and seconded by Councillor B Shields

MOTION

That the report from the Manager Social Services dated 17 January 2019 be noted.

CARRIED

ICRC19/9 LEAVE OF ABSENCE

Requests for leave of absence were received from Councillors V Etheridge, D Gumley, G Mohr and J Ryan who are absent from the meeting due to personal reasons.

Moved by Councillor A Jones and seconded by Councillor J Diffey

MOTION

That such requests for leave of absence be accepted and Councillors V Etheridge, D Gumley, G Mohr and J Ryan granted leave of absence from this meeting.

CARRIED

The meeting closed at 5.51pm.

.....
CHAIRMAN



**DUBBO REGIONAL
COUNCIL**

Report of the Economic Development Business and Corporate Committee - meeting 11 February 2019

AUTHOR: Administration Officer - Governance
REPORT DATE: 12 February 2019

The Committee had before it the report of the Economic Development, Business and Corporate Committee meeting held 11 February 2019.

RECOMMENDATION

That the report of the Economic Development, Business and Corporate Committee meeting held on 11 February 2019, be noted.



**REPORT
ECONOMIC DEVELOPMENT, BUSINESS AND
CORPORATE COMMITTEE
11 FEBRUARY 2019**

PRESENT: Councillors J Diffey, D Grant, A Jones, S Lawrence, K Parker and B Shields.

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Governance Team Leader, the Director Corporate Services, the Director Economic Development and Business, the Communications Coordinator, the Director Infrastructure and Operations, the Director Planning and Environment, the Trainee Planner, the Director Community and Recreation, the Manager Recreation and Open Space and the Manager Social Services.

Councillor B Shields assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.51pm.

EDBC19/1 REPORT OF THE ECONOMIC DEVELOPMENT, BUSINESS AND CORPORATE COMMITTEE - MEETING 12 NOVEMBER 2018 (ID19/43)

The Committee had before it the report of the Economic Development, Business and Corporate Committee meeting held 12 November 2018.

Moved by Councillor K Parker and seconded by Councillor J Diffey

MOTION

That the report of the Economic Development, Business and Corporate Committee meeting held on 12 November 2018, be noted.

CARRIED

**EDBC19/2 INVESTMENTS UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT -
DECEMBER 2018 (ID19/25)**

The Committee had before it the report dated 24 January 2019 from the Director Corporate Services regarding Investments Under Section 625 of the Local Government Act - December 2018.

Moved by Councillor Jones and seconded by Councillor J Diffey

MOTION

That the information provided within the report of the Director Corporate Services, dated 24 January 2019 be noted.

CARRIED

Councillor K Parker declared a 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 K Parker an employee of the Dubbo Branch of the Bank of Queensland, a bank that Council has funds invested with.

**EDBC19/3 INVESTMENTS UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT -
JANUARY 2019 (ID19/26)**

The Committee had before it the report dated 1 February 2019 from the Director Corporate Services regarding Investments Under Section 625 of the Local Government Act - January 2019.

Moved by Councillor D Grant and seconded by Councillor S Lawrence

MOTION

That the report from the Director Corporate Services dated 1 February 2019 be noted.

CARRIED

Councillor K Parker declared a 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 K Parker an employee of the Dubbo Branch of the Bank of Queensland, a bank that Council has funds invested with.

EDBC19/4 DRAFT POLICY FOR APPLICATIONS AND ENQUIRIES RELATING TO EVENTS INCLUDING PROTESTS, DEMONSTRATIONS AND SPECIAL EVENTS ON THE ROAD NETWORK (ID19/32)

The Committee had before it the report dated 29 January 2019 from the Executive Manager Governance and Internal Control regarding Draft Policy for Applications and Enquiries Relating to Events Including Protests, Demonstrations and Special Events on the Road Network.

Moved by Councillor S Lawrence and seconded by Councillor D Grant

MOTION

That the draft policy titled “Applications and Enquiries Relating to Events Including Protests, Demonstrations and Special Events on the Road Network” as attached to the report of the Executive Manager Governance and Internal Control dated 29 January 2019 as Appendix 1 be adopted.

CARRIED

EDBC19/5 DRAFT CODE OF CONDUCT AND PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT (ID19/29)

The Committee had before it the report dated 29 January 2019 from the Internal Ombudsman regarding Draft Code of Conduct and Procedures for the Administration of the Code of Conduct.

Moved by Councillor S Lawrence and seconded by Councillor K Parker

MOTION

That the draft Code of Conduct and the Procedures for the Administration of the Code of Conduct as attached to this report as Appendix 1 be placed on public exhibition for a period of no less than 28 days for a further report to Council in due course.

Moved by Councillor J Diffey and seconded by Councillor S Lawrence

AMENDMENT

- 1. That the draft Code of Conduct and the Procedures for the Administration of the Code of Conduct as attached to this report as Appendix 1 be adopted, excluding clause 3.12, for the purpose of public exhibition.**
- 2. That the draft Code of Conduct and the Procedures for the Administration of the Code of Conduct be placed on public exhibition for a period of no less than 28 days for a further report to Council in due course.**

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

EDBC19/5 LEAVE OF ABSENCE

Requests for leave of absence were received from Councillors V Etheridge, D Gumley, G Mohr and J Ryan who are absent from the meeting due to personal reasons.

Moved by Councillor S Lawrence and seconded by Councillor J Diffey

MOTION

That such requests for leave of absence be accepted and Councillors V Etheridge, G Mohr and J Ryan granted leave of absence from this meeting.

CARRIED

The meeting closed at 5.58pm.

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CHAIRMAN



**DUBBO REGIONAL
COUNCIL**

**Report of the Audit and Risk
Management Committee - meeting 14
December 2018**

**AUTHOR: Administration Officer - Governance
REPORT DATE: 13 February 2019**

The Committee had before it the report of the Audit and Risk Management Committee meeting held 14 December 2018.

RECOMMENDATION

That the report of the Audit and Risk Management Committee meeting held on 14 December 2018, be adopted.

Appendices:

1 [↓](#) Audit and Risk Management Committee - 14/12/2018 - Reports



**REPORT
AUDIT AND RISK MANAGEMENT
COMMITTEE
14 DECEMBER 2018**

PRESENT: Councillor A Jones, Mr R Gillard (Independent Member), and Mr J Walkom (Independent Member).

ALSO IN ATTENDANCE:

Councillors B Shields, K Parker, the Chief Executive Officer, the Executive Manager Governance and Internal Control, the Internal Auditor, the Director Corporate Services, the Chief Financial Officer, the Audit/Statutory Reporting Accountant,.

Mr J Walkom assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 11.00am.

It was noted that Mr J Walkom had been appointed as Chairman of the Audit and Risk Management Committee and Mr R Gillard as an Independent member under delegated authority.

AUD18/38 LEAVE OF ABSENCE (ID18/1835)

A request for leave of absence was received from Mr M Monaco (Audit Office of NSW) who was absent from the meeting due to personal reasons.

Moved by A Jones and seconded by R Gillard

RECOMMENDATION

That such request for leave of absence be accepted and Mr M Monaco be granted leave of absence from this meeting.

AUD18/39 DECLARATION OF INTEREST (ID18/1836)

No conflicts of interest were declared.

AUD18/40 REPORT OF THE AUDIT AND RISK MANAGEMENT- MEETING 5 SEPTEMBER 2018 (ID18/1837)

The Committee had before it the report of the Audit and Risk Management Committee meeting held 5 September 2018.

Moved by A Jones and seconded by R Gillard

RECOMMENDATION

That the report of the Audit and Risk Management Committee meeting held on 5 September 2018, be adopted.

AUD18/41 INTERNAL AUDIT PROGRAMME STATUS REPORT AS AT 5 DECEMBER 2018 (ID18/1827)

The Committee had before it the report dated 5 December 2018 from the Internal Auditor regarding Internal Audit Programme Status Report as at 5 December 2018.

Moved by R Gillard and seconded by A Jones

RECOMMENDATION

That the information contained within the internal audit program status report of the Internal Auditor dated 5 December 2018 be noted.

AUD18/42 INTERNAL AUDIT REVIEW REPORT - RATES AND CHARGES (ID18/1832)

The Committee had before it the report dated 6 December 2018 from the Internal Auditor regarding Internal Audit Review Report - Rates and Charges.

Moved by A Jones and seconded by R Gillard

RECOMMENDATION

- 1. That the information contained within the report of the Internal Auditor dated 6 December 2018 be noted.**
- 2. That it be noted that the outstanding issues will be further investigated following the appointment of Council's permanent Internal Auditor and resolution of staff matters in the respective area.**
- 3. That a report on the review of exempt rating parcels be provided to a future meeting of the Audit and Risk Management Committee.**

AUD18/43 ARMC ACTION LIST - INTERNAL AUDIT REVIEW FOLLOW UP REPORT - WELLINGTON CAVES - CASH RECEIPTING PROCESS (ID18/1824)

The Committee had before it the report dated 5 December 2018 from the Internal Auditor regarding ARMC Action List - Internal Audit Review Follow up Report - Wellington Caves - Cash Receipting Process.

Moved by A Jones and seconded by R Gillard

RECOMMENDATION

That the information contained in the report of the Internal Auditor dated 5 December 2018 be noted.

AUD18/44 ARMC ACTION LIST AS AT DECEMBER 2018 (ID18/1833)

The Committee had before it the report dated 6 December 2018 from the Executive Manager Governance and Internal Control regarding ARMC Action List as at December 2018.

Moved by A Jones and seconded by R Gillard

RECOMMENDATION

- 1. That the information contained in the report of the Executive Manager Governance and Internal Control dated 6 December 2018 be noted.**
- 2. That all items marked as completed be deleted from the list.**

AUD18/45 MANAGEMENT LETTER ON THE FINAL PHASE OF THE AUDIT FOR YEAR ENDING 30 JUNE 2018

The Committee had the Management Letter on the Final Phase of the Audit for Year Ending 30 June 2018 tabled at the meeting.

Moved by A Jones and seconded by R Gillard

RECOMMENDATION

That the Management Letter on the Final Phase of the Audit for Year Ending 30 June 2018 be accepted and noted.

The meeting closed at 12.07pm.

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CHAIRMAN



AGENDA AUDIT AND RISK MANAGEMENT COMMITTEE 14 DECEMBER 2018

MEMBERSHIP:

Core Members (Voting):

Councillors A Jones, B Shields, Mr J Walkom (Independent Member) and Mr R Gillard (Independent Member).

Attendees (Non-Voting):

The Chief Executive Officer, the Internal Auditor, the Director Corporate Services and the Director Economic Development and Business.

The meeting is scheduled to commence at 11am.

Page

WELCOME

AUD18/38 LEAVE OF ABSENCE (ID18/1835)

AUD18/39 DECLARATION OF INTEREST (ID18/1836)

AUD18/40 REPORT OF THE AUDIT AND RISK MANAGEMENT- MEETING 5
SEPTEMBER 2018 (ID18/1837)

3

The Committee had before it the report of the Audit and Risk Management Committee meeting held 5 September 2018.

FINANCIAL STATEMENTS/EXTERNAL AUDIT REPORT

Update on Financial Statements

No matters to report at this time.

External Auditor's Management Letters

No matters to report at this time.

Significant Developments in Financial Reporting Framework

No matters to report at this time.

**AUDIT AND RISK MANAGEMENT COMMITTEE - 14 DECEMBER 2018
AGENDA**

INTERNAL AUDIT

- AUD18/41 INTERNAL AUDIT PROGRAMME STATUS REPORT AS AT 5 DECEMBER 2018 (ID18/1827)** 8
The Committee had before it the report dated 5 December 2018 from the Internal Auditor regarding Internal Audit Programme Status Report as at 5 December 2018.
- AUD18/42 INTERNAL AUDIT REVIEW REPORT - RATES AND CHARGES (ID18/1832)** 19
The Committee had before it the report dated 6 December 2018 from the Internal Auditor regarding Internal Audit Review Report - Rates and Charges.
- AUD18/43 ARMC ACTION LIST - INTERNAL AUDIT REVIEW FOLLOW UP REPORT - WELLINGTON CAVES - CASH RECEIPTING PROCESS (ID18/1824)** 35
The Committee had before it the report dated 5 December 2018 from the Internal Auditor regarding ARMC Action List - Internal Audit Review Follow up Report - Wellington Caves - Cash Receipting Process.

COMMITTEE MEMBERS REPORTS

No matters to report at this time

ACTION LIST

- AUD18/44 ARMC ACTION LIST AS AT DECEMBER 2018 (ID18/1833)** 41
The Committee had before it the report dated 6 December 2018 from the Executive Manager Governance and Internal Control regarding ARMC Action List as at September 2018.

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/40



**Report of the Audit and Risk Management-
meeting 5 September 2018**

AUTHOR: Governance Team Leader
REPORT DATE: 10 December 2018

The Committee had before it the report of the Audit and Risk Management Committee meeting held 5 September 2018.

RECOMMENDATION

That the report of the Audit and Risk Management Committee meeting held on 5 September 2018, be adopted.

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/40



**REPORT
AUDIT AND RISK MANAGEMENT
COMMITTEE
5 SEPTEMBER 2018**

PRESENT: Core Members (Voting):

Councillors A Jones, B Shields, Mr J Walkom (Independent Member) and Mr A Fletcher (Independent Member).

Attendees (Non-Voting):

The Executive Manager Governance and Internal Control, the Internal Auditor, the Chief Financial Officer, the Audit/Statutory Reporting Accountant and Marco Monaco (Audit Office of NSW) (via telephone).

J Walkom assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 11.05am.

WELCOME

AUD18/30 LEAVE OF ABSENCE (ID18/1350)

A request for leave of absence was received from the Chief Executive Officer, the Director Corporate Services and Renee Meimaroglou (Audit NSW) who were absent from the meeting due to prior work commitments and Mr S Bassett (Community Representative) who was absent from the meeting due to the personal reasons.

Moved by A Fletcher and seconded by A Jones

RECOMMENDATION

That such request for leave of absence be accepted and the Chief Executive Officer, the Director Corporate Services and Renee Meimaroglou (Audit NSW) and Mr S Bassett (Community Representative) be granted leave of absence from this meeting.

AUD18/31 DECLARATION OF INTERESTS (ID18/1351)

No conflicts of interest were declared.

**AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018**

AUD18/40

**AUD18/32 REPORT OF THE AUDIT AND RISK MANAGEMENT COMMITTEE - MEETING 15
JUNE 2018 (ID18/1352)**

The Committee had before it the report of the Audit and Risk Management Committee meeting held 15 June 2018.

Moved by A Fletcher and seconded by A Jones

RECOMMENDATION

That the report of the Audit and Risk Management Committee meeting held on 15 June 2018, as amended be adopted.

FINANCIAL STATEMENTS/EXTERNAL AUDIT REPORT

Update on Financial Statements

AUD18/33 REFERRAL OF THE 2017/2018 FINANCIAL STATEMENTS TO AUDIT (ID18/1318)

The Committee had before it the report dated 16 August 2018 from the Chief Financial Officer regarding Referral of the 2017/2018 Financial Statements to Audit.

Moved by A Fletcher and seconded by A Jones

RECOMMENDATION

- 1. That the committee note that the 2017/2018 audit will commence on 10 September 2018.**
- 2. That the draft financial statements be noted.**
- 3. That the Audit and Risk Management Committee be provided with a report out of session of the result of the investigation into the 2015/2016 road revaluation.**

External Auditor's Management Letters

No matters to report at this time.

Significant Developments in Financial Reporting Framework

No matters to report at this time.

**AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018**

AUD18/40

INTERNAL AUDIT

**AUD18/34 INTERNAL AUDIT PROGRAMME STATUS REPORT AS AT 21 AUGUST 2018
(ID18/1327)**

The Committee had before it the report dated 21 August 2018 from the Internal Auditor regarding Internal Audit Programme Status Report as at 21 August 2018.

Moved by A Jones and seconded by A Fletcher

RECOMMENDATION

That the information contained within the internal audit program status report of the Internal Auditor dated 21 August 2018 be noted.

**AUD18/35 INTERNAL AUDIT REVIEW PLAN - EVENTS MANAGEMENT PROCESS
(ID18/1338)**

The Committee had before it the report dated 23 August 2018 from the Internal Auditor regarding Internal Audit Review Plan - Events Management Process.

Moved by A Fletcher and seconded by A Jones

RECOMMENDATION

That the information contained within the report of the Internal Auditor dated 23 August 2018 be noted.

COMMITTEE MEMBERS REPORTS

No matters to report at this time

ACTION LIST

AUD18/36 ARMC ACTION LIST AS AT SEPTEMBER 2018 (ID18/1341)

The Committee had before it the report dated 27 August 2018 from the Executive Manager Governance and Internal Control regarding ARMC Action List as at September 2018.

Moved by A Jones and seconded by A Fletcher

RECOMMENDATION

- 1. That the information contained in the report of the Executive Manager Governance and Internal Control dated 27 August 2018 be noted.**
- 2. That all items marked as completed be deleted from the list.**
- 3. That the action plan be noted and the completion dates updated accordingly.**

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/40

GENERAL BUSINESS

AUD18/37 RESPONSE TO THE ASSURANCE REPORT FROM THE EXTERNAL QUALITY ASSESSMENT OF THE BOD INTERNAL AUDIT UNIT (ID18/1326)

The Committee had before it the report dated 20 August 2018 from the Internal Auditor regarding Response to the Assurance Report from the External Quality Assessment of the BOD Internal Audit Unit.

Moved by A Jones and seconded by A Fletcher

RECOMMENDATION

That the information contained within the report of the Internal Auditor dated 20 August 2018 be noted.

The Internal Auditor declared an interest in this report, and remained in the room.

The meeting closed at 12.37pm.

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CHAIRMAN

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/41



**REPORT: Internal Audit Programme
Status Report as at 5 December 2018**

AUTHOR: Internal Auditor
REPORT DATE: 5 December 2018
TRIM REFERENCE: ID18/1827

EXECUTIVE SUMMARY

The strategic objective of the Council's internal audit function is to provide a consultancy service to management which focuses on providing insight on key risk issues and generating effective solutions to enhance the Council's risk management framework.

The internal audit programme (**Appendix 1**) was prepared based on the former Dubbo City Council risk registers. The programme was also presented to Executive Leadership Team for further input and feedback from Executive Leadership Team was considered. Executive Leadership Team noted that the list of presentations included in the proposed internal audit programme was based on the recent amendments to the Local Government Act (1993) NSW which are not yet in force. The Committee therefore resolved to defer adoption of such changes pending proclamation of the legislation and related Regulations.

During the period under review, a review of the rates and charges process was completed and the report is submitted to this meeting. A follow up review of the cash receipting process at the Wellington Caves was also completed as a part of the ARMC Action List follow up process, and a relevant report has been submitted to this meeting.

The previous report highlighted that certain tasks which were previously scheduled for completion during the previous financial year remained incomplete as at the end of June 2018. That these tasks which were carried over to the current financial year therefore affected the target completion dates for the remainder of the rolling 3 year internal audit programme. The impact of this development was mitigated during the period under review and the only task which is not on target as at the time of preparing this report is the review of Council's store. The Internal Auditor's understanding is that the Council is likely to re-consider its priorities and re-set the rolling 3 year internal audit programme in line with results of a comprehensive risk assessment which is being carried out by Dubbo Regional Council subsequent to the amalgamation.

ORGANISATIONAL VALUES

Customer Focused: The strategic objective of the Council's internal audit function is to provide a consultancy service to management which focuses on providing insight on key risk issues and generating effective solutions to enhance the risk management framework. Enriched risk management processes improve efficiency and effectiveness in the attainment of service delivery promises to the Council's customers.

Integrity: A robust internal audit function supports the integrity of Council within the

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/41

community.

One Team: The internal audit function supports cohesion and cooperation to minimise risk and improve the delivery of services to the community.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the information contained within the internal audit program status report of the Internal Auditor dated 5 December 2018 be noted.

Shephard Shambira
Internal Auditor

**AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018**

AUD18/41

BACKGROUND

The BOD (Bathurst Regional Council, Orange City Council and Dubbo Regional Council) Alliance share an internal auditor. The General Managers/CEOs of the three (3) councils indicated that as much as is possible, it is desirable to carry out common audit assignments across the three (3) councils in order to facilitate the exchange of best practice. However, it is also acknowledged that in some cases the three (3) councils have differing requirements. As such it is not possible to always have a common internal audit programme.

The former Dubbo City Council had a comprehensive suite of operational risks registers and a corporate risks register which were actively monitored by management and utilised by the Internal Auditor to inform the development of a rolling three (3) year internal audit programme. The corporate risks and operational risks registers for the Dubbo Regional Council have not yet been prepared. This internal audit programme was partly informed with the operational risks registers for the former Dubbo City Council as it was considered that while the amalgamation with Wellington Council has changed some aspects of the Council's risk profile, the generic risks for most areas remains broadly the same. Consultation with management were carried out to ensure that any knowledge of current issues arising from the amalgamation are incorporated into formulating this internal audit programme.

The strategic objective of the Council's internal audit function is to provide a consultancy service to management which focuses on providing insight on key risk issues and generating effective solutions to enhance the risk management framework.

REPORT

How the current internal audit programme was established

The three (3) year internal audit programme was established through the following process:

1. The corporate risks register was reviewed to identify high risk areas.
2. The Internal Auditor reviewed the Operational Plan Performance Review reports for the quarter ended September 2016 and related Quarterly Budget Review Statements. Gaining an understanding of the Council's strategic objectives and progress towards attainment of such objectives ensures that the internal audit programme is aligned with the council's strategic objectives. Gaining an understanding of the Council budget and related movements helps to give insight on the significance of various auditable areas to the organisation.
3. Reviewed the Interim General Manager's six (6) Monthly review of the Dubbo Regional Council Delivery Program, incorporating the former Dubbo 2036 (2013-2017) and Wellington 2025 (2014-2018) Delivery Programs, as at 31 December 2016.
4. The External Auditor's scope of work as presented to the Audit and Risk Management Committee meeting of March 2017 was also evaluated to determine areas which required no additional detailed coverage. This includes the Internal Auditor's own understanding of typical issues addressed through an external audit as required by the Auditing Standards.

**AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018**

AUD18/41

5. The internal auditor considered internal audit programmes for other councils and identified common topics.
6. The internal auditor considered the topics included in the internal audit programmes for the other BOD Alliance member councils and included some of these topics in the Bathurst Regional Council internal audit programme.
7. Requirements of the General Manager.
8. Consulted with the Executive Manager Governance and Internal Control, Manager Financial Services and the Manager Management Accounting and obtained commentary on proposed internal audit areas of focus.
9. The internal audit programme was also presented to the Executive Leadership Team for further input. The Executive Leadership Team were requested to suggest specific areas on which they require internal audit input in addition to what had been suggested in the draft programme. Where other substantial process improvement work is planned for some areas, it may not be prudent to commit limited internal audit resources in duplicating effort.
10. The current internal audit programme was then approved by the Interim General Manager and the Audit and Risk Management Committee on 1 June 2017.

The internal audit process

The internal audit process follows one of three (3) routes as described below.

1. Carry out preliminary research and prepare a review plan, obtain approval for the plan and carry out relevant enquiries and produce a report of findings.
2. Carry out preliminary research and formulate an opinion and conclude the review on the basis of initial findings. There are various reasons for choosing this option. For an example, issues known at the time of including the topic on the programme have since been resolved and audit evidence to this effect is sighted during the preliminary planning stage. For audits which are included on the programme every year, the key risk indicators may be reviewed and an opinion formulated at the preliminary planning stage that the process is working well and that no further benefit may be derived from investing limited internal audit resources into evaluating more transactions.
3. Some audit reviews are included in the programme as a follow up to previous reports. Audit objectives might already be specified on the ARMC Action List. Preliminary enquiries at the start of the review can highlight audit evidence which clearly shows that the issue is now resolved. In such scenarios, it is desirable to conclude the review on this basis, and apply internal audit resources to other areas.
4. The internal audit programme is designed to ensure that the Internal Auditor is able to provide input and insight on various matters not included in the approved internal audit programme as and when required to do so by management. The process is that where such requests do not take up a significant proportion of internal audit time they are resolved as they arise. However, where it is likely that a request not included in the approved internal audit programme is likely to take up a significant proportion of time with an adverse impact on the delivery of the approved programme, the General Manager's approval is formally required before the task is added to the internal audit programme.

**AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018**

AUD18/41

Where management is aware of specific concerns with a process being audited, a request is made to the internal auditor to provide assurance and/or advice as required if the matter is not adequately covered in the internal audit plan/report. The opportunity for management to request for specific internal audit input occurs at the commencement of each audit when the review plan is prepared and at the end of each audit when the review results are discussed with management.

In the same way, at the commencement of every review, all internal audit review plans are submitted to the Audit and Risk Management Committee for consideration. Internal audit review reports are also submitted to the ARMC for their input and consideration. The ARMC utilises these opportunities to highlight specific issues of concern on which they require additional assurance and/or information.

The proposed internal audit programme shows an estimated time allocation to each of the tasks identified. It should be noted that this time estimation is only a guide and that as noted above, depending on the circumstances around each and every audit task, some tasks will be completed in a very short space of time while others may take long to complete. For an example, where an initial test sample indicates an exception, it may be necessary to increase the sample size in order to establish whether the exception is a sign of a general process weakness or just a once off error which may not be recurring.

Assurance Framework

In order for the ARMC to effectively discharge its duty as defined in the ARMC Charter, appropriate information should be provided on a regular basis. The ARMC gets information through a number of ways. Members of the ARMC receive reports and presentations from management including visits to various Council projects and sites. The Internal Auditor prepares reports which give insight and/or assurance on various matters. In some cases, internal audit reports focus on providing advice aimed at enhancing performance and attainment of organisational objectives. The ARMC also considers the external auditor's management letter and a presentation on the process and outcome of the annual audit of the council's financial statements.

REGULAR MANAGEMENT REPORTS AND PRESENTATIONS TO THE ARMC

Report Topic	Responsibility	Target Completion Date
<p>1) Compliance</p> <ul style="list-style-type: none"> ▪ Submit an annual management report to the Committee which gives assurance that the Council framework for compliance with major legislative requirements is in place and operating effectively. For example, a management report that all items listed on the Office of Local Government Calendar of Compliance were resolved as appropriate. ▪ A bi-annual exceptions report on any 	<p>Executive Manager Governance and Internal Control</p>	<ul style="list-style-type: none"> • ARMC Meeting - September Annually • By date required as specified

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/41

Report Topic	Responsibility	Target Completion Date
areas of major non-compliance with legislation or policy requirements binding the Council.		within the Local Government Act.
<p>2) Risk management,</p> <ul style="list-style-type: none"> ▪ Corporate risks register. This can be a standing item on the agenda for all meetings. Highlight key changes as and when there are significant changes to the corporate risks. ▪ Presentations by divisional directors on key risks and related risk mitigation strategies for their divisions. The presentations can be spread throughout the year such that only one director will make a presentation at each meeting. ▪ Ad hoc management reports on risk management framework for selected processes based on feedback from the Committee arising from consideration of other information provided to the Committee. 	Executive Manager Governance and Internal Control	<ul style="list-style-type: none"> • Corporate risk register to be presented to all ARMC meetings from 2019 including highlights of any changes to corporate risks. • One annual presentation from each Divisional Director highlighting key risks and risk management framework.
<p>3) Fraud control,</p> <ul style="list-style-type: none"> ▪ Annual review of the fraud management policy. ▪ Bi-annual review of management feedback on fraud risk management framework. ▪ Management feedback should highlight any significant incidences. ▪ Major changes in risk profile. 	Manager Financial Services/ Executive Manager Governance and Internal Control	<ul style="list-style-type: none"> • ARMC Meeting – November annually.
<p>4) Financial management,</p> <ul style="list-style-type: none"> ▪ Consider quarterly budget review reports. ▪ Consider quarterly investment reports. 	Director Corporate Services	<ul style="list-style-type: none"> • By date required as specified within the Local Government Act.
<p>5) Governance,</p> <ul style="list-style-type: none"> ▪ Review relevant risk registers and consider risk mitigation strategies in place. 	Executive Manager Governance and Internal Control	<ul style="list-style-type: none"> • Once every 3 years • Ad hoc as the governance framework changes.
<p>6) Implementation of strategic plan,</p> <ul style="list-style-type: none"> ▪ Quarterly reporting on performance 	Director Planning and Environmental Services	<ul style="list-style-type: none"> • By date required as specified

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/41

Report Topic	Responsibility	Target Completion Date
management and key performance indicators.		within the Local Government Act.
7) Delivery program and strategies, ▪ Quarterly reporting on performance management and key performance indicators.	Director Planning and Environmental Services	• By date required as specified within the Local Government Act.
8) Service reviews, ▪ Ad hoc reports on service delivery reviews and related risk mitigation or performance improvement strategies.	Transition Project Leader	• Ad hoc
9) Collection of performance measurement data by the council, ▪ Consider performance measurement reports on a bi-annual basis and recommend opportunities for improvement to the framework where necessary.	Director Corporate Services	• By date required as specified within the Local Government Act.
10) Any other matters prescribed by the regulations.	Ad hoc	On-going

SUMMARY

The current internal audit programme was prepared based on the risk registers for the former Dubbo City Council. An updated internal audit programme will be prepared once a comprehensive risk assessment for the Dubbo Regional Council has been completed. The completed tasks on the programme include the following, Cash receipting processes review, creditors transactions and other ad hoc tasks such as the BOD Alliance internal audit quality assurance review. At the time of preparing this report, the audit of rates and charges transactions and event management processes was in progress. The audit of project management processes and data integrity remained outstanding. The position is that the Council has recently engaged a contractor to manage Council's project management processes and an audit of this process will be carried out in due course once the new process has been fully implemented. At the time of preparing this report, work was in progress to develop a review scope and identify an external consultant to assist with the completion of the data integrity audit testing.

Appendices:

[1](#) Internal Audit Programme July 2017 - July 2019

2017 - 2019 Three Year Internal Audit Programme				2016/17				2017/18				2018/19			
Points of focus	Inherent Level of Risk & Priority	Residual Level of Risk & Priority	Indicative number of audit days	2016/17	2017/18			2018/19							
				Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun				
Transition project tasks			28												
Cash receipting processes			25		12	8	8								
Internal controls questionnaire, completeness and accuracy of receipts								9							
Special focus on stand alone receipting sites															
Old Dubbo Gaol, Library, Weigh Bridge, Holiday Park, Livestock Markets, Showgrounds, Aquatic Leisure Centres (Swimming Pools), Visitors Information Centre	HIGH 16	MEDIUM 13													
BOD Alliance joint process improvement initiatives			2			2									
Identify opportunities for joint process improvement across the BOD Councils	This process covers a broad cross section of risks														
Obtain Directors approval and carry out feasibility study															
Obtain General Managers approval for implementation of identified joint initiatives															
Creditors			25				8						9		
Data analytics based assessment of creditors payments transactions and static data	HIGH 19	MEDIUM 10													
Review systems of internal control based on a substantive test of data analytics results															
Risk management framework review			6	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	
Identifying emerging risks and evaluating potential impact on Council operations and internal audit programme.	This process covers a broad cross section of risks														
Provide internal audit input as required in on-going review of risk registers, policies and procedures.															
Reports			15	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	
Internal audit review reports, specific investigations, policy reviews, requests from the ARMC, other request not included in the programme.	This process covers a broad cross section of risks														
Project management process review			12						12						
Project management framework, contract management checklists															
Review approval processes for variation to tenders															
Review treatment of contingent amounts built into large contracts															
Testing transaction samples for compliance with policy framework															
Airport, building & construction, Livestock markets, showground, water management, works operations	HIGH 22	MEDIUM 12													
Rates & charges			14												
Most aspects of this process are well covered through external audit and routine regulatory reporting															
Non-rateable properties, Pensioners rebates, data analytics to identify inconsistent information.	HIGH 17	MEDIUM 11													
Budgeting Process			6												
Compliance test on approval of budget variations															
Assessment of the quarterly budget accountability reporting process with a view to identify opportunities for streamlining process and enhance efficiency	HIGH 22	MEDIUM 12													
Event management process			13												
Risk management e.g. public liability insurance															
Completeness and accuracy of revenue collection															
Regional Theatre, Old Dubbo Gaol, Dubbo Aquatic Leisure Centre, Western Plains Cultural Centre	EXTREME 23	HIGH 15													
Data integrity			23												
Review controls over integrity of data for selected processes - utilise computerised audit techniques to assess data integrity															
Environmental Services - - ensuring that fees paid are consistent with set amounts for different types of applications.	EXTREME 25	MEDIUM 10													
Central Supply			4												
Inventory management process review, stock count for a selected range of items.															
Data analytics to identify unusual trends in inventory movements	HIGH 19	MEDIUM 10													
Internal Audit Programme, ARIC Action List, other administrative tasks e.g. ACL software			7				5	2							
				60				60				60			

TOTAL DAYS INTERNAL AUDITOR ALLOCATION			
52 weeks in a year			52
less provision for annual and sick leave, carers leave, public holidays			-7
provision for training and professional development,			-3
General Managers requests & BOD Alliance joint projects			-3
Support for & Requests from the ARMC, ARIC Action List			-3
weeks available in total			36
weeks per council per annum			12
days per council per annum			60
Total days for the period covered by this programme			180

**Dubbo Regional Council
List of audit topics universe considered in preparing the (2017-2019) 3 Year Internal
Audit Programme**

AUDIT UNIVERSE TOPICS
Grants
Governance health check
GST Compliance/ FB Tax
Land purchases, development, sales
Leisure/aquatic centres & Museum/ Art Gallery /Cultural Centre
Library Systems (accounting)
Human resources, Payroll Management, including data integrity, Time Recording, Leave Management, Termination payments
Petty Cash
Procurement/ Purchasing/ contract management
Project Management incl variation authorisations, documentation, recording & reporting
Rates
Regulation / Compliance / Fines/ Parking fines
Risk register including validation of controls
S94 Contributions
Tender Processes / System
Trust account management
Accounts payable data analytics and EFT Payments review
Fixed Assets
Fraud control health check
Fee for service transactions (Local Government Act 1993 Section 608)
Waste Management
Child care centres, cash handling, gifts, follow up on outcomes from statutory audits
Events management
Accounts receivable
General ledger control processes
Investments
Budgetary control process
Performance management process
Development applications process
Section 64 contributions
IT processes & business continuity planning
Occupation and building certificates
Revenue receipting and cash handling processes

Nature of Risk	INHERENT RISK			RESIDUAL RISK				ENTERPRISE RISK	
	Risk Description	C/L**	Original Rating	Existing Controls	C/L**	Current Rating	Accept	C/L**	Current Rating
Public Liability	Air strike by birds and other foreign objects	25/25	Extreme	Aerodrome Manual - section on bird strikes, Inspections for FOD's	25/25	Extreme	Yes	24/25	Extreme
Information Technology	No integrated management system for WHS, HR results in duplication, opportunity for errors, resource of untimely data etc hungry, provision	20/25	High	Currently investigating solutions (Due December 2015)	20/25	High	No	20/25	High
Business Activities	Development works increasing public open spaces for additional maintenance	23/25	Extreme	Prioritising work External contractors Increased staff levels Reduction in service level Phase up additional funding	23/25	Extreme	Yes	20/25	High
Natural Hazards	Flooding	23/25	Extreme	Business Continuity Plans Infrastructure design to mitigate flooding effects Restricted asset for flooding events	20/25	High	Yes	20/25	High
Public Liability	Insufficient resources to undertake all Statutory obligations (e.g. Awnings, Fire Safety Statements, Boarding Houses, Pools, etc.)	25/25	Extreme	Inspection/approvals regime Risk Identification Staffing levels Prioritisation of work Insurances Professionalism of staff	21/25	High	No	21/25	High
Business Activities	Documents Council staff producing not recorded and allocated into TRIM (records management system)	23/25	Extreme	Corporate Issue Policy & Procedures Training	21/25	High	No	21/25	High
Business Activities	Incorrect operator input into TRIM system	21/25	High	Corporate issue	21/25	High	No	21/25	High
Business Activities	Information that should be in TRIM is not captured or recorded	21/25	High	Corporate Issue Escalation processes	21/25	High	No	21/25	High
WHS	Non-compliance of WHS Legislation	25/25	Extreme	Staff Training WHS Advisor Policy procedure External WHS Audit (Completed by December 2014) Internal Audits Safety Systems Development Plan	22/25	High	No	21/25	High
WHS	Lack of commitment by workers to WHS Requirements	25/25	Extreme	Staff Training WHS Advisor Policy procedure External WHS Audit (Completed by December 2014) Internal Audits Safety Systems Development Plan	24/25	Extreme	No	21/25	High
Financia/ Infrastructure	Inadequate infrastructure for stormwater management	23/25	Extreme	Insufficient funding - submission for additional funding dependent on Asset Management Plan completion - expected June 2016	23/25	Extreme	No	21/25	High

Financial	Potential financial impact of changing guidelines from the Natural Disaster Relief Funding arrangements	21/25	High	None	21/25	High	Yes	21/25	High
Public Liability	Council staff - Incorrect or lack of use of radio frequency by Council staff - leading to collision of aircraft - damage and injury	24/25	Extreme	Monitoring investigation of breaches and reporting to ATSB	24/25	Extreme	No	22/25	High
WHS	Safety concerns with respect to Caravan Park Swimming Pool	25/25	Extreme	Maintenance programme of pool Signage Inspections and water testing Australian Standards compliance Pool adjacent to office Fencing and anti-slip paving	22/25	High	No	22/25	High
Public Liability	Fires as a result of slashing on road verges/grinders/walkers	25/25	Extreme	WHS System SOPS/SWMS PPE	22/25	High	No	22/25	High
WHS	HAZMAT (asbestos) exposures when delivered by customers to Waste Depot	22/25	High	Screening at weigh bridge Inspections Specific location HAZMAT - specific location Training of staff WHS System	22/25	High	No	22/25	High
WHS	Personal Safety - site visits - working within the road network	25/25	Extreme	WHS System PPE SOPS & SWIMS completed by June 2015	22/25	High	No	22/25	High

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/42



REPORT: Internal Audit Review Report - Rates and Charges

AUTHOR: Internal Auditor
REPORT DATE: 6 December 2018
TRIM REFERENCE: ID18/1832

EXECUTIVE SUMMARY

No adverse information regarding the reconciliation statements for rates revenue came to the attention of the Internal Auditor. Rates exemptions (pension rebates) in the audit test sample were supported with appropriate documentation. No transactions where the land value is exceeded by the amount of rates owing to Council came to the attention of the Internal Auditor. No material weakness with the rates and charges debt recovery process came to the attention of the Internal Auditor. No adverse information regarding the rating categories nor rating classifications came to the attention of the Internal Auditor in respect of 33 of the 34 items in the audit test sample. No adverse information came to the attention of the Internal Auditor regarding the risk management framework around the processing of rates refunds. Refund transactions in the audit test sample were all duly supported with appropriate documentation.

The Internal Auditor notes that there is a major review of Council discharge factors and related policy framework which is foreshadowed to occur soon after the release of updated legislative guidelines. This major review is therefore expected to resolve any data integrity issues. It is recommended that the Chief Executive Officer and the Audit and Risk Management Committee approve that a further internal audit assessment be carried out to give assurance on outcomes of the foreshadowed management review of trade waste and sewer discharge factors.

A review of some of the assessments in the audit test sample was not completed as the support staff were not available. The Rates processing team was not fully staffed as at the time of audit.

ORGANISATIONAL VALUES

Customer Focused: The strategic objective of the Council's internal audit function is to provide a consultancy service to management which focuses on providing insight on key risk issues and generating effective solutions to enhance the risk management framework. Enriched risk management processes improve efficiency and effectiveness in the attainment of service delivery promises to the Council's customers.

Integrity: A robust internal audit function supports the integrity of Council within the community.

One Team: The internal audit function supports cohesion and cooperation to minimise risk and improve the delivery of services to the community.

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/42

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

1. That the information contained within the report of the Internal Auditor dated 6 December 2018 be noted.
2. That it be noted that the outstanding issues will be further investigated following the appointment of Council's permanent Internal Auditor and resolution of staff matters in the respective area.

Shephard Shambira
Internal Auditor

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/42

BACKGROUND

A copy of the approved internal audit review plan is at **Appendix 1**.

REPORT

1. Audit Objective: Review a sample of transactions reconciliation statements (including BPAY, Australia Post and other electronic payments transactions).

Comments

The position is that payments received through the BPAY, direct debit and other electronic payment systems are applied to the Council database electronically using assessment numbers as the link between the payments batch file and the Council database. The total amount uploaded is then matched to a corresponding deposit to the Council bank account. The Internal Auditor was advised by the Revenue Officer that where the update highlights errors in terms of assessment numbers or other reference numbers, the transactions are investigated and corrected. Where such transaction errors are not resolved, the amount is posted to a suspense account for further investigation at a future point in time. A review of the suspense account reconciliation statements did not highlight any transactions relating to errors with BPAY transactions updates. No adverse information regarding the process for reconciling transactions processed through the Australia Post platform came to the attention of the Internal Auditor.

The Internal Auditor noted that 74 direct debit payments batches processed during the period July 2017 to January 2018 were reviewed and signed off by at least 2 officials. The procedure is that direct debit payments batches are reviewed and signed off by 2 authorised signatories before the transactions are processed. No adverse information regarding the reconciliation of amounts collected through the direct debit process and related updates to the Council database came to the attention of the Internal Auditor.

The Internal Auditor noted that there is a routine procedure whereby all revenue receipts processed through collecting agents are reconciled on a regular basis and the reconciliation statement is signed off by a second official. For an example Council record reference number ED18/3027. No adverse information regarding the reconciliation statements came to the attention of the Internal Auditor.

2. Audit Objective: Review a sample of the list of transactions exempted from rates and establish whether there is sufficient and appropriate evidence to justify the exemption.

Comments

Pension Rebate Transactions

As noted above, this review did not include a comprehensive assessment of the pension rebate concession transactions. A data analytics test was carried out to establish whether all assessments on which there is a pension rebate concession have pensioner concession number entered in the relevant field. This data extraction returned a total of 28 transactions. The Internal Auditor was advised by the Revenue Accountant that rebates can be reversed throughout the year and a pro-rata adjustment processed. That this process occurs on a quarterly basis when Council carries out pensioner verifications. Rebates will also be

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/42

reversed pro-rata if an eligible pensioner sells a property. In this case, the NAR details attached to the rate assessment will change, but part of the rebate will still be applicable.

The Internal Auditor concluded that the current risk mitigation procedures in place are appropriate.

Non-Rateable Assessments

Comments

The conditions under which land may be exempt from rates are explained in the *Local Government Act 1993* (NSW) Sections 555. Section 556 to 560 also provide further requirements which must be satisfied to access rates exemptions. The Internal Auditor reviewed requirements of these legislative provisions and assessed the transactions in the audit test sample based on the requirements.

The Internal Auditor reviewed a copy of the Non Rateable Property List as at 16 May 2018 which was supplied by the Revenue Accountant. The review involved an assessment of the nature of property owner in relation to the legislative provisions on rate exemption status. Properties owned by churches, the State Government or the Crown are generally exempt. All assessments on this list were considered and no adverse information came to the attention of the Internal Auditor.

It should however, be noted that the assurance provided through this review is limited in that, exemption from paying rates is depended on the "dominant use" of the land. Therefore, this test does not give insight on accuracy of rating status to the extent that ownership by an exempt entity does not reflect dominant use of the land. The Internal Auditor's enquiries indicated that the risk mitigation framework in place is that the revenue Accounting Team carries out regular reviews of transactions based on their knowledge of events in the community. In addition, where a change of use has occurred, the Planning and Environment Branch of Council provides an update which is used to update the rating status for assessments affected by any changes.

In addition to the above, the Internal Auditor also independently extracted transactions with the rating status code equal to "NRB", as at 21 May 2018. The rating status code NRB refers to a non-rateable business property. The data extraction highlighted transactions depicted in the following table.

Rating status code	Population of assessments in data extraction	# of assessments where no issue with rating status noted by the Internal Auditor	# of assessments with status queried by the Internal Auditor	# with rating flag (rte_flg) Yes
NRB	29	21	6	2*
NRR	11	9	2	0
NRNW	53	16	37	0
GRAND TOTALS	93	46	45	2

**AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018**

AUD18/42

**The Internal Auditor was advised that the 2 assessments highlighted here relate to 2 sites at the Show grounds with long outstanding rates and charges. As a result, the rating status was adjusted to Non-rateable as the debts are unlikely to be recoverable.*

Limitation of Scope

The Internal Auditor could not establish that all the owners of the properties in the above test sample are eligible for exemption under the relevant legislation. A list of assessments queried by the Internal Auditor was submitted to the Revenue Team for further investigation. At the time of preparing this report no feedback had been provided due to staffing limitations.

3. Audit Objective: Review a sample of rates overdue transactions and establish whether there are any transactions on which the amount owing exceeds the land value.

Comments

The Internal Auditor in consultation with the Information Services Department developed a script to interrogate the rates and charges database with a view to identify whether there are any properties where the land value is less than the cumulative amount of debts owing to the Council for the property. This data extraction returned no results which implies that there were no properties where the cumulative amount owing to Council for rates and charges is greater than the value of the related parcel of land.

Another data extraction showing amounts outstanding as at the end of the financial years from 2015 to March 2018 was also evaluated to identify long outstanding amounts which have not decreased over the period of time.

Description	Number of assessments	cumulative value of changes
number of assessments with reduced balances	1,688	(\$1,296,700)
number of assessments with increased balances	632	\$758,677
# of assessments where the increase is greater than \$5,000	35	\$293,297
Audit test sample - assessments with increases only	11	\$137,540

The Internal Auditor reviewed the Authority system records for 11 out of the 35 assessments where the increase in amount outstanding was greater than \$5,000 for the period 2015 to March 2018. The objective of the review was to establish whether there is evidence of active debt recovery follow up action. It was established that all assessments in the audit test sample were subject to a debt recovery arrangement with recent action as at the time of audit (July 2018). No anomalies with the debt recovery processes came to the attention of the Internal Auditor in respect of the data extracted as per the above table. On this basis it was concluded that the debt recovery process in place is working effectively.

The Internal Auditor noted that there are some amounts owing to Council in respect of assessments for sites at the Showgrounds which have been deemed to be irrecoverable. For an example, assessment numbers 1127084 and 127100. The Internal Auditor's assessment is

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/42

that these transactions do not necessarily reflect a weakness in the rates and charges debt recovery process. Therefore no changes to the process are being recommended at this stage.

Conclusion

No transactions where the land value is exceeded by the amount of rates owing to Council came to the attention of the Internal Auditor. No material weakness with the rates and charges debt recovery process came to the attention of the Internal Auditor.

4. Audit Objective: Review a sample of transactions on which a change of use has been approved and establish whether the rating status of such transactions was also changed.

Comments

The Internal Auditor's enquiries with various staff across the council indicated that the data for transactions where a change of use has been registered could not be easily determined. This limited the audit testing under this audit objective. The Internal Auditor could not access a system user manual which shows how the database files can be interpreted to isolate and extract relevant transactions.

Considering that the Authority Software system database could not be easily decoded to isolate change of use transactions, the Internal Auditor accessed the Council records system to extract all records which have a description including the works "change of use". This data extraction returned 111 items for the period 1 July 2017 to 3 August 2018. A sample of 44 items from the 11 transactions was identified for further testing. The remaining 67 items were found to relate to "changes of use" which does not relate to development applications. Therefore these 67 items were deemed irrelevant to the audit objective. 10 items out of the 44 transactions selected for further testing related to multiple documents of development applications already considered. The remaining 34 items related to individual development applications. The Internal Auditor reviewed the rates system module records rating category and rating classification for each of the assessments linked to the properties subject to the 34 development applications in the audit test sample. No adverse information regarding the rating categories nor rating classifications came to the attention of the Internal Auditor in respect of 32 of the 34 items in the audit test sample.

Observations

The Internal Auditor queried the rating classification of the remaining 2 assessments on the basis that one of the properties had been subject to a development application to convert a garage into a day care facility (assessment #2011444) , while the second assessment related to a rural property with a change of use to a "winery" (assessment #2044791). The Internal Auditor noted that the "dominant use" of the land where the garage was changed to a day care facility appears to have remained consistent with the categorisation by Council. *The Local Government Act 1993 (NSW)* Sections 515-516 provide guidance on how to categorise land as either farmland or residential, and mainly focus on categorisation based on the "dominant use" of the land. The dominant use of the land in respect of assessment #2044791 appears to be of a business nature. The classification and categorisation in the Council system as at the time of audit reflected that this land is a rural residential lot. This transaction was referred to the Revenue Team for further evaluation.

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/42

5. Audit Objective: Review a sample of transactions on which a change of use has been approved and establish that the relevant charges factors were adjusted to reflect the new status.

Comments

The rates and charges system records for the 34 assessments identified in item (4) above were reviewed to establish whether the sewer discharge factors and the trade waste discharge factors in place are consistent with the updated use of the land as described in developments applications submitted.

The Internal Auditor noted that 5 out of the 34 assessments relate to rural land which is not subject to sewerage nor trade waste discharge factors.

No anomalies with the sewerage and trade waste discharge factors shown on the records for 2 out of the 34 assessments came to the attention of the Internal Auditor.

The Internal Auditor queried the fact that the remaining 27 assessments are categorised as business but the trade waste and sewerage discharge factors on these assessments are for residential land. This list of assessments was referred to the Revenue Team for further evaluation. At the time of preparing this report, results of this assessment were outstanding. As such, the Internal Auditor could not establish a final opinion on this matter.

6. Audit Objective: Review the rates refund process and establish whether a sample of rates and charges refund transactions are supported by appropriate documentation.

Comments

The position is that where a ratepayer has overpaid money into their rates and charges account, they can be allowed to apply for a refund. The council policy is that all rates refund must be supported with a written request from the ratepayer explaining the reason for the request.

The Internal Auditor's enquires indicated that a refund transaction can arise in a number of scenarios. For an example, a ratepayer might make a duplicate payment. This can arise where the ratepayer's agent remits money for rates and charges while the ratepayer themselves also makes a second payment for the same. A ratepayer might be under the impression that their regular stop order did not operate only to realise after making a payment that the stop order might have in fact operated.

The Internal Auditor extracted transactions from the accounts payable Masterfile showing payments with the description "Rates refund" processed during the period 1 July 2017 to 30 May 2018. This data extraction returned a total of 48 transactions with a cumulative total of \$79,967.96. A sample of 20 refund transactions with a minimum individual transaction amount greater than \$1000 was selected from this data extraction. This audit test sample of 20 transactions has a cumulative refund total amount of \$62,533.87. The Internal Auditor sighted evidence of a written request for refund for each of the 20 transactions in the audit test sample. The Internal Auditor also established that there were corresponding original

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/42

receipts for the refund transactions by verifying the receipt details highlighted in the refund request.

No adverse information came to the attention of the Internal Auditor regarding the risk management framework around the processing of rates refunds. The labelling of relevant records in the Council records system shows an elaborate audit trail which is user friendly and transparent.

7. Audit Objective: Establish that sewer discharge factors applied to a sample of transactions are duly supported with relevant source documents.

Comments

The *Local Government Act 1993* (NSW) and the *Local Government General Regulations 2005* (NSW) highlights the legislative provisions governing liquid trade waste.¹ Enquiries with the Council Technical Services division staff responsible for setting the Council's trade waste and sewer discharge factors indicated that the Council carries out a comprehensive review of the sewer and trade waste discharge factors in place once every 5 years. That at the time of audit (July 2018) the next review was overdue. That the legislative framework for setting sewer discharge factors was under review and as such, Council was awaiting promulgation of updated guidelines before embarking on a review of the Council discharge factors. The discharge factors applicable as at the time of audit are specified in the *Council Policy - Sewerage and Trade Waste Discharge Factor Policy*.

Sewerage and Liquid Trade Waste Discharge factors

Sewer Discharge factors

Customers are charged for the use of the sewerage reticulation system based on a standard measure of the level of usage. Sewer discharge factors and related \$/KL charges are based on an estimate of the volume of effluent discharged to the reticulation system by a customer². The estimation of a customer's water usage is generally based on the amount of water used by a customer determined on the basis of a Council water meter erected on the premises. The discharge can be liquid trade waste, domestic sewerage and in some cases first flush stormwater from open areas. The discharge factor is the ratio of the estimated volume discharged into the sewerage system to the total water consumption.

Liquid Trade Waste Discharge factors

Liquid Trade Waste usage charges apply to all properties who discharge liquid trade waste to the sewerage system. This is in addition to the sewerage usage charge. The charge is based on an estimate of the volume of trade waste discharged into the sewerage system per period of time. The estimate is generally based on water usage but can also be influenced by other factors.

The Council Policy - *Sewerage and Trade Waste Discharge Factor Policy* specifies the factors generally applicable to each category of users. The user categories are based on industry

¹ NSW Government Department of Water, *Liquid Trade Waste Regulation Guidelines* (2009).

² Independent Pricing And Regulatory Tribunal (NSW), *Discharge factors for non-residential customers Water – Final Report*. (2014) https://www.ipart.nsw.gov.au/files/sharedassets/website/trimholdingbay/final_report_-_water_-_discharge_factors_for_non-residential_customers_-_december_2014.pdf

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/42

sectors. However, where a user considers that their usage is not generally in line with the standard amounts set by Council, they can formally apply for a variation of the factor applicable to their situation. The Council considers such applications and justification usually requires a technical assessment of the customer's representation by Council's Engineering staff who seek to either confirm or rebut the claim. It is on the basis of this aspect of the *Council Policy - Sewerage and Trade Waste Discharge Factor Policy* that the Internal Auditor expected that any discharge factors which are inconsistent with what is provided in the policy should be duly supported with relevant documentation showing the justification for the variation.

Data Analytics Audit Test not completed

As noted below, the Internal Auditor could not effectively complete an automated test of the discharge factors data. The ideal scenario would have been to automatically model the discharge factors data and isolate transactions which indicate an inconsistency between the discharge factors specified in the policy for an industry sector and what is actually recorded against each assessment in the computer system.

Alternative Audit test

The alternative audit enquiry carried out was that, the Internal Auditor exercised judgement in selecting assessments for 3 user groups. The *car detailing* industry sector discharge factors specified in the *Sewerage and Trade Waste Discharge Factor Policy* are 95 for sewerage discharge (SDF) and 90 for trade waste discharge (TWDF). The Council Policy stipulates a SDF of 95 and a TWDF of 90 for butcheries. In respect of abattoirs the SDF is 100 and TWDF is 90. The alternative audit test sample size was limited due to the fact that a substantial amount of audit time had already been expended on attempts to mine data automatically which did not produce suitable results.

The Internal Auditor searched the internet to identify businesses operating in Dubbo for each of the 3 industry sectors identified above. An audit test sample of 13 assessments was selected from the search results based on the Internal Auditor's judgement. The 13 assessments related to 1 abattoir, 8 car detailing facilities and 4 butchery business locations.

A letter was sent out at the time of audit in respect of assessment number 1086793 on which a Trade Waste Discharge factor was omitted. The remainder of the assessments in the audit test sample were reviewed by the Technical Services official who advised that the factors in place were appropriate. The Internal Auditor noted that the Technical Services Division was contemplating a data clean up exercise which is aimed at verifying discharge factors data.

Observations

The Internal Auditor's enquiries with Technical Services staff indicated that there are scenarios where sewerage and liquid trade waste discharge factors are set based on the Technical Services staff judgement. The position is that the Council policy specifies the discharge factors applicable to each category of users. That where a user considers the standard charges to not reflect their actual usage estimates, the user can formally apply for a variation of discharge factors using a standard application form available at *Appendix 3* of the *Council Policy - Sewerage and Trade Waste Discharge Factor Policy*.

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/42

Limitation of Scope

The Internal Auditor could not decode the Council's computer system database structure to facilitate the extraction or interrogation of data files regarding sewer discharge factors. An assessment of the processes around trade waste and sewerage discharge factors indicated that the risk areas of audit interest are as follows. Accuracy of the discharge factors recorded and applied to transactions. The risk events include the following scenarios. Incorrect and/or incomplete data entry. Incorrect determination of a discharge factor applicable to a particular assessment.

The Internal Auditor's data analytics testing sought to identify transactions where assessments which are likely to be subject to a sewerage discharge factor or a trade waste discharge factor did not have such a factor recorded against the property. The Intention was to then further analyse this data with a view to make enquiries which could support an opinion regarding the integrity of the data sets.

The configuration of the system is that the sewerage and trade waste discharge factors are reflected in a few different screens of the system. For an example, the sewerage and liquid trade waste discharge factors are shown on a screen reference number "i_wb011" which is linked to the system file reference name *auwbmetm*; and file reference *auwbchgh* and other system files/tables. However, the Internal Auditor could not access a system data dictionary which explains how this table processes the information and how the table links up with other tables in the system. As a result, the Internal Auditor could not model a test to evaluate the rating categories and rating classes in relation to sewerage and trade waste discharge factors assign to different properties.

Recommendation

The Internal Auditor notes that there is a major review of Council discharge factors and related policy framework which is foreshadowed to occur soon after the release of updated legislative guidelines. This major review is therefore expected to resolve any data integrity issues.

It is recommended that the Chief Executive Officer and the Audit & Risk Management Committee approve that a further internal audit assessment be carried out to give assurance on outcomes of the foreshadowed management review of discharge factors.

SUMMARY

No adverse information regarding the reconciliation statements for rates revenue came to the attention of the Internal Auditor.

Rates exemptions (pension rebates) in the audit test sample were supported with appropriate documentation.

The Internal Auditor could not establish that all the owners of the properties in the audit test sample for non-rateable assessments are eligible for exemption under the relevant legislation. A list of assessments queried by the Internal Auditor was submitted to the Revenue Team for further investigation. At the time of preparing this report no feedback had been provided due to staffing limitations.

**AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018**

AUD18/42

No transactions where the land value is exceeded by the amount of rates owing to Council came to the attention of the Internal Auditor. No material weakness with the rates and charges debt recovery process came to the attention of the Internal Auditor.

No adverse information regarding the rating categories nor rating classifications came to the attention of the Internal Auditor in respect of 33 of the 34 items in the audit test sample. The classification and categorisation of one rural residential lot in the audit test sample was referred to the Revenue Team for further evaluation.

A sample of 34 assessments on which a change of use was approved, was reviewed with a view to establish whether any change to the trade waste or sewer discharge factors was effected where required. The Internal Auditor queried 27 assessments categorised as business but the trade waste and sewerage discharge factors on these assessments are for residential land. This list of assessments was referred to the Revenue Team for further evaluation. At the time of preparing this report, results of this assessment by the Revenue Team were outstanding. As such, the Internal Auditor could not establish a final opinion on this matter.

No adverse information came to the attention of the Internal Auditor regarding the risk management framework around the processing of rates refunds. The labelling of relevant records in the Council records system shows an elaborate audit trail which is user friendly and transparent. Refund transactions in the audit test sample were all duly supported with appropriate documentation.

The Internal Auditor notes that there is a major review of Council discharge factors and related policy framework which is foreshadowed to occur soon after the release of updated legislative guidelines. This major review is therefore expected to resolve any data integrity issues. It is recommended that the Chief Executive Officer and the Audit & Risk Management Committee approve that a further internal audit assessment be carried out to give assurance on outcomes of the foreshadowed management review of discharge factors.

Appendices:

[1](#) Internal Audit Review Plan - Rates and Charges

SUBJECT: Internal Audit Review Plan - Rates And Charges Process

TO: The Chief Executive Officer & The Audit And Risk Management Committee

FROM: Internal Auditor

DATE: 23 April 2018

FILE:

Background

Rates

The rates revenue is determined based on property valuations and classification of properties. Land values used by the Council to set rates are supplied by the Valuer General. New land values are generally supplied every 3 years. Fluctuations in land values do not necessarily lead to similar changes in rates. Rates depend on each council's rating structure and the limits to increases set by the Independent Pricing and Regulatory Tribunal (IPART). Section 497 of the Local Government Act 1993 identifies that Councils can calculate rates in one of three ways:

- a combination of the land value of the property and a fixed amount per property
- entirely on the land value of the property
- entirely on the land value but subject to a minimum amount.

Dubbo Regional Council levies ad valorem rates (which may be subject to a minimum amount) or a base amount to which an ad valorem amount is added. The accuracy of rates income is therefore generally related to the land values used to determine the amounts receivable. Where land values are adjusted by the Valuer General between the triennial valuation intervals, the Valuer General will indicate whether the adjustment in value requires a re-calculation of rates payable. Dubbo Regional Council does not re-calculate rates payable on a quarterly basis other than as directed by the Valuer General.

The Council classifies properties based on various criteria. The Local Government Act 1993 (NSW) and relevant Council policies and procedures provides guidance on eligibility for rate rebates, concessions and exemptions. The schedule of land values as determined by the Valuer General is reconciled with the Council schedule of rates on a regular basis. The External Auditor is required to carry out an audit of this reconciliation statement on an annual basis. In view of the fact that the External Auditor carries out a review of the reconciliation statement between the Valuer General's schedule of land values and the Council rates schedule, the Internal Auditor is not proposing to carry out a detailed assessment of this reconciliation process.

The Internal Auditor is also not proposing to review the pension rebate transactions because the Council pension rebates are subject to a specific audit by the External Auditor as a part of the process for claiming a portion of the rebate from the Office of Local Government. In addition, the Internal Auditor was advised that the Centrelink also carries out an audit of the pensioners' documentation to ensure that pensioners accessing the rebate have signed off

appropriate documents to allow Council to maintain and access the pensioner's private information. The Council also validates all pension rebate information against the Centrelink database on a quarterly basis, to ensure that all claimants are eligible for the rebate. The key risks with the pension rebate transactions are: non-compliance with privacy regulations regarding pensioners' personal information maintained and accessed by Council; and accuracy of the rebate amounts granted to eligible pensioners. At the time of preparing this review plan, the Internal Auditor was advised that the Council had passed a resolution to introduce a voluntary rebate. Future internal audit reviews will seek to assess the risk management framework around the processing of this voluntary rebate. To the extent that the voluntary rebate is implemented during the current internal audit review, the Internal Auditor will provide appropriate input to management as required. The key risks with the processing of the voluntary rebate include non-compliance with eligibility criteria and inaccurate rebate calculations.

The Internal Auditor was advised that the documentation for some of the non-rateable properties might not be in place. Some properties were accorded non-rateable status many years ago and would normally be known to be eligible. For an example, churches and places of worship are generally known to staff responsible for assessing rating information. A rate payer is accorded non-rateable status based on a legislative provision and where the conditions required for such status to be maintained are no longer applicable, it may be necessary to revoke the exemption from paying rates. The risk of a ratepayer retaining non-rateable status when in fact they might have lost the privilege will be considered during this review.

The amalgamation of the former Wellington Shire Council and the former Dubbo City Council to form Dubbo Regional Council is a key risk factor when considering the rates and charges processing framework. The quality of data used to calculate rates and charges due is directly related to the data on which the calculations are based. Therefore, an assessment of the quality of data and integrity of such data is a critical factor. This review therefore focuses on data integrity evaluations and some aspects of the processes around the processing of such information.

As at the time of audit, Council's key rating statistics are shown in the tables below. Total land valuations are \$3,271,763,326 with the total land valuations for Non Rateable properties being \$92,645,892 (2.83% of total land valuations). The dollar value of Ordinary Rate income not levied due to properties being Non Rateable is not established as the rating category and sub-category that would apply, should the property not be exempt from rating, has not been determined and cannot be recorded within the Authority computer system rating module. The table below shows a summary of the rates income by category for the financial year ended 2017.

2017/2018 Permissible Income Work papers - Schedule 1

Ordinary Rate Category	No. of Categories			No. of Assessments			No. of Minimum		
	Dubbo	Wellington	Total	Dubbo	Wellington	Total	Dubbo	Wellington	Total
Farmland	1	1	2	658	1053	1711	7	0	7
Residential	5	3	8	15982	3181	19163	2906	0	2906
Mining	0	1	1	0	0	0	0	0	0
Business	5	2	7	1461	294	1755	172	0	172
	11	7	18	18101	4528	22629	3085	0	3085

Land Value 27/06/2017			2016/2017 Notional Income		
Dubbo	Wellington	Total	Dubbo	Wellington	Total
283,089,000	451,759,090	734,848,090	1,965,261	3,668,981	5,634,242
1,904,489,939	136,986,140	2,041,476,079	16,674,424	2,192,011	18,866,435
-	8,030	8,030	-	1,775	1,775
391,226,695	14,496,540	405,723,235	8,158,345	6,210,403	14,368,748
2,578,805,634	603,249,800	3,182,055,434	26,798,030	12,073,170	38,871,200

Total Assessments and Land Values as at 27 June 2017					
	Assessments	Land Valuation	Base Date	No. Non Rateable	NR Land Value
Dubbo	18650	2,655,448,756	1/07/2014	548	79,581,122
Wellington	4803	616,314,570	1/07/2013	280	13,064,770
Total	23453	3,271,763,326		828	92,645,892

The position is that where there is a significant change in the amount payable by a ratepayer on a particular assessment it is likely that the ratepayer will query the transaction. Therefore, any incorrectly processed land values which result in an unexpected increase in rates payable are likely to be detected through rate payer queries. An understatement of a ratepayer's land value will be detected through the process of reconciling the Valuer General's land values with the land values used to calculate rates payable. The triennial valuations are updated through an electronic interface between the VG database and the Council rates database. In view of the risk management framework around this aspect, the Internal Auditor formed a view that the risk of an incorrect land valuation data entry to the Council rates system going undetected is negligible.

Charges

The Council levies various charges for services offered. The charges are based on a revenue structure approved by the Council on an annual basis. The Local Government Act (NSW) 1993 stipulates various conditions regarding various charges. The process for setting and collection of charges is very broad. Charges applicable are depended on fixed data variables set at intervals, class of service and type of premises among other factors. The integrity of the process is correlated with the integrity of data used to determine the charges per individual or class of customers. In preparing this review plan, the Internal Auditor has consulted the Manager Financial Operations, the Revenue Accountant and staff involved with the Rates and Charges process to form a view about the areas where internal audit assurance is likely to add the most value.

This review will focus on the accuracy of discharge factors applied to a sample of business related charges. The sewer charges payable by businesses is based on the product of water consumption and a factor which is determined by the Council engineers. The Internal Auditor was advised that the Engineering Division carries out an audit of all assessments triennially to ensure that discharge factors in place are correct. Where an incorrect factor is erroneously entered in the system subsequent charges calculated based on this factor will be incorrect. In addition, where the use of a property is incorrectly coded, it means that the applicable charges will also be based on an incorrect rate.

The Council issues one bill per customer which includes both rates and charges. This review does not include an assessment of the receivables process because it was covered in a separate audit carried out under the current internal audit programme. Rates and charges income is collected through a number of channels.

- Cash and EFT payments over the counter at the Council offices.
- Internet transfers through the council website.
- Direct debit payments.
- BPAY
- Australia Post

General Observation

Where this audit identifies an incorrect rate classification, the transaction cannot be corrected until 2021 due to the rates freeze in place due to amalgamation.

Risk considerations

The key risk considerations in respect of the rates and charges process include the following:

1. Completeness of revenue receipts. Ensuring that all revenue receipts which should be accounted for are properly accounted for. Rates and charges collected depend on a number of factors including but not limited to the following:
 - a. Some properties are exempted from paying rates for various reasons. Incorrectly categorising a property impacts on completeness of revenue receipts.
 - b. The incorrect classification of a property zone or current use can impact on the amount of rates and charges payable.
2. Accuracy of revenue receipts. Ensuring that transactions occur at the correct amount. The amount of rates payable depend on various factors. For an example, property values used to determine the amount of rates payable should match the amounts in the Valuer General's schedule. Rates applied should be consistent with the classification and dominant use of the land.
3. The large volume of rates and charges transactions means that data integrity is an elevated risk.

Audit Objectives

1. Review a sample of transactions reconciliation statements (including BPAY, Australia Post and other electronic payments transactions).
2. Review a sample of the list of transactions exempted from rates and establish whether there is sufficient and appropriate evidence to justify the exemption.
3. Review a sample of rates overdue transactions and establish whether there are any transactions on which the amount owing exceeds the land value.

4. Review a sample of transactions on which a change of use has been approved and establish whether the rating status of such transactions was also changed.
5. Review a sample of transactions on which a change of use has been approved and establish that the relevant charges factors were adjusted to reflect the new status.
6. Review the rates refund process and establish whether a sample of rates and charges refund transactions are supported by appropriate documentation.
7. Establish that sewer discharge factors applied to a sample of transactions are duly supported with relevant source documents.

Review Scope and Methodology

- The sample sizes for each of the audit findings and comments are shown against each of the items in the detailed report.
- Interviewed the Manager Financial Operations, the Revenue Accountant and staff involved with the processing of rates and charges. Also consulted with Technical Services Division staff involved with the determination of sewerage and trade waste discharge factors.
- Reviewed relevant provisions under the Local Government Act 1993 to gain an understanding about the key legislative requirements.
- Reviewed the 2013 Liquid Trade Waste Discharge Factor Regulations; Liquid Trade Waste Guidelines (2009).
- Reviewed Council Policies including the following:
 - Council Policy - Sewage and Trade Waste Discharge Factor Policy
 - Council Policy - Liquid Trade Waste Policy - Draft 2
- Reviewed revenue receipt transactions reconciliation statements involving BPAY and Australia Post.
- Extracted a sample of transactions relating to change of use transactions from the Council records system and reviewed the rating status of related assessments in the rates and charges system module.
- Identified classes of transactions which may require to be evaluated closely to establish whether they are correctly categorised for rating purposes. For an example, State corporations and other Crown owned land which may be leased; land owned by exempt organisations which may have other rateable uses – for an example, evidence of commercial use of a portion of land owned by an exempt entity.
- Analysed the computer system data variables for sewerage and trade waste discharge factors
- Identified a sample of transactions on which sewerage and trade waste discharge factors are applicable and reviewed whether the assessment records reflect the correct discharge factors.
- Reviewed a list of overdue rates and related land values.
- Reviewed a sample of rates and charges refund transactions.

Shephard Shambira
Internal Auditor

55

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/43



**REPORT: ARMC Action List - Internal
Audit Review Follow up Report -
Wellington Caves - Cash Receipting
Process**

AUTHOR: Internal Auditor
REPORT DATE: 5 December 2018
TRIM REFERENCE: ID18/1824

EXECUTIVE SUMMARY

The Audit and Risk Management Committee (ARMC) Action List includes a task which was requested following an internal audit review of Council receipting procedures at remote sites. The Action List item is shown below.

Cash Receipting Process – Wellington Caves

That the Internal Auditor be requested to further review cash receipting at the Wellington Caves Operations for further advice to the Chief Executive Officer and Committee members.

A new software system has been implemented to replace an outdated software system and this has improved the quality of reports and accountability framework. The Wellington Caves Complex still operates with 2 separate software systems to support the accommodation business bookings and to process admissions transactions and kiosk sales. There is a further opportunity to strengthen the risk management framework by ensuring that the daily revenue summaries submitted to the Financial Services Branch of Council are duly certified and always supported with additional documentation where there are refund transactions.

ORGANISATIONAL VALUES

Customer Focused: The strategic objective of the Council's internal audit function is to provide a consultancy service to management which focuses on providing insight on key risk issues and generating effective solutions to enhance the risk management framework. Enriched risk management processes improve efficiency and effectiveness in the attainment of service delivery promises to the Council's customers.

Integrity: A robust internal audit function supports the integrity of Council within the community.

One Team: The internal audit function supports cohesion and cooperation to minimise risk and improve the delivery of services to the community.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/43

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the information contained in the report of the Internal Auditor dated 5 December 2018 be noted.

Shephard Shambira
Internal Auditor

BACKGROUND

The Audit and Risk Management Committee (ARMC) Action List includes a task which was requested following an internal audit review of Council receipting procedures at remote sites. The Action List item is shown below.

Cash Receipting Process – Wellington Caves

That the Internal Auditor be requested to further review cash receipting at the Wellington Caves Operations for further advice to the Chief Executive Officer and Committee members.

REPORT

Generic Key Risk Considerations on Cash receipting Process

The key risk considerations in respect of cash receipting include the following:

1. Completeness of revenue receipts. How do you know that all income which must be receipted has been receipted?
2. Accuracy of amounts receipted. Is the revenue amount receipted correct?
3. Completeness of banking. Are all revenue receipts being banked intact?
4. Timing of banking. Are revenue receipts being banked on time?
5. Physical security of cash assets. Are the storage facilities and procedures adequate? Work Health Safety considerations in respect of cash in transit.

Key risk issues raised in the previous internal audit review report

1. Opportunities for improvement were identified in respect of controls to ensure completeness of revenue receipts.
 - The main observations were that the completeness of banking was a risk area which required further strengthening.
 - It was noted that providing additional supporting information/documentation and certification of daily revenue summaries would mitigate risks associated with accountability over refunds, cancelled receipts and compliance with the Council policy which disallows "cash out" transactions.

Brief Discussion of Revenue Accounting Procedure

Daily Revenue summaries

The position is that the receipting site prepares a daily revenue receipts summary which is submitted to the Revenue Officer for processing and reconciliation with the corresponding bank statement transactions.

The revenue summary report submitted to the Financial Services Branch of Council should be supported with appropriate documentation and properly reconcile with the primary receipting system balances. The following documentation and certification is necessary to support the revenue reported to the Financial Services Branch of Council.

- A daily revenue receipts summary for each of the receipting points.
- Duly certified documentation supporting any refunds and cancelled receipts
- Supporting Electronic Point of Sale (EFTPOS) transactions settlement summary

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/43

The Control Systems Features

- ✓ The sequence of receipt numbers on the daily revenue summaries should be fully accounted for, from one reporting period to the next. Where the sequence of receipts is broken or not fully accounted for, it indicates a *prima facie* case of missing revenue receipts.
- ✓ The revenue totals on the daily summary report produced from the primary reporting system should match the corresponding amount banked and reported to the Financial Services Branch of Council.
- ✓ The revenue receipt totals reported on the EFTPOS Settlement summaries should match with corresponding amounts reported on the daily revenue summary submitted to the Financial Services Branch of Council.
- ✓ Where there has been refund transactions processed, or a “cash out” transaction, appropriate documentation should be in place to show the nature of the transaction and a basis for the decisions taken.
- ✓ The sequence of serial numbers on the EFTPOS Settlement reports should be maintained and fully accounted for, from one reporting period to the next. This sequence can either be represented by a unique Settlement Report reference number and/or continuity of reporting times.

Follow up action taken

The Internal Auditor carried out enquires with the Revenue Accounting Team to establish whether the nature of revenue summaries which have been submitted to the Financial Services Branch of Council have been consistent and duly supported with appropriate documentation and certification. The Internal Auditor also carried out enquiries with the Wellington Caves Coordinator and reviewed Council records folder reference number FILE18/1616. The Council records file reference number FILE18/1616 is a repository of all revenue summaries filed with the Financial Services Branch of Council on a daily basis by all receipting sites. Revenue summaries and related supporting documents are filed in date order, according to the receipting site which originated the transaction.

Observations and Findings

1. The Council has now implemented a new receipting system to replace an outdated version of MYOB which was previously in use at the Wellington Caves. This new software system called *BEPOZ*, has improved the quality of reports and audit trail of transactions processed.
2. The Council operates 2 separate types of business at the Wellington Caves Complex. An accommodation service, and the Wellington Caves Complex. Revenue receipts are processed using the *BEPOZ* system even if they relate to the accommodation business. The accommodation bookings are processed using a separate software system called *NewBook*. The daily revenue takings from both businesses are currently reported to the Financial Services Branch of Council in a single report.
3. The *BEPOZ* software system is integrated with the EFTPOS terminal at the Caves but the accommodation business transactions processed using the *NewBook* software system are

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/43

not integrated with the EFTPOS terminal. Integrating the point of sale system with the EFTPOS terminal reduces the chances of an error occurring while capturing receipt details.

4. Enquiries with the Financial Services Branch of Council indicated that the Wellington Caves staff had been recently engaged and provided with support aimed at enhancing the quality of information provided to the Financial Services Branch of Council. This process was triggered by the Financial Services Branch of Council's review of daily revenue summaries and related reconciliation to corresponding bank deposits.
5. The Revenue Accounting Team also noted that where a refund transaction is processed, the staff are entering it as a negative entry instead of using the refund option.

Recommendation: Ensure that refund transactions are correctly captured to the system. That the daily revenue summary should also include sufficient documentation and explanations on any negative transactions reported during a processing cycle.

6. The Wellington Caves operation submitted daily revenue summaries to the Financial Services Branch of Council as required during the period financial year to 3 December 2018. The Internal Auditor reviewed a random sample of 10 revenue summaries submitted to the Financial Services Branch of Council for the period August 2018 to November 2018 and noted that the summaries were supported with copies of primary receipting system reports showing transactions being reported on.
7. **Issue 1:** The Internal Auditor noted that while the revenue summaries show details of refund transactions, no additional documentation or explanations or evidence of a review of such transactions by a second person is included with the revenue summary. It was also noted that negative transactions shown on the EFTPOS transactions summaries were not separately explained on the revenue summary report. **Implications:** Incorrect transactions may go undetected.

Recommendation

Ensure that all refund transactions and cancelled receipt transactions reported on daily revenue summaries are supported with appropriate documentation.

8. **Issue 2:** While the revenue summaries show names of 2 officials, the Internal Auditor did not sight evidence that the second official whose names are shown on the revenue summaries actually signed off the revenue summaries to confirm their review and approval of the report details. **Implications:** Incorrect transactions may go undetected.

Recommendation

Ensure that all daily revenue summaries are signed off by a second official to certify that the information reported has been reviewed and verified as required. The reviewer may be required to confirm that their approval confirms that they verified the sequence of receipts from the previous day to the current report. That they have verified the day's totals reported including reviewing refunds, cancellations and transactions showing negative amounts.

**AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018**

AUD18/43

SUMMARY

A new software system was implemented with effect from August 2018. The new software system is integrated with the EFTPOS system in respect of all transactions except for the accommodation transactions. This integration improves the quality of processing and eliminates chances of human error. The revenue summaries show that there were refund transactions processed during the period under review. While it is a normal part of the business to allow for refunds to be processed, it is important to support any refund transactions with sufficient documentation to ensure that no incorrect transactions go undetected. The certification of daily revenue summaries by an independent person should be evidenced by that second official's signature on the report submitted to the Financial Services Branch of Council. In addition, the daily revenue summary should clearly show a checklist which explains what the second official's certification implies.

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/44



**REPORT: ARMC Action List as at
December 2018**

AUTHOR: Executive Manager Governance and
Internal Control
REPORT DATE: 6 December 2018
TRIM REFERENCE: ID18/1833

EXECUTIVE SUMMARY

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

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

ORGANISATIONAL VALUES

Customer Focused: The strategic objective of the Council's internal audit function is to provide a consultancy service to management which focuses on providing insight on key risk issues and generating effective solutions to enhance the risk management framework. Enriched risk management processes improve efficiency and effectiveness in the attainment of service delivery promises to the Council's customers.

Integrity: A robust internal audit function supports the integrity of Council within the community.

One Team: The internal audit function supports cohesion and cooperation to minimise risk and improve the delivery of services to the community.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/44

RECOMMENDATION

1. That the information contained in the report of the Executive Manager Governance and Internal Control dated 6 December 2018 be noted.
2. That all items marked as completed be deleted from the list.

Michael Ferguson

Executive Manager Governance and Internal Control

AUDIT AND RISK MANAGEMENT COMMITTEE
14 DECEMBER 2018

AUD18/44

BACKGROUND

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

REPORT

The detailed ARMC Action List as at December 2018 is attached (**Appendix 1**) to this report.

SUMMARY

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

Appendices:

[1](#) ARMC Action List as at December 2018

REPORT**Audit and Risk Management Committee (ARMC) Action List as at December 2018.****1. Action/Information/Reports requested by the ARMC - REGULAR REPORTS**

Action item reference number and date initiated	Nature of outstanding action/information/report	Responsibility	Target Completion Date	Comment/Status report as at December 2018
<i>Action item 2014-317/10/14</i>	That the Chief Executive Officer be requested liaise with the Chairman Audit and Risk Management Committee in respect of dates for meetings of the Committee in March/ June/ August/ October 2019.	Chief Executive Officer/ ARMC Chairperson	Correspondence close off To be advised by March 2018.	
<i>Action item 2014-056/6/14</i>	That the Institute of Internal Auditors of Australia Audit Committee members training course be offered to all members of the BOD Alliance Audit and Risk Management Committees.	Chief Executive Officer	Ongoing	Internal Auditor attended the Local Government Internal Audit Conference in November 2017. Future opportunities will be identified and advised to members.

Action item reference number and date initiated	Nature of outstanding action/information/report	Responsibility	Target Completion Date	Comment/Status report as at December 2018
<i>Action item 2016-513/12/16</i>	<ol style="list-style-type: none"> 1. That the committee amend the standing Agenda template for the ARMC to align with the list of key results areas identified in the new legislation. 2. That in addition to an Internal Audit programme, a regular management reporting timetable is established which ensures that the Committee considers information as necessary to accomplish its objectives as stated in the proposed section 428A of the amended legislation with no action to be taken until section 428(A) comes into effect. 	ARMC Chair	On-going	<p>Pending assent to new legislation. Key result areas for the ARMC are listed below for the Committee’s reference. Related agenda items and expected delivery dates are also listed below. A status report is shown against each agenda item.</p>

Action item reference number and date initiated	Nature of outstanding action/information/report	Responsibility	Target Completion Date	Comment/Status report as at December 2018
ARMC Purpose (As stated in the ARMC Charter)				
<p><i>The proposed changes to legislation note that the Audit and Risk Management Committee (ARMC) will be called the Audit, Risk and Improvement Committee (ARIC). That the ARMC is an independent advisory Committee assisting the Council to fulfil its risk management, governance, process improvement and oversight responsibilities. The primary duties and responsibilities of the ARMC are to assist the Council to discharge its responsibilities relating to:</i></p> <ol style="list-style-type: none"> <i>1.1. Financial reporting process</i> <i>1.2. Business ethics, policies and practices</i> <i>1.3. Management and internal controls</i> <i>1.4. Monitoring the integrity of the Council's financial reporting practices and finance and accounting compliance</i> <i>1.5. Reviewing internal controls, key corporate risks and all audit related matters</i> <i>1.6. Encouraging continuous improvement of Council's systems and practices</i> <i>1.7. Service reviews</i> <i>1.8. Adoption of the Internal Audit Plan</i> <i>1.9. The Council's process for monitoring compliance with policies, laws and regulations and the Council code of conduct.</i> <p>The Committee will achieve the above purpose by reviewing regular reports from internal audit and external auditors. In addition, the Committee will also consider various reports and presentations from management as stated below.</p>				
1) Compliance		Executive Manager	• ARMC Meeting -	• No major non-

Action item reference number and date initiated	Nature of outstanding action/information/report	Responsibility	Target Completion Date	Comment/Status report as at December 2018
	<ul style="list-style-type: none"> ▪ Submit an annual management report to the Committee which gives assurance that the Council framework for compliance with major legislative requirements is in place and operating effectively. ▪ For an example, a management report that all items listed on the Office of Local Government Calendar of Compliance were resolved as appropriate. ▪ A bi-annual exceptions report on any areas of major non-compliance with legislation or policy requirements binding the Council. 	Governance and Internal Control	September Annually <ul style="list-style-type: none"> • ARMC Meeting – March annually 	compliance with legislation or policy identified. Formal reporting format under development to be presented in March 2019.
2) Risk management,	<ul style="list-style-type: none"> ▪ Corporate risks register. This can be a standing item on the agenda for all meetings. Highlight key changes as and when there are significant changes to the corporate risks. ▪ Presentations by divisional directors on key risks and related risk mitigation strategies for their divisions. The presentations can be spread throughout the year such that only one director will make a presentation at each meeting. ▪ Ad hoc management reports on risk management framework for selected processes based on feedback from the Committee arising from consideration of other information provided to the Committee. 	Executive Manager Governance and Internal Control	<ul style="list-style-type: none"> • Corporate risk register to be presented to all ARMC meetings including highlights of any changes to corporate risks. • One annual presentation from each Divisional Director highlighting key risks and risk management framework. 	Council has engaged Jardine Consulting Services to facilitate the review of its risk registers. All risk registers have been reviewed effective November 2018 with results to be entered into Enterprise Risk management System. Results will be reports to March 2019

Action item reference number and date initiated	Nature of outstanding action/information/report	Responsibility	Target Completion Date	Comment/Status report as at December 2018
3) Fraud control, <ul style="list-style-type: none"> ▪ Annual review of the fraud management policy ▪ Bi-annual review of management feedback on fraud risk management framework. ▪ Management feedback should highlight any significant incidences. ▪ Major changes in risk profile 		Chief Financial Officer/ Executive Manager Governance and Internal Control	<ul style="list-style-type: none"> • ARMC Meeting – June annually • ARMC Meeting – November annually 	Council’s Internal Ombudsman has commenced drafting the Fraud Management Policy based on the model Fraud Management Policy provided by the Audit Office. This will be completed following recruitment of the Internal Auditor position and Risk Advisor.
4) Financial management, <ul style="list-style-type: none"> ▪ Consider quarterly budget review reports ▪ Consider quarterly investment reports 		Chief Financial Officer	Quarterly at each ARMC meeting	Meeting schedules to be redefined as new legislation is enacted.
5) Governance, <ul style="list-style-type: none"> ▪ Review relevant risk registers and consider risk mitigation strategies in place 		Executive Manager Governance and Internal Control	<ul style="list-style-type: none"> • Once every 3 years • Ad hoc as the governance framework changes. 	Council has engaged Jardine Consulting Services to facilitate the review of its risk registers. All risk registers have been reviewed effective November 2018 with results to be entered into

Action item reference number and date initiated	Nature of outstanding action/information/report	Responsibility	Target Completion Date	Comment/Status report as at December 2018
				Enterprise Risk management System. Results will be reports to March 2019
6) Implementation of strategic plan, ▪ Quarterly reporting on performance management and key performance indicators.		Chief Financial Officer	• Quarterly	Meeting schedules to be redefined as new legislation is enacted
7) Delivery program and strategies, ▪ Quarterly reporting on performance management and key performance indicators.		Director Planning and Environment	• Bi-annually	A new Delivery Program commenced 1 July 2018 for Dubbo Regional Council as per the proclamation.
8) Service reviews, ▪ Ad hoc reports on service delivery reviews and related risk mitigation or performance improvement strategies		Transformation Leader	• Ad hoc	Through the creation of the Executive Services team and recruitment of the Internal Ombudsman, a program for service delivery reviews is currently under development.
9) Collection of performance measurement data by the council, ▪ Consider performance measurement reports on a bi-annual basis and recommend opportunities for improvement to the framework where necessary.		Chief Financial Officer	• Half yearly – March and September	Meeting schedules to be redefined as new legislation is enacted.

Action item reference number and date initiated	Nature of outstanding action/information/report	Responsibility	Target Completion Date	Comment/Status report as at December 2018
10) Any other matters prescribed by the regulations.		Ad hoc	On-going	

2. Action/Information/Reports requested by the ARMC - FIXED COMPLETION DATE				
Action item reference number and date initiated	Nature of outstanding action/information/report	Responsibility	Target Completion Date	Comment/Status report as at December 2018
<i>Action item 2013-52 2/03/13</i>	<p>1. That a quarterly report on Council Payments and Contract Variations be provided to subsequent meetings of the Audit and Risk Management Committee</p> <p>2. With effect from 1/9/2017. That future reports to the Committee in respect of contracts where the original contract value has been</p>	Chief Financial Officer	Quarterly	For the 2018 financial year to 27 August 2018 there were 15 contracts that have been finalised. There were 14 contracts where the original contract value was exceeded.

2. Action/Information/Reports requested by the ARMC - FIXED COMPLETION DATE				
Action item reference number and date initiated	Nature of outstanding action/information/report	Responsibility	Target Completion Date	Comment/Status report as at December 2018
	exceeded contain advice as to whether the necessary variation payment process has been followed.			
<i>Action Item 2014-1 17/03/14</i>	<p>1. That a status report on The progress of implementation of recommendations of the ICAC's Operation Jarek be submitted to the next meeting of the Audit and Risk Management Committee.</p> <p>2. That recommendations marked as completed be deleted from future reports and a narrative provided for only those items being updated.</p> <p>3. Resolved on 13/12/16, that Action Items</p>	Chief Financial Officer	On-going	<p>Actions still outstanding that will be reviewed by Corporate Procurement when the team is fully staffed.</p> <p>1. That Council develop a proactive and comprehensive supplier engagement framework.</p> <p>2. That Council review which reports are available to the managers of stores and ensure they can generate a report</p>

2. Action/Information/Reports requested by the ARMC - FIXED COMPLETION DATE				
Action item reference number and date initiated	Nature of outstanding action/information/report	Responsibility	Target Completion Date	Comment/Status report as at December 2018
	3,4,5,6,12 13 and 14 as contained in the report, have been completed and can be removed from future reports.			<p>showing the orders placed by any individual across all cost centres.</p> <p>Action to date: <i>Report has been created</i></p> <p>3. That Council analyse inventory management systems with a view to improving controls and reducing waste.</p> <p>Action to date: <i>Overview of stores is completed and actions have commenced</i></p>
Action Item 2014-6 17/10/14	<p>Council payments and contracts variations:</p> <p>1. That future reports with regard to Council payments and contract variations include a breakup by Division of:</p> <p>Number of creditors paid \$150,000 or more for</p>	Chief Financial Officer	Quarterly	There was 7 supplier paid a total of over \$150,000 for materials and services in the 2018 financial year to date that had no contract in place.

2. Action/Information/Reports requested by the ARMC - FIXED COMPLETION DATE				
Action item reference number and date initiated	Nature of outstanding action/information/report	Responsibility	Target Completion Date	Comment/Status report as at December 2018
	materials. Number of contracts where original contact value was exceeded. 2. That a further report be presented to the Audit and Risk Management Committee including outcomes to address those creditors identified as exceeding \$150,000 in a financial year			
<i>Action item 2017-021/06/17</i>	Risk registers That the Chief Executive Officer be requested to prepare a report to the March 2018 meeting of the Audit, Risk and Improvements Committee regarding the updated organisation risk registers.	Executive Manager Governance and Internal Control	March 2018	Council has engaged Jardine Consulting Services to facilitate the review of its risk registers. All risk registers have been reviewed effective November 2018 with results to be entered into Enterprise Risk management System. Results will be reports to March 2019

2. Action/Information/Reports requested by the ARMC - FIXED COMPLETION DATE				
Action item reference number and date initiated	Nature of outstanding action/information/report	Responsibility	Target Completion Date	Comment/Status report as at December 2018
<i>Action item 2017-0205/09/17</i>	Internal Audit Programme That the Chief Executive Officer be requested to hold discussions with the Chief Executive Officers of Bathurst Regional and Orange City Council's with a view to increasing the level of resources provided to the internal audit function.	Chief Executive Officer	December 2017	The Chief Executive Officers met in January 2018. A joint presentation from the Chief Executive Officers will be presented pending the outcomes of the External Report of the Internal Audit Quality Assurance Review.
<i>Action item 2017-0405/09/17</i>	Cash Receipting Process – Wellington Caves That the Internal Auditor be requested to further review cash receipting at the Wellington Caves Operations for further advice to the Chief Executive Officer and Committee members.	Internal Auditor/ Manager Visitor Experiences and Services	December 2018	The point of sales system – Bepoz has now been implemented and now operational on site. Testing continues with reports, but full day transactions and banking now takes place through system.
<i>Action item 2018-</i>	Internal Audit review	Chief Financial Officer	December 2019	Information Services

2. Action/Information/Reports requested by the ARMC - FIXED COMPLETION DATE				
Action item reference number and date initiated	Nature of outstanding action/information/report	Responsibility	Target Completion Date	Comment/Status report as at December 2018
0713/03/18	<p>report – Creditors Transactions That a report be presented to the next Audit and Risk Management Committee regarding resolving integration issues between three purchasing platforms.</p>			enquiring from Civica the future development and improvements in Authority 7.0 to Accounts Payable Workflow and investigating possible enhancements to Invoice Approval to be maintained by the same platform as On Line Requests.
Action item 2018-0813/03/18	<p>Audit & Risk Management Committee Charter That the draft Audit and Risk Management Committee Charter as attached to the report of the Executive Manager Governance and Internal Control dated 23 February 2018 be endorsed noting an amendment to the composition to include</p>	Executive Manager Governance and Internal Control	June 2018	Complete

2. Action/Information/Reports requested by the ARMC - FIXED COMPLETION DATE				
Action item reference number and date initiated	Nature of outstanding action/information/report	Responsibility	Target Completion Date	Comment/Status report as at December 2018
	the Mayor as a non-voting member and submitted to Council for consideration.			
<i>Action item 2018-0913/03/18</i>	Wellington Caves – Cash Receipting Process A further review will take place once the new Point of Sale system is installed and operational with the Internal Auditor to report back to the Audit and Risk Management Committee highlighting the improvements achieved.	Internal Auditor/Manager Visitor Experiences and Services	December 2018	Review provided to December meeting of ARMC.

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at May 2018

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at May 2018
s.94 Contributions process review					
<i>Action Item</i> 2011-02 5/4/2011	Some developer contribution plans are overdue for a review. PRIORITY: HIGH	Update developer contributions plans.	December 2014 Original target date: June 2012	Director Planning and Environment	<p>Preliminary report adopted by Council at the September 2015 meeting. Legislation not yet resolved. A further report was tabled to Council in September 2016.</p> <p>Section 94 Plan for Urban Roads and Car parking reviewed however development of the new Plan and capital works schedule delayed pending outcome of the RMS consideration of options for a third bridge over the Macquarie River.</p> <p>Revised Section 94 Plan for Open Space and Recreation Facilities adopted by Council on 22 June 2016 and commenced operation on 1</p>

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at May 2018
					<p>July 2016.</p> <p>Operational Review of Section 64 Policy for Water and Sewer underway. New Policy will not be commenced until 2018/2019.</p> <p>No further progress to date.</p>
Cash Receipting Process					

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at May 2018
<i>Action Item</i> 2017- 0605/9/2017	Wellington Waste Transfer Station Revenue receipts summaries submitted to the Financial Services department not supported with copies of the primary receipting system reports. Incomplete banking may go undetected.	Ensure that revenue receipts summaries are supported with a copy of the relevant primary receipting system revenue reports.	31 October 2017	Manager Business Support – Technical Services	With the appointment of the new Manager he will embark on a project to review Council's policies, systems and procedures at all of Council's facilities in relation to standardise software and cash taking. Timing wise, this project is likely to commence in the later part of this year, probably September 2018 however there may be some processes we can consider in the shorter term to improve until we can embark on the full review.
<i>Action Item</i> 2017- 0705/9/2017	Wellington Caves; Wellington Waste Transfer Station, Whylandra Waste Depot <i>Potential for incorrect refunds</i>	Recommendation Establish a process whereby all refund transactions as per the bank statement are reconciled with relevant supporting	June 2019	Chief Financial Officer	A review is underway. With Wellington Caves being the first site under reviewed. The BEPOZ system has been installed and reports are being created.

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at May 2018
	<p><i>going undetected.</i></p> <p>Comments</p> <ul style="list-style-type: none"> • Council procedures do not allow the processing of cash out transactions at cash receipting sites. • Where a customer payment processed through the EFTPOS system is incorrect it is expected that a refund should be generated as necessary to correct any errors. • Enquiries with 	<p>documents on a regular basis – for all remote receipting sites across Council.</p> <p>Agreed Management Action Plan</p> <p>1. Revenue Officer currently reconciles all refund transactions as per the bank statement with relevant supporting documents on a regular basis for all remote receipting sites across council</p> <p>2. A review of the automatic card validation process to which a refund is</p>			

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at May 2018
	staff who process EFTPOS transactions indicated that refund transactions do not necessarily involve an automatic validation of the details of the card to which a refund is processed. The details of a transaction which may be the subject of a refund are generally based on copies of official receipts.	processed and copies of official receipts details of a refund transaction.			
<i>Action Item</i>	The use of different	Recommendation	31 December 2018	Chief Financial Officer	Review complete, with the

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at May 2018
2017-0805/9/2017	stand-alone software systems for different sites across the council might increase the operational costs associated with user training, IT support and licencing of different software systems.	Evaluate the merits of introducing a standard cash receipting software package for use at stand-alone receipting sites across the whole Council. Agreed Management Action Plan Stakeholder meeting to be held to discuss possible actions and synergies.			implementation of BEPOZ to the Caves and in the Visitors Information Centres now complete. BEPOZ will be recommended to other sites requiring updating of Point of Sales systems. A review of the implementation will be complete after 12 months.
Action Item 2017-0118/12/2017	Wellington Caves Cash Receipting Process Review		December 2018	Internal Auditor/ Manager Visitor Experiences and Services	Update will be provided by action date.
Creditors Transactions					

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at May 2018
Action item 2018-0113/03/18	<p>Procurement transactions approval delegated authority limits</p> <p>Issue No information came to the attention of the Internal Auditor indicating that the Creditors team regularly reviewed and signed off on the exceptions report highlighting transactions where the purchase order amount is greater than the delegated authority limit.</p>	Ensure that the exceptions report showing transactions where purchase order amounts exceed the delegated authority limit is reviewed and signed off on a regular basis.	June 2018	Corporate Procurement Specialist	Review of report requirements underway.
Action item 2018-	<p>"Self Audit" Exceptions reports</p>	1. Ensure that the <i>Requisitions and</i>	December 2019	Chief Financial Officer	Review of report requirements underway.

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at May 2018
0213/03/18	<p>Issues</p> <p>1.) No evidence that the <i>Requisitions and Quotes Audit</i> exceptions report is reviewed was sighted during this review.</p> <p>2.) The structure of the <i>Requisitions and Quotes Audit</i> exceptions report does not isolate specific issues in a manner which makes it easier to review specific potential</p>	<p><i>Quotes Audit</i> report is reviewed by an appropriate official on a regular basis and document evidence of such review and follow up action taken.</p> <p>2. Consider breaking down the current <i>Requisitions and Quotes Audit</i> exceptions report into sections covering the following aspects:</p> <p>(a) Transactions where the</p>			

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at May 2018
	<p>transaction risks.</p> <p>Implications Incorrect transactions may go undetected, which can result in incorrect payments and/or a breach of the Council purchasing policy.</p>	<p>number of quotations attached is less than the required based on (i) the requisition amount and</p> <p>(b) a separate section showing transactions based on (ii) the quotation amounts.</p> <p>(c) Transactions where the quotation amount exceeds the requisition amount and, the approved delegation for the officer who approved the</p>			

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at May 2018
		<p>purchase requisition is less than the quotation amount.</p> <p>(d) Transactions where the requisition amount is greater than the delegated authority limit for the officer who approved the transaction. Considering the results of the current internal audit enquiries, this report is expected to show no transactions. Yet where there has</p>			

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at May 2018
		been a manual intervention to facilitate the approval of unusual transactions, such transactions will be highlighted on this report.			
<i>Action item 2018-0313/03/18</i>	Creditors Paid more than \$150,000 within 2 years Issue Breach of tendering guidelines and legislation	Consider establishing a routine review of transactions with a cumulative value exceeding a limit closer to \$150,000, and review the nature of transactions to determine whether competitive	June 2018	Corporate Procurement Specialist	Review of report requirements underway.

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at May 2018
		procurement may be necessary. The report can be generated on a 24 months cycle or other shorter period as appropriate to ensure that competitive tendering decisions can be taken where necessary.			
<i>Action item 2018-0413/03/18</i>	Purchase Order and/or Goods Received Note amount less than Invoice Amount Issue Allowing for the processing of invoices for which	1. Establish a regular report whereby all transactions for which the invoice amount processed is greater than the goods received	June 2018	Corporate Procurement Specialist	Review of report requirements underway.

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at May 2018
	the transaction amount exceeds the approved purchase order amount is likely to result in a breach of delegated purchasing authority limits.	amount and/or the purchasing authority limit. 2. Ensure that the exceptions report in recommendation (1) above is reviewed and signed off by an appropriate official on a regular basis.			
<i>Action item 2018-0513/03/18</i>	Vendor account changes Issues and implications 1. Where a record has been reviewed but no notes or comments are added to the	1. Ensure that evidence of a review of the report on amendment of bank details is entered in the notes section of the record at all times.	June 2018	Manager Financial Operations	Action 1 - Review of report requirements underway. Action 2 - Follow up phone calls are made to customers that have requested change of account details via email where here is not supporting Invoice (with account details) provided separately.

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at May 2018
	<p>record, errors in such a review may go undetected.</p> <p>2. Where an existing supplier's details are amended without verifying the details of the amendment, improper changes to supplier bank details may go undetected. A recent incident based on similar procedures at Brisbane City Council is a relevant</p>	<p>2. Consider requesting for a confirmation of changes to bank details from regular suppliers. For an example, where a regular supplier has issued a notice to change bank details, follow up the request with a telephone confirmation or e-mail to a known contact at the supplier, and record evidence of such confirmation against the relevant Council</p>			

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at May 2018
	example of why it is necessary to verify requests to change bank details for existing suppliers.	record.			
<i>Action item 2018-0613/03/18</i>	Online Requisitions System Issue and implications Sub-delegation of transaction approval authority without a formal letter confirming delegation of authority, can result in a breach of delegated authority limits.	Consider establishing a procedure whereby the amendment of delegations is required to be signed off by an appropriate officer other than the official sub-delegating their responsibility.	December 2019	Chief Financial Officer	No action to date.
<i>Action item 2018-</i>	Purchase Requisition versus	1. Establish a routine report	December 2019	Chief Financial Officer	Review of report requirements underway.

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at May 2018
0713/03/18	<p>Purchase Order Amounts Issues</p> <ol style="list-style-type: none"> 1. Purchase orders which are not approved. 2. Purchase order values exceeding original purchase requisition amounts. <p>Implications Transactions processed on the basis of unapproved purchase orders can result in a breach of purchasing policy</p>	<p>highlighting all purchase orders and requisitions pending approval. Take corrective action where the transactions have not been approved after a set time limit.</p> <ol style="list-style-type: none"> 2. Establish a routine report which highlights transactions where a goods received note has been issued against an unapproved purchase order. Investigate and take appropriate corrective action 			

Internal Audit Recommendations Pending Implementation					
Action item reference number and date initiated	Issue	Agreed Action	Target Completion Date	Responsibility	Comment/Status report as at May 2018
	provisions such as delegated authority limits.	on such transactions. 3. Establish a routine report which highlights transactions where the goods received note value exceeds the approved purchase order value. Investigate and take corrective action on all such transactions.			

SUMMARY

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



DUBBO REGIONAL
COUNCIL

Report of the Street Tree Advisory Committee - meeting 5 February 2019

AUTHOR: Administration Officer - Governance
REPORT DATE: 14 February 2019

The Committee had before it the report of the Street Tree Advisory Committee meeting held 5 February 2019.

RECOMMENDATION

That the report of the Street Tree Advisory Committee meeting held on 5 February 2019, be noted.

Appendices:

1 [↓](#) Street Tree Advisory Committee - 05/02/2019 - Reports



DUBBO REGIONAL
COUNCIL

**REPORT
STREET TREE ADVISORY COMMITTEE
5 FEBRUARY 2019**

PRESENT: Councillors V Etheridge, J Ryan and B Shields, the Chief Executive Officer, the Director Community and Recreation, the Director Infrastructure and Operations, the Director Planning and Environment, Mrs B Edmondson (Community Representative), Mr M Gardner (Community Representative) and Mrs N Grant (Community Representative).

ALSO IN ATTENDANCE:

The Manager Recreation and Open Space, the Administration Coordinator - Community and Recreation.

Councillor J Ryan assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.30pm.

STC19/1 MACQUARIE / BULTJE STREETS ROUNDABOUT TREE (ID19/9)

The Committee had before it the report dated 14 January 2019 from the Manager Recreation and Open Space regarding Macquarie / Bultje streets Roundabout Tree.

RECOMMENDATION

That the report from the Manager Recreation and Open Space dated 14 January 2019 be noted.

STC19/2 GENERAL BUSINESS (ID19/34)

The Committee discussed the following items of General Business:

David Moir of Moir Landscape Architects provided a presentation to the Street Tree Advisory Committee regarding the continuation of Windsor Parade Pocket Park concept plans.

RECOMMENDATION

That the Manager Recreation and Open Space be requested to report to Infrastructure Community and Recreation March 2019 meeting based on Option Two as provided by Moir Landscape Architects

The Street Tree Advisory Committee were provided with information regarding

correspondence received from Essential Energy requesting the removal of Poplars under the power lines on the Newell Highway exiting Dubbo toward Parkes.

Community Representatives have requested feedback regarding the letter sent by Councillor John Ryan to the Roads and Maritime Services recommended at the last Street Tree Advisory Committee. Councillor John Ryan has confirmed that no response has been received.

Community Representative Mrs N Grant revisited a discussion from the last Street Tree Advisory Committee regarding the roundabout located Bultje Street and Fitzroy Street, Dubbo. Mrs N Grant has requested the removal of pavers in the middle of the roundabout for the planting of a tree. It was requested that Community Representative Mrs N Grant prepare a letter with the request to be sent to Councillor John Ryan for him to forward to the Director Infrastructure and Delivery

Discussion was held regarding the condition of the Palms on Capstan Drive, Dubbo. Manager Recreation and Open Space has provided that the Palms will be removed and taken to the Dubbo Regional Botanic Gardens, a replacement species of large grass tree to be planted at Capstan Drive.

Community Representative M Gardner provided the Street Tree Advisory Committee with positive feedback regarding consultation between Roads and Maritime Services and residents located near Fitzroy Street and Bultje Street, Dubbo. M Gardner expressed he would like the contact to receive formal recognition, provided by Mr Mayor for his exceptional consultation and communication with residents concerning local traffic changes and future works in the area. No resolution for this item

STC19/3 LEAVE OF ABSENCE

A request for leave of absence was received from Mrs B Sutherland (Community Representative) who was absent from the meeting for personal reasons. Such leave of absence was accepted by the Committee and the member concerned was granted leave of absence for this meeting.

The meeting closed at 6.16pm.

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CHAIRMAN

STREET TREE ADVISORY COMMITTEE
5 FEBRUARY 2019

STC19/1



REPORT: Macquarie / Bultje streets Roundabout Tree

AUTHOR: Manager Recreation and Open Space
REPORT DATE: 14 January 2019
TRIM REFERENCE: ID19/9

EXECUTIVE SUMMARY

At the December 2018 Street Tree Advisory Committee it was requested that a tree be replanted back in the roundabout at the Macquarie / Bultje street intersection.

Following an investigation, it was identified that due to the construction of the roundabout directly onto the existing road pavement, it was identified that a tree was not planted at the site during the Macquarie Street beautification works carried out in 1995/1996.

An attempt was made approximately 8 – 10 years ago to plant a tree (Cape Chestnut) in this roundabout but due to the shallow soil profile the tree failed after approximately 3 months.

To enable a tree to be planted within the roundabout a root vault would need to be constructed to provide adequate soil volume for the tree to survive. A cost estimate of \$25,000 for the construction of this root vault (Stockholm Method) has been provided by Infrastructure and Delivery. Following further investigation of underground services and the potential need for additional drainage to the site (to prevent saturation and premature failure of the road pavement) this estimate may increase.

ORGANISATIONAL VALUES

Customer Focused: The Street Tree Advisory Committee is provided with accurate information in a timely manner to assist them in their deliberations.

Integrity: Council remains transparent in its decision making process in regards to improvements to the urban forest through consultation with the community and the Street Tree Advisory Committee.

One Team: If this proposal is adopted, and funding provided, other sections of Council will be required to provide technical advice and expertise in the delivery of the project. These would include Infrastructure Strategy (design), Infrastructure Delivery (construction of the root vault) and Operations (sourcing and planting of the tree and other plantings, and the installation of the irrigation system).

FINANCIAL IMPLICATIONS

As the cost of this project is over the \$15,000 threshold identified in the Terms of Reference, the Street Tree Advisory Committee can make a recommendation to Council for this project to be considered. No funding for this project exists within the current or forward budgets.

STREET TREE ADVISORY COMMITTEE
5 FEBRUARY 2019

STC19/1

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

1. That the report from the Manager Recreation and Open Space dated 14 January 2019 be noted.
2. That further investigation be carried out by the Infrastructure and Operation division in regards to the depth and condition of the identified water main, and ascertain the feasibility of installing a Stockholm Method (rock matrix) or other structure to enable the establishment of a tree in this location.
3. That following further advice from the Infrastructure and Operations division and if appropriate, the Street Tree Advisory Committee recommends to Council that the required funding be allocated to enable the planting of an appropriate species of tree (*Celtis occidentalis* (Hackberry)) be planted in the Macquarie / Bultje streets roundabout.

Ian McAlister
Manager Recreation and Open Space

STREET TREE ADVISORY COMMITTEE
5 FEBRUARY 2019

STC19/1

REPORT

From Council's archival photographic records, the roundabout at the intersection of Macquarie Street was constructed between 1991 and 1995. As the southern section of the Macquarie Street beautification commenced in 1995 it is reasonable to expect that this roundabout was associated with these works.

At the December 2018 Street Tree Advisory Committee it was requested that a tree be replanted back in the roundabout at the Macquarie / Bultje street intersection.

Following an investigation, it was identified that due to the construction of the roundabout directly onto the existing road pavement, it was identified that a tree was not planted at the site during the Macquarie Street beautification works carried out in 1995/1996. It is also noted that a water main (300mm diameter) runs directly underneath this roundabout. This water main was constructed in 1993 of Ductile Iron Cement Lined (DICL). This may have been a factor in the decision not to plant a tree at this site.

Notwithstanding the above, an attempt was made approximately 8 – 10 years ago to plant a tree (Cape Chestnut) in this roundabout but due to the shallow soil profile the tree failed after approximately 3 months.



Figure 1. 1995 showing comparison with the Macquarie / Wingewarra Street roundabout (with tree)



Figure 2. 2003 showing shrubs in the roundabout.

STREET TREE ADVISORY COMMITTEE
5 FEBRUARY 2019

STC19/1



Figure 3. 2004



Figure 4. 2009 showing new landscaping.



Figure 5. 2011



Figure 6. 2016

To enable a tree to be planted within the roundabout a root vault would need to be constructed to provide adequate soil volume and drainage for the tree to survive. This tree pit would need to be constructed around this water main.

A cost estimate of \$25,000 for the construction of this root vault (Stockholm Method) has been provided by Infrastructure and Delivery. Following further investigation of underground services and the potential need for additional drainage to the site (to prevent saturation and premature failure of the road pavement) this estimate may increase.



DUBBO REGIONAL
COUNCIL

REPORT: December 2018 Quarterly Budget Review Statements

AUTHOR: Chief Executive Officer
REPORT DATE: 8 February 2019
TRIM REFERENCE: ID19/73

EXECUTIVE SUMMARY

The quarterly review for the period ending 31 December 2018 of Council's 2018/2019 Budget Review Statements shows satisfactory implementation with the current financial position estimated to be a balanced budget.

ORGANISATIONAL VALUES

Customer Focused: The Quarterly Budget reviews progress against the original and revised annual budgets at the end of each quarter of the financial year. Each quarterly review provides explanation for major variations to ensure the Community is informed about Council's progress in delivering.

Integrity: The Responsible Accounting Officer provides recommendations for budget changes and indicates if council will be in a satisfactory financial position at the end of the financial year, as a result of the changes made to the original budgeted position each quarter.

One Team: The Budgets are consolidated across all of Council.

FINANCIAL IMPLICATIONS

In accordance with the requirements of Clause 203(2) of the Local Government (General) Regulations 2005, I now advise that the Chief Financial Officer, as the Responsible Accounting Officer of Dubbo Regional Council has reported that they consider the attached Quarterly Operational Plan Review Statements indicate that the financial position of the Council is satisfactory. This is on the basis that the "**result**" for the year is a balanced budget.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That the Quarterly Budget Review Statements as at 31 December 2018, as attached to the report of the Chief Executive Officer dated 8 February 2019, be adopted and such sums voted for such purpose.**
- 2. That the Statement of the Responsible Accounting Officer that Council is in a satisfactory financial position having regard to the changes herewith to the original budget, be noted.**

Michael McMahon
Chief Executive Officer

BACKGROUND

The Local Government (General) Regulation 2005 requires the Responsible Accounting Officer to submit on a quarterly basis to Council a budget review statement that shows a revised estimate of the income and expenditure for the year as follows:

Clause 203 of the Local Government (General) Regulation 2005 provides as follows:

- (1) *“Not later than two months after the end of each quarter, the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council’s revenue policy including in the Operational Plan for the relevant year, a revised estimate of the income and expenditure for that year.*
- (2) *A budget review statement must include or be accompanied by:*
 - (a) *a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure; and*
 - (b) *if that position is unsatisfactory, recommendations for remedial action.*
- (3) *A budget review statement must also include any information required by the Code to be included in such a statement.”*

REPORT

The Responsible Accounting Officer has reported in respect of the December 2018 Quarterly Review of Council’s Budget as follows:

*“In accordance with the requirements of Clause 203(2) of the Local Government (General) Regulations 2005, I now advise that, as the Responsible Accounting Officer of Dubbo Regional Council, it is considered that the attached Quarterly Financial Review Statements indicate that the financial position of the Council is satisfactory. This is on the basis that the **“result”** for the year is a balanced budget.”*

During the December 2018 quarterly review additional funding has been provided for the following projects:

- A \$250,000 grant was received from the NSW Community Safety Fund for CCTV. Council matched this with a \$250,000 Contribution.
- Dubbo Aquatic Leisure Centres required an additional \$18,500 for excavation and installation of an access pathway from the existing concourse to the new splash pad and around to the toddlers pool at the Dubbo Aquatic Leisure Centre. This was funded from internally restricted assets within the Aquatic Leisure Centres function.
- The Bicentennial Playground Installation in Horticulture function has required an additional \$100,000 from restricted assets.

As per the recent public announcement into playground and facility improvement in the LGA, an amount of \$755,000 has been allocated to the following projects in December 2018 quarter review:

1.	Dubbo Regional Botanic Gardens Playground	\$250,000
2.	Elston Park Amenities	\$203,000
3.	Elston Park Shade Structure	\$47,000
4.	Wahroonga Park Path System	\$60,000
5.	Muller Park Shade and Path	\$50,000
6.	Theresa Maliphant – Shade and Path	\$45,000
7.	Spears Drive – Shade	\$45,000
8.	Rosewood Grove - Shade	\$25,000
9.	Powter Park – Shade and Path	\$30,000

In addition \$997,586 will be allocated to the following projects in the draft 2019/2020 Budget:

- \$500,000 was allocated to Battistells Playground in the 2020 budget,
- \$150,000 was allocated for Victoria Park Shade and Equipment in the 2022 budget,
- \$67,000 was allocated for Lions Park Playground, Shade and Path in the 2020 budget
- \$280,586 was allocated for Joira Road Playground, Irrigation and Shade in the 2020 budget.

Council, at its Infrastructure, Community and Recreation Committee held on Monday 9 July 2018, resolved as follows:

“That a purpose built shed be built at Victoria Park Number 1 Oval for Operations staff to enable the Dubbo Community Men’s Shed to expand”.

The estimated cost of shed construction is \$250,000. The Manager Recreation Operations is currently investigating the timing for this project and funding will be provided 2019/2020 budget.

The Director Infrastructure and Operations has undertaken a review of the current Water Supply and Sewerage Services programme to determine what projects can be delivered by 30 June 2019. Budget adjustments required have been made in the December 2018 Quarterly Review and the carry over projects to the 2019/2020 financial year are as follows:

Sewerage Services

03.08071 - Augmentation	\$2,066,105
03.08077 - Main Rehabilitation	\$400,000

Water Supply

02.08069 - Augmentation Works	\$4,520,421
02.08071 - Asset Replacement / Refurbishment	\$1,387,792
02.08073 - Mains Replacement	\$772,455

Council, at its Ordinary meeting held on Monday 28 May 2018, resolved in regard to a playground at Brocklehurst as follows:

“That Dubbo Regional Council investigates the possibility of funding the playground through unexpended funds identified at the end of the 2017/2018 financial year.”

Costings are still being finalised for the Brocklehurst playground and funding will be provided as part of the March 2019 quarterly review.

The Stronger Country Communities Funding Round two (2) were recognised in the 2017/2018 financial year and carried over to this financial year. The December 2018 quarter adjustments are as follows:

• Lady Cutler Amenities	\$281,400
• Riverbank Ovals	\$167,500
• Rygate Park Renewal	\$134,000
• Implementation of Cameron Park Masterplan	\$100,500
• Wellington Shared Pathways Infrastructure	\$87,100
• Rosewood Grove - Irrigation system and playground	\$21,590
• Showground amenities	\$328,300

The Stronger Country Communities Funding Round three (3), December 2018 adjustments are as follows:

• Kennard Park Amenities	\$148,500 – Sporting
• Geurie Show Ground Playing Surface Irrigation	\$50,160 – Landcare
• South Dubbo Oval Amenities Development	\$115,500 – Sporting
• New Cycle Facility Development	\$115,500 – BILT
• Victoria Park Redevelopment	\$165,000 – BILT
• Battistells and Pavans Greenfield Site Development	\$330,000 – Sporting
• Apex Oval Junior Rugby League Amenities	\$165,000 – Sporting
• Wellington Civic Centre Upgrade	\$32,207 – DRTCC
• William Ferguson Memorial be completed by 30 June) – WPCC	\$120,000 (All milestones as to


Appendices:

[1](#) QBRs December 2018

REPORT BY RESPONSIBLE ACCOUNTING OFFICER**DUBBO REGIONAL COUNCIL**
Quarterly Budget Review Statement - Quarter Ending 31 December 2018

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Dubbo Regional Council for the Quarter Ended 31 December 2018 indicates that Council's projected financial position as at 30 June 2019 will be satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: 

Name: Jane Bassingthwaighte
Responsible Accounting Officer

Date: 11 February 2019

CASH & INVESTMENTS**DUBBO REGIONAL COUNCIL****Quarterly Budget Review Statement - Quarter Ending 31 December 2018****Comment on Cash and Investments Position**

There have been no major impacts during the quarter that have impacted on Council's original budgeted cash and investments position.

Statements:**Investments**

Restricted funds have been invested in accordance with Council's investment policies.

Cash

A reconciliation of cash with bank statements has been undertaken, with the latest reconciliation being prepared on 31/12/2018.

Reconciliation

The YTD total Cash and Investments has been reconciled with funds invested and cash at bank.

Signed:



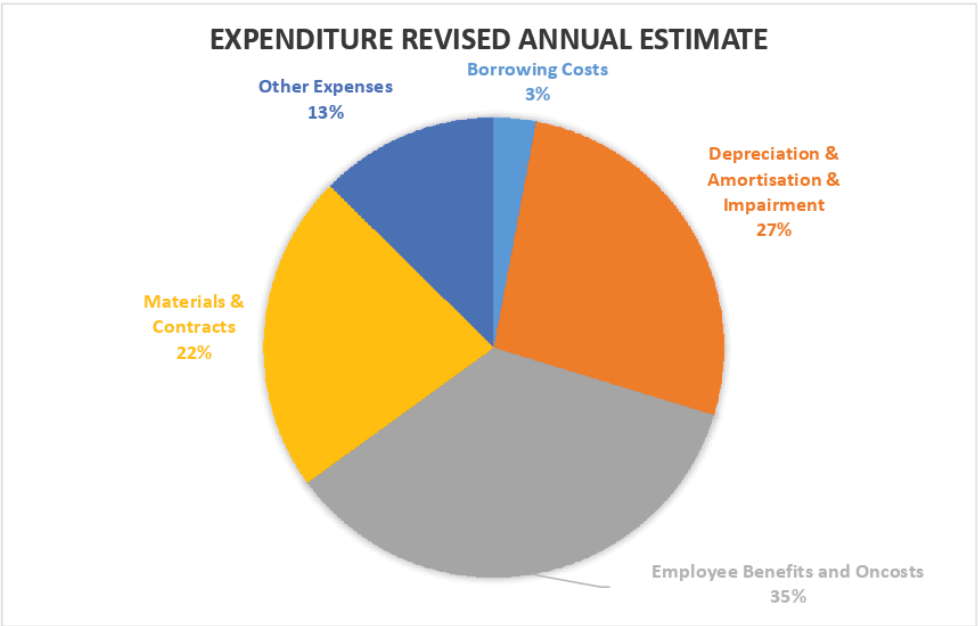
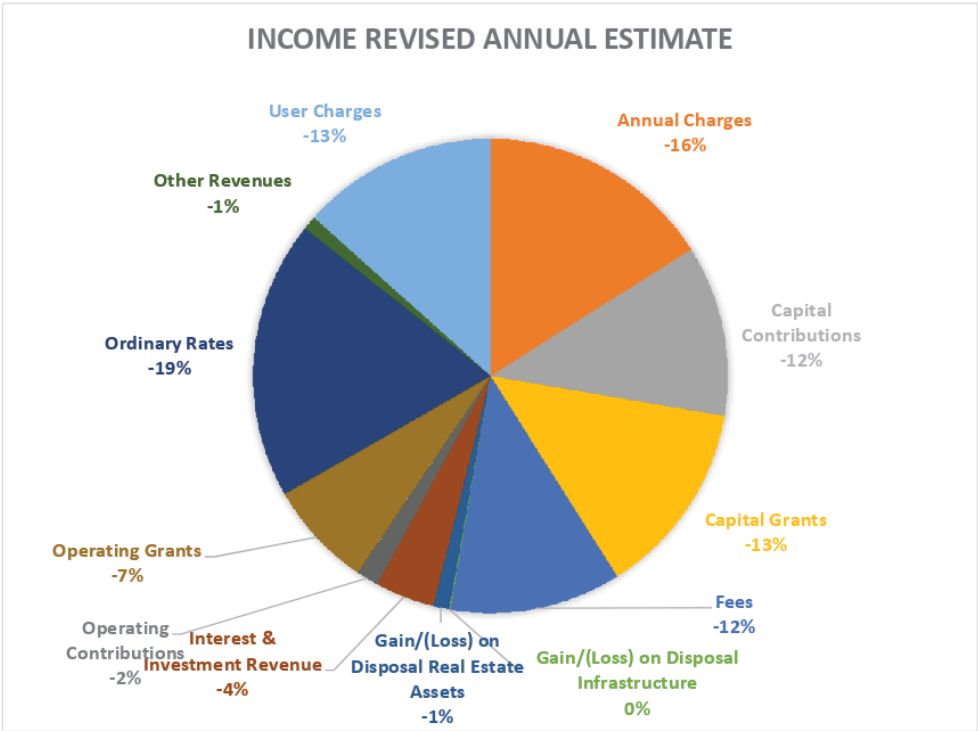
Name: Jane Bassingthwaite
Responsible Accounting Officer

Date: 11 February 2019

Budget Review Statement - Quarter Ending 31 December 2018
 Clause 203 Local Government (General) Regulation 2005

Function	Operating Revenue				Operating Expense				Capital Revenue		Capital Expense				Funds Transferred To / (From) Restricted Assets		Net Funds Available (to) / Required from Rates and General Revenue						
	Original		Revised		Original		Revised		Surplus / Deficit from Operations		Expenses Not Involving Flows of Funds (Deprec)		Loan Borrowings Assets Sold		Loan Repayment Principal		Assets Purchased		Original		Revised		
	Original	Revised	Original	Revised	Original	Revised	Original	Revised	Original	Revised	Original	Revised	Original	Revised	Original	Revised	Original	Revised	Original	Revised	Original	Revised	
Community and Recreation																							
Aquatic Leisure Centres	-467,286	-469,175	1,733,388	1,687,510	1,266,102	1,218,335	-317,638	-329,693	0	0	0	0	0	0	37,780	37,780	8,853,190	814,794	-8,476,903	-378,675	1,362,531	1,362,531	
Business Services Community and Recreation	-259	-628	-82,896	-103,000	-83,155	-103,637	0	0	0	0	0	0	0	0	0	0	0	0	83,155	103,637	0	0	
Cemeteries	-379,231	-412,510	631,068	665,900	251,837	253,396	-39,233	-40,922	0	0	0	0	0	0	0	0	164,500	164,630	-100,833	-100,833	276,271	276,271	
Family Day Care	-1,862,046	-1,602,233	2,199,947	1,917,592	337,901	315,359	-1,629	-1,911	0	0	0	0	0	0	0	0	0	0	22,824	336,272	2,339,378	2,339,378	
Library Services	-187,909	-161,967	2,682,789	2,731,119	2,494,880	2,569,152	-176,808	-253,538	0	0	0	0	0	0	0	0	27,000	27,333	-5,694	-3,569	2,339,378	2,339,378	
Operations - Recreation	0	0	1,583	1,592	1,583	1,592	-1,583	-1,592	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Rainbow Cottage	-1,207,489	-1,089,645	1,298,955	1,371,323	91,466	281,678	-31,922	-72,929	0	0	0	0	0	0	0	0	20,000	18,555	-1,600	-21,360	77,944	205,944	
Recreation - Horticultural Services	-214,282	-1,335,742	4,833,218	5,270,243	4,618,936	3,934,501	-808,555	-1,149,994	0	0	0	0	0	0	0	0	541,500	2,686,657	407,972	-874,782	4,759,853	4,596,982	
Recreation - Landcare Services	-109,981	-218,701	1,378,076	1,604,503	1,268,095	1,385,802	-157,786	-152,308	0	0	0	0	0	0	0	0	270,000	530,305	-84,475	-595,319	1,295,834	1,168,750	
Recreation - Sporting Facilities	-155,488	-1,497,986	3,508,582	3,619,500	3,353,094	2,121,514	-1,321,215	-1,559,949	0	0	0	0	162,744	162,744	8,095,000	2,999,488	-7,903,657	-1,072,831	2,385,966	2,650,966			
Recreation Planning and Programs	-131,720	-230,375	705,572	722,354	573,852	491,979	0	0	0	0	0	0	0	0	0	0	0	0	37,215	119,088	611,067	611,067	
Regional Theatre and Convention Centre	-1,813,475	-1,972,022	4,576,048	4,897,448	2,762,573	2,925,426	-562,894	-868,217	0	0	0	0	496,979	496,979	369,000	153,414	357,312	-157,374	2,708,346	2,550,228			
Social Services	-362,240	-716,104	2,193,988	2,599,625	1,831,748	1,883,521	-360,447	-568,829	0	0	0	0	0	0	0	0	2,120,658	1,309,186	-1,548,660	-525,106	2,043,699	2,098,772	
Western Plains Cultural Centre	-287,503	-401,507	2,258,683	2,545,723	1,971,180	2,144,216	-195,938	-489,030	0	0	0	0	0	0	0	0	308,052	308,052	492,105	-615,408	2,170,079	2,170,079	
TOTAL	-7,178,909	-10,108,595	27,919,001	28,531,429	20,740,092	19,422,834	-3,975,248	-5,488,042	0	0	0	0	1,005,555	1,005,555	21,039,738	9,526,601	-18,442,897	-4,099,708	20,367,240	20,367,240			
Corporate Services																							
Civic Administration Buildings	-45,000	-45,000	124,965	399,470	79,965	354,470	-270,922	-551,293	0	0	0	0	232,492	232,492	289,467	535,333	-331,002	-571,002	0	0	-9,115,546	-9,115,546	
Corporate Overheads	0	0	-9,115,546	-9,115,546	-9,115,546	-9,115,546	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,288,339	1,288,339	
Customer Service Centres	0	0	1,288,339	1,223,339	1,288,339	1,223,339	0	0	0	0	0	0	0	0	0	0	0	0	65,000	1,288,339	1,288,339	1,288,339	
Employment Overhead Distribution	0	0	-145,000	-289,056	-145,000	-289,056	0	0	0	0	0	0	0	0	0	0	0	0	145,000	289,056	0	0	
Facilities Management	0	0	-163,793	-163,793	-163,793	-163,793	0	0	0	0	0	0	0	0	0	0	0	0	0	112,629	0	-51,164	
Financial Operations	-240,679	-244,129	4,703,523	4,558,673	4,462,844	4,314,544	-222,045	-376,829	0	0	0	0	0	0	0	0	0	0	42,492	190,792	4,505,336	4,505,336	
Information Services	-15,300	-29,819	734,242	766,621	718,042	736,802	-222,045	-376,829	0	0	0	0	0	0	355,000	586,718	-75,000	-170,686	775,997	775,997			
Property Development	-1,807,177	-1,835,940	360,477	448,475	-1,446,700	-1,381,603	-280,000	-236,364	0	0	0	0	0	0	0	0	4,496,040	1,334,370	-3,030,240	-241,000	-241,000	-241,000	
Rates and General Revenue	-48,814,361	-42,841,420	0	15,490	-48,814,361	-42,825,930	-1,013,198	-232,241	0	0	0	0	0	0	0	0	0	0	4,577,337	-2,192,051	-45,250,222	-45,250,222	
TOTAL	-50,923,517	-44,996,308	-2,048,900	-2,156,327	-52,992,417	-47,152,635	-1,766,165	-1,396,727	0	0	0	0	232,492	232,492	5,140,507	2,456,413	1,328,487	-2,227,803	-48,037,096	-48,037,096			
Economic Development and Business																							
Business Services Economic Development and Business	-500	-500	900	51,664	0	51,664	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	51,664	
Communications and Stakeholder Engagement	0	0	860,432	341,555	860,432	341,555	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-81,123	860,432	
Dubbo Regional Airport	-17,202,516	-23,676,302	3,359,852	3,190,678	-13,842,664	-20,485,624	-780,579	-1,059,674	0	0	0	0	0	0	13,350,000	21,784,028	978,532	-533,432	-294,706	-294,706	1,460,955	1,460,955	
Dubbo Regional Livestock Markets	-4,490,250	-4,509,659	3,114,121	3,413,811	-1,095,848	-1,320,152	-1,102,437	-1,376,000	0	0	0	0	0	0	0	0	2,326,000	2,592,207	-165,434	-494,207	-318,000	-318,000	
Economic Development and Marketing	-149,963	-221,469	2,935,168	3,433,731	2,785,205	3,212,262	-75,753	-137,005	0	0	0	0	0	0	0	0	0	0	-18,000	-383,805	2,691,452	2,691,452	
Holiday Park	-1,799,024	-1,799,024	1,574,656	1,662,809	-224,368	-171,612	-171,612	-259,765	0	0	0	0	180,404	239,918	15,756	-43,938	-200,000	-200,000	-200,000	-200,000			
Old Dubbo Gaol	-629,537	-1,229,509	1,126,385	1,777,401	496,848	547,892	-145,567	-142,231	0	0	0	0	0	0	0	0	0	0	39,811	-14,569	391,092	391,092	
Showgrounds	-831,624	-662,594	1,079,759	1,204,572	248,135	541,978	-488,621	-635,838	0	0	0	0	939,077	953,951	-92,797	-254,497	605,794	605,794	605,794	605,794			
Wellington Caves Complex	-899,821	-919,821	1,542,814	1,572,743	632,993	652,922	-130,353	-138,580	0	0	0	0	0	0	2,650,000	450,798	-2,650,000	-462,500	502,640	502,640			
TOTAL	-26,013,237	-33,018,878	15,593,687	17,248,964	-10,419,550	-15,769,914	-2,894,922	-3,693,045	0	0	0	0	19,445,481	26,020,902	-1,892,305	-2,268,075	4,238,704	4,238,704					
Executive Services																							
Executive Services	-7,456	-52,456	1,621,439	2,159,346	1,613,983	2,106,890	0	0	0	0	0	0	0	0	0	0	145,000	0	-637,907	1,613,983	1,613,983		
Governance	0	-780	693,276	694,056	693,276	693,276	0	0	0	0	0	0	0	0	0	0	0	0	120,000	813,276	813,276		
Governance and Internal Control	-71,000	-71,500	1,466,794	1,038,728	1,395,794	937,228	0	0	0	0	0	0	0	0	0	0	55,000	513,566	1,450,794	1,450,794			
People Culture and Safety	0	-153,562	0	-122,574	0	-276,136	0	0	0	0	0	0	0	0	0	0	0	0	145,268	0	-130,870		
TOTAL	-78,456	-278,298	3,781,509	3,739,556	3,703,053	3,461,258	0	0	0	0	0	0	145,000	175,000	140,925	3,747,183							
Infrastructure and Operations																							
BILT	0	-10,367,631	0	271,536	0	-10,096,095	0	0	0	0	0	0	0	0	0	0	35,114,449	0	-25,018,354	0	0		
Business Services Infrastructure and Operations	-314	-492	314	-19,508	0	-20,000	0	0	0	0	0	0	0	0	0	0	0	0	20,000	0	0		
Depot Services	-13,260	-13,260	37,245	24,921	23,985	21,161	-168,544	-324,198	0	0	0	0	0	0	362,600	394,295	-218,041	-255,584	0	0	26,174		
Fire and Emergency Services	-1,277,433	-1,361,825	2,776,331	2,889,205	1,498,898	1,527,380	-662,007	-662,339	0	0	0	0	0	0	2,772,800	727,935	-2,227,258	-132,021	1,382,433	1,460,955			
Fleet Services	-306,036	-351,352	0	358,835	-306,036	7,483	-2,133,336	-2,400,659	-2,091,801	-2,693,342	0	0	0	0	8,082,078	8,853,434	-3,855,941	-4,045,778	-305,036	-278,862			
Infrastructure Delivery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Infrastructure Strategy	-107,043	-116,489	100,400	40,497	-6,643	-75,992	-9,398	-13,515	0	0	0	0	0	0	0	0	0	16,041	89,507	0	0		
Roads Network	-9,794,866	-9,381,527	20,451,107	21,029,699	10,656,301	11,646,172	-9,111,536	-9,386,105	0	0	43,412	43,412	16,578,981	22,101,620	-4,072,400	-10,312,341	14,094,758	14,094,758					
Roads State																							

December 2018 Quarterly Review Operating Income and Expenditure



Income and Expenses Budget Review

Dubbo Regional Council
Detailed Financial Statement - Quarter Ending 31 December 2018

	Original Budget	Sep Revisions	Revised Annual Estimate at September	December Adjustment	Annual Forecast	YTD Actuals as at 31 December
Operating						
Income						
Annual Charges	-27,547,962	-579,391	-28,127,353	-177,616	-28,304,969	-28,956,798
Capital Contributions	-19,913,042	-934,615	-20,847,657	250,936	-20,596,721	-3,758,032
Capital Grants	-4,402,208	-17,198,815	-21,601,023	-1,925,348	-23,526,371	-9,551,298
Fees	-20,870,490	465,533	-20,404,957	-216,398	-20,621,355	-10,194,626
Gain/(Loss) on Disposal Infrastructure	0	-165,000	-165,000	16,564	-148,436	-15,465
Gain/(Loss) on Disposal Real Estate Assets	-1,752,825	249,244	-1,503,581	-410,682	-1,914,263	-1,476,739
Interest & Investment Revenue	-5,154,681	-27,056	-5,181,737	-1,952,829	-7,134,566	-3,455,453
Operating Contributions	-2,830,871	37,380	-2,793,491	96,250	-2,697,241	-841,743
Operating Grants	-18,013,396	-454,491	-18,467,887	5,668,358	-12,799,529	-5,718,573
Ordinary Rates	-34,214,013	-378,376	-34,592,389	1,017,361	-33,575,028	-34,167,825
Other Revenues	-1,420,736	-180,618	-1,601,354	-50,351	-1,651,705	-987,501
User Charges	-22,162,024	-7,155	-22,169,179	-1,407,824	-23,577,003	-6,471,112
Income Total	-158,282,248	-19,173,360	-177,455,608	908,421	-176,547,187	-105,595,165
Expenditure						
Borrowing Costs	3,749,776	84,948	3,834,724	2,375	3,837,099	1,465,219
Depreciation & Amortisation & Impairment	31,312,186	0	31,312,186	3,370,822	34,683,008	17,339,700
Employee Benefits and Oncosts	47,138,974	-1,290,100	45,848,874	-138,988	45,709,886	23,077,606
Materials & Contracts	26,118,994	3,354,048	29,654,031	-469,575	29,007,539	15,204,930
Other Expenses	16,278,142	196,041	16,474,183	-154,600	16,319,583	9,186,951
Expenditure Total	124,598,072	2,344,937	127,123,998	2,610,034	129,557,115	66,274,406
Operating Total	-33,684,176	-16,828,423	-50,331,610	3,518,454	-46,990,073	-39,320,759

Income and Expenses Budget Review

Dubbo Regional Council
Detailed Financial Statement - Quarter Ending 31 December 2018

Recommended Changes to revised Budget**Income**

Annual Charges	Increased	Mainly due to an increase in Annual Sewerage Charges.
Capital Grants	Increased	Mainly due to the Stronger Countries Community Funding for Round 2 and 3 outlined in the report.
Fees	Increased	Mainly due to an increase in Water and Sewerage private works of \$111,800, DRTCC ticket sales of \$71,626 and an addition income at the Aquatic Leisure Centres for the Fitness Passport of \$43,000.
Gain/(Loss) on Disposal Real Estate Assets	Increased	Mainly due to adjustment to cost of land sold for Property Development
Interest & Investment Revenue	Increased	An increase in expected interest from investment.
Operating Grants	Decreased	Decreased mainly due to the Financial Assistance Grant first instalment for 2018/2019 being paid in advance in the 2017/2018 Financial Year.
Ordinary Rates	Decreased	Mainly due to the reduction in Budget for the Mining Category.
User Charges	Increased	The increase in User Charges is mainly due to Water Supply of \$169,000 and Other Waste Management Charges of \$1.2M

Expenditure

Depreciation & Amortisation & Impairment	Increased	Mainly due to revaluations of buildings conducted as part of 2017/2018 financial statements. Many buildings were revalued upwards, therefore increasing the depreciation expense above what was originally budgeted for this financial year
Materials & Contracts	Decreased	Mainly due to a reduction in expenditure for Sewerage Services Sewer Reticulation of \$185,000 and Water Management Services of \$242,000.

Capital Budget Review

Dubbo Regional Council
Detailed Financial Statement - Quarter Ending 31 December 2018

	Original Budget	Sep Revisions	Revised Annual Estimate at September	December Adjustment	Annual Forecast	YTD Actuals as at 31 December	Comments
Capital							
Income							
Assets Sold Eliminations	-2,479,504	-535,006	-3,014,510	-315,897	-3,330,407	-1,762,528	
Employee Benefits and Ocoats	-1,013,198	810,119	-203,079	-29,162	-232,241	64,366	
Gain/(Loss) on Disposal Real Estate Assets	-260,000	23,636	-236,364	0	-236,364	-292,769	
Non Current Infrastructure & Property & Plant	-31,575,594	0	-31,575,594	-3,321,228	-34,896,822	-17,344,997	Mainly due to revaluations of buildings conducted as part of 2017/2018 financial statements.
Income Total	-35,328,296	298,749	-35,029,547	-3,666,287	-38,695,834	-19,335,922	
Expenditure							
Community and Recreation							
Aquatic Leisure Centres							
01.09472 - DALC - Acquisition of Assets - Other Structures							
7306 - Playground Contract & Design	700,000	-700,000	0	0	0	0	
7307 - DALC Water Play Splash Area	0	729,880	729,880	-32,100	697,780	688,078	Project complete
7308 - Accessible Concrete Pathway	0	0	0	20,270	20,270	14,175	Project complete funded from Restricted Assets
7309 - Kiosk Improvements	0	0	0	47,944	47,944	0	Additional Project funded from Restricted Assets
01.09474 - DALC - Acquisition of Assets - Plant & Equipment							
7198 - Pool Cleaner	16,690	0	16,690	0	16,690	3,615	
01.09475 - DALC - Loan - Principal Repayment							
5663 - Aquatic Centre - Loan No.4 (CBA)	37,780	0	37,780	0	37,780	54,311	
Aquatic Leisure Centre - Asset Renewals - Maintenance							
01.08030 - Wellington Pool-Asset Renewals-Maint-Other Struct							
6002 - Wellington Pool Complex (SCF)	8,136,500	-8,136,500	0	0	0	0	
01.09470 - DALC - Asset Renewal - Other Structures							
7296 - 50m Switchboard	0	0	0	32,100	32,100	32,100	Additional Project funded from Restricted Assets
Cemeteries							
Cemeteries - Acquisition of Assets							
01.09401 - Cemetery - Road Infrastructure							
7170 - Road Reseal	20,000	0	20,000	0	20,000	2,639	
01.09403 - Cemetery - Land Improvements							
7178 - Irrigation Extension	0	0	0	130	130	130	
7180 - New Concrete Beams	50,000	0	50,000	0	50,000	0	
7182 - Landscaping/Furniture/Signage	57,500	0	57,500	0	57,500	0	
7183 - Extend Aches Section	27,000	0	27,000	0	27,000	0	
7186 - Tubba-Gah Burial Ground Improvements	10,000	0	10,000	0	10,000	0	
Library Services							
Library Services - Acquisition of Assets							
01.09441 - Library - Office Equipment							
7245 - Office Equipment	6,000	0	6,000	-6,000	0	0	
01.09444 - Furniture and Fittings							
7252 - Various Furniture & Fittings	8,000	0	8,000	6,000	14,000	0	
Library Services - Asset Renewal - Maintenance							
01.09442 - Library - Buildings Renewal							
7246 - Building Improvement - Dubbo	8,000	-7,000	1,000	0	1,000	167	
7249 - Carpet	0	8,333	8,333	0	8,333	8,333	
7252 - Building Renewals - Wellington	5,000	-1,000	4,000	0	4,000	0	
Operations - Recreation							
Operations - Recreation - Acquisition of Assets							
01.09510 - Parks & Landcare Operations - Furniture & Fittings							
7563 - Internal Cabinet	0	0	0	0	0	1,401	
Rainbow Cottage							
Rainbow Cottage - Asset Renewals - Maintenance							
01.09518 - Rainbow - Other Structures							
7306 - Rainbow - Playground Landscaping	20,000	-1,445	18,555	0	18,555	13,580	
Recreation - Horticultural Services							
Horticulture - Acquisition of Assets							
01.09555 - Horticultural Services - Other Structures							
7397 - Armistice Day Sculpture	100,000	100,000	200,000	-9,555	190,445	190,445	Project complete
7430 - Regard Park Fencing	0	0	0	0	0	1,172	
7461 - Dubbo Regional Botanic Playground	0	324,784	324,784	244,691	569,475	376,776	Additional from Sec 91 Funding
7503 - Cameron Park Regional Playground	0	288,687	288,687	4,217	292,904	29	
7510 - Delroy North Parklands Playground	0	50,000	50,000	0	50,000	27,744	
7511 - Regard Park Irrigation & Fencing	0	150,142	150,142	-4,940	145,202	99,996	
7512 - DBBC Kiosk	0	30,000	30,000	10,000	40,000	18,990	
7513 - Alcona Park Fencing-Timber Post & Chain	0	0	0	2,327	2,327	2,327	Project Funded from Sec 94 Funding
7514 - Wellington Japanese Gardens-Decking	0	0	0	13,196	13,196	13,196	
9017 - Elton Park Amenities (S94)	0	0	0	203,000	203,000	0	Project Funded from Sec 94 Funding
9018 - Elton Park Shade Structure (S94)	0	0	0	47,000	47,000	0	Project Funded from Sec 94 Funding
9020 - Wahroonga Park Path System (S94)	0	0	0	60,000	60,000	0	Project Funded from Sec 94 Funding
9022 - Muller Park - Shade and Path (S94)	0	0	0	50,000	50,000	0	Project Funded from Sec 94 Funding
9023 - Theresas Malahant - Shade and Path (S94)	0	0	0	45,000	45,000	0	Project Funded from Sec 94 Funding
9024 - Spears Drive - Shade (S94)	0	0	0	45,000	45,000	0	Project Funded from Sec 94 Funding
9025 - Rosewood Grove (Alcona St) - Shade (S94)	0	0	0	25,000	25,000	0	Project Funded from Sec 94 Funding
9026 - Fowler Park - Shade and Path (S94)	0	0	0	30,000	30,000	0	Project Funded from Sec 94 Funding
01.09559 - Horticultural Services - Land							
9424 - Rosewood Grove Irrigation (SCF)	0	89,480	89,480	13,495	102,975	78,554	
Horticulture - Asset Renewals - Maintenance							
01.09563 - Horticultural Services-Other Structures (Renewals)							
7445 - Wambool Park Shade Cloth	12,000	0	12,000	0	12,000	0	
7507 - Muller Park Playground	28,000	0	28,000	0	28,000	0	
8531 - Wahroonga Park Playground	0	135,000	135,000	6,105	141,105	105,581	
8532 - Wahroonga Playground Softfall	0	5,000	5,000	-3,972	1,028	1,028	
8538 - Margaret Crescent Bore Pump Replacement	100,000	0	100,000	-15,000	85,000	0	
8539 - Buffer Zone - Irrigation	10,000	0	10,000	0	10,000	0	
8540 - Muller Park Softfall	18,000	0	18,000	0	18,000	0	
8541 - Victoria Park BBQ	25,000	0	25,000	0	25,000	0	
9008 - Cameron Park Amenities	0	250,000	250,000	0	250,000	7,300	
9010 - Renewals - Buildings	43,500	0	43,500	-40,000	3,500	0	Moved to Restricted Assets (Bicentennial Playground)
9011 - Teamsters Park Table Settings	0	1,500	1,500	0	1,500	1,500	
9015 - Rewire Ollie Robbins Oval	0	0	0	15,000	15,000	0	

Capital Budget Review

Dubbo Regional Council
Detailed Financial Statement - Quarter Ending 31 December 2018

	Original Budget	Sep Revisions	Revised Annual Estimate at September	December Adjustment	Annual Forecast	YTD Actuals as at 31 December	Comments
01.09566 - Horticultural Services - Amenities (Renewals)							
8512 - Olive Robbins Amenities	205,000	0	205,000	-20,000	185,000	0	
Recreation - Landcare Services							
Landcare Services - Acquisition of Assets							
01.09577 - Acquisition of Assets							
7400 - Riverbank Park Lighting Stage 1	0	85,942	85,942	30,000	115,942	81,118	Contribution from TMMR
7402 - Moxon Park Improvements (SCF Major)	0	570	870	0	570	870	
7404 - Geurie Multi Court Facility	245,000	-20,201	224,799	2,545	227,344	167,979	
7412 - Ponto Falls Dump Point	0	0	0	5,000	5,000	0	
7414 - Geurie Show Ground Irrigation (SCCF R2)	0	0	0	50,160	50,160	0	Stronger Country Communities Grant
Landcare Services - Asset Renewals - Maintenance							
01.09558 - Renewal of Assets-Asset Maintenance Program-West							
7423 - Wongarbon School Cent Tennis Court Fence	0	7,530	7,530	0	7,530	7,530	
7483 - Wongarbon School Centenary - Playground	0	67,088	67,088	0	67,088	22,980	
7488 - Requad Park Signage	0	3,795	3,795	0	3,795	3,005	
7490 - Riverbank Park Fitness Centre	25,000	-25,000	0	4,484	4,484	4,484	
01.09576 - Requad Park - Acquisition of Assets							
7495 - Requad Park Granite Pathways	0	44,814	44,814	378	45,192	45,192	
7496 - Requad Park Irrigation (MTMR)	0	1,800	1,800	1,100	2,900	2,900	
Recreation - Sporting Facilities							
Sporting Facilities - Acquisition of Assets							
01.09596 - Sporting Facilities - Other Structures							
7808 - Vic Park 2&3 BBQ PA/Shelter (SCF2)	0	1,280	1,280	0	1,280	0	
7809 - Ground Safety Initiative	0	21,840	21,840	0	21,840	20,352	
7814 - Kennard Park Internal Fencing	0	0	0	9,430	9,430	9,430	
7816 - Kennard Park Fencing	0	0	0	0	0	-24	
7818 - Pioneer Park Wellbeing Sports Lighting	0	280,198	280,198	3,801	283,999	29,420	
7819 - Kennard Park Grandstand Seating	0	0	0	92,792	92,792	0	
7820 - Bicentennial Playground Installation	0	0	0	100,000	100,000	1,422	Funded from Restricted Assets
01.09598 - Sporting Facilities - Land Improvement							
7544 - Shared Pathways/Mr Arthur (SCCF)	0	42,900	42,900	87,100	130,000	0	Stronger Country Communities Grant
7545 - Batisstella & Pavans Greenfield (SCCF R2)	0	0	0	330,000	330,000	2,440	Stronger Country Communities Grant
01.09609 - Sporting Facilities - Loan Principal Repayment							
5555 - Sporting - Apex Oval Loan No. 4 (CBA)	162,744	0	162,744	0	162,744	233,858	
01.09616 - Sporting Facilities - Furniture & Fittings							
7823 - Zippy HWU at Junior Rugby League	0	0	0	1,300	1,300	1,300	
Sporting Facilities - Asset Renewals - Maintenance							
01.09600 - Sporting Fac. - Other Structures (Renewals)							
7601 - Victoria Park Grandstand	130,000	0	130,000	0	130,000	0	
7740 - Pioneer Park Hockey Surface	0	90,828	90,828	-27,474	63,354	63,354	
7756 - Pioneer Oval Sports Lighting	200,000	0	200,000	0	200,000	101,175	
7764 - Caltex (EDSC) Sports Lighting	0	500	500	0	500	0	
7784 - Victoria Park No.1 (SCFTG)	7,100,000	-7,100,000	0	0	0	0	
7787 - Kennard Park - External Fencing	0	150,000	150,000	0	150,000	95,045	
7891 - Ryqate Park Stage 2 (SCFTG)	565,000	-565,000	0	0	0	0	
7894 - Ryqate Park - Practice Cricket Nets	0	0	0	23,778	23,778	1,900	
01.09601 - Sporting Facilities - Buildings - Amenities							
7738 - Ryqate Park Amenities	100,000	140,000	240,000	0	240,000	1,880	
7740 - Lady Guller Amenities (SCCF)	0	178,600	178,600	353,615	532,215	505,041	Stronger Country Communities Grant
7741 - Riverbank Amenities (SCCF)	0	82,500	82,500	177,500	260,000	27,273	Stronger Country Communities Grant
7742 - Kennard Park Amenities (SCCF R2)	0	0	0	148,500	148,500	0	Stronger Country Communities Grant
7743 - South Dubbo Oval Amenities (SCCF R2)	0	0	0	115,500	115,500	0	Stronger Country Communities Grant
7744 - Apex Oval Jnr Rugby Amenities (SCCF R2)	0	0	0	165,000	165,000	0	Stronger Country Communities Grant
Sporting Facilities - Operating Expenses							
01.01460 - Sporting Facilities Operations							
7660 - Pioneer Playground Removal	0	0	0	4,072	4,072	3,697	
Region Theatre and Convention Centre							
Region Theatre Convention Ctr-Acquisition Assets							
01.09573 - DRCC - Loan Principal Repayment Total	496,979	0	496,979	0	496,979	702,432	
01.09580 - Wellington Civic Centre - Furniture & Fittings							
7406 - Storage Room	89,000	0	89,000	0	89,000	0	
7407 - WCC Light Sound & Kiosk Upgrade(SCCF R2)	0	0	0	64,414	64,414	0	Stronger Country Communities Grant
Region Theatre Convntr-Asset Renewals-Mainten							
01.09578 - DRCC - Furniture & Fittings							
7304 - Air Conditioners	280,000	-280,000	0	0	0	0	
7309 - Lift Repairs	0	76,599	76,599	-76,599	0	0	Insurance claim
Social Services							
Social Services - Acquisition of Assets							
01.09418 - Recreation Services - Other Structures							
7209 - Walker Crescent Playground (IFACS)	0	44,000	44,000	50,000	94,000	0	
01.09501 - Social Services - Acquisition of Buildings							
7300 - Plaminides Cottage	0	2,730	2,730	4,960	7,690	3,690	
7320 - Wretdurri Tourism Experience	1,500,000	-1,500,000	0	0	0	0	
Social Services - Asset Renewals - Maintenance							
01.09415 - Recreation Services - Buildings (Renewals)							
7202 - Replace Ceiling Tiles	1,576	0	1,576	-1,576	0	0	
7214 - Racecourse Painting	5,000	0	5,000	0	5,000	0	
7219 - Hot Water & Shower	9,282	0	9,282	-9,282	0	0	
7220 - South Scout Hall Shed	5,000	0	5,000	-5,000	0	0	
7240 - Wellington Public Halls	98,000	0	98,000	-12,193	85,807	0	
7245 - Disability Access Infrastructure Replace	500,000	0	500,000	0	500,000	0	
01.09502 - Social Services - Furniture & Fittings							
7306 - House in the Park - Painting	1,800	0	1,800	0	1,800	0	
01.09503 - Social Services - Building Renewal							
7310 - Mumbil Hall Amenities	0	24,955	24,955	4,151	29,106	20,255	
01.09507 - Social Services - Other Assets							
7302 - Dubbo CCTV Purchase & Installation	0	52,144	62,144	5,119	67,263	64,689	
7303 - Wellington CCTV Purchase & Installation	0	18,520	18,520	0	18,520	18,521	
7304 - CCTV Cameras - NSW Community Safety Fund	0	0	0	500,000	500,000	0	50/50 Grant Funded Project

Capital Budget Review

Dubbo Regional Council
Detailed Financial Statement - Quarter Ending 31 December 2018

	Original Budget	Sep Revisions	Revised Annual Estimate at September	December Adjustment	Annual Forecast	YTD Actuals as at 31 December	Comments
Western Plains Cultural Centre							
Cultural Centre - Acquisition of Assets							
01.09539 - WPCC - Loan Principal Repayment							
5555 - WPCC - Loan 4 (CBA)	308,052	0	308,052	0	308,052	442,691	
01.09541 - WPCC - Furniture & Fittings							
7113 - Outlook Cafe - Dishwasher	0	0	0	5,665	5,665	5,665	
7114 - Outlook Cafe - Fridge	0	0	0	4,000	4,000	0	
01.09545 - Cultural Facilities - Buildings							
7401 - Wellington Justice Museum	250,000	4,487	254,487	3,650	258,137	0	
7402 - Auditorium Repairs	0	0	0	60,000	60,000	0	
01.09546 - Acquisition of Assets - Art Works							
7401 - Williams Ferguson Project	0	0	0	120,000	120,000	0	Stronger Country Communities Grant
Cultural Centre - Asset Renewals - Maintenance							
01.09533 - WPCC - Furniture & Fittings							
7301 - Ceiling Fan	9,450	0	9,450	0	9,450	0	
7303 - Flooring	4,440	0	4,440	0	4,440	0	
7306 - 150kW-75kW Chiller Unit	300,000	0	300,000	0	300,000	0	
7307 - Fan Coil Unit	15,000	0	15,000	0	15,000	0	
7314 - Boiler Replacement	0	0	0	22,557	22,557	20,000	Funded from Restricted Assets
7315 - Cafe Furniture	0	0	0	23,000	23,000	5,352	Funded from Restricted Assets
Corporate Services							
Civic Administration Buildings							
Civic Admin. Buildings - Acquisition of Assets							
01.09270 - Administration Buildings - Loan							
5900 - Loan Principal Repayments	45,106	0	45,106	0	45,106	0	
5901 - Wellington Administration Buildings -418	31,361	0	31,361	0	31,361	0	
01.09663 - CAB - Other Structures							
7924 - CCTV Cameras	0	5,866	5,866	0	5,866	5,833	
01.09664 - Civic Admin Building - Loan Principal Repayment							
5555 - CAB - Loan No. 4 (CBA)	232,492	0	232,492	0	232,492	334,068	
01.09665 - CAB - Furniture & Fittings							
7922 - Minor Furniture	23,000	0	23,000	0	23,000	0	
01.09666 - Plant & Equipment - CAB							
7928 - Replacement of Chiller Unit	150,000	0	150,000	0	150,000	0	
Civic Admin. Buildings - Asset Renewals - Maint.							
01.09280 - Wellington Administration Building - Asset Renewal							
5902 - Re-roof Ground Floor	40,000	0	40,000	0	40,000	0	
5911 - Refurbishment	0	0	0	240,000	240,000	11,400	Funded from NCF \$9M grant
Civic Admin. Buildings - Less Services Provided							
01.09235 - Less Service Provided To Other Functions							
0596 - CAB - IO - Infrastructure Strategy	-118,471	0	-118,471	0	-118,471	-59,235	
0598 - CAB - IO - Transport & Emergency	-65,518	0	-65,518	0	-65,518	-32,759	
Information Services							
Information Services - Acquisition of Assets							
01.09653 - Office Equipment							
7860 - UPS Upgrade	15,000	15,000	30,000	0	30,000	0	
7893 - Hardware Purchases - PC's/Laptops	200,000	0	200,000	0	200,000	185,184	
7911 - LAN Network Upgrade	10,000	0	10,000	0	10,000	0	
7928 - Hardware Purchases - Server	0	50,000	50,000	0	50,000	0	
7925 - Software	30,000	-30,000	0	0	0	0	
7941 - LAN Hardware	0	0	0	0	0	1,440	
7950 - Hardware Purchases - Misc	25,000	-37,120	-12,120	0	-12,120	0	
7960 - Mobile Computing Development	10,000	-10,000	0	0	0	0	
7962 - Upgrade Network at Remote Sites	50,000	0	50,000	11,493	61,493	3,200	
7965 - Sharepoint Development	15,000	0	15,000	0	15,000	0	
7967 - Server Room Cabinet Upgrade	0	20,000	20,000	0	20,000	0	
8302 - Unified Communications System	0	0	0	0	0	11,769	
8352 - Hardware Purchases-Storage Area Network	0	200,000	200,000	12,337	212,337	212,337	
8353 - Avigilon Software	0	0	0	0	0	25,566	
Property Development							
Property Development - Acquisition of Assets							
01.09233 - Assets Constructed - Landscaping							
7077 - Acoustic Fencing	250,000	170,321	420,321	-404,321	16,000	56,638	
01.09234 - Assets Const - Land Development - Stormwater							
7048 - Moffatt Estate Stage 3 Release 1	476,000	0	476,000	-476,000	0	0	Carried over to 2019/2020
7074 - Keswick Stage 5 Rel 1	481,300	0	481,300	-241,300	240,000	0	Carried over to 2019/2020
01.09238 - Assets Const - Land Development - Water							
7029 - Moffatt Estate	238,000	0	238,000	-238,000	0	0	Carried over to 2019/2020
7074 - Keswick Stage 5 Rel 1	402,000	0	402,000	-201,000	201,000	0	Carried over to 2019/2020
01.09240 - Assets Const - Land Development - Sewer							
7048 - Moffatt Estate Stage 3 Release 1	442,000	0	442,000	-221,000	221,000	0	Carried over to 2019/2020
7077 - Keswick Stage 5 Rel 1	432,500	0	432,500	-216,250	216,250	34,989	Carried over to 2019/2020
01.09242 - Assets Const - Land Development - Roads							
7052 - Moffatt Estate Stage 3 Release 1	544,000	0	544,000	-544,000	0	0	Carried over to 2019/2020
7080 - Keswick Stage 5 - Works Services	880,240	0	880,240	-440,120	440,120	836	Carried over to 2019/2020
7086 - Moffatt - Purvis Lane	350,000	0	350,000	-350,000	0	0	Carried over to 2019/2020
Economic Development and Business							
Dubbo Regional Airport							
Dubbo Regional Airport - Acquisition of Assets							
01.09204 - Airport - Land							
6939 - Land Purchases	0	0	0	2,630	2,630	2,630	
6942 - 11R Coreena Rd Lot 141 DP1218690	0	635,000	635,000	0	635,000	63,500	
01.09206 - Airport - Buildings							
6959 - NSRF Stage 4-Aeromedical Building Const.	0	615,901	615,901	93,265	709,166	709,166	
6960 - RFS Training Facility	13,000,000	336,877	13,336,877	0	13,336,877	2,240,555	
Dubbo Regional Airport - Asset Renewals - Maint.							
01.09210 - Airport - Other Assets							
6951 - Apron Floodlighting	50,000	0	50,000	0	50,000	0	
6952 - RFS Viva Gate	0	100,000	100,000	0	100,000	0	
6953 - Ainside Upgrade	0	220,000	220,000	0	220,000	0	

Capital Budget Review

Dubbo Regional Council
Detailed Financial Statement - Quarter Ending 31 December 2018

	Original Budget	Sep Revisions	Revised Annual Estimate at September	December Adjustment	Annual Forecast	YTD Actuals as at 31 December	Comments
01.09212 - Airport - Infrastructure Pavements							
6956 - Design Asphalt Overlay Runway 05/23	0	0	0	7,801	7,801	7,801	
6961 - Extend GA Apron/Footrot/Taxiway	0	67,000	67,000	0	67,000	1,425	
6974 - NSRF - Stage 6 - the Rwy/Taxiways/Service	0	2,323,692	2,323,692	283,356	2,607,048	2,607,048	
6975 - NSRF - Stage 4 - Electricity/Cemts	0	1,500,000	1,500,000	0	1,500,000	632,642	
6977 - NSRF - Stage 2 Aeromed Apron & Service	0	1,823,928	1,823,928	-384,422	1,439,506	649,752	
6981 - NSRF 6to8 -Const.Taxiway Hotel & Apron T/D	0	0	0	0	0	3,400	
01.09213 - Airport Infrastructure - Roads							
6960 - Car Rental Car Park	0	0	0	0	0	224	
6962 - Hire Car Car Park	300,000	239,000	539,000	0	539,000	2,479	
6963 - Staff Carpark	0	12,000	12,000	0	12,000	9,300	
6964 - Hangar 1-3 Extension	0	80,000	80,000	0	80,000	0	
6965 - RFS Road Realignment	0	478,000	478,000	0	478,000	0	
Dubbo Regional Livestock Markets							
Livestock Markets - Acquisition of Assets							
01.09167 - Livestock Markets - Other Structures							
6900 - Upgrade Cattle Loading Rams	0	5,000	5,000	0	5,000	4,540	
6913 - Upgrade Truck Wash Facilities	1,270,000	0	1,270,000	0	1,270,000	13,616	
6937 - Workshop Upgrade	0	264,636	264,636	0	264,636	196,077	
6946 - Shade Structures (Cattle Yards)	0	0	0	1,571	1,571	1,571	
6951 - Cattle Yards Rubber Matting	150,000	-5,000	145,000	0	145,000	833	
01.09172 - Livestock Markets - Acquisition of Land							
6910 - Land Purchases	100,000	0	100,000	0	100,000	0	
Livestock Markets - Asset Renewals - Maintenance							
01.09176 - Livestock Markets - Buildings - Non Specialised							
7000 - Canteen/amenities/office	700,000	0	700,000	0	700,000	0	
01.09177 - Livestock Markets - Other Structures							
6907 - Upgrade Sheep Paddock Fences	60,000	0	60,000	0	60,000	41,224	
6908 - Sheep Loading Ramps	46,000	0	46,000	0	46,000	0	
Holiday Park							
Holiday Park - Acquisition of Assets							
01.09263 - Holiday Park - Plant & Equipment							
7082 - Air Conditioners	5,304	0	5,304	0	5,304	0	
7089 - Washing Machine/Dryers	5,100	0	5,100	0	5,100	0	
01.09264 - Holiday Park - Furniture & Fittings							
7098 - Cabin Refurbishments	0	25,464	25,464	0	25,464	14,550	
7104 - Blinds for Cabins	0	15,929	15,929	0	15,929	0	
01.09269 - Holiday Park - Infrastructure							
7093 - U/Ground Electric S/Board & Dist Upgrade	40,000	0	40,000	0	40,000	0	
7116 - Water Main Upgrade	40,000	0	40,000	0	40,000	0	
7118 - Sewer Upgrade	40,000	0	40,000	0	40,000	0	
7121 - Natural Gas Retubulation	30,000	0	30,000	0	30,000	0	
7122 - Data Cabling	20,000	0	20,000	0	20,000	0	
7123 - Infrastructure Upgrade - Design	0	18,121	18,121	0	18,121	14,818	
Showgrounds							
Showgrounds - Acquisition of Assets							
01.09297 - Showground - Other Assets							
7121 - Electricity Upgrade	0	22,874	22,874	0	22,874	0	
7140 - Showground Master Plan	50,000	0	50,000	0	50,000	0	
Showgrounds - Asset Renewals - Maintenance							
01.09295 - Showground - Buildings							
0057 - Maintenance/Upgrade - Expo Centre	792,797	161,700	954,497	-129,700	824,797	1,671	
7121 - Office Building Upgrade	32,000	0	32,000	-32,000	0	0	
7123 - Showground Buildings Lighting Upgrade	21,280	0	21,280	0	21,280	22,830	
7128 - Wellington Showground - Buildings	8,000	0	8,000	-8,000	0	0	
Wellington - Capital Expenses							
01.08221 - Asset Renewals							
7000 - Land & Buildings	26,000	0	26,000	0	26,000	0	
7009 - Electricity Upgrade	9,000	0	9,000	0	9,000	8,865	
Wellington Caves Complex							
Wellington Caves Complex - Acquisition of Assets							
01.08170 - Wellington Caves - Land & Buildings							
7000 - Caves - Wellington Experience Centre	2,200,000	-2,200,000	0	0	0	0	
01.08171 - Wellington Caves - Furniture & Fittings							
7053 - Computer Equipment	0	0	0	798	798	798	
Wellington Caves Complex - Asset Renewals - Maint.							
01.08201 - Other Infrastructure							
7100 - Caves Kiosk	400,000	0	400,000	0	400,000	1,700	
7101 - Sitbalds Cottage	50,000	0	50,000	0	50,000	0	
Executive Services - Acquisition of Assets							
01.09511 - New Council Implementation Fund - Capital							
7000 - Wellington CAB refurbishment	0	240,000	240,000	-240,000	0	0	Moved to CAB function
7001 - Executive Services refurbishment	0	145,000	145,000	0	145,000	137,513	
People Culture and Safety							
People & Culture and Safety - Acquisition of Assets							
01.09647 - Office Equipment							
7855 - Chain of Compliance System	0	20,000	20,000	-20,000	0	0	Moved to operating expenses
Infrastructure and Operations							
BILT - Expenditure on Grants							
01.09350 - BILT - Wellington Caves Visitor Exp Centre							
1000 - Wellington Caves Visitor Exp Centre	0	3,781,039	3,781,039	479,337	4,260,376	120,155	Interest on grant funding and additional grant funding
01.09351 - BILT - Wiradjuri Tourism Experience							
1000 - Wiradjuri Tourism Experience - Dubbo	0	1,526,752	1,526,752	27,008	1,553,760	30,227	Interest on grant funding
01.09352 - BILT - Rygate Park Stage 2							
1000 - Rygate Park Stage 2	0	600,661	600,661	728,845	1,329,506	468,305	Interest on grant funding and additional grant funding
01.09353 - BILT - Wellington Pool Redevelopment							
1000 - Wellington Pool Redevelopment	0	8,589,803	8,589,803	136,112	8,725,915	643,284	Interest on grant funding
01.09354 - BILT - SES Headquarters							
1000 - SES Headquarters	0	1,541,708	1,541,708	797,859	2,339,567	282,969	Interest on grant funding

Capital Budget Review

Dubbo Regional Council
Detailed Financial Statement - Quarter Ending 31 December 2018

	Original Budget	Sep Revisions	Revised Annual Estimate at September	December Adjustment	Annual Forecast	YTD Actuals as at 31 December	Comments
01.09355 - BILT - VRA Headquarters							
1000 - VRA Headquarters	0	759,185	759,185	-759,185	0	0	Consolidated with SES
01.09356 - BILT - Victoria Park Redevelopment (Cycling)							
1000 - Victoria Park (Cycling)	0	3,994,048	3,994,048	216,237	4,210,285	216,124	Interest on grant funding and additional grant funding
01.09357 - BILT - Victoria Park Redevelopment (Ovals)							
1000 - Victoria Park (Ovals)	0	3,152,183	3,152,183	242,857	3,395,040	841,020	Interest on grant funding and additional grant funding
01.09358 - BILT - Western Institute of Sport							
1000 - Western Institute of Sport	0	9,300,000	9,300,000	0	9,300,000	480	
Depot Services							
Depot Services - Acquisition of Assets							
01.09694 - Depot Services - Furniture & Fittings							
7951 - Wellington-Replace Contin Flow Hot W Sys	2,600	0	2,600	0	2,600	0	
01.09697 - Depot - Buildings							
7967 - Security System Upgrade	40,000	0	40,000	31,695	71,695	71,695	
7968 - Rec Operations-Office Block and Amenit	320,000	0	320,000	0	320,000	0	
Depot Services - Maintenance							
01.02522 - Asset Maintenance Program - Cycle							
5672 - Wellington - Painting	1,500	0	1,500	0	1,500	0	
5673 - Wellington - Carpet Replacement	1,500	0	1,500	0	1,500	0	
Fire and Emergency Services							
Emergency Management - Acquisition of Assets							
01.09168 - Emergency Management Facilities							
6893 - New Local SES Headquarters	1,450,000	-1,450,000	0	0	0	0	
6894 - Rescue Squad Building Replacement	650,000	-650,000	0	0	0	0	
6895 - Wellington Land & Buildings	220,000	0	220,000	0	220,000	0	
Fire Services - Acquisition of Assets							
01.09156 - Fire Control - Plant & Equipment							
6840 - BFC Catalogue Items - Capital	452,800	-63,544	389,256	0	389,256	0	
01.09157 - Rural Fire Centre - Acquisition of Assets							
6800 - Carpet replacement	0	0	0	0	0	5,647	
01.09164 - Fire Control - Buildings							
6898 - Pomio Falls Fire Shed	0	71,827	71,827	1,442	73,269	73,269	
6899 - Gullian Hill Road Fire Shed	0	0	0	5,410	5,410	5,410	
6900 - Curra Creek Amenities	0	40,000	40,000	0	40,000	0	
Fleet Services							
Fleet - Acquisition of Assets							
01.09613 - Assets Purchased - Two Way Radio Equipment Total	10,000	0	10,000	0	10,000	0	
01.09615 - Assets Purchased - Sundry Plant (\$5000 to \$9999) Total	111,513	32,355	143,868	0	143,868	32,355	
01.09619 - Assets Purchased - Minor Plant (\$5000 to \$14999) Total	1,180,000	122,565	1,302,565	21,162	1,323,727	283,726	
01.09621 - Assets Purchased - Major Plant (>\$150 & 000) Total	4,668,163	236,300	4,904,463	-202	4,904,261	1,395,896	
01.09623 - Assets Purchased - Light Vehicles Total	1,217,231	203,959	1,421,190	126,272	1,547,462	928,135	
01.09625 - Assets Purchased - Small Plant (\$10000 to \$49999) Total	895,171	0	895,171	28,945	924,116	0	
Roads Network							
Footpaths & Cycleways - Acquisition of Assets							
01.09006 - Paved Footpaths - Construction							
6576 - Fitzroy St (Nyxal to Gibbons)	0	30,050	30,050	0	30,050	23,118	
6577 - Smith Street (Cobis to Reakes)	65,000	0	65,000	0	65,000	0	
01.09008 - Cycleways Construction							
6536 - Troy Gully Reserve Cyclepath	160,000	0	160,000	0	160,000	0	
6543 - Sheraton Road Cyclenlanes	10,000	0	10,000	0	10,000	0	
6547 - Hawthorne Street Cyclenlanes	15,000	0	15,000	0	15,000	0	
01.09012 - Contributed Assets - Footpaths							
6516 - Footpaths	62,000	0	62,000	0	62,000	33,840	
Footpaths & Cycleways - Asset Renewals							
01.09004 - Paved Footpaths - Reconstruction							
6214 - Wingeewana St (Darling to Bourke)	0	80,252	80,252	0	80,252	80,995	
6670 - Bourke Street (Madeay to Myall)	223,000	0	223,000	0	223,000	0	
6671 - Bulble Street (Bourke to Darling)	93,000	0	93,000	0	93,000	0	
6672 - Cobira Street (Hamden to Fitzroy)	115,400	0	115,400	0	115,400	0	
6674 - Swift St L&R (Arthur to Railway)	121,409	-17,830	103,579	-9,883	93,696	0	
6675 - Percy Street (Warne to Swift)	139,000	0	139,000	0	139,000	0	
6682 - Wellington CBD Redevelopment	0	17,830	17,830	9,883	27,713	27,713	
Infrastructure Delivery - Acquisition of Assets							
01.09971 - Works - Furniture & Fittings							
7694 - Wascation at Wellington Depot	0	0	0	0	0	1,731	
Rural Roads - Acquisition of Assets							
01.09070 - Works Capital							
0045 - Works Capital Salaries & Overheads	3,670,041	0	3,670,041	0	3,670,041	0	
0052 - Works Capital Plant Hire	3,405,525	0	3,405,525	0	3,405,525	0	
0100 - Works Capital Materials & Contracts	3,380,764	0	3,380,764	0	3,380,764	0	
0105 - Works Capital Contracts	3,264,118	0	3,264,118	0	3,264,118	0	
0500 - Quarries - Crushed Materials	777,993	0	777,993	0	777,993	0	
1000 - Works Capital Overhead	2,529,184	0	2,529,184	0	2,529,184	0	
2000 - Works Capital Allocation	-17,027,624	0	-17,027,624	0	-17,027,624	0	
01.09078 - Extension Sealed Road Network							
6670 - Village Sealing Program	540,000	0	540,000	0	540,000	0	
6678 - Village Sealing - Wongarbon - Railway St	0	9,101	9,101	0	9,101	0	
6683 - Village Sealing - Wongarbon - Deiribong St	0	125,000	125,000	0	125,000	65	
6699 - Old Mendosoon Road (R2R additional)	0	2,132,058	2,132,058	0	2,132,058	354,525	
01.09079 - Rural Roads - Land Acquisition							
6700 - Land Acquisition Costs	0	754	754	-8,246	50,000	33,644	

Capital Budget Review

Dubbo Regional Council
Detailed Financial Statement - Quarter Ending 31 December 2018

	Original Budget	Sep Revisions	Revised Annual Estimate at September	December Adjustment	Annual Forecast	YTD Actuals as at 31 December	Comments
Rural Roads - Asset Renewals - Asset Maintenance							
01.09072 - Rural Road-Major Construction & Reconstruction							
6658 - Regional Roads Upgrade Program	612,000	0	612,000	-176,064	435,936	0	
6705 - Mendooran Road (Sea 745)	0	2,470	2,470	176,064	178,534	176,064	
6739 - Troy Rail Land Transfer	0	94,512	94,512	0	94,512	0	
6754 - Bendong Road Sea 110	0	13,241	13,241	0	13,241	13,241	
6761 - Gundy Creek Bridge	0	10,132	10,132	0	10,132	10,132	
6771 - Dristone Bridge	0	30,790	30,790	0	30,790	23,718	
6772 - Ponto Falls Road	122,188	1,052,190	1,174,378	0	1,174,378	1,050,278	
6774 - Murrumbidgee Road	0	200,000	200,000	0	200,000	8,578	
01.09074 - Rural Road Construction - Preconstruction							
6670 - Technical Support Charge - Rural Roads	135,000	-21,454	113,546	-36,890	76,656	0	
6709 - Murrumbidgee Road	0	2,953	2,953	35,005	37,958	37,958	
6712 - Bundemar St (Barbique to Gundong)	0	9,975	9,975	1,885	11,860	11,860	
01.09077 - Rural Roads - Resealing							
6695 - Annual Reseal Program	876,887	0	876,887	0	876,887	671,303	
6697 - Rural Unsealed - Resheeting (West)	410,000	0	410,000	0	410,000	405,782	
6698 - Rural Unsealed - Resheeting (East Zone)	590,000	0	590,000	0	590,000	0	
Urban Roads - Acquisition of Assets							
01.09039 - Urban Road Construction							
6650 - Boundary Rd Extens.-Transport Strategy	5,260,533	453,625	5,714,158	-453,625	5,260,533	2,556,404	
01.09043 - Preconstruction							
6617 - Technical Support Charge-Preconstruction	190,000	-43,122	146,878	0	146,878	9,375	
6643 - Pozieres St Laneway Construction	0	4,410	4,410	0	4,410	4,410	
6722 - Boundary Road & Margaret Cres Intersect.	0	4,244	4,244	0	4,244	4,824	
6724 - Boundary Road Extension	0	15,991	15,991	3,049	19,040	19,404	Funded from Sec 94
6727 - Purvis Lane Freightway Upgrade	0	10,346	10,346	0	10,346	16,468	
6729 - Swift Street	0	5,712	5,712	0	5,712	22,452	
6731 - Gibson St K&G (Percy to Rail Crossing)	0	6,000	6,000	0	6,000	6,000	
6738 - Talbragar St (Fitzroy-Darling) Concept	0	5,000	5,000	0	5,000	9,000	
6740 - Neighbourhood Shopping Centre Beaut Conc	0	22,000	22,000	0	22,000	22,000	
01.09045 - Contributed Assets - Roads							
6625 - Roads	2,000,000	0	2,000,000	0	2,000,000	114,000	
01.09046 - Urban Roads - Land Acquisition							
6643 - Swift Street	0	75,000	75,000	0	75,000	104	
6644 - Land Acquisition Costs	0	251	251	2,749	3,000	1,548	
01.09060 - Urban Road - Loan Principal Repayment							
5555 - Urban Roads - Loan No.6 (Dexia)	43,412	0	43,412	0	43,412	61,497	
Urban Roads - Asset Renewals - Asset Maintenance							
01.09041 - Urban Road Construction & Reconstruction							
6656 - St Georges Ter (Hunnifield/Pine Knoll)	190,000	0	190,000	0	190,000	0	
6677 - Purvis Lane Reconstruction	2,578,370	10,506	2,588,876	0	2,588,876	66,537	
6681 - Boundary Rd Extens. - Rock	0	2,877	2,877	323,469	326,346	326,346	Funded from Sec 94
6685 - Swift Street (Arthur to Railway Station)	838,952	455,267	1,294,219	0	1,294,219	1,070	
6687 - Urban Roads Reconstruction - Wellington	0	0	0	458,595	458,595	0	Discretionary Projects Fund
6688 - Nanima Crescent	0	0	0	0	0	1,403	
6689 - Nanima Crescent CBD	0	0	0	0	0	39	
01.09044 - Urban Roads - Resealing							
6730 - Annual Reseal Program	615,000	0	615,000	0	615,000	155,835	
01.09055 - K&G Construct							
6674 - Bourke Street (Macleay to Myall)	250,000	0	250,000	0	250,000	20,399	
6678 - Winzeviana Street Reconstruction	0	338,700	338,700	0	338,700	370,183	
6681 - Swift Street (Arthur to Railway)	41,720	0	41,720	0	41,720	0	
6683 - Percy Street (Maxwell to Zouch)	36,500	0	36,500	0	36,500	0	
6694 - Gibson Street (Percy to Rail Xing)	0	225	225	0	225	8,298	
6685 - Maughan Street (Percy to Arthur)	28,000	0	28,000	0	28,000	0	
6686 - Simson Street (New to Maxwell)	36,651	0	36,651	0	36,651	0	
6687 - Wellington Future Kerb & Gutter	223,370	0	223,370	0	223,370	0	
Sewerage Services							
Sewerage Services - Acquisition of Assets							
03.08051 - Pumps & Equipment							
5057 - Telemetry Equipment	20,808	0	20,808	-20,808	0	0	
5120 - Telemetry RTU Upgrades	100,000	0	100,000	0	100,000	0	
5140 - Dubbo Sewerage Treatment Plant	0	40	40	0	40	40	
03.08053 - Plant & Equipment Purchases Total							
	1,074,313	0	1,074,313	-227,619	846,694	50,257	
03.08055 - Other Structures							
5145 - Brewery Lane - Pump Gantry (C)	83,232	0	83,232	0	83,232	0	
03.08056 - New House Services							
5100 - Pressure Sewer Systems	0	10,780	10,780	0	10,780	10,780	
03.08057 - Land & Buildings							
5163 - Bunjarbee Homestead Major Repairs	0	0	0	143	143	143	
5165 - 20 William Farmer Drive	0	0	0	420,000	420,000	42,000	
03.08059 - Contributed Assets - Sewer							
5123 - Sewer Mains	250,000	0	250,000	0	250,000	552,024	
03.08071 - Augmentation							
5386 - Erskine Street PS - Upgrade RM (C)	0	12,952	12,952	165,156	178,108	178,108	
5910 - Coatha SPS - Upgrade (PC)	0	11,000	11,000	9,360	20,360	20,360	
5911 - Coatha SPS - Upgrade (C)	2,900,000	0	2,900,000	-600,000	2,300,000	16,995	
5931 - Troy Junction STP - Bird Hide (C)	0	2,545	2,545	0	2,545	2,545	
5952 - Camp Road SPS Odour Control (C)	20,000	0	20,000	0	20,000	0	
5988 - Upgrade Sewer R (incl all components) PC	0	17,250	17,250	62,750	80,000	51,250	
5989 - Upgrade Sewer R (incl all component) (C)	1,560,600	0	1,560,600	-1,000,000	560,600	0	
6018 - Sewer Interception west Margaret Cr (PC)	75,000	0	75,000	-50,000	25,000	0	
6050 - Low Pressure System in East St (C)	0	2,127	2,127	198,873	201,000	50,837	
6058 - Brewery Ln Motor Starter/Pump U/G (PC)	0	0	0	0	0	29,522	
6059 - Brewery Ln Motor Starter/Pump U/G (C)	114,444	0	114,444	-69,444	45,000	0	
6061 - Gaurie STP Instl Bypass Return Pmpo (PC)	50,000	0	50,000	-50,000	0	0	
6066 - West STP Bypass Lagoon-Bypass Cases (PC)	0	16,000	16,000	7,200	23,200	23,200	
6067 - Wellington SCADA Upgrade	0	25,193	25,193	0	25,193	25,193	
6068 - Nanima STP Upgrade (C)-Fund by Other	500,000	0	500,000	-180,000	320,000	1,185	
6102 - Upgrade Purvis Lane Pressure System (C)	350,000	0	350,000	240,000	590,000	0	
6103 - Wellington STP Grav Main to River/Recy	750,000	0	750,000	-750,000	0	0	
6106 - Wellington Mech/Elect Upgrades	50,000	0	50,000	-50,000	0	0	
03.08072 - Assets Constructed Roads							
5631 - Bunjarbee Overflow Access Road	100,000	0	100,000	-100,000	0	0	

Capital Budget Review

Dubbo Regional Council
Detailed Financial Statement - Quarter Ending 31 December 2018

	Original Budget	Sep Revisions	Revised Annual Estimate at September	December Adjustment	Annual Forecast	YTD Actuals as at 31 December	Comments
03.08073 - Asset Replacement/ Refurbishment							
5993 - Troy Gully SPS Pump 3	0	18,498	18,498	0	18,498	18,498	
6010 - Troy Gully SPS Pienstock Replacement	0	22,976	22,976	292,074	315,050	292,595	
6505 - Dubbo STP Effluent Reuse G/Grove Pump 2	83,232	0	83,232	-83,232	0	0	
6512 - Dubbo STP Mechanical Dewatering	0	17,500	17,500	0	17,500	17,500	
6523 - Dubbo STP Switchboard	250,000	0	250,000	-250,000	0	0	
6587 - Troy Gully SPS Switchboard	52,000	0	52,000	0	52,000	12,200	
6601 - Greenrope Pivot Replacement	41,616	0	41,616	-41,616	0	0	
6604 - Troy Gully - Resilize Reflux Valves	0	52,272	52,272	0	52,272	52,272	
6605 - Wellington Palmer St SPS - Resilize (PC)	53,060	0	53,060	0	53,060	0	
6611 - Wellington STP Aerator Refurbishment	104,040	0	104,040	-54,040	50,000	0	
6615 - DSTP Transformer Replacement	0	0	0	100,000	100,000	75,000	
6617 - Dubbo Mech/Elect Renewals	100,000	0	100,000	-50,000	50,000	3,836	
6618 - Thompson St Receiving Well Relining	70,000	0	70,000	-70,000	0	0	
03.08090 - Sewer - Loan Principal Repayment Total	1,938,278	0	1,938,278	0	1,938,278	2,631,136	
Sewerage Services - Asset Renewals - Asset Maint							
03.08077 - Mains Rehabilitation							
5653 - Mains Rehabilitation	2,400,000	0	2,400,000	-400,000	2,000,000	537,559	
5662 - Manhole Rectification Program	100,000	0	100,000	0	100,000	68,082	
5666 - Manhole Rectification Program	0	1,343	1,343	-1,343	0	0	
5668 - Mains Rehabilitation (CCTV)	41,616	0	41,616	-41,616	0	0	
Stormwater - Acquisition of Assets							
01.09131 - Minor Drainage Extensions (In assoc with KBG)							
6824 - Preconstruction - Tech Support	20,000	0	20,000	0	20,000	0	
01.09133 - Gross Pollutant Trap Installation							
6817 - West Dubbo Drain C/Over	298,540	0	298,540	-298,540	0	0	Carry over to 2019/2020
6833 - Future Works	818,183	0	818,183	0	818,183	8,959	
01.09135 - Drainage Extensions							
6824 - Preconstruction - Tech Support	0	8,656	8,656	12,193	20,849	20,849	
01.09137 - Contributed Assets - Stormwater							
6826 - Stormwater Drainage	1,112,832	0	1,112,832	0	1,112,832	590,263	
01.09146 - Stormwater - Loan Principal Repayment							
01.09146 - Stormwater - Loan Principal Repayment Total	274,297	0	274,297	0	274,297	399,751	
01.09147 - Keswick Estate Development							
4630 - Redirect Channel Nth Keswick St/4 Rd/3B	0	19,005	19,005	2,682	21,687	21,687	
Stormwater - Asset Renewals - Asset Maintenance							
01.09127 - Rectification Works							
6805 - Technical Support Charge	30,000	0	30,000	305	30,305	0	
6819 - Devils Hole	112,311	0	112,311	-100,000	12,311	3,912	
6840 - Pipe Relining	150,000	0	150,000	0	150,000	1,311	
6849 - Other Infrastructure - Wellington	31,650	0	31,650	0	31,650	0	
6850 - Winewarna St (Gips to Darling)	0	2,470	2,470	305	2,775	2,775	
01.09144 - Troy Basin Facility							
4624 - Design	0	30,015	30,015	7,540	37,555	37,555	
4627 - Purvis Lane	730,000	0	730,000	1,620,000	2,350,000	32	
Traffic Management - Acquisition of Assets							
01.09020 - Traffic - Loan Principal Repayment Total							
	212,341	0	212,341	0	212,341	300,786	
Traffic Management - Asset Renewals							
01.09023 - Intersection Improvement Program							
6590 - AIPP Intersection Improvements	250,000	0	250,000	0	250,000	0	
Waste Management - Domestic							
Domestic Waste - Acquisition of Assets							
01.09103 - DWM - Plant & Equipment Purchases							
6740 - Truck (714)	0	0	0	207,253	207,253	207,253	Project complete
6742 - Garbage Truck (2715)	0	364,266	364,266	0	364,266	364,266	
Waste Management - Other							
Other Waste - Acquisition of Assets							
01.09114 - Other Waste - Plant & Equipment							
6756 - Box Trailer	1,891	0	1,891	0	1,891	0	
6761 - S/W Pump Unit	12,000	0	12,000	0	12,000	0	
6795 - Wheeled Loader (718)	460,000	0	460,000	-105,700	354,300	354,300	Project complete
6796 - Portable Generator (990)	9,009	0	9,009	0	9,009	0	
6806 - Skip Bin	0	12,980	12,980	0	12,980	12,980	
6808 - Skid-Steer Loader	88,000	0	88,000	0	88,000	0	
6813 - Skidsteer (2717)	85,000	0	85,000	0	85,000	0	
01.09116 - Other Waste - Other Structures							
6775 - Cigarette Butt Bins	0	10,928	10,928	0	10,928	10,928	
6780 - Replacement of Street Litter Bins	0	46,111	46,111	0	46,111	46,111	
6803 - DROPP Structure	0	43,448	43,448	0	43,448	43,448	
6806 - Transfer Station Construction - Wellington	100,000	0	100,000	-100,000	0	0	
6808 - Fencing Wellington Facility	0	19,000	19,000	0	19,000	19,000	
01.09120 - Other Waste - Land Improvements							
6782 - Other Waste - Resource Recovery Centre	0	0	0	0	0	409	
6794 - Landfill Rehabilitation - Wellington	100,000	0	100,000	-100,000	0	0	
01.09122 - Other Waste - Infrastructure Roads							
6780 - DROPP Site Access Road	0	1,452	1,452	0	1,452	1,452	
Water Supply							
Water Supply - Acquisition of Assets							
02.08051 - Works Plant - Purchases Total							
	596,853	71,497	668,350	84,827	753,177	156,324	
02.08053 - Pumps & Equipment > \$5 & 000							
5200 - Chlorine scales (Wellington)	5,202	0	5,202	0	5,202	0	
02.08055 - New House Services							
5171 - Construction - House Services	53,219	0	53,219	0	53,219	13,280	
02.08063 - Contributed Assets - Water Mains							
5197 - Water Supply Mains	522,025	0	522,025	0	522,025	297,292	
02.08064 - Other Structures							
5214 - South Dubbo Weir Grant	0	3,053	3,053	0	3,053	3,033	
5226 - WTP Automatic Sliding Entry Gate - Wel	80,000	0	80,000	0	80,000	1,688	
5227 - Bunninyong reservoir 2 retain wall/drain	60,000	0	60,000	-60,000	0	0	

Capital Budget Review

Dubbo Regional Council
Detailed Financial Statement - Quarter Ending 31 December 2018

	Original Budget	Sep Revisions	Revised Annual Estimate at September	December Adjustment	Annual Forecast	YTD Actuals as at 31 December	Comments
02.08069 - Augmentation Works							
3050 - Automated Meter Reading Equipment	700,000	0	700,000	-500,000	200,000	0	
4101 - Reservoir - addit CW storage JGWTP (PC)	50,000	0	50,000	-50,000	0	0	Projects carried over to 2019/2020
5437 - Pipelines - Obbley Rd/Newell Hwy - (PC)	50,000	0	50,000	60,000	110,000	61,365	
5438 - Pipelines - Obbley/Newell (C)	2,000,000	0	2,000,000	-1,500,000	500,000	7,682	
5655 - Reservoir Cameras	20,000	0	20,000	0	20,000	0	
5704 - Pipeline-DN 300 under Macquarie RiverPC	0	22,660	22,660	203,437	226,097	226,097	
5710 - Airport Water Supply Upgrade(PC)	30,000	0	30,000	-30,000	0	0	
5711 - Airport Water Supply Upgrade	200,000	0	200,000	-200,000	0	0	Projects carried over to 2019/2020
5717 - Future Augmentation	100,000	0	100,000	-100,000	0	0	Projects carried over to 2019/2020
5738 - Airport Water Supply Upgrade(PC)	0	0	0	10,000	10,000	3,850	
6210 - Lime Dosing Unit (C)	1,575,000	0	1,575,000	-1,375,000	200,000	15,897	
6230 - Boundary Rd Main & PRV Relocation (C)	0	41,788	41,788	12,021	53,809	53,809	
6502 - Additional UV Treatment (Wellington)	0	0	0	1,000	1,000	697	
6504 - Reservoir Mixing Installations	0	2,380	2,380	196	2,576	2,576	
6505 - Sedimentation Lagoons No.1 Liner - Wel	0	0	0	200,000	200,000	7,566	
6505 - Additional UV Treatment (Geurie)	0	0	0	300	300	123	
6508 - Online Monitoring Equipment (Geurie)	0	65	65	2,935	3,000	2,665	
6510 - Additional Chlorine Monitoring Units Dub	0	0	0	1,500	1,500	649	
6511 - Online Monitoring Equipment (Wellington)	0	0	0	16,000	16,000	14,252	
6515 - Upgrade 50mm to 100mm Silkwood Guse (C)	30,000	0	30,000	0	30,000	0	
6516 - Upgrade 50mm to 100mm Silkwood Guse(PC)	10,000	0	10,000	0	10,000	6,198	
6519 - SCADA (PC) (Wellington)	0	0	0	6,000	6,000	4,638	
6520 - Wellington-A/C Pipe Replacement	25,000	0	25,000	0	25,000	5,438	
6524 - Sedimentation Lagoon no 1 liner - Wton	700,000	0	700,000	-700,000	0	0	Projects carried over to 2019/2020
6525 - Filter Upgrade JGWTP (PC)	25,000	0	25,000	0	25,000	19,790	
6526 - Filter Upgrade JGWTP (C)	1,000,000	0	1,000,000	-400,000	600,000	0	
6529 - Chelmsford Sluicing at Cobra Sk (PC)	30,000	0	30,000	-30,000	0	0	
6530 - Chelmsford Sluicing at Cobra Sk (C)	0	0	0	1,190	1,190	1,190	
6531 - Purvis Ln/Tannery Rd Upgrade DN150/250 C	200,000	0	200,000	0	200,000	823	
6532 - Wellington Mech/Elect Upgrades	150,000	0	150,000	-150,000	0	0	Projects carried over to 2019/2020
02.08071 - Asset Replacement / Refurbishment Total	4,136,865	139,120	4,275,985	-1,387,792	2,888,193	311,869	Projects carried over to 2019/2020
02.08090 - Water - Loan Principal Repayments Total	949,068	0	949,068	0	949,068	1,368,050	
Water Supply - Asset Renewals - Asset Maintenance							
02.08073 - Mains Replacement Total	1,730,185	58,560	1,788,745	-772,455	1,016,290	194,723	Projects carried over to 2019/2020
02.08074 - Mains Extensions							
5947 - Chelmsford X Cobra Sk Main extension-Und	0	3,655	3,655	2,435	6,090	6,090	
5948 - Walsdale Drive extension to Jacqueline D	0	0	0	3,165	3,165	3,165	
5951 - Wheelers Ln X Hemmets Dr cross connecto	10,404	0	10,404	0	10,404	0	
5952 - Mains Extensions	100,000	0	100,000	-5,600	94,400	2,068	
Planning and Environment							
Ranger Services - Acquisition of Assets							
01.09367 - Animal Shelter - Loan Principal Repayment							
5555 - Animal Shelter - Loan No. 2 (CBA)	65,157	0	65,157	0	65,157	92,837	
Total	107,854,946	30,829,351	138,684,297	-5,899,195	132,785,102	34,899,886	

CONSULTANCY AND LEGAL EXPENSES

DUBBO REGIONAL COUNCIL		
Quarterly Budget Review Statement - Quarter Ending 31 December 2018		
Expense	Expenditure YTD	Budgeted (Y/N)
Legal Expenses	\$81,508	Y
Consultant Services	\$1,402,988	Y

CONTRACT LISTING

DUBBO REGIONAL COUNCIL Quarterly Budget Review Statement - Quarter Ending 31 December 2018				
Contractor	Details and Purpose	Contract Value	Commencement Date	Budgeted Y/N
NSW Public Works Advisory	Project Management of Purvis Lane Reconstruction	\$ 125,785.00	12/10/2018	Y
Remedial Contractors Australia Pty Ltd	Repair External Walls of Newtown reservoir	\$ 63,706.50	12/10/2018	Y
Stapleton Transportation & Planning Pty	Dubbo Transportation Strategy Consultancy	\$ 146,000.00	09/11/2018	Y
The Todd Group Family Trust T/as Demex	Concrete crushing - Whylandra Waste	\$ 145,860.00	13/11/2018	Y
NSW Public Works Advisory	Undertake full design of Obley Rd to Rifle Range	\$ 50,877.20	16/11/2018	Y
Bamson Pty Ltd	Wellington CAB Refurbishment - Design and Project	\$ 68,310.00	25/11/2018	Y
BOC Ltd	Supply of CO2 Vessel Rental for Water Treatment	\$ 66,352.00	27/11/2018	Y
3D Projects	Old Dubbo Gaol - Redevelopment Stage 1 - Fees	\$ 138,600.00	03/12/2018	Y
JAC Pump Services Pty Ltd	Supply 2 Pump Sets as per Quotation JA	\$ 96,982.00	04/12/2018	Y
Applied Controls Pty Ltd	Supply Configured Barton Hill Reservoir RTU	\$ 79,672.84	05/12/2018	Y
Hunter H2O Holdings Pty Ltd	Undertake concept design Aeration Tower replacement	\$ 94,138.00	06/12/2018	Y
Interflow Pty Ltd	Establishment & Dis-establishment Sewer mains	\$ 91,063.00	12/12/2018	Y
Note: Contracts listed are those entered into during the quarter and have yet to be fully performed (excluding preferred suppliers).				



DUBBO REGIONAL
COUNCIL

REPORT: Local Government Elections

AUTHOR: Executive Manager Governance and
Internal Control
REPORT DATE: 17 December 2018
TRIM REFERENCE: ID18/1874

EXECUTIVE SUMMARY

With the upcoming 2020 NSW Local Government elections to be held September 2020, Council must resolve as to whether it will engage the NSW Electoral Commissioner to conduct the election on Council's behalf or conduct the election itself. Section 296AA of the Local Government Act 1993 states (in part):

- (1) At least 18 months before the next ordinary election of councillors for a council, the council must resolve:
 - (a) to enter into an arrangement with the Electoral Commissioner, by contract or otherwise, for the Electoral Commissioner to administer elections of the council (as provided by section 296), or
 - (b) that the elections of the council are to be administered by the general manager of the council.

Dubbo Regional Council's experience with the 2017 Local Government Elections as conducted by the NSW Electoral Commissioner was that the election was conducted professionally and efficiently. By having the NSW Electoral Commissioner conduct the election, it also separates Council from the process providing transparency and impartiality. The costs for the election was also considered reasonable, especially when staff time and other material costs are considered.

Accordingly, it is recommended that Council make arrangements to enter into a contract with the Electoral Commissioner for the NSW Electoral Commission, to administer its elections (other than elections for Mayor and Deputy Mayor), bi elections, constitutional referendums and rolls until the conclusion of the 2020 ordinary election of councillors.

ORGANISATIONAL VALUES

Customer Focused: By utilising the services of the NSW Electoral Commissioner, a professionally delivered election process will be provided to the electors of Dubbo Regional Council Local Government area.

Integrity: By having the NSW Electoral Commissioner conduct the election, it separates Council from the process providing transparency and impartiality.

One Team: Not applicable

FINANCIAL IMPLICATIONS

The financial implications relating to this matter are the costs involved in conducting the Local Government Elections. The 2017 Dubbo Regional Council election was conducted by the NSW Electoral Commissioner at a cost of almost \$305,000. The costs for the 2020 Local Government Elections have been funded in forward budgets to be conducted by the NSW Electoral Commissioner.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That subject to Council's approval of the estimate provided by the State Electoral Commissioner, Dubbo Regional Council ("the Council") resolves that:

- 1. Pursuant to sections 296(2) and (3) of the Local Government Act 1993 (NSW) ("the Act") and subject to confirmation of estimates as provided by the Electoral Commissioner that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.**
- 2. Pursuant to sections 296(2) and (3) of the Act, as applied and modified by section 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.**
- 3. Pursuant to sections 296(2) and (3) of the Act, as applied and modified by section 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council, if required.**

Michael Ferguson

Executive Manager Governance and Internal Control

REPORT

With the upcoming 2020 NSW Local Government elections to be held September 2020, Council must resolve as to whether it will engage the NSW Electoral Commissioner to conduct the election on Council's behalf or conduct the election itself. Section 296AA of the Local Government Act 1993 states (in part):

- (1) At least 18 months before the next ordinary election of councillors for a council, the council must resolve:
 - (a) to enter into an arrangement with the Electoral Commissioner, by contract or otherwise, for the Electoral Commissioner to administer elections of the council (as provided by section 296), or
 - (b) that the elections of the council are to be administered by the general manager of the council.

Dubbo Regional Council's experience with the 2017 Local Government Elections as conducted by the NSW Electoral Commissioner was that the election was conducted professionally and efficiently. By having the NSW Electoral Commissioner conduct the election, it also separates Council from the process providing transparency and impartiality. The costs for the election was also considered reasonable, especially when staff time and other material costs are considered. The former Dubbo City Council and Wellington Council commonly used the services of the NSW Electoral Commissioner to conduct the respective Local Government elections in the past.

Accordingly, it is recommended that Council make arrangements to enter into a contract with the Electoral Commissioner for the NSW Electoral Commission, to administer its elections (other than elections for Mayor and Deputy Mayor), bi elections, constitutional referendums and rolls until the conclusion of the 2020 ordinary election of councillors.



REPORT: D2018-594 - Centre Based Child Care Facility

Property: 58 Hennessy Drive, Dubbo

Applicant: Project Planning and Design

Date Lodged: 5 November 2018

AUTHOR: Senior Planner
REPORT DATE: 31 January 2019
TRIM REFERENCE: ID19/18

EXECUTIVE SUMMARY

This report was considered at the Planning, Development and Environment Committee held 11 February 2019 and it was resolved that:

“That this matter be deferred to be considered at the Ordinary Meeting of Council on 25 February 2019 for consideration.”

Development consent is sought for a Centre Based Child Care Facility at 58 Hennessy Drive, Dubbo. The facility is proposed to accommodate up to 100 children, with thirteen (13) staff and recommended operating hours of 7 am to 6 pm Monday to Friday, with associated infrastructure, including landscaping and car parking for 25 vehicles.

The subject land is zoned R2 Low Density Residential under Dubbo Local Environmental Plan, 2011 and is a permissible form of development in the zone. The proposal is not inconsistent with the relevant objectives of the zone.

The assessment of this application has been carried out under Section 4.15(1) of the Environmental Planning and Assessment Act 1979, as amended, and approval subject to conditions is recommended.

ORGANISATIONAL VALUES

Customer Focused: The application as submitted has been assessed in a timely manner against the relevant legislation and Council policy while taking into consideration the public submissions received.

Integrity: The Development Application has been assessed against the requirements of Section 4.15 of the Environmental Planning and Assessment Act 1979, as amended, as well as other relevant legislation and Council Policy.

One Team: The relevant Council officers from across the organisation have been involved in the assessment of the subject Development Application.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That Development Application D2018-594 for Centre Based Child Care Facility at 58 Hennessy Drive, Dubbo, be approved subject to the conditions of consent set out in Appendix 1 of the report of the Senior Planner dated 5 November 2018.**
- 2. That those people making submissions be advised of Council's determination in this matter.**

Bo Moshage
Senior Planner

BACKGROUND

On 5 November 2018 Council received an application for a Centre Based Child Care Facility and associated facilities at 58 Hennessy Drive, Dubbo. The facility is proposed to accommodate up to 100 children, thirteen (13) staff and with 'proposed' operating hours from 6 am to 6 pm Monday to Friday, with associated infrastructure, including landscaping and car parking for 25 vehicles.

The subject land is zoned R2 Low Density Residential under Dubbo Local Environmental Plan (DLEP) 2011 and is a permissible form of development in the zone. The proposal is consistent with the relevant objectives of the zone.

The assessment of this application has been carried out under Section 4.15(1) of the Environmental Planning and Assessment Act 1979, as amended, and approval subject to conditions is recommended.

REPORT

1. PROPOSED DEVELOPMENT

Council is in receipt of a Development Application for a Centre-based child care facility at Lot 120 DP 1204528, 58 Hennessy Drive, Dubbo. Specifically the proposed development includes the following:

- 1) Construction of a single storey building comprising a floor area of 802m², consisting of play rooms, cot rooms, amenities, staff and office space; and
- 2) Associated works such as landscaping, fencing, and internal driveways and parking facilities.

The facility will accommodate up to 100 children, with thirteen (13) staff and with 'proposed' operating hours from 6 am to 6 pm Monday to Friday.

Development site plans are provided in **Appendix 2**.

2. SITE CHARACTERISTICS

2.1 Locality

The subject allotment is 4,033m² in area and is located on the north-eastern corner of Holmwood Drive and Hennessy Drive. A locality plan is provided as Figure 1.

2.2 Slope

The subject site is relatively flat, with a gradual fall to the south-west.



Figure 1: Lot 120 DP 1204528, 58 Hennessy Drive, Dubbo.

2.3 Vegetation

The subject area is largely cleared of native vegetation, featuring open grasslands and is made ready for residential development. The two (2) existing trees on site are to be removed and supplemented by a comprehensive landscaping schedule to complement the visual appearance of the development.

2.4 Access

Vehicular access to the property is available via Holmwood Drive and an unnamed service road accessible off Hennessy Drive.

2.5 Drainage

Stormwater will be piped to Council's stormwater infrastructure in Hennessy Drive.

2.6 Services

The property is connected to all utility services.

2.7 Adjoining uses

The subject site is surrounded by low density residential housing and vacant residential zone land.

3. SITE HISTORY

SC12-019 Pt 1 – Forty (40) lot subdivision, registered 4 February 2015.

D17-145 - Erection of freestanding shed with attached carport, approved 4 May 2017. An inspection of the site revealed no evidence that this consent has been enacted upon.

There are no issues from previous development approvals which require further consideration.

4. LEGISLATIVE REQUIREMENTS S4.15

The development application is assessed in accordance with the requirements of section 4.15 of the Environmental Planning and Assessment Act 1979, as amended (the Act).

4.1 State Environmental Planning Policy

4.1.1 State Environmental Planning Policy (Infrastructure) 2007

The application was referred to Essential Energy in accordance with subclause 45 for which they responded in the correspondence dated 20 November 2018, raising no objection to the proposed development.

The requirements specified by Essential Energy above will be included as a notation on the consent.

4.1.2 State Environmental Planning Policy No 55 – Remediation of Land

The proposed site is not listed on Council's register of potentially contaminated land. Preliminary Contamination Assessment undertaken by Envirowest Consulting P/L (Ref: R10109c) in June 2010 for the Dubbo Residential Estate found that the site was suitable for residential land uses.

4.1.3 State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017

Prior to determining a development application for a centre-based child care facility the consent authority (in this instance Council) must take into consideration any applicable provisions of the *Child Care Planning Guideline*, dated August 2017. The assessment of the applicable provisions follows:

4.1.3.1 - Site selection and location

Physical Attributes

- Adequacy of public utility services

- The single storey, 'domestic' scale and appearance of the proposed building will ensure it is visually compatible with the residential housing styles in the area.
- Building location, orientation and design capitalises on site attributes and constraints.
- Proposed development will not impede existing sewer line, easement or manhole located in the area.

Location Attributes

The land is zoned R2 Low Density Residential and is well located geographically to service the growing south east urban release areas of Dubbo.

The characteristics of the site are suitable for the scale and type of development proposed, having regard to lot configuration, the size of street frontage, dimensions and overall size and the number of shared boundaries with residential properties.

4.1.3.2 - Local character, streetscape and the public domain interface

The development will have an impact on the locality. However, it is not expected that the siting, bulk, scale and external appearance of the development will detract from the overall visual importance of the locality.

The building is of a scale suitable to the area and being on a single level, maintains a low profile. The bulk of the building is set back more than the required 6 (six) metres with noise-generating outdoor play areas (being available between the hours of 9 am to 10 am and 3 pm to 4 pm) to be fenced and screened. The roof has been designed to reduce the overall apparent bulk of the building. The colours and building materials have been designed to complement rather than conflict with the surrounding locality.

4.1.3.3 - Building orientation, envelope and design

The site layout and building design provide natural surveillance from Holmwood and Hennessy Drives.

Building design responds to the site, optimising solar access and opportunities for shade, with the scale of the child care facility being compatible with adjoining (existing and proposed) development.

The proposed development features the following setbacks (wall to boundary):

- 4.5m setback from the southern (front) property boundary, fronting Hennessy Drive;
- 15.6m setback from the northern (rear) property boundary adjoining vacant residential zoned land;
- 21m setback from the western (side) property boundary, fronting Holmwood Drive; and
- 23.6m setback from the eastern (side) property boundary, adjoining residential zoned land (dwelling currently under construction).

It is considered that the setbacks above are sufficient and will help to mitigate any adverse privacy or amenity impacts on neighbouring properties. In addition, the 15.6 m setback from northern property boundary will help maintain solar access.

4.1.3.4 - Landscaping

A Landscaping Plan has been provided which shows landscaping fronting Hennessy Drive, Holmwood Drive and within the outdoor play areas.

The proposed landscaping, consisting of a mixture of native and introduced species, will enhance and complement the visual appearance of the development in addition to softening the development within the streetscape of the locality.

4.1.3.5 - Visual and acoustic privacy

The surrounding area is residential in character. The amenity of the locality is expected to change with the proposed development in the short term. However, given the design and nature of the proposal, these changes are expected to complement rather than detract from the amenity of the area.

In addition to soft landscaping treatments proposed to minimise the visual impacts of the structures, the development maintains an acceptable level of visual privacy between adjoining properties. The main window areas have been designed to maximise the northerly aspect of the site. The wall closest to the adjoining (future) residence to the east have been appropriately screened. Those to the north maintain a 15.6 metre separation to the allotment boundary.

To protect the privacy and security of children attending the facility, outdoor areas near residences have been designed to encourage more passive activities. Acoustic attenuation measures have also been proposed to reduce reflected noise as discussed below.

4.1.3.6 - Noise and air pollution

The impact of noise on surrounding development will be evident during construction of the development. An appropriate condition will be included on the consent restricting work hours to minimise impacts to neighbouring property.

To manage the potential for noise from the proposed play areas located on the residential (northern and eastern) side of the development, an appropriate acoustic barrier is to be erected along the common boundary to comply with the NSW EPA / Child Care Planning Guidelines 2017 requirements.

A standard condition shall be included on the consent that noise emitted by the childcare centre shall not exceed 5dB(A) above background noise at any time including any allowance for impulsiveness and tonal characteristics when measured at the most affected residence. In addition, an acoustic validation report is to be completed within twelve (12) months of the

Occupation Certificate, to assess compliance of mitigation measures, noting that this report shall include the dwellings located at 71 Holmwood Drive (Lot 119 DP 1204528) and 60 Hennessy Drive (Lot 137 DP 1204528).

Air pollution impacts are possible during construction however, can be controlled by routine mitigation measures. No air impacts are anticipated after completion of the building works.

4.1.3.7 - Hours of Operation

The proposed development seeks approval for hours of operation 6 am to 6 pm weekdays. However, the Child Care Planning Guideline: *Delivering Quality Child Care for NSW (August 2017)* proposes that hours of operation within areas where the predominant landuse is residential should be confined to the core hours of 7 am to 7 pm weekdays.

To strike a balance between the needs of families for child care in this area of Dubbo and compatibility with the surrounding residential uses in an area, it is recommended that the development be approved with the core hours of 7 am to 6 pm weekdays.

In the event that the operator wishes to seek consent for alternative operating hours, a Modification Application under Section 4.55 of the Act, can be lodged accompanied by supporting documentation, including noise validation report, access and operational considerations, to be considered by Council.

4.1.3.8 - Traffic, parking and pedestrian circulation

Car parking spaces are required to be provided on-site at the rate of one (1) spaces per four (4) children. The design provides 25 parking spaces (including 2 disabled spaces). Entry/egress is proposed via Holmwood Drive adjacent to the northern site boundary which is bitumen sealed road with roll form kerb and gutter.

Some concern has been raised with potential traffic conflict, queuing and congestion on Holmwood Drive at the entry and exit driveway due to the restricted road widths and the adjacent median separation island. It is considered that there would be minimal conflict at peak times given the low number of centre vehicles expected over an extended peak period with flows generally contrary to the estates peak directional flows. However, with the existing centre paved area (3.8m) between the separation islands there is the capacity to provide a turning facility outside of the through lane.

Access is to be designed and constructed of sufficient width at the roadway (kerb and gutter alignment) and the property boundary alignment such that two (2) vehicles can pass each other at the property boundary and able to enter/exit the subject site in a forward direction without the need to cross over onto the wrong side of Holmwood Drive at any time. This work may require restoration of the road shoulder following construction in accordance with Council's adopted Construction Standards.

It is not considered that this will pose any traffic concern with the surrounding road systems ability to cope with the expected traffic generated by the development, which is considered to have sufficient capacity for the proposed development.

As per the Traffic Impact Assessment for the original subdivision of the Macquarie View Estate prepared by Civil and Forensic Pty Ltd, (December 2011), traffic generation at the intersection of Holmwood Drive and Hennessy Drive is the equivalent of 730 vehicle trips per day (69 vph peak) and will operate at Level of Service A (LoS A).

The child care centre is expected to generate an additional 282 vehicle trips per day (28vph peak). However, not all of the child care centres traffic will be using the Hennessy Road intersection with access available to the north via Holmwood Drive and Wheelers Lane. Therefore a potential 38% increase in overall traffic flow can be expected in Holmwood Drive as a result of the child care centre development which is considered acceptable given the capacity of the roadway as a 'collector road'.

Noting Dubbo's traffic growth of about 1%, it is considered that the increase of additional child care centre traffic may still operate at LoS A or to LoS B still being well above any significant impact on the road networks capacity to operate efficiently.

It should also be understood that the peak AM and PM movements of traffic to the child care centre would more likely be split over a two (2) hour period (7 am to 9 am and 4 pm to 6 pm) given the variable working hours available in the workforce. Subsequently, the centres peak hourly figure of 28 vehicles would occur over a longer time frame than expected and also have a directional ratio split from the north and south.

Holmwood Drive is a 'collector road' and functions as a low-to-moderate capacity road which serves to move traffic from local streets to 'arterial roads'. However, unlike 'arterial roads', 'collector roads' are designed to provide access to properties.

Both the road and footpath widths are sufficient to allow safe access for vehicles and pedestrians. The road widths for Holmwood Drive and Hennessy Drive are as follows:

- Holmwood Drive - 13 metres kerb to kerb with two (2) x separated 4.5 metre wide roads (pavement) and two (2) x 1.5 metre footpaths. The two (2) roads being separated by a median island (centre pavement area) 3.8 metres wide; and
- Hennessy Drive - 13 metres kerb to kerb with 3.5 metre wide road (pavement) and the road reserve a further 17 metres wide (north) and 10 metres wide (south).

Council's current minimum road width specification is 8 metres, as per adopted Policy Code - Engineering Standards, to accommodate a carrying capacity of approximately 3,000 vehicles per day. The Traffic Impact Assessment for the original subdivision of the Macquarie View Estate prepared by Civil and Forensic Pty Ltd (December 2011), calculated the vehicle catchment for this neighbourhood at approximately 1,828 vehicles per day.

Having regard to the above, the intersection of Holmwood Drive and Hennessy Drive has sufficient capacity to accommodate the additional traffic flow generated by the proposed child care centre.

External lighting of the development, including the carparking area, is required. Conditions of consent will ensure that the potential to cause light overspill nuisance to adjoining properties is minimised.

Council has taken into consideration the applicable provisions of the *Child Care Planning Guideline* and found the proposed development to be generally compliant.

Note: While a number of other SEPPs apply to the land, none are specifically applicable to this development.

4.2 - Dubbo Local Environmental Plan 2011

The following clauses of Dubbo Local Environmental Plan (DLEP) 2011 have been assessed as being relevant and matters for consideration in assessment of the Development Application.

Clause 1.2 Aims of Plan

The proposed development is not contrary to the relevant aims of the Plan.

Clause 1.4 Definitions

The proposed development is defined as a *centre-based child care facility*, which means:

*“(a) a building or place used for the education and care of children that provides ... the following:
(i) long day care, ...”.*

Clause 1.9A Suspension of covenants, agreements and instruments

A restriction as to user on the title of all allotments approved under D12-91 requires that ...

(e) No building erected on any Lot shall be used for any commercial, manufacturing, industrial or retail purpose and no offensive or noisy trade or activity ...

This covenant is a private agreement between two parties, in this case the land owner and developer of the Macquarie View Estate. It should be noted that Council is not responsible for enforcing a private developer covenant.

The approval of the development does not amount to the release, variation or modification by Council of any covenant applicable to the subject property. This clause provides the legislative authority for Council to render the covenant null and void if the covenant is inconsistent with an Environmental Planning Instrument (ie. development permitted with consent) and Council has lawfully considered and approves the development.

Clause 2.2 Zoning of land to which Plan applies

The subject site is zoned R2 Low Density Residential.

Clause 2.3 Zone objectives and Land Use Table

The proposed development is permissible with consent and is considered consistent with the relevant zone objective:

- To enable other land uses that provide facilities or services to meet the day to day needs of residents.

While not contrary to, the remaining zone objectives are not applicable in this instance.

Clause 5.10 Heritage conservation (schedule 5)

The subject property is not a heritage item, however it is located approximately 200 metres east of the following heritage item:

- 1L Hennessy Drive (Item No. I34) 'Holmwood' - Local Significance.

It is considered that the proposed development will have no adverse impact on the heritage significance of the above item. As such, due to the negligible level of impact, a Heritage Management Document is not required with no further action to be undertaken.

Clause 5.14 Siding Spring Observatory – maintaining dark sky

The proposed development has been assessed as unlikely to adversely affect observing conditions at the Siding Spring Observatory, having regard to:

- 2(a) the amount of light to be emitted;
- 2(b) the cumulative impact of the light emissions with regard to the critical level;
- 2(c) outside light fittings;
- 2(d) measures taken to minimise dust associated with the development; and
- 2(e) the Dark Sky Planning Guidelines.

Additionally, as per subclause (7) the proposed development is not considered likely to result in the emission of light of 1,000,000 lumens or more.

Clause 7.1 Flood planning

The provisions of Clause 7.1 and Council's Flood-Prone Land Policy are not applicable as the subject land is not identified within the Flood Planning Area on the Dubbo LEP 2011 Flood Planning Map.

Clause 7.3 Earthworks

The proposed development will require earthworks to be undertaken upon the site. Erosion and sediment control measures are required before any earthworks commence in which a condition to this effect will be placed on the consent.

Clause 7.5 Groundwater vulnerability

The land is included on the Natural Resource – Groundwater Vulnerability Map as containing high groundwater vulnerability. The proposed development however is not likely to cause groundwater contamination nor will it likely have an effect on any groundwater dependent ecosystems. It is also considered not likely to have a cumulative impact on groundwater.

Clause 7.7 Airspace operations

The site is located within the Obstacle Limitation Surface (OLS) map for Dubbo Regional Airport. The relevant level on the OLS map is 423.5m AHD, to the site which has a general ground level of 270m AHD. At a maximum building height of 6.2m the proposed development does not infringe on the OLS.

4.3 – Draft environmental planning instrument

No draft environmental planning instruments apply to the land to which the Development Application relates.

4.4 – Area Plan 1 Dubbo Residential Estate

An assessment is made of the relevant sections of Area Plan 1 Dubbo Residential Estate Lot 301 DP 1123136 Hennessy Drive, Dubbo, Residential Development and Subdivision.

Area Plan 1 relates predominantly to residential development and while many aspects of the proposed development are residential in scale, design and material, the proposal is commercial by definition. As such, the Development Control Plan is not specifically applicable to this application, noting that the proposal is generally compliant with State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017, as stated earlier in the Report.

4.5 – Dubbo Development Control Plan 2013

An assessment is made of the relevant chapters and sections of this Development Control Plan (DCP). Those chapters or sections not discussed here were considered not specifically applicable to this application or are addressed elsewhere.

Chapter 3.1 Access and Mobility

The proposed development generally complies with the requirements and in accordance with AS1428.1 'Design for Access and Mobility', with specific details to be provided with the Construction Certificate application.

Chapter 3.5 Parking

The development is a child care centre requiring parking at a rate of one (1) parking space per four (4) children. The Application states that the centre will be licensed to accommodate up to 100 children and therefore, 25 off-street car parking spaces are required.

Plans show the provision of 25 parking spaces thereby ensuring compliance with the Plan.

4.6 – Regulations

4.6.1 Education and Care Services National Regulations

The Regulations detailed all aspects associated with centre based childcare facilities, from staffing and operational matters, to more physical aspects relevant to the assessment of the proposed land use. The relevant requirements are listed below:

4.6.1.1 - Indoor Space requirements

Regulation 107 of the Education and Care Services National Regulations, states the following:

- (2) *The approved provider of an education and care service must ensure that, for each child being educated and cared for by the service, the education and care service premises has at least 3.25 square metres of unencumbered indoor space...*
- (3) *In calculating the area of unencumbered indoor space—*
 - (a) *the following areas are to be excluded—*
 - (i) *any passageway or thoroughfare (including door swings);*
 - (ii) *any toilet and hygiene facilities;*
 - (iii) *any nappy changing area or area for preparing bottles;*
 - (iv) *any area permanently set aside for the use or storage of cots;*
 - (v) *any area permanently set aside for storage;*
 - (vi) *any area or room for staff or administration;*
 - (vii) *any other space that is not suitable for children;*
 - (b) *the area of a kitchen is to be excluded, unless the kitchen is primarily to be used by children as part of an educational program provided by the service.*

In accordance with the above, 376.6m² of indoor space suitable for children (not counting the covered outdoor play area) has been provided. With the proposed development to accommodate up to 100 children there will be 3.76m² of indoor space per child. As such, the proposed development complies.

4.6.1.2 - Laundry and hygiene facilities

Submitted plans show the provision of laundry facilities.

4.6.1.3 - Toilet and hygiene facilities

Submitted plans show the provision of amenities designated for both staff and children.

4.6.1.4 - Ventilation and natural light

Submitted plans show the provision for ventilation through a mixture of natural cross ventilation and air conditioning in addition to solar and natural daylight.

4.6.1.5 - Administrative space

Submitted plans show the provision of office/reception space.

4.6.1.6 - Nappy change facilities

Submitted plans show the provision of designated nappy change rooms.

4.6.1.7 - Premises designated to facilitate supervision

The development facilitates the supervision of children at all times, with no apparent hidden corners and windows strategically located to provide surveillance of cot/nappy change rooms.

4.6.1.8 - Emergency and evacuation procedures

The implementation of emergency/evacuation procedures is an operational requirement the operator will undertake prior to licensing of the centre by the Department of Family and Community Services.

4.6.2 - Outdoor Space requirements

Regulation 108 of the Education and Care Services National Regulations, states the following:

- (2) *The approved provider of an education and care service must ensure that, for each child being educated and cared for by the service, the education and care service premises has at least 7m² of unencumbered outdoor space.*

- (3) *In calculating the area of unencumbered outdoor space required, the following areas are to be excluded—*
- (a) *any pathway or thoroughfare, except where used by children as part of the education and care program;*
 - (b) *any car parking area;*
 - (c) *any storage shed or other storage area;*
 - (d) *any other space that is not suitable for children.*

In accordance with the requirements above, 731m² of outdoor space suitable for children (excluding covered outdoor play areas) has been provided. With the proposed development to accommodate up to 100 children there will be 7.31m² of unencumbered outdoor space per child. As such, the proposed development complies.

4.6.2.1 - Natural Environment

This element encourages outdoor space which allows children to explore and experience the natural environment. In accordance with this element a sand pit and raised vegetable gardens are proposed.

4.6.2.2 - Shade

A review of the submitted landscaping plan shows numerous shade locations within the outdoor play area in the form of introduced landscaping, undercover verandas and the provision of a shade sail. It is considered that, sufficient shaded area is available.

4.6.2.3 - Fencing

Fencing along the northern and eastern property boundaries consist of 1.8m high colorbond fencing with 2m high diplomat fencing separating the entry and outdoor play area from the adjoining car park. It is considered that such fencing provides sufficient safety.

4.6.2.4 - Soil assessment

The site soil testing for contamination was undertaken by Barnson Design Plan Management ref 26929 - GRO1a dated 6 April 2017 and found that the site was suitable for residential land uses.

5. SUITABILITY OF THE SITE

5.1 Context, setting and public domain

5.1.1 Will the development have an adverse effect on the landscape/scenic quality, views/vistas, access to sunlight in the locality or on adjacent properties?

The proposed development will not have any adverse effect on the landscape/scenic quality, views/vistas and access to sunlight on adjacent properties.

The block is oriented east-west. Sunlight will be unaffected and accessible to north and east facing windows of adjoining properties for greater than the minimum three hours between 9:00 am and 3:00 pm on June 21 (winter solstice).

5.1.2 Is the external appearance of the development appropriate having regard to character, location, siting, bulk, scale, shape, size, height, density, design and/or external appearance of development in the locality?

The subject site is located within the Urban Release Area of the Macquarie View Estate and lends itself to this type of development as the development maintains required setbacks and has adequate outdoor open space suitable for designated play areas.

This particular area of the Macquarie View Estate subdivision has allotments ranging in size from 2,000m² to 4,000m² to create a semi-urban character. The proposed carpark and fencing of the outdoor playground area are elements, which are not considered inconsistent with the established character of the area and unlikely to erode the character of the broader residential precinct.

The development site is fully serviced and there are no physical constraints on the site that would make the land unsuitable for this development.

5.1.3 Will the development proposal have an adverse impact on the existing or likely future amenity of the locality?

The proposal will have a degree of impact on the surrounding residential area. The fencing type and car park may compromise visual amenity, as these are new elements, which are being introduced to the streetscape. The impact of fencing and car park can be appropriately managed by landscaping.

The proposed development will be conditioned to operate weekdays between the hours of 7:00am and 6:00pm. It is considered that these proposed operating times will reduce the potential for impact on the existing and future residents as they occur predominantly during work hours.

5.2 Access, transport and traffic

As discussed previously in the report, the surrounding road network is considered to have sufficient capacity for the proposed development.

The development proposes to include 25 car parking spaces onsite in accordance with Council's car parking requirements. This is considered to be sufficient for staff and parent/child vehicle movements and the need for the child care centre patrons to utilise on street parking should not be required.

The collection of rubbish is not anticipated to have a significant impact on the road network or the operation of the car park.

Finally, the consent shall be conditioned requiring all children attending the child care centre to be collected and dropped off on-site and for the applicant to provide Council with a Traffic Operations Plan prior to the release of the Occupation Certificate.

5.3 Utilities and waste considerations

All services are readily available to the subject site.

6. SUBMISSIONS

The development proposal was placed on public exhibition for fourteen (14) days ending the 26 November 2018. During this period, a total of twelve (12) individual submissions and a petition containing eighty-nine (89) signatures were received. A copy of all submissions is provided in **Appendix 3**.

The main issues raised by the objectors are summarised below, with comment provided:

- *That the proposed development will have detrimental impacts upon the local road network and the intersection of Holmwood and Hennessy Drive.*

Comment

As stated earlier in the Report, the surrounding road network is considered to have sufficient capacity for the proposed development. Current traffic in Holmwood Drive and Hennessy Drive is the equivalent of 730 vehicle trips per day, with the child care centre expected to generate an additional 282 vehicle trips per day. While the proposal represents a 38.6% increase in traffic flow, this is considered acceptable given the capacity of the roadway as a 'collector road' has a carrying capacity of approximately 3,000 vehicles per day.

Holmwood Drive is a 'collector road' and functions as a low-to-moderate capacity road which serves to move traffic from local streets to 'arterial roads'. However, unlike 'arterial roads', 'collector roads' are designed to provide access to properties.

Both the road and footpath widths are of sufficient width to allow safe access for vehicles and pedestrians. The road widths for Holmwood Drive and Hennessy Drive are as follows:

- Holmwood Drive - 13 metres kerb to kerb with two (2) x separated 4.5 metre wide roads (pavement) and two (2) x 1.5 metre footpaths. The two (2) roads being separated by a median island (centre pavement area) 3.8 metres wide; and
- Hennessy Drive - 13 metres kerb to kerb with 3.5 metre wide road (pavement) and the road reserve a further 17 metres wide (north) and 10 metres wide (south).

Having regard to the above considerations, the intersections of Holmwood Drive and Hennessy Drive have sufficient capacity to accommodate the additional traffic flow generated by the child care centre.

- *That insufficient carparking has been provided for the child care centre.*

Comment

The onsite car parking comprising 25 spaces is adequate to cater for the proposed child care centre, and it is therefore not anticipated that on-street parking would be required by staff and/or parents to any significant extent. The car park is to operate with traffic entering and exiting from Holmwood Drive. The consent is to be conditioned for all children to be dropped off and collected on-site.

Children attending childcare centres usually start and finish at different times during the day therefore staggering the drop-off and pick-up times.

The proposed conditions of consent require a Traffic Operations Plan to be submitted to Council, outlining to staff and patrons how the car park and traffic shall function, and the procedures for the collection and drop-off of children to the centre.

- *That the proposed access arrangements will lead to traffic congestion and conflict.*

Comment

Entry/egress is proposed via Holmwood Drive adjacent to the northern site boundary which is a bitumen sealed road with roll form kerb and gutter.

Sufficient turning area is available within the proposed car parking area to permit vehicles to enter and leave in a forward direction. It is not considered that this will pose any traffic concern, with the surrounding road system able to adequately cope with the expected traffic generated by the development.

- *That the proposed development has no pedestrian access.*

Comment

A 1.5 metre wide footpath is located on both sides of the road, providing pedestrian access along Holmwood Drive. The existing footpath significantly reduces any conflict between pedestrians and motorists. No significant dangers are posed by the proposed child care centres car park as adequate sight distances are available for vehicles entering and exiting the site.

- *That the proposed development results in an adverse impact on streetscape and residential amenity.*

Comment

It is considered that the external appearance of the development is appropriate having regard to the character of the locality. The proposed development is innovative in design and the use of materials and will make a positive contribution to the streetscape, being compatible in terms of bulk, design and scale.

It is considered that the development will not have any adverse effects on adjoining properties and is considered to be acceptable and within guidelines provided by Dubbo LEP 2011 and the Child Care Planning Guideline: *Delivering Quality Child Care for NSW (August 2017)*.

- *The development is inconsistent with the covenant that no building to be erected on any allotment for commercial purposes.*

This covenant is a private agreement between two parties, in this case the land owner and developer of the Macquarie View Estate. It should be noted that Council is not responsible for enforcing a private developer covenant.

The approval of the development does not amount to the release, variation or modification by Council of any covenant applicable to the subject property. This clause provides the legislative authority for Council to render the covenant null and void if the covenant is inconsistent with an Environmental Planning Instrument (ie. development permitted with consent) and Council has lawfully considered and approves the development.

- *That the proposed development will detrimentally impact on residential values.*

Comment

There is no conclusive evidence that child care centres devalue adjoining properties, in fact it could be argued that areas with child care centres are more attractive to potential purchasers.

- *That the proposed development will detrimentally impact on utility services.*

Comment

The development site is fully serviced and there are no physical constraints on the site that would make the land unsuitable for this development.

A child care centre is considered a suitable support facility within the residential area. The building reflects the residential character and scale as the existing residential dwelling and will not place any unreasonable demands upon infrastructure or services within its locality.

- *That the development application was not adequately notified.*

Comment

The proposed development was notified through a notification letter in the general locality for fourteen (14) days ending the 26 November 2018 in accordance with Dubbo DCP 2013, Chapter 1.2 Notification of Development. The development was also placed on Council's website, enabling anyone else to view and comment on the proposal.

- *The development does not comply with the Principles and Considerations from the NSW Government's Child Care Planning Guideline (August 2017).*

As stated earlier in the Report, the proposed development is innovative in design and the use of materials and will make a positive contribution to the streetscape, being compatible in terms of bulk, design and scale. It is considered that the development as proposed is not unreasonable, nor will it result in detrimental effects on adjoining properties and is considered to be acceptable and within guidelines provided by the Child Care Planning Guideline: *Delivering Quality Child Care for NSW (August 2017)*.

- *That the proposed hours of operation will result in detrimental impacts in the locality.*

Comment

The proposed development originally sought approval for hours of operation: 6:00am to 6:00pm weekdays. However, the Child Care Planning Guideline: *Delivering Quality Child Care for NSW (August 2017)* states that hours of operation within areas where the predominant land use is residential, should be confined to the core hours of 7 am to 7 pm weekdays.

To strike a balance between the needs of families and compatibility with the surrounding residential uses in an area, it is recommended that the development be approved with the core hours of 7 am to 6 pm weekdays.

- *That the proposed development will result in detrimental noise for adjoining neighbours.*

Comment

As stated earlier in the Report, a condition of consent will include that noise emitted by the child care centre shall not exceed 5dB(A) above background noise at any time including any allowance for impulsiveness and tonal characteristics when measured at the most affected residence.

Child care centres are well managed, with outdoor play activities limited to a minimal to two (2) supervised hours each day. In addition, the proponent has indicated that an 'acoustic barrier' is to be erected along the common boundaries, with an acoustic validation report to be completed within twelve (12) months of the Occupation Certificate, to assess compliance of this mitigation measure, noting that this report shall include the dwellings located at 71 Holmwood Drive (Lot 119 DP 1204528) and 60 Hennessy Drive (Lot 137 DP 1204528).

- *That the number of vehicles utilising the site will hamper garbage collection.*

Comment

Council garbage collection services shall remove waste generated by the child care centre. These operating hours and waste management methods are considered acceptable for a development of this size. The development provides garbage storage on-site with collection in Holmwood Drive.

- *That the development has not made provision for service vehicles.*

Comment

To manage the internal manoeuvrability and access to and from the proposed development site, it is proposed to condition that vehicles generally no larger than 5.6 metres in length be permitted to access the development proposal.

- *That the child care centre is subject to bushfire threat.*

Comment

The subject land is not identified as Bush Fire Prone Land on the Bush Fire Prone Land Map certified by the Commissioner of the NSW Rural Fire Service under Section 10.3 of the Environmental Planning and Assessment Act, 1979.

- *That the scale of the development is inappropriate in relation to the intended character for the area.*

The subject site is located within the Urban Release Area of the Macquarie View Estate and lends itself to this type of development as the site maintains required setbacks and has adequate outdoor open space suitable for designated play areas.

This particular area of the Macquarie View Estate subdivision has lot sizes ranging from 2,000m² to 4,000m² to create a more open, semi-urban character. The proposed carpark and perimeter fencing of the outdoor playground area are elements, which are not considered inconsistent with the established character of the area and unlikely to erode the character of the broader residential precinct.

The proposed development is innovative in design and the use of materials and will make a positive contribution to the streetscape, being compatible in terms of bulk, design and scale. It is considered that the development as proposed will not have any adverse effects on adjoining properties and is considered to be acceptable and within guidelines provided by the Dubbo LEP and the Child Care Planning Guideline: *Delivering Quality Child Care for NSW (August 2017)*.

7. PUBLIC INTEREST

There are no matters other than those discussed in the assessment of the Development Application above that would be considered to be contrary to the public interest. The proposal is expected to fill a need for child care facilities in the existing Macquarie View Estate and Southlakes Residential Estate areas of Dubbo.

The provision of child care services is in the public's interest. The provision of the centre in a residential location is considered appropriate given the service available to the immediate and surrounding residents.

8. SECTION 64/SECTION 7.11 CONTRIBUTIONS

8.1 Water Supply Contribution

Council's Water and Sewerage Contribution Policy does not have any specific rates for child care centres. As such, section 3.5.1 Development not Categorised by PWD Guidelines, states: *"Council will determine a demand/loading for the development using the best available data."*

Consequently, in determining the contribution for water contributions for the proposed development, the Water Directorate publication *Section 64 Determinations of Equivalent Tenements Guidelines*, dated April 2017 has been utilised as the most current source of information, with this publication having specific data for childcare centres.

The rate, as specified in Table 2 of the publication, states that the water ET for child care centres is 0.06 ET per person. Although not specified, it is assumed the term 'person' encompasses both staff and children.

The Equivalent Tenement would therefore be equal to:

$$\begin{aligned} &= (\text{staff} + \text{children}) \times 0.06 \\ &= (13 + 100) \times 0.06 \\ &= 113 \times 0.06 \\ &= 6.78 \text{ ET's} \end{aligned}$$

$$\begin{aligned} \text{Therefore contribution} &= \$ \text{ rate} \times (\text{ET} - \text{credit}) \\ &= \$5,714.30 \times (6.78 - 1) \\ &= \$5,714.30 \times 5.78 \\ &= \$33,028.65 \end{aligned}$$

An appropriate condition will be included in the conditions of development consent which will require the payment of **\$33,028.65** prior to the issue of the Occupation Certificate.

8.2 Sewerage Supply Contribution

Council's Water and Sewerage Contribution Policy does not have any specific rates for child care centres. As such, section 3.5.1 Development not Categorised by PWD Guidelines, states: *"Council will determine a demand/loading for the development using the best available data."*

Consequently, in determining the contribution for sewer contributions for the proposed development, the Water Directorate publication *Section 64 Determinations of Equivalent Tenements Guidelines*, dated April 2017 has been utilised as the most current source of information, with this publication having specific data for childcare centres.

The rate, as specified in Table 2 of the publication, states that the sewer ET for child care centres is 0.1 ET per person. Although not specified, it is assumed the term 'person' encompasses both staff and children.

The Equivalent Tenement would therefore be equal to:

$$\begin{aligned} &= (\text{staff} + \text{children}) \times 0.1 \\ &= (13 + 100) \times 0.1 \\ &= 113 \times 0.1 \\ &= 11.3 \text{ ET's} \end{aligned}$$

$$\begin{aligned} \text{Therefore contribution} &= \$ \text{ rate} \times (\text{ET} - \text{credit}) \\ &= \$5,714.24 \times (11.3 - 1) \\ &= \$5,714.24 \times 10.3 \\ &= \$58,856.67 \end{aligned}$$

An appropriate condition will be included in the conditions of development consent which will require the payment of **\$58,856.67** prior to the issue of the Occupation Certificate.

8.3 Open Space

Being a commercial development, open space and recreation contributions are not applicable.

8.4 Urban Stormwater

The property is located within Stormwater Catchment Miriam/Holmwood Future Scheme. Such catchment does not incur contributions.

8.5 Urban Roads

Under the Policy the proposed development is defined as a *child minding facility* which generates 3.7 daily vehicle trips per enrolment. With there being the capacity for 100 enrolments the development would generate 370 daily vehicle trips. With there being a credit of 11 trips for the existing lot, the net trip generation would be 359 trips.

$$\begin{aligned} \text{Contribution:} &= \$ \text{commercial rate} \times \text{trip generation} \\ &= \$401.40 \times 359 \text{ daily trips} \\ &= \$144,102.60 \end{aligned}$$

An appropriate condition will be included in the conditions of development consent which will require the payment of **\$144,102.60** prior to the issue of the Occupation Certificate.

9. SUMMARY

The Applicant has sought development consent for centre based child care facility at Lot 120 DP 1204528, 58 Hennessy Drive, Dubbo.

The proposed development is not considered likely to have any significant negative impacts upon the environment or upon the amenity of the locality.

The proposed development is consistent with the objectives of the applicable EPIs, DCPs and Council policies and is considered satisfactory in terms of the relevant matters for consideration and the development application is recommended for approval subject to the conditions of consent in **Appendix 1**.

Appendices:

- 1 [↓](#) Proposed Development Conditions - 58 Hennessy Drive Dubbo
- 2 [↓](#) Proposed Plans - 58 Hennessy Drive Dubbo
- 3 [↓](#) Submissions - 58 Hennessy Drive Dubbo

CONDITIONS

- (1) The development shall be undertaken in accordance with the Statement of Environmental Effects and stamped approved plans (as amended in red) detailed as follows except where modified by any of the following conditions:

Title/Plan: Site Layout Plan & Landscaping Plan
Drawing No/Sheet No: 5494 / 1
Dated: 13th September 2018

Title/Plan: Ground Floor Layout Plan
Drawing No/Sheet No: 5494 / 3
Dated: 13th September 2018

Title/Plan: Elevations and Section Details
Drawing No/Sheet No: 5494 / 4
Dated: 13th September 2018

{Reason: To ensure that the development is undertaken in accordance with that assessed}

- (2) The proposed landscaping shown on the approved development plan (Titled: Site Layout Plan & Landscaping Plan, dated 13th September 2018) shall be established prior to issue of the Occupation Certificate.

{Reason: To maintain the aesthetic quality of the development}

- (3) Prior to the issue of the Occupation Certificate, the contribution by the developer of **\$33,028.65** (5.78 ET's) for Water Supply headworks contributions, calculated on a per ET basis, pursuant to Section 64 of the Local Government Act 1993, Division 5 of Part 2 of Chapter 6 of the Water Management Act, 2000, and in accordance with Council's adopted Combined Water Supply and Sewerage Contributions Policy dated November 2002.

Such contribution rate per ET is adjusted annually in accordance with Section 3 of the Combined Water Supply and Sewerage Contributions Policy becoming effective from 1 July each year and as adopted in Council's annual Revenue Policy.

Note 1: Council's adopted 2018/2019 financial year rate is \$5,714.30 per ET.

Note 2: As the above contribution rate is reviewed annually the 'current contribution rate' is to be confirmed prior to payment.

{Reason: Implementation of Council's adopted Combined Water Supply and Sewerage Contributions Policy, November 2002, operating from 1 January 2003}

- (4) Prior to the issue of the Occupation Certificate, the contribution by the developer of **\$58,856.67** (10.3 ET's) for Sewerage Supply headworks contributions, calculated on a per ET basis, pursuant to Section 64 of the Local Government Act 1993, Division 5 of Part 2 of Chapter 6 of the Water Management Act, 2000 and in accordance with Council's adopted Combined Water Supply and Sewerage Contributions Policy dated November 2002.

Such contribution rate per ET is adjusted annually in accordance with Section 3 of the Combined Water Supply and Sewerage Contributions Policy becoming effective from 1 July each year and as adopted in Council's annual Revenue Policy.

Note 1: Council's adopted 2018/2019 financial year rate is \$5,714.24 per ET.

Note 2: As the above contribution rate is reviewed annually the 'current contribution rate' is to be confirmed prior to payment.

{Reason: Implementation of Council's adopted Combined Water Supply and Sewerage Contributions Policy, November 2002, operating from 1 January 2003}

- (5) Prior to the issue of the Occupation Certificate, the contribution by the developer of **\$144,102.60** (359 daily trips) for Urban Roads headworks contribution, calculated on a trip basis, in accordance with Council's adopted Amended Section 94 Contributions Plan – Roads, Traffic Management and Carparking, operational 3 March 2016.

Such contribution rate is adjusted annually in accordance with Section 6.0 of the Section 94 Contributions Plan becoming effective from the 1 July each year and as adopted in Council's annual Revenue Policy.

Note 1: Council's adopted 2018/2019 financial year rate is \$401.40 per commercial trip (including administration).

Note 2: As the above contribution rate is reviewed annually, the current contribution rate is to be confirmed prior to payment.

{Reason: Implementation of Council's Section 94 Contributions Plan - Roads, Traffic Management and Carparking dated 2016}

- (6) The approved hours of operation for this development are Monday to Friday, 7:00am to 6:00pm.

{Reason: To protect and preserve the amenity of the surrounding locality}

- (7) All building work must be carried out in accordance with the provisions of the Building Code of Australia.

{Reason: Prescribed statutory condition under EP&A Act}

- (8) Construction work shall only be carried out within the following time:

Monday to Friday:	7 am to 6 pm
Saturday:	8 am to 1 pm
Sunday and public holidays:	No construction work permitted

{Reason: Council requirement to reduce the likelihood of noise nuisance}

- (9) An Erosion and Sedimentation Control Plan is required to be implemented onsite prior to any site disturbance works being commenced and shall remain, in a maintained condition, until all site works are completed.

{Reason: Implementation of Council policy to reduce sediment pollution}

- (10) Those portions of the building proposed to be used for the manufacturing, preparing, storing or handling of food shall be constructed and operated in accordance with the requirements of the Food Act, 2003, Food Regulations, 2010 and the Food Safety Standards. Prior to the business commencing, the operator shall notify Council and a satisfactory inspection completed.
{Reason: Statutory requirement of the Food Act, 2003}
- (11) Waste construction materials including soil arising from the development must be disposed of at an appropriately licensed waste facility.
{Reason: To ensure environmentally safe disposal}
- (12) A Traffic Operations Plan (TOP) shall be submitted to Council for approval prior to the release of the Occupation Certificate. The TOP shall be in a form suitable for distribution to staff and parents of enrolled children, and shall address:
- Methods and procedures of collection and drop off of children on-site;
 - Provide information regarding child safety and driver awareness; and
 - Discourage on-street car parking.
- {Reason: To ensure that the development operates in a safe manner}
- (13) Noise from the development (L_{Aeq}) shall not exceed the background (L_{A90}) by more than 5dB(A) at any time including any allowance for impulsiveness and tonal characteristics when measured at the most affected residence.
{Reason: Council requirement to prevent the generation of a noise nuisance}
- (14) A fence of solid construction either of timber, masonry or a combination of both materials shall be placed along the common boundary (No.71 Holmwood Drive (Lot 119 DP 1204528) and No.60 Hennessy Drive (Lot 137 DP 1204528) to comply with the NSW EPA / Child Care Planning Guidelines 2017 requirements. An acoustic validation report shall be completed within twelve (12) months of the Occupation Certificate, to assess compliance. This report shall include the properties at No.71 Holmwood Drive (Lot 119 DP 1204528) and No.60 Hennessy Drive (Lot 137 DP 1204528).
{Reason: To mitigate potential adverse social and amenity impacts of the development}
- (15) A separate application for any proposed onsite advertising/signage not approved with this consent shall be submitted to Council if such signage does not comply with Part 2, Division 2 of State Environmental Planning Policy (Exempt and Complying Development Codes), 2008.
{Reason: To ensure onsite advertising/signage is appropriate for the site and the locality}
- (16) All outdoor lighting must not detrimentally impact upon the amenity of other premises and adjacent dwellings and road reserve, and must comply with, where relevant, AS 1158.3:2005 *Lighting for roads and public spaces – Pedestrian Area (Category P) lighting – Performance* and design requirements and AS 4282:1997 *Control of the obtrusive effects of outdoor lighting*.
{Reason: To maintain environmental amenity}
- (17) Temporary closet accommodation shall be provided onsite before work on the proposed building is commenced.

{Reason: Council requirement to preserve public hygiene}

- (18) A hoarding barricade or fence shall be erected between the building and any adjoining public place and/or around any road openings or obstructions if pedestrian or vehicular traffic is likely to be endangered, obstructed or inconvenienced by the proposed works. If necessary, an awning sufficient to prevent any material from, or in connection with the work falling onto the public place is also to be erected.

The work is to be kept lit during the time between sunset and sunrise if the work may be a source of danger to persons using the adjoining public place.

{Reason: Council requirement for the protection of the public}

- (19) The sanitary, water plumbing and drainage associated with the proposed building requires the issue of a separate approval from Council prior to being installed. In this regard a Drainage and Plumbing Approval Application form is available from Council, and must be completed by the licensed plumbing and drainage contractor and returned to Council with the appropriate fee. Drainage or plumbing works must not be commenced until Council has issued a permit authorising such works.

{Reason: Statutory requirement of Local Government Act 1993}

- (20) The full width of Council's footpath shall be kept free of all refuse, building materials and unnecessary traffic and disturbance. Any unauthorised material found upon Council's footpath may be impounded or removed without notice.

{Reason: Council requirement as the relevant road authority}

- (21) The truss and frame manufacturer's Certificate of Design, Bracing and Erection/Fixing Plan for the subject dwelling shall be submitted to the Principal Certifying Authority (PCA) for appraisal prior to the building's frame being inspected.

{Reason: To permit assessment of the compatibility of the design with statutory requirements}

- (22) All sanitary plumbing and drainage and water plumbing work shall be carried out by a licensed plumber and drainer.

{Reason: Statutory requirement of Section 634 Local Government Act 1993}

- (23) The top of the building's overflow (relief) gully shall be a minimum 150 mm below the building's lowest sanitary fixture.

The building's overflow (relief) gully shall also:

- (a) Be a minimum 75 mm above the finished surrounding ground level; or
(b) Where the overflow (relief) gully is located in a path or paved area which is finished such that surface water cannot enter it and is graded away from the building, it may be finished level with such path or paved area.

{Reason: Statutory and sewerage authority requirement}

- (24) The following applicable works shall be inspected and passed by an officer of Council, irrespective of any other inspection works undertaken by an accredited certifier, prior to them being covered. In this regard, at least 24 hours notice shall be given to Council for inspection of such works. When requesting an inspection please quote Council's reference number **D2018-594 Part 1**.

Advanced notification for an inspection should be made by emailing enviroadmin@dubbo.nsw.gov.au or by telephoning Council's Planning & Environment Division on 6801 4612.

- Internal and external sanitary plumbing and drainage under hydraulic test.
- Water plumbing, including any proposed irrigation and lawn watering systems, under hydraulic test.
- Any fire services water plumbing under hydraulic test.
- Final inspection of the installed sanitary and water plumbing fixtures upon the building's completion prior to its occupation/use.

{Reason: Statutory provision and Council requirement being the water and sewerage authority}

- (25) Roof and surface water from the child care centre buildings and site shall be conducted to Council's stormwater system in Hennessy Drive, without redirection or diversion into any adjoining properties.

All roof and stormwater work shall be carried out in accordance with the requirements of the Local Government (General) Regulation and the Plumbing Code of Australia. In this regard, prior to the issue of the Occupation Certificate, the licensee is required to submit to Council a Certificate of Compliance for the subject stormwater work within two (2) days of completion.

{Reason: To ensure satisfactory disposal of roof and surface water}

- (26) Hot water delivered to the outlets of the early childhood centre's hand-basins and shower must not exceed 45°C.

Note: Thermostatic mixing valve(s) are required to be installed to achieve the maximum temperature setting of 45°C.

{Reason: Statutory requirement of the Plumbing Code of Australia}

- (27) The applicant shall ensure that the responsible builder or contractor submits to Council, if Council is engaged to act as the Principal Certifying Authority (PCA), a Certificate of Installation certifying that the wet areas of the building have been protected by the installation of a water-proofing system conforming to AS 3740 'Waterproofing of domestic wet area'. Such Certificate must be provided prior to occupation or use of the building.

{Reason: To demonstrate the provision of an adequate moisture proofing system}

- (28) The drainage and plumbing installation shall comply with the provisions of the Local Government (General) Regulation, 2005 and the requirements of Council as the water and sewerage authority.

{Reason: Statutory and Council requirement}

- (29) All excavations associated with the erection of the building and installation of associated services must be properly guarded and protected to prevent them from being dangerous to life or property. Excavations undertaken across or in a public place must be kept adequately guarded and/or enclosed and lit between sunset and sunrise, if left open or otherwise in a condition likely to be hazardous to persons in the public place.
{Reason: Council requirement for protection of public}

- (30) If an excavation associated with the proposed building work extends below the surface level of an adjoining allotment of land and/or the base of the footings of a building on an adjoining allotment of land, the person having the benefit of the development consent must, at the person's own expense:
- (a) Protect and support the adjoining premises from possible damage from the excavation; and
 - (b) Where necessary underpin the adjoining premises to prevent any such damage.

For the purposes of this condition, *allotment of land* includes a public road and any other public place. This condition does not apply if the person having the benefit of the development consent owns the adjoining land, or the owner of the adjoining land has given consent in writing to this condition not applying.

{Reason: Prescribed condition pursuant to clause 98E of the EP&A Regulation 2000 and Council requirement to preserve the stability of adjoining roads/public places}

- (31) Prior to works commencing the Applicant shall ensure that a sign is erected on the work site in a prominent position at the front of the property showing:
- (a) The name, address and telephone number of the Principal Certifying Authority (PCA) for the work;
 - (b) The name of the principal contractor for the building work and a telephone number on which that person may be contacted outside of working hours; and
 - (c) Stating that unauthorised entry to the work site is prohibited.

Such sign must be maintained on the site during the course of the building work and not be removed until the work has been completed.

{Reason: Statutory condition imposed by clause 98A of the EP&A Regulation 2000}

- (32) The person having the benefit of this Development Consent, if not carrying out the work as an owner-builder, must unless that person is the principal contractor, ensure that the principal contractor has been notified of the critical stage inspections and any other inspections that are specified by the appointed Principal Certifying Authority (PCA) to be carried out.

Note: The 'principal contractor' is the person responsible for the overall coordination and control of the carrying out of the building work.

- (33) Prior to the Occupation Certificate being issued, Council is to be given at least 24 hours notice for Council to carry out an inspection of the completed stormwater drainage, sanitary drainage and water plumbing installations.

{Reason: To enable an inspection of the building's plumbing and drainage to determine they have been satisfactorily completed}

- (34) If Council is engaged to act as the Principal Certifying Authority (PCA), the applicant shall ensure that the responsible builder and/or applicable contractors submit to Council documentary evidence identifying and confirming that their respective work was undertaken in conformity with the relevant Section J provisions of the BCA, as approved under the Construction Certificate. Such documentation must be provided prior to issue of the building's Occupation Certificate.

{Reason: To satisfy Council as the PCA that the applicable work has been undertaken in conformity with the BCA}

- (35) The applicant must forward to the Certifying Authority with the Construction Certificate application, a detailed design of the development's and building's proposed stormwater drainage system, which shall include hydraulic design calculations, surface and invert levels, pipe sizes and grades. Such details shall form part of the building's Construction Certificate.

{Reason: Council requirement to ensure compliance with the BCA is demonstrated for the satisfactory disposal of the development's stormwater}

- (36) Should the existing town water supply service connection(s) not be suitably located and/or of a suitable size to accommodate the proposed development, then a separate application would be required to be made to Council, with the appropriate fee(s) being paid, for the provision of a suitably sized metered water service to the development.

Note: As Council is the local water authority, separate metered connections will be required in respect to the provision of a suitably size domestic water meter and separate fire service meter to the development site.

{Reason: Council policy in respect of commercial developments}

- (37) Entry and exit points to and from the proposed development and off-street car parking shall be delineated and sign-posted to at least the standard outlined in Chapter 3.5 of the Dubbo Development Control Plan 2013.

{Reason: Implementation of Dubbo DCP 2013}

- (38) All hard stand areas, driveways, car parking and loading areas shall be fully paved in accordance with Chapter 3.5 Parking (3.5.7 – Construction Requirements) of the Dubbo Development Control Plan 2013 of a standard suitable to withstand the proposed traffic loadings. The proposed surface design details are to be submitted in conjunction with the application for the Construction Certificate and approved prior to any work commencing.

{Reason: Implementation of Dubbo DCP 2013}

- (39) Commercial standard concrete vehicular cross-overs, and kerb and gutter vehicle entrance, constructed in accordance with Council's standards STD 5211 and STD 5235 being provided by and at full cost to the Developer at the location shown on the approved development plan.

In conjunction with construction of the above driveway access, the existing concrete footpath (required to be removed to facilitate construction of this driveway) is required to be reinstated to standards acceptable to Council (ie. longitudinal grade not to exceed 1:14).

The driveway is to be designed and constructed of sufficient width at the roadway (kerb and gutter alignment) and the property boundary alignment such that two car can cross each other at the property boundary (utilising the Austroads design templates, and a turning speed of 5-15 km/hr) and is able to access/exit the subject land in a forward motion from the through travel lane(s) of Holmwood Drive without the need to cross over onto the wrong side of Holmwood Drive at any time.

This work may require restoration of the road shoulder following construction in accordance with Council's adopted AUS-SPEC #1 Development Specification Series - Construction Standards at full cost to the developer.

Should Council's Compliance Engineer (or his representative) not undertake the required inspections as detailed in the abovementioned Council standards, then a detailed list of inspections undertaken by an accredited private certifier verifying compliance with the abovementioned Council standards will be required to be lodged with Council prior to the issue of the Occupation Certificate for the proposed development.

{Reason: Council policy in respect of commercial developments}

- (40) The Developer shall at their full cost and to the satisfaction of Council, provide an access driveway crossover from the side street verge to the allotment's front boundary. Concrete driveway crossovers must be constructed in accordance with Council's standard drawing STD 5211. Paved driveway crossovers are to be constructed generally in accordance with Section A-A of STD 5211 to ensure that there is a positive cross-fall from the property boundary alignment towards the kerb and gutter.

This work may require restoration of the road shoulder following construction in accordance with Council's adopted AUS-SPEC #1 Development Specification Series - Construction Standards at full cost to the developer.

Should Council's Compliance Engineer (or his representative) not undertake the required inspections as detailed in the abovementioned Council standards, then a detailed list of inspections undertaken by an accredited private certifier verifying compliance with the abovementioned Council standards will be required to be lodged with Council prior to the issue of the Occupation Certificate for the proposed development.

{Reason: Implementation of Council's policy providing a satisfactory means of access to the subject land and proposed dwelling and prevention of footpath erosion}

- (41) No vehicles larger than a 'Passenger Vehicle' 5.6 m in length (utilising the Austroads design templates) are permitted to access the subject land and the development proposal.

{Reason: The internal manoeuvrability and access to the proposed development will only facilitate passenger vehicle(s) or vehicles of lesser dimensions at this location}

- (42) All driveways, hard stand areas and parking areas shall be drained to Council's satisfaction, noting that development will be required to discharge stormwater from the land in its undisturbed/natural state for the minor storm event (1 in 20 year ARI) to a single 225mm dia pipe discharge into the existing stormwater drainage pit located at the south-western side of the property and also make provision for the major event (1 in 100 year ARI) to be safely conveyed to the existing stormwater drainage pit.

Additionally, prior to the discharge into Council's system, the Developer will be required to install at their own expense 'pollution control device(s)' which will collect all oil, sediment and litter from the development proposal.

In this respect the Developer must have approved by Council, prior to the issue of the building's Construction Certificate, full and detailed hydraulic design calculations and revised drawings of the proposed development's stormwater drainage system.

All works are to be undertaken in accordance with Council's adopted AUS-SPEC #1 Development Specification Series – Design and Construction at full cost to the Developer.
Reason: To achieve a satisfactory means and method of stormwater drainage disposal from the proposed subdivision area – Implementation of Council Policy}

- (43) Under no circumstances are any construction works or activities to commence on or within the road reserve area (which includes the footpath area) until such time as a 'Road Opening Application' has been lodged with and approved by Council. As part of the proposed works encroaches onto Holmwood Drive/Service Road (and/or road) areas, a separate 'Road Opening Application' (Section 138 Application under the Roads Act, 1993) will be required to be made to Council's Infrastructure and Operations Division, plus payment of any appropriate fee(s).

Prior to the issue of the Occupation Certificate for the proposed development, the developer/applicant is to provide the Principal Certifying Authority (PCA) with written evidence/confirmation that the required S138 Application was lodged with Council and that any relevant condition(s) have been complied with.
{Reason: Implementation of Council's Policy and Section 138 of the Roads Act, 1993}

- (44) Any alteration/damage to the footpath, kerbing and guttering, vehicular entrance(s), road or road shoulder including utility services, shall be repaired/restored at full cost to the developer and in accordance with Council's adopted AUS-SPEC #1 Development Specification Series - Construction Standards.
{Reason: Implementation of Council Policy}

- (45) No buildings or structures (including advertising structures) shall be erected over, or within, the existing 'easement(s) to drain sewage' created over the subject parcel of land.
{Reason: Implementation of Council policy}

- (46) All vehicles must enter and exit the subject land and proposed development in a forward direction. No reversing of vehicles onto the public roadway system will be permitted.
{Reason: To provide safety for the travelling public utilising the public roadways}

- (47) All loading and unloading of goods related to the development proposal shall be carried out within the confines of the allotment's boundary. Under no circumstances will the loading or unloading of goods on the public roadway system be permitted.
{Reason: Requirement of Council so as not to create adverse traffic conditions}
- (48) No materials, goods, plant or vehicles associated with the proposed development shall be stored, displayed or placed for advertising purposes outside the allotment's boundary.
{Reason: Implementation of Council's Policy Codes}
- (49) The conveyance of effluent from the proposed development to Council's sewer constitutes a trade waste discharge therefore a Trade Waste Application must be completed. The completed application, along with the appropriate application fee, all required details covering drainage, discharge and capacity, pre-treatment devices and installation must be submitted to Council's Water Supply and Sewerage Client Services Coordinator and approved by Council prior to issuing the building's Construction Certificate. No effluent will be permitted to be discharged to Council's sewer until the required Trade Waste Approval has been obtained and all required pre-treatment devices have been installed and passed by Council.
{Reason: Statutory requirement of the Local Government (General) Regulation, 2005}
- (50) Should any of the proposed works encroach onto the road reserve area (which includes the footpath area) and prior to any works commencing on the site, the applicant is to ensure that any sub-contractor(s) working on the site have current public liability insurance policy(ies) to cover Council to an amount of not less than \$20 M in respect of any and all actions, costs and claims for damages that may be brought or made or claimed against Council in relation to the granting of this approval. Such policy shall note the interest of Council which ensures that Council is indemnified against any possible action.
{Reason: Implementation of Council's policy}

NOTES

- (1) The development shall be carried out in accordance with Essential Energy's correspondence dated 20 November 2018 (copy attached).
- (2) The Council Section 7.11/64 Contribution Plans referred to in the conditions of this consent may be viewed without charge at Council's Civic Administration Building, Church Street, Dubbo between the hours of 9 am and 5 pm, Monday to Friday. Copies are also available from www.dubbo.nsw.gov.au
- (3) Air impurities as defined under the Protection of the Environment Operations Act, 1997 shall not be released or emitted into the atmosphere in a manner which is prejudicial to the health and safety of occupants, the surrounding inhabitants or the environment.
- (4) Offensive noise as defined under the Protection of the Environment Operations Act, 1997 shall not be emitted from the proposed development.

- (5) A separate application is required to be submitted to either Council or an accredited certifier to obtain a Construction Certificate to permit the erection of the proposed building.
- (6) A list of Fire Safety Measures must be submitted with the Construction Certificate application pursuant to clause 139 of the Environmental Planning and Assessment Regulation 2000. The Regulation prescribes that the information to be submitted must include:
- A list of any existing fire safety measures provided in relation to the land or any existing building on the land; and
 - A list of the proposed fire safety measures to be provided in relation to the land and any building on the land as a consequence of the building work.
- (7) Details of the disabled facilities (including access paths, toilets, signage and location of any tactile ground surface indicators) need to be adequately detailed on the Construction Certificate application plans to permit assessment and compliance evaluation with the provisions of the Council's Development Control Plan (where applicable), the Premises Standards and the BCA. In particular, the submitted details for the proposed disabled toilet(s) should include elevations and floor plans of the facilities drawn to a scale of 1:20. Reference should be made to AS 1428.1, the Access Code under the Premises Standards and AS/NZS 2890.6 regarding specific design parameters.
- (8) Prior to occupation or use of the subject building, an Occupation Certificate must be obtained from the Principal Certifying Authority (PCA) appointed for the subject development.
- (9) On completion of the erection of the subject building, the owner of the building is required to submit to the Principal Certifying Authority (PCA) a Fire Safety Certificate(s) with respect to each *essential fire safety measure* installed in association with the building - as listed on the Fire Safety Schedule attached to the Construction Certificate. Such certificate(s) must be submitted to the PCA prior to occupation or use of the subject building.

Copies of the subject Fire Safety Certificate(s) must also be forwarded by the owner to Council (if not the appointed PCA) and the Commissioner of Fire and Rescue NSW and displayed within the subject building in a prominent position.

- (10) The owner of the building is required to submit to Council at least once in each period of 12 months following the completion of the building an Annual Fire Safety Statement(s) with respect to each essential fire safety measure associated with the building.

Copies of the subject Annual Fire Safety Statements must also be forwarded by the owner to the Commissioner of the Fire and Rescue NSW and displayed within the subject building in a prominent position. In this regard Fire and Rescue NSW has requested that only electronic copies of the statement be forwarded, with their dedicated email address for such Statements being: afss@fire.nsw.gov.au

- (11) The sanitary, water plumbing and drainage associated with the proposed building work requires the issue of a separate approval from Council prior to being installed. In this regard a Drainage and Plumbing Approval Application form is available from Council, and must be completed by the licensed plumbing and drainage contractor and returned to Council with the appropriate fee. Drainage or plumbing works must not be commenced until Council has issued a permit authorising such works.

This approval does not negate the statutory requirement for the plumbing and drainage licensee to provide to Council as the delegated Plumbing Regulator, the Notice of Work (NoW), Certificate of Compliance (CoC) and Sewerage Service Diagram (SSD) as prescribed under the Plumbing and Drainage Act 2011, for the proposed sanitary drainage/plumbing and domestic water plumbing works.

- (12) If Council is engaged to act as the Certifying Authority for the Construction Certificate application the following shall be included with such application:
- (a) Occupancy calculations for the building i.e. number of staff and children, and range of the children's ages being accommodated;
 - (b) A detailed stormwater design for the developments roof and surface stormwater drainage system;
 - (c) Location of proposed exit signs, directional exit signs, emergency lighting and any portable fire extinguishers;
 - (d) Specifications detailing the proposed building's compliance with the relevant provisions of Section J *Energy Efficiency* of the BCA;
 - (e) Details of any termite treatment to be provided to the building. Note: any *primary building element* of the structure that would be subject to attack by subterranean termites, necessitates the provision of an integrated termite barrier system;
 - (f) Specifications demonstrating the building's floor, wall and ceiling lining materials conform with C1.10 of the BCA with respect to their fire hazard properties;
 - (g) Details indicating the slip-resistance classification of any proposed ramps and/or stairs (i.e. ≥ 2 steps) pursuant to D2.13 and D2.14 of the BCA;
 - (h) Details of the sanitary facilities specified under clause F2.3(h) of the BCA;
 - (i) Location of any required fire hose reels together with design calculations;
 - (j) Design calculations and drawing demonstrating the subject building can be serviced by the existing street hydrants with respect to the flow rate, pressure and distance requirements of AS 2419.1. If the existing street hydrants are unable to provide required hydrant protection, then details of the location of required onsite pillar hydrant(s) together with design calculations demonstrating compliance with AS 2419.1-2005 with respect to flow rate, pressure and distance limitations;
 - (k) Existing and finished site contours and levels indicating the extent of any cut and fill; and methods (eg retaining walls) proposed to be implemented to retain the batters associated with any such cut and fill;
 - (l) All structural details including specifications and design drawings and statement(s)/certificate(s) by the design engineer stipulating the Australian Standards that the design complies with, including its design wind load parameters and resistance to earthquake loads;

- (m) Appropriate geotechnical investigation report(s) indicating the site's reactivity classification in terms of AS 2870;
- (n) Details of any proposed smoke hazard management measures under Part E2 of the BCA intended to shut-down any air-handling system in the early childhood building;
- (o) Specification for the building's exit door hardware (ie door handle and latch);
- (p) Specifications/details of the proposed glass panels, glazed doors and side panels, particularly with respect to human impact considerations;
- (q) Details demonstrating that a continuous accessible path of travel for disabled persons is provided from the allotment boundary and from the required disabled car park space, to the doorway at the entrance floor and through the principle pedestrian entrance of the building (if deemed-to-satisfy solution utilised); or otherwise a Performance Solution prepared under Part 1.0 of the BCA to address the applicable Performance Requirements under the BCA and Access Code;
- (r) Plans indicating compliance with AS 1428.1-2009 as adopted by the BCA with respect to the design of the proposed disabled accessible sanitary compartment. Submitted plans should detail the specific set-out dimensions of all proposed fixtures, not only for the benefit of the Certifying Authority, but also the subsequent installation tradesmen. Attention should also be given to the following aspects under the BCA and AS 1428.1-2009, and be appropriately detailed in any submitted plans/specifications:
 - Doors having a clear unobstructed width of at least 850 mm (clause 13.2, AS 1428.1). Note: designers should take particular care with respect to the nominal door width that is specified, as council has observed some 920 mm doors fail to achieve compliance;
 - Door controls (clause 13.5, AS 1428.1);
 - Solid opaque 75 mm wide contrast line across all fully glazed doors and side panels (clause 6.6, AS 1428.1);
 - Luminance contrast at doorways (clause 13.1, AS 1428.1);
 - Luminance contrast to vision strips on glazed doors and side panels (clause 6.6, AS 1428.1);
 - Luminance contrast to toilet seats (clause 15.2.3, AS 1428.1);
 - Floor and ground surfaces having tolerances as specified under section 7, AS 1428.1;
 - Carpets having maximum pile height/thickness under BCA clause D3.3(g) and (h);
 - Tactile ground surface indicators (TGSIs) under BCA clause 3.8 and provided with a luminance contrast as specified under clause 2.2 of AS/NZS 1428.4.1;
 - Signage as specified under section 8 AS 1428.1 and BCA clause D3.6;
 - Braille and tactile exit signage to any doors provided with emergency exit luminaries under clause E4.5, as specified pursuant to clause D3.6(a) of the BCA;
 - Electrical switches (clause 14.2, AS 1428.1); and
- (s) Submission of a list of all required and proposed essential fire safety measures applicable to the building;
- (t) The provision of details clearly indicating that the rear exit doors of the proposed building have a clear unobstructed path of travel provided not less than 1000 mm wide from such doors to the public road;

- (u) The provision of details demonstrating compliance with F2.3(h), F2.5, F4.2(d) and G1.3 of the BCA.
- (13) Should the Geotechnical Site Investigation show a highly or extremely reactive site then, where the sanitary drainage pipework passes through the underside of the building flexible pipework, fittings must be fitted to permit articulation of the pipework equivalent with the expected soil movement. Reference should be made to AS 2870-2011 in this regard.
- (14) As the sewer junction connection serving the subject allotment is relatively shallow (approx. 1.47 m at Manhole D92M88867), the builder is advised to engage a licensed plumber/drainier prior to the building works commencing to ensure the following:
- (a) The building can adequately gravitate to Council's sewer and comply with the statutory sewer main soffit clearances (ie. 1000 mm between obvert of sewer main and top of the overflow relief gully);
 - (b) A minimum cover of 300 mm is maintained to drainage lines in non-trafficable areas;
 - (c) The top of the overflow relief gully is a minimum 75 mm above the finished surrounding ground level and minimum 150 mm below the lowest sanitary fixture in the building (including Unit 1's laundry); and
 - (d) A minimum grade of 1:60 is achieved to all drainage lines.

Note: Should compliance with any of the above requirements not be achieved, contact should be made with Council's Water Supply and Sewerage Services Branch regarding the feasibility of cutting-in a new sewer junction.

Tue 20/11/2018
Conveyancing Team <conveyancingteam@essentialenergy.com.au>
FW: Referral for 102 Macquarie Street, DubboDear Sir/Madam,

We refer to the above matter and to your correspondence dated 7 November 2018 seeking comment from Essential Energy in relation to the proposed development.

Strictly based on the documents submitted, Essential Energy has no comments to make as to potential safety risks arising from the proposed development.

Essential Energy makes the following general comments:

1. If the proposed development changes, there may be potential safety risks and it is recommended that Essential Energy is consulted for further comment.
2. Any existing encumbrances in favour of Essential Energy (or its predecessors) noted on the title of the above property should be complied with.
3. The driveway access to the proposed carpark of the child care centre must have a minimum clearance of 500 millimetres from its closest point to the service pillar located on the corner of this property and the adjoining Lot 119 DP1204528 – refer Essential Energy's policy *CEOM7098 Distribution Underground Design and Construction Manual*. Note that approval is not possible where the driveway is proposed to be located with an impact on existing cable joints, pits, pillars and the like – refer the latest industry guideline currently known as *ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure*.
4. Essential Energy has existing underground powerlines/cables located across both street frontages of the property. Any driveway access and/or exit into the property from Hennessey Drive and/or Holmwood Drive must be constructed in accordance with *ISSC 20*. Also, when installing the driveways, the Applicant will need to conduit the existing underground powerlines/cables that will be under the driveways. Refer to Essential Energy for requirements.
5. Prior to any landscaping, excavation, security fencing construction or planting of shrubs/trees on both street frontages of the property, a "Dial Before You Dig" enquiry should be undertaken in accordance with the requirements of Part 5E (Protection of Underground Electricity Power Lines) of the *Electricity Supply Act 1995 (NSW)* to ensure that such activities comply with *ISSC 20*. Essential Energy requests that prior to any of these activities being undertaken, that detailed plans and specifications are provided for review and comment. Such plans will need to locate the underground powerlines and the distance/s of such activities to that infrastructure.
6. Minimum clearance requirements must be maintained at all times for the driveway access to the proposed residence off Hennessey Drive, as such access will pass under Essential Energy's existing overhead powerlines. Refer Essential Energy's policy *CEOM7106 Minimum Clearance Requirements for NSW and ISSC 20*.
7. Satisfactory arrangements must be made with Essential Energy for the provision of power with respect to the proposed development. It is the Applicant's responsibility to make the appropriate application with Essential Energy for the supply of electricity to the development, which may include the payment of fees and contributions.
8. In addition, Essential Energy's records indicate there is electricity infrastructure located within close proximity to the property. All activities within these locations must

be undertaken in accordance with /SSC 20. Approval may be required from Essential Energy should activities within the property encroach on the electricity infrastructure.

9. Prior to carrying out any works, a "Dial Before You Dig" enquiry should be undertaken in accordance with the requirements of Part 5E (Protection of Underground Electricity Power Lines) of the *Electricity Supply Act 1995 (NSW)*.
10. Given there is electricity infrastructure in the area, it is the responsibility of the person/s completing any works around powerlines to understand their safety responsibilities. SafeWork NSW (www.safework.nsw.gov.au) has publications that provide guidance when working close to electricity infrastructure. These include the *Code of Practice – Work near Overhead Power Lines* and *Code of Practice – Work near Underground Assets*.

Should you require any clarification, please do not hesitate to contact us.

Regards

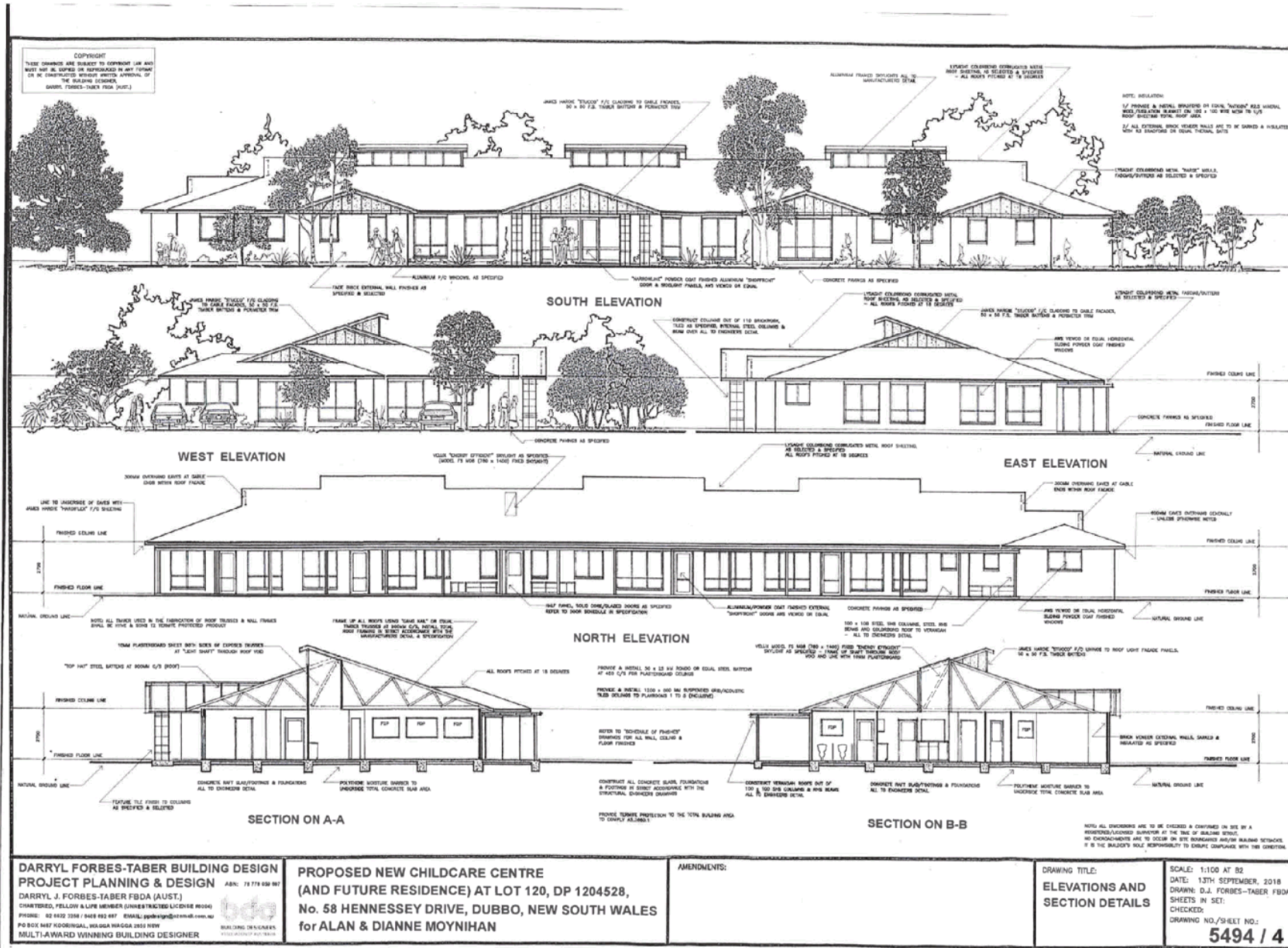
Fiona Duncan
Conveyancing Officer
Legal & Conveyancing
Governance & Corporate Services



T: 02 6589 8773 (Ext 88773) | conveyancingteam@essentialenergy.com.au
PO Box 5730 Port Macquarie NSW 2444 | essentialenergy.com.au
General enquiries: 13 23 91 | Supply interruptions (24hr): 13 20 80

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November 17, 2018

To the General Manager and Others,

Re: Development Application D2018-594

As residents and owners of 70 Holmwood Drive, Dubbo, we are in extreme opposition to, and OBJECT TO, the proposed child care facility (plus residential premises) as submitted in the Development Application D2018-594 (Property: Lot 120 DP 1204528, 58 Hennessy Drive, Dubbo).

This proposal will pose significant detrimental impacts to residential amenity and public safety. It does not fit with the amenity, ideals, prestige and value associated with Macquarie View Estate, a low density residential subdivision. We are extremely unhappy that those who have submitted the application would even consider this to be valid, fit for the area or considerate for the surrounding residents and land owners.

State planning guidelines and laws can be referenced in a DA to override a local council's own development control plans when it suits, or the DA can reference the local controls when that suits. Good planning is not looking at individual variations in isolation, at an individual development proposal and how they might be acceptable when in isolation. Good planning looks at the bigger picture, the neighbourhood, the community, the local controls and the State's guidelines.

So now would it also be able to be considered to put two extremely large separate buildings (that are not outbuildings) with all the extra pressure on water, stormwater, sewer on the one low density lot with complete disregard for the subdivision planning controls and neighbours who already live there? Will this mean people can build a separate detached premises just as big, if not bigger, than their current/intended home on the same lot?

This development application is too intensive in its intended use in regard to acoustic and visual amenity, the intended lifestyle promoted and expected by those who have purchased or are already living in such areas. This development will not only negatively impact the amenity of the neighbourhood or the setting and streetscape of Macquarie View Estate, but pose a safety hazard.

A new child centre as large as this surely requires more forward thought, more planning and notice to be given to the "general area" that is more far reaching than a few residents either side. One of our adjoining neighbours who are directly opposite to the lot did not even get a notification. They did not know until they received a text message from us. It is bad planning ethic that only a few of us received a letter and with exactly the minimum period of time to muster a response and think about this type of DA. Surely, this fact alone warrants an extension of time or renewal on the notice period and surely, the "general area" should be greater than what was deemed by Council. Surely the people who currently live in this estate, who have purchased land in this estate, live along Hennessy Road and further along Holmwood Drive, should at least have been formally notified. We are very disappointed and upset how this Development Application has been handled so far in the process.

- 1 -

We ask you, Dubbo Regional Council, in relation to the development of Dubbo City to please consider not only your own planning controls and ideas, but also the Considerations in the Child Care Planning Guideline (August 2017) published by the NSW Department of Planning and Environment in relation to the proposed child care centre development. We are not the experts - we now place our faith in Dubbo Regional Council to take a good look at the bigger picture for the residents, the neighbourhood, who have put everything they have into buying one of these lots in this estate.

What will we now tell the interstate people who have stopped in their cars to speak to us in our garden on their way past our home, asking about this subdivision, the quiet lifestyle, deciding on which regional area to move to? We have promoted Dubbo to complete strangers, looking to build their next place to call home and we have promoted the prestige of areas such as Southlakes, Holmwood and Macquarie View. We have positively commented on the forward thought and planning of our local council and land developers and ideals of such estates, the planning controls and the neighbourhoods. We are aware of the overall demand for child care places in Dubbo, but ask Dubbo Regional Council to address thoroughly the consequences of allowing a childcare centre to operate at this particular location of low density residential development, where residents and landowners have already made their homes or are in the process. Developments for such use need to be forward planned into areas with land developers PRIOR to land sales so people are well aware of what they are buying into and can assess what they are willing to pay.

The following mentions a few of our own interpretations and thoughts on the quoted Principles and Considerations (C) from the NSW Government's Child Care Planning Guideline (August 2017).

"Principle 1 - Context"

"Well designed child care facilities respond to and enhance the qualities and identity of the area including adjacent sites, streetscapes and neighbourhood"

Clearly this development is not enhancing the qualities and identity of the area located at Macquarie View Estate. It WILL detract from the visual and acoustic amenity, affect the privacy of the residents, is too intensive a use for the intended location and will pose a significant traffic and pedestrian hazard.

"Principle 2 - Built Form"

"Appropriate built form defines the public domain, contributes to the character of streetscapes and parks, including their views and vistas, and provides internal amenity and outlook"

This development does not contribute to the character of the streetscape of Holmwood Drive nor Hennessy Drive. The streetscape provides a prestigious vision and open street feel at its entry and further in from Hennessy Drive the openness and serenity remains evident. Along Hennessy Drive, the majority of existing homes are set back and it has a rural feel to the neighbourhood. There are wide spaces apparent and the residences are

well spaced. If a child care centre and its long built form PLUS a large residence were deemed fit to be built here, it would be obtrusive and take up a huge proportion of the lot.

A childcare facility of this magnitude with a 25 vehicle carpark adjoining Holmwood Drive together with at least 280 extra traffic movements in and out of the very first lot inside Macquarie View estate will detract drastically from the character and amenity that the developers and buyers in this estate have put their hearts and money into. What about the proposed 2.0 metre high security fence? This is not what we signed up for.

"Principle 4 - Sustainability"

"Sustainable design combines positive environmental, social and economic outcomes."

This development does not have rainwater tanks specified on the plan. For such a large roof space and intensive use, why not? What is sustainable about the social and economic detriment to those who have purchased some of the most expensive residential land in Dubbo under the guise that prestige areas with open space views down towards the Macquarie River would bring serenity and a feel of being in with the natural aspects of edge of town living. What will happen to the sounds of the wildlife we wake up to early every morning and the outdoor enjoyment of being in our larger garden spaces where we can interact with neighbours? What about our personal affinity with the environment that we feel, the open space which was a large part of why we chose to build here?

What is sustainable about the size of the building areas and hard surface areas - the childcare centre (approximately 1000m²), plus a large home (proposed Rawson Home Somersby 39 which on the Rawson Homes website is approximately 360m²) plus a carpark constructed of reinforced concrete paving (say 350m²) and concrete driveways. If the lot is 4000m², and the carpark is hard surfaced, then the hard surface area of these areas alone amount to around 1700m² or approximately 42.75% of the land area (well above controls of 35%). What about the air-conditioning and heating of the building? Then night lights on all night? How does this proposed development contribute positively to sustainability principles?

Is this really the most sustainable building design that could be proposed for a lot that is of this size?

"Principle 5 - Landscape"

"A contextual fit of well-designed developments is achieved by contributing to the landscape character of the streetscape and neighbourhood"

The centre's sheer building size taken into account with its building setback, together with the carpark and vehicle movements will definitely not contribute but detract from the landscape character of the streetscape and neighbourhood of the southern end of Holmwood Drive as well as Hennessy Drive. The proposed development is of considerable size and in relation to a low density residential area context, is a far more intensive and visually obtrusive land use that is also at unsuitable and unsafe location.

"Principle 6 - Amenity"

"Good design positively influences internal and external amenity for children, staff and neighbours"

The use of this lot for a child care facility of this magnitude with this design and site layout does not positively influence the amenity for neighbours at all. It will be DETRIMENTAL. It is right in the views of us and our neighbours, it is right where we live, where we garden outside, it will affect our serenity, acoustic amenity, visual privacy and visual amenity. The noise and congestion of traffic and intensive childcare sounds, the car doors from pickups and drop-offs, the extra people movement, the on street parking, the bank up of traffic, the night lighting, the security patrols and increased vehicle pollution. Not a great combination for the neighbours - we all will be impacted greatly.

When we wake in the mornings or sit on our front verandah looking out at the garden views we CAN listen to the birds at the river or sometimes even the lions and the siamangs at the zoo. During peak morning times at a 100 child place care facility, this will be taken away - just ONE development. Together with a proposed 6am start, this is totally unacceptable and inconsiderate. Residential use hours are considered to be 7am start, and there are noise controls in place to protect the acoustic amenity of residents. We are low density residential here. We moved here and built here to secure our amenity. This will affect us, and our neighbours individually as well as the neighbourhood that we are creating together.

These unique and serene aspects of living here will be taken away from us just by this ONE development. This one development will have a great impact on our acoustic amenity and privacy. We did not move to this estate to have to stay locked up inside to keep the noise out and get away from a high traffic load that is associated with higher density or more intensive use areas. It was meant to be low density residential.

The level of noise will be significantly greater than the expected level associated with the regular activities of this residential area which features a significant portion as 4000m2 and 2000m2 lots in the estate. On the southern side of Hennessy Drive not so far away is only one residence. Look up the noise levels for child facilities for 100 children, and compare that to the noise levels for low density residential on 4000m2 lots. The noise levels will be blown up extremely. One only has to compare studies from acoustic sound experts.

The general and specific location of the proposed facility and where the car park, its entry and exit are positioned is bad planning and design for a venture of this magnitude. The amenity of the neighbours will be impacted significantly.

"Principle 7 - Safety"

"Good child care facility design balances safety and security with the need to create a welcoming and accessible environment."

The design and location of the proposed childcare centre does not promote a high enough standard of safety. The centre's access is not safely accessible by pedestrians especially from the northern side of the lot along Holmwood Drive. There is a driveway to cross where more than 280 vehicle movements on each given day for 5 days a week are to

move inwards or outwards, perhaps even at the same time. There is no designated pedestrian access to get to the other side of the car park to the main entry of the facility from the northern side from the street. There is no safe designated access from Holmwood Drive, nor Hennessy Drive indicated on the plan. Is there access for two prams to be able to pass each other safely when navigating from the street, across the carpark and around to the childcare centre's main access?

There is a strip along the building adjoining the car park on the western side, but two prams could not pass each other along here to access the main entrance to the building in a safe manner. Looking at the plan, the carpark itself joins straight on to the southern side's pedestrian access point. The access along the western wall needs to be wider for pedestrians and prams to access the main building in the safest way possible from the car park and be able to pass each other in the process.

It seems like the design of the carpark itself relative to the front door access of the building might encourage pedestrians (prams, parents, children, visitors) to simply navigate through the length of the carpark where the vehicles need to turn and manoeuvre from two sides. For a brand new building on such a large lot, the carpark access and pedestrian movements to the main entrance of the centre itself are not the safest and most accessible they should be for the intensity of a 100 child centre. Put loading and unloading of delivery vehicles into this mix (with no designated loading zones) and it adds to the safety issue.

On the street, there are no public pedestrian crossings existing except a small refuge right at the intersection of Hennessy and Holmwood Drives to access the centre from the opposite side of the street in Holmwood Drive. Is there any provision by Council for a future pedestrian crossing that is safe to cater for such a facility at this location? Again, a crossing will also create its own issues along this stretch of road to traffic and residents. This area was essentially designed for low density residential living.

Another issue is the traffic hazard of the childcare centre being located on the lot right at the intersection of Hennessy Drive and Holmwood Drive where its associated traffic will congest movements in and out of the estate. Drivers will also have to navigate a garden island and a right hand turn into the centre's driveway not far into the estate if approaching from Hennessy Drive. Drivers waiting to turn right on Hennessy Drive into Holmwood drive also have to deal with western sun glare in the later part of the day. An extra accumulation of traffic at this point could be potentially dangerous on Hennessy Drive.

The garden islands at the entrance to the estate also restrict vehicles in their movement and limit manoeuvrability. Doors opening from cars parked on the street during peak periods would directly open into passing vehicles. At 5 metres wide, on each side of these garden islands back to the kerb, the roads simply are not wide enough. What about larger heavy vehicles (trucks or buses) trying to pass? Imagine a child excitedly getting out of a car at the wrong time? Likely, these roads were designed/engineered for the original intended subdivision use - that being, low density residential.

Another point to consider is the accessible collection of garbage by trucks along this section of Holmwood Drive. Garbage trucks are essential, but hazardous, and congested movements of traffic, parked cars on the street, prams, pedestrians, bikes and children is a recipe for disaster, when this close to an intersection and on narrow roads. Where will the bins be located during pickup?

We believe from our observations over the period of more than 18 months of living here that this type of development will be a major cause for congestion, driver frustration, a contributor to accidents and it will be a hazard to passenger, pedestrian and child safety. Young children are very unpredictable and this location on two busy roads is also cause for alarm, not just for those at the centre, but the residents who use the roads, the pedestrian pathways and ride their bicycles. People walk, run and cycle here through this intersection regularly as it is a main access point in to the subdivision from Hennessy Drive and also out from the subdivision towards the Tracker Riley Cycleway circuit. Choosing this site for a childcare centre doesn't seem wise or safe at all. This part of the estate should remain low intensity and low density residential in its use.

"3.1 Site selection and location"

"The most important question for each applicant is: Is the neighbourhood a good "fit" for the proposal?"

The answer is no. Besides the points mentioned previously, the child care facility is not compatible with the surrounding land uses, it does not fit with the character of the street, and the development would be detrimental to privacy and acoustic amenity, as well as create a traffic hazard. The large open area between the Macquarie River and the site also means that there is exposure to winds which would carry the noise produced at the facility to greater distances. How is it that this lot of land zoned as R2 can have its main residential access off Hennessy Drive plus it can then also have a busy access point for a business off Holmwood Drive for more than 280 traffic movements a day? It is not someone accessing their back shed a couple of times a day.

"Considerations"

C1

"Acoustic and privacy impacts" (previously mentioned)

Just to add to this, to achieve appropriate noise levels when located in residential areas, such facilities require an operational management plan that limits outdoor play time, where smaller numbers of children should be permitted to be outside at any one time. The approach of restricted play time limits the ability of children to play and would also be an ongoing compliance and enforcement matter for council. A large childcare centre such as this needs to take this play time and outside time into its planning consideration - to locate their facilities to avoid such restrictions which in turn will affect the children's activities and well-being.

"Traffic and parking impacts of the proposal on residential amenity" (previously mentioned)

"The setbacks and siting of buildings within the residential context" - A valid point to consider in allowing the facility to be developed on one of the 4000m2 blocks at the estate is the setbacks and siting. We do not believe the proposed building with separate residence on Hennessy Drive are adequate in terms of its immediate residential context. There are already many established homes on the 4000m2 lots along Hennessy Drive and at the entrance to Holmwood Drive, and these have large setbacks from the kerb/roadside and are well spaced between lots. Surely a new, non-residential development imposed on

a low density residential use area would have to consider the setback and siting in regards to the neighbouring residential amenity. Would these setbacks not have to blend to the average setbacks of residences already existing on the larger 4000m2 lots?

C3

The child care facility is not attempting to be located near any of the compatible use suggestions under this state planning consideration (eg near schools, parks, community facilities, places of worship, near employment areas, town centres, business centres, shops etc). Other new child care facilities in Dubbo have, for example, located at the newer designed business parks. With forward planning, there are more suitable lots than the one chosen in this DA. So is this reasonable in Dubbo with the different sites available to choose this particular site for a centre for 100 children? This intensity does not fit with low density residential at all.

C5 The childcare facility does not contribute to the existing streetscape (already discussed). The carpark located at the frontage onto Holmwood Drive especially does not integrate into the design or contribute positively to the neighbouring amenity.

"3.3 Building Orientation, Envelope and Design"

The building orientation and design on the site does not fit with the Street locations, the subdivision and neighbouring buildings. The orientation and size of the building has a detrimental effect on residential amenity including visual and acoustic privacy. The child care centre build plus a proposed residential home side by side are simply overbearing. The setbacks are not in alignment with the average of existing 4000m2 residential properties in the area - it is the "street setbacks which define the proportion and scale of the street and contribute to the character of the public domain".

C11

"Orient a development on a site and design the building layout to:

-locating play areas away from residential dwellings and other sensitive uses"

Play areas are located on the residential side (northern side) of the lot, affecting the existing residential area. The adjoining lot on Holmwood Drive would be especially affected by this design principle, as would the neighbours across the road in Holmwood Drive and adjoining the eastern boundary in Hennessy Drive. Sound travels here, there is a lot of openness and there is a gradual rise from this corner lot up towards the east on Hennessy Drive and also a gradual rise towards the north along Holmwood Drive. The acoustic amenity will definitely be impacted and the usual background levels of noise will be increased significantly. This centre is catering for 100 children 6 years and under – it will impose a very significant change to the existing noise levels in a low density residential setting. Winds prevail along this intersection - the openness of Hennessy Drive across towards the Macquarie River - the sound will travel even further up the rises.

"Ensure buildings along the street frontage define the street by facing it"

There are two frontages which this large building will affect. It does not face Holmwood Drive - a carpark is located on this frontage and the residential properties in this street will be detrimentally affected by this.

C15

"The built form of the development should contribute to the character of the local area" - including "neighbourhood character, streetscape quality" and "identity of the place".

This consideration has not been adequately satisfied. The scale and character of the childcare centre building is not compatible with the residential nature of the locality. The childcare centre itself will cover 1000m². Even though a character of the 2000m² lots contain large outbuildings, the magnitude of the proposed development as well as a proposed associated large residence on the same lot is far greater. This building is not justified and not considerate at all to the identity of the area which the owners of the larger 4000m² lots are striving for. This development is located at the entrance to the Macquarie View Estate - it has a bearing on the entire subdivision.

C19

"Incorporate car parking into the landscape design of the site by:

- "taking into account streetscape, local character and context when siting car parking areas within the front setback"

The proposed carpark positioning does not consider the streetscape, character and context of the residential development in Holmwood Drive. This is not a considerate design element. It has not been incorporated into the whole site design without impacting the residential development and the neighbours in the most significant way possible. So, siting a hard surfaced 25 vehicle car park for 280 or more traffic movements a day at the front of the building setback on Holmwood Drive at the entrance to a prestige new residential estate is best for the streetscape, character and context?

C25

"Locating cot rooms, sleeping areas and play areas away from external noise sources"

The cot rooms are located against the facility's carpark. What about the cars starting their engines, the car doors slamming, the movement of people and their children in and out of the carpark? What about delivery vehicles and unloading areas? What about the western sun? Not good design.

C29

"Hours of operation within areas where the predominant land use is residential should be confined to the core hours of 7am to 7pm weekdays."

The hours of operation proposed for this child care facility to start at 6am fails dismally to consider and fit in with the lower density residential land use surrounding it. This shows total disregard for residents and what they expect in living in this type of area on large lots.

"3.8 Traffic, parking and pedestrian circulation"

"Site access from the public road to the site is important to ensure safety. At the same time, a safe pedestrian environment is essential on the site".

"Car parking areas need to ensure the safety of all visitors to the site"

C33 A traffic study should demonstrate that "the amenity of the surrounding area will not be affected" and "there will be no impact on the safe operation of the surrounding road network."

The proposed location of the childcare centre on the intersection of Hennessy Drive and Holmwood Drive, in conjunction with the proposed car park access we believe will pose a major traffic hazard with the increased vehicular movement and congestion created near and at the intersection, on a road that was designed and engineered for far fewer traffic movements associated with the Macquarie View Estate land release plan. Safety aspects of this site have been discussed previously.

The Carpark

25 car spaces - 1 for every 4 children - where are the 13 staff parking? Where is the viable onstreet parking that is in close proximity to the centre that will not affect the privacy, safety, noise and visual amenity of the residents that own the other lots? Note: the roads are only 5m wide from the kerb to the garden island. Should vehicles be parked onstreet, there is narrow passing opportunity for other vehicles. What about the existing no stopping sign at the front of the lot of the proposed child care facility?

Where are the designated and safe unloading zones for delivery vehicles that will frequent the facility? Which access will they be using - the Holmwood Drive access, or the Hennessy Drive access point? Why is the carpark positioned against cot rooms and children's indoor play area?

Pedestrian Access (also refer C36)

"Separate pedestrian and vehicle entries from the street for parents, children and visitors" (previously mentioned)

"Pedestrian paths that enable two prams to pass each other" (previously mentioned)

"Delivery and loading areas located away from the main pedestrian access to the building and in clearly designated separate facilities" (previously mentioned)

The vehicular access in and out of the Childcare centre does not allow for safe pedestrian access to the site. Pedestrians will have to cross the driveway or worse will enter on foot and then walk through the carpark where vehicles are turning or reversing. Where are the designated delivery and loading areas? This is a brand new facility - all aspects need to be considered in terms of safety for all members of the community whether internal or external.

Traffic

This has been previously discussed, but these concerns cannot be emphasised enough. The volume of traffic with the estimated increase in daily traffic movements by 282 will be much greater than the original expected level by residents associated with R2 low density lots on the southern end of Holmwood Drive (linking to Hennessy Drive). Hennessy Drive is also a main access route for trucks, tradespeople and delivery vehicles moving in and out of the estate in relation to building activities. There are still a number of years of building left for this subdivision and any extra traffic congestion caused by the child care operation on top of the existing engineered residential traffic flow will pose a hazard at the intersection. This is the only southern exit from the estate.

How ridiculous that this development has even reached the point of DA submission at this particular site. We oppose this Development Application and are extremely disappointed and angry for any residents in the Dubbo area, or moving to the area, who are led to believe they can buy into a prestigious residential area for a sound investment and a better life, where a future use and development such as this can be considered AFTERWARD. Not once anywhere have we seen anything marked for future development on this particular corner site except for residential use, and rightly so - it's right at the entry to the estate. Neighbours are only expecting a low level use being residential in nature. This was a defining factor in buying one of these lots. It is the only southern exit from Macquarie View Estate onto the much busier Hennessy Drive. The location is definitely not fit or safe for a child care facility.

We are unable to reverse the money spent and the hard slog of time and effort we have put in physically ourselves thinking one day we would reap the benefits of our decision and personal sacrifices. We believed in Dubbo Regional Council for promoting the large lot sizes for residential use and blending them to the rural outer reaches like across the way on Hennessy Drive. If it had been earmarked beforehand for such an intensive facility, there is no way we would have purchased the land here where we are now, at the premium end of the market, and neither would have our neighbours.

We set our home back on the lot and wanted to create a large front garden that in time would not only appeal to us, but add to the estate's amenity and sense of tranquility. We wanted to keep the space open, to landscape it and we wanted to enjoy it with a level of serenity expected with low density residential use. It is part of the neighbourhood and amenity we are trying to create, making our own contribution back to this estate.

There are so many things wrong and inadequate in its entirety about this Development Application. Why weren't we approached before this? Did the owners and planners of the development really think we wouldn't be affected and that everything would just be accepted by us and our neighbours? Isn't a community forum the decent and ethical thing to do? Why can't there be forward planning for such centres in new residential subdivisions, BEFORE people buy into it? It might be thought that only a small number of people are affected, but something doesn't seem right at all.

This cannot be brushed off with the minimum notice given, and such inadequate spread of notification for something of this magnitude. A 100 place child care facility is not insignificant. It really seems off that not many landholders or residents were notified and that there were residents listed to be notified, but didn't receive it. Such matters aside, the proposed development is not safe or a good planning fit.

"What about the neighbours?" is a question that needs to be carefully taken into account in considering this DA which will bring a much higher intensity of use, and bring discord within in the neighbourhood. Also, think about the context: low density residential living, 4000m² and 2000m² lots, the entrance to a new estate in Dubbo, the Macquarie View Estate - "Dubbo's Newest Prestige Land Subdivision". How can a childcare centre be considered to fit at this site? Throw safety in the mix and that is another ball game. While there may be a need for more childcare centres in Dubbo, that doesn't entitle developers who propose them to automatically assume their DA is acceptable. Regardless of the type of proposal, developers should follow the rules and guidelines – they have to pay closer attention to the character of the area itself, in its present and future.

We fully object to this Development Application and entrust Dubbo Regional Council, its Councillors and Planning Division to be responsible by rejecting it. We ask you to consider the guidelines and the impacts in their entirety and in the context, not just the development as proposed in the DA within itself.

Yours faithfully,

Wendy Findlay and Adam Cropper

Address:
70 Holmwood Drive
DUBBO NSW 2830

Phone: 0428-243 245 (Adam)
0427-894 114 (Wendy)

Email: wfindlay71@gmail.com



CIVIL & FORENSIC PTY LTD

CIVIL, STRUCTURAL & ACCIDENT RECONSTRUCTION ENGINEERS

■ 32 Casey Circuit (PO Box 632) Bathurst NSW 2795 ■
 ■ Phone: (02) 6332 5400 ■ Email: info@cnf.com.au ■ ABN 14 004 830 706 ■

19016-01
 19 November 2018

General Manager
 Dubbo Regional Council
 PO Box 81
 Dubbo NSW 2830

Dear Sir

Submission on DA 10.2018.594.1
Proposed Childcare Centre - 58 Hennessy Drive

This submission is made on behalf of Dubbo Residential Estate Pty Ltd, developers of Macquarie View Estate and owners of residual lands including Lot 1002 DP1244560.

Dubbo Residential Estate Pty Ltd has examined the proposed Childcare Centre development and objects to approval on the grounds of Traffic, streetscape, residential amenity and adverse economic impact of existing built houses and sale of future lots.

Traffic Issues

The SOEE claims 282 daily movements associated with the development. Given the nature of Child Care facilities these movements to largely coincide with peak traffic movements along Holmwood Drive. This creates issues because of:

- Increased peak hour traffic flow. The estate traffic study estimated peak hour traffic (under ultimate development) in Holmwood Drive at Hennessy Drive as only 89 vehicles. The proposed development is located at an exit from the estate and will double peak traffic flows over ultimate estate traffic.
- Congestion/conflict with estate traffic. All development traffic involves a Left turn or right turn off Holmwood Drive into the site, or the opposite movement out of the site. Right turn movements will pass through a gap in median islands in Holmwood Drive. Due to the large proportion of development traffic over that of estate traffic there is potential conflict associated with movements.
- High traffic movements through the median island. The landscaped median island extends from Hennessy Drive up to near the proposed driveway. It is part of an estate entrance treatment and limits the through traffic to a single lane (about 4m) in each direction. This treatment is an essential buffer between the estate and the future arterial status of Hennessy Drive. The treatment helps establish calm local traffic for traffic entering the estate. The median island was designed to allow normal volumes of residential traffic to enter/exit adjacent lots. However, because of the low turning traffic expected there is no provision for queuing.

Due to significantly higher development traffic there is a likelihood of queuing associated with the right turn into the development. Where this occurs the queue would be within the traffic lane, impeding passage of north bound through traffic.

Streetscape and Residential Amenity

This development is the entrance to the estate and it proposes a car park at the street frontage of the development. Without suitable screening vegetation this will adversely affect the amenity of the estate entrance and detract from the residential streetscape.

This type of development is not consistent with the residential amenity envisioned for the estate. The vision is supported by design and construction standards, marketing and usage restrictions on land titles. Usage restrictions relate to construction type, quality and activity. In particular for this development, item 6(e) of the Section 88B instrument restricts use of Lot 120 in the following terms:

"No building erected on any Lot shall be used for any commercial, manufacturing, industrial or retail purpose ..." (full 88B instrument is attached)

The childcare centre is a commercial activity and should not be approved without release of this restriction by Dubbo Residential Estate Pty Ltd. My client has advised that such a release would not be forthcoming for this allotment.

Economic Impact

Residents and landowners of Macquarie View Estate have bought into the amenity of the estate as envisaged by my client. This is in part established by design and construction standards, but also by usage restrictions such as those in item 6(e) of the s88B instrument mentioned above. Buy-in by current landowners is evident by their investment to establish substantial homes.

The proposed development, by way of traffic and reduction in residential amenity will have an adverse effect on the value of existing homes. It will also affect the viability of future estate development to to reduction in land sales.

Yours faithfully



Andrew Brown BE CPEng MIEAust
Civil & Forensic Pty Ltd.



Figure 1 – Aerial View of Estate showing right turn into proposed Childcare Centre.

Req:R954523 /Doc:DP 1204528 B /Rev:04-Feb-2015 /Sts:SC,OK /Prt:05-Feb-2015 10:21 /Pgs:ALL /Seq:1 of 8
 Ref:130541:DRR:PAC /Src:T

ePlan

Instrument setting out terms of Easements or Profits à Prendre intended to be created or released and of Restrictions on the Use of Land or Positive Covenants intended to be created pursuant to Section 88B Conveyancing Act 1919

(Sheet 1 of 8 Sheets)

Plan:
DP1204528

Plan of Subdivision of Lot 301 in DP1123136 covered by Subdivision Certificate No. SC 12-19

Full name and address of owner of the land

Dubbo Residential Estate Pty Limited ACN 118 617 904
 C/- Henry Melville & Co 138 William Street, BATHURST NSW 2795

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	Easement for multi purpose electrical installation 4.2 wide	102, 142	Essential Energy
2	Easement to Drain Water 2 Wide	105	Dubbo City Council
		106	105 and Dubbo City Council
		107	108, 109 and Dubbo City Council
		108	109 and Dubbo City Council
		109	Dubbo City Council
		113	142 and Dubbo City Council
		118	142 and Dubbo City Council
		121	142 and Dubbo City Council
		126	127, 128 and Dubbo City Council
		127	128 and Dubbo City Council
		128	Dubbo City Council
		129	Dubbo City Council
3	Easement to Drain Sewage 3.5 Wide	101, 102, 103, 104, 106, 107, 108, 109, 113, 118	Dubbo City Council
		131	142 and Dubbo City Council
		132	131 and Dubbo City Council

Radlyen

Req:R954523 /Doc:DP 1204528 B /Rev:04-Feb-2015 /Sta:SC.OK /Prt:05-Feb-2015 10:21 /Pgs:ALL /Seq:2 of 8
 Ref:130841:DRE:PAC /Sta:T

ePlan
 (Sheet 2 of 8 Sheets)

Plan:
DP1204528

Plan of Subdivision of Lot 301
 in DP1123136 covered by
 Subdivision Certificate No. SC 12-19

4	Easement to Drain Sewage 2 Wide and variable width	101, 104, 105, 106, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140	Dubbo City Council
5	Easement to drain water 12 and 10.5 width and variable width	142	Dubbo City Council
6	Restrictions on the use of land	101 to 140 inclusive	Every other Lot excepting 141 and 142
7	Restrictions on the use of land	101, 102, 119, 120, 137, 138, 139, 140	Every other Lot excepting 141 and 142
8	Restrictions on the use of land	103 to 118 Inclusive	Every other Lot excepting 141 and 142
9	Restrictions on the use of land	121 to 136 inclusive	Every other Lot excepting 141 and 142
10	Restrictions on the use of land	101 to 140 Inclusive	Dubbo City Council
11	Restrictions on the use of land	101, 120, 137, 138, 139 and 140	Dubbo City Council
12	Restrictions on the use of land	121 to 124, 126 to 127 and 131 to 136 Inclusive	Every other Lot excepting 141 and 142
13	Restrictions on the use of land	101 to 124, 126 to 128 and 131 to 140 inclusive	Every other Lot excepting 141 and 142

PART 1 B (Release)

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	Easement to drain water 14 * 8 wide (Vide DP 1188281)	Current Lot 301 DP 1123136	Dubbo City Council

PART 2 (Terms)

Terms of Easement numbered 1 in the plan

In accordance with the terms contained in Part C of Memorandum Number AG189384 registered at Land and Property Information.

Terms of Restrictions on the use of land numbered 6 in the plan

Req:R954523 /Doc:DP 1204528 B /Rev:04-Feb-2015 /Sta:SC.OK /Prt:05-Feb-2015 10:21 /Pgs:ALL /Seq:3 of 8
 Ref:130541:DRB:PAC /Src:T

ePlan

(Sheet 3 of 8 Sheets)

Plan: DP1204528

Plan of Subdivision of Lot 301
 in DP1123136 covered by
 Subdivision Certificate No. SC 12-19

- (a) No main building shall be erected or be permitted to remain on any Lot burdened having external walls of materials other than of brick and/or brick veneer and/or stone and/or concrete and/or glass and/or timber or any combination of the same, unless a submission is made in writing by the Purchaser at its own cost to the Vendor of the material intended to be used to construct the building and is approved by the Vendor and Dubbo City Council prior to construction.
- (b) No building shall be erected or permitted to remain on any Lot burdened unless the building is set back from the boundaries of the property in accordance with Dubbo City Council Development Control Plan and any other requirements of Dubbo City Council.
- (c) No building shall be erected or permitted to remain on any Lot burdened with a roof of materials other than tiles or slate or colourbond type metal roofing.
- (d) No building constructed on the land shall have a flat roof.
- (e) No building erected on any Lot shall be used for any commercial, manufacturing, industrial or retail purpose and no offensive or noisy trade or activity, including:
- (i) The breeding and kennelling of dogs;
 - (ii) The housing of any animals other than pet dogs and cats;
 - (iii) The storing or housing on the property of any plant and machinery that together or on its own exceeds 5 tonnes;
 - (iv) The use of the property for parking of trucks or other earth moving equipment.
- (f) No garage or shed shall:-
- (i) Be constructed on the Lot burdened between the front building line of the main building and the street alignment.
 - (ii) Be constructed on the Lot burdened between the front building line and the rear building line of the main building unless it is constructed of the same materials as the main building.
 - (iii) Be constructed to the rear of the main building unless the same is of similar design and of similar materials and colour to the main building or is of colourbond construction.
 - (iv) Be used for the purposes of a residence.
- (g) No privy or other toilet facilities shall be erected or permitted to remain on any Lot burdened unless the same forms part of the main building or part of a cabana serving a swimming pool area providing that nothing herein contained shall prevent any temporary privy or toilet facility being erected or placed on any Lot burdened during the construction thereof of the main building provided further that if any such temporary privy or toilet facility is visible from any road or any other Lot in the said Plan, the same shall be suitably screened from such vision and provided further that any such

Reg: R954523 / Doc: DP 1204528 B / Rev: 04-Feb-2015 / Sta: GO OK / Pnt: 05-Feb-2015 10:21 / Pgs: ALL / Seq: 4 of 8
 Ref: 130541:DRE:PAC / Src: T

ePlan
 (Sheet 4 of 8 Sheets)

Plan: **DP1204528**

Plan of Subdivision of Lot 301
 in DP1123136 covered by
 Subdivision Certificate No. SC 12-19

temporary privy or toilet facility is removed immediately upon occupation being taken of the main building aforesaid.

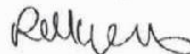
- (h) Except for the purposes of a sale or during the course of construction of buildings, no advertising, hoarding or signs shall be displayed or erected on each Lot burdened.
- (i) Except during the course of construction of buildings on each Lot burdened, no portable shed or machinery, metal, tiles, timber, bricks or any other building materials shall be placed on the land.
- (j) No unregistered caravans or trailers or other vehicles shall be parked or placed on each Lot burdened unless garaged.
- (k) No sand, gravel, soil, loam, stone or other earthen material shall be removed or excavated from any Lot burdened except where such removal or excavation is necessary for the construction of a building, swimming pool or other structure.
- (l) No fencing shall be erected on each Lot burdened that is greater than 1800mm in height.
- (m) For the benefit of adjoining land but only during the ownership thereof by Dubbo Residential Estate Pty Limited ACN 118 617 904, their successors and assigns other than Purchasers on sale, no fence shall be erected on any Lot burdened to divide the same from such adjoining land without prior written consent of Dubbo Residential Estate Pty Limited ACN 118 617 904 but such consent shall not be withheld if such fence is erected without the expense to Dubbo Residential Estate Pty Limited ACN 118 617 904 and in favour of any person dealing with the Purchasers. Such consent shall be deemed to have been given in respect of every such Lot for the time being given.

Name of person empowered to release, vary or modify restrictions numbered 8 in the plan
 - Dubbo Residential Estate Pty Limited ACN 118 617 904.

Terms of Restrictions on the use of land numbered 7 in the plan

- (a) No building shall be erected or permitted to remain on any Lot burdened having a floor area of less than 225 square metres inclusive of car accommodation and verandahs.
- (b) Other than on the boundary lines of Lots 101 and 102 adjoining the reserve, no fence shall be erected on the boundaries of the Lots burdened other than colourbond in "SUMMERSHADE" colour fencing and no lattice inserts shall be installed excepting for a 300 millimetre lattice insert in the same colour at the top of any fence.
- (c) No fencing shall be permitted on any Lot burdened unless the same is approved by Dubbo City Council.

Name of person empowered to release, vary or modify restrictions numbered 7 in the plan
 - Dubbo Residential Estate Pty Limited ACN 118 617 904.

Reg:R954523 /Doc:DP 1204528 5 /Rev:04-Feb-2015 /Sta:6C.OK /Prt:05-Feb-2015 10:21 /Pgs:ALL /Seq:5 of 8
 Ref:130541:DBE:PAC /Src:T

ePlan
 (Sheet 5 of 8 Sheets)

Plan: DP1204528

Plan of Subdivision of Lot 301
 in DP1123136 covered by
 Subdivision Certificate No. SC 12-19

Terms of Restrictions on the use of land numbered 8 of in the plan

- (a) No building shall be erected or permitted to remain on any Lot burdened having a floor area of less than 200 square metres inclusive of car accommodation and verandahs.
- (b) Other than on the boundary lines of Lots 103, 104 and 106 adjoining the reserve, no fence shall be erected on the boundaries of the Lots burdened other than colourbond "SUMMERSHADE" colour fencing and no lattice inserts shall be installed excepting for a 300 millimetre lattice insert in the same colour at the top of any fence.
- (c) No fencing shall be permitted on any Lot burdened unless the same is approved by Dubbo City Council.

Name of person empowered to release, vary or modify restrictions numbered 8 in the plan
 - Dubbo Residential Estate Pty Limited ACN 118 617 904.

Terms of Restrictions on the use of land numbered 9 in the plan

- (a) No building shall be erected or permitted to remain on any Lot burdened and having a floor area of less than 170 square metres inclusive of car accommodation and verandahs.
- (b) No fencing shall be erected on the Lots burdened other than a colourbond "SUMMERSHADE" colour fencing and no lattice inserts shall be installed excepting for a 300 millimetre lattice insert in the same colour at the top of any fence.
- (c) No fencing shall be permitted on any Lot burdened unless the same is approved by Dubbo City Council.

Name of person empowered to release, vary or modify restrictions numbered 9 in the plan
 - Dubbo Residential Estate Pty Limited ACN 118 617 804.

Terms of Restrictions on the use of land numbered 10 in the plan

- (a) That no residential building shall be erected on the lot so burdened unless the footings of such building have been assessed and designed by a properly qualified geotechnical or structural engineer.
- (b) That no domestic water supply bore may be constructed onsite, without the prior approval of Dubbo City Council.
- (c) That no domestic grey water effluent disposal system may be installed and discharge effluent onto the allotment, without the prior approval of Dubbo City Council.

Name of person empowered to release, vary or modify restrictions numbered 10 in the plan - Dubbo City Council.

Req:8954523 /Doc:DP 1204528 B /Rev:04-Feb-2015 /Stc:SC,OK /Prt:05-Feb-2015 10:21 /Dgn:ALL /Seq:6 of 8
Ref:130541:DRE:PAQ /Src:T

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(Sheet 6 of 8 Sheets)

Plan: DP1204528

Plan of Subdivision of Lot 301
in DP1123136 covered by
Subdivision Certificate No. SC 12-19

Terms of Restrictions on the use of land numbered 11 in the plan

- (a) No vehicular access shall be exercised from or to the lot burdened directly onto or from Hennessy Road other than by the service road.

Name of person empowered to release, vary or modify restrictions numbered 11 in the plan - Dubbo City Council.

Terms of Restrictions on the use of land numbered 12 in the plan

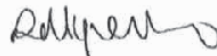
- (a) No more than one building shall be erected on any Lot burdened and such main building shall not be used or permitted to be used other than a single private dwelling and no other building, structure, van, caravan, mobile home, transportable home and/or building or other form of home accommodation shall either permanently or temporarily before or after construction of such main building be used as a dwelling. No such main building shall be other than a single storey construction.

Name of person empowered to release, vary or modify restrictions numbered 12 in the plan - Dubbo Residential Estate Pty Limited ACN 118 617 904.

Terms of Restrictions on the use of land numbered 13 in the plan

- (a) Each Lot burdened shall not be further subdivided.

Name of person empowered to release, vary or modify restrictions numbered 13 in the plan - Dubbo Residential Estate Pty Limited ACN 118 617 904.



Reg:R954523 /Doc:DP 1204528 B /Rev:04-Feb-2015 /Sts:SC,OK /Prt:05-Feb-2015 10:21 /Pgs:ALL /Seq:7 of 8
Ref:130541:DRR:PAC /str:T

ePlan
(Sheet 7 of 8 Sheets)

Plan:
DP1204528

Plan of Subdivision of Lot 301
in DP1123136 covered by
Subdivision Certificate No. SC 12-19

Certified correct for the purposes of the Real Property Act 1900 by the corporation named below the common seal of which was affixed pursuant to the authority specified and in the presence of the authorised person(s) whose signatures(s) appear(s) below.

Corporation: Dubbo Residential Estate Pty Limited ACN 118 617 904
Authority: Section 127 of the Corporations Act 2001



John H Ireland
Signature of authorised person:

JOHN HOWARD IRELAND
Name of authorised person:
(BLOCK LETTERS)
Office held: DIRECTOR

Peter Rogers
Signature of authorised person:

PETER ROGERS
Name of authorised person:
(BLOCK LETTERS)
Office held: DIRECTOR

SIGNED for and on behalf of Dubbo City Council by *Melissa Watkins*

being the ^{Authorised Person} ~~General Manager~~ of Dubbo City Council:

Melissa Watkins

Darrell Gussney
Signature of Witness

DARRELL GUSSNEY
Name of Witness (BLOCK LETTERS)

of Dubbo City Council
Town Planner
Address and Occupation of Witness

Reg:8954523 /Doc:DP 1204528 B /Rev:04-Feb-2015 /Sta:80.OK /Pri:05-Feb-2015 10:21 /Pgs:ALL /Seq:8 of 8
Ref:130541:DBE:PAC /Sta:T

ePlan
(Sheet 8 of 8 Sheets)

Plan:
DP1204528

Plan of Subdivision of lot 301
in DP1123136 covered by
Subdivision Certificate No. SC 12-19

EXECUTED BY ESSENTIAL ENERGY
by its duly appointed attorney under power of
attorney Book 4677 No. 684
in the presence of:

Rod Myers
Signature of witness

Roseanne Myers
Name of witness

Martyn Webb
Signature of attorney
Martyn Webb
Name and title of attorney
Manager Property & Fleet

SIGNED for and on behalf of National
Australia Bank by

Mortgages Under Mortgage No. AC 673948
Signed at *DB* this *22nd* day of
DECEMBER 20*14* for National
Australia Bank Limited ABN 12 004 044 937
by *MICHAEL WATTS*
its duly appointed Attorney under Power of
Attorney No. *30* Book 4512

Flora Corcoran
Level 3 Attorney
Witness/Bank Officer
FLORA CORCORAN

REGISTERED  4.2.2015

Mark & Diane McHugh
 68 Holmwood Drive
 Dubbo NSW 2830
 PH: Mark 0448 851 857
 PH: Diane 0419 613 101
 Email: markmch1@ptusnet.com.au
 19th November 2018

Chief Executive Officer & Dubbo Councillors
 DUBBO REGIONAL COUNCIL
 Church Street
 Dubbo NSW 2830
 RE: DEVELOPMENT APPLICATION D2018-594

- Diane and I bought into Macquarie View Estate to enjoy the peace and quiet that it offered, also the larger block offering a point of difference with not being on top of your neighbor. We were expecting that it would become even quieter at our end of Holmwood Drive when the Northern end was opened up and continued through to Wheelers Lane.

Receiving notification of a proposed childcare centre only 100m from our front door has totally ruined the guarantee, that environment and peacefulness that we have been enjoying will continue for us and our neighbours .

- It is hard to believe that you would even contemplate approving this development in a low density residential area that was advertised as **"Macquarie View is not just a new estate but a new way of living...!"** I don't imagine that the developers imagined that **on the very first block inside the entrance** to our new estate everyone would be greeted by a **concrete carpark, a 50m x 20m building and then possibly a house further along the same block.** *I believe this is totally out of context with what was planned and what the residents of this area who bought and built in this were expecting to happen alongside their properties. I was led to believe that there was only supposed to be one building per block that could be inhabited, so would this mean we could put a 'Granny flat out the back if this went ahead?*

With the limited time given by council to reply I've listed concerns that I've been able to substantiate, it also seems that depending on which regulation suits the development best is the one they refer to. (I haven't had time to research all of them but would trust that council shows due diligence and does so).

- We are not the closest neighbors to this development but are still concerned about the noise, even from inside we can hear birds chirping in the reserve

behind us, and on a quiet day we are able to regularly hear the animals at the zoo. I believe that if this development were to go ahead that quiet ambience would disappear.

- The other residences on the larger blocks are set back considerably from their boundaries, this development is not in keeping with the other buildings in the immediate vicinity as there will be some sort of structure close to all boundaries.
- Vehicle access is totally inappropriate with traffic entering from Hennessey Drive having to turn right immediately after they pass the end of the median strip, if there are more than one vehicle they will be queued up just inside Holmwood Drive creating a pinch point at peak times.

- **In Area Plan 1 Dubbo Residential Estate, Lot 301 DP 1123136 Hennessy Drive, Dubbo, Adopted 25 February 2013 Page 36 P7 On-street parking A7.1 reads 'One on-street parking space is to be provided per dwelling. These are to be located against the kerb or in pairs in parking bays constructed within the verge, located within 60 m of each allotment'.**
- As there is no parking along the right or left hand side of the street between Hennessy Drive and Wollondilly Circuit due to not being able to get past a parked car, the area defined by the white lines between the median strip immediately on the entry from Hennessy Drive and the second median strip are the **on street parking bays** for the first few houses along Holmwood Drive. There are often cars parked there. Just past Wollondilly Circuit there are white lines defining parking areas on the right and left hand sides of the street, the street widens there and cars are able to move past the parked cars safely.
- **DOES THIS MEAN THAT PEOPLE TRYING TO TURN RIGHT INTO THE CHILD CARE CENTRE WILL TAKE PRIORITY OVER THESE PARKING SPACES, WHICH ARE LISTED IN THE ORIGINAL APPROVED PLAN FOR THE ESTATE, OR.... WILL ALL TRAFFIC HAVE TO CONTINUE UP TO THE ROUNDABOUT AND RETURN BACK IN A SOUTHERLY DIRECTION TO ENTER FROM THE EASTERN SIDE OF HOLMWOOD DRIVE? THEN ONLY BE ABLE TO TURN LEFT TOWARDS HENNESSY DRIVE AS THEY EXIT THE CHILDCARE CENTRE.**



- Still on access, the measurements on the plan seem to be a little creative, the details indicate that the driveway would start approx. 2-3M past the median strip when it would actually appear to be start right at the end of it – see below



- This is a picture I took on the weekend of a current model Toyota Hilux that is parked in the centre parking bay, it is actually backed over the cement median by approx. 300-400mm. When I measured from the end of the median strip to a point level with the electrical pillar box on the

boundary (give or take a little) it measured 9 metres which would mean cars would need to turn immediately they passed the median strip. The picture was taken from the driveway of the house directly opposite the proposed centre so how difficult is it going to be for them to enter and exit during a busy period?

- There are regularly families, children and other people walking along the footpath in that area at all times of the day. How are the cars entering the proposed development going to interact with these people, as well as the traffic they will hold up behind them trying to enter Holmwood drive from Hennessy Drive behind them. **We could end up with traffic backed up out onto the Hennessy Drive T piece at the busiest times of the morning and afternoon.** There are times now where several cars enter end leave the street one after another.'



- View from proposed carpark area looking at where entry/exit is proposed.
- **How can this be a safe area for 282 traffic movements each day. (Does that number include delivery vehicles and vehicles for waste removal?)**
- If you allow for 10 traffic movements per day each for the first 5 premises you have 50 movements for this end of the street, ***how does adding 282 movements per day (1410 per week) for the first premises alone not***

affect the amenity of the area (refer C33 Child Care Planning Guideline NSW August 2017)

- Where would waste be collected from and delivery vehicles park – Both sides of Holmwood Drive in front of the proposed development are 'NO STOPPING' zones?
- There are to be 13 staff employed at the centre so **are they parking on site**, which would use up approximately half of their car parks? Other childcare centres have their staff park on the street. ***We do not have spare car parking space available in close proximity for this to happen.***
Note:
Educator-to-child ratios and adequate supervision requirements according to Education NSW information shows that the above number of staff could vary at any time depending on the age of the children, is there a firm number on the number of each age group that they are planning to cater for? If the majority are below 36 months old they could need 20+ staff so all the figures could be very fluid and changeable.

Table 1 - National ratios for centre-based services (r123)

Age of children	Educator to child ratio
Birth to 24 months	1:4
Over 24 months and less than 36 months	1:5
Over 36 months up to and including preschool age	1:11 Note: for NSW the educator to child ratio for children aged 36 months or more but less than 6 years of age is 1:10 (r271)
Over preschool age	1:15*

- In the Area Plan 1 Part 4 it indicates that a service road has been included for allotments facing Hennessy Drive with an entry into this block included on that road. One would assume that the developers would not have constructed a properly formed bitumen road and an entry to this block if the intended entry was from Holmwood drive (What is the cost per meter for hotmix bitumen they could have used that extra 50m or so elsewhere in the estate and saved the money?) This development proposes to use both Hennessy and Holmwood

Drives as entry points to 2 different buildings. (again I doubt this was part of the intension of the developers).

- The Hennessy Drive service road could never handle the traffic that would be involved with this proposal either, so just on safe vehicle access alone this proposal should be rejected.
- **Public Transport** is also mentioned in part 4 with the comment that *'there is potential for the establishment of a bus route through the subdivision, the most appropriate route between Hennessy Drive and Road 3 to connect with the Magnolia Grove Estate and Boundary Road to the north'*.
This would also create more potential for regular conflict between larger vehicles and cars trying to turn right again and slowing down immediately after entering Holmwood Drive.
- **Section 3.5.12 in the proposal has not been commented on or addressed in any way??** It covers traffic
- 6.3 Development control plan (b) in the proposal refers to AREA PLAN 1 again for *'an overall transport movement hierarchy showing major circulation routes and connections to achieve a simple and safe movement system for private vehicles, public transport, pedestrians and cyclists'* – I would refer you to my previous comment above regarding Area Plan 1 Part 4
- **In the proposal they say no easements apply to LOT 120** but when we were purchasing our block I asked for information on where any easements were on the block that we were looking at and did buy, I was given a plan showing where all the easements were on the blocks from LOT 114 back to Hennessey Drive. **This plan shows that LOT 120 has an 'Easement to Drain Sewage 2 Wide and variable width' applying along the Western and Southern boundaries. (Plan of subdivision of lot 301 DP 1123135)**
At a previous residence that we owned I had a shed erected beside (but not on) a sewage easement and was required to have deep piers below the posts – just in case council had to dig behind the shed. Does this mean that their carpark would need a large edge beam around it in case council need to dig beside it?
- The illumination of the carpark would be a magnet for undesirables to congregate after work hours and on weekends, Regular security patrols are unlikely to

discourage this activity as they would only move on then come back after security have gone.

- Where is rubbish to be stored and how frequently would it be collected, remember the uproar last year regarding the RED bin.
- The proposal refers to '**Child Care Planning Guideline NSW August 2017**' on numerous occasions.

Below are extracts from that guideline that appears to indicate that the existing neighbourhood has to be taken into account and that their development would need to blend in.

- An extract from the first section 1.1 About this Guideline says ***'This Guideline informs state and local government, industry and the community about how good design can maximise the safety, health and overall care of young children. At the same time, it aims to deliver attractive buildings that are sympathetic to the streetscape and appropriate for the setting while minimising any adverse impacts on surrounding areas. It will help achieve a high level of design that is practical and aligned with the National Quality Framework. The Guideline will provide a consistent statewide planning and design framework for preparing and considering DAs for child care facilities.'***
- On the same page an extract from Section 1.3 *What are the planning objectives?* Says ***'ensure that child care facilities are compatible with the existing streetscape, context and neighbouring land uses minimise any adverse impacts of development on adjoining properties and the neighbourhood, including the natural and built environment'***
- Further on in section 3.1 Site selection and location, extracts say ***C1***
'For proposed developments in or adjacent to a residential zone, consider:
 - ***the acoustic and privacy impacts of the proposed development on the residential properties***
 - ***the setbacks and siting of buildings within the residential context***
 - ***traffic and parking impacts of the proposal on residential***

amenity.

C2

** the characteristics of the site are suitable for the scale and type of development proposed having regard to:*

- size of street frontage, lot configuration, dimensions and overall size

- number of shared boundaries with residential properties

- the development will not have adverse environmental impacts on the surrounding area, particularly in sensitive environmental or cultural areas

** there are suitable drop off and pick up areas, and off and on street parking*

** the type of adjoining road (for example classified, arterial, local road, cul-de-sac) is appropriate and safe for the proposed use*

C3

A child care facility should be located:

** near compatible social uses such as schools and other educational establishments, parks and other public open space, community facilities, places of public worship*

** near or within employment areas, town centres, business centres, shops*

** with access to public transport including rail, buses, ferries*

** in areas with pedestrian connectivity to the local community, businesses, shops, services and the like.*

C11

** ensure buildings along the street frontage define the street by facing it*

C12

** setbacks to the street should be consistent with the existing character.*

Objective: To ensure that setbacks from the boundary of a child care facility are consistent with the predominant development within the immediate context.

C13

Where there are no prevailing setback controls minimum setback to a classified road should be 10 metres. On other road frontages where there are existing buildings within 50 metres, the setback should be the average of the two closest buildings. Where there are no buildings within 50 metres, the same setback is required for the predominant adjoining land use.

C14

On land in a residential zone, side and rear boundary setbacks should observe the prevailing setbacks required for a dwelling house.

Objective: To ensure that the built form, articulation and scale of development relates to its context and buildings are well designed to contribute to an area's character.

C15

The built form of the development should contribute to the character of the local area, including how it:

- *respects and responds to its physical context such as adjacent built form, neighbourhood character, streetscape quality and heritage*
- *contributes to the identity of the place*
- *retains and reinforces existing built form and vegetation where significant*
- *considers heritage within the local neighbourhood including identified heritage items and conservation areas*
- *responds to its natural environment including local landscape setting and climate*
- *contributes to the identity of place.*

Objective: To ensure that buildings are designed to create safe environments for all users.

C16

Entry to the facility should be limited to one secure point which is:

- *located to allow ease of access, particularly for pedestrians*
- *directly accessible from the street where possible*
- *directly visible from the street frontage*
- *easily monitored through natural or camera surveillance*
- *not accessed through an outdoor play area.*
- *in a mixed-use development, clearly defined and separate*

from entrances to other uses in the building.

C29

Hours of operation within areas where the predominant land use is residential should be confined to the core hours of 7.00am to 7.00pm weekdays. The hours of operation of the proposed child care facility may be extended if it adjoins or is adjacent to non-residential land uses.

C33

A Traffic and Parking Study should be prepared to support the proposal to quantify potential impacts on the surrounding land uses and demonstrate how impacts on amenity will be minimised. The study should also address any proposed variations to parking rates and demonstrate that:

- *the amenity of the surrounding area will not be affected*
- *there will be no impacts on the safe operation of the surrounding road network.*

Objective: To provide a safe and connected environment for pedestrians both on and around the site.

C36

The following design solutions may be incorporated into a development to help provide a safe pedestrian environment:

- *separate pedestrian access from the car park to the facility*
- *defined pedestrian crossings included within large car parking areas*
- *separate pedestrian and vehicle entries from the street for parents, children and visitors*
- *pedestrian paths that enable two prams to pass each other*
- *delivery and loading areas located away from the main pedestrian access to the building and in clearly designated, separate facilities*
- *in commercial or industrial zones and mixed use developments, the path of travel from the car parking to the centre entrance physically separated from any truck circulation or parking areas*
- *vehicles can enter and leave the site in a forward direction.*

- On the second page of the DA titled '**PROJECT DESCRIPTION**' the proponents say that the development will be 'in accordance with the requirements of the:
 - NSW Children (Education and Care Services) Supplementary Provisions Regulation 2012 and
 - Child Care Planning Guideline Delivering Quality Childcare for NSW (August 2017) *Which I've taken the above extracts from.*

I'm sure that by the time you read all the concerns raised by ourselves and the other residents that have already invested in this area and close proximity to this development, you'll be able to form your own opinion of how we feel about:

- ❖ the proponents NOT being sympathetic to the streetscape and appropriate for the setting
- ❖ the proponents development NOT minimizing adverse impacts on the surrounding area
- ❖ the proponents development NOT being compatible with the existing streetscape
- ❖ the proponents lack of consideration for effect on traffic safety, congestion and flow trying to enter and leave their premises (over our neighbourhood parking spaces)
- ❖ the total removal of the peaceful environment that we currently enjoy

*We would ask that you consider the development and **reject** it in its entirety, noting the above points where they either don't appear to comply, are not compatible or have not submitted the relevant information.*

*Regarding ourselves and the existing residents, it seems the proponents don't care about turning our lifestyles that we worked hard to get to at this stage in our lives, **UPSIDE DOWN.***

Sincerely,

Mark & Diane McHugh

27

PROCESSED

Colleen Fletcher

From: Jose Monteiro <jlndmmonteiro@gmail.com>
Sent: Thursday, 15 November 2018 10:48 PM
To: DRC Mailbox
Subject: To the GENERAL MANAGER

Dear sir,

I'd appreciate if you could read and become familiar with the letter below, sent earlier today to Mr SMITH re DP 1204528, calling for the rejection of this application.

Please note that I HAVE NOT BEEN NOTIFIED OF THIS SUBMISSION as well as other residents, only finding out through concerned neighbours.

More correspondence will be sent to you by myself and my neighbours, as well as the Developer in order to fight this DP.

Regards,

José Monteiro
 56 Hennessy Drive owner

Sent from my iPhone

Begin forwarded message:

From: Jose Monteiro <Jose.Monteiro@dubbocs.edu.au>
Date: 15 November 2018 at 9:53:31 am AEDT
To: "jlndmmonteiro@gmail.com" <jlndmmonteiro@gmail.com>
Subject: FW: Attention to Council Planner Mr Josh Smith

Jose Monteiro

PDHPE/Sport Coordinator | 02 6882 0044
 DUBBO CHRISTIAN SCHOOL

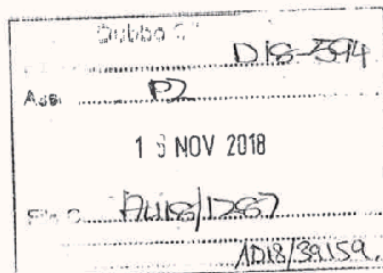
From: Jose Monteiro
Sent: Thursday, 15 November 2018 9:53 AM
To: 'council@dubbo.nsw.gov.au' <council@dubbo.nsw.gov.au>
Cc: 'Rebecca Monteiro' <REBECCA.MONTEIRO@det.nsw.edu.au>
Subject: Attention to Council Planner Mr Josh Smith

Dear Josh,

Greetings to you. My name is Jose Monteiro and, together with my wife Rebecca Monteiro, we live in 56 Hennessy Drive, Dubbo.

I write to you to express my upmost disappointment, concern, anger and frustration over the recent development application for 58 Hennessy Drive (Lot 120, DP 1204528), which will be right next to our place of residence.

1



When we purchased our land to build our home the Developer assured us that our neighbourhood was going to be only a residential zone, with prestige homes. Both the developer and one of the Real Estate agent (R. and Hanson) approached me earlier this year to ask me if I'd consider opening my home to attract more residents to our neighbourhood, even offering trade-offs. The incredible hypocrisy, divisive approach to our neighbourhood. A total lack of respect and consideration to all of the surrounding residents.

Building a Child care centre not only will detract from what sold to us, devaluing our properties, as this will attract extra traffic, street parking problems, night lighting issues, etc, to name a few. All of the residents have decided to invest our hard earned life savings into a neighbourhood sold as prestige residential and now we see that we have simply been manipulated and taken advantage of as consumers.

There are other, better suited blocks of land where such a facility can be built, without destroying the dreams of people, sow social discord and division. I can assure I am not the only one experiencing this discontent. All my neighbours also feel this way.

I urge you and all of the decision makers in our Regional Council to consider the loss of all of the residents in the vicinity of this land and reject this proposal, without compromise. **Chasing financial gain and profit from business proposals such as this one ought to be ethical at not divisive**, at the expense of those who were there first, helped in the development of the neighbourhood and helped turning it into the great neighbourhood that it is.

I urge you, to please reject out rightly this proposal. The surrounding neighbours will join forces to lobby against this senseless initiative. Please feel free to share this message with all those who should be seeing, including the Developer.

I thank you for your attention and look forward to hearing from you.

Kind regards,

Jose Monteiro

PDHPE/Sport Coordinator

DUBBO CHRISTIAN SCHOOL

Bible-based, Christ centred schooling from pre-Kindergarten to Year 12

141 Sheraton Road | PO Box 1216 | Dubbo NSW 2830

P 02 6882 0044

jose.monteiro@dubboocs.edu.au | www.dubboocs.edu.au

Bo Moshage

From: Rebecca Monteiro <REBECCA.MONTEIRO@det.nsw.edu.au>
Sent: Thursday, 15 November 2018 11:19 AM
To: DRC Mailbox
Cc: Jose Monteiro
Subject: DA 10.2018.594.1

To the General Manager, Michael McMahon,

I am writing to you in regards to the **development Application (10.2018.594.1)**, a proposal for a child care centre to be built on Lot 120 Hennessy Drive. This has only come to my attention today, not having received any notification from DRC at all, and, it seems, very few neighbours and residents are aware of this development, along Holmwood Drive and Hennessy Drive. In short, the grounds for my objection are as follows:

1. it is in defiance of the residential zoning
2. a small residential property alongside the business is an improper way to satisfy the residential zoning requirements
3. access to the business is limited and will cause traffic hazards
4. it is in opposition to the promoted and underlying ambience of Macquarie View.
5. it is in direct opposition to what I was told when we purchased the block
6. it will immediately devalue all of the surrounding properties, most significantly the ones at the front on the larger blocks which are in close proximity to Lot 120.

As an owner and resident of the property on Lot 121, I am strongly opposed to this application being successful.

Macquarie View Estate has been, from its inception, promoted as a prestigious development with unique qualities and services. The land location and the block sizes have a particular attraction and speak of a particular lifestyle which is very attractive and certainly a great part of its '**astounding success**', as the promotional words on the Macquarie View website state. The construction of a preschool, right at the front of this estate seems to contradict all of the tenets upon which Macquarie View Estate has been developed, promoted and sold:

Dubbo's Newest Prestige Land Subdivision

Not just a new estate but a better place to live.

A lot of time and planning has gone into the layout and design after consultation with you the purchasers on what you were looking for.

The only estate to offer lots ranging from 600 TO 4000m² all fully serviced.

Great location being located close to the CBD as well as Orana Mall. From the time you enter the featured entrance and take in the magnificent landscaping and road design you can tell that this estate is something special. This estate has just that little bit of height to enhance its views over the Macquarie river and the hills in the distance.

Stage 1 and **Stage 2** have been an astounding success all lots sold and many completed or occupied.

Stage 3 is now on the market with a further 24 residential lots in the popular 600 to 1000m² size range as well as Seven prestigious 2000m² lots.

Contact us so we can work with you to make moving to Macquarie View Estate a reality not just a dream

A child care centre is not in line with the philosophy and look of this residential area. In addition to the social aspects of my objection to this proposal, is the traffic and safety issue and the all night safety lighting which will all interfere with the calm and quietness of the area. Holmwood Drive is very narrow and the access is limited. The increase in traffic will be one hundred fold and the road has not been designed for it. While Hennessy is a reasonable thoroughfare, Holmwood Drive is not, it is an access road to residents' homes and should only carry traffic associated with residential activity. I am highly concerned about how this will affect the area. I am also fairly angry that the access to the child care centre is directly opposite our driveway.

The fact that a small residence is also being built on the side is outrageous. Is this the loophole being used to allow a for-profit educational centre being built on land zoned residential? I find this ethically poor and contradictory to the stated overarching developmental theme of Macquarie View.

I am sure that there are alternate sites that could be negotiated with the owners of this proposal that would better suit the purpose of their business, allow safer traffic flow in and out of the facility and not offend so many residents.

Dubbo Regional Council has reaped the financial benefits of such a beautiful development and residents have been convinced they have made a sound investment in their purchases but now many blocks will experience immediate and significant loss of value, with resale value dropping and future growth of capital compromised by such a venture being realised. I can tell you, from brief discussions I have had with just three neighbours, feelings of anger and betrayal are real.

Fundamentally and unequivocally, i am stating my **objection to Development Application (10.2018.594.1)** and my tremendous disappointment with Dubbo Regional Council for considering such a significant construction to be approved with out any kind of consultation with affected residents, despite the notification that this would happen, as per your website:

'This application is currently undergoing notification or advertising. Properties considered by Council to possibly be impacted will be contacted directly and advised of their opportunity to make a submission.'

I strongly urge you to consider this, and all other such objections before approving this application.

Sincerely,

Rebecca Monteiro

REBECCA MONTEIRO
Dubbo School of Distance Education
02 5804 7068

rebecca.monteiro@det.nsw.edu.au

This message is intended for the addressee named and may contain
privileged information or confidential information or both. If you
are not the intended recipient please delete it and notify the sender.

Josh Smith

PROCESSED

From: Shaun Reynolds
Sent: Tuesday, 20 November 2018 3:52 PM
To: Josh Smith
Subject: FW: Objection to Development Application (10.2018.594.1), a proposal for a long day child care centre to be built on Lot 120 Hennessy Drive,

FYI and TRIM if necessary

Shaun Reynolds

Statutory Planning Services Team Leader
 Dubbo Regional Council
 P 02 6801 4665 F 02 6801 4259
 E Shaun.Reynolds@dubbo.nsw.gov.au

From: Jose Monteiro [mailto:Jose.Monteiro@dubbocs.edu.au]
Sent: Tuesday, 20 November 2018 1:17 PM
To: Shaun Reynolds <Shaun.Reynolds@dubbo.nsw.gov.au>
Cc: Mr & Mrs Monteiro (MON002) <rebecca.monteiro@det.nsw.edu.au>
Subject: Objection to Development Application (10.2018.594.1), a proposal for a long day child care centre to be built on Lot 120 Hennessy Drive,

Dear Shaun,

My name is Jose Monteiro and, together with my wife Rebecca Monteiro, we live in 56 Hennessy Drive, Dubbo.

I write to you to express my upmost disappointment, concern and frustration over the **recent development application for 58 Hennessy Drive (Lot 120, DP 1204528)**, which will be right next to our place of residence.

When we purchased our land to build our home the Developer assured us that our neighbourhood was going to be only a residential zone, with prestige homes. The incredible hypocrisy, divisive approach to our neighbourhood. A total lack of respect and consideration to all of the surrounding residents.

Specific points of my objection are:

- 1- This application **clearly breaks Macquarie View Estate Covenant rules**, which all residents have had to respect to this date. Why make exceptions now? On what grounds of privilege that no one else has?
- 2- It will attract **extra traffic well beyond initial Developers impact study** - Macquarie View Estate Developer engineering studies project an increase of traffic from over 80 cars a day on Hennessy Drive to well over 200 cars a day. This will affect traffic flow and the existing speed limits of 60km on Hennessy Drive and 50km on Holmwood Drive.
- 3- With extra traffic **extra noise** to a quiet residential neighbourhood. This has a clear impact on the quiet environment current residents chose to be in. Extra traffic from employees (at least 14, parents and service providers/suppliers).
- 4- Long standard operating hours for Child Care Centres will also mean **extra lights from cars and the building itself**, impacting once again on the environment quality of the neighbourhood and nearby residents who chose to live in a quiet suburb (not busy!)
- 5- In the early stages of Estate development Dubbo Council rejected to the Developer **a driveway access to this block where the Child Care Centre is proposed from**

Holmwood Drive due to traffic concerns. Likely obstruction to My residence exiting/Access (56 Hennessy Drive).

- 6- **Access from Holmwood Drive** (as one approaches from Hennessy Drive) is narrow when considering traffic turning to the Childcare Centre, other cars parked and those wanting to continue further afield into the Estate. Some double garages are wider than each side of Holmwood Drive sections with the medium nature strip.
- 7- **It damages the neighbourhood street scape character** as this type of building has no resemblance to other surrounding residences, but rather is opportunistic and takes advantage of what existing residents have already developed, potentially destroying the value of properties.

Finally, there is also an important economical factor that needs mature and thoughtful consideration, because if we accept the right of a business to make money and protect their financial interests, then we also ought to consider the financial interests of current residents, otherwise we are perpetuating another social injustice.

All of the residents have decided to invest our hard earned life savings into a neighbourhood sold as prestige residential and now we see that we have simply been manipulated and taken advantage of as consumers. If the financial interests of residents (who have been here longer) is not relevant, then WHY WOULD THE FINANCIAL INTEREST OF THE CHOLD CARE CENTRE OWNER ALSO BE TREATED WITH PRIVILEGE? COUNCIL MUST BE ETHICAL IN ITS DECISIONS and be the CUSTODIAN OF THOSE WHO PAY TAXES (ie. RATES) as we are vulnerable as we don't always know or are aware of what goes on behind the scenes.

THERE ARE MORE SUITED BLOCK OF LAND FOR THIS PURPOSE ACCORDING TO OUR ESTATE DEVELOPER (Mr. Peter Rogers and Mr John Ireland of Bathurst) - Macquarie View Estate Developer has potentially other blocks of land more suited to this type of development **towards the railway line near Margaret Crescent**, where there is already a large nature strip landscaped and a power line corridor, as a **buffer zone to residents and providing extra safety to children**). **Dubbo Regional Council should be well aware of this as, according to the Developers this was already proposed to Council in the early stages of the Macquarie View Estate planning.** Future land buyers can then be well aware of the existence of a Childcare Centre and make informed decisions, without deception. This way such a facility can be built, without destroying the dreams of people, sow social discord and division. I can assure I am not the only one experiencing this discontent. All my neighbours also feel this way.

I urge you and all of the decision makers in our Regional Council **to consider the loss of all of the residents in the vicinity of this land** and reject this proposal, without compromise. **Chasing financial gain and profit from business proposals such as this one ought to be ethical at not divisive**, at the expense of those who were there first, helped in the development of the neighbourhood and helped turning it into the great neighbourhood that it is.

Council has an ethical and moral obligation towards its rate paying residents. Its decisions carry social responsibility, impact of society's morale and potentially attract Mass Media attention, which may or may not be desirable. Its decisions can either bring a good reputation to the council and its members or a poor reputation.

I urge you, to please **reject out rightly this proposal** or to **convene a community meeting** so that we, all the stake holders affected by it, or benefiting from it, can reason in a civilised manner and come up with a solution that has a **WIN WIN OUTCOME**, rather than a **LOOSE WIN OUTCOME**.

I thank you for your attention and look forward to hearing from you.

Kind regards,

José Monteiro

56 Hennessy Drive owners

Bo Moshage

From: Karen Cole <kazcole80@gmail.com>
Sent: Thursday, 22 November 2018 12:12 AM
To: DRC Mailbox
Subject: Objection to D/A 2018-594

To Chief Executive Officer,

I have recently been notified by one of my neighbours of a pending building application to erect a child care centre in Macquarie View Estate, at 58 Hennessy Drive. D/A 2018-594.

I do not believe that this is an appropriate site for a business such as this.

My husband and I have recently purchased a block of land at 19 Snowy Crescent. We decided on Macquarie View Estate because it is quiet and relaxing. Being so close to the edge town, we were drawn to the peaceful location so our children would be safe playing in the yard and riding their bikes on the street, as there is only local traffic and local people. I never expected a business with such long operating hours and one that brings large volumes of traffic with it would be considered in such a prestigious estate.

One can tell by the narrow streets that this estate was not planned to have businesses built within it. The roads simply could not withstand the amount of traffic which would be using them. The estates entrances and exits would be congested at peak times causing frustration amongst drivers, which in turn leads to risky driving behaviours by rushed drivers. All at a time when children would be on the kerbs to catch buses to school or walking home from the bus stop.

I have three children, one of which is at the daycare age. I personally would not use such a facility. I would prefer my child to stay close to my husbands or my place of work by choosing a centre close to the office, not right on the edge of town. As there are no offices, shops or schools in this area of Dubbo I would think many parents would not want to drive around the outskirts of town when there are other options better positioned.

As a mother my concerns of safety would also keep me from this centre. On the edge of town there is more risk of grass fires, severe dust storms and snakes. In the case of a wild fire, I believe the evacuation of such a large volume of young children and babies be extremely difficult if not impossible with only one road, being the narrow Holmwood Dr, to flee down. And as for snakes, where there is trash and food scraps the mice will come, followed by snakes, my 15 month old would think one is a toy.

Surely there are more appropriate, convenient and safer locations still available within the City of Dubbo for a new child care centre to be built.

When the decision is to be made whether to approve this application or not, please consider the safety of the children being placed there. As well as the residents lifestyles being affected.

If you would like to contact me my phone number is - 0418 661 219.
My current address is - 22 Alder Place. Dubbo.

Kind regards,
Karen Cole.

R2

8L Gilgandra Road
DUBBO NSW 2830
(PO Box 760 Dubbo)

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



Re: Development Application D2018-594

Property: Lot 20 DP 1204528 58 Hennessy Drive, Dubbo

I am the owner of No 71 Holmwood Drive, Macquarie View Estate, Dubbo.

I am very strongly opposed to the development of a Child Care Facility right next to my property.

I purchased a large block of land, and paid the money to obtain a lifestyle in a prestigious development to have SPACE, QUIET AND PRIVACY in my retirement.

The drive thru traffic that this development would make is of concern and from experience I would be concerned, from experience with people having no respect and parking on others space and property.

2.

I am afraid a child care facility will impact a great deal on my ultimate living goals

Yours faithfully



Rhonda A Millar

Les and Gai-Maree Matthews
98 Boundary Road
Dubbo NSW 2830
Les: 0427 290 318
lesm@aquawest.com.au
Gai-Maree: 0412 912 050
gaimareematthews@gmail.com
23rd November 2018

General Manager
Dubbo Regional Council
PO Box 81
Dubbo NSW 2830

To Dubbo Regional Council General Manager

RE: DEVELOPMENT APPLICATION D2018-594

We are writing to express our grave concerns regarding the new proposed Centre Based Child Care Facility for Lot 120, 58 Hennessy Drive Dubbo.

Being long-standing residents of South Dubbo for over 20 years, we recently purchased Lot 118 in Macquarie View Estate with the plan to build our dream home. This is one block away from the proposed facility.

We specifically chose Macquarie View over other local building estates due to its quite location, promoted as a low-density residential subdivision, its prestige and impressive views of the Macquarie River.

Our plans are currently ready to be submitted to council for approval but at this stage, we have such concerns about the proposal of this facility that we are very unsure as to whether we should proceed with the build. Consequently, our plans are on hold until further notice about this proposal.

We strongly object to the DEVELOPMENT APPLICATION D2018-594 based on the following points:

- **Traffic flow and congestion**
Our block is on the same side of the street as the proposed facility and has only one 4000 sq metre block between us. The intensity of traffic to and from the service during peak times is going to cause major disruption to the main entry of Macquarie View and clearly affect the traffic flow of the local residents leaving the estate to travel to school and work. We are a two parent working family with two children at school. This facility will make the departure from our future home very hectic in the mornings and very unsafe for the young children who are using the facility, i.e. Children under 5 years old.
- **Parking**
I, Gai-Maree am a very frequent visitor of early childhood education and care facilities due to my occupation. I often have to park on the kerb due to the limited car spaces left in the car parks. This raises strong concerns for the use of the kerb in front of our future home at Lot 118 and the adjacent block Lot 119. Can the service guarantee that their clients and visitors will not intrude on our very limited and narrow kerb space?

- **Time of operating hours and noise pollution**
The proposed starting time of 6.00am is such an intrusion of our privacy and the tranquil appeal that we have been lead to believe Macquarie View will offer. Having spoken to the residents who have already built there, the beautiful wildlife they can hear from the neighbouring bushland could soon be overtaken by the sound of excessive traffic and 100 children at play. This is certainly not a tranquil environment and not the kind of acoustic aesthetics we believed we would be able to hear from our dream home.
- **Profile of the estate due to the location being at the facade of the entry**
We feel that this building is totally out of context with what ourselves and other residents who have purchased similar blocks in this area are building. The idea for Macquarie View estate was to be a low-density residential area with the view of having space and distance between neighbours. As you can see with the homes that have already been built in this area, people have taken a lot of pride in building a home that is unique and one that fits in with the ideas and views of their neighbours and the developers of this estate. The proposed development does not fit in with any of these ideals and would give the feeling of a high-density development right at the entry of the estate, certainly not the prestige and exclusive nature that Macquarie View Developers were hoping for this area.

We strongly urge Council to consider our objection along with all the opposing Macquarie View residents' submissions. An opportunity to attend a council meeting would be an ethical outcome and enable residents of Macquarie View to have a voice and participate in a public forum around this proposal.

Yours sincerely

Les and Gai-Maree Matthews

CB

Danielle and Blair Bell
15 Lachlan Way
Dubbo NSW 2830

Monday 19 November 2018

RE: OBJECTION TO DA – D2018-594

Attention: Josh Smith

We are writing this letter to express our objection to the above DA in the Macquarie View estate. As owners of the block at 66 Hennessey Drive we feel that this type of development will have a negative impact on the estate regarding traffic and parking at this site.

Currently access to Macquarie View estate is through the only entrance from Hennessey Drive and this proposed development is right on the corner. As this estate area continues to grow the movement in and out of the estate will continue to increase. Holmwood Drive has centre islands and the single way access between the gutter and the centre island is narrow. At peak times of traffic the proposed development would hinder the traffic flow as residents of the estate with staff and people using this child care centre access this T-section of Holmwood Drive and Hennessey Drive.

Looking at this proposed DA it states that number of staff would be 13. I question this number as we use the child care facilities of Dubbo Early Learning Centre who are have 100 child capacity, the same capacity as this development, and they have advised to meet the requirements of staff to 100 children ratio covering ages from 6 weeks to 5 years they need 18 staff plus there is the Director, Admin Officer and Chef. To meet the parking needs of 21 staff this site cannot do that, as Holmwood Drive is be a tight squeeze driving a vehicle between a car parked in the street and the centre island. Staff would have to park in Hennessey Drive which could encumber the view of vehicles turning out of Holmwood Drive or have staff park in Hennessey Drive then cross the road to the reach the centre could be dangerous to the staff.

Regards,

Danielle Bell
0428 855 926

Blair Bell
0419 982 631

Dubbo City
D18-594
Ass: CB
26 NOV 2018
PLW/287

25/11/2018

Chief Executive Officer
Dubbo Regional Council

RE: DA 2018/594 Centre Based Child Care Facility, 58 Hennessy Drive, LOT 120 DP 1204528.

Dear Sir,

First of all, as a rate payer for 4 Dubbo properties and a born and bred local citizen, I would like to express my disappointment in not receiving any official notification. This is a significant development proposal which is so close to our home which is both financially and emotionally valuable to us.

Secondly, we wish to submit our written objection to this application on the grounds of:

1)Traffic: I understand that this development will increase the number of car movements by 282, which is over 3x the intended traffic flow of the intended car movements (of approximately 90). These would obviously be concentrated during the early drop off and later pickup time slots. Our concern would be that traffic from the South (turning right into the carpark) would need to give way from oncoming traffic, banking up the single lane out to Hennessy Drive, leading to congestion for all the local residents. Traffic from the North will need to navigate the narrow streets and roundabouts, which are not designed large amount of commercial traffic.

The carpark appears to be small and difficult to park in quickly. Staff will no doubt be encouraged not to use the allotted parks and will find other areas to do so (at least 13 more cars). There is no off street parking anywhere near adjacent to this block. If staff were to park regularly on the Hennessy Drive slip road, this will increase noise pollution and safety issues for local residents.

Being parents ourselves, my wife and I deal with day care traffic every day. Drivers are often in a rush and often make bad driving decisions when they are running late. The above foreseeable bottle neck would no doubt lead to customers parking illegally on the curbs or cutting across the slip road on Hennessy Drive.

2)Noise: 6am opening time simply does not fit with a low density residential backdrop. As does an increase of 282 cars a day when the sub-divisions rating was for a maximum of approximately 90 a day.

3)Waste storage: There is no detail for waste storage. Having unsightly bins sitting out in plain view will detract from the streetscape. It is also concerning if they will be stored next to an adjacent residential building.

4)Supply drop off and waste removal: There appears to be no detail on where larger supply vehicles/trucks will park for to drop off supplies or remove waste. Again, they will find the easiest route to park which will be the slip road on Hennessy Drive.

Please do not hesitate to contact us regarding the above objection.

Kind regards,

Joshua Williams,
Optometrist, 64 Hennessy Drive, ph 0438 429 884

Mr ML Donald
PO Box 7141
DUBBO GROVE NSW 2830

26 November 2018

The Chief Executive Officer
Dubbo Regional Council
PO Box 18
DUBBO NSW 2830

RE: DEVELOPMENT APPLICATION D2018-594
PROPERTY: LOT 120 DP 1204528, 58 HENNESSY DRIVE DUBBO
PROPOSED DEVELOPMENT: CENTRE BASED CHILD CARE FACILITY

Please find attached our letter of objection regarding the above DA.

I can be contacted on 0429 321 339.

Yours faithfully



Malcolm Donald



2 Littlebourne Street
Bathurst NSW 2795
1300 BARNSON (1300 227 676)
generalenquiry@barnson.com.au
www.barnson.com.au

date
19.11.2018

reference
30507-FL01_B

receiver
CEO
Dubbo Regional
Council
Attn: Josh Smith
PO Box 81
Dubbo NSW 2830

Dear Sir,

Submission on DA 2018/594 - Centre Based Child Care Facility - 58 Hennessy Drive, Dubbo

Barnson has been commissioned by Malcolm Donald to review the documentation submitted with the above-mentioned Development Application (DA) and prepare a submission to Council. Mr Donald is the owner of 60 Hennessy Drive, Dubbo, which is located directly east of the DA site and wishes to object the DA proposed.

From a review of the DA documentation, the following matters are raised as requiring consideration and form the reasons for objecting to the proposal:

1. The Statement of Environmental Effects (SEE) outlines that the proposed development would accommodate a total of 100 children, however, the plans provided with the development indicate that the development would have a capacity of 108 children. Clarification needs to be provided on the capacity of the centre and all associated requirements need to be reconsidered if the capacity in fact is to cater for 108 children.
2. It is intended to operate the development from 6am to 6pm Monday to Fridays. These operating hours extend beyond the hours required by the *Child Care Planning Guideline (2017)* (the Guidelines) for residential areas, which are 7am to 7pm. No consideration has been given to the impacts of operating outside of required hours. As a minimum, the amenity impacts to the surrounding residential development of operating outside to the required hours needs to be considered.
3. The plans available for review on Council's website are not to scale and therefore dimensions, building heights, open space areas, etc cannot be verified as to whether they comply with the legislated and policy requirements. In particular, it cannot be determined:
 - a. Whether the external storage volumes of clause 4.1 of Part 4 of the Guidelines have been provided.
 - b. Whether the internal storage volumes of clause 4.1 of Part 4 of the Guidelines have been provided.
 - c. The overall height of the building.

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- d. Whether external open space requirements comply pursuant to clause 4.9 of part 4 of the Guidelines.
4. Access, Traffic & Parking
- a. No means of pedestrian access has been provided to the entry of the development from either of the streets. This is inconsistent with C16 and C36 of the Guidelines.
- b. A Traffic and Parking Study is required by C33 of the Guideline to be submitted with the DA. No real consideration of traffic impacts has been provided as part of the DA. Child care centres by virtue of their nature result in very peaky traffic generation. This can have significant impact on the local road network and the amenity of the surrounding neighbourhood. In this regard, a realistic traffic and parking assessment must be submitted with this application in order to determine impact on the local road network, its safety and also the amenity of the surrounding area.
- c. Consideration is required to be given of the functioning of the intersection of the property access driveway and Holmwood Drive, and the intersection of Holmwood and Hennessy Drives, particularly during the peak hour. In particular, concern is raised that vehicles perched to turn right into the carpark will cause vehicles to queue back into the intersection of Holmwood and Hennessy Drives due to insufficient carriageway width to either provide a dedicated right hand turning lane for vehicles entering the site or a slip lane to allow vehicles to pass the outside of the perched vehicle.
- d. Concern is raised with the practical functioning of the car park with a single combined entry and exit driveway. Given the high turn over nature of traffic (short stay, high proportion in the peak hour) it is considered that there is a high likelihood of the car park and driveway becoming congested with adverse flow on effects to the adjacent road network. It is considered that the car park should be redesigned to provide for separate ingress and egress driveways, or at least two access points.
- e. No consideration has been given to larger servicing vehicles required for the development, including delivery vehicles, solid waste collection, liquid waste collection (grease arrestor/trade waste for the kitchen). Areas for loading/unloading/service vehicles should be identified as well as demonstration (though swept path diagrams) that the largest vehicle needing to access the site can be accommodated.
- f. The nature of the development would lend itself to be a User Class 3A car park in accordance with Australian Standard AS2890.1 (AS2890.1) given the high turnover during drop off and pick up time and the need to open both front and back doors of the vehicle. In this regard, parking spaces are required to have a minimum width of 2.6m as opposed to the provided 2.5m wide spaces. It is recognised that a larger than required aisle width is provided, however, the additional parking space width is required to facilitate the door openings in addition to the manoeuvring actions.
- g. Whilst the provided car park complies with the minimum parking provision required based on 100 children capacity. If the capacity is increased as per point 1, the car park will become deficient by two (2) spaces. Furthermore, increasing the width of the car parking spaces in accordance with (f) above



will also have the effect of reducing the parking provision. In this regard, the development will not comply with the minimum parking requirement.

- h. C2 of the Guideline outlines a number of matters that need to be considered in selecting a suitable site for child care centres. These matters include whether there are suitable drop off and pick up areas, and whether there is both on and off-street parking. As outlined above, the functionality of the car park is questioned. There is also no on-street parking available adjacent to the site on Holmwood or Hennessy Drives. Furthermore, a real concern is that drivers will use the service road on Hennessy Drive (which provides access to the eastern end of the site) to access the site. The service road is not designed for such use and would result in adverse impact on the adjacent development relying on the service road for access from traffic generation, manoeuvring and parking.
5. Amenity
- a. C24 of the Guidelines requires an acoustic report to be prepared. The application has not been submitted with the required acoustic report.
 - b. With the car park being set back 1m from the northern boundary of the site, concern is raised as to the amenity impacts of the development on future residential development on lot to the north of the site. These impacts would include both noise and headlights, particularly during the early morning hours of operation. The setback is not considered sufficient to provide for any meaningful or sustainable landscaping given the restricted size and adjacent surfaces (Colorbond fence and hot reflective car park surface). Further information is required in this regard to demonstrate how these impacts would be mitigated.
6. Clause 4.8 of Part 4 of the Guidelines requires that an Emergency and Evacuation Plan should be provided with the DA. This plan has not been submitted.
7. Clause 4.13 of Part 4 of the Guidelines requires that a soil assessment be undertaken as part of the DA process. The SEE refers to two separate soil assessments. The first is one completed by Barnson. This was a site classification assessment not a contamination assessment. It was also not made available with the DA documentation. The second referred to (page 27) was by Aitkin Rowe. It was not attached to the DA documentation. It is therefore not clear that the site is suitable for the use given the void of contamination assessment.
8. Context & Setting
- a. C3 of the Guidelines requires that childcare centres should be located near compatible social uses (schools etc), near or within employment areas, with access to public transport and in areas with high pedestrian connectivity. The subject site is located within a low-density residential area, which does not represent any of the required location characteristics.
 - b. The site is located in a low-density residential zone, which is characterised by large (minimum lot size 4,000m²) residential allotments. The R2 zone objectives include encouraging low-density housing within a landscaped setting. It is acknowledged that the zone objectives allow other facilities or



services required to meet the day to day needs to the residents, however, the intent of the scale of the development in the zone is quite clear. It is also acknowledged that the land use of a Centre-based child care facility is not antipathetic to the zone objectives per se as it is identified as a permissible land use. However, the key issue is the scale of the development in relation to the intended character for the area. Whilst a primary setback of 4.5m is permissible in some instances in the R2 zone, where there is an established street setback, that established street setback is to be used to determine the required setback. The existing setbacks of dwellings surrounding the site are in the vicinity of 15m – 20m.

Furthermore, element 10 of Dubbo DCP addresses non-residential uses in the residential zones. It provides clear guidelines on such developments including:

- The scale and character of non-residential buildings is compatible with the residential nature of the locality.
- The level of noise and volume of traffic is not greater than the expected level associated with the regular activities of a residential area.
- Car parking is provided and designed appropriate for the site.
- Traffic can manoeuvre in and out of the site in a forward direction.
- Noise from the development does not exceed the background noise level (LA90) by more than 5dB(A) during approved business hours and does not exceed the background noise level at any frequency outside approved business hours.
- Hours of operation are to be restricted to normal business hours.

It would appear that the development does not comply with many of these requirements. It is acknowledged that the SEPP and associated guidelines generally override provisions of a DCP in relation to Child Care Centres, however, these provisions of the DCP provide commentary on the vision for the locality. This is vital to understanding the character of the area in order to determine whether the site and location, and local character and streetscape are suitable for the development as required by Clauses 3.1 and 3.2 of the Guideline.

It is therefore considered that the development is inconsistent with the intended character of the area.

9. Design

- a. The design of child care centres is to provide for cross ventilation. It is not clear that the proposed development achieves this, and as such the centre would rely on mechanical ventilation. This outcome would be contrary to Principle 4 of the Guidelines and Clause 4.4 of Part 4 of the Guideline.
- b. Clause A3.2 of Dubbo DCP requires that walls longer than 10m in length are articulated by at least 600mm. The development includes a number of walls exceeding 10m in length that do not provide for the requisite articulation. As such this lack of articulation results in excessive building bulk.



- c. No details have been provided on the location of the bin store. It is important to understand its location in order to determine if any adverse impacts may be resultant to surrounding neighbours from the proposed location.

Based on the matters raised in this letter our client believes the development proposal is inappropriate for the site and locality and should not be supported by Council.

If you have any further enquiries regarding this matter, please contact the undersigned.

Yours faithfully

BARNSON PTY LTD

A handwritten signature in black ink, appearing to read "E. Dawson".

Erika Dawson
B. Urb. Reg. Plan. (Hons), BPAD Level 3 Accredited Practitioner, RPIA, MFPA
Senior Town Planner

25 November 2018

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

RE: DEVELOPMENT APPLICATION D2018-594

PROPERTY: LOT 120 DP 1204528, 58 HENNESSY DRIVE DUBBO

PROPOSED DEVELOPMENT: CENTRE BASED CHILD CARE FACILITY

We the undersigned residents of Macquarie View, Holmwood, Southlakes and Hennessy Drive object to the above development application (DA). We object on the basis of the following:

1. The stated intended hours of operation are 6am to 6pm which are outside the *Child Care Planning Guidelines (2017)* for residential area which are 7am to 7pm.
2. There is no traffic and parking study. The location of the proposed development on the corner of Holmwood Drive and Hennessy Drive can have significant impact on the local road network and the amenity of the surrounding neighbourhood.
3. The functioning of the intersection of the property access driveway and Holmwood Drive, and the intersection of Holmwood and Hennessy Drives particularly during the peak hours.
4. The scale of the development in relation to the intended character for the area.

Name	Address
Andrew Robertson	7 Snowy Crescent.
Sarah Robertson	7 Snowy Crescent.
Bessie Madden	19 Tingallen Av
Leonard Bartley	22 Snowy Av.
Chloe Allen	7 Durum Circuit
Kodi Reidy	452 Wheelers Lane
Abin Abbas	37 Durum Circuit
Jessica O'Brien	442 Wheelers Lane
Richard Carr	2 Cullgai Cr
Kerelle Carr	2 Cullgai Cr.
Natasha Gardner	538 Wheelers Lane
Aaron Wood	538 Wheelers Lane

25 November 2018

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Name	Address
Danielle Bell	66 Hennessey Drive Dubbo
Blair Bell	66 Hennessey Drive Dubbo

25 November 2018

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Name	Address
GAIL MAREE MATTHEWS	CURRENT 98 BOUNDARY RD DUBBO
<i>CMA</i>	FUTURE LOT 118, MACQUARIE VIEW
<i>Les Matthews</i>	
<i>[Signature]</i>	

25 November 2018

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Name	Address
Joshua Williams <i>ghill</i>	64 Hennessy Drive
MICHELLE WILLIAMS <i>Murphy</i>	64 HENNESSY DRIVE

25 November 2018

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Dubbo Regional Council
PO Box 81
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- Myles JOHNSON, 34 HOLMWOOD DRIVE
- Reece Carroll, 24 Holmwood Drive
- Matt Rauchle, 41 Stonehaven Ave
- Karen Rauchle, 41 Stonehaven Ave
- Jess Palmer, 318 Myall Street.
Robyn White, 23 Holmwood Dr.
Phil White " " "

25 November 2018

Chief Executive Officer
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Name	Address
Sam Grey	24 Severn circle
Alana McCabe	24 severn circle

P.T.O.

25 November 2018

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Name	Address
Dan Morgan	50 Holmwood Drive, Dubbo
Paula Knudsen	65 Holmwood Drive Dubbo
Amy Green	25 Holmwood Drive
Lee Green	25 Holmwood Drive
Brendan Carolan	319 Fitzroy Street
Leith Clark	29 Holmwood dr.
James Chacko	31 Holmwood Drive -
JISHA Mathew	31 Holmwood Drive -
STUART PRING	33 Holmwood Drive
Genevieve Pring	33 Holmwood Drive.
Maddison Thomas	30 Holmwood Drive.
Jeanne Firth	26 Holmwood Drive
Russell Firth	26 Holmwood Drive
Paula McGeagh	32 Holmwood Drive

P.T.O.

25 November 2018

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Name	Address
Brian Kerr	60 Holmwood Dr.
Joe Walman	63 Holmwood Dr
Lisa Webeck	5 Paterson Cct Dubbo
Mark Hosking	33 Paterson Cct Dubbo
Erin Young	33 Paterson Cct Dubbo
Miranda-Lea Letfallah	57 Holmwood Drive Dubbo
Nicholas Letfallah	57 Holmwood Dr "
Brody Chapman	3 Tweed Place
Erin Chapman	3 Tweed Place "
Sarita Paton	9 Tweed Place

25 November 2018

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PO Box 81
DUBBO NSW 2830

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Name	Address
Troy Paton	9 Tweed Place
Rhonda Miller	Lot 119 Holmwood Drive, Dubbo
Laura Kinscher	46 Holmwood Drive
Zech Sargent	44 Holmwood Drive
Hannah Sargent	44 Holmwood Drive
Tracey Finch	50 Holmwood Drive
Jana Jay	47 Holmwood Drive
Breanna Christie	48B Holmwood Dr.
Ally Hicks	49 Holmwood Dr
Rele Hicks	49 Holmwood Dr

25 November 2018

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Name	Address
Kellie Benson	62 Hennessy Drive
Ben Hunt	2611 Wheelers Lane Dubbo
Bonnie Bourke	9 Hukka St. Dubbo
Jacinta Edwards	9 Hockett St Dubbo
Stuart Eckford	609 Wheelers Ln. Dubbo
Brooke O'Connor	51 Holmwood Drive.
Clinton O'Connor	51 Holmwood Drive.
Phil Malone.	9 Noccundra Place.

25 November 2018

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Name	Address
Amy Amos	32 Severn Circle, Dubbo
Isaac Kinscher	46 Holmwood Drive, Dubbo
Shane Duke	1 Paterson Drive, Dubbo
Beverley Duke	1 Paterson Dr, Dubbo
Larissa Giddings	11 Severn Circle Dubbo
Laura Warner	27 Severn Circle Dubbo
TRACEY ROBINSON	2 HEWITT PLACE DUBBO
Jenna Thompson	30 Severn Circle Dubbo

25 November 2018

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Name	Address
Rosy Benson Jmw	62 Hennessy Dr, Dubbo
JOSE LUIS JOE LUIS MONTEIRO MONTEIRO	56 HENNESSY DRIVE, DUBBO (0458724787)
REBECCA MARY MONTEIRO R. Monteiro	56 HENNESSY DRIVE, DUBBO (0401635055)
Peter Conway P. Conway	11 Paterson crt Dubbo
ANDREW TROY	8 Paterson crt Dubbo.
Richard Duce R. Duce	13 Paterson crt Dubbo.
Vanessa Duce	13 Paterson crt Dubbo.
Cherie Mowen	64 Holmwood Drive, Dubbo.
MARK MURPHY	68 Holmwood Drive, Dubbo

25 November 2018

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Name	Address
Jeffery + Katrina Richards	67 Holmwood Drive.
Toni Agnew	2 Turon Crescent
Steve & Fran Martin	4 Paterson Circuit



REPORT: Outdoor Dining Policy

AUTHOR: Manager Strategic Planning Services
REPORT DATE: 8 February 2019
TRIM REFERENCE: ID19/67

EXECUTIVE SUMMARY

Development Consent was granted on 21 December 2018 for the purposes of a Food and Drink Premises (Burger Urge), at shops 34 and 35 Dubbo Square Shopping Centre 177-191 Macquarie Street, Dubbo. The Burger Urge development also included a proposal to utilise at least 50 square metres of the adjoining street footpath for the purposes of outdoor dining. The Proponent as a component of the Development Application also sought approval from Council to construct a permanent structure on the footpath.

Following consultation with the Proponent, the development application was approved without the provision of a permanent on-street structure.

The subject Development Application raised the requirement for Council to develop a policy for permanent on-street dining, including the provision of permanent structures and to consider the future design aesthetics and location of permanent outdoor dining structures on Macquarie Street. The provision of appropriate opportunities for permanent outdoor dining on Macquarie Street will provide further provision for CBD activation, especially after-hours activation.

Council, on 7 January 2019, engaged industry consultants, Moir Landscape Architecture, to undertake the following:

1. Examine and identify locations in Macquarie Street that may be suitable for the undertaking of outdoor dining;
2. Examine and identify opportunities for structures to be provided in locations on Macquarie Street for the purposes of outdoor dining. This included a list of the issues including heritage, existing landscaping, car parking, CBD form and function;
3. Provide examples of suitable outdoor structures having regard to the issues included in Part 2, for the consideration of Council;
4. Provide examples of Outdoor dining policy settings in other Local Government Areas, including financial models adopted by Council's and applicable Policies, including conditions;
5. Provide a map of Macquarie Street to a recognised scale that includes possible identified locations for outdoor dining opportunities; and
6. Provide a scaled drawing of the Council preferred outdoor dining structure for Macquarie Street.

The results of the findings have been used to prepare the draft Outdoor Dining Policy and to consider the most appropriate design and look of permanent outdoor street dining opportunities in the Dubbo CBD. If adopted by Council, the draft Policy will replace the current application method for undertaking street trading.

It is recommended that Council adopt the draft Policy, provided as **Appendix 1**, for the purposes of public exhibition. Following completion of the public exhibition process, a further report will be presented to Council for consideration.

ORGANISATIONAL VALUES

Customer Focused: Council staff have been customer focused in seeking appropriate on-street dining outcomes for Burger Urge and understand the importance of a clear and robust policy position in order to activate Macquarie Street and give certainty to the industry.

Integrity: Council staff have worked closely with the Proponent and will continue to assist Burger Urge where necessary as part of the Policy development process.

One Team: The Strategic Planning Services Branch have pursued this matter and maintained active and responsive communication with landowners in the immediate locality.

FINANCIAL IMPLICATIONS

It is considered that there are no direct financial implications relating to this report.

POLICY IMPLICATIONS

It is considered that there are no direct policy implications relating to this report. However, following the consideration of Council, the draft Policy (**Appendix 1**) will be placed on public display. Following completion of the public exhibition process a further report will be prepared for the consideration of Council.

RECOMMENDATION

- 1. That the draft Outdoor Dining Policy as attached to the report of the Manager Strategic Planning Services as Appendix 1 be adopted for the purposes of public exhibition.**
- 2. That the draft Outdoor Dining Policy as attached to the report of the Manager Strategic Planning Services as Appendix 1 be placed on public display for a period of 28 days.**
- 3. That Council seek an assessment from a suitably qualified and experienced professional Valuer to provide an appropriate per square metre annual rental rate for Category A permanent outdoor dining locations in the Dubbo Central Business District.**
- 4. Following completion of the public exhibition period that a further report be provided to Council, including the results of public exhibition and a suitable annual rental rate for Category A permanent outdoor dining locations.**

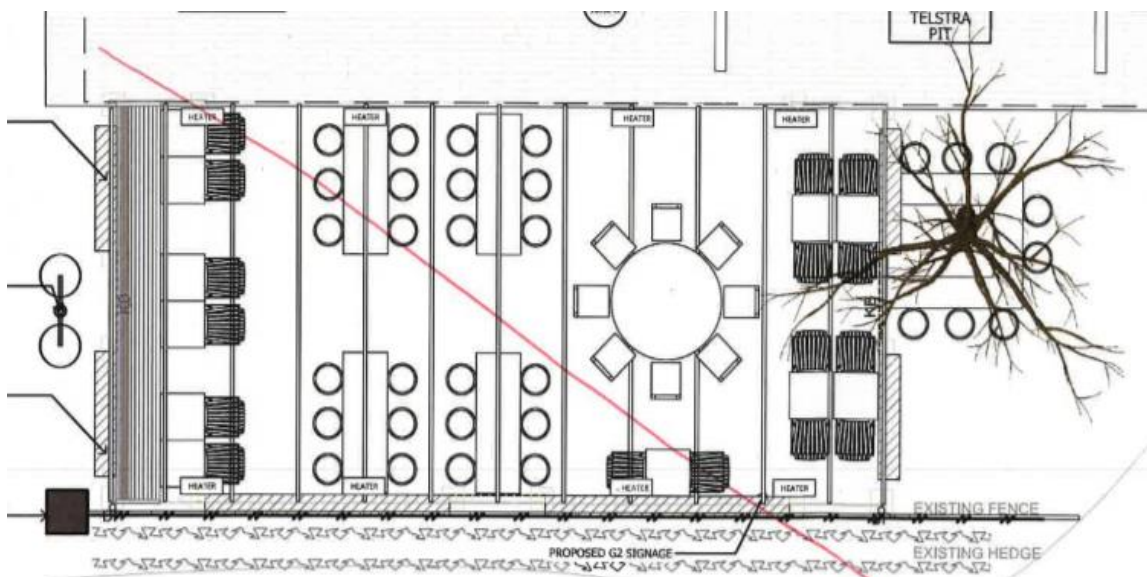
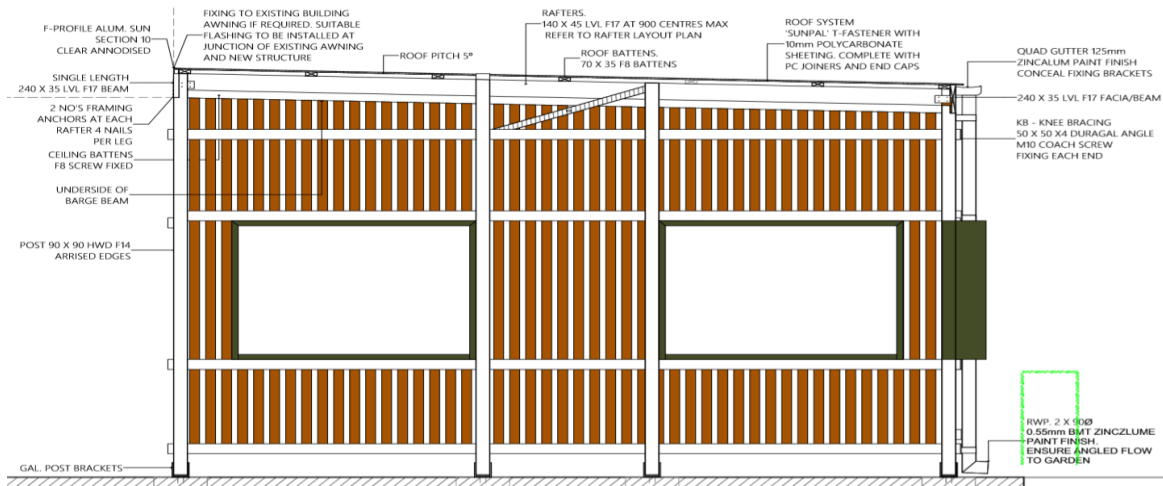
Steven Jennings
Manager Strategic Planning Services

BACKGROUND

Development Consent was granted on 21 December 2018 for the purposes of a Food and Drink Premises (Burger Urge), at shops 34 and 35 Dubbo Square Shopping Centre 177-191 Macquarie Street, Dubbo. The Burger Urge development also included a proposal to utilise at least 50 square metres of the adjoining street footpath for the purposes of outdoor dining. The Proponent as a component of the Development Application also sought approval from Council to construct a permanent structure on the footpath.

Following consultation with the Proponent, the development application was approved without the provision of a permanent on-street structure.

Images of the proposed Burger Urge outdoor dining area are shown in Figure 1.



The purpose of this report is to provide a draft Outdoor Dining Policy, for the consideration of Council, including the potential for permanent outdoor dining structures in specific locations on Macquarie Street in the Dubbo Central Business District.

REPORT

1. Need for an Outdoor Dining Policy

Council currently allows outdoor dining in the Dubbo Central Business District through the assessment and consideration of Street Trading Applications under the provisions of the Local Government Act, 1993. However, this outdoor dining must currently consist of moveable chairs, tables and other infrastructure, which is not to be in place outside the boundaries of the relevant shop and outside of the relevant hours of operation.

To examine opportunities for permanent outdoor dining, including the policy and other implications, Council on 7 January 2019, engaged consultants, Moir Landscape Architecture, to undertake the following:

1. Examine and identify locations in Macquarie Street that may be suitable for the undertaking of outdoor dining;
2. Examine and identify opportunities for structures to be provided in locations on Macquarie Street for the purposes of outdoor dining. This included a list of the issues including heritage, existing landscaping, car parking, CBD form and function;
3. Provide examples of suitable outdoor structures having regard to the issues included in Part 2, for the consideration of Council;
4. Provide examples of Outdoor dining policy settings in other Local Government Areas, including financial models adopted by Council's and applicable Policies, including conditions;
5. Provide a map of Macquarie Street to a recognised scale that includes possible identified locations for outdoor dining opportunities; and
6. Provide a scaled drawing of the Council preferred outdoor dining structure for Macquarie Street.

The results of the findings of this consultancy have been collated and presented to Council in the form of a draft Outdoor Dining Policy (**Appendix 1**). If adopted by Council, the draft Policy will replace the current application method for undertaking street trading (outdoor dining) in the Dubbo CBD.

2. Draft Outdoor Dining Policy

The objective of the draft Policy is to improve restaurant and café experiences for users and promote economic growth within the Dubbo CBD. The draft Policy will provide guidance to developers and operators of placement of street furniture and structures within the footpath area.

a) Proposed Policy Structure

To achieve the objectives of the draft Policy, the document has been divided into a number of components. These components are as follows:

- Policy Statement;
- Approvals under NSW Legislation;
- Other supporting Policy;
- Approval Process;
- User Guidelines for Operators;
- Furniture Guidelines;
- Consistency with Existing Streetscape; and
- Responsibilities of the Operator

In addition to the components mentioned above, a schedule will be attached to the draft Policy which will list the applicable fees and charges and be subject to review at the end of each financial year period.

b) Proposed Outdoor Dining Zones

The draft Policy includes guidelines to assist developers and operators in establishing their respective outdoor dining area. The guidelines have categorized the public footpath areas of Macquarie Street into two (2) main types as shown in Figure 4.

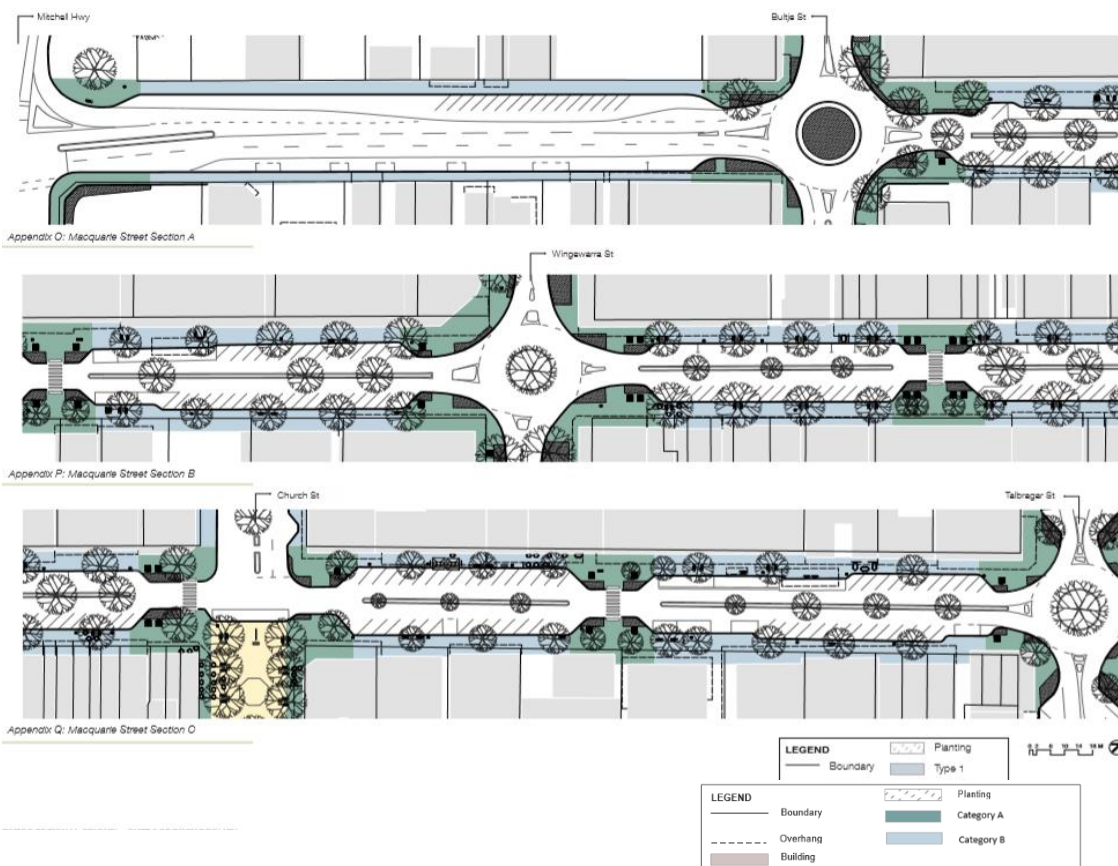
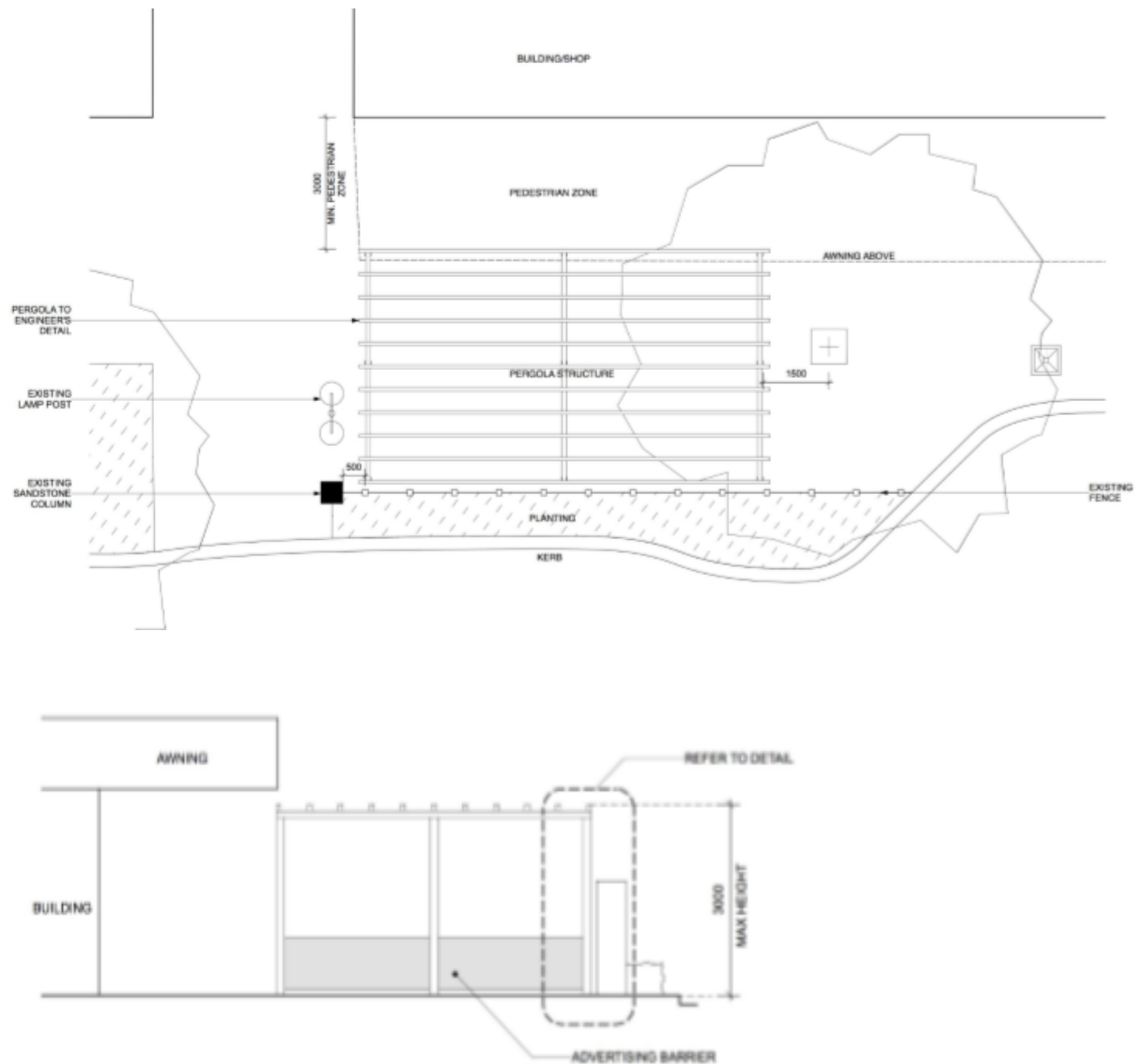


Figure 4. Macquarie Street Footpath Zones

c) Category A Permanent Outdoor Dining

Category A areas will allow for the provision of a permanent structure in association with an approved outdoor dining area. However, it should be noted that the draft Policy will only allow one (1) outdoor dining area of 50 square metres per tenancy.

The proposed permanent structure type and associated infrastructure is shown in Figure 5:



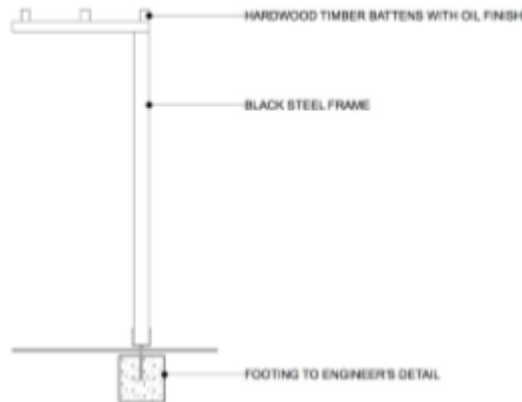


Figure 5. Category A Proposed permanent structure

The proposed permanent outdoor dining structure is considered to be consistent with the existing streetscape and heritage characteristics whilst providing safe and efficient movement of both pedestrian and vehicle traffic. Best practice diagrams have been included as Appendices in the Policy to provide further clarity to developers and business owners alike. The draft Policy details additional requirements for barriers, outdoor heating, lighting, shade structures and signage to ensure the protection and enhancement of the existing streetscape.

Under the provisions of the draft Policy and the Local Government Act 1993, a new Footpath Dining Application will be required to be lodged with and approved by Council. Council's current Street Trading fee structure is as follows:

Footpath dining	\$120.00
Portable sign display	\$120.00
Merchandise display on footpath	\$120.00
Itinerant vendor/Roadside trading	\$170.00

It will also be the responsibility of the development Proponent to lodge a development application and a construction certificate application with Council to allow for the construction of a permanent outdoor dining structure by and at the expense of the Proponent.

In addition, the Food and Drink Premises will also be required to pay an annual rental fee to Council for the space. To ascertain an appropriate per square metre rate, Council will seek an assessment from a suitably qualified and experienced professional Land Valuer to provide an appropriate per square metre annual rental rate for Category A permanent outdoor dining locations in the Dubbo Central Business District.

Applications that include the construction of a permanent and semi-permanent structure or fixture will require a bond to be paid to Council. Within fourteen (14) days of the commencement of the outdoor dining activity, the Proponent will be required to provide a bond to Council in the form of an unconditional bank guarantee for the cost of the permanent outdoor dining area. This will ensure that Council can undertake removal of the permanent structures if the Proponent does not make good following cessation of the use.

Category A outdoor dining will require the Proprietor to hold \$20 million public liability insurance.

d) Category B Outdoor Dining

Category B outdoor dining areas will continue in accordance with Council's current rules and regulations. Category B areas refers to situations and locations in which a Proprietor of a Food and Drink Premises can seek approval from Council to provide moveable chairs, tables and associated infrastructure for the use of patrons. However, Category B outdoor dining areas will not have any permanent structures.

Category B outdoor dining will continue to be subject to the provision of an application to Council and for the Proprietor to hold \$20 million public liability insurance.

4. Public Exhibition

Following consideration by Council, the draft Outdoor Dining Policy will be placed on public exhibition for a period of not less than 28 days. The draft Policy will be placed on display at Council's Dubbo Administration Building and the Macquarie Regional Library. A copy of the draft Policy will also be made available on Council's website.

Following conclusion of the public exhibition period, a further report will be provided to Council for consideration.

SUMMARY

Development Consent was granted on 21 December 2018 for the purposes of a Food and Drink Premises (Burger Urge), at shops 34 and 35 Dubbo Square Shopping Centre 177-191 Macquarie Street, Dubbo. The Burger Urge development also included a proposal to utilise at least 50 square metres of the adjoining street footpath for the purposes of outdoor dining. The Proponent as a component of the Development Application also sought approval from Council to construct a permanent structure on the footpath.

Following consultation with the Proponent, the development application was approved without the provision of a permanent on-street structure.

The subject Development Application raised the requirement for Council to develop a policy for permanent on-street dining, including the provision of permanent structures and to consider the future design aesthetics and location of permanent outdoor dining structures on Macquarie Street. The provision of appropriate opportunities for permanent outdoor dining on Macquarie Street will provide further provision for CBD activation, especially after-hours activation.

Council, on 7 January 2019, engaged industry consultants, Moir Landscape Architecture, to undertake a consultancy in respect of outdoor dining in the Dubbo CBD, including preparation of a draft Policy.

It is recommended that Council adopt the draft Policy, provided as **Appendix 1**, for the purposes of public exhibition. Following completion of the public exhibition process, a further report will be presented to Council for consideration.

Appendices:

[1](#) Draft Outdoor Dining Policy



Version 3: Feb 2019

DRAFT

Document Issue

REV	DATE	COMMENT	PREPARED	APPROVED
01	29.01.2019	Draft Issue for comment	BR	DM
02	07.02.2019	Draft Issue for comment	AL	DM
03	12.02.2019	Draft Issue for comment	AL	DM

Prepared By:



Moir Landscape Architecture Pty Ltd
 ABN 48 097 558 908
 Studio 1, 88 Fern Street
 PO Box 111
 Islington NSW 2296
 +642 4965 3555
 admin@moirla.com.au
 www.moirlandscapearchitecture.com.au

Table of Contents

Table of Contents	3
Introduction	4
Policy Statement	5
Approvals Under NSW Legislation	7
Other Supporting Policy	8
Outdoor Dining Categories	9
Approval Process	10
User Guidelines for Operators	12
Furniture Guidelines	14
Consistency with the Existing Streetscape	16
Responsibilities of the Operator	17
Appendices	18

Introduction

Dubbo Regional Council (The Council) Outdoor Dining Policy

The objective of the Outdoor Dining Policy (The Policy) is to encourage and activate public domain areas of Macquarie Street.

Macquarie Street is an established street with good visual quality and heritage features. The Policy aims to allow for the placement of street furniture on footpaths outside cafes and restaurants to support building a dynamic, vibrant and growing city

The objective of the Outdoor Dining Policy (The Policy) is to encourage and activate public domain areas of Macquarie Street.

Macquarie Street is an established street with good visual quality and heritage features. The Policy aims to allow for the placement of street furniture on footpaths outside cafes and restaurants to support building a dynamic, vibrant and growing city

The policy provides guidance for cafes and food premises, assists food premises (Operators) in obtaining approvals for outdoor dining.

It provides details on the application requirements, assessment processes and criteria that must be satisfied before on-street dining can be undertaken.



Dubbo Eat Street

Policy Statement

The Outdoor Dining Policy 2019

The purpose of the policy and user guideline is to provide:

- clear management principles to determine the suitability of on-street dining opportunities on Macquarie Street
- define public safety with clear guidance to maintain heritage and appeal of the area
- meet ongoing operational requirements of Council in delivering services to the street
- provide strong decision making criteria for internal decision making
- develop best practice standards for outdoor cafes now and in the foreseeable future

Key Principles of the user guidelines

The principles contained in this guide provide a set of best practice design requirements and guidelines for establishing and managing outdoor dining areas.

They are also intended to promote awareness and understanding about the key responsibilities and requirements of café owners, managers and designers.

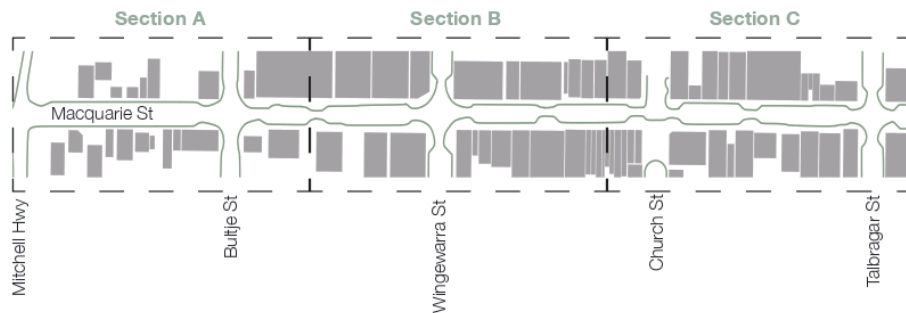


Figure 1: Overview of area to which the policy applies on Macquarie Street

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Who is eligible to apply

The policy applies to business use of the footpath for outdoor dining. NSW legislation allows Council to approve the use of the footpath for dining when the request is made by a cafe, restaurant or food premise.

Macquarie Street cafes and food premises are eligible to apply for a permit for outdoor dining, given they satisfy the requirements outlined in this policy.

Where the Policy Applies

The Policy applies to all areas on Macquarie Street from the Mitchell Highway to Talbragar Street.

Refer to Appendices N, O and P for the areas considered permissible for the purpose of footpath dining. These should be read together with the user guidelines, which provide information on suitable locations and sizes of outdoor areas.

This Policy introduces Category A and Category B outdoor dining.

Category A outdoor dining allows a permanent structure subject to approval from Council. The type of structure and area for Category A dining is further discussed in this Policy.

Category B outdoor dining allows a café or restaurant owner to have their chairs, tables and associated items on the street, without any permanent structures. Category B is further discussed in this policy.



Macquarie Street (source realestateview.com.au)

Approvals under NSW Legislation

NSW Legislation & Approvals

NSW Government legislation sets out that the following approvals are required for outdoor dining by food premises:

- All outdoor dining on the footpath requires an approval under the Roads Act 1993.
- Outdoor dining on community land, such as a park or reserve, requires an approval under the Local Government Act 1993.
- Outdoor dining that is not exempt development will require a development consent under the Environmental Planning and Assessment Act 1979.
- Outdoor dining that is on Crown land requires an approval under the Crown Lands Act 1989.
- Construction of a permanent structure that will be used for the purposes of outdoor dining will require a Development Application to be lodged with and approved by Council. In addition, a Construction Certificate will also be required to erect the structure.

Roads Act 1993

An 'Operator' for the purpose of this Policy is defined as a 'restaurant' under the Roads Act 1993. A restaurant is a "premises in which food is regularly supplied on sale to the public for consumption on the premises".

Section 125 of the Roads Act 1993 clarifies that approval may be granted by the Council for use of footpaths 'restaurants', erection of structures, maintenance and their location. Under the Act, Council is also entitled to nominate associated payments.

Local Government Act 1993

Section 68 defines activities that require the approval of Council. Footpath dining would require Council approval due to this activity being undertaken on the road reserve.

Crown Land Management Act 2016

Crown land that is managed by local government (as dedicated or reserved land) allows for Council to also manage in accordance with the Local Government Act.

Where footpath dining is requested on land that is owned by the Crown and is managed by Council it follows that footpath dining would require Council approval.

Environmental Planning and Assessment Act 1979

Footpath or Outdoor dining is classified within the State Development State Environmental Planning Policy (Exempt and Complying Codes) 2008, s20A.

Use of footpath dining is classified as exempt development when dining is associated with a food premise and can satisfy that it is:

- (a) not associated with a pub or a small bar, and
- (b) carried out in accordance with an approval granted under section 125 of the Roads Act 1993, including in accordance with any hours of operation to which the approval is subject, and
- (c) carried out in accordance with any approval granted under section 68 of the Local Government Act 1993.

However, this does not include the provision of permanent outdoor structures, which require separate Development Approval from Council.

Other Supporting Policy

Small Business Commissioners Interim Outdoor Dining Policy

The Small Business Commissioner has trialed a method to allow cafés, restaurants and food-based businesses to more easily expand their operations on local footpaths. The intention is to encourage more business for local hospitality venues, more local jobs, and a more vibrant setting for local streets, stimulating local economies.

Key to the interim policy is the use of an online assessment and approval system

Other Local Government Precedent and Experience

Other council areas have experienced positive impacts of outdoor dining.

The City of Melbourne reports that over 15 years it has:

... Promoted development of a wide range of street trading as a means of enhancing the vitality of street and visitors precincts.

During this time the City reports a boom in alfresco dining from less than 50 to over 600 in the 15 year frame.(Source: City of Melbourne website).



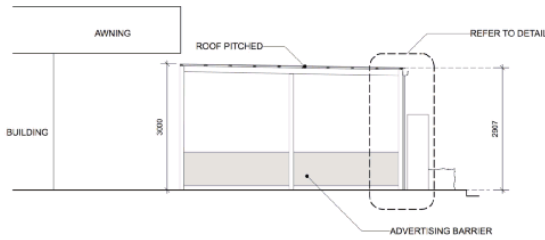
Dining Alfresco in Melbourne

Outdoor Dining Categories

Category A

Category A provides for outdoor dining opportunities which are considered appropriate to accommodate permanent structures subject to approval from Council.

Examples of Category A outdoor dining are provided below.



Category B

Category B provides café or restaurant owners the opportunity to have their chairs, tables and associated items on the street, without any permanent structures and is subject to approval from Council.

Examples of Category B outdoor dining are provided below.



Approval Process

Council Application

A proprietor of a café or restaurant is required to apply to Council to undertake outdoor dining.

Council assesses all applications and monitors the operation of outdoor dining areas.

The approval is issued for a 2 year period. Existing approval holders are required to re-apply every 2 years.

All outdoor cafe approval holders must comply with all conditions of an approval and the guidelines set out within this policy.

Any proprietor of a café or restaurant seeking to undertake outdoor dining with the provision of a permanent outdoor dining area is required to lodge a development application with Council to both approve the use and the outdoor dining structures.

General Conditions

- The predominant activity of the outdoor dining area must be for the service of meals for consumption to seated patrons.
- Only one category A outdoor dining area may be obtained per operator and is applicable to its respective adjoining café or restaurant premises.
- A copy of all approvals must be retained on the premises at all times. Approvals are required to be provided on request to any Authorised Officer of Council.
- The approval holder must at all times comply with the requirements and obligations described in the Policy.
- It is the responsibility of the approval holder to comply with all laws including local laws and all other legal requirements relevant to the operation of the outdoor dining area and to ensure that employees and agents also comply.
- The approval holder must at its own expense comply with all other legal requirements concerning the outdoor cafe area and all activities upon it, and obtain and keep in force all necessary licences, approvals and authorities which may be required to use the outdoor cafe area for an outdoor cafe.
- The approval holder must not allow the consumption of liquor within the outdoor cafe area unless the approval holder holds a valid liquor license issued by Liquor & Gaming NSW. The license issued by Liquor and Gaming NSW will need to be extended to include the footpath.
- The approval holder may only conduct the outdoor cafe within the hours specified on the approval. Outside of those hours, no unfix outdoor cafe furniture including but not limited to chairs, tables, umbrellas, canvas screens and gas heaters may remain in the public place nor be fixed without the prior written consent of the Council, apart from Category A structures.
- The approval holder is at all times responsible for the good order, conduct and behaviour of patrons using the outdoor dining area.
- The approval holder must ensure the outdoor dining area is smoke free as per The Smoke-free Environment Act 2000.
- The approval holder must ensure that the outdoor dining area and surrounding pathway and locality is kept free from rubbish and waste and is disposed of in accordance with waste management standards.
- Outdoor freestanding gas heaters must be maintained in a proper state of repair and damage free.
- No chairs are permitted to be placed with their backs facing the road.
- To prevent damage to footpaths, all chair and table legs must have flat surfaces with a minimum bearing area of no less than 700 mm² (e.g. 30 mm pad). All approved canvas screens placed within the outdoor seating area must be suitably weighted.

- The approval holder must not offer to sell goods, solicit, try to attract trade or business, tout or spruik on public space adjacent to or within the outdoor cafe area other than the selling of goods in accordance with the permitted use.
- The approval holder occupies and uses the outdoor dining area at the approval holder's own risk.
- The approval holder indemnifies and releases the Council from all liability arising from the use or occupation of the outdoor dining area or the conduct of the approval holder's business by the approval holder or any of the approval holder's agents, including:
 - any claim made by any person for injury, loss or damage arising in any manner
 - any loss or damage to any property belonging to the approval holder or other persons located in the vicinity of the outdoor cafe area caused by the approval holder or the approval holder's agents
 - any loss, damage, injury or illness sustained or incurred by the approval holder or any of the approval holder's agents.
 - The approval holder must maintain a comprehensive public risk insurance policy for a minimum of twenty million dollars (\$20,000,000) cover, with an insurer approved by the Australian Prudential Regulation Authority ("APRA") (www.apra.gov.au) and as approved the Council.

Outdoor Dining Fees

Fees will apply as part of the application and approval process.

The relevant fee structures are as follows;

1. Category A

- On-street dining
- Biennial rental fee
- Bond deposit
- Annual lease fee

*Construction Certificate fee

*Additional fees applicable to Permanent Structures.

2. Category B

- On-street dining fee
- Annual rental fee

Approval Holder Bond

For applications that include permanent fixtures as Category A, Council will require a bond to be paid.

The full repair of the public place/footpath is the responsibility of the approval holder. The approval holder is the person to whom the approval is granted and therefore responsible for the outdoor cafe.

The Bond is calculated by Council as a one off payment to be made at commencement of the approval period. This can be in the form of an unconditional bank guarantee.

Within fourteen (14) days or such further period as agreed in writing by the Council of the expiry, termination or cancellation of the approval, the approval holder must remove all relevant furniture and reinstate the public place to its pre/development condition. Should the approval holder fail to reinstate the public place to the satisfaction of the Council, the Council may carry out the necessary works and the approval holder's bond will not be released.

Reinstatement of public place includes the removal of furniture and any fittings in the pavement.

User Guidelines for Operators

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Footpath Access

A well-managed footpath promotes both equitable access and supports local businesses by creating places and streets that are amenable and attractive to all visitors.

Council must manage the footpath and other public spaces to provide safe and equal access for all people around the City. This includes pedestrians with a pram or mobility aid, or who are blind, have low vision or use a wheel chair and require a clear path of travel to be maintained at all times.

Stakeholders who are blind or have low vision prefer that the location for the clear path of travel is along the building side of the footpath to allow for best-practice in safe and dignified wayfinding.

This policy reinforces the requirement that a clear path of travel be maintained at all times, while also allowing opportunities for beneficial uses on the public footpath.

Appendix B and C illustrates the organisation of the pedestrian movement zone at the footpath.

To be eligible for outdoor dining, the area:

- is directly related to operation of an existing food business.
- has minimum public space allowances including clear pedestrian zone.
- is located on level ground so that unreasonable hazard to pedestrians are avoided.

Location

Users guidance on location of the dining areas is to give consideration to neighbours as well as amenity. Appendix G and H illustrate consideration of the dining zone where other public uses occur.

The user application should illustrate that consideration has been given to the existing streetscape, pedestrian circulation and traffic in locations where there may be:

- driveways
- bus and taxi stops
- existing trees
- other street furniture
- pram ramps
- access to intersection or crossings
- heritage interpretive elements.

Outdoor dining is most appropriate in areas with a width of at least 4.5m, in order to allow for minimum pedestrian access.

Appendix K and L illustrate equitable use of the footpath and indicate space to enable access to the street.

Furniture and associated structures need allowance for the convenience of all users, including cyclists to access the road and footpath.

It is possible to have an outdoor dining area larger than the frontage of the premise. This application is at the discretion of the Council. Council may consider extension of dining activities to operate outside of an adjoining owners business if they provide consent.

Line of Sight

The line of sight at intersection is important for all users and ensures clear visibility for turning vehicles.

Applications for outdoor dining must be set back 45° angle from the corner of buildings. This may be further offset by kerb extensions, planting and safe access to crossing.

The outdoor dining area may be reduced or removed completely due to these considerations. Appendix I and J show this configuration along Macquarie Street.

Kerb side seating

It is the preference of Council to offer dining on the kerb side in locations that have enough width of footpath available.

Clearance

Dining Zone areas are a minimum of 0.5m from the edge of a kerb.

Macquarie street minimum setbacks differ as shown in Appendices diagrams.



Intersection of Church Street & Macquarie Street

Furniture guidelines

Outdoor dining furniture should be sensitive towards the existing character and cultural significance of Macquarie St. Cafe furniture is to consist of temporary fixtures and permanent structures are not permitted.

All furniture selected must not impede on pedestrian access, compromise visual amenity and must consist of suitable materials and finishes.

Barriers

Barriers which enclose the outdoor dining area, or which separate it from the pedestrian footpath, are not permitted.

Barriers are permitted where there is a license to serve alcohol in the outdoor seating area and it is in a designated Alcohol Free Zone.

Barriers used to show clear demarcation between adjoining outdoor dining areas are permitted.

Max. 900mm high café barriers may be used.

Refer to appendix K and L for required breaks in outdoor dining zones.

Outdoor heaters

Outdoor heaters will only be approved where the safety of people and property is not compromised.

Outdoor heaters should turn off automatically if overturned to prevent injury to patrons and damage to property.

Outdoor heaters should not be permanently fixed.

Lighting

Council may consider the installation of private lighting for outdoor seating areas that are approved to operate outside daylight hours, provided:

- the safety and amenity of patrons, the general public and road users is maintained
- it does not reduce the amenity or safety of other uses in the area
- it is to be located wholly within the outdoor seating area
- electrical cabling is discreet and does not create trip hazards.

Shade

Shade structures in the form of umbrellas, sails or freestanding awnings should be used only where existing building awnings, verandahs or trees are not present.

Shade furniture is not permitted where canopies exist at typical ground floor height (2800-3800mm from the ground) and cover most of the footpath to 1000mm setback behind the kerblines.

Shade structures must be properly secured and should be set back appropriately from existing furniture, trees and buildings.

Signage, Branding and Advertising

Signage on umbrellas and barriers must relate to the business and may include the business name, an associated logo or product.

Signage and branding must not detract from the character of the street or create visual clutter. Advertising may be displayed on every alternative panel of café screens and umbrellas. The size of the café name, logo or commercial advertising should cover no more than 33 per cent of the panel surface.

Council will consider quality of furniture and suitability as part of an application.

In selecting furniture the following is relevant:

- Is the furniture durable and able to be cleaned?
- Can the furniture cope with seasonal changes?
- Will there be advertising on umbrellas and barriers. How will they be fixed to ensure safety?

Examples of suitable furniture materiality selections include timber and steel. Plastic frames are not suitable.



Outdoor Dining Furniture

Consistency with the Existing Streetscape

Heritage Considerations

Macquarie Street has many heritage elements to the streetscape. It is essential that the proposal for outdoor dining is consistent and sensitive to the existing urban character.

Outdoor dining areas should complement and enhance the streetscape and other significant street elements such as trees, public art and city decorations. These, and elements such as heritage pavements, should not be removed, relocated or modified as a result of an outdoor café installation and operation.

Outdoor cafés should be unobtrusive in style, appearance, materials, finishes and colours. Suitable styles and colours must not detract from the integrity and character of significant buildings, landscape features and structures in the street.

Furniture such as umbrellas and screens should not obstruct views of main areas of street activity and significant sight lines to important landmarks such as the Old Dubbo Gaol.

Design of café furniture is to be of a high standard in appearance and style, made of quality materials, with finishes that are attractive and durable.

In all circumstances, furniture must be approved by Council before use.

Preferred Materials and Colours

Outdoor cafés proposed along Macquarie Street and adjoining heritage buildings should have high quality furniture with more traditional materials and simple colours such as black, grey or metallic paint and with natural finishes such as stone and wrought iron metal.

Responsibilities of the Operator

Maintenance

Council encourages a well managed outdoor dining experience for local and tourism purposes.

It is the responsibility of the Operator to ensure that outdoor dining areas are maintained to a high standard of cleanliness.

Maintaining a clear and safe area includes a clear pedestrian access.

Use of public space, including the footpath, brings responsibilities for the operator.

Conditions of the footpath approval will include protection of Council property.

- Protection of Council-owned property

An operator will be required to lodge a bond with the Council, to pay for any necessary repairs resulting from damage to the footpath caused by the operation of an outdoor seating area. The bond will be equal to the value of the Category A permanent outdoor structure.

- Public liability insurance

An operator will be required to obtain and maintain a public liability insurance policy with an insurer acceptable to the Council, to cover any legal liability of property damage and personal injury to the public.

- Display of approval

A copy of the approval and plan is to be kept on premises, displayed in a prominent position and be produced on request to authorised Council officers.

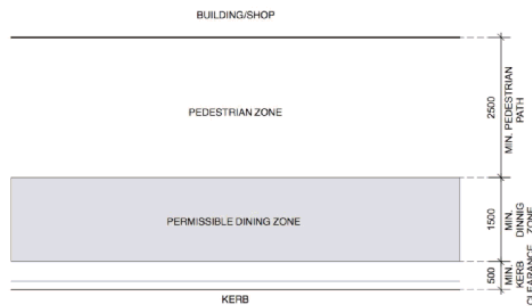
- An outdoor dining area is to operate in accordance with the conditions of the approval.
- Outdoor dining areas can only be used by seated patrons consuming food or drink. Patrons are not permitted to eat or drink or whilst standing in the approved outdoor seating area.
- For category A areas, the proponent is responsible for lodging with and seeking from Council a Development Application and Construction Certificate. Council is not responsible for any costs incurred by the proponent or the results of the Development Approvals process.

Appendices

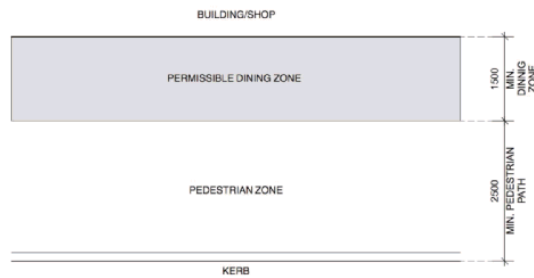
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ITEM	DESCRIPTION	UNIT	RATE
Application fee	On-site dining fee	\$	\$120.00
Rent	Rent of external dining space	m ²	
Bond	Removal of structures	%	25% of construction
Insurance	Public liability	\$	\$20 million

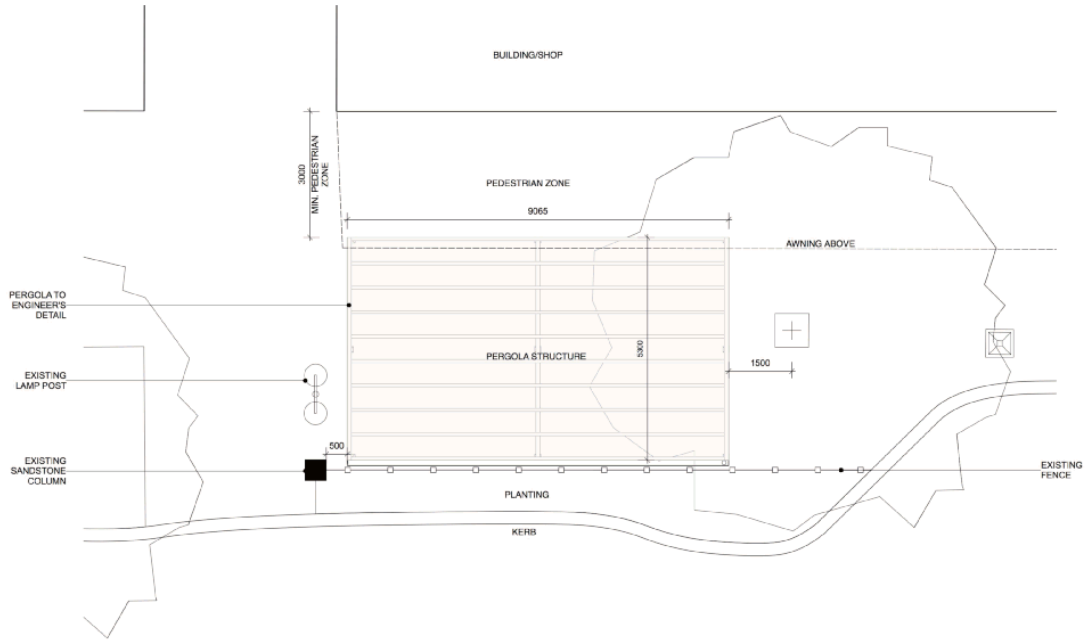
Appendix A: Obligations Schedule



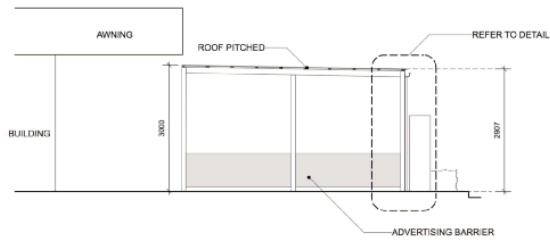
Appendix B: Category B Outdoor Dining Zones Minimum (Kerbside Clearances)



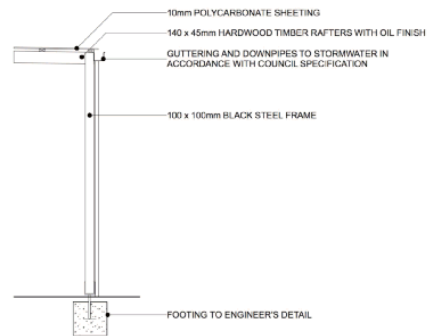
Appendix C: Category A Outdoor Dining Zones Minimum (Adjoining Buildings)



Appendix D: Example of category A Permanent Pergola Structure

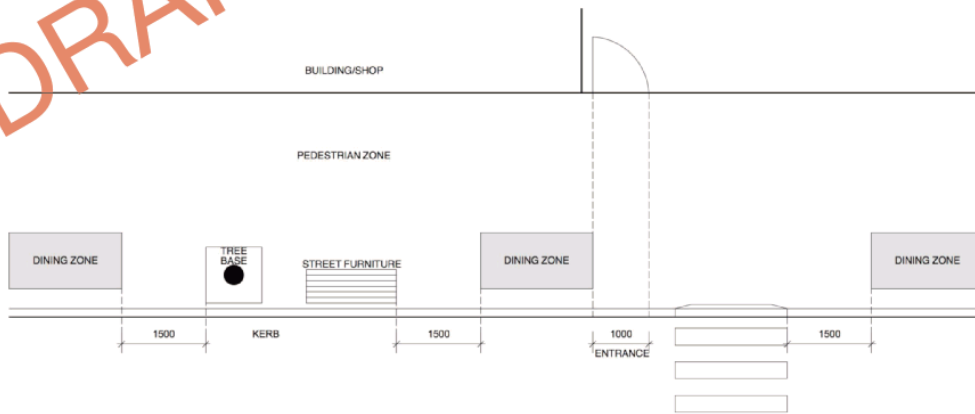


Appendix E: Example of Category A Permanent Pergola Structure

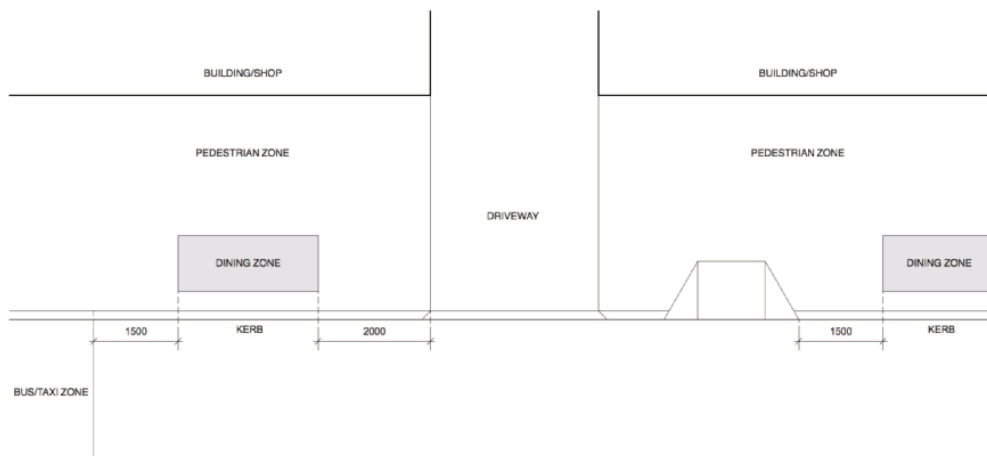


Appendix F: Example of Category A Permanent Pergola Structure Detail Section

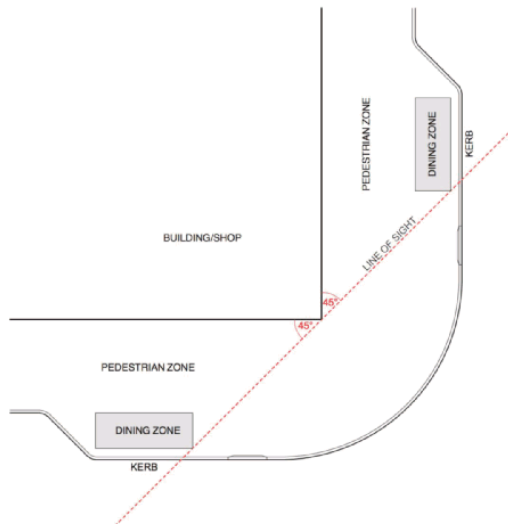
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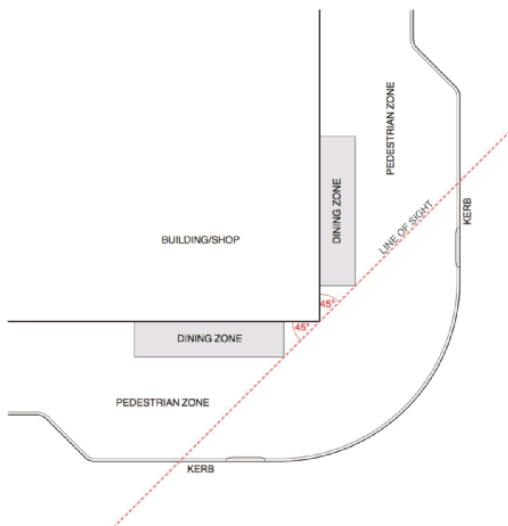
Appendix G Outdoor Dining Zones Minimum Clearances



Appendix H: Outdoor Dining Zones Minimum Clearances

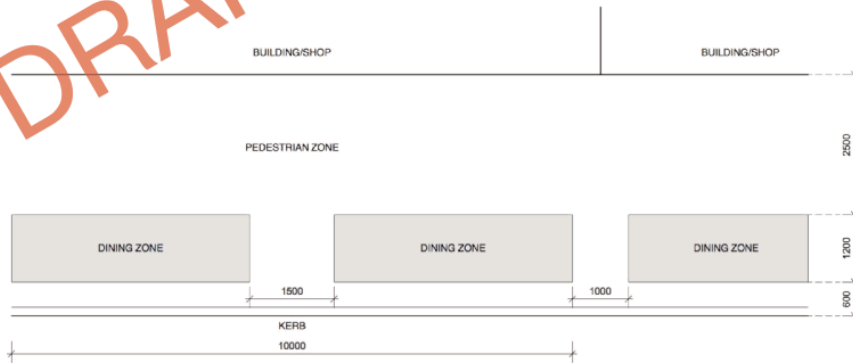


Appendix I: Corner Sight Lines

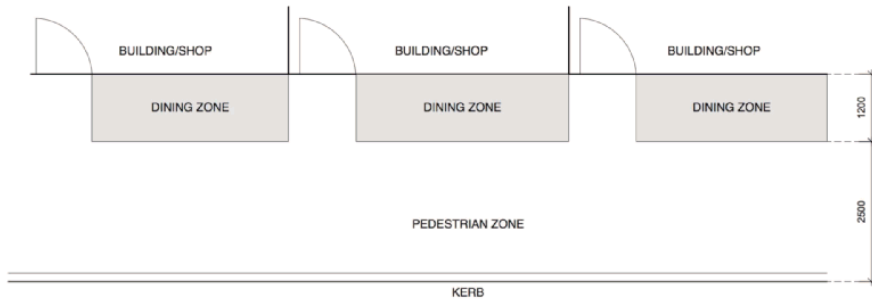


Appendix J: Corner Sight Lines

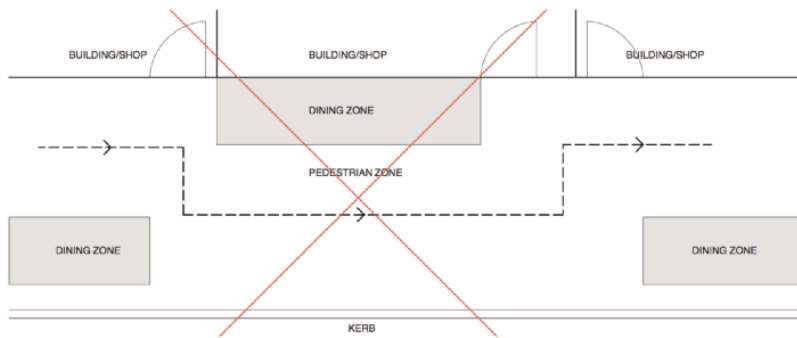
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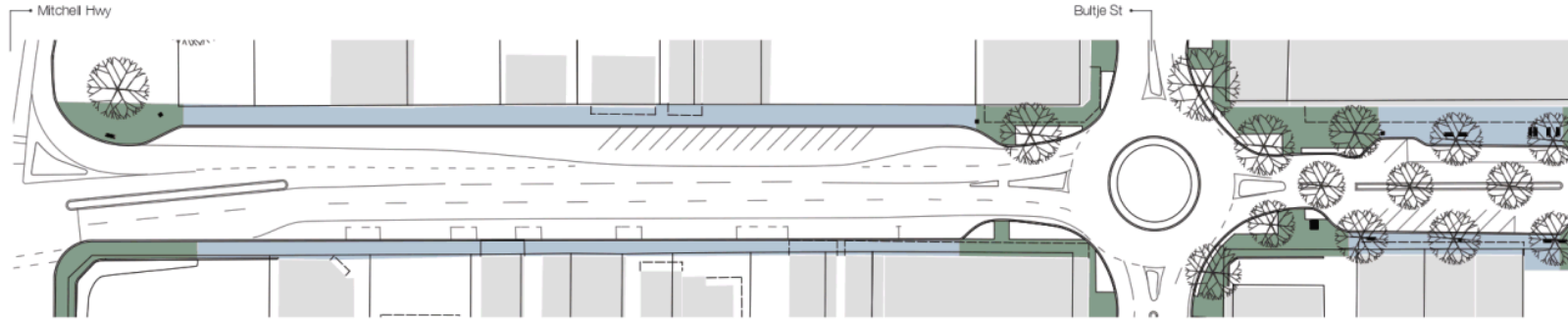
Appendix K: Outdoor Dining Zones Offset From Kerbside



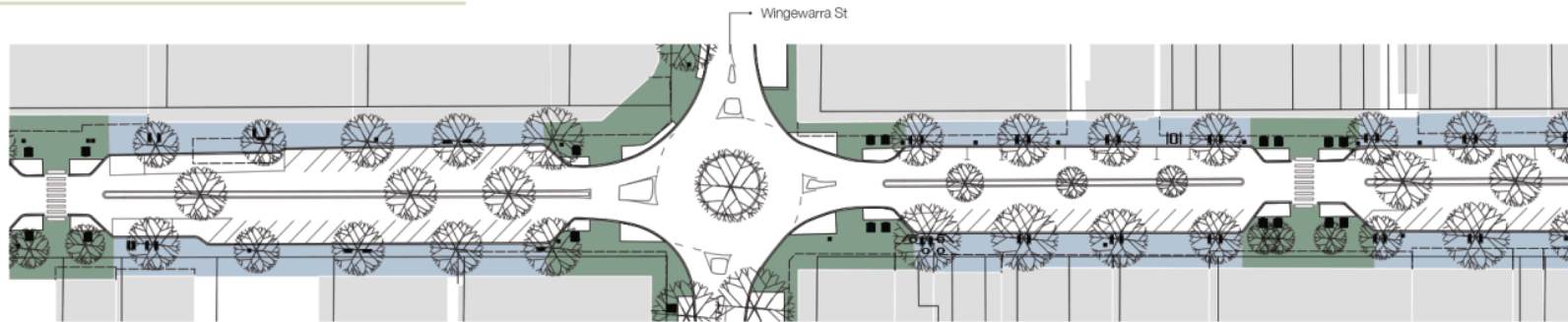
Appendix L: Outdoor Dining Zones Adjacent Buildings



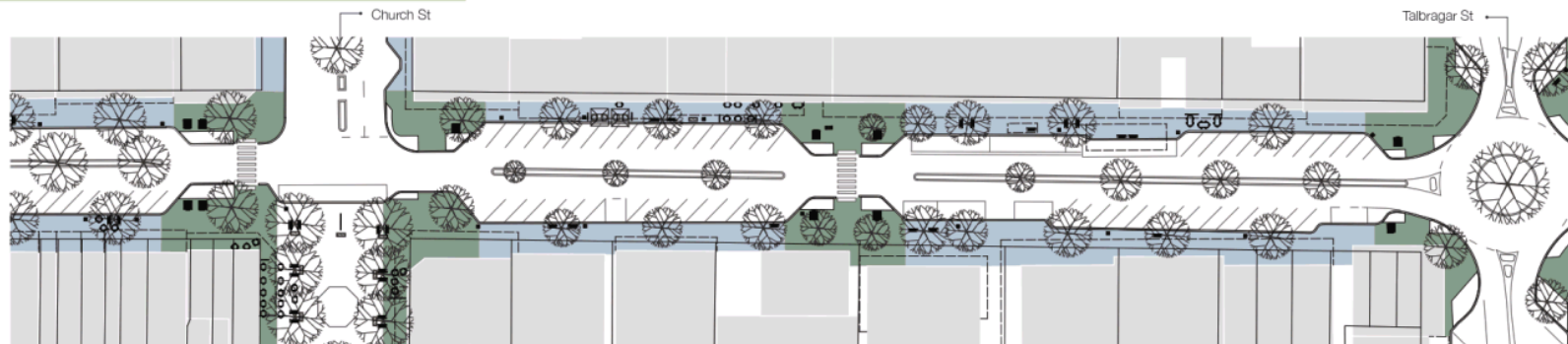
Appendix M: Unclear Path and Inconsistency Along Street



Appendix N: Macquarie Street Section A



Appendix O: Macquarie Street Section B



Appendix P: Macquarie Street Section C

LEGEND	Category A	
Boundary	Category B	
Overhang	Building	



REPORT: Kintyre Heights Estate Draft Development Control Plan - Results of Public Exhibition

AUTHOR: Senior Strategic Planner
REPORT DATE: 8 February 2019
TRIM REFERENCE: ID18/1875

EXECUTIVE SUMMARY

The draft Development Control Plan (DCP) has been prepared as a requirement of Clause 6.3 of the Dubbo Local Environment 2011 and is required to be in place prior to any development being undertaken on the subject land. The owners of Lot 172 DP 753233, 20R Peak Hill Road, Dubbo provided Council with a site specific DCP which will facilitate development of the Kintyre Heights Estate.

Council at its Ordinary Meeting on 10 December 2018 considered a report in respect of the draft DCP and resolved as follows:

- “1. That the draft Kintyre Heights Estate Development Control Plan, as provided here in Appendix 1, be endorsed for the purposes of public exhibition only.*
- 2. That the draft Kintyre Heights Estate Development Control be placed on public exhibition for a period of not less than 28 days in accordance with the requirements of the Environmental Planning and Assessment Act, 1979.*
- 3. That following completion of the public exhibition process, a further report be provided to Council for consideration.”*

The draft DCP was placed on public exhibition from Wednesday 19 December 2018 to Friday 8 February 2019. No submissions were received during the public exhibition period.

As no submissions were received during the public exhibition period, it is considered that no amendments to the draft DCP are necessary.

This report recommends that the Kintyre Heights Estate Development Control Plan, as exhibited and provided here in **Appendix 1**, be adopted by Council.

ORGANISATIONAL VALUES

Customer Focused: This draft DCP has been prepared in conjunction with the owners of the land in considering the desired development characteristics for the development of Kintyre Heights Estate.

Integrity: The draft DCP Plan has been prepared in conjunction with the Proponent and ensures Council’s development requirements within the Kintyre Heights Estate are undertaken in a consistent and transparent manner.

One Team: Various Council staff have been involved in the preparation of the draft DCP.

FINANCIAL IMPLICATIONS

The proponent has paid a fee of \$10,000 to Council in accordance with Council's Revenue Policy for the preparation and assessment of a site specific Development Control Plan.

POLICY IMPLICATIONS

If adopted by Council, the draft Kintyre Heights Estate Development Control Plan form a Council Policy document which will guide future development on the subject land and will be required to be considered by Council in the assessment and determination of any future development application on the subject area of the land.

RECOMMENDATION

- 1. That the Kintyre Heights Estate Development Control Plan, as provided here in Appendix 1, be adopted.**
- 2. That an advertisement be placed in local print media specifying adoption of the Kintyre Heights Estate Development Control Plan.**

Lee Griffith
Senior Strategic Planner

BACKGROUND

Council has been provided with a draft, site-specific Development Control Plan by the owner/developer of Lot 172 DP 753233, 20R Peak Hill, Dubbo. The subject land is situated in the South-West Dubbo Residential Urban Release Area under the provisions of the Dubbo Local Environmental Plan, 2011 (Dubbo LEP).

The draft Development Control Plan (draft DCP) has been prepared as a requirement of Clause 6.3 of the Dubbo LEP to facilitate development of a component of the subject lands. The draft DCP is required to be prepared prior to any development on the land, including development for the purposes of residential subdivision.

Council at its meeting on 10 December 2018 resolved to place the draft DCP on public exhibition for a period of no less than 28 days.

The area proposed to be included in the draft DCP and the context of future residential housing estates in the South-West Residential Urban Release Areas is shown in Figure 1.

It should also be noted that Council has also been provided with a Development Application to undertake a 144 lot Community Title subdivision of the land. Council staff are currently assessing this Development Application.



Figure 1: Kintyre Heights Estate

The draft DCP has been prepared utilising a similar structure, form and content as the Dubbo Development Control Plan, 2013 (Dubbo DCP 2013). It is considered that this will aid in the understanding of the Plan by Dubbo's building and development industry and ensure a level of parity is provided between the expectations of the Dubbo DCP 2013 and the draft DCP.

The draft DCP has been prepared in a number of separate components which are consistent with the structure of the Dubbo DCP 2013. The draft DCP consists of the following components:

- Introduction;
- Residential Subdivision; and
- Residential Design.

The purpose of this report is to provide the results of the public exhibition period and to seek Council's adoption of the draft DCP.

REPORT

The draft Kintyre Heights Estate Development Control Plan was placed on public exhibition on Wednesday 19 December 2018 until Friday 8 February 2019.

The documents were displayed at the Dubbo Branch of the Dubbo Regional Council and on Council's website. A notice was also placed in the local newspaper and correspondence sent to land owners immediately adjoining the subject lands.

Council did not receive any submissions during the public exhibition in respect of the draft DCP.

It is recommended that the draft DCP be adopted by Council.

SUMMARY

The developers of Lot 172 DP 753233, 20R Peak Hill Road, Dubbo has prepared a draft site-specific Development Control Plan (DCP) to Council for consideration in accordance with Clause 6.3 of the Dubbo LEP 2011. The draft DCP has been prepared to facilitate development of the Kintyre Heights Estate.

The draft DCP was placed on public exhibition from Wednesday 19 December 2018 to Friday 8 February 2019. Council did not receive any submissions during the public exhibition period. Subsequently, no changes are required to be made to the draft DCP.

It is recommended that the draft Kintyre Heights Estate Development Control Plan, provided as attached as **Appendix 1**, be adopted by Council.

Appendices:

[1](#) Kintyre Heights Estate Development Control Plan



Kintyre Heights Estate Development Control Plan

Adopted by Council on

Table of Contents

Part 1	Introduction.....	2
	1.1 Name and application of this Plan	2
	1.2 Purpose of this Plan	2
	1.3 Statutory context	2
	1.4 Application of Plan	3
	1.5 Background.....	4
	1.6 Relationship to other plans and documents.....	4
	1.7 How to use this Plan.....	4
	1.8 Strategic context.....	5
	1.9 Notification of development	7
	1.10 Subdivision development	7
Part 2	Residential Development and Subdivision.....	8
	2.1 Residential Subdivision Controls.....	8
	2.2 Residential Design	28

Part 1 Introduction

1.1 Name and application of this Plan

This Development Control Plan is known as the Kintyre Heights Estate Development Control Plan (the Plan).

1.2 Purpose of this Plan

The purpose of this Plan is to:

- Provide guidance to developers/applicants/builders in the design of development proposals for land to which this Plan applies.
- Communicate the planning, design and environmental objectives and controls against which the Consent Authority will assess development applications in the Kintyre Heights Estate.
- Provide guidance on the orderly, efficient and environmentally sensitive development of the Kintyre Heights Estate.
- Promote quality urban design outcomes within the context of environmental, social and economic sustainability.

1.3 Statutory context

This Plan has been prepared by Council in accordance with Section 3.43 of the Environmental Planning and Assessment Act, 1979 (the Act) and Part 3 of the Environmental Planning and Assessment Regulation, 2000 (the Regulation).

The Plan was adopted by Council and commenced on.....

The Plan should be read in conjunction with the Dubbo Local Environmental Plan 2011 (LEP) and the Dubbo Development Control Plan 2013 (DCP).

1.4 Application of Plan

This DCP applies to the land known as 'Kintyre Heights' being land identified (outlined red) as Lot 172 DP 753233 and as shown in Figure 1 below:



Figure 1. Area to which this Plan applies

1.5 Background

This Plan has been written to guide development of the subject land. The development controls provided here rely on the proponent demonstrating how development of the land meets the objectives of each relevant element and the associated performance criteria.

1.6 Relationship to other plans and documents

Under the Act, Council is required to take into consideration the relevant provisions of this Plan in determining an application for development on land to which this Plan applies.

In the event of any inconsistency between an Environmental Planning Instrument (EPI) and this Plan, the provisions of the EPI will prevail.

Council in the assessment of a development application will consider all matters specified in Section 4.15 (previously s79C) of the Act. Compliance with any EPI or this Plan does not infer development consent will be granted.

1.7 How to use this Plan

When preparing a development application, all relevant sections of the Plan are required to be considered.

The majority of the sections in the Plan incorporate design elements that are required to be considered and addressed by a proponent in the design process.

Each section of the Plan has a consistent format to allow for ease of use and understanding. The objectives of each section are stated at the top of the page and development is required to focus on satisfying these objectives.

Below the objectives is a table with two columns. The column on the left outlines the aim of the design element, while the column on the right offers default design guidelines that an applicant can choose to use in their development in lieu of designing to satisfy the intent of the column on the left.

In summary, the column on the left provides more flexibility in design, while the column on the right provides standard solutions that are acceptable to Council.

If a proponent chooses not to use the 'Acceptable Solutions' in the right hand column, written detail must be provided with any development application specifying how the design satisfies the 'Performance Criteria' in the left hand column.

An example of how an element of the Plan is structured is provided as follows:

Performance criteria The streetscape character objectives may be achieved where:	Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:
Built form P1 The frontage of buildings and their entries are readily apparent from the street.	A1.1 Buildings adjacent to the public street, address the street by having a front door or living room window facing the street. A1.2 Where dual occupancies are situated on corner blocks (where one is not a lane), the development is designed to face each street frontage.
P2 Building height at the street frontage maintains a compatible scale with adjacent development.	A2.1 Differences in building height between existing buildings and new development is not more than one storey when viewed from the public street and adjoining properties. A2.2 Where a building is adjoined on either side by a single storey building, the second storey is setback a minimum of 3m from the front of the building to achieve a stepped height.

1.8 Strategic context

Dubbo Urban Areas Development Strategy 1996

The Dubbo Urban Areas Development Strategy 1996 has facilitated the creation of a range of lifestyle options for the urban area of the city. Through the restriction of urban development to a defined area, Council is seeking to protect the long-term future of agricultural land located beyond the urban area.

These lifestyle options have been developed through the Dubbo Urban Areas Development Strategy (UADS) adopted by Council in 1996 and the Review of the UADS adopted by Council in 2007. The Dubbo Local Environmental Plan 2011 (LEP) facilitates achievement of the Strategy components in zoning land for the sustainable development of the City.

The following figure details the context of the planning documents applicable to residential land.



The UADS consists of the following components:

- Residential Areas Development Strategy.
- Commercial Areas Development Strategy.
- Industrial Areas Development Strategy.
- Institutional Areas Development Strategy.
- Recreational Areas Development Strategy.
- Future Directions and Structure Plan.

The UADS was created to manage the development and conservation of land within the urban area of the City by ensuring the Dubbo Central Business District (CBD) is at the centre of the City.

Centralisation of the CBD will be facilitated by further residential development being undertaken in west Dubbo. The Strategy includes extensive areas in north-west and south-west Dubbo as being suitable for further residential development to incorporate the following:

- North-west sector – 2,600 lots (approximately)
- South-west sector – 3,281 lots (approximately)

1.9 Notification of development

Council will generally not publicly notify any development application for a dwelling house within the area to which the Plan applies. However, if in the opinion of the Council a proposed development could impact the amenity of surrounding development, Council may publicly notify and/or advertise the development application in local print media.

Any development application received by Council for non-residential development will be publicly notified to adjoining and adjacent property owners in the immediate locality who in the opinion of Council may be impacted by the proposed development.

1.10 Subdivision development

IMPORTANT – PLEASE CONSIDER

The owner of the land, Highview Country Estates Pty Ltd intends to develop the subject land for the purposes of residential development. The land is zoned R5 Large Lot Residential under the provisions of the Dubbo Local Environmental Plan (LEP) 2011.

The land has existing vegetation and there are two (2) distinct ridgelines through the property dividing the land into a number of catchments.

The owner of the land is intending to subdivide the subject site into a number of lots ranging in size generally from 2,000m² up to approximately 6,900m².

The subdivision is to be known as Kintyre Heights Country Estate. It is intended that the subdivision be developed as a Community Title Subdivision where all infrastructure services within the site (roads, stormwater drainage, sewer and water reticulation) will be owned and maintained by the subdivision's Community Association due to the land not being able to directly comply with a number of Council's requirements for public infrastructure.

This means that Council will only provide reticulated water to the boundary of the parent lot. It will be the responsibility of the Proponent and the Community Association to provide reticulated water to individual allotments.

It should be noted that if the subdivision of the land is undertaken as Community Title, Council will not be able to undertake any requests for inspections, maintenance, repairs or the like. All maintenance of internal services (apart from any Council provided and maintained services) shall be the responsibility of the Community Association.

Part 2 Residential Development and Subdivision

2.1 Residential Subdivision Controls

This section is designed to encourage current 'best practice' solutions for subdivision design. The achievement of pleasant, safe and functional subdivision is the main objective for subdivision design.

This section lists subdivision design elements under the following headings:

Element 1	Streetscape character and building design
Element 2	Lot layout
Element 3	Public open space and landscaping
Element 4	Infrastructure
Element 5	Street design and road hierarchy
Element 6	Pedestrian and cycle links
Element 7	Stormwater management
Element 8	Water quality management

Each design element has been structured so that it contains:

- 'Objectives' for each design element that describe the required outcomes.
- 'Performance criteria' which outlines the range of matters which shall be addressed to satisfy the objectives (ie the performance criteria explains how an objective is to be achieved).

Note: Not all performance criteria will be applicable to every development.

- 'Acceptable Solutions' which are specific measures which illustrate one way of meeting both the performance criteria and objectives of an element. They are examples only and are not mandatory.
- 'References' to relevant clauses of the DLEP, other relevant legislation, Council policies and literature relevant to the design element.

Element 1. Streetscape Character and Building Design

Introduction

Successful neighbourhoods have a sense of community, are designed to promote social interaction, are pleasant to live in and have a high level of safety for residents and visitors. Good neighbourhood design considers how residents will interact within the neighbourhood and considers the street and pedestrian networks in addition to housing.

Objectives

- To efficiently utilise land and maintain the bushland character and ecological attributes of the estate.
- To emphasise the natural attributes of the site and reinforce neighbourhood identity through the incorporation of visible features such as bushland canopies, retention of existing established trees and vegetation corridors.
- To provide neighbourhoods that offer opportunities for social interaction.
- To ensure motor vehicles do not dominate the neighbourhood.
- To establish a clear residential structure that facilitates a ‘sense of neighbourhood’ and encourages walking and cycling within the Estate and connections into adjoining Estates.

Performance criteria The streetscape character and building design objectives may be achieved where:	Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:
P1 Residential neighbourhoods are focused on elements of the public domain such as a bushland reserves and wetlands that are typically within walking distance.	A1.1 Watercourses, natural vegetation and heritage items are retained and emphasised in the design.
P2 The layout provides for community focal points and public open space that promotes social interaction and caters for a range of uses by the community.	A2.1 Pedestrian connectivity is maximised within and between each residential neighbourhood with a particular focus on pedestrian routes connecting to public open space, bus stops, educational establishments and community/recreation facilities.
P3 The layouts of street blocks establish a clear urban structure and are of a size and length that promotes and encourages walking and cycling.	There is no applicable Acceptable Solution to this Performance Criteria.

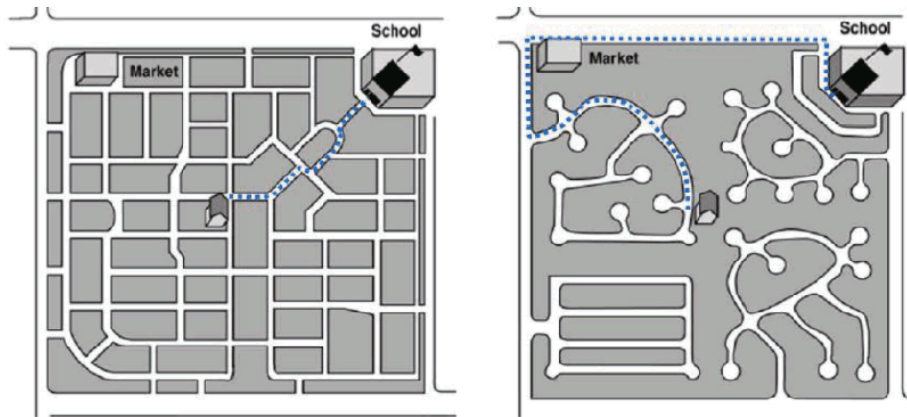
<p>P4 Neighbourhood design provides for passive surveillance of residences and public areas to enhance personal safety and minimise the potential for crime.</p>	<p>A4.1 The subdivision layout minimises narrow pedestrian pathways between or behind development (for example, at cul-de-sac heads) and sound barriers and fencing which remove or reduce passive surveillance of higher order roads.</p> <p>A4.2 Neighbourhood design enhances legibility and way-finding through an easily-understood street layout and provides vistas towards natural features and buildings.</p> <p>A4.3 Neighbourhoods are designed with high levels of physical connectivity for pedestrians, cyclists and vehicles, both within and to adjacent neighbourhoods.</p>
<p>P5 Lot dimensions respond to the topography and the road layout to ensure the bushland character is maintained and enhanced.</p>	<p>A5.1 A minimum lot frontage of 25 metres measured at the front building line/street facing building line, as shown in Figure 4, should be provided to all lots.</p>
<p>P6 Street networks provide good external connections for local vehicle, pedestrian and cycle movements.</p>	<p>A6.1 The overall subdivision development shall achieve a minimum Internal Connectivity Index (ICI) score of 1.30.</p> <p>Note: The importance of a well-connected subdivision which can be achieved through a good ICI is further explained in the following section.</p>

Internal Connectivity Index

The Internal Connectivity Index (ICI) is calculated by the number of street links divided by the number of street nodes (Ewing, 1996). A link is defined as a segment of road between two intersections or from an intersection to a cul-de-sac, including road segments leading from the adjoining highway network or adjacent development.

A node is defined as an intersection and the end of a cul-de sac. They do not include the end of a stub-out at the property line. The higher the connectivity index, the more connected the roadway network. Residential subdivisions that are dominated by cul-de-sacs provide discontinuous street networks, reduce the number of footpaths, provide few alternate travel routes and tend to force all trips onto a limited number of arterial roads.

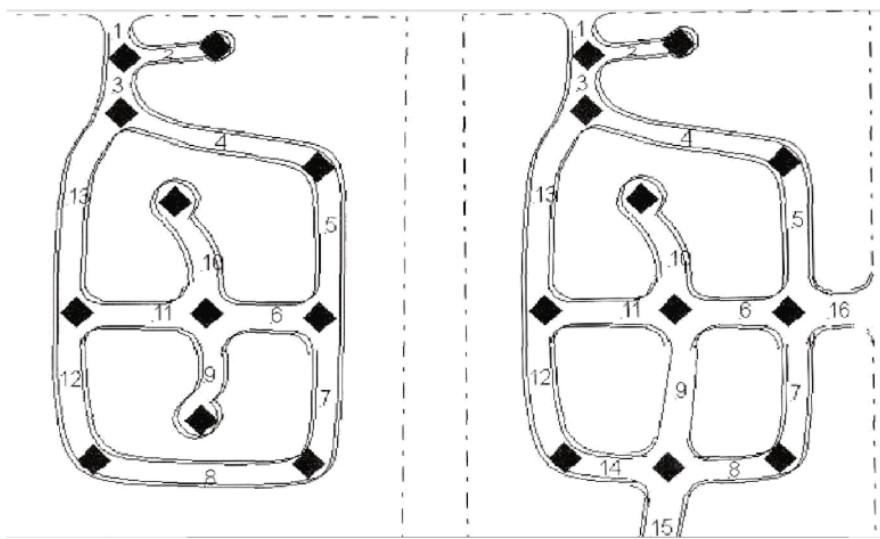
Figure 2 shows two examples of a subdivision. The example on the left shows a well-connected subdivision layout that minimises the distance to travel from a dwelling house to a focal point. The example on the right shows the same trip through a poorly connected subdivision.



A well-connected subdivision layout

A poorly-connected subdivision layout

Figure 2. Subdivision connectivity examples



Example 1. 13 links/11 nodes = 1.18 ratio

Example 2. 16 links/11 nodes = 1.45 ratio

Figure 3. Calculation of the Internal Connectivity Index (ICI)

25 metre frontage width

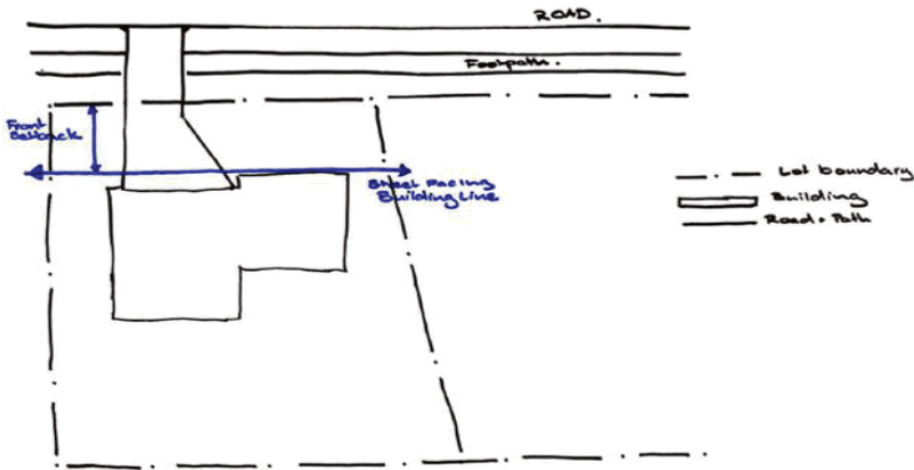


Figure 4. Example of minimum lot frontage of 25 metres measured at the front building line/street

Element 2. Lot Layout

Introduction

Provision of an efficient and effective lot layout can allow for the creation of neighbourhoods that encourage connectivity and achieve quality urban design outcomes.

The arrangement of future dwellings will have an important influence on the quality of the neighbourhood that develops and should be considered as part of the lot design.

Objectives

- To provide lot sizes to suit a variety of household types and requirements whilst considering the bushland setting of the area.
- To create attractive residential streets by carefully planning the location of garages and driveways within street frontages and improving the presentation of dwelling houses.

Performance criteria The lot layout objectives may be achieved where:	Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:
P1 Lots are designed to optimise outlook to the bushland bounding the subdivision.	A1.1 There is no applicable Acceptable Solution to this Performance Criteria.
P2 The design of lots provides vehicular access to the rear or side of lots where front access is restricted or not possible, particularly narrow lots where front garaging is not permitted.	A2.1 There is no applicable Acceptable Solution to this Performance Criteria.
P3 A range of lot types (area, frontage, depth and access) is provided to ensure a mix of housing designs and styles.	<p>A3.1 Within the Estate, the subdivision design shall provide varied lot frontages to promote a differentiation in design and housing product.</p> <p>A3.2 Where residential development adjoins the bushland reserve areas, the subdivision is to create lots to enable a living area within the dwelling to overlook the bushland reserve area.</p>

Performance criteria The lot layout objectives may be achieved where:	Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:
P4 Battle-axe lots shall only be provided in limited circumstances where the topography and development orientation results in regular subdivision not being able to be achieved.	A4.1 There is no applicable Acceptable Solution to this Performance Criteria.
P5 The visual impact to the streetscape of battle-axe entry ways and driveways should be ameliorated, where possible.	A5.1 There is no applicable Acceptable Solution to this Performance Criteria.
P6 To ensure corner lots are of sufficient dimensions and size to enable residential controls to be met.	A6.1 Corner lots are to be designed to allow residential accommodation to positively address both street frontages.

Element 3. Landscaping

Objectives

- To provide landscaping that contributes to the identity and environmental health of the community.
- To ensure streetscape components do not detrimentally affect solar access to individual dwellings.

Performance criteria The public open space and landscaping objectives may be achieved where:	Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:
P1 Landscaping is designed and located to not negatively impact on built infrastructure.	A1.1 Landscaping is provided in accordance with the requirements of a Landscaping Schedule that has been approved by Council’s Community and Recreation Services Division.
P2 Landscaping is undertaken in an environmentally sustainable manner which limits the time and costs associated with maintenance.	A2.1 Existing native trees are retained wherever possible. A2.2 Species selected are suitable for the local climate. A2.3 Species selected require a minimal amount of watering. A2.4 Landscaping does not impact ground-water levels by encouraging over-watering resulting in groundwater level increases or the pollution of waters.
P3 Street trees are selected to provide summer shading while not impeding solar access to dwellings in winter.	A3.1 Street trees are provided in accordance with the requirements of Council’s Community and Recreation Services Division generally and any applicable tree planting standards. A3.2 Deciduous trees are selected where shadows would adversely impact solar access.

<p>Performance criteria The public open space and landscaping objectives may be achieved where:</p>	<p>Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:</p>
	<p>A3.3 Taller tree species are planted on the northern side of east-west aligned streets, shorter species are planted on the southern side.</p> <p>A3.4 Endemic species or species with a proven tolerance to the local climate and conditions that preserve solar access of adjoining properties are provided.</p> <p>A3.5 Plantings with low maintenance and low water consumption are provided.</p> <p>A3.6 Evergreen species for windbreaks and planting along the south or west side of the area are protected against wind.</p>

Element 4. Infrastructure

Objectives

- To ensure the Estate is serviced with essential services in a cost-effective and timely manner.
- To ensure the Estate is adequately serviced with water and sewerage infrastructure.
- To ensure acoustic infrastructure adequately mitigates adverse noise impacts on residential development.
- To understand and articulate to future land owners that the essential services and infrastructure within the Estate is not owned by or maintained by Dubbo Regional Council as the land has been created pursuant to a Community Title Subdivision.

<p>Performance criteria The infrastructure objectives may be achieved where:</p>	<p>Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:</p>
<p>P1 Design and provision of utility services including sewerage, water, electricity, gas, street lighting and communication services are cost-effective over their lifecycle and incorporate provisions to minimise adverse environmental impact in the short and long-term.</p>	<p>A1.1 The design and provision of utility services conforms to the requirements of relevant service authorities.</p> <p>A1.2 Water and sewerage services are to be provided to each allotment at the full cost of the developer.</p> <p>A1.3 Subdivision of the land is to be undertaken as a Community Title Subdivision. This includes the roads, bushland areas and associated infrastructure areas being provided on common property. The Community Management Statement shall include a detailed analysis of infrastructure provision throughout the subdivision.</p> <p>A1.4 Potential purchasers are to be made aware of the fact that Council does not own or maintain any infrastructure within the Estate. This information shall also include details of whom residents may contact for any concerns or problems in respect of infrastructure.</p>

	<p>A1.5 A Financial Management Plan shall be provided with any development application for subdivision of the land. The Plan shall detail how the Community Association will collect funds to pay for the renewal, maintenance and replacement of the infrastructure at the end of its useful life.</p> <p>The Plan shall detail the following:</p> <ul style="list-style-type: none"> • Annual maintenance requirements eg: road patching, pipeline CCTV, road reseals and water reservoir cleaning etc. • Long term maintenance and replacement of infrastructure. <p>A1.6 An Infrastructure Management Plan shall be provided with any development application for subdivision. The Plan shall detail the following:</p> <ul style="list-style-type: none"> • An inspection and maintenance regime of infrastructure by suitably qualified and experienced persons. • A listing of individuals and or companies that the Community Association will seek the services of to undertake the work/s. <p>It should be noted that given the characteristics of the infrastructure, specialist professionals maybe required.</p> <p>A1.7 Electricity supply is to be provided in accordance with the requirements of the relevant electricity supply authority.</p>
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<p>P2 Compatible public utility services are located in common trenching in order to minimise the land required and the costs for underground services.</p>	<p>A2.1 Services are located next to each other in accordance with Council's Policy for trenching allocation in footways (Standard Drawing 5268).</p>
<p>P3 Water supply and sewerage networks are available and are accessible.</p>	<p>A3.1 Any development application for subdivision of the land shall include an analysis of Council's downstream sewerage infrastructure, including information addressing the capacity of the downstream network.</p> <p>A3.2 A Drinking Water Quality Management Plan is required to be prepared, which addresses the 12 elements of the Australian Drinking Water Guidelines 2011 and requirements of NSW Health.</p> <p>A3.3 Any water storage reservoir will be required to be constructed in accordance with the requirements of the Department of Industry Water Circular 18 including the following:</p> <ul style="list-style-type: none"> • Barrier 1: Effective disinfection of the reservoir. • Barrier 2: System integrity (prevent contamination) • Barrier 3: Maintain a free chlorine residual in the reticulation.

Element 5. Street Design and Road Hierarchy

Objectives

- To ensure streets fulfil their designated function within the street network.
- To facilitate public service utilities.
- Encourage street designs that accommodate drainage systems.
- Create safe and attractive street environments.

Performance criteria The street design and road hierarchy objectives may be achieved where:	Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:
P1 The street reserve width is sufficient to cater for all street functions, including: <ul style="list-style-type: none"> - Safe and efficient movement of all users. - Provision for parked vehicles. - Provision for landscaping. 	A1.1 The road hierarchy complies with the relevant Residential Release Strategy. A1.2 The road hierarchy is designed and constructed in accordance with Aus-Spec (Dubbo Regional Council version). A1.3 The road layout provides appropriate connectivity as approved by Council, between adjoining residential estates for both vehicular and pedestrian movement.
P2 The verge width is sufficient to provide for special site conditions and future requirements.	A2.1 The verge width is increased where necessary to allow space for: <ul style="list-style-type: none"> - Larger scale landscaping. - Indented parking. - Future carriageway widening. - Retaining walls. - Cycle paths. - Overland flow paths.
P3 Street design caters for all pedestrian users including the elderly, disabled and children by designing streets to limit the speed motorists can travel.	There is no applicable Acceptable Solution to this Performance Criteria.

Performance criteria The street design and road hierarchy objectives may be achieved where:	Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:
P4 Driveway egress movements do not create a safety hazard.	A4.1 Motorists can enter or reverse from a residential lot in a single movement.
P5 Bus routes have a carriageway width that: <ul style="list-style-type: none"> - Allows for the movement of buses unimpeded by parked cars. - Safely accommodates cyclists. - Avoids cars overtaking parked buses. 	A5.1 The geometry of streets identified as bus routes provides suitable turning, stopping sight distance, grade and parking for buses.
P6 Geometric design for intersections, roundabouts and slow points is consistent with the vehicle speed intended for each street.	A6.1 Sufficient area is provided at the head of cul-de-sacs for waste disposal vehicles to make a three point turn.
P7 Car parking is provided in accordance with projected needs determined by: <ul style="list-style-type: none"> - The number and size of probable future dwellings. - The car parking requirements of likely future residents. - Availability of public transports. - Likely future onsite parking provisions. - Location of non-residential uses such as schools/shops. - The occasional need for overflow parking. 	There is no applicable Acceptable Solution to this Performance Criteria.
P8 Car parking is designed and located to: <ul style="list-style-type: none"> - Conveniently and safely serve users, including pedestrians, cyclists and motorists. - Enable efficient use of car spaces and access ways including adequate manoeuvrability between the street and lots. - Fit in with adopted street network and hierarchy objectives and any related traffic movement plans. - Be cost effective. - Achieve relevant streetscape objectives. 	There is no applicable Acceptable Solution to this Performance Criteria.

Element 6. Pedestrian and Cycle Links

Objective

- To encourage walking and cycling by providing safe and convenient movement networks to points of attraction and beyond the development.

<p>Performance criteria The pedestrian and cycle links objectives may be achieved where:</p>	<p>Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:</p>
<p>Planning P1 The residential street and path network provides a network of pedestrian and cyclist routes, with connections to adjoining streets, open spaces and activity centres.</p>	<p>A1.1 Where a Traffic Calming Plan or an approved Pedestrian and Cyclist Plan exist, pedestrian and cyclist paths are provided in accordance with that Plan.</p> <p>A1.2 Pedestrian and cycle paths are provided in accordance with the Dubbo Strategic Open Space Master Plan.</p> <p>A1.3 A network of footpaths and cycle routes is provided that accounts for:</p> <ul style="list-style-type: none"> • The need to encourage walking and cycling. • Likely users (e.g. school children, parents with prams, aged/, commuter and cyclists). • Opportunities to link open space networks and community facilities including public transport, local activity centres, schools and neighbouring shopping centres. • Topography. • Cyclist and pedestrian safety.
<p>P2 The alignment of paths allows safe and convenient use by pedestrians and cyclists and is varied to preserve trees and other significant features. A focus on vistas and landmarks adds visual interest where they exist.</p>	<p>There is no applicable Acceptable Solution to this Performance Criteria.</p>

Performance criteria The pedestrian and cycle links objectives may be achieved where:	Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:
P3 Provision is made for the location of seats in appropriate places.	A3.1 Seats to be provided in accordance with the requirements of Council's Dubbo Branch, Community and Recreation Division, within the bushland reserve area.
P4 There is adequate provision for passing with paths widened at potential conflict points or junctions on high-use facilities to allow for passing of pedestrians/cyclists.	A4.1 Paths are widened at potential conflict points or junctions in areas of high use such as schools, corner stores etc.
P5 Pedestrian and cyclist paths are constructed to provide a stable surface for projected users and is easily maintained.	There is no applicable Acceptable Solution to this Performance Criteria.

Element 7. Stormwater Management

Objectives

- To provide major and minor drainage systems which:
 - Adequately protect people and the natural and built environments to an acceptable level of risk and in a cost effective manner in terms of initial costs and maintenance.
 - Contribute positively to environmental enhancement of catchment areas.
- To manage any water leaving the site (during construction and operation) with stormwater treatment measures.

Performance criteria	Acceptable solutions
The stormwater management objectives may be achieved where:	The acceptable solutions illustrate one way of meeting the associated performance criteria:
P1 Post development peak flows (up to 100 year ARI storm events) are limited to 'pre-development' levels.	A1.1 The system design allows for the safe passage of vehicles at reduced speeds on streets which have been affected by run-off from a 20% AEP event.
P2 The stormwater drainage system has the capacity to safely convey stormwater flows resulting from the relevant design storm under normal operating conditions, taking partial minor system blockage into account.	<p>A2.1 The design and construction of the stormwater drainage system is in accordance with the requirements of Australian Rainfall and Runoff 1987 and Aus-Spec (Council version) Development Specification Series – Design and Development Specification Series – Construction.</p> <p>A2.2 Infrastructure plans for subdivisions shall show all minor and major stormwater systems clearly defined and identified. Minor systems for residential areas are designed to cater for the 1-in-100 year storm event. These systems are to be evident as 'self-draining' without impacting on flooding of residential houses etc.</p>

Performance criteria	Acceptable solutions
The stormwater management objectives may be achieved where:	The acceptable solutions illustrate one way of meeting the associated performance criteria:
P3 Natural streams and vegetation are retained wherever practicable and safe, to maximise community benefit.	A3.1 Natural streams and vegetation are incorporated into the stormwater drainage system for the subdivision and open space requirements.
P4 The stormwater system/drainage network is designed to ensure that there are no flow paths which would increase risk to public safety and property.	There is no applicable Acceptable Solution to this Performance Criteria.
P5 The system design allows for the safe passage of vehicles at reduced speeds on streets which have been affected by run-off from the relevant design storm.	A5.1 The system allows for the safe passage of vehicles at reduced speeds on streets which have been affected by run-off from a 20% AEP event.
Site drainage P6 Subdivision design and layout provides for adequate site drainage.	A6.1 Site stormwater drainage systems are provided in accordance with Council’s requirements. Please note that the stormwater system will not be maintained or managed by Council as part of any Community Title Subdivision development on the land. A6.2 The design and construction of the inter-allotment drainage system are in accordance with the requirements of Australian Rainfall and Runoff (1987) and Aus-Spec (Dubbo Regional Council version) Development. Specification Series – Design and Development Specification Series – Construction.

<p>Performance criteria The stormwater management objectives may be achieved where:</p>	<p>Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:</p>
<p>Flooding P7.1 Where residences (new or existing) are proposed in flood-affected areas, these shall be protected from flood waters. P7.2 Flood-ways are developed in a manner which ensures that there is a low risk of property damage.</p>	<p>A7.1 The finished floor level of residential accommodation is located at or above the 'flood planning level' to provide protection to life and property in accordance with the accepted level of risk.</p>

Element 8. Water Quality Management

Objective

- To provide water quality management systems which:
 - Ensure that disturbance to natural stream systems is minimised.
 - Stormwater discharge to surface and underground receiving waters, during construction and in developing catchments, does not degrade the quality of water in the receiving areas.

Performance criteria The water quality management objectives may be achieved where:	Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:
P1 Adequate provision is made for measures during construction to ensure that the land form is stabilised and erosion is controlled.	A1.1 An Erosion and Sediment Control Plan is prepared by suitably qualified professionals using the 'Blue Book – Managing Urban Stormwater: Soils and Construction' and provided to Council.
P2 The system design optimises the interception, retention and removal of water-borne pollutants through the use of appropriate criteria prior to their discharge to receiving waters.	A2.1 The Erosion and Sediment Control Plan is to comply with the document 'Managing Urban Stormwater: Soils and Construction', produced by NSW Department of Housing.
P3 The system design minimises the environmental impact of urban run-off on surfaces receiving water quality and on other aspects of the natural environment, such as creek configuration and existing vegetation, by employing techniques which are appropriate and effective in reducing run-off and pollution travel.	<p>A3.1 Water pollution control ponds or wetlands are developed (where appropriate) for final treatment before discharge to the wider environment and should be sited to minimise impacts on the natural environment.</p> <p>A3.2 Sensors are used to control watering systems.</p>

2.2 Residential Design

This section is designed to encourage 'best practice' solutions and clearly explain requirements for the development of Residential Accommodation.

The objectives of this section are:

- To facilitate a mix of dwelling sizes complementing the character of the area and that provide accommodation for all sectors of the community.
- To facilitate low density residential accommodation with an economic use of infrastructure.

This section lists design elements under the following headings:

Element 1	Streetscape character
Element 2	Building setbacks
Element 3	Solar access
Element 4	Private open space and landscaping
Element 5	Vehicular access and car parking
Element 6	Visual and acoustic privacy

Each design element has been structured so that it contains:

- 'Objectives' describing the required outcomes.
- 'Performance criteria' outlining the range of matters that need to be addressed to satisfy the objectives (ie the performance criteria explains how an objective is to be achieved).

Note: Not all performance criteria will be applicable to every development.

- 'Acceptable solutions' are specific measures which illustrate one way of meeting both the performance criteria and objectives of an element. They are examples only and are not mandatory.
- 'References' to relevant clauses of the LEP, other relevant legislation, Council policies and literature relevant to the design element.

Element 1. Streetscape Character**Objectives**

- To design residential housing development to complement the new streetscape and emerging neighbourhood character.
- To design residential housing in keeping with the desired future streetscape and neighbourhood character.
- To provide a mix of dwelling sizes complementing the character of the area and that accommodation for many sectors of the community.

Performance criteria	Acceptable solutions
The streetscape character objectives may be achieved where:	The acceptable solutions illustrate one way of meeting the associated performance criteria:
Built form P1 The frontage of buildings and their entries are readily apparent from the street.	A1.1 Buildings adjacent to the public street, address the street by having a front door facing the street. A1.2 The minimum frontage for dual occupancy developments is 25m.
P2 The development is to be designed to respect and reinforce the positive characteristics of the neighbourhood, including: <ul style="list-style-type: none"> • Built form. • Bulk and scale. • Vegetation. • Topography. 	A2.1 Design elements to consider include: <ul style="list-style-type: none"> • Massing and proportions. • Roof form and pitch. • Facade articulation and detailing. • Window and door proportions. • Features such as verandahs, eaves and parapets. • Building materials, patterns, textures and colours. • Decorative elements. • Vehicular footpath crossing (location and width). • Fence styles. • Building setbacks.
P3 Walls visible from the street are adequately detailed for visual interest.	A3.1 This may be achieved by recesses, windows, projections or variations of colour, texture or materials.

Performance criteria The streetscape character objectives may be achieved where:	Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:
P4 Garages and parking structures (carports) are sited and detailed to ensure they do not dominate the street frontage, integrate with features of the dwelling and do not dominate views of the dwelling from the street.	A4.1 Garages or parking structures are located in line with or behind the alignment of the front façade/entrance of the dwelling.
P5 Fencing is consistent with the bushland character of the area.	A5.1 The use of Colourbond fence materials is not encouraged.
P6 Front fences enable outlook from the development to the street or open space to facilitate surveillance and safety. Front fences provide noise attenuation on classified roads. Front fences provide security in areas where there is a difference of land use (eg residential, commercial or industrial).	A6.1 Front fences have a maximum height of 1.2 m if solid or less than 20% transparent and 1.5 m if greater than 50% transparent. A6.2 A front fence on the secondary frontage may have a maximum height of 1.8 m for 50% of the length of the boundary to the secondary road, which is measured from the corner splay of the primary road boundary. In addition, <ul style="list-style-type: none"> • The fence is constructed of materials which are consistent with those used in development on the site and is consistent with the bushland setting of the site. • The fence is softened with the use of landscaping.
P7 Fencing style and materials reflect the local streetscape and do not cause undue overshadowing of adjoining development.	A7.1 Side fences on corner allotments are setback and/or articulated to provide for vegetation screening to soften the visual impact of the fence. A7.2 Side fences forward of the building line are not constructed of solid metal panels or chain wire fencing (including factory pre-coloured materials).

Performance criteria The streetscape character objectives may be achieved where:	Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:
P8 Fencing on corner allotments does not impede motorists' visibility at the intersection.	A8.1 Fencing is either splayed, setback, reduced in height or transparent to maintain visibility for motorists.
P9 Gates are designed to ensure pedestrian and motorist safety.	A9.1 Where a driveway is provided through a solid fence, adequate visibility for the driver is maintained.

Element 2. Building Setbacks**Objectives**

- To ensure that the setback of a building from the property boundaries, the height and length of walls, site coverage and visual bulk are acceptable in the neighbouring setting.
- To ensure habitable rooms of dwellings and private open space within the development and in adjacent development can receive adequate sunlight, ventilation and amenity.

Performance criteria The building setback objectives may be achieved where:	Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:
<p>P1 The setback of the development from the front boundary of the allotment is consistent with established setbacks, or is consistent with the desired amenity of the locality.</p> <p>Residential development on corner allotments shall address both street frontages.</p> <p>Note: The setback is measured from the property boundary to the first vertical structural element of the development. No portico, posts, etc shall be any closer than the stated setback.</p> <p>This applies to a dwelling house and any ancillary structure that is attached or detached to a dwelling house.</p>	<p>A1.1 Minimum setback of 10 m from the front property boundary where no streetscape setback has been established.</p> <p>A1.2 The secondary (side) setback is 5 m. Where the corner is splayed, residential development is designed accordingly.</p>
<p>P2 The setback of the development from the side and rear boundaries of the allotment is consistent with established setbacks or is consistent with the desired amenity of the locality.</p>	<p>A2.1 A minimum setback of 5 m from the side and rear property boundary is to be provided to the residential development.</p>
<p>P3 The location of garages and carports does not diminish the attractiveness of the streetscape, does not dominate views of the dwelling from the street and integrates with features of associated dwellings.</p>	<p>A3.1 Garages and carports are setback a minimum of 10.0 m from the front property boundary and in line with or behind the alignment of the front façade of the dwelling.</p>

Performance criteria The building setback objectives may be achieved where:	Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:
P4 The location of garages and carports does not diminish the attractiveness of the locality and integrates with features of associated dwellings.	A4.1 Garages and carports are setback such that they comply with the requirements of the Building Code of Australia.

Element 3. Solar Access

Objectives

- To ensure all development provides an acceptable level of solar access for occupants.
- To ensure development does not significantly impact on the solar access and amenity of adjoining and adjacent allotments.

Performance criteria The solar access objectives may be achieved where:	Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:
<p>Solar access</p> <p>P1 Development is designed to ensure solar access is available to habitable rooms, solar collectors (photovoltaic panels, solar hot water systems etc.) private open space and clothes drying facilities.</p>	<p>A1.1 On lots with an east/west orientation, the setback on the north-side of the lot is increased to allow for maximum solar access to habitable rooms located on the north-side of the dwelling.</p> <p>A1.2 A roof area sufficient to meet the space requirements for a solar hot water service is provided where it faces within 20° of north and receives direct sunlight between the hours of 9 am and 3 pm on 22 June.</p> <p>A1.3 Outdoor clothes drying areas are located to ensure adequate sunlight and ventilation are provided between the hours of 9 am and 3 pm on 22 June to a plane of 1 m above the finished ground-level under the drying lines.</p>
<p>P2 The proposed development does not reduce the level of solar access currently enjoyed by adjoining or adjacent allotments.</p>	<p>A2.1 Habitable rooms of adjoining development receive a minimum of four hours solar access between the hours of 9 am and 3 pm on 22 June.</p>

Performance criteria The solar access objectives may be achieved where:	Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:
	<p>A2.2 Landscaping is designed to ensure that when mature, required areas of private open space or established BBQ/pergola areas on adjoining allotments maintain solar access on 22 June in accordance with A2.2.</p> <p>A2.3 The solar impact of development shall be shown with the submission of shadow diagrams taken on 22 June (winter solstice).</p>

Element 4. Private Open Space and Landscaping

Objectives

- To provide private outdoor open space that is well-integrated with the development and is of sufficient area to meet the needs of occupants.
- To provide a pleasant, safe and attractive level of residential amenity.
- To ensure landscaping is appropriate in nature and scale for the site and the local environment.

Performance criteria The private open space and landscaping objectives may be achieved where:	Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:
<p>Private open space</p> <p>P1 Private open space is of an area and dimension facilitating its intended use.</p>	<p>A1.1 Dwelling houses and dual occupancy developments shall have a Principal Private Open Space (PPOS) area, in addition to the general Private Open Space (POS).</p> <p>A1.2 The PPOS area has a minimum area per dwelling of 30 m² and a minimum dimension of 5 m. This area can include covered (not enclosed) outdoor entertainment areas.</p>
<p>P2 Private open space is easily accessible by the occupants of the development and provides an acceptable level of privacy.</p>	<p>A2.1 All Principal Private Open Space (PPOS) is directly accessible from the main living area.</p> <p>A2.2 All private open space is located behind the front building line and is screened to provide for the privacy of occupants and the occupants of adjoining properties.</p>
<p>P3 Landscaping is located to not impact infrastructure, development on the site or development adjoining the site.</p>	<p>A3.1 Species are selected and located taking into consideration the size of the root zone of the tree at maturity and the likelihood of potential for the tree to shed/drop material.</p>

<p>Performance criteria The private open space and landscaping objectives may be achieved where:</p>	<p>Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:</p>
	<p>A3.2 Landscape species are selected and located to ensure the amenity of adjoining and adjacent properties is not impacted.</p> <p>This shall ensure that inappropriate vegetation is not provided that reduces the level of solar access enjoyed by adjoining and adjacent properties and is likely to provide any safety impacts to residents.</p>
<p>P4 Landscaping activities are undertaken in an environmentally sustainable manner which limits the time and costs associated with maintenance.</p>	<p>A4.1 Existing native trees are retained where possible.</p> <p>A4.2 Species selected are suitable for the local climate.</p> <p>A4.3 Species selected require a minimal amount of watering (Waterwise Garden).</p> <p>A4.4 Landscaping does not impact ground-water levels by over watering resulting in ground-water level increases or the pollution of waters.</p> <p>A4.5 Landscaping is provided with a timed watering system and moisture meter to determine if watering is required.</p> <p>A4.6 Sensors are used to control watering systems (see also Element 9).</p>

Element 5. Vehicular access and car parking

Objectives

- To provide adequate and convenient parking for residents, visitors and service vehicles.
- To ensure street and access ways provide safe and convenient vehicle access to dwellings and can be efficiently managed.
- To avoid parking and traffic difficulties in the development and the neighbourhood.

Performance criteria The vehicular access and car parking objectives may be achieved where:	Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:
<p>Parking provision</p> <p>P1 Car parking is provided according to projected needs, the location of the land and the characteristics of the immediate locality.</p>	<p>A1.1 Dwelling houses and dual occupancy development provides the following vehicle parking:</p> <ul style="list-style-type: none"> - One bedroom dwelling – one car parking space per dwelling, situated behind the front building setback. - Dwelling with two or more bedrooms – two car parking spaces per dwelling. At least one of the required spaces shall be situated behind the front building setback.
<p>Design</p> <p>P2 Car parking facilities are designed and located to:</p> <ul style="list-style-type: none"> - Conveniently and safely serve users including pedestrians, cyclists and vehicles. - Enable efficient use of car spaces and access ways including adequate manoeuvrability for vehicles between the street and the lot. - Conform to the adopted street network hierarchy and objectives of the hierarchy and along with any related local traffic management plans. - Be cost effective. - Protect the streetscape. 	<p>A2.1 The dimensions of car spaces and access comply with AS2890.1.</p> <p>A2.2 Access ways and driveways are designed to enable vehicles to enter the designated parking space in a single turning movement and leave the space in no more than two turning movements.</p>

Performance criteria The vehicular access and car parking objectives may be achieved where:	Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:
Emergency vehicle access P3 Standing and turning areas for service, emergency or delivery vehicles are provided where access to any dwelling from a public street is remote or difficult.	A3.1 Access ways are designed to cater for an 'AUSTROADS 8.8 m length Design Service Vehicle'.

Element 6. Visual and Acoustic Privacy

Objectives

- To ensure the residential character of the locality is maintained.
- To ensure that any signage is appropriate for the locality and does not detract from the development or the street character.

Performance criteria	Acceptable solutions
The signage objectives may be achieved where:	The acceptable solutions illustrate one way of meeting the associated performance criteria:
<p>Signage</p> <p>P1 Signs are appropriate for the nature of the business and the locality.</p>	<p>A1.1 Signage shall:</p> <ul style="list-style-type: none"> - Be non-moving. - Relate to the lawful use of the building (except for temporary signs) on which the sign is located. - Not be detrimental to the character and functioning of the building. - Not cover mechanical ventilation inlet or outlet vents; - Not obstruct the sight line of vehicular traffic. - Not obstruct pedestrian traffic. - Not be illuminated or flashing.
<p>Business identification signage</p> <p>P2 Signs are appropriate for the nature of the business and the locality.</p>	<p>A2.1 Home-based child care, home business, home industry and home occupation development signage shall:</p> <ul style="list-style-type: none"> - Meet the general requirements for signage (P1). - Have one sign per premises. - Have a maximum area — 0.75 m². - Not advertise specific products or brands. <p>Note: Signs meeting the above requirements will not require development approval.</p>

<p>Performance criteria The signage objectives may be achieved where:</p>	<p>Acceptable solutions The acceptable solutions illustrate one way of meeting the associated performance criteria:</p>
	<p>A2.2 Permissible non-residential development signage shall:</p> <ul style="list-style-type: none"> - Meet the general requirements for signage (P1). - Have one sign per premises. - Have a maximum area 1.5 m². <p>Note: Signs meeting the above requirements will not require development approval.</p>
<p>P3 Signs are appropriate for the residential locality and are of a temporary nature.</p>	<p>A3.1 Real estate signage shall:</p> <ul style="list-style-type: none"> - Meet the general requirements for signage (P1). - Have a maximum area—3 m². - Be removed within seven days after the premises or land is sold or let. <p>Note: Signs meeting the above requirements will not require development approval.</p>
<p>P4 Signs are appropriate for the residential locality and are of a temporary nature.</p>	<p>A4.1 Temporary (special events) signage shall:</p> <ul style="list-style-type: none"> - Meet the general requirements for signage (P1). - Have a maximum of two signs onsite. - Have a maximum one sign off site, which if located in a road reserve shall be acceptable to the relevant road authority in terms of location, traffic and pedestrian safety. - Have a maximum area 1.5 m² and maximum height of 1.5 m. - Not include commercial advertising apart from the name of any event sponsors.

	<ul style="list-style-type: none">- Not be displayed earlier than one month before or later than two days after the event. <p>Note: Signs meeting the above requirements will not require development approval.</p>
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DUBBO REGIONAL
COUNCIL

REPORT: Investigation into a community focused Solar Revolving Fund

AUTHOR: Sustainability and Education Officer
REPORT DATE: 12 February 2019
TRIM REFERENCE: ID19/16

EXECUTIVE SUMMARY

At the Ordinary meeting of Council held 24 September 2018, Council resolved:

“That the Chief Executive Officer undertake an investigation into a community focused Solar Revolving Fund similar in framework to the City of Darebin and Adelaide City Councils with a report prepared for Council to consider as part of the development process for the draft 2019/2020 Operational Plan and Budget”.

In this regard Council’s Sustainability and Education Officer has compiled a report providing information on the following aspects of the Fund in question:

- What is a ‘community focused solar revolving fund’?
- What are the benefits of implementing such a Fund?
- How does the Fund work – using Darebin and Adelaide council examples
- Can a Fund of this nature work for Dubbo Regional Council?
- Key Recommendations for Council Consideration

For the purposes of this Report, and to meet the requirements of the brief to investigate a program similar to that of the City of Adelaide or Darebin City Council, a ‘community focused solar revolving fund’ is defined as a program where *“Council provides up front funding for the purchase and installation of solar photovoltaic (PV) energy systems for eligible residents, with the costs to be recovered by Council using a **special rates charge**”.*

Unfortunately it was found that the *NSW Local Government Act 1993* does not currently allow for a special rates charge for the installation of solar PV systems on private property.

ORGANISATIONAL VALUES

Customer Focused: The investigation into a community focused solar revolving fund supports the community aspirations within Council’s Community Strategic Plan 2040, which states that increased opportunities for use of renewable energy should be supported (CSP 2.1), and the community and Council are to be supported in becoming more sustainable (CSP 5.9).

Integrity: The investigation into a community focused solar revolving fund utilised a number of information resources, including direct contact with Darebin, Adelaide, Albury and Inner West councils, and Local Government NSW.

One Team: The investigation outlines the benefits and costs of a community focused solar revolving fund for Council and the community

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That Council acknowledge the resourcing requirements of implementing and administering a community solar revolving fund (as defined in this report), and defer further investigation into such a Fund until permissive legislation is introduced.**
- 2. That Council write to Local Government NSW to request that it “prioritise” lobbying the NSW Government for an amendment to the NSW *Local Government Act 1993* that will enable local councils to apply a voluntary Special Charge Scheme (opt in system) to council rates to fund environmental programs, such as the installation of solar photovoltaic (PV) systems on private land.**

Catriona Jennings
Sustainability and Education Officer

BACKGROUND

At the Ordinary meeting of Council held 24 September 2018, Council resolved:

“That the Chief Executive Officer undertake an investigation into a community focused Solar Revolving Fund similar in framework to the City of Darebin and Adelaide City Councils with a report prepared for Council to consider as part of the development process for the draft 2019/2020 Operational Plan and Budget”.

In this regard Council’s Sustainability and Education Officer has compiled a report providing information on the following aspects of the Fund in question:

- What is a ‘community focused solar revolving fund’?
- What are the benefits of implementing such a Fund?
- How does the Fund work – using Darebin and Adelaide council examples
- Can a Fund of this nature work for Dubbo Regional Council?
- Key Recommendations for Council Consideration

REPORT

What is a ‘community focused solar revolving fund’?

For the purposes of this Report, and to meet the requirements of the brief to investigate a program similar to that of the City of Adelaide or Darebin City Council, a ‘community focused solar revolving fund’ is defined as a program where *“Council provides up front funding for the purchase and installation of solar photovoltaic (PV) energy systems for eligible residents, with the costs to be recovered by Council using a special rates charge”.*

What are the benefits of implementing such a Fund?

The benefits of implementing such a Fund can first be examined by looking at the uptake of small solar photovoltaic (PV) energy systems across the Dubbo Region.

According to Australia’s Clean Energy Regulator (CER) (www.cleanenergyregulator.gov.au/RET/Forms-and-resources/Postcode-data-for-small-scale-installations#SGU--Solar-Deemed) over the last decade the installation of small scale solar PV systems across the Dubbo Region has continued to increase:

- From 2010 until December 2018, the city of Dubbo (postcode 2830) has installed 5,941 small scale solar PV systems, increasing from 1218 small scale solar PV systems installed in 2010.
- Wellington (postcode 2820) has installed 465 small scale solar PV systems to date, up from 30 systems in 2010.

The above CER figures equates to at least 28% * of rateable properties (over 23,000) within the Dubbo Region installing small scale solar PV systems to date (*only Dubbo and Wellington postcodes have been included in this calculation). In addition, the city of Dubbo (postcode 2830) remains the second largest installer of small scale solar systems in NSW after Lismore.

Despite the increasing adoption of small scale solar PV systems across the Dubbo Region it seems a large percentage of residents across the local government area may have not adopted solar energy for various reasons.

The benefits of solar energy, and investing in a ‘community focused solar revolving fund’, are thought to include:

- reduction in household electricity consumption and costs;
- increased community resilience to climate change (e.g. through more affordable heating and cooling);
- reduction in carbon emissions through increased adoption of renewable or clean energy;
- reduction in barriers to accessing solar energy such as a lack of access to upfront capital, a lack of clarity and trust in the solar market, and a split incentive between landlords and tenants (e.g. where a landlord may pay for the solar systems, while the tenant benefits from its installation).
- supporting community aspirations within Council’s Community Strategic Plan 2040, which states that increased opportunities for use of renewable energy should be supported (CSP 2.1), and the community and Council are to be supported in becoming more sustainable (CSP 5.9).

How does the Fund work?

The following provides a short description of what is involved in implementing a ‘community focused solar revolving fund’ similar to that of the Adelaide and Darebin Solar Saver Programs.

Key Features of the Fund	Solar Savers Adelaide (Population 24,000+, commenced 2016)	Solar Savers Darebin (Population 158,000+, commenced 2013)
Strategic Objectives – both councils have an overarching targets for renewable energy	Carbon Neutral Strategy 2015 –2025	Council Plan 2017 – 2021 & Climate Emergency Plan.
Program Design – is similar for both councils with the exception of Darebin who chooses a third party ‘Positive Charge’ to help run their program	<p>Up front funding for the purchase and installation of solar PV systems with costs recovered over 10yrs thru Special Rate Charge;</p> <p>Small solar PV systems (1.5KW – 10kW);</p> <p>Targets low income/rental residential properties initially</p> <p>Funded internally from Council budgets</p> <p>Engagement of a broker (Darebin only – Positive Charge)</p> <p>Competitive tender process (PV provider & installer)</p> <p>Community engagement (Promotion, Registration of Interest)</p> <p>Property Assessment – Site eligibility & suitability, quotation, sign up</p> <p>Special Rate Charge process – allowable under SA & VIC Local Government Acts, involves public consultation and Council declaration</p> <p>Installation & connection of solar PV systems – can take up to 6-9 months</p> <p>On sale of property remaining payments are taken on by the next owner for Adelaide; payments taken out of the proceeds of the sale for Darebin.</p>	

Key Features of the Fund	Solar Savers Adelaide (Population 24,000+, commenced 2016)	Solar Savers Darebin (Population 158,000+, commenced 2013)
<p>Budget – program costs are estimated to range from \$4000 to \$5000 per person including project management and implementation</p>	<p>Adelaide costs at least \$4000 per person for program Annual budget allocations were \$415,000, including \$250,000 Debt Financing. Max 100 participants.</p>	<p>Darebin costs at least \$5000 per person for program Allocation of \$10 million endorsed in the 2018/19 budget to run a third Max 2000 participants.</p>
<p>Resourcing – ranges from 2-3 full time staff needed to help run the program</p>	<p>2 x full time staff (FTEs) for one year + engagement with other staff</p>	<p>3 x full time staff (FTEs)</p>
<p>Sign Up – varies for both programs</p>	<p>Participant numbers (Stage 1) – 40 signed up. 279 regos, 130 assessed, 58 met criteria.</p>	<p>Participant numbers (Stage 1) - 292 signed up (1.5/2kW systems)</p>
<p>Other Comments</p> <p>The costs recovered by the Special Rates Charge don't account for the entire program, in particular administration/project management costs are not recovered</p> <p>The annual energy savings per person are limited as the systems are small for the initial programs (Stage 1)</p> <p>Any program would require post installation audits to ensure quality of work</p>	<p>Notably an estimated cost of \$142,480 to be recovered by the special rate charge for the 40 participants</p> <p>Having a third party contacting residents would make it administratively less burdensome on Council. This is what Darebin did originally, with Positive Charge as the independent third party. They also were able to do energy efficiency support and have since expanded their services so they are quite holistic.</p>	<p>Notably Estimated average household savings were \$100 year per household (2kW system), with an annual repayment of \$300 per year offset by \$400 per year in electricity savings.</p> <p>One important thing is to have rigorous OH&S and electrical safety inspections of the work done by installers, especially given that the solar industry is still populated by a lot of cowboys. This can partly be controlled through the tender process, but follow-up inspections of the installers is important. Council's reputation is on the line.</p>
<p>Further Information</p> <p>The information in this table has been compiled with the support of the Adelaide and Darebin Solar Saver Program Officers.</p>	<p>Jennifer Orr, Solar Savers Adelaide Program, City of Adelaide J.Orr@cityofadelaide.com.au</p>	<p>Philip Werner, Solar Saver Support Officer, City of Darebin philip.werner@darebin.vic.gov.au</p>

Can a Fund of this nature work for Dubbo Regional Council?

Currently the *NSW Local Government Act 1993* does not allow for a special rates charge for the installation of solar PV systems on private property. In particular, it is thought that the special rate in Victoria and South Australia have a much wider application whereas the NSW special rate (section 495 of the *NSW Local Government Act 1993*) seems not to extend to works, services, facilities or activities to be carried out on 'private land'. This is further detailed in a report titled 'Rates-based finance for residential energy efficiency and renewables' compiled by the University of Technology (UTS) Institute of Sustainable Futures in 2015 on behalf of the NSW Office of Environment and Heritage. Council can therefore not run a 'community solar revolving fund' as defined in this report.

A number of NSW councils have investigated this funding model further including Albury City Council and Inner West Council. Both councils were contacted in October 2018 to provide further information. Amber Rudd, Energy and Sustainability Officer from Albury City Council, stated in correspondence dated 16 October 2018 to Council that they had investigated the model and that the current legislation didn't enable NSW councils to apply a no interest or low interest loan through the rates system for households. This was confirmed by Kate Jackson, Coordinator Community Sustainability from Inner West Council, who stated in correspondence dated 17 October 2018 to Council that their solicitor had provided similar advice.

In October 2018, Albury City Council submitted a motion (#100) to the Local Government NSW (LG NSW) 2018 Annual Conference (held 21-23 October 2018 in Albury) requesting that "Local Government NSW seeks an amendment to the *Local Government Act 1993 (NSW)* that will enable local councils to apply a voluntary Special Charge Scheme (opt in system) to council rates to fund environmental programs such as solar photovoltaic bulk buy programs". This motion (#100) was carried and a record of this resolution is available at <https://www.lgnsw.org.au/events-training/local-government-nsw-annual-conference/2018-local-government-nsw-annual-conference>.

On 23 January 2019, LG NSW in correspondence to Council indicated that it would be writing to the Minister of Local Government (Hon Gabrielle Upton MP) in early 2019 to lobby the NSW Government to change the Act accordingly. A timeframe for a change to the Act is unknown.

Key Recommendations for Council Consideration

It is recommended that:

1. Council acknowledge the resourcing requirements of implementing and administering a community solar revolving fund (as defined in this report), and defer further investigation into such a Fund until permissive legislation is introduced.
2. Council write to Local Government NSW to request that it "prioritise" lobbying the NSW Government for an amendment to the *NSW Local Government Act 1993* that will enable local councils to apply a voluntary Special Charge Scheme (opt in system) to council rates to fund environmental programs, such as the installation of solar photovoltaic (PV) systems on private land.



DUBBO REGIONAL
COUNCIL

REPORT: Windsor Parade Pocket Park Master Plan

AUTHOR: Manager Recreation and Open Space
REPORT DATE: 10 February 2019
TRIM REFERENCE: ID19/74

EXECUTIVE SUMMARY

Windsor Parade Park is located on the southern boundary of Dulhunty Estate in East Dubbo. It is bounded to the north by Windsor Parade and to the south by the Mitchell Highway. The park is classified as a Local Basic Park and is unirrigated. However as nearly 60% of the total park (i.e. kerb to kerb) is designated as road reserve, the park (street) tree planting proposal is required to go to the Street Tree Advisory Committee (STAC) for consideration.

Following the endorsement of the Windsor Parade Pocket Park/Mitchell Highway Street Trees master plan at the February 2019 meeting of the STAC, it was requested that a report be prepared for consideration at the February 2019 Ordinary Council Meeting.

Moir Landscape Architects have provided a Preliminary Cost Estimate of \$1.167 million for the project.

ORGANISATIONAL VALUES

Customer Focused: Windsor Parade Pocket Park is located along beside the Mitchell Highway on the eastern approach to Dubbo. Although not highly utilised for “park” related recreational activities, it has significant value to the overall amenity and shading of Dubbo.

Integrity: Council remains transparent in its decision making process in regards to improvements to the urban forest through consultation with the community and the Street Tree Advisory Committee.

One Team: If this proposal is adopted, and funding provided, other sections of Council will be required to provide technical advice and expertise in the delivery of the project. These would include Infrastructure Strategy (design), Infrastructure Delivery (construction of the linear tree pits and gutter works) and Operations (sourcing and planting of the trees and grasses and the installation of the irrigation system).

FINANCIAL IMPLICATIONS

This project is currently unfunded within Council’s four year budget. This project can be broken into five stages to enable the project to progress as funding is either identified through Organisational savings or external funding.

POLICY IMPLICATIONS

Under the Street Tree Advisory Committee's Terms of Reference, matters to be considered include:

- Consideration of the results of community consultation and subsequent recommendation to Council of streetscape designs for a project costed at over \$15,000.
- Consideration of the results of community consultation and subsequent determination of streetscape designs for a project costed over \$15,000.

As the concept design has not been through a formal community consultation exhibition period, as identified above, it shall be recommended that the concept master plan be placed on public exhibition for 28 days and the public given the opportunity to make comment.

This master plan is consistent with the Dubbo Open Space Master Plan currently on public exhibition.

RECOMMENDATION

1. **That the report of the Manager Recreation and Open Space, dated 10 February 2019, be noted.**
2. **That the Windsor Parade Pocket Park/Mitchell Highway Street Trees master plan be placed on public exhibition for 28 days and a report detailing the outcomes of the public submissions received, be submitted back to the April 2019 Ordinary Council Meeting for further consideration and potential adoption.**

Ian McAlister

Manager Recreation and Open Space

BACKGROUND

Windsor Parade Park is located on the southern boundary of Dulhunty Estate in East Dubbo. It is bounded to the north by Windsor Parade and to the south by the Mitchell Highway. The park is classified as a Local Basic Park and is unirrigated. However as nearly 60% of the total park (i.e. kerb to kerb) is designated as road reserve, the park (street) tree planting proposal is required to go to the Street Tree Advisory Committee (STAC) for consideration.

Due to concerns raised regarding the loss of a large number of trees that had succumbed to the drought it was requested that a planting proposal be developed for Windsor Parade Pocket Park. A report was prepared and tabled at the July STAC (STC18/11). From this report it was resolved:

“That a landscape/urban designer be engaged to undertake a ‘Gateway Planting Scheme’ concept plan for the area and that a further report be prepared for the Street Tree Advisory Committee.”

As Moir Landscape Architects had already been engaged by Dubbo Regional Council – Property Assets function to undertake landscape design work on the Keswick Estate frontage they were engaged to further progress the design on the Windsor Parade Pocket Park. This approach was taken to enable a consistent streetscape design for the Mitchell Highway to be developed.

At the August 2018 STAC a presentation by David Moir (Moir Landscape Architects) was given on a concept design for the Windsor Parade Pocket Park. This concept was favourably received by the group with following discussions identifying the Plane Tree (*Platanus* sp.) and Canary Island Palm (*Phoenix canariensis*) as the dominant plantings for the area. Comments from the STAC that the Gateway Planning Scheme needed to connect to the Orana Mall (west) and Yarrowonga Estate (east) was also taken on board on the basis that these additional areas could be considered as future stages of the Windsor Parade Pocket Park project.

Further refinement of the concept plan was undertaken through consultation between Manager Recreation and Open Space and Moir Landscape Architects and presented back to the STAC at its September meeting (STC18/21). It was resolved:

“That the Manager Recreation and Open Space prepare a report on the costings for the development, including purchase of Phoenix Palms, Plain (sic) Trees and irrigation for the trees, in the Windsor Parade / Cobra Street Pocket Park for the November 2018 Street Tree Advisory Committee.”

The revised plan was presented to the November 2018 Street Tree Advisory Committee meeting where it was further requested that the endemic Mugga Iron Bark be incorporated into the design and brought back to the February Street Tree Advisory Committee. The revised plan was presented at this meeting and was subsequently endorsed and a report requested to be prepared for the consideration at the Ordinary Meeting of Council in February.

REPORT

Windsor Parade Pocket Park forms part of the public open space network that stretches along the full southern boundary of the Dulhunty Estate and is bordered by the Mitchell Highway. The Mitchell Highway is classified within the Street Hierarchy as an “Arterial Road” and is the primary entry point to the City of Dubbo from the east. Due to its proximity to the Mitchell Highway the park itself has a high level of prominence that provides the opportunity to create an attractive gateway into Dubbo and improve the connectivity of the pedestrian and cycleway network of the City. These opportunities are consistent with the Dubbo Regional Delivery and Operational Plan 2018 – 2021 strategies, and the current Dubbo Open Space Master Plan currently out on public exhibition:

- 2.5.2.1** A Local Government Area town and village entrance plan is developed to beautify the entrances to Dubbo, Wellington and villages.
- 2.5.3.1** A pedestrian access mobility plan is developed for the Local Government Area.
- 2.5.5.1** A 10 year cycleway network plan is developed and implemented to Council’s adopted service levels.
- 5.5.2.10** Master Plans are prepared and maintained for all open space and recreation areas.

Figure 1 below provides context of the Windsor Parade Pocket Park (red box) and the adjacent public open space, current and proposed, that will provide a high level of connectivity between Yarrowonga Estate (east), Orana Mall (west), Keswick Estate (south) and Dulhunty Estate (north).



Figure 1. Windsor Parade Pocket Park location and connectivity opportunities within East Dubbo.



Figure 2. Windsor Parade Pocket Park looking North West. Phoenix Palms create a nodal point between the Mitchell Highway and Windsor Parade. Connecting pathway from Yarrowonga Estate through to Orana Mall flanked by London Plane Trees.



Figure 3. Windsor Parade Pocket Park looking South East. Avenue plantings of Mugga Iron Bark planted along the length of Southern side of Windsor Parade.



Figure 4. Windsor Parade Pocket Park – artist's impression.

A Preliminary Budget Estimate has been prepared through Moir Landscape Design.

The Preliminary Budget estimate for the full scope of works, as shown in figures 2 - 4, is \$1,163,147 inc GST. A breakup of the major components of the project is provided further in the report.

The following items have been allowed for in these costings:

- the removal of the dead trees, an allowance for re-grading the area to enable Water Sensitive Urban Design measures to be installed,

- the purchase and installation of 80 advanced *Platanus x acerifolia* (Plane Trees), 8 *Phoenix canariensis* (Canary Island Palm) and approximately 100 advanced *Eucalyptus sideroxylon* (Mugga Iron Bark).
- installation of a 400 metre x 1.5 metre concrete path (including pram ramps, tactile pavers, signage and bollards),
- Turfing and/or under planting in strategic places,
- an allowance for traffic control and
- an allowance for the installation of irrigation to all trees and palms.

Note 1:

The shade structure shown in figures 2 and 3 has not been included in these costings.

Note 2.

The original cost estimate was based on the use of a higher number of palms than the current proposed master plan. However the budget estimate has been retained due to the difficulties and cost in sourcing advanced native stock (i.e. *Eucalyptus sideroxylon*). The use of smaller stock currently available could reduce the cost of the overall project by an estimated \$100,000.

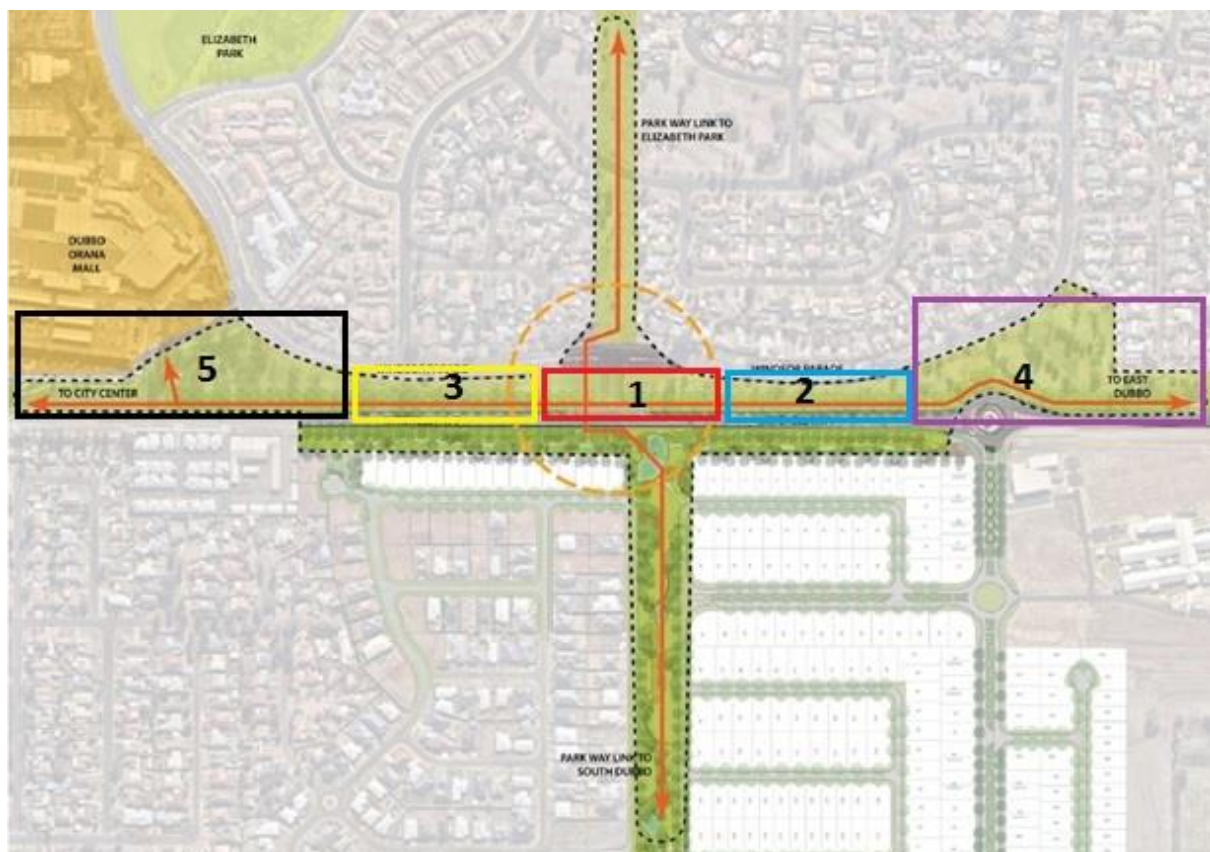


Figure 5. Potential staging of Windsor Parade Pocket Park / Mitchell Highway Street Trees master plan.

It is possible to break this project in stages, as shown below in Figure 5. Stage 1 would be centred on the access road and approximately 50 metres either side of it. This would provide an immediate visual enhancement to this entry point into Dulhunty Estate. While the smallest of the 5 stages shown it is estimated that this stage would cost between \$250,000 and \$300,000 to enable the removal of the dead trees (all stages), grading works and installation of irrigation headworks. Stages 2 and 3 could proceed either individually or together and would cost between \$150,000 and \$200,000 each stage. Stages 4 and 5 would be slightly more expensive due to area and is estimated at \$180,000 to \$220,000 each stage.

SUMMARY

Cost estimates for the Windsor Parade Pocket Park and Cobra Street public open space has been provided. Total project cost is estimated at \$1.167 million. The project can be staged to take the opportunity of Organisational savings.



Preliminary Budget Estimate

27/10/2018 **2018.106 Preliminary Budget Estimate 26.10.2018**
for **Moir Landscape Architecture**

Preliminary Budget Estimate
Mitchell Highway Street Tree Planting

Description	Quantity	Unit	Rate	Markup	Total
DIRECT COSTS					\$961,278.51
PRELIMINARIES					\$33,010.94
CLEARING					\$15,000.00
EARTHWORKS					\$39,763.20
LANDSCAPING					\$658,796.25
FOOTPATH					\$80,294.00
SIGNAGE & LINEMARKING					\$7,220.00
SERVICES & UTILITIES					\$24,200.00
CONTRACTORS OVERHEADS & MARGIN					\$102,994.13
INDIRECT COSTS					\$96,127.85
Contingency					\$96,127.85
Consultants Fees					
Cost Escalation					
SCHEDULE OF INFORMATION					
Street Tree report by Moir Landscape Architecture, Project 1666, 18 pages, dated Sept 2018			NOTE		
SCHEDULE OF CLARIFICATIONS					
Client's costs including Tendering Costs - EXCL.			NOTE		
Unknown Steakholder Requirements (RMS) - EXCL.			NOTE		
Staging Costs - EXCL.			NOTE		



REPORT: Dubbo Regional Council Review - Safety Camera Network in Dubbo and Wellington

AUTHOR: Manager Social Services
REPORT DATE: 25 January 2019
TRIM REFERENCE: ID19/27

EXECUTIVE SUMMARY

A resolution at the Ordinary Council meeting held on 26 February 2018 resolved:

“That further analysis be undertaken with NSW Police, Simtec and Dubbo Regional Council staff to determine priorities in relation to the expansion or upgrade of both the Dubbo and Wellington safety camera systems”

Dubbo Regional Council staff along with NSW Police and Simtec (a local security infrastructure business) have undertaken an extensive review of the safety camera systems in both Dubbo and Wellington. This review formed the basis of a grant application on 8 August 2018 for \$250,000 which would be matched on a dollar for dollar basis by Dubbo Regional Council from the NSW Safer Communities Fund, Round 4. Council were notified that this application was successful.

The review identified an expansion of the existing systems and centralisation for both systems so that the Dubbo Police Station can access footage from both Dubbo and Wellington in real time on a 24 hour basis. The review also identified 8 new locations in Dubbo and 6 new locations in Wellington. It identified the possibility of utilising contemporary technology to replace existing cameras. This will mean upgrading some existing pan, tilt and zoom cameras to four (4) fixed cameras in individual locations. These upgrades generally ensures appropriate coverage of the areas under surveillance.

Provision for upgraded infrastructure in Dubbo and Wellington and communication links between Dubbo and Wellington has also been identified.

ORGANISATIONAL VALUES

Customer Focused: The provision and maintenance of a Safety Camera System in both Dubbo and Wellington provides residents and visitors to both communities assurance from both threat to safety and perceived threat to safety.

Integrity: The Safety Camera Systems in Dubbo and Wellington are professionally utilised by both NSW Police and Dubbo Regional Council in the spirit of appropriate law enforcement processes.

One Team: The Safety Camera Systems in Dubbo and Wellington are secure and well maintained by Dubbo Regional Council. This ensures that the system provides all users with seamless access.

FINANCIAL IMPLICATIONS

Dubbo Regional Council were successful in obtaining \$250,000 in Grant Funding. Tenders will now be called as the overall cost would be \$500,000 of which \$250,000 would be funded through the NSW Safer Communities Fund.

POLICY IMPLICATIONS

There are no policy implications arising from this report. Current Safety Camera Policy will be reviewed in line with upgrades to camera system.

RECOMMENDATION

- 1. That the report from the Manager Social Services dated 25 January 2019 be noted.**
- 2. That further consultation be undertaken with NSW Police, and Dubbo Regional Council staff to determine priorities in relation to the expansion and upgrade of both the Dubbo and Wellington safety camera systems.**
- 3. That a tender is prepared for the supply and installation of CCTV hardware and software systems that meets the criteria outlined by NSW Police Orana Mid-Western Local Area command, with a view to have all works completed by November 2019.**

Jason Yelverton
Manager Social Services

REPORT

Dubbo has had a safety camera system operating since July 2002 and Wellington since June 2012. There are currently 50 cameras in Dubbo and 50 cameras in Wellington. Evidence throughout the years in both communities has indicated a stronger feeling of well-being and a greater perception of safety by residents and visitors.

Dubbo Regional Council staff along with NSW Police and Simtec (a local security infrastructure business) have undertaken an extensive review of the safety camera systems in both Dubbo and Wellington. This review formed the basis of a grant application for \$250,000 to the NSW Safer Communities Fund, Round 4. Council has been notified that this application was successful and the funds have been allocated. Council committed to matching the funding on a dollar for dollar basis and fund the additional \$250,000 required.

The review identified an expansion of the existing systems and centralisation for both systems so that the Dubbo Police Station can access footage from both Dubbo and Wellington in real time on a 24 hour basis. The review also identified 8 new locations in Dubbo and 6 new locations in Wellington. It also identified the possibility of utilising contemporary technology to replace existing cameras. This will mean upgrading some existing pan, tilt and zoom cameras to four (4) fixed cameras in individual locations. These upgrades generally ensures appropriate coverage of the areas under surveillance.

Provision for upgraded infrastructure in Dubbo and Wellington and communication links between Dubbo and Wellington has also been identified.

Estimated costs for an expanded and upgraded network would be in the vicinity of \$500,000 - \$800,000 with Council being successful in the grant application tenders will now be sought for these upgrades in priority locations.

Another issue not identified is initial and ongoing training in a new system. Given the transient nature of the NSW Police Force and the fact that no one person is responsible for the provision of footage this will need to be examined on the configuration of the expansion and upgrade.



REPORT: 2018/2019 Event Development Fund and Major Event Sponsor Program [Stream 2]

AUTHOR: Manager Economic Development and Marketing
REPORT DATE: 2 January 2019
TRIM REFERENCE: ID19/1

EXECUTIVE SUMMARY

Funding under Stream 2 of the Event Development Fund and Major Event Sponsor Program is invited annually each September and open to events being held in the Dubbo Region LGA in the following calendar year.

Council invited applications for \$3,001 or more under each channel on 11 October 2018. Applications closed 30 November 2018.

Council received 19 applications with a combined total of \$178,548. Total funding allocated under Stream 2 of the Event Development Fund and Major Event Sponsor Program for events held between 1 January 2019 and 31 December 2019 was \$90,000.

ORGANISATIONAL VALUES

Customer Focused: The invitation to apply for funding under each channel was communicated broadly via a number of digital, print and broadcast channels. Targeted communications to event owners in the Dubbo LGA was also undertaken.

Integrity: Applications were assessed in accordance with each channel's guidelines and criteria and determined in accordance with Council's Financial Assistance Policy.

One Team: The assessment panel comprised of staff from two (2) Directorates of Dubbo Regional Council.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That funding determined under Stream 2 of the Event Development Fund totalling \$33,200 be noted.**
- 2. That funding determined under Stream 2 of the Major Event Sponsor Program totalling \$43,000 be noted.**
- 3. That the unexpected funds of \$13,800 be quarantined under Council's Event Incentive Program and the allocation of funds determined in accordance with Council's Event Attraction, Support and Delivery Policy.**

Joanna Howard

Manager Economic Development and Marketing

BACKGROUND

Stream 2 of the Event Development Fund and Major Event Sponsor Program invites applications for \$3,001 or more for events being held between 1 January 2019 and 31 December 2019.

The Event Development Fund (EDF) aims to assist events to build and grow during their infancy stages, whilst the Major Event Sponsor Program (MESP) is intended to attract and retain major event activity in the Dubbo Region LGA.

Applications for both channels opened on 11 October 2018 and closed on 30 November 2018.

This report is provided in accordance with Council's Financial Assistance Policy.

REPORT

Council invited applications for funding under Stream 2 of the Event Development Fund and the Major Event Sponsor Program on 11 October. Applications were open for eight (8) weeks and the opportunity to apply was communicated as follows:

- Social media via DRC channels
- Media releases
- Inclusion in Mayoral column
- Paid advertising x 2 in Council's column
- Targeted emails to event owners (Dubbo Region Event Network)
- Broad communications via Eblast
- Included in agenda for two meetings of the Event Network Meetings

Applications closed on 30 November 2018. Council received ten (10) applications under the Event Development Fund (EDF) and nine (9) applications under the Major Event Sponsor Program (MESP).

In accordance with Council's Financial Assistance Policy a panel was convened comprising of the Manager Economic Development and Marketing; Economic Development Team Leader; Marketing, Events and Partnerships Team Leader; and Council's Sporting Asset Co-ordinator.

The panel met on 10 December 2018 and an assessment of each application was undertaken in reference to the EDF and MESP funding guidelines and criteria. A report from the Manager Economic Development and Marketing was considered by the Director Economic Development and Business and referred to the Chief Executive Officer for final determination.

The determination of the Chief Executive Officer was as follows:

Event Development Fund – Stream 2: [\$3,001 or more]

Intent: help build and develop sustainable, locally-grown events

- Budget allocated \$30,000
- Ten (10) applications received totalling \$84,954
- Funding recommended \$33,200
- Transfer of \$3,200 from MESP to meet shortfall
- **Balance \$0**

Event	Date	Application	Determination
Tunes on the Track	19 January	\$21,915	\$5,000
Wellington Vintage Fair	2 - 3 March	\$8,940	\$4,000
Building Connections Disability Knockout	7 March	\$3,000	\$1,000
Under the Western Skies	16 March	\$4,650	\$1,000
Lake Burrendong Classic	19-21 April	\$10,000	\$8,000
Wellington Show	17 – 18 May	\$6,804	\$4,000
Kart Endurance Event	18-19 May	\$5,000	\$4,000
Opera at Dundullimal	19 May	9,000	\$4,000
WestWordsFest 2019	13-15 September	\$9,900	\$1,200
Pride March	October	\$5745	\$1,000
		\$84,954	\$33,200*

Major Event Sponsor Program – Stream 2 [\$3,001 or more]

Intent: attract/retain major event activity in the Dubbo Region LGA

- Budget allocated \$60,000
- Nine (9) applications received totalling \$93,594
- Funding recommended \$43,000
- An amount of \$3,200 transferred to EDF to meet shortfall of funds
- **Balance \$13,800**

Event	Date	Application	Determination
Dubbo NYE Fireworks	31 December	\$3,000	\$3,000
U13 and U14 State Cricket Challenge	21-24 January	\$16,607	\$14,000
Little Athletics NSW Region 3 Championships	2-3 February	\$6,153	\$5,000
Dubbo Cycle Club Junior State Titles	9-10 February	\$6,200	\$2,000
Opera in the Sticks	23 February	\$28,500	\$4,000
2019 State Athletics Multi Event	2-3 March	\$4,134	\$4,000
National All Breeds Junior Heifer Show	18 July	\$3,000	\$3,000
Generocity Church Conference	2-4 October	\$8,000	\$3,000
Shorthorn Youth Heifer Expo	4-6 October	\$18,000	\$5,000
		\$93,594	\$43,000

The unexpended funds totalling \$13,800 will be quarantined under Council's Event Incentive Program and the allocation of funds determined in accordance with Council's Event Attraction, Support and Delivery Policy.

NOTATION: Lake Burrendong Fishing Classic has been cancelled by the event organisers due to poor water quality and no significant rain forecast before the Easter weekend event. Due to the cancellation, event organisers have contacted Council and will be returning the \$8000 in funding which will go back into event development and attraction program funding.

SUMMARY

Stream 2 of Council's Event Development Fund and Major Event Sponsor Program opened on 11 September and closed on 30 November. The channels were open for application for funding of \$3001 or more from events held in the Dubbo LGA between 1 January 2019 and 31 December 2019.

Council received 19 applications with a combined total of \$178,548. Total funding allocated under Stream 2 of the Event Development Fund and Major Event Sponsor Program was \$90,000.

Funding in the amount of \$76,200 will support 19 events set to be held in the Dubbo Local Government Area in 2019. Combined, these events are expected to inject in excess of \$4M into the local economy.