



# AGENDA

## ORDINARY COUNCIL MEETING

### 28 MAY 2018

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.

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#### 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".

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<b>CCL18/70</b>	<b>CONFIRMATION OF MINUTES (ID18/824)</b>	<b>5</b>
	Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 23 April 2018 and Extraordinary Council meeting held on 7 May 2018.	

**CCL18/71**      **LEAVE OF ABSENCE (ID18/867)**

**CCL18/72**      **PUBLIC FORUM (ID18/868)**

#### MAYORAL MINUTES:

<b>CCL18/73</b>	<b>JAPANESE SISTER CITY RELATIONSHIPS (ID18/866)</b>	<b>23</b>
	The Council had before it the Mayoral Minute regarding Japanese Sister City Relationships.	

**INFORMATION ONLY MATTERS:**

- CCL18/74 INVESTMENTS UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - APRIL 2018 (ID18/847)** 25
- The Council had before it the report dated 14 May 2018 from the Director Corporate Services regarding Investments Under Section 625 of the Local Government Act - April 2018.

**MATTERS CONSIDERED BY COMMITTEES:**

- CCL18/75 REPORT OF THE PLANNING, DEVELOPMENT AND ENVIRONMENT COMMITTEE - MEETING 14 MAY 2018 (ID18/871)** 29
- The Council had before it the report of the Planning, Development and Environment Committee meeting held 14 May 2018.

- CCL18/76 REPORT OF THE INFRASTRUCTURE, COMMUNITY AND RECREATION COMMITTEE - MEETING 14 MAY 2018 (ID18/872)** 32
- The Council had before it the report of the Infrastructure, Community and Recreation Committee meeting held 14 May 2018.

- CCL18/77 REPORT OF THE ECONOMIC DEVELOPMENT, BUSINESS AND CORPORATE COMMITTEE - MEETING 14 MAY 2018 (ID18/873)** 36
- The Council had before it the report of the Economic Development, Business and Corporate Committee meeting held 14 May 2018.

**REPORTS FROM STAFF:**

- CCL18/78 DUBBO REGIONAL COUNCIL NOMINATIONS FOR THE WESTERN JOINT REGIONAL PLANNING PANEL (ID18/773)** 41
- The Council had before it the report dated 11 May 2018 from the Manager Building and Development Services regarding Dubbo Regional Council Nominations for the Western Joint Regional Planning Panel.

- CCL18/79 ADDENDUM REPORT DRAFT POLICY - DEALING WITH DEVELOPMENT APPLICATIONS FOR COUNCILLORS AND EMPLOYEES (ID18/829)** 45
- The Council had before it the report dated 9 May 2018 from the Manager Building and Development Services regarding Addendum Report Draft Policy - Dealing with Development Applications for Councillors and Employees.

<b>CCL18/80</b>	<b>DRAFT COLLECTIVE IMPACT FOR SOCIAL CHANGE POLICY (ID18/825)</b>	51
	The Council had before it the report dated 7 May 2018 from the Director Community and Recreation regarding Draft Collective Impact for Social Change Policy.	
<b>CCL18/81</b>	<b>BROCKLEHURST RECREATION OPPORTUNITIES PROPOSED LOCATION (ID18/828)</b>	62
	The Council had before it the report dated 9 May 2018 from the Manager Recreation and Open Space regarding Brocklehurst Recreation Opportunities Proposed Location.	
<b>CCL18/82</b>	<b>HARMONISING OF WASTE SERVICES AT NORTH YEOVAL (ID18/814)</b>	69
	The Council had before it the report dated 3 May 2018 from the Manager Solid Waste regarding Harmonising of Waste Services at North Yeoval.	
<b>CCL18/83</b>	<b>ADOPTION OF DRAFT WATER SUPPLY AND SEWERAGE SERVICES CUSTOMER SERVICE STANDARDS 2018/2019 AND 2019/2020 (ID18/844)</b>	74
	The Council had before it the report dated 11 May 2018 from the Manager Water Supply and Sewerage regarding Adoption of Draft Water Supply and Sewerage Services Customer Service Standards 2018/2019 and 2019/2020.	
<b>CCL18/84</b>	<b>PROPOSED CONCEPT PEDESTRIAN FACILITIES - WINDSOR PARADE DUBBO (ID18/848)</b>	85
	The Council had before it the report dated 14 May 2018 from the Senior Traffic Engineer regarding Proposed Concept Pedestrian Facilities - Windsor Parade Dubbo.	
<b>CCL18/85</b>	<b>PROPOSED TRAFFIC AND PARKING MANAGEMENT ADJACENT DUBBO WEST PUBLIC SCHOOL - EAST STREET AND NORTH STREET DUBBO (ID18/849)</b>	103
	The Council had before it the report dated 14 May 2018 from the Senior Traffic Engineer regarding Proposed Traffic and Parking Management Adjacent Dubbo West Public School - East Street and North Street Dubbo.	

**CCL18/86      PLAYMATES COTTAGE, 2 MORAN DRIVE, CREATION OF RIGHT OF WAY EASEMENT (ID18/826)** 117

The Council had before it the report dated 8 May 2018 from the Manager Property Assets regarding Playmates Cottage, 2 Moran Drive, Creation of Right of Way Easement.

**CCL18/87      COMMENTS AND MATTERS OF URGENCY**



## Confirmation of Minutes

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 23 April 2018 and Extraordinary Council meeting held on 7 May 2018.

### RECOMMENDATION

That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 23 April 2018 comprising pages 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16 and 17 of the series, Extraordinary Council meeting held on 7 May 2018 comprising pages 20, 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 - 23/04/2018
- 2 [↓](#) Minutes - Committee of the Whole - 23/4/2018
- 3 [↓](#) Minutes - Ordinary Council Meeting - 07/05/2018 - Special



# REPORT

## ORDINARY COUNCIL MEETING

### 23 APRIL 2018

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

**ALSO IN ATTENDANCE:**

The Chief Executive Officer, the Director Corporate Services, the Manager Governance and Risk, the Team Leader Governance, the Internal Ombudsman, the Administrative Officer – Mayor, the Director Economic Development and Business, the Manager Communications and Stakeholder Engagement, the Director Infrastructure and Operations, the Director Planning and Environment (S Wallace), the Manager Strategic Planning Services, the Senior Strategic Planner and the Director Community and Recreation.

Councillor B Shields assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.35pm 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.

**CCL18/47 CONFIRMATION OF MINUTES (ID18/691)**

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 26 March 2018.

Moved by Councillor J Ryan and seconded by Councillor G Mohr

**MOTION**

**That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 26 March 2018 comprising pages 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37 and 38 of the series be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.**

**CARRIED**

**CCL18/48 LEAVE OF ABSENCE (ID18/692)**

There were no requests for leave of absence recorded.

**CCL18/49 PUBLIC FORUM (ID18/693)**

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

- Ms Toni Ross-Smythe regarding speed and dangers around Carrington Avenue.
- Ms Sally Forsstrom regarding item CCL18/50 Coal Seam Gas.
- Mr Cody Jones regarding item CCL18/51 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan.
- Mrs Shirley Colless regarding item CCL18/50 Coal Seam Gas.
- Ms Alicia Rich regarding item CCL18/62 Development Application D17-415 - Registered Club (Alterations and Additions).
- Mr Matt Parmeter regarding item CCL18/50 Coal Seam Gas.

**MAYORAL MINUTES:****CCL18/50 COAL SEAM GAS (ID18/704)**

The Council had before it the Mayoral Minute regarding Coal Seam Gas.

Moved by Councillor B Shields

**MOTION**

1. That Council seek submissions from interested parties and stakeholders in order to gauge the community views and scientific evidence on the management, mitigation and indefinable impacts of any Coal Seam Gas exploration.
2. That Council seek advice and research from our membership of the Association of Mining and Energy Related Councils in relation to the benefits/disadvantages of Coal Seam Gas exploration.
3. That the Chief Executive Officer arrange for a further report on the outcomes of the scientific research, public submissions and stakeholder engagement to ascertain whether changes to the current Council position are required, or whether Council provide support for an outright ban is authorised.

**CARRIED**

**CCL18/51 2017-2020 DUBBO REGIONAL COUNCIL DISABILITY INCLUSION ACTION PLAN (ID18/699)**

The Council had before it the Mayoral Minute regarding 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan.

Moved by Councillor B Shields

**MOTION**

1. That Council form a Disability Inclusion Technical Panel consisting of 5 members of the community, the Mayor, interested Councillors, the Chief Executive Officer, Director Community and Recreation and Director Infrastructure and Operations.
2. That this technical panel is to provide advice regarding the implementation of the Dubbo Regional Council Disability Inclusion Action Plan.
3. That the technical panel members be tasked with identifying Council controlled problem areas throughout the region that are in need of being upgraded to modern accessible standards.
4. That Council advertise for a period of 28 days for community members to register their interest in being selected to be a member of the Disability Inclusion Technical Panel.
5. That Council's Chief Executive Officer prepare a report on the proposed implementation of the 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan that includes an agreed priority list of infrastructure works in view to be fully implemented within a 4 year period.

**CARRIED**

**MATTERS CONSIDERED BY COMMITTEES:****CCL18/52 REPORT OF THE PLANNING, DEVELOPMENT AND ENVIRONMENT COMMITTEE - MEETING 16 APRIL 2018 (ID18/694)**

The Council had before it the report of the Planning, Development and Environment Committee meeting held 16 April 2018.

Moved by Councillor S Lawrence and seconded by Councillor A Jones

**MOTION**

**That the report of the Planning, Development and Environment Committee meeting held on 16 April 2018, be noted.**

**CARRIED**



**CCL18/53 REPORT OF THE INFRASTRUCTURE, COMMUNITY AND RECREATION COMMITTEE - MEETING 16 APRIL 2018 (ID18/695)**

The Council had before it the report of the Infrastructure, Community and Recreation Committee meeting held 16 April 2018.

Moved by Councillor S Lawrence and seconded by Councillor D Grant

**MOTION**

**That the report of the Infrastructure, Community and Recreation Committee meeting held on 16 April 2018, be noted.**

**CARRIED**

**CCL18/54 REPORT OF THE ECONOMIC DEVELOPMENT, BUSINESS AND CORPORATE COMMITTEE - MEETING 16 APRIL 2018 (ID18/696)**

The Council had before it the report of the Economic Development, Business and Corporate Committee meeting held 16 April 2018.

Moved by Councillor G Mohr and seconded by Councillor D Grant

**MOTION**

**That the report of the Economic Development, Business and Corporate Committee meeting held on 16 April 2018 be noted save and except clause EDBC18/25 with such matter being dealt with separately.**

**CARRIED**

**EDBC18/25 PROPOSED CLOSURE OF UNFORMED ROAD AND SALE OF LAND IN MONTEFIORES, WELLINGTON (ID18/660)**

The Council had before it the report dated 10 April 2018 from the Property Development Officer regarding Proposed Closure of Unformed Road and Sale of Land in Montefiores, Wellington.

Moved by Councillor G Mohr and seconded by Councillor J Diffey

**MOTION**

- 1. That Council consent to an application being lodged for the closure of the unformed King Street road head, Montefiores Estate.**
- 2. That it be noted that pursuant to Section 38(2) of the Roads Act, the land will vest in Council upon closure and classified as operational land.**
- 3. That upon closure, the land and adjoining Lot 6 DP 1121945, be sold to the adjacent landowner, and be consolidated with his Lot 5 DP 1121945 to create one (1) lot.**
- 4. That the subject land be sold at a price of \$36,000 inc. GST with this price including recovery of costs incurred by Council in the road closure, consolidation, and disposal of the land.**

5. That any necessary documents in relation to this matter be executed under the Chief Executive Officer.

**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 owns property and lives in Montefiores Estate.*

*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 Montefiores Estate.*

**NOTICES OF MOTION:**

**CCL18/55 RECREATIONAL OPPORTUNITIES IN BROCKLEHURST (ID18/698)**

Council had before it a Notice of Motion dated 17 April 2018 from Councillor J Diffey regarding the Recreational Opportunities in Brocklehurst.

Moved by Councillor J Diffey and seconded by Councillor D Gumley

**MOTION**

1. That Council staff provide a report to Council in May 2018 that investigates the opportunities to use Council's operational land or vacant Crown Land within the village of Brocklehurst to create a public park that provides recreation opportunities for the village community.
2. That consideration be made during the budget development process for an allocation of funds over the forward four year budget that allow Council staff to develop detailed plans and an associated construction budget for a cycleway between Brocklehurst and Dubbo via Old Gilgandra Road and Dubbo Street.

Moved by Councillor G Mohr and seconded by Councillor S Lawrence

#### AMENDMENT

1. That Council staff provide a report to Council in May 2018 that investigates the opportunities to use Council's operational land or vacant Crown Land within the village of Brocklehurst to create a public park that provides recreation opportunities for the village community.
2. That consideration be made during the budget development process for an allocation of funds over the forward four year budget that allow Council staff to develop detailed plans and an associated construction budget for a cycleway between Brocklehurst and Dubbo via Old Gilgandra Road and Dubbo Street.
3. That the Chief Executive Officer be requested to provide a report to a Councillor Workshop to be held in September 2018 addressing:
  - i. Any residential areas of the region that are deemed insufficient in the provision of public open space.
  - ii. Existing cycleway network and identified high usage areas and proposed expansion of the cycleway network.
  - iii. That such a report include possible solutions to the identified insufficient public open space and cycleways including the availability operational or crown land for provision of such facilities.

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**

#### REPORTS FROM STAFF:

##### **CCL18/56 REQUEST FOR LEAVE OF ABSENCE - COUNCILLOR A JONES (ID18/652)**

The Council had before it the report dated 9 April 2018 from the Manager Governance and Risk regarding Request for Leave of Absence - Councillor A Jones.

Moved by Councillor G Mohr and seconded by Councillor D Gumley

#### MOTION

**That Councillor A Jones be granted leave of absence from Council related duties from 28 April 2018 until 9 May 2018 inclusive due to personal reasons.**

**CARRIED**

*Councillor A Jones declared a non-pecuniary, less than 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 has applied for leave of absence and such interest precludes her decision making on the matter.*

**CCL18/57 PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR THE MAYOR AND COUNCILLORS (ID18/653)**

The Council had before it the report dated 17 April 2018 from the Manager Governance and Risk regarding Payment of Expenses and Provision of Facilities for the Mayor and Councillors.

Moved by Councillor G Mohr and seconded by Councillor D Grant

**MOTION**

**That the policy "Payment of Expenses and Provision of Facilities for the Mayor and Councillors" as attached as Appendix 1 to the report of the Manager Governance and Risk dated 17 April 2018, be adopted.**

**CARRIED**

**CCL18/58 COUNCIL COMMITTEES REVIEW (ID18/654)**

The Council had before it the report dated 9 April 2018 from the Manager Governance and Risk regarding Council Committees Review.

Moved by Councillor J Ryan and seconded by Councillor D Gumley

**MOTION**

- 1. That the following Council Advisory Committees and Working Parties be discontinued:**
  - a. Saleyards Advisory Committee**
  - b. Dubbo Showground Advisory Committee**
  - c. Geographical Names Ad Hoc Committee**
  - d. Dubbo Community Awards and Events Committee**
  - e. Wellington Community Awards and Events Committee**
  - f. Rainbow Cottage Child Care Centre Committee**
  - g. Sister Cities Advisory Committee**
  - h. Aquatic Leisure Centres Working Party**
  - i. Rural Consultative Working Party**
  - j. Economic Development Advisory Committee**
  - k. Heavy Vehicle Access Advisory Group**
  - l. Cultural Facilities Committee**
  - m. Tourism, Business and Visitor Experiences Committee**
- 2. That informal technical/advisory panels be established for the areas as listed in point 1 above consisting of the existing members of each of the former Advisory Committees/Working Parties to meet on an as required basis for the purpose of consultation with Councillors and staff.**
- 3. That the informal technical/advisory panels have no delegations and will not report to Council.**
- 4. That members of the discontinued Advisory Committees and Working Parties be advised of Council's decision in this matter and thanked for their efforts to date in these Advisory Committees and Working Parties.**

**CARRIED**

**CCL18/59 DRAFT PLANNING AGREEMENT - SHERATON ROAD QUARRY  
REGIONAL HARDROCK PTY LTD (ID18/561)**

The Council had before it the report dated 17 April 2018 from the Manager Strategic Planning Services regarding Draft Planning Agreement - Sheraton Road Quarry Regional Hardrock Pty Ltd.

Moved by Councillor S Lawrence and seconded by Councillor Grant

**MOTION**

1. That the draft Planning Agreement, as attached to the report as Appendix 2, be endorsed for the purposes of public exhibition only.
2. That the draft Planning Agreement and Explanatory Note be placed on public exhibition for a period of not less than 28 days.
3. That following completion of the public exhibition process, a further report be prepared for the consideration of Council, including any submissions received.

**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:

<b>FOR</b>	<b>AGAINST</b>
Councillor Diffey	
Councillor Etheridge	
Councillor Grant	
Councillor Gumley	
Councillor Jones	
Councillor Lawrence	
Councillor Mohr	
Councillor Parker	
Councillor Ryan	
Councillor Shields	
<b>Total (10)</b>	<b>Total (0)</b>

**CCL18/60 DRAFT COUNCIL POLICY - DEALING WITH DEVELOPMENT APPLICATIONS FOR COUNCILLORS AND EMPLOYEES (ID18/665)**

The Council had before it the report dated 12 April 2018 from the Manager Building and Development Services regarding Draft Council Policy - Dealing with Development Applications for Councillors and Employees.

Moved by Councillor S Lawrence and seconded by Councillor G Mohr

**MOTION**

**That the matter be deferred to the May 2018 Ordinary Council meeting.**

**CARRIED**

*Councillor D Gumley declared a non-pecuniary, less than significant interest in the matter now before the Council and remained the room during the Council's consideration of this matter. The reason for such interest is that Councillor D Gumley's father-in-law is a builder in Dubbo and that such interest would not impair his decision making on the matter.*

*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 is a director and company secretary of P C Perry Constructions Pty Ltd.*

*Councillor J Ryan declared a non-pecuniary, less than significant interest in the matter now before the Council and remained the room during the Council's consideration of this matter. The reason for such interest is that Councillor J Ryan has relatives who are in the building industry and that such interest would not impair his decision making on the matter.*

**CCL18/61 DRAFT COUNCIL POLICY - INCOMPLETE AND INADEQUATE DEVELOPMENT APPLICATION MANAGEMENT (ID18/673)**

The Council had before it the report dated 13 April 2018 from the Manager Building and Development Services regarding Draft Council Policy - Incomplete and Inadequate Development Application Management.

Moved by Councillor G Mohr and seconded by Councillor D Grant

**MOTION**

- 1. That the attached draft Policy, *Incomplete and Inadequate Development Application Management* (Appendix 1), be placed on public exhibition for a period of not less than 28 days.**
- 2. That following public exhibition, a further report be submitted to Council for its consideration.**

**CARRIED**

**CCL18/62 DEVELOPMENT APPLICATION D17-415 - REGISTERED CLUB (ALTERATIONS AND ADDITIONS)****PROPERTY: 82 WHYLANDRA STREET, DUBBO****APPLICANT: CLUB DUBBO****OWNER: WEST DUBBO BOWLING CLUB LTD (ID18/684)**

The Council had before it the report dated 17 April 2018 from the Senior Strategic Planner regarding Development Application D17-415 - Registered Club (Alterations and Additions).

Moved by Councillor G Mohr and seconded by Councillor V Etheridge

**MOTION**

1. That Development Application D17-415 for alterations and additions to a registered club at Lot 229 DP 753233, 82 Whylandra Street, Dubbo, be granted approval subject to the conditions of consent included as Appendix 1.
2. That Council accede to the request for the reduction in the Section 94 contribution for Urban Roads from \$138,769.64 to \$65,303.36 based on the traffic analysis prepared by Stanbury Traffic Planning and dated August 2017 as submitted with Development Application D17-415.
3. That those who made submissions in this matter be advised of Council's determination.

**CARRIED**

Moved by Councillor J Ryan

**AMENDMENT**

- 1 That Development Application D17-415 for alterations and additions to a registered club at Lot 229 DP 753233, 82 Whylandra Street, Dubbo, be granted approval subject to the conditions of consent included as Appendix 1, with the inclusion of the following conditions:
  - 45). Any proposed section of glazing, located externally on the western, northern and eastern facades of the main building, shall be comprised of double-glazing.  
Details are to be provided with any Construction Certificate and shall be installed prior to the issue of the relevant Occupation Certificate.  
{Reason: To minimise noise impacts on nearby residential properties}
2. That Council accede to the request for the reduction in the Section 94 contribution for Urban Roads of \$138,769.64 to \$65,303.36 based on the traffic analysis prepared by Stanbury Traffic Planning and dated August 2017 as submitted with Development Application D17-415.
3. That those who made submissions in this matter be advised of Council's determination.

The amendment lapsed without a seconder

**LAPSED**

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

<b>FOR</b>	<b>AGAINST</b>
Councillor Diffey	Councillor Jones
Councillor Etheridge	Councillor Ryan
Councillor Grant	
Councillor Gumley	
Councillor Lawrence	
Councillor Mohr	
Councillor Parker	
Councillor Shields	
<b>Total (8)</b>	<b>Total (2)</b>

*Councillor B Shields declared a non-pecuniary, less than significant interest in the matter now before the Council and remained the room during the Council's consideration of this matter. The reason for such interest is that Councillor B Shields was an employee of Club Dubbo more than 12 months ago and that such interest would not impair his decision making on the matter.*

**CCL18/63 RESCINDING OF LOCAL PURCHASING POLICY (ID18/690)**

The Council had before it the report dated 17 April 2018 from the Manager Financial Operations regarding Rescinding of Local Purchasing Policy.

Moved by Councillor D Grant and seconded by Councillor G Mohr

**MOTION**

**That Council's Local Purchasing Policy be rescinded effective immediately.**

**CARRIED**

**CCL18/64 COMMENTS AND MATTERS OF URGENCY (ID18/697)**

There were no matters recorded under this clause.

At this junction it was moved by Councillor G Mohr and seconded by Councillor D Gumley that the Council resolves into the Committee of the Whole Council, the time being 7.05pm.

the meeting resumed at 7.08pm.



**CCL18/65 COMMITTEE OF THE WHOLE (ID18/702)**

The Director Corporate Services read to the meeting of the Report of Committee of the Whole held on 23 April 2018.

Moved by Councillor G Mohr and seconded by Councillor V Etheridge

**MOTION**

**That the report of the meeting of the Committee of the Whole held on 23 April 2018 be adopted.**

**CARRIED**

The meeting closed at 7.10pm.

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CHAIRMAN



# REPORT CONFIDENTIAL COMMITTEE OF THE WHOLE MEETING 23 APRIL 2018

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

**ALSO IN ATTENDANCE:**

The Chief Executive Officer, the Director Corporate Services, the Manager Governance and Risk, the Team Leader Governance, the Internal Ombudsman, the Administrative Officer – Mayor, the Director Economic Development and Business, the Manager Communications and Stakeholder Engagement, the Director Infrastructure and Operations, the Director Planning and Environment (S Wallace), the Manager Strategic Planning Services, the Senior Strategic Planner and the Director Community and Recreation.

Councillor B Shields assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 7.05pm.

**CW18/3 CONSTRUCTION OF BOUNDARY ROAD EXTENSION AND ROUNDABOUT AT WHEELERS LANE DUBBO (ID18/689)**

The Committee had before it the report dated 17 April 2018 from the Director Infrastructure and Operations regarding Construction of Boundary Road Extension and Roundabout at Wheelers Lane Dubbo.

Moved by Councillor G Mohr and seconded by Councillor D Gumley

**MOTION**

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

**CARRIED**

Moved by Councillor D Gumley and seconded by Councillor V Etheridge

**MOTION**

The Committee recommends:

1. That in accordance with Section 55(3)(i) of the Local Government Act 1993, Council not call tenders for electrical works and watermain works relating to the Boundary Road Extension Project, due to extenuating circumstances being that local contractors had previously commenced work on this project as subcontractors to a primary contractor who was placed into voluntary administration with the Contract being terminated accordingly, and that a satisfactory result would not be achieved by inviting tenders.
2. That Council enter into negotiations with JLE Electrical Pty Ltd with a view to entering into a contract to undertake the electrical works associated with the Boundary Road Extension Project.
3. That Council enter into negotiations with Prest and O'Connor Pty Ltd with a view to entering into a contract to undertake the watermain works associated with the Boundary Road Extension Project.
4. That any documents or considerations in relation to this matter remain confidential to the Council.
5. That any documents be executed under the Power of Attorney to the Chief Executive Officer.

**CARRIED**

The meeting closed at 7.08pm.

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CHAIRMAN



# REPORT EXTRAORDINARY COUNCIL MEETING 7 MAY 2018

**PRESENT:** Councillors J Diffey, D Grant, G Mohr, K Parker, J Ryan 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 Manager Financial Operations, the Management Accountant, the Director Economic Development and Business, the Stakeholder Engagement Coordinator, the Director Infrastructure and Operations, the Director Planning and Environment, the Manager Strategic Planning Services, the Senior Strategic Planner, the Strategic Planner, the Trainee Planner and the Director Community and Recreation.

Councillor B Shields assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 12.01 pm 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 K Parker.

**CCL18/66 LEAVE OF ABSENCE (ID18/821)**

Requests for leave of absence were received from Councillor's V Etheridge, D Gumley, A Jones and S Lawrence who were absent from the meeting due to personal reasons.

Moved by Councillor G Mohr and seconded by Councillor J Ryan

**MOTION**

**That such request for leave of absence be accepted and Councillor's V Etheridge, D Gumley, A Jones and S Lawrence and be granted leave of absence from this meeting.**

**CARRIED**

**CCL18/67 PUBLIC FORUM (ID18/822)**

There were no speakers during Public Forum.

**REPORTS FROM STAFF:**

**CCL18/68 DRAFT 2018/2019 BUDGET AND FEES/CHARGES (ID18/766)**

The Council had before it the report dated 27 April 2018 from the Chief Executive Officer regarding Draft 2018/2019 Budget and Fees/Charges.

Moved by Councillor G Mohr and seconded by Councillor D Grant

**MOTION**

1. That the 2018/2019 draft Budget (including Fees and Charges) and Forward Budgets for 2019/2020, 2020/2021 and 2021/2022) be adopted and placed on public exhibition from Thursday 10 May 2018 for the prescribed 28 days.
2. That the 2018/2019 draft Macquarie Regional Library Budget be adopted and placed on public exhibition from Thursday 10 May 2018 for the prescribed 28 days in conjunction with Council's planning documents.
3. That submissions and comments closing at 5.00 pm on Friday 8 June 2018 be invited in respect of the 2018/2019 draft Council Budget and the draft Macquarie Regional Library Budget.
4. That the various reports of the Directors in reference to the Budget be noted.
5. That the recipients for financial assistance from Council in 2018/2019 under Section 356 be determined by Council.
6. That the interest rate on overdue rates and charges be 7.5%, being the maximum as advised by the Minister for Local Government for the 2018/2019 year.
7. That the pensioner rebates for both water and sewerage charges increase from the current \$87.50 to \$100 each from the 2018/2019 financial year.
8. That a review of the Family Day Care service beyond the 2018/2019 financial year be undertaken.

**CARRIED**

**CCL18/69 DEVELOPMENT OF A NEW INTEGRATED PLANNING AND REPORTING FRAMEWORK (ID18/758)**

The Council had before it the report dated 2 May 2018 from the Manager Strategic Planning Services regarding Development of a New Integrated Planning and Reporting Framework.

Moved by Councillor D Grant and seconded by Councillor K Parker

**MOTION**

1. That the new draft Integrated Planning and Reporting Framework, be adopted by Council for the purposes of public exhibition and stakeholder consultation.
2. That the following components of the Integrated Planning and Reporting Framework be adopted by Council for the purposes of public exhibition and stakeholder consultation:
  - (i) Draft 2040 Community Strategic Plan (Appendix 1);
  - (ii) Draft 2040 Delivery Program and Operational Plan (2018-2021) (Appendix 2);
  - (iii) Draft 2040 Resourcing Strategy (Appendix 3) which includes:

- Draft 2040 Long Term Financial Plan (Appendix 4);
  - Draft 2040 Workforce Management Plan (Appendix 5);
  - Draft 2040 Interim Asset Management Strategy (Appendix 6).
3. That the Stage 2 Engagement Strategy be endorsed by Council to enable public and stakeholder engagement to commence.
  4. That that the Integrated Planning and Reporting Framework, including the Plans included in recommendation 2, be placed on public exhibition for a period of not less than 28 days.
  5. That following completion of the public exhibition process, a further report be presented to Council for consideration addressing the outcomes of the public exhibition period and any submissions received.

**CARRIED**

The meeting closed at 12.03 pm.

.....  
CHAIRMAN



DUBBO REGIONAL  
COUNCIL

## MAYORAL MINUTE: Japanese Sister City Relationships

**AUTHOR:** Mayor  
**REPORT DATE:** 21 May 2018  
**TRIM REFERENCE:** ID18/866

To the Council  
Ladies and Gentlemen

Office of the Mayor  
Civic Administration Building  
Church Street, Dubbo

I recently had the pleasure of visiting Toyama in Japan from Wednesday 16 May 2018 to Friday 18 May 2018, together with Councillor Dayne Gumley, members of the Sister City Advisory Panel and their partners.

Toyama has been a sister city with Wellington since 1992. My visit to Toyama was prompted by Toyama Mayor Mori's visit to Dubbo in November 2017 where he was able to convey stories of Wellington and Toyama's history of international relations. This included the construction of the magnificent Osawano Japanese Gardens adjacent to the Wellington Caves Complex.

While Dubbo Regional Council is legally the successor organisation to Wellington Council, a sister city relationship is therefore in place now between the Dubbo Region and Toyama.

I believe it would be appropriate for Dubbo Regional Council to re-confirm our relationship with Toyama formally by resolution.

Notwithstanding our reconfirmed sister city relationship with Toyama, we should also acknowledge the truly magnificent relationship the former Dubbo City Council has had with Minokamo and also re-confirm our relationship with that great municipality as well.

With Dubbo Regional Council being responsible for two Japanese sister cities, it gives us the wonderful opportunity to be able to specialise our relationships.

Firstly, our Minokamo sister city has served Dubbo City well for almost 30 years. I was lucky enough to visit Minokamo from 14 to 16 May 2018. This relationship has not only created our Shoyoen Japanese Garden at Elizabeth Park, but it has also created one of the premier international educational sister city exchanges for a regional Australian city. Over the years the relationship has exposed many of our young residents to incredible opportunities that the wider world can provide. The unique and friendly people of Minokamo have been able to foster this and are remarkably organised in this field.

For many years, as a Councillor on the former Dubbo City Council I have been able to witness the incredible life skills and international understanding that Minokamo has been able to provide to Dubbo's young people. It is my belief that Minokamo is a sister city we must cherish and embrace with even more enthusiasm.

Secondly, our reconfirmed Toyama relationship gives us a sophisticated opportunity to focus on both agricultural and environmental outcomes. Toyama has a deep environmental focus while being a local food centre of excellence. Their river waterways are internationally renowned while the city is surrounded by agricultural land use that is both sustainable and has been in operation for many generations. Toyama is extremely proud of its environmental and agricultural credentials but is also keen to both learn new techniques as well as showcasing their achievements to the Dubbo Region.

In recent years our region has started to significantly increase efforts in environmental sustainability and management. Already this new Council has adopted policies of gross pollutant rollouts, solving the erosion problem in our rivers and right now we are conducting effective community consultation into Coal Seam Gas. Added to that, thanks to the successful motion of Councillor John Ryan, Dubbo now has a Street Tree Committee to oversee our urban street tree management. Dubbo and Toyama clearly has a great opportunity to share knowledge and skills for the benefit of both our communities.

It is my view that the Sister Cities Advisory Panel should be asked to investigate further opportunities in the field of environmental and agricultural opportunities with Toyama. This panel of experienced residents is well placed to drive our re-invigorated Japanese sister city arrangements.

I urge Council to embrace this opportunity of enhancing our community through international sister city co-operation with both Minokamo and Toyama.

#### **RECOMMENDATION**

- 1. That Council formally acknowledge the benefits of sister city relationships as a cultural, educational and economically valuable tool for the Dubbo Region.**
- 2. That Council reconfirm sister city relationships with Minokamo and Toyama.**
- 3. That the Sister City Advisory Panel be tasked with investigating further opportunities in the field of environmental and agricultural exchange with Toyama.**

*Councillor Ben Shields*  
Mayor





DUBBO REGIONAL  
COUNCIL

## REPORT: Investments Under Section 625 of the Local Government Act - April 2018

**AUTHOR:** Director Corporate Services  
**REPORT DATE:** 14 May 2018  
**TRIM REFERENCE:** ID18/847

### EXECUTIVE SUMMARY

As required by Clause 212 of the Local Government (General) Regulation 2005, set out below are the details of all monies that Council has invested under Section 625 of the Local Government Act as at 30 April 2018.

Investments when placed have been done so in accordance with the Local Government Act, Local Government Regulations and Council's Investment Policy and Strategy. Interest on investments for the month of April 2018 has been accounted for on an accrual basis. This report details investments and annualised returns for the month of April 2018.

### ORGANISATIONAL VALUES

Customer Focused: The investment of Council funds is undertaken in accordance with Council's adopted Investment Policy and Strategy which seeks to maximise returns for the community based on a conservative approach to investing.

Integrity: All Council investments are placed and managed in accordance with the adopted Investment Policy and Strategy.

One Team: Council's investments are managed under one portfolio.

### FINANCIAL IMPLICATIONS

Interest earned on investments has been included within Council's 2017/2018 Operational Plan, with total income generated from the Investment Portfolio forecast to be in excess of \$5,400,000.

### POLICY IMPLICATIONS

There are no policy implications arising from this report.

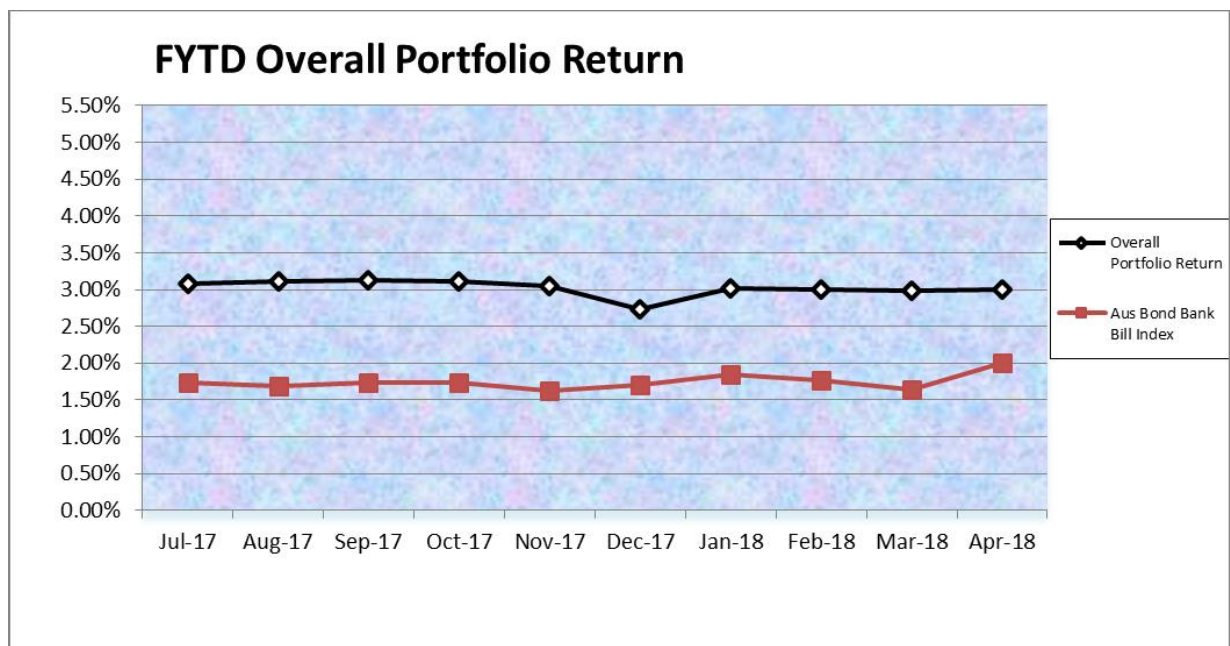
### RECOMMENDATION

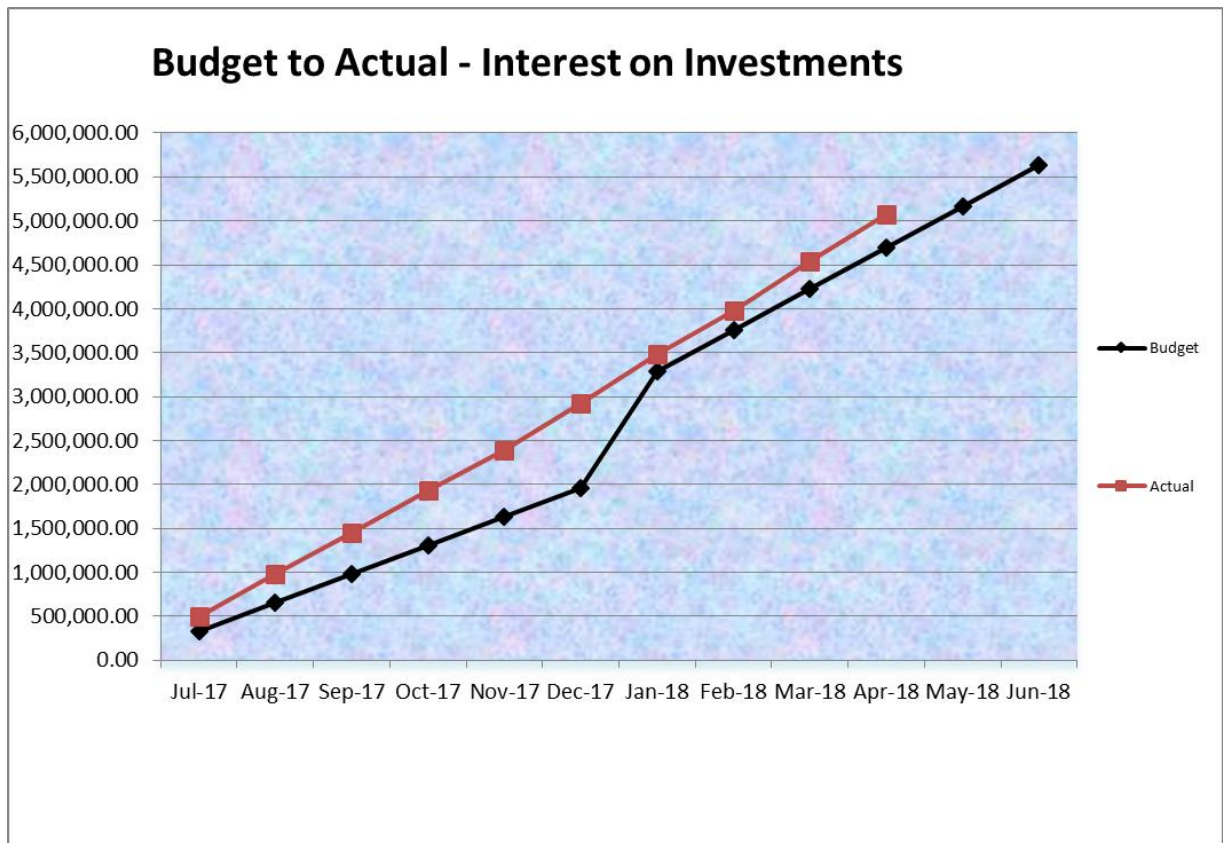
**That the information provided within the report of the Director Corporate Services, dated 14 May 2018 be noted.**

*Craig Giffin*  
Director Corporate Services

BACKGROUND

APRIL 2018 REPORT					
		2018	2018	2018	2018
Investments	Notes	Total	Current	Non-Current	Total
		As at 31/03/2018	Maturity By 30/06/2019	Maturity After 30/06/2019	As at 30/04/2018
<b>Cash &amp; Cash Equivalents (Note 6a)</b>					
Cash on Hand and at Bank		\$29,200.00	\$29,200.00	\$0.00	\$29,200.00
Cash-Equivalent Assets (1)					
- Deposits At Call		\$13,558,094.99	\$11,439,042.38	\$0.00	\$11,439,042.38
<b>Total Cash &amp; Cash Equivalents</b>	6(a)	<b>\$13,587,294.99</b>	<b>\$11,468,242.38</b>	<b>\$0.00</b>	<b>\$11,468,242.38</b>
<b>Investments (Note 6b)</b>					
- Long Term Deposits > 3 Months		\$188,618,941.31	\$93,956,441.31	\$94,662,500.00	\$188,618,941.31
- NCD's and FRN's > 3 Months		\$20,251,170.73	\$6,250,000.00	\$14,001,133.12	\$20,251,133.12
- CDO's		\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Investments</b>	6(b)	<b>\$208,870,112.04</b>	<b>\$100,206,441.31</b>	<b>\$108,663,633.12</b>	<b>\$208,870,074.43</b>
<b>TOTAL CASH ASSETS, CASH EQUIVALENTS &amp; INVESTMENTS</b>					
		<b>\$222,457,407.03</b>	<b>\$111,674,683.69</b>	<b>\$108,663,633.12</b>	<b>\$220,338,316.81</b>
(1) Those Investments where time to maturity (from date of purchase) is < 3 months					





#### Performance Benchmark as per Council Policy

Category	Rate
Bank Bill Index Aus Bond	1.64%
Weighted Average Rate Council's	2.98%

#### Investment % Held as per Council Policy

Institution	\$ Invested	% Invested	% Allowable	\$ Allowable
<b>Cash on Hand and at Bank</b>				
CASH ON HAND AND AT BANK	29,200.00	0.01%		
<b>Direct Investments</b>				
AMP BANK	5,750,000.00	2.61%	20%	44,067,663
BANK OF QUEENSLAND	32,618,941.31	14.80%	10%	22,033,832
BENDIGO ADELAIDE BANK LIMITED	4,500,000.00	2.04%	10%	22,033,832
COMMONWEALTH BANK	13,000,000.00	5.90%	30%	66,101,495
HERITAGE BANK	2,000,000.00	0.91%	10%	22,033,832
MACQUARIE CREDIT UNION	1,000,000.00	0.45%	1%	2,203,383
NATIONAL AUSTRALIA BANK	34,939,042.38	15.86%	30%	66,101,495
ST GEORGE BANK	53,500,000.00	24.28%	30%	66,101,495
SUNCORP METWAY	5,001,133.12	2.27%	20%	44,067,663
WESTPAC BANK	65,000,000.00	29.50%	30%	66,101,495
<b>TOTAL DIRECT INVESTMENTS</b>	<b>217,309,116.81</b>	<b>98.63%</b>		
<b>Grandfathered Investments</b>				
NEWCASTLE PERMANENT BUILDING SOCIETY	3,000,000.00	1.36%		BBB
<b>TOTAL GRANDFATHERED INVESTMENTS</b>	<b>3,000,000.00</b>	<b>1.36%</b>		
<b>TOTAL CASH ASSETS, CASH EQUIVALENTS &amp; INVESTMENTS</b>	<b>220,338,316.81</b>	<b>100.00%</b>		

**SUMMARY**

Dubbo Regional Council outperformed the 11am Official Cash Rate market benchmark of 1.50%, with an average annualised return of 1.90% for its At Call investments for the month of April 2018. Council also outperformed the Bloomberg AusBond Bank Bill Index of 2.01% for the month, with an average annualised return of 3.00% for its overall portfolio return, including an average annualised return on Term Deposits and Floating Rate Notes of 3.06%.



**DUBBO REGIONAL  
COUNCIL**

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## **Report of the Planning, Development and Environment Committee - meeting 14 May 2018**

**AUTHOR: Administration Officer - Governance**  
**REPORT DATE: 23 May 2018**

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The Committee had before it the report of the Planning, Development and Environment Committee meeting held 14 May 2018.

### **RECOMMENDATION**

**That the report of the Planning, Development and Environment Committee meeting held on 14 May 2018, be adopted.**



**REPORT  
PLANNING, DEVELOPMENT AND  
ENVIRONMENT COMMITTEE  
14 MAY 2018**

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**PRESENT:** Councillors J Diffey, D Grant, A Jones, G Mohr, K Parker and J Ryan.

**ALSO IN ATTENDANCE:**

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Team Leader Governance, the Director Corporate Services, the Director Economic Development and Business (J Angus), the Manager Communication and Stakeholder Engagement, the Communications Coordinator, the Director Infrastructure and Operations, the Manager Transport and Emergency, the Director Planning and Environment, the Manager Building and Development Services, the Manager Environmental Control and the Director Community and Recreation.

Councillor G Mohr assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.30pm.

**PDEC18/20 REPORT OF THE PLANNING, DEVELOPMENT AND ENVIRONMENT COMMITTEE  
- MEETING 16 APRIL 2018 (ID18/777)**

The Committee had before it the report of the Planning, Development and Environment Committee meeting held 16 April 2018.

Moved by Councillor A Jones and seconded by Councillor J Diffey

**MOTION**

**That the report of the Planning, Development and Environment Committee meeting held on 16 April 2018, be noted.**

**CARRIED**

**PDEC18/21 BUILDING SUMMARY - APRIL 2018 (ID18/812)**

The Committee had before it the report dated 2 May 2018 from the Director Planning and Environment regarding Building Summary - April 2018.

Moved by Councillor J Ryan and seconded by Councillor D Grant

**MOTION**

**That the information contained in this report of the Director Planning and Environment dated 2 May 2018 be noted.**

**CARRIED**

**PDEC18/22 ASBESTOS POLICY (FOR THE DUBBO REGIONAL COUNCIL LGA) (ID18/778)**

The Committee had before it the report dated 1 May 2018 from the Manager Environmental Control regarding Asbestos Policy (for the Dubbo Regional Council LGA).

Moved by Councillor D Grant and seconded by Councillor J Diffey

**MOTION**

- 1. That the revised draft Asbestos Policy included here in Appendix 1 of the report be adopted and placed on public exhibition for a period of not less than 28 days.**
- 2. That following completion of the public exhibition process a further report be presented to Council for consideration, addressing any submissions made by the public during the public exhibition period.**

**CARRIED**

**PDEC18/23 LEAVE OF ABSENCE**

Requests for leave of absence were received from Councillors D Gumley and B Shields who were absent from the meeting on Council Business and Councillors V Etheridge and S Lawrence who were absent from the meeting for personal reasons.

Moved by Councillor D Grant and seconded by Councillor G Mohr

**MOTION**

**That such requests for leave of absence be accepted and Councillors V Etheridge, D Gumley, S Lawrence and B Shields be granted leave of absence from this meeting.**

**CARRIED**

The meeting closed at 5.32pm.

.....  
CHAIRMAN



DUBBO REGIONAL  
COUNCIL

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## **Report of the Infrastructure, Community and Recreation Committee - meeting 14 May 2018**

**AUTHOR:** Administration Officer - Governance  
**REPORT DATE:** 23 May 2018

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The Committee had before it the report of the Infrastructure, Community and Recreation Committee meeting held 14 May 2018.

### **RECOMMENDATION**

**That the report of the Infrastructure, Community and Recreation Committee meeting held on 14 May 2018, be adopted.**





**REPORT  
INFRASTRUCTURE, COMMUNITY AND  
RECREATION COMMITTEE  
14 MAY 2018**

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**PRESENT:** Councillors J Diffey, D Grant, A Jones, G Mohr, K Parker and J Ryan.

**ALSO IN ATTENDANCE:**

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Team Leader Governance, the Director Corporate Services, the Director Economic Development and Business (J Angus), the Manager Communication and Stakeholder Engagement, the Communications Coordinator, the Director Infrastructure and Operations, the Manager Transport and Emergency, the Director Planning and Environment, the Manager Building and Development Services, and the Director Community and Recreation.

Councillor G Mohr assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.32pm.

**ICRC18/47 REPORT OF THE INFRASTRUCTURE, COMMUNITY AND RECREATION  
COMMITTEE - MEETING 16 APRIL 2018 (ID18/779)**

The Committee had before it the report of the Infrastructure, Community and Recreation Committee meeting held 16 April 2018.

Moved by Councillor J Ryan and seconded by Councillor K Parker

**MOTION**

**That the report of the Infrastructure, Community and Recreation Committee meeting held on 16 April 2018, be noted.**

**CARRIED**

**ICRC18/48 PROPOSED ROAD CLOSURE OF UNFORMED ROAD OFF COBBORA ROAD,  
NORTH OF WELLINGTON (ID18/774)**

The Committee had before it the report dated 28 April 2018 from the Manager Transport and Emergency regarding Proposed Road Closure of Unformed Road Off Cobbora Road, North of Wellington.

Moved by Councillor A Jones and seconded by Councillor J Diffey

**MOTION**

1. That Council consent to an application being made by the owner of Lot 82 in DP 2987 (Anthony Inder) to close the road corridor adjoining the western boundary of this lot; and to close the road corridor adjoining the southern boundary of Lot 78 in DP 2987 for purpose of providing a site to establish a solar farm project.
2. That Council note the closure of these two (2) roads is to be part of a proposal to consolidate Lots 77 to 82 in DP 2987 and the applicant proposes to lodge a Subdivision Application to include the creation of a Right of Way through the consolidated parcel and Lot 76 in DP 2987 to ensure legal access to Cobbora Road for both the proposed consolidated parcel and the residue holding east of the consolidated parcel.
3. That it be noted that Council may be requested to approve solar farm construction works over the subject roads under Section 138 of the Roads Act, should the road closure and land disposal process take longer than the proposed commencement date of the solar farm construction.
4. That any necessary documents be executed under the Chief Executive Officer's Power of Attorney.

**CARRIED**

*Councillor D Grant 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 D Grant's employer has business dealings with the applicant.*

**ICRC18/49 REPORT OF THE STREET TREE ADVISORY COMMITTEE - MEETING 1 MAY 2018  
(ID18/782)**

The Committee had before it the report of the Street Tree Advisory Committee meeting held 1 May 2018.

Moved by Councillor K Parker and seconded by Councillor J Diffey

**MOTION**

**That the report of the Street Tree Advisory Committee meeting held on 1 May 2018, be adopted, save and except STC18/7 Street Tree Removal – Whylandra Street, Dubbo which is to be dealt with separately.**

**CARRIED**

**STC18/7 STREET TREE REMOVAL - WHYLANDRA STREET, DUBBO (ID18/752)**

The Committee had before it the report dated 23 April 2018 from the Manager Water Supply and Sewerage regarding Street Tree Removal - Whylandra Street, Dubbo.

Moved by Councillor K Parker and seconded by Councillor J Diffey

**MOTION**

**That Council endeavour to retain the trees wherever possible and that the Chief Executive Officer be delegated authority to determine that the tree(s) be removed should excavation works become dangerous.**

**CARRIED**

**ICRC18/50 LEAVE OF ABSENCE**

Requests for leave of absence were received from Councillors D Gumley and B Shields who were absent from the meeting on Council Business and Councillors V Etheridge and S Lawrence who was absent from the meeting for 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, S Lawrence and B Shields be granted leave of absence from this meeting.**

**CARRIED**

The meeting closed at 5.35pm.

.....  
CHAIRMAN



DUBBO REGIONAL  
COUNCIL

## **Report of the Economic Development, Business and Corporate Committee - meeting 14 May 2018**

**AUTHOR:** Administration Officer - Governance  
**REPORT DATE:** 23 May 2018

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The Committee had before it the report of the Economic Development, Business and Corporate Committee meeting held 14 May 2018.

### **RECOMMENDATION**

**That the report of the Economic Development, Business and Corporate Committee meeting held on 14 May 2018, be adopted.**



**REPORT  
ECONOMIC DEVELOPMENT, BUSINESS AND  
CORPORATE COMMITTEE  
14 MAY 2018**

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**PRESENT:** Councillors J Diffey, D Grant, A Jones, G Mohr, K Parker and J Ryan.

**ALSO IN ATTENDANCE:**

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Team Leader Governance, the Director Corporate Services, the Director Economic Development and Business (J Angus), the Manager Communication and Stakeholder Engagement, the Communications Coordinator, the Director Infrastructure and Operations, the Manager Transport and Emergency, the Director Planning and Environment, the Manager Building and Development Services, and the Director Community and Recreation.

Councillor G Mohr assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.35pm.

**EDBC18/27 REPORT OF THE ECONOMIC DEVELOPMENT, BUSINESS AND CORPORATE  
COMMITTEE - MEETING 16 APRIL 2018 (ID18/781)**

The Committee had before it the report of the Economic Development, Business and Corporate Committee meeting held 16 April 2018.

Moved by Councillor A Jones and seconded by Councillor J Ryan

**MOTION**

**That the report of the Economic Development, Business and Corporate Committee meeting held on 16 April 2018, be noted.**

**CARRIED**

**EDBC18/28 MARCH 2018 QUARTERLY BUDGET REVIEW STATEMENTS (ID18/650)**

The Committee had before it the report dated 9 April 2018 from the Chief Executive Officer regarding March 2018 Quarterly Budget Review Statements.

Moved by Councillor A Jones and seconded by Councillor D Grant

**MOTION**

1. That the Quarterly Budget Review Statements as at 31 March 2018, as attached to the report of the Chief Executive Officer dated 9 April 2018, 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.
3. That the contracts, consultants, legal expenses and cash and investments information be noted.

**CARRIED**

**EDBC18/29 BALLIMORE FIRE STATION - TELSTRA TELECOMMUNICATION LICENCE (ID18/775)**

The Committee had before it the report dated 30 April 2018 from the Property Services Officer regarding Ballimore Fire Station - Telstra Telecommunication Licence.

Moved by Councillor J Diffey and seconded by Councillor J Ryan

**MOTION**

1. That Council enter into a licence agreement with Telstra Corporation Limited to enable them to continue to operate the Ballimore telephone exchange for a total term of 20 years.
2. That all necessary documents in relation to this matter are executed under the Chief Executive Officer's Power of Attorney.

**CARRIED**

**EDBC18/30 WELLINGTON CAVES CARAVAN PARK CLEANING AND MAINTENANCE  
CONTRACT (ID18/707)**

The Committee had before it the report dated 19 April 2018 from the Manager Visitor Experiences and Services regarding Wellington Caves Caravan Park Cleaning and Maintenance Contract.

Moved by Councillor J Ryan and seconded by Councillor A Jones

**MOTION**

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

**CARRIED**

Moved by Councillor A Jones and seconded by Councillor D Grant

**MOTION**

- 1. That in accordance with Section 55(3)(i) of the Local Government Act 1993, Council not call tenders for the cleaning and after hours operations contract of the Wellington Caves Caravan Park due to extenuating circumstances to allow Council to undertake a review of its management process of the Wellington Caves Complex and Caravan Park.**
- 2. That Mickey D's Cleaning be offered an extension of the existing contract for the cleaning, maintenance and after hours operations of the Wellington Caves Caravan Park for a period of 12 months to allow the review of the management of the business operations including a valuation to occur.**
- 3. That the terms of the 12 month extension of the contract be the following:**
  - a. The contract be extended until 30 June 2019 for a contract price of \$228,900 ex GST.**
  - b. That the existing Contract Conditions are to remain unchanged.**
- 4. That all documents for extension of the Contract be executed under the Chief Executive Officer's Power of Attorney.**
- 5. That the documents and considerations in regard to this matter remain confidential to the Council.**

**CARRIED**

**EDBC18/31 LEAVE OF ABSENCE**

Requests for leave of absence were received from Councillors D Gumley and B Shields who were absent from the meeting on Council Business and Councillors V Etheridge and S Lawrence who were absent from the meeting for personal reasons.

Moved by Councillor A Jones and seconded by Councillor D Grant

**MOTION**

**That such requests for leave of absence be accepted and Councillors V Etheridge, D Gumley, S Lawrence and B Shields be granted leave of absence from this meeting.**

**CARRIED**

The meeting closed at 5.40pm.

.....  
CHAIRMAN





## REPORT: Dubbo Regional Council Nominations for the Western Joint Regional Planning Panel

**AUTHOR:** Manager Building and Development  
Services

**REPORT DATE:** 11 May 2018

**TRIM REFERENCE:** ID18/773

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### EXECUTIVE SUMMARY

Council at its Planning, Development and Environment Committee Meeting on 19 February 2018 considered a report titled *Nominations for the Western Joint Regional Planning Panel (JRPP)* (PDEC18/3) that recommended Council determine its two (2) nominations to the JRPP.

Council resolved (in part) as follows:

*“That Council call expressions of interest for two (2) nominations to represent Council on the Western Joint Regional Planning Panel, for a period not to exceed three (3) years.”*

Expressions of interest were sought for a 28 day period via local print media and online via Council’s website, closing 12 April 2018.

Two (2) expressions of interest were received, from Lindsay Mathieson (Director Environmental Services at Gilgandra Shire Council) and Josie Howard (Manager Economic Development and Marketing at Dubbo Regional Council).

Both candidates meet the level of expertise required of at least one (1) of the two (2) Council nominated persons.

This report recommends that Council confirm both Lindsay Mathieson and Josie Howard as its nominations to represent Council on the JRPP.

### ORGANISATIONAL VALUES

Customer Focused: Nominating two (2) Dubbo Regional Council representatives on the JRPP will assist in providing informed and timely land use planning decisions on matters before the panel.

Integrity: The recommendation ensures that the current Council endorses its JRPP representatives in line with the Planning Panel’s Operational Procedures.

One Team: The recommendation aligns with the One Team value.

**FINANCIAL IMPLICATIONS**

There are no financial implications arising from this report.

**POLICY IMPLICATIONS**

There are no policy implications arising from this report.

**RECOMMENDATION**

**That Council confirm Lindsay Mathieson and Josie Howard as its two (2) nominations to represent Dubbo Regional Council on the Western Joint Regional Planning Panel, for a period not to exceed three (3) years.**

*Stephen Wallace*

Manager Building and Development Services

## BACKGROUND

Council at its Planning, Development and Environment Committee Meeting on 19 February 2018 considered a report titled *Nominations for the Western Joint Regional Planning Panel (JRPP)* (PDEC18/3) that recommended Council determine its two (2) nominations to the JRPP.

Council resolved as follows:

- “1. That Council call expressions of interest for two (2) nominations to represent Council on the Western Joint Regional Planning Panel, for a period not to exceed three (3) years.
2. That Mr Dunstan and Mr Mathieson be acknowledged and thanked for their service in the capacity of Dubbo Regional Council’s representatives to the Western Joint Regional Planning Panel.
3. That in line with the Planning Panels Operational Procedures, completed assessment reports for consideration by the Western Joint Regional Planning Panel are to be referred immediately to the panel secretariat without reference to formal Council meetings for notation.”

With respect to resolution number 1, expressions of interest were sought for a 28 day period via local print media and online via Council’s website, closing 12 April 2018.

## REPORT

This report requests that Council determine its nominees for the Western Joint Regional Planning Panel (JRPP) for a period not in excess of three (3) years.

The Western JRPP consists of five (5) members with three (3) of the members (including the chair), appointed by the Minister (State members) and two (2) members nominated by the relevant Council (Council members). In accordance with Schedule 4 of the Environmental Planning and Assessment Act, 1979, at least one (1) of the two (2) Council nominated persons must have expertise in planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering or tourism.

Guides which detail the Planning Panel’s Operational Procedures and the Code of Conduct can be accessed from the Publications tab at [www.planningpanels.nsw.gov.au](http://www.planningpanels.nsw.gov.au).

Following the resolution of Council’s Planning and Development Committee Meeting in February 2018, which states (in part),

*“That Council call expressions of interest for two (2) nominations to represent Council on the Western Joint Regional Planning Panel, for a period not to exceed three (3) years.”,*

expressions of interest were sought for a 28 day period via local print media and online via Council’s website, closing 12 April 2018.

Two (2) expressions of interest have been received as detailed below.

Expression of Interest 1:

Mr Lindsay Mathieson is the Director Planning and Environment at Gilgandra Shire Council with 15 years' experience in Local Government. As the custodian of the built and natural environment of the Gilgandra Shire Local Government Area, Lindsay is responsible for managing its strategic and statutory planning requirements.

Being one (1) of two (2) of Dubbo Regional Council's representatives for the Western JRPP since June 2016, Lindsay has experience in assessing the following regional developments:

- Two (2) solar farms;
- Two (2) extractive industries;
- Organics composting facility;
- Recreational Facility- Swimming pool; and
- Tourist and Visitor Accommodation development.

Expression of Interest 2:

Ms Josie Howard is the Manager Economic Development and Marketing at Dubbo Regional Council with nine (9) years' experience in business and economic development in both the public and private sectors, and over 15 years' experience in marketing and communications.

Josie is responsible for the development and execution of the economic development programs of Council's Ignite Program, Great Business Program and Regional Platters program, investment enquiries facilitation and attraction, new resident attraction (Evocities), and manages Council's input into the development of the Regional Economic Development Strategy. Josie is also responsible for the Visitor Information Centres across the Dubbo Region as well as the strategic marketing of the Dubbo Region to the visitor market. Josie manages the two (2) regional destination brands of Dubbo and Wellington and the wider Dubbo and Great Western Plains visitation brand.

Both Lindsay Mathieson and Josie Howard are endorsed to the Council as suitable nominee's to represent Dubbo Regional Council on the Western JRPP.



## REPORT: Addendum Report Draft Policy - Dealing with Development Applications for Councillors and Employees

**AUTHOR:** Manager Building and Development  
Services

**REPORT DATE:** 9 May 2018

**TRIM REFERENCE:** ID18/829

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### EXECUTIVE SUMMARY

Council at its Ordinary Meeting on Monday 23 April 2018, considered a report titled *Draft Council Policy, Dealing with Development Applications for Councillors and Employees* (CCL18/60). At this meeting Council made the following resolution:

*“That the matter be deferred to the May 2018 ordinary Council Meeting.”*

Following the Ordinary Meeting on Monday 23 April 2018, the draft policy was further revised to address concerns of some Councillors that the terms of the draft Policy may potentially be too onerous.

In this regard, some amendments have been made to the draft Policy (**Appendix 1**). It now provides that Development Applications for non-commercial development associated with a principal place of residence of a Councillor or a Councillors' family member, will be assessed by Council staff instead of an independent assessor as was previously proposed. The draft Policy now also proposes that the assessment will be referred to an independent person for peer review with a recommendation to the Director Planning and Environment for determination.

All other development types submitted by a Councillor or a Councillors' family member, are proposed to be referred to an independent person for assessment with a recommendation provided to the full Council for determination.

For clarification, all Development Applications submitted by the Chief Executive Officer, Director Planning and Environment, Manager Building and Development Services or family members thereof, are still proposed to be referred to an independent person for assessment with a recommendation provided to the full Council for determination.

No other changes were made to the draft Policy as submitted in April 2018. The revised draft Policy (**Appendix 1**) is recommended for adoption for the purposes of public exhibition.

### ORGANISATIONAL VALUES

Customer Focused: The draft Policy, if adopted, will impact on the assessment timeframes

for development applications submitted by Councillors and certain employees or family members thereof. It will however provide greater transparency and probity.

Integrity: The draft Policy aims to facilitate compliance with Council's adopted Code of Conduct.

One Team: The entire organisation has been considered in the development of the draft Policy.

### FINANCIAL IMPLICATIONS

There will be costs associated with the implementation of the Policy if adopted, however it is not known at this stage how extensive these costs will be. Notwithstanding, funding will need to be found from within existing budgets.

### POLICY IMPLICATIONS

This report proposes a revised Council Policy for consideration to replace the existing Management Policy – *Dealing with Development Applications for Councillors and Staff*.

### RECOMMENDATION

1. That the attached revised draft Policy, *Dealing with Development Applications for Councillors and Employees (Appendix 1)*, be placed on public exhibition for a period of not less than 28 days.
2. That following public exhibition, a further report be submitted to Council for its consideration.

*Stephen Wallace*  
Manager Building and Development Services

Appendices:

- 1 [↕](#) Draft Council Policy - Dealing with Development Applications for Councillors and Staff



## COUNCIL POLICY

# Dealing with Development Applications for Councillors and Employees

<b>Date</b>	15 March 2018
<b>Council Resolution Date</b>	XXXX
<b>Clause Number</b>	
<b>Responsible Officer</b>	Stephen Wallace
<b>Position</b>	Manager Building and Development Services
<b>Branch</b>	Building and Development Services
<b>Division</b>	Planning and Environment
<b>Version</b>	One
<b>TRIM Reference Number</b>	ED18/47161
<b>Review Period</b>	Five (5) years
<b>Review Date</b>	Insert 5 years from date of adoption
<b>Consultation</b>	Public consultation required

### Document Revision History

#### Notes

This Council Policy replaces the equivalent Management Policy titled *Dealing with Development Applications for Councillors and Staff* adopted 1 June 2009 and reviewed 19 September 2016.

## **POLICY**

### **PURPOSE**

1. To provide a transparent protocol for the determination of development applications lodged by Councillors, Council employees or family members thereof.
2. To facilitate compliance with Councils adopted Code of Conduct which requires in Clause 3.7 that council employees “..... avoid any occasion for suspicion of improper conduct in the development assessment process”.

### **BACKGROUND AND RELATED LEGISLATION**

- Environmental Planning and Assessment Act;
- Model Code of Conduct for Local Councils in NSW - November 2015.

### **SCOPE**

This Council Policy applies to development applications (and related modifications and Review of determinations) lodged by or on behalf of Councillors, Council employees or family members thereof.

### **DEFINITIONS**

*Development and associated staff* means any:

1. Employee of the Planning and Environment Division (excluding both the Director Planning and Environment, and the Manager Building and Development Services);
2. Employee of the Council who has qualitative/decision making dealings within the process of assessing and determining Development Applications;
3. Member of the Executive Leadership Team (excluding the Director Planning and Environment and the CEO);

and includes *family members* thereof.

*Development Unit (DU)* – The Development Unit is a multi-disciplinary committee comprised of staff from three (3) distinct Divisions, being Planning and Environment, Infrastructure and Operations, and Community and Recreation. One of the primary functions of the DU is to recommend the determination of complex applications following receipt of required referrals, reports and recommendations from the assessing officer.



*Family members* means any of the following:

- a spouse of the employee;
- a de-facto spouse (including same sex partners who lives with the employee as a de-facto);
- a child or an adult child (including adopted child, step child or foster child);
- parent (including a foster parent, step parent and legal guardian);
- parent of spouse;
- grandparent;
- grandchild or sibling (including half, foster and step sibling) and;
- a relative of the employee who is a member of the same household.

*Principal place of residence* means:

A property owned by *Development and associated staff* or a *family member* thereof, that is utilised as their main residence and relates to all domestic ancillary building structures.

**POLICY**

Council has adopted a Code of Conduct that applies to all staff and councillors. Of particular significance are the Code’s requirements in respect to conflict of interest, personal dealings with Council, gifts and bribery, improper or undue influence as well as to staff in performing their respective responsibilities in evaluating and determining development applications.

To facilitate compliance with the Code of Conduct, the table below details the protocol for determination of a development application from an internal applicant/owner, based on the type of development.

It is the responsibility of individual staff and Councillors (or their *family members*) who are affected by Sections 2 or 3, to complete a declaration of conflict of interest where they are the applicant and/or owner in respect of the application and where relevant, whether the application relates to non-commercial development associated with the *Principal place of residence*.

Applicant/Owner	Development Activity Proposed	Minimum Required Level of Determination
<b>Section 1</b> Council employees generally (Excluding <i>Development and associated staff</i> , CEO; Director Planning and Environment, and Manager Building and Development Services).	All development applications	Determined under delegated authority (unless separate Council policy or legislation directs otherwise).

<p><b>Section 2</b> <i>Development and associated staff</i></p>	<p><b>Section 2.1</b> Non-commercial development associated with the <i>Principal place of residence</i>.</p> <p><b>Section 2.2</b> All other development types.</p>	<p><b>Section 2.1</b> Assessment undertaken by unrelated staff member and recommendation provided by the <i>Development Unit</i> to the CEO.</p> <p><b>Section 2.2</b> Application assessment referred to independent person for peer review with a recommendation provided to the CEO for determination.</p>
<p>Councillors*</p>	<p><b>Section 2.3</b> Non-commercial development associated with the <i>principal place of residence</i>.</p>	<p><b>Section 2.3</b> Application assessment referred to independent person for peer review with a recommendation provided to the Director Planning and Environment for determination.</p>
<p><b>Section 3</b> Councillors*;</p>	<p><b>Section 3.1</b> All other development types.</p>	<p>Application referred to independent assessor for assessment with a recommendation provided to the full Council for determination.</p>
<p>CEO*; Director Planning and Environment*; and Manager Building and Development Services*.</p>	<p><b>Section 3.2</b> All development types.</p>	

\*includes *family members* thereof.

**RESPONSIBILITIES**

The responsibility for implementing this policy is the Manager Building and Development Services.



DUBBO REGIONAL  
COUNCIL

## REPORT: Draft Collective Impact for Social Change Policy

**AUTHOR:** Director Community and Recreation  
**REPORT DATE:** 7 May 2018  
**TRIM REFERENCE:** ID18/825

### EXECUTIVE SUMMARY

At its Ordinary Meeting held on 23 October 2017, Council resolved the following:

- “4. That Council endorse the principles of the ‘justice reinvestment’ concept and notes the trial currently being conducted in Bourke.
5. That Council notes the work being undertaken by local government in Burnie, Tasmania in identifying and addressing social problems.
6. That the General Manager be requested to provide a report to Council in December 2017 on the ‘Burnie Works’ initiative, and other similar regional initiatives, underway, summarising and analysing
  - What work is occurring,
  - What role local government is playing; and
  - Whether and how the initiative could be adapted to the Dubbo region.”

Further to this resolution, Council’s Infrastructure, Community and Recreation Committee at its December 2017 meeting resolved that Council “notes that the utilisation of the principles of ‘collective impact’ have been shown to empower successful social change and economic development programs in regional centres of Australia” and that a draft Policy document be put before an Ordinary Meeting of Council that endorses the Collective Impact model.

Council has before it a draft Policy document that seeks to commit Council to working collaboratively with all stakeholders that are engaged meaningfully with addressing long term disadvantage. This is an important commitment as creating sustainable inter-generational change in outcomes for community and community members has been described by independent experts as a long term process of up to 10 - 15 years. Part of the success of collective impact models is building understanding across all stakeholders that funding cycles and electoral cycles across all levels of government are not necessarily consistent with achieving long term outcomes.

### ORGANISATIONAL VALUES

Customer Focused: The focus on addressing inter-generational disadvantage addresses customers of Council who may not typically be able to proactively raise concerns with the organisation beyond the positive interactions they have with frontline staff.

Integrity: Council has focused on gathering relevant and up to date industry information in considering how to move forward with social change.

One Team: Council has involved state government, federal government, Non-Government Organisations (NGOs) and the not for profit sector in the initial phases of its social justice body of work.

#### **FINANCIAL IMPLICATIONS**

Council has allocated resources through the 'discovery phase' of the social justice project. This includes staff time working with the Department of Family and Community Services (FACS) and The Australian Centre for Social Innovation (TACSI) to undertake initial community consultation and the engagement of consultants to undertake the analysis pertaining to the feasibility of a residential drug rehabilitation facility to be based in the Dubbo Regional Council LGA.

#### **POLICY IMPLICATIONS**

The draft Policy shall be put on public display for a period of 28 days and shall be the subject of a further report to Council considering its formal adoption.

#### **RECOMMENDATION**

- 1. That the draft Collective Impact for Social Change Policy, included as Appendix 1 of the report of the Director Community and Recreation dated 7 May 2018, be endorsed for the purposes of public exhibition for a period of twenty eight (28) days.**
- 2. That following completion of the public exhibition process, a further report be provided to Council for consideration, including any submissions received.**

*Murray Wood*  
Director Community and Recreation

## BACKGROUND

At its Ordinary Meeting held on 23 October 2017, Council resolved the following:

4. *That Council endorse the principles of the ‘justice reinvestment’ concept and notes the trial currently being conducted in Bourke.*
5. *That Council notes the work being undertaken by local government in Burnie, Tasmania in identifying and addressing social problems.*
6. *That the General Manager be requested to provide a report to Council in December 2017 on the ‘Burnie Works’ initiative, and other similar regional initiatives, underway, summarising and analysing*
  - *What work is occurring,*
  - *What role local government is playing; and*
  - *Whether and how the initiative could be adapted to the Dubbo region.*
7. *That a Social Justice and Crime Prevention Working Party comprising the Mayor, five Councillors and relevant staff be established to formulate a draft policy document detailing how Council can lead in addressing entrenched social problems in our community.”*

Arising from the resolution Council staff have introduced Councillors to non-government stakeholders who have had influence, interest or involvement in programs such as Burnie Works, ‘Logan Together’ and Bourke’s ‘Justice Reinvestment’ program. In addition Council was presented with information in regards to the Family Investment Model by the Member for Dubbo the Hon. Troy Grant MP.

Mr John Watts, Council’s Manager Social Services and Mr Jason Yelverton, Council’s Youth Development Officer visited Burnie, Tasmania on 27 November 2017 to meet with Burnie City Council and community representatives to discuss Burnie Works, a collective impact initiative in the community of Burnie. Burnie Works is described as using the ‘collective impact’ model. Collective impact uses five (5) core principles to create change in communities:

1. Common Agenda
2. Shared measurement systems
3. Mutually reinforcing activities
4. Continuous communication
5. Backbone support organisations.

Burnie Works is currently made up of a central Local Enabling Group providing backbone support and the Every Day Counts, Employment Partnership Group and BIG collective impact working groups.

Councillors and relevant staff heard from the Dusselldorp Forum and the Collaboration for Impact organisations – both major stakeholders in enabling communities to make positive changes in regional Australia. They have had interests in Burnie Works, Bourke’s Justice Reinvestment and the Logan City ‘Logan Together’ program to name a few.

Evidence suggests based on discussions and documentation review is that sustainable intergenerational change for people suffering social disadvantage requires between 12 to 24 months to create a genuinely shared common agenda with all stakeholders. This is achieved by creating safe spaces to explore what people and organisations are currently doing and perhaps how they can change to work in collaboration with others. Without high levels of trust, sharing and learning between ALL parties the likelihood for sustainable change is significantly reduced.

It was also a feature of discussions that the implementation phase should be considered a 10 year plus timeframe in order to see substantial positive changes in community outcomes. In this regard a collective impact approach to addressing intergenerational social advantage is strategic in nature and is outside standard electoral and funding cycles of government at all three (3) levels.

One potential means by which to generate trust and a common agenda was for community and stakeholders in the short term to agree on one outcome the community defined as important and that they couldn't achieve as individuals/individual organisations. This would, if successfully addressed through a collective impact framework, generate confidence for community and stakeholders to move forward with the larger task of building an overarching model such as Logan Together or Burnie Works that leads to sustainable positive change for our community.

To ensure Council takes a longer term view on addressing social disadvantage the December 2017 Infrastructure, Community and Recreation Committee meeting resolved that Council *"notes that the utilisation of the principles of 'collective impact' have been shown to empower successful social change and economic development programs in regional centres of Australia"* and that a draft Policy document be out before an Ordinary Meeting of Council that endorses the Collective Impact model.

The Social Justice and Crime Prevention Working Party have also reviewed and provided input into this Draft Collective Impact for Social Change Policy.

## REPORT

Policy applies to the functional areas of Council that are resourced to interact at grass roots community level and to work collaboratively with agencies and the NGOs in the community development and services sector. This Policy also commits the elected body of Council to work collaboratively with other levels of government to achieve positive change to areas of long-term disadvantage in the community.

It commits Council to ensure that bodies of work that relate to addressing long term disadvantage are:

1. Community driven;
2. Use collective models to draw together all players to develop shared vision and goals;
3. Focus on the systemic structural reform required for lasting change;
4. Have a rigorous commitment to data and outcomes measurement;

5. Are part of a long-term strategy to bring about sustainable change.

The Policy states:

*That Council recognise that there is no ultimate solution to the complex inter-related elements of long term social disadvantage rather a key tenet of addressing complex problems is to focus on creating effective rules for interaction. As such a key element to successful programs that are achieving transformation of social outcomes for communities is co – designing with community as an equal. This is part of creating a “Common Agenda”. In this regard Council shall abide by the following Community Consultation and Engagement Principles (based on The Australian Centre for Social Innovation (TACSI) review of The Southern Initiative NZ):*

- *Asking community how we might make the process the most convenient.*
- *Asking community what we can bring.*
- *Taking time to contact and potentially meet community members prior to interviews/consultation sessions.*
- *Inviting other members of community to participate.*
- *Starting the interview in a relaxed manner, with a focus on getting to know each other.*
- *Asking community to set the “rules of engagement”*
- *Removing barriers for participation.*
- *Thinking about how community can have decision making power in the process.*
- *Acknowledging community as experts in their lived experience and in their communities.*
- *Acknowledging the potential to learn from community – stepping away from the expert model.*
- *Not being afraid of creating a model testing and trialling it and if it doesn’t work starting the process again (not seeing a failure as failing but learning).*

The Policy document also commits Council building on data and evidence to openly and transparently explain progress to stakeholders and community. This is particularly powerful in an adaptive management context whereby rapid learnings are applied and actions refocused as success requires.

The Policy also defines that ‘Mutual Accountability’ is a mechanism by which partners can work together and ensure commitment is maintained to common and shared objectives.

It is important to note that Council, rather than replicating or competing with other organisations and/or programs, shall provide direct support in areas identified with stakeholders as a strength of Council's capacities, Council's community relationships and within Council's available resources.

This is an important element to the Policy as successful Collective Impact programs are structured so that it is driven by those in the community that can influence and drive sustainable outcomes rather than being 'owned' by Council.

Appendices:

- [1](#) Council Policy - Draft Collective Impact for Social Change





# COUNCIL POLICY

## Collective Impact for Social Change

**Date**

**Council Resolution Date**

**Clause Number**

**Responsible Position**

Director Community and Recreation

**Branch**

Social Services

**Division**

Community and Recreation

**Version**

1

**TRIM Reference Number**

**Review Period**

**Review Date**

**Consultation**

Social Justice and Crime Working Party; Public consultation (to be commenced),

Document Revision History	
Description	Date
First Draft	5/03/2018
<b>Notes</b>	

## POLICY

### PURPOSE

The purpose of this policy is to define how Council shall work together with community, government and the Non-Government Organisation (NGO) sector to deliver transformative outcomes for communities that have high levels of incarceration within the criminal justice system and in particular the over representation of Aboriginal people, high rates of drug and alcohol addiction, high levels of unemployment and other areas of over representation in measures of social disadvantage.

### BACKGROUND AND RELATED LEGISLATION

At its Ordinary Meeting held on 23 October 2017, Council resolved in part the following:

*“4. That Council endorse the principles of the ‘justice reinvestment’ concept and notes the trial currently being conducted in Bourke.*

*5. That Council notes the work being undertaken by local government in Burnie, Tasmania in identifying and addressing social problems.*

*6. That the General Manager be requested to provide a report to Council in December 2017 on the ‘Burnie Works’ initiative, and other similar regional initiatives, underway, summarising and analysing*

- What work is occurring,*
- What role local government is playing; and*
- Whether and how the initiative could be adapted to the Dubbo region.*

*7. That a Social Justice and Crime Prevention Working Party comprising the Mayor, five Councillors and relevant staff be established to formulate a draft policy document detailing how Council can lead in addressing entrenched social problems in our community.”*

At its Ordinary Meeting held on 18 December 2017 Council considered programs that address long term disadvantage on regional centres of Australia. Community efforts such as Burnie Works that were the result of long term and entrenched collaborative activity that was designed to assist the community to address complex and entrenched social issues. Typically a community has an event or circumstance that galvanise the broader community to act in a collaborative manner. In the case of Burnie the issue that created the sense of urgency for the Burnie community was when the pulp mill closed in 2010, resulting in approximately 2000 people losing their jobs. The issue in Logan that triggered collaboration, so Council has been informed, were riots in areas of social disadvantage within Logan City.

Community led programs are described as using the ‘Collective Impact’ model. Collective Impact uses five core principles to create change in communities:-

1. Common Agenda
2. Shared measurement systems
3. Mutually reinforcing activities
4. Continuous communication
5. Backbone support organisations.

Successful Collective Impact programs show that Council should not run any committee type body or program rather they enable success by providing administrative support and having a presence on the backbone team known as the Local Enabling Group. A Council based committee such as the Social Justice and Crime Prevention Working Party should be regarded as an internal Council Committee that provides the strategic direction of Council and guides the organisations input into a Collective Impact program.

The various groups that sit within Burnie Works are chaired by business and community leaders. It is structured this way so that it is driven by those in the community that can influence and drive sustainable outcomes.

A number of case studies have identified five key enabling factors for communities that have had success in making the case for change and ultimately obtaining stakeholder support to successfully implement a change program that addresses long term disadvantage. Those five key enabling factors are:

1. Community driven and 'owned'
2. Use collective models to draw together all players to develop shared vision and goals
3. Focused on the systemic structural reform required for lasting change
4. Rigorous commitment to data and outcomes measurement
5. Long-term strategy and investment

Another major learning was the need to build trust across community and stakeholders such as government agencies and NGOs. This is critical in future success and potentially takes 18 to 24 months before all stakeholders are truly collaborating with a genuinely shared agenda. Furthermore creating sustainable inter-generational change in outcomes for community and community members is described by independent experts as a long term process of up to 10 -15 years. Part of the success of collective impact models is building understanding across all stakeholders that funding cycles and electoral cycles across all levels of government are not necessarily consistent with achieving long term outcomes.

## **SCOPE**

This Policy applies to the functional areas of Council that are resourced to interact at grass roots community level and to work collaboratively with agencies and the NGOs in the community development and services sector. This Policy also commits the elected body of Council to work collaboratively with other levels of government to achieve positive change to areas of long-term disadvantage in the community.

It commits Council to ensure that bodies of work that relate to addressing long term disadvantage are:

1. Community driven
2. Use collective models to draw together all players to develop shared vision and goals
3. Focus on the systemic structural reform required for lasting change
4. Have a rigorous commitment to data and outcomes measurement
5. Are part of a Long-term strategy to bring about sustainable change.

## POLICY

That Council recognise that there is no ultimate solution to the complex inter-related elements of long term social disadvantage rather a key tenet of addressing complex problems is to focus on creating effective rules for interaction. As such a key element to successful programs that are achieving transformation of social outcomes for communities is co – designing with community as an equal. This is part of creating a “Common Agenda”. In this regard Council shall abide by the following Community Consultation & Engagement Principles (based on The Australian Centre for Social Innovation (TACSI) review of The Southern Initiative NZ):

- Asking community how we might make the process the most convenient.
- Asking community what we can bring.
- Taking time to contact and potentially meet community members prior to interviews/consultation sessions.
- Inviting other members of community to participate.
- Starting the interview in a relaxed manner, with a focus on getting to know each other.
- Asking community to set the “rules of engagement”
- Removing barriers for participation
- Thinking about how community can have decision making power in the process
- Acknowledging community as experts in their lived experience and in their communities.
- Acknowledging the potential to learn from community – stepping away from the expert model.
- Not being afraid of creating a model testing and trialling it and if it doesn’t work starting the process again (not seeing a failure as failing but learning).

### Stakeholder Interaction

Collective Impact means that through mutual understanding and trust, stakeholders such as the differing levels of government, community and NGOs shall recognise, complement, collaborate and add value to what is already happening on the ground. In this regard Council, rather than replicating or competing with other organisations and/or programs, shall:

- Work with community and stakeholders to identify and seek to fill gaps;
- Advocate for coordination and linkages across the systems;
- Provide direct support in areas identified with stakeholders as a strength of Council’s capacities, Council’s community relationships and within Council’s available resources.

For collective impact to be successful it needs to remain politically nonaligned as if it is seen as an initiative of a particular political grouping or political party, there is a significant risk of being defunded if an opposing government is elected. This has been the case in a number of jurisdictions in Australia.

### **Shared Outcomes Measurement**

Council commits to the premise that addressing transformation of social outcomes for community builds on data and evidence. Any plan arising from community and sector consultation that targets transformative outcomes shall put forward a measurement and tracking framework that will openly and transparently explain progress and act as a prompt for scaling up and/ or changing activities and strategies.

There shall need to be a culture and commitment to the measurement framework across all partners and supporters of any Collective Impact based Plan. It is important to note that a shared measurement framework operates in the spirit of a collective commitment to achieving outcomes rather than as a contractual mechanism for compliance and/or an opportunity for denigrating the performance of others.

### **Mutual Accountability**

Effective collective impact is a platform that encourages all parties to keep each other accountable for taking actions in line with the shared agenda for change. Partners are empowered to respectfully challenge a particular stakeholder should they be viewed as moving away from the shared goals.

### **RESPONSIBILITIES**

The Director Community and Recreation has the responsibility to ensure this policy applies to all Council programs and work packages that relate to the purpose of this Policy.



DUBBO REGIONAL  
COUNCIL

## REPORT: Brocklehurst Recreation Opportunities Proposed Location

**AUTHOR:** Manager Recreation and Open Space  
**REPORT DATE:** 9 May 2018  
**TRIM REFERENCE:** ID18/828

### EXECUTIVE SUMMARY

Brocklehurst lies approximately 5km north of Dubbo and straddles the Newell Highway with the residential area of the village concentrated on the eastern side of the highway. According to 2016 Australian Census 361 people were recorded as living in Brocklehurst, with children aged 0 - 14 years making up 22.3% (or 80 people) of the population.

Dubbo Regional Council has received requests from the community for the installation of a playground to service the community recreational needs.

At the Ordinary meeting of Council held 23 May 2018 a Notice of Motion from Councillor Diffey regarding the Recreational Opportunities in Brocklehurst was amended and adopted with one of the actions being the identification of a suitable location to develop a park within the village.

Following an investigation Lot 4 Ulomogo Street was identified as being the most suitable site for the establishment of this parkland due to its placement within the eastern portion (residential) of the village and the local traffic conditions. This land is "Operational" land and permission has been granted by the internal owner (Water Supply and Sewerage) to proceed with the establishment of a park, including a playground.

### ORGANISATIONAL VALUES

Customer Focused: Dubbo Regional Council is responding to the community needs through the investigation of a suitable location for the establishment of a park and playground at Brocklehurst.

Integrity: Dubbo Regional Council is committed to actively engaging with our community to improve recreational opportunities. As funding is identified further community consultation will be undertaken to choose a playground design that meets the needs of the community.

One Team: Community and Recreation and Water and Infrastructure and Operations have worked together to find a solution to the lack of "Community" land in which to develop a park at Brocklehurst.

### **FINANCIAL IMPLICATIONS**

Dubbo Regional Council can make a financial contribution towards the installation of a playground at Brocklehurst through the utilisation of funds within the Restricted Assets. \$17,192 is identified at Wambianna Brocklehurst for future development (Wambianna Park is located on the western industrial side of the Newell Highway), with a further \$4,900 available from the Fitzroy Street Buffer. The Fitzroy Street Buffer is a rental amount with no immediate future development identified for this site. This leaves an approximate shortfall of \$30,000 for the installation of “standard” playground facility.

### **POLICY IMPLICATIONS**

There are no policy implications arising from this report.

### **RECOMMENDATION**

- 1. That Lot 4 Ulomogo Street Brocklehurst be nominated as the preferred site for the future installation of a playground to service the community.**
- 2. That the condition placed on the use of a section of Lot 4 Ulomogo Street by the Water and Sewerage Branch be noted.**
- 3. That the Restricted Assets Wambianna Brocklehurst (\$17,192) and Fitzroy Street Buffer (\$4,900) be used as Council’s contribution towards the project.**
- 4. That Dubbo Regional Council supports the Brocklehurst community in grant funding applications to secure funds to construct a playground at the site.**
- 5. That Dubbo Regional Council investigates the possibility of funding the playground through unexpended funds identified at the end of the 2017/2018 financial year.**

*Ian McAlister*

Manager Recreation and Open Space

REPORT

Brocklehurst lies approximately 5km north of Dubbo and straddles the Newell Highway with the residential area of the village concentrated on the eastern side of the highway. According to 2016 Australian Census 361 people were recorded as living in Brocklehurst, with children aged 0 - 14 years making up 22.3% (or 80 people) of the population.

Table 1. Population data from Australian Census 2016

<u>Age</u>	<b>Brocklehurst</b>	<b>%</b>	<b>%</b>
Median age	41	--	--
0-4 years	19	5.3	6.2
5-9 years	31	8.6	6.4
10-14 years	30	8.4	5.9
15-19 years	24	6.7	6.0
20-24 years	14	3.9	6.5
25-29 years	15	4.2	7.0
30-34 years	19	5.3	7.2
35-39 years	21	5.8	6.7
40-44 years	25	7.0	6.7
45-49 years	19	5.3	6.6
50-54 years	30	8.4	6.5
55-59 years	36	10.0	6.3
60-64 years	25	7.0	5.6
65-69 years	13	3.6	5.1
70-74 years	19	5.3	3.9
75-79 years	9	2.5	2.9
80-84 years	7	1.9	2.1
85 years and over	3	0.8	2.2

Dubbo Regional Council has received requests from the community regarding the installation of a playground within the village. At the Ordinary meeting of Council held 23 May 2018 a Notice of Motion from Councillor Diffey regarding the Recreational Opportunities in Brocklehurst was considered. Following Council's deliberation on the matter regarding the playground it was resolved, in part:

- "1. That Council staff provide a report to Council in May 2018 that investigates the opportunities to use Council's operational land or vacant Crown Land within the village of Brocklehurst to create a public park that provides recreation opportunities for the village community."*



As a result of the Resolution an investigation of available land within the village of Brocklehurst has been completed.



Figure 1. Council owned or controlled land within the village of Brocklehurst.

As shown in Figure 1 above Council owns or controls land on either side of the Newell Highway. However as the majority of residences are located on the eastern side of this major highway any recreational facility should also be located within this area to minimise the need for children and parents from having to cross this thoroughfare.

Following a review of the internal ownership of the available land within the village (eastern portion) it was identified that both the lots (blue and orange in Figure 1) was managed by Infrastructure and Operations. The lot on the corner of Burraway Street and Dubbo Street (blue) is under the Transport and Emergency Branch – Brocklehurst Rural Fire Station, and the lot on Ulomogo Street (orange) is under the management of the Water and Sewerage Branch – Brocklehurst Sewage Pumping Station.

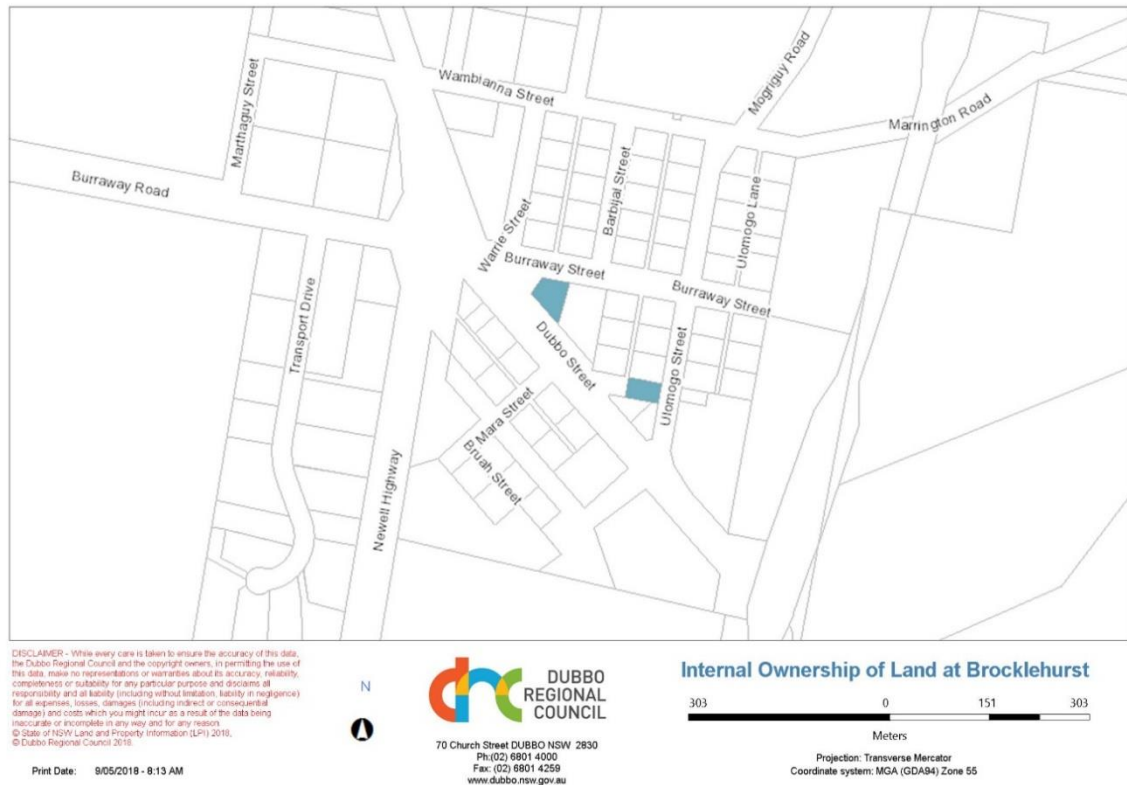


Figure 2. Internal Ownership (Infrastructure and Delivery) of Council controlled land within the village of Brocklehurst.

In an attempt to centralise the playground within the village itself to improve accessibility and safety, especially for children, it is considered that the best option for the playground would be the parcel of land on Ulomogo Street (Orange (figure 1)). The parcel of land on Burraway Street (blue (figure 1)) should be considered as being inappropriate due to the relative proximity of the intersection of the Newell Highway and Burraway Road, and that the Brocklehurst Fire Station is located on it. The presence of heavy large moving vehicles in close proximity to children is considered a significantly high risk, compared to the “local” traffic conditions on Ulomogo Street.

An initial discussion was held between the author of the report and the Manager of Water Supply and Sewerage to ascertain the possibility of utilising a portion of the Ulomogo Street property to allow a playground to be constructed to service the community. It was identified that the Brocklehurst Sewage Pumping Station only used a small portion of the western side of the lot, with the services running back to the east through the southern one third of the lot (Figure 3).



Figure 3. Lot 4 Ulomogo Street – Brocklehurst. The sewage pumping station is located in the bottom left of the block. The proposed location of the playground is shown by the blue polygon.



Photograph 1. Lot 4 Ulomogo Street (looking north east towards the proposed location of the playground).

Following an onsite inspection of the site by the author of this report, an email was sent through to the Manager Water and Sewerage confirming that the site was acceptable and seeking approval to construct the playground on “Operational” land. A precedent for this arrangement already exists within the City at Jubilee Street in South Dubbo (behind the reservoirs on Fitzroy Street).

This approval was received from the Manager Water Supply and Sewerage on the basis that if the land is required for expansion in the future that the playground would be relocated to another site. This is an acceptable condition and provides Council both the opportunity to provide a playground in the short to medium term and time to investigate future land purchases within the village for recreational purposes.

The Community and Recreation division, and more specifically Recreation and Open Space Branch, has approximately \$21,000 that it can contribute to the project through the Wambianna Brocklehurst and Fitzroy Street Buffer Restricted Assets. This leaves an approximate shortfall of \$30,000 for a typical standard playground that Council has installed at other villages including Euchareena and Stuart Town.

There is however the opportunity for the Brocklehurst community to apply for a maximum \$50,000 under the third round of the Stronger Communities (Communities) fund. Alternatively, if unexpended funds or savings are identified at the conclusion of the 2017/2018 financial year Council could consider the reallocation of funds to this project.

#### **SUMMARY**

A suitable site has been identified within the village of Brocklehurst for the installation of a playground. This is Lot 4 Ulomogo Street. Permission has been granted by the internal owner of the land (Water and Sewerage Branch) to utilise a section of this allotment for the placement of a playground to service this community need. This permission is conditional on the basis that if there is a future operational need for the land that the playground will be transferred to an alternate site (to be determined).

The Community and Recreation division, and more specifically Recreation and Open Space Branch, has approximately \$21,000 that it can contribute to the project through accessing funds within the Restricted Asset accounts. This leaves a funding shortfall of approximately \$30,000 for a typical standard playground.

However there are opportunities for grant funding that the community (and Council) can apply for. Alternatively Council can consider the reallocation of unexpended funds, if identified, at the end of June to enable this project to proceed.





DUBBO REGIONAL  
COUNCIL

## REPORT: Harmonising of Waste Services at North Yeoval

**AUTHOR:** Manager Solid Waste  
**REPORT DATE:** 3 May 2018  
**TRIM REFERENCE:** ID18/814

As part of the new Waste Contract that commences in July 2018, Council has adopted new defined Waste Collection areas across the region and harmonised the annual service charges as part of this process.

North Yeoval was not included at the time as information was still being gathered on the current arrangements in place.

This report is seeking to have the defined waste collection zone for North Yeoval adopted as a designated two (2) bin service area, entitling the residents to the weekly collection of a 240 L garbage bin and the fortnightly collection of a 240 L recycling bin. The attached map (**Appendix 1**) shows the North Yeoval zone.

### ORGANISATIONAL VALUES

Customer Focused: The provision of consistent services and charges to properties across the region is the outcome desired.

Integrity: The aim of this process is to harmonise the waste services across the entire local government area providing an appropriate and consistent level of service.

One Team: Discussions have been held with the neighbouring Cabonne Council officers and with the Contractor to consider any impacts on the service. While this is still being discussed, there has been no issues arising that would significantly affect the services intended to be provided. Council officers have checked the current coverage area to ensure that the defined waste collection zone reflects the current extent of the area where services are provided.

### FINANCIAL IMPLICATIONS

The draft revenue policy for 2018/2019 proposes a charge of \$308.00 for this two bin service. This is the same charge applied to all other two bin zones across the entire Local Government area. The 2017/2018 charge is \$347.00 for the single bin service currently in place.

There are approximately 30 services so there are very minimal financial implications to Council in comparison to the current situation as the charges have been harmonised across the entire LG area.

### POLICY IMPLICATIONS

There are no policy implications arising from this report.

**RECOMMENDATION**

- 1. That the provision of Domestic Waste Services be supplied to all residents within the Defined Waste Collection Zone for North Yeoval in accordance with the designated two (2) bin service.**
- 2. That the map attached to this report as Appendix 1 be adopted to designate this specific waste collection zone.**
- 3. That there shall be no 'opt in' or 'opt out' basis provided within this zone.**
- 4. That commercial services may be supplied to properties that fall within the Defined Waste Collection Zone for North Yeoval.**
- 5. That the Waste Management Vacant Land Charges be applied to all vacant properties within the defined waste collection zone as applicable for residential purposes to which the provision of a Domestic Waste Management Service is available.**
- 6. That properties affected by the introduction of new services or discontinuing existing services be advised of Council's decision in this matter.**

*Mark Giebel*  
Manager Solid Waste

## BACKGROUND

For many years, the residents of North Yeoval have received a garbage collection service that was arranged through Cabonne Council.

However, Yeoval residents in the Cabonne Council area have received both garbage and recycling services for some years. Residents at North Yeoval have remained on the garbage service, probably as a result of this being the service provided to the former Wellington Council area.

The rate charge is consistent with the waste charge for the former Wellington Council area.

## REPORT

This report outlines the intention to bring North Yeoval into the same consistent waste service regime that has been adopted for the entire local government area. This would also mean that the waste services at Yeoval and North Yeoval are also consistent.

A map outlining the proposed defined waste collection zone for North Yeoval is attached as **Appendix 1**. The area is consistent with where the current services are provided.

The intended two (2) bin service to residential properties will be:

- 1 x 240 L Recycling yellow lidded wheelie bin collected fortnightly; and
- 1 x 240 L Mixed Waste red lidded wheelie bin collected weekly.

The intended charge in 2018/2019 for this two (2) bin service will be \$308.00 which is the same rate intended for the other two (2) bin service areas. The current charge in 2017/2018 for the single mixed waste bin is \$347.00.

Similarly, North Yeoval will be included in the other harmonised charging for commercial properties and vacant land charging as applied to the entire local government area.

A consistent approach applies with North Yeoval in that the service is not 'opt in' or 'opt out'. When considering the rating implications any identified properties that are going to receive the waste collection charges for the first time will be notified.

The charges are being applied as per the provisions of the Local Government Act 1993.

## SUMMARY

Council have previously adopted the defined waste collection zones for the local government area. This report is aiming to bring North Yeoval into line with the remainder of the harmonised waste services and charging schedules proposed.

Appendices:

- 1 [↓](#) Proposed North Yeoval Waste Collection Zone Map







## REPORT: Adoption of Draft Water Supply and Sewerage Services Customer Service Standards 2018/2019 and 2019/2020

**AUTHOR:** Manager Water Supply and Sewerage  
**REPORT DATE:** 11 May 2018  
**TRIM REFERENCE:** ID18/844

### EXECUTIVE SUMMARY

Every two (2) years, Council surveys its water and sewerage customers. The survey results are used to revise the customer service standards which then go on public exhibition before final adoption by Council.

Council's most recent survey was undertaken in August 2017 and included the former Wellington Council for the first time. The random sample survey was completed by phone, with the sample size of 576 respondents across the water and sewerage supply areas of Dubbo (including Wongarbon and Ballimore) and Wellington (including Nanima Village, Geurie and Mumbil).

The Draft Water Supply and Sewerage Customer Service Standards for 2018/2019 and 2019/2020 were publicly exhibited from 9 April 2018 to 7 May 2018. Council did not receive any public submissions.

The report recommends adoption of the Draft Water Supply and Sewerage Services Customer Service Standards for 2018/2019 and 2019/2020.

### ORGANISATIONAL VALUES

Customer Focused: To provide customers with a defined set of standards of service for water supply and sewerage services.

Integrity: To provide the community with the opportunity to be involved in the decision.

One Team: Consultation between various Council sections to ensure the customer service standards are met in accordance with the adopted Customer Service Standards.

### FINANCIAL IMPLICATIONS

The levels of service proposed for 2018/2019 and 2019/2020 are substantially the same as those offered in previous years, including 2016-2018. Accordingly, there are no financial implications in the adoption of this Report.

### POLICY IMPLICATIONS

There are no policy implications arising from this report.

**RECOMMENDATION**

**That the proposed Draft Customer Service Standards for Water Supply and Sewerage Services, as attached to the report as Appendix 1, be adopted for 2018/2019 and 2019/2020.**

*Stephen Carter*  
Manager Water Supply and Sewerage

## BACKGROUND

Dubbo Regional Council owns and operates four (4) Water supply treatment and reticulation systems within the Local Government Area being Dubbo, Wellington, Geurie and Mumbil. Council also owns and operates five (5) sewerage treatment and reticulation systems in Dubbo, Wongarbron, Wellington, Geurie and Mumbil. This service is provided to some 42,000 customers for water supply services and 41,200 customer receiving a sewer service.

Most water utilities, including Council water utilities, publish written customer service standards for the information of customers. Council's use of a variety of terms to describe such documents including 'standards' or a customer service 'charter'.

The 'Best Practice Management of Water Supply and Sewerage Guidelines', NSW Department of Water and Energy, August 2007, recommends that local water utilities like Council develop a Customer Service Plan, as part of their Strategic Business Plan.

## REPORT

Council adopts a cyclic approach to the development and adoption of Customer Service Standards for the water supply and sewerage services it offers to the community.

The cycle is repeated every two (2) years and consists of the following steps:

- Customer survey of adopted Customer Service Standards (CSSs).
- Development of the proposed CSSs following review of customer survey results.
- Public exhibition of proposed CSSs.
- Review of submissions received during the public exhibition and revision of proposed CSSs, if necessary.
- Adoption of the new CSSs for the next two (2) years.

A customer survey of the 2016/2018 Customer Service Standards was undertaken in August 2017. Customers indicated they were well satisfied with the levels of service offered to them by Council.

Council subsequently developed Customer Service Standards for 2018/2019 and 2019/2020 which retained basically the same service levels of the previous CSSs. Council resolved at the March 2018 meeting to adopt the draft Customer Service Standards for the purpose of publicly exhibiting them.

The Draft Customer Service Standards for 2018/2019 and 2019/2020 were placed on public exhibition from 9 April 2018 to 7 May 2018. The Draft Standards were also available on Council's website. A Council Column Notice was placed in the Daily Liberal on 11 April 2018. No submissions were received in response to the public exhibition.

It is now recommended that Council adopt the proposed Customer Service Standards for Water Supply and Sewerage Services.

## SUMMARY

Council exhibited the Draft Customer Service Standards 2018/2019 and 2019/2020 for the water supply and sewerage services it offers to the community. These were presented in Plain English format.

Council has adopted this format in an effort to make the Customer Service Standards more readily understood by the target audience.

Council adopted the Draft Customer Service Standards at the March 2018 Ordinary Council Meeting. The Customer Service Standards were publicly exhibited from April to May 2018, with no submissions being received.

The adoption of the publicly exhibited Water Supply and Sewerage Customer Services Standards for 2018/2019 and 2019/2020 is now recommended.

Appendices:

- 1 [↓](#) Proposed Water Supply and Sewerage Services Standards 2018/2019 and 2019/2020

# WATER SUPPLY

## Customer Service Standards 2018/2019 and 2019/2020

### 1. WATER QUALITY

- 1.1 Council will supply your property with drinking water that is safe to drink. The water will comply with the Australian Drinking Water Guidelines 2011.
- 1.2 Council will supply you with drinking water with no odour and a pleasant taste.
- 1.3 Council will supply you with details of the drinking water chemical test results, upon request. Typical test results will be published on Council's website at [www.dubbo.nsw.gov.au](http://www.dubbo.nsw.gov.au)
- 1.4 If the treatment of water becomes compromised, and Council cannot be certain the water is safe to drink, Council will issue the following Notices:

#### Boil Water Notice

When this Notice is issued water must be boiled before consumption by humans and pets. Water may be used for all other purposes.

#### Do Not Drink Notice

When this Notice is issued water must not be consumed by humans or pets under any circumstances. Boiling will not make the water safe. Water may be used for all other purposes.

Should Council issue either of the above notices, notification cards will be delivered to all affected properties. Notices will also be publicised on Council's website and in the media.

To lift either Notice, Council will deliver notification cards to all affected properties. Council will also publicise the lifting of the Notice on its website and the media.

### 2. CONNECTION

- 2.1 Should you require your property to be connected to the water supply please contact Council. Council will advise you if it is possible to be connected to the water supply, and also supply you with a quotation for the connection.

Council will arrange a connection for a water service, or fire service to your property if it can be serviced, once appropriate fees are paid. Council will arrange

a connection of the size you request, provided the requested size is commercially available. You must inform Council if the service is to be a water service or a fire service. If you are unsure or do not advise Council of the service type, Council will arrange a water service connection.

- 2.2 After Council constructs the water or fire service, you can arrange its connection to the internal or private water pipes on your property. When Council says 'internal', it is meant the water pipework downstream of the connection, not just those pipes that are inside the building on your property.
- 2.3 As a condition of connection, Council requires you arrange the installation of an appropriate backflow prevention device at/or downstream of the water meter. There are various types of backflow prevention devices available, and what is appropriate depends on the activities undertaken on your property. Council will include a quote for an appropriate backflow device with the quote for a new connection. However, this component of the quote is contestable and you may arrange a private plumber to do this work.
- 2.4 As a condition of supply, Council requires that you arrange maintenance and periodic testing of your testable backflow prevention device, should you have one on your water service or fire service.
- 2.5 Council requires as a condition of connection that your internal or private plumbing, downstream of the meter, complies with the Plumbing Code of Australia.
- 2.6 Should your internal or private pipes no longer comply with the Plumbing Code of Australia, Council may disconnect your property from its water supply system.

### **3. WATER METERS**

- 3.1 Council will arrange the installation of any water meters that supply drinking water to your property. Water meters will be installed on both water services and fire services.
- 3.2 Council will arrange quarterly reading of any meters that supply drinking water to your property.
- 3.3 Upon request, Council will make the water meter readings available to you.
- 3.4 Upon request Council will arrange testing of your water meter. You must pay the appropriate fee prior to Council arranging the test. If the meter is found to be recording outside a range of  $\pm 2\%$  accuracy, Council will refund you the meter test fee and adjust your account accordingly.
- 3.5 Please contact Council if the water meter and its surrounding pipes are damaged. Council will repair the damage and charge you the actual cost of the work, unless

another person indicates, in writing, that they caused the damage and are prepared to pay the cost of repairs.

- 3.6 Please contact Council should you wish to have the meter relocated. If it is practical to relocate the water meter, Council will supply a quotation for the relocation.
- 3.7 Should the water meter be removed or tampered with, Council will replace the meter and repair any damage, and charge you the costs for undertaking such works.

If the removal or tampering of the meter result in water usage not being recorded, Council will make a reasonable estimate of water usage and charge you accordingly.

Council may also take legal action under the Local Government Act or other legislation.

#### **4. WATER ACCOUNTS**

- 4.1 Council will forward you written water accounts at quarterly intervals via Australia Post. Please contact Council if you are having trouble paying the account.
- 4.2 Should a water account remain unpaid, after written notification has been issued to you, Council may restrict the water flow to your property. If the water account remains unpaid after the restriction, Council may give you further notification and disconnect your property from the water supply.

#### **5. AVAILABILITY**

- 5.1 Council will supply drinking water to your property upon demand. However, at times of water shortages, such as droughts, Council may require you to reduce demand by restricting how you use water. Council will ensure the system of water restrictions is available on its website, and that the proclamation of water restrictions is widely advertised.
- 5.2 Council will supply drinking water to your property that exceeds the following nominal minimum water pressure at the water meter at least 95% of the time, in the following water supply areas:
  - Urban Water Supply Area 170 kilopascals (kPa)
  - Rural Water Supply Area 150 kPa
  - Buninyong Water Supply Area 80 kPa

Council will ensure maps showing these water supply service areas are available on Council's website.



5.3 Council will supply drinking water to your property that exceeds the following absolute minimum water pressures at the meter, except when there are abnormal demands such as fire flows, or main breaks:

- Urban Water Supply Area 120 kPa
- Rural Water Supply Area 80 kPa
- Buninyong Water Supply Area 0 kPa

5.4 Council will supply drinking water to your property at a pressure that does not exceed 600 kPa, measured at the water meter, at least 95% of the time.

5.5 Council will ensure that the pressure of drinking water at your meter never exceeds 1,400 kPa.

## 6. NOTIFICATIONS

6.1 Council will give you reasonable notification of works that will affect water services provided to your property, especially if this involves entry to your property.

6.2 If Council enters your property and you are not home, Council will leave a written card or similar advice that we were there, and the reason for the visit.

## 7. INTERRUPTIONS TO SUPPLY

7.1 Council will give 24 hours' notice of scheduled interruptions to the supply of drinking water.

7.2 In some cases, such as mechanical breakdowns, Council cannot give you advance notice of interruption to supply. When this occurs, Council will publicise the interruption to supply.

## 8. FIRE PROTECTION

8.1 Council will ensure that the spacing of hydrants along water mains does not exceed the following maximum hydrant spacing:

- In the Dubbo Urban Water Supply Area 60 metres
- In the Rural Water Supply Area 120 metres

There is no maximum spacing of fire hydrants in the Buninyong Water Supply Area.

## 9. RESPONSE

9.1 Council will respond to a report of failure of water supply within two (2) hours.

- 9.2 Council will respond to a report of poor water quality within four (4) hours.
- 9.3 Council will respond to a request for non-urgent water supply work within twenty (21) working days of the request.
- 9.4 Council will complete requested construction work within forty (40) working days of receiving your pre-payment for such work.
- 9.5 Council will respond in writing to any question on the water supply to your property within ten (10) working days of the question being received.

## **10. NOISE**

- 10.1 Council will ensure the noise at the boundary of a water facility does not exceed 35 decibels on the "A" reference scale from the Environment Protection Authority (EPA), at all times.

## **11. USE OF WATER**

- 11.1 As a Council water customer you cannot sell water to another person.
- 11.2 As a Council water customer you cannot supply water free of charge to another person.

# SEWERAGE

## Customer Service Standards 2018/2019 and 2019/2020

### 1. CONNECTION

- 1.1 Council will arrange for a junction to be constructed to which internal or private drainage pipework may be connected. Council will maintain its sewer pipe and the junction. You are responsible for maintenance of all other internal pipework. When Council say 'internal' we mean the private pipework upstream of the junction, not just those pipes that are inside the building on your property.
- 1.2 Council requires as a condition of connection that internal or private drainage pipes, upstream of Council's junction, comply with the Plumbing Code of Australia.
- 1.3 Council may disconnect your property from its sewerage system should your internal or private pipes no longer comply with the Plumbing Code of Australia.

### 2. COLLECTION OF SEWAGE

- 2.1 Council will accept sewage from your property whether it enters Council's sewerage system:
  - By gravity
  - By pumping.
- 2.2 Council may accept liquid trade waste from your property under certain conditions. Only trade waste dischargers licensed with Council are allowed to discharge trade waste to the sewerage system.
- 2.3 If you have an onsite sewage treatment unit on your property Council will accept sewage effluent from your property whether it enters Council's sewerage system:
  - By gravity
  - By pumping.

### 3.

## **NOTIFICATIONS**

- 3.1 Council will give you reasonable notification of work that will affect sewerage services provided to your property, especially if this involves entry to your property.
- 3.2 Should Council officers enter your property, and you are not home, a written card or similar notice will be left advising of the visit and the reason for the visit.

## **4. INTERRUPTIONS TO SEWERAGE SERVICES**

- 4.1 Council will take all reasonable efforts to ensure that there are no interruptions to sewerage services to your property.

## **5. RESPONSE**

- 5.1 Council will respond to a report of a choke in the sewerage system within two (2) hours.
- 5.2 Council will respond to a request for non-urgent sewerage work within twenty one (21) working days of the request.
- 5.3 Council will complete construction work you request, within forty (40) working days of receiving your pre-payment for such work.
- 5.4 Council will reply in writing to any question on the sewerage service to your property within ten (10) working days of the question being received.

## **6. NOISE**

- 6.1 Council will ensure the noise at the boundary of a sewerage facility does not exceed 35 decibels in the "A" reference scale from the Environment Protection Authority (EPA) at all times.

## **7. ODOURS**

- 7.1 Council will take all reasonable steps to ensure that there are no objectionable odours from sewerage facilities detectable at the boundary of the sewerage facility.



DUBBO REGIONAL  
COUNCIL

## REPORT: Proposed Concept Pedestrian Facilities - Windsor Parade Dubbo

**AUTHOR:** Senior Traffic Engineer  
**REPORT DATE:** 14 May 2018  
**TRIM REFERENCE:** ID18/848

### EXECUTIVE SUMMARY

This report deals with a review of the existing Local Area Traffic Management (LATM) in Windsor Parade Dubbo, between Coronation Drive and Royal Parade, particular to the continued concerns with the road safety environment at the pedestrian refuge located adjacent the Orana Mall's southern entry/exit access off Windsor Parade. The LATM was installed in August 2009 and comprises of speed reduction devices, on-road cycleway and carriageway narrowing, between Birch Avenue and the Windsor Parade link road to the Mitchell Highway, with associated line marking and pedestrian warning signage.

The LATM was initially developed in response to the concerns of the traffic and pedestrian road safety environment within that section of Windsor Parade fronting the Orana Gardens Retirement Village and Orana Mall. Concerns have been ongoing over the years and has generally coincided with the continual redevelopment of the Orana Mall. Vehicle speed was considered a priority in reducing the road safety risk to pedestrians in Windsor Parade. In 2010 a 12 month review was undertaken that revealed a significant reduction of the 85<sup>th</sup> percentile traffic speeds on both approaches to the pedestrian refuges from 58 to 60 kmh to 36 to 40 kmh. In 2013 further speed data was captured revealing slightly higher 85<sup>th</sup> percentile speeds of 37 to 43 kmh. At that time median kerb extensions were installed to address illegal turning movements at the Orana Mall accesses with the speed cushions converted to speed humps in September 2017.

The most recent concerns in 2016 had instigated the latest review of the traffic and pedestrian environment that was undertaken in the latter half of 2017. Over time communication and consultation has been undertaken with the President and representatives of the Orana Gardens Retirement Village Forum on numerous matters with remedial action taken as required. The speed data analysis reveals that the north and south 85<sup>th</sup> percentile speeds mid-distance between the pedestrian refuges is 40 and 42.5 kmh respectively, with a 48.6 kmh, 50 m south of the Orana Mall access and 35.3 kmh, 50 m north of the Coronation Drive speed hump and on approaches to the refuges of 34 to 36 kmh. The pedestrian data at the southern refuge reveals that the hourly pedestrian movements were just short on meeting the Roads and Maritime Services' (RMS) special warrants (aged and impaired pedestrians) for a zebra crossing with total daily pedestrian volumes for 2017 (67 and 69) being higher than the 2010 data (56 and 69).

There has been a significant increase in overall traffic movements in Windsor Parade, particularly at the southern pedestrian refuge being immediately adjacent the Orana Mall access where there are minimal gaps between vehicles during busy times for the vulnerable pedestrian to make valued judgement when attempting to cross the carriageway. The traffic volumes are in excess of the warrants. The road safety history in the LATM section of Windsor Parade over for last 5.5 years to June 2017 has revealed two (2) injury crashes one (1) in 2012 and 2014 between Birch Avenue and Coronation Drive but only one (1) non-injury crash in 2013 in the Orana Village precinct at the southern Orana Mall access. However, while there has been a good road safety history resident pedestrians still continue to be threatened by the high traffic dominated environment with more vulnerable pedestrians finding it difficult and stressful to cross Windsor Parade.

Council has been addressing the road safety concerns of the Orana Gardens Retirement Village since 2001 which has generally coincided with the ongoing redevelopment of the Orana Mall, and continued traffic growth. Subsequent changes to the road environment with alterations to access locations along Windsor Parade have also encouraged poor pedestrian road crossing choices. It is more than historically evident that the vulnerable pedestrian road safety concerns and conflict will continue to be raised with Council without the remedial intervention of a priority pedestrian facility in Windsor Parade.

Windsor Parade experiences a dominant traffic environment that places the vulnerable road user at risk when accessing the main southern access to the Orana Mall development. There is a noted history of road safety concerns and implementation of LATM has successfully improved the road safety environment. However, there is a community expectation that a higher level of pedestrian safety is required to ensure there is minimal risks to pedestrians with the provision of pedestrian priority over vehicles. As such, several optional concepts have been considered to improve the pedestrian road safety environment including a relocation of the refuge, intersection signals with the Orana Mall access, wombat crossing (raised zebra crossing) and pedestrian signals. Concept plans are attached to this report.

It is recognised that the hourly pedestrian and traffic volume warrants are not met for signals, with the pedestrian volumes just under and the traffic volumes in excess of the warrants for a zebra crossing. Pedestrian signals are the responsibility of the RMS and were previously considered in 2009, however not supported due to the warrant requirements.

There is an identified road safety history and ongoing risk to the vulnerable road user in this environment particular to the vehicle dominance making it more difficult for the aged and impaired to cross Windsor Parade. The pedestrian and traffic volumes have grown to within the appropriate warrants which is a more than justifiable reason to give special consideration to an enhanced priority pedestrian facility. Further consideration has been given to the provision of a wombat crossing.

It is therefore recommended that Council support the installation of traffic signals on Windsor Parade as the desired pedestrian crossing protection, with Option 2 “Signalised Intersection” the preferred option and should option 2 not proceed, Option 1 “Pedestrian Traffic Signals” be the preferred alternative of the options, attached as **Appendix 1** to the report.

### **ORGANISATIONAL VALUES**

Customer Focused: Road Safety concerns will be addressed with the installation of a wombat crossing (raised platform and zebra crossing) with flashing lights giving priority to the pedestrian and improving the Windsor Parade road safety environment.

Integrity: Council shows commitment to making the road environment safer for all residents of Dubbo Regional Council.

One Team: Council working with the community to deliver this project to improve road safety.

### **FINANCIAL IMPLICATIONS**

There are no financial implications arising from this report.

### **POLICY IMPLICATIONS**

There are no policy implications arising from this report.

### **RECOMMENDATION TO THE LOCAL TRAFFIC COMMITTEE**

1. That Council support the concept design for a Wombat Crossing (zebra crossing) with flashing amber lights as the preferred pedestrian facility upgrade to Windsor Parade in the vicinity of the Windsor Parade southern Orana Mall access as detailed in Council’s Plan TM 7167, as attached as Appendix 1 to the report.
2. That the matter be referred back to the Committee following the development of a detailed design plan for approval.

### **LOCAL TRAFFIC COMMITTEE CONSIDERATION**

This matter was considered by the Local Traffic Committee at its meeting held on Friday, 11 May 2018. The Committee did not have unanimous support in the adoption of the recommendation as Roads and Maritime Services didn’t support the recommendation based on the warrants not being met for the signalised options and accordingly should Council determine to proceed with the recommendation, the Roads and Maritime Services and NSW Police will be provided with an opportunity to appeal the decision. Should an appeal be forthcoming the matter will be forwarded to the Regional Traffic Committee for determination.

**RECOMMENDATION**

**That Council support the installation of traffic signals on Windsor Parade as the desired pedestrian crossing protection, with Option 2 “Signalised Intersection” the preferred option and should option 2 not proceed, Option 1 “Pedestrian Traffic Signals” be the preferred alternative of the options, attached as Appendix 1 to the report.**

*Dennis Valentine*  
Senior Traffic Engineer



## BACKGROUND

The Orana Gardens Retirement Village is located in Windsor Parade opposite Orana Mall and extends between the intersections of Coronation Drive and Royal Parade with the full development bounded by those streets. Initially there was upon completion of the development only one pedestrian refuge provided to cross Windsor Parade located at the southern Orana Mall access.

In 2001 the residents of the Orana Gardens Retirement Village had requested Council's consideration to a pedestrian (zebra) crossing at the existing southern pedestrian refuge island adjacent Orana Mall's main entry/exit in Windsor Parade. The investigation revealed that pedestrians randomly cross Windsor Parade at the existing refuge, mid-block to the previous Orana Mall service delivery access and to the north at the Coronation Drive intersection. Given that there was a distribution of pedestrian activity within the block and there were insufficient pedestrians at the southern pedestrian refuge island to meet the warrant for a zebra crossing it was resolved to install an additional refuge at the Coronation Drive intersection.

In 2007, further pedestrian and road safety concerns were raised at the southern pedestrian refuge island, including perceived high vehicle speed with another request for a zebra crossing. These concerns coincided with a proposed redevelopment of Orana Mall's Windsor Parade service delivery area. Council subsequently undertook pre and post development investigations of the pedestrian environment between Coronation Drive and the southern Orana Mall access. Data revealed that there were marginal increases in pedestrian volumes since 2001, and there were still insufficient pedestrian volumes to meet the warrants for a zebra crossing for aged and impaired road users. There was concerning pedestrian behaviour with Orana Gardens' residents still accessing the Orana Mall service delivery area, instead of using the pedestrian refuge islands. The 85<sup>th</sup> percentile speeds were just over 50 kmh and there was no concerns from the aged pedestrians crossing Windsor Parade. The existing facilities were considered to provide a more than satisfactory level of service for the current pedestrian volumes. However, upon Council's consideration it was resolved to undertake a Local Area Traffic Management (LATM) study in 2008.

Council engaged Christopher Stapleton Consulting to undertake the Study. The Study report was considered by Council in November 2008, and again in December 2008, at which time Council resolved to adopt the LATM Study. Council further explored options of improved pedestrian facilities including such devices as a marked crossing, raised thresholds and pedestrian signals. A further report was prepared for Council's consideration at its March 2009 meeting. In consideration of the matter Council resolved to adopt the Windsor Parade LATM, approach the Roads and Traffic Authority for minor traffic facilities funding, and review the effectiveness of pedestrian access in Windsor Parade 12 months after the completion of the installation.

Stage 1 of the LATM was implemented during August 2009, which incorporates that section of Windsor Parade from Royal Parade north to the intersection of Birch Avenue. The LATM on Windsor Parade between Birch Avenue and the Windsor Parade link road to the Mitchell Highway, encompasses speed cushions on approaches to both the pedestrian refuge facilities adjacent the Coronation Drive intersection and the southern Orana Mall entry/exit, together with an on-road cycleway, associated line marking, cycleway/travel lane separation and upgraded aged pedestrian refuge warning signs. A centre turn lane was provided between Birch Avenue and Coronation Drive. Additionally, there have been some minor rubber kerbing installed at the two (2) Orana Mall accesses off Windsor Parade to prevent illegal and unsafe turning movements.

Vehicle speeds were one of the key safety concerns raised by local pedestrians and residents in the area. A reduction of vehicle speeds as an initial treatment along the Windsor Parade environment was designed to reduce the overall pedestrian road safety risk, and enhance the ability for pedestrians to better judge approaching vehicle speeds for crossing opportunities.

A 12 month review of the LATM's effectiveness was undertaken in August 2010 that included a full investigation, inspections, traffic and pedestrian behaviour observations, speed data and consultation with Orana Gardens' residents and NSW Police Service. The investigation revealed that the traffic and speed data analysis reinforces the performance of the LATM with significant reductions in overall 85<sup>th</sup> percentile speed at the two (2) refuge locations from 58-60 kmh to 40 kmh and 58-60 kmh to 36 kmh. Approach vehicle speeds to the thresholds and first speed cushions have also reduced from 58 kmh to 45 kmh and 56 kmh to 53 kmh. Traffic volumes have increased some 19%. In 2013 further speed data was captured revealing slightly higher 85<sup>th</sup> percentile speeds of 43 kmh northbound and 37 kmh southbound.

Overall observations revealed that pedestrian behaviour was rated as 'good', but with a notable movement of pedestrians outside of the existing refuge locations. The more vulnerable senior pedestrians were observed to manage their road crossing movements without any undue safety risk. Vehicle speeds were significantly lower along Windsor Parade in 2010 than in 2008, however rose marginally in 2013. Anecdotally, post 2013 to 2017 there was a notable observed speed increase as motorists became more complacent with the speed cushions traversing them at a higher speed, particularly larger vehicles. Observations also revealed that some motorists however continue to blatantly disregard traffic regulations at both the northern and southern Orana Mall accesses. As indicated kerb extensions were installed at these locations to address the movements.

## REPORT

Since 2001 numerous representations from the Orana Gardens Retirement Village have been received regarding the concerns with the traffic and pedestrian road safety environment in Windsor Parade, particular to vehicle speeds and the risk to resident pedestrians crossing Windsor Parade to access Orana Mall. Whilst in the earlier year's pedestrian safety was a concern in the section of Windsor Parade between Coronation Drive and the southern access to Orana Mall, later years saw the focus shift to the southern pedestrian refuge adjacent to the Orana Mall access as a consequence of the ongoing redevelopment of the Orana Mall and changes in the road environment.

Numerous investigations had been undertaken with outcomes that resulted in the introduction of a Local Area Traffic Management for Windsor Parade between Birch Avenue and the Windsor Parade link road to the Mitchell Highway incorporating additional pedestrian refuges, enhanced advanced warning signage, carriageway narrowing and on-road cycleway and speed reduction devices (speed cushions) on both approaches to the northern and southern pedestrian refuges between Coronation Drive and the southern access to the Orana Mall. A pedestrian crossing has never been implemented due to the random movement of pedestrians along a significant length of Windsor Parade, with the pedestrian numbers not meeting the pedestrian crossing warrants. A contributing factor to the road safety risk has also been the ongoing redevelopment of Orana Mall that has seen significant changes to access and operational activities along the Windsor Parade frontage.

Council has worked with the management of Orana Mall over the redevelopment to address the identified road safety issues in Windsor Parade particular to the southern Orana Mall access (adjacent the service station) where pedestrian conflict was, and still is, experienced with exiting northbound Orana Mall traffic and the continued non-compliance with the 'Stop' sign. Overall the traffic calming facilities have contributed to a much improved road safety environment for Village residents with a substantial reduction in the 85<sup>th</sup> percentile speed from mid 55 kmh to low 40 kmh. However, as time has progressed the speed cushions have become less effective and were in poor condition. Consideration had been given to upgrading the speed cushions and extend them across the full width of the travel lane, effectively becoming a speed hump. This work was undertaken in September 2017.

In mid-2016 additional concerns were raised by Fran Kelly (Orana Gardens Forum President) with respect to resident's continued difficulty with crossing Windsor Parade and the change from 'Stop' control to 'Give Way' and a missing speed hump within the Orana Mall southern access. In response Council arranged with Ms Kelly for the Road Safety Officer and Traffic Engineer to attend a Village forum with the residents on 11 October 2016. The forum was very successful and much appreciated by the residents where a short and long term strategy was agreed to. The short term strategy involved the reinstatement of the 'Stop' sign and speed hump and vegetation maintenance at the access for clear sight lines to the adjacent refuge. Concurrence was required from Orana Mall that took some time, however the 'Stop' sign was reinstated, vegetation maintained with the speed hump installation and relocation undertaken in April 2017. The long term strategy incorporated a further review and investigation of the Windsor Parade traffic and pedestrian environment.

It has been some time since the last review, and the road environment has changed particularly with the completion of the most recent major expansion of Orana Mall.

Road Safety Investigation 2017

A further investigation of the road safety environment was undertaken in Windsor Parade, particularly to the southern pedestrian refuge (in mid-2017) that required site observations, traffic and speed data collection and pedestrian road crossing activity. The Table below provides the comparative data over several investigations between 2008 and 2017.

**Windsor Parade Pre and Post LATM 2008, 2010, 2013 and 2017 Data**

**Pedestrian, Speed and Traffic Data**

LOCATION	May 2008 Pre-LATM	July 2010 Post-LATM	July 2013 Latest Orana Mall Redevelopment Underway	May/June 2017 Pedestrians
<b>50 M NORTH OF CORONATION DRIVE</b>				
Pedestrians (hourly range)	No count taken	No count taken	No count taken	No count taken
85% speed	55.8 kmh	53.3 kmh	55 kmh	35.5 kmh
Traffic volumes (hourly range 8 am to 7 pm)	164-394	171-462	179-501	194-441
<b>ADJACENT NORTHERN PEDESTRIAN REFUGE CORONATION DRIVE</b>				
Pedestrians (hourly range)	14-16	3 hourly 18/18/26	3 hourly 14/19/19	No count taken
85% speed	Interpolated 58-60	35.6 kmh	37.5 kmh	Interpolated 34
Traffic volumes (hourly range 8 am to 7 pm)	186-401	216-470	219-481	216-479
<b>MID-BLOCK CORONATION DRIVE TO ORANA MALL SOUTHERN ACCESS</b>				
Pedestrians (hourly range)	No count taken	No count taken	No count taken	No count taken
85% speed	60.5 kmh	38.5 kmh	40 kmh	41.2 kmh
Traffic volumes (hourly range 8 am to 7 pm)	186-401	230-514	278-515	216-479
<b>DAILY TRAFFIC VOLUMES</b>	3303	3274	4368	4219
<b>ADJACENT SOUTHERN PEDESTRIAN REFUGE</b>				
Pedestrians (hourly range)	11-25	3 hourly 11/18/19	3 hourly 7/12/7	3 hourly 12/28/29
85% speed	Interpolated 58-60 kmh	39.6 kmh	43 kmh	Interpolated 36 kmh
Traffic volumes (hourly range 8 am to 7 pm)	186-401	198-473	278-515	216-479
<b>50 M SOUTH OF ORANA MALL MAIN ACCESS</b>				
Pedestrians (hourly range)	No count taken	No count taken	No count taken	No count taken
85% speed	58 kmh	45 kmh	43 kmh	48.6 kmh
Traffic volumes (hourly range 8 am to 7 pm) <small>vph</small>	105-103	160-273	134-135	122-239

The data reveals:

- Daily traffic volumes mid-block between the refuges in Windsor Parade have increased some 23% overall from 3274vpd (2010) to 4219vpd (2017).

- 85<sup>th</sup> percentile speed mid-block between the northern and southern refuges has increased from 38.5 kmh (2010) to 41.2 kmh (2017).
- 85<sup>th</sup> percentile speed northbound 50 m south of southern Orana Mall entry/exit has increased from 43 kmh (2013) to 48.6 kmh (2017) (12%).
- Approach 85<sup>th</sup> percentile speed southbound 50 m north of Coronation Drive has decreased from 55 kmh (2013) to 35.5 kmh (2017) (36%).
- 85<sup>th</sup> percentile speed at the Coronation Drive refuge has decreased from 37.5 kmh (2013) to 34 kmh (2017) 9%. Speed hump installed September 2017 prior to the traffic data collection.
- 85<sup>th</sup> percentile speed at the southern refuge adjacent to Orana Mall access has decreased from 43 kmh (2013) to 36kmh (2017) 12%. Speed hump installed September 2017 prior to the traffic data collection.
- The 8.00 am to 7.00 pm hourly traffic volumes range of 200 to 500 are comparable since 2010 in this locality.
- At the southern refuge the three (3) hourly peak pedestrian volumes for 2017 are 12/28/29 and have significantly increased from the 2010 data of 11/18/19. Smaller pedestrian volumes were recorded in 2013 of 7/12/7, however this could have been impacted upon with the latest Orana Mall construction that occurred on the south-eastern area of the Mall closest to Windsor Parade.

#### Comment

The overall speed environment in Windsor Parade had significantly dropped with the introduction of the LATM and has generally remained static with the conversion of the speed cushions to speed humps effectively maintaining a lower speed environment in the critical pedestrian refuge and mid-block locations. Traffic volumes have increased on a daily basis, but generally remains consistent during the peak hourly periods. Interestingly the pedestrian volumes remain comparative with past data between 2010 and 2013 identifying that there are consistent pedestrian volumes at the northern refuge where access is still available to Orana Mall but requires negotiation through the northern service delivery area.

#### Pedestrians and Observations

For the purposes of this report in dealing with the current pedestrian road safety concerns the 2017 pedestrian counts were undertaken at the southern refuge only over three (3) days on Tuesday 23 May, Thursday 25 May and Friday 2 June 2017 between 8.00 am and 5.30 pm with details provided in the Table below. There was no data recorded between 10.00 am and 11.00 am and 1.30 pm to 3.00 pm.

Three Hour Pedestrian/Traffic Volumes

Date	3 Hourly Volumes		Traffic	Total Daily Assisted Pedestrians
	Total Number of Pedestrians	Wheelchair, Scooter & Aids		
Tues 23 May 2017	28	9	331	35 (7 walking aids)
	14	6	361	
	25	8	376	
Thurs 25 May 2017	26	8	228	35 (2 walking aids)
	18	1	379	
	23	12	417	
Fri 2 June 2017	12	5	272	26 (7 walking aids)
	28	5	374	
	29	7	499	

The data reveals that there has been a significant increase in the three (3) hourly pedestrian movements over the 2010 data with a reasonable number of mobility assisted pedestrians (wheelchairs, motorised wheelchairs, scooters and walking frames) over each day of 26, 35 and 35. The higher traffic volumes occur during late morning and mid-afternoon.

Observations revealed:

- The continued non-compliance with the 'Stop' control at the Orana Mall southern access exit. It was identified that for each 15 minute period, between 8.00 am and 5.30 pm, there were between 7 and 36 vehicles that failed to comply with the 'Stop' sign control. This is one of the major concerns that the residents raised as the driver focuses on vehicles approaching from the right then continues to exit the driveway onto the existing refuge without looking for pedestrians.
- Significant lack of the use of indicators when leaving Orana Mall.
- High number of 'U' turns at the Orana Mall driveway onto the refuge.
- Parking in 'No Stopping' zones.
- Some excessive speed approaches to the refuge catching some vulnerable road users unaware. Some near misses noted.
- There is a predominant use of the refuge by senior pedestrians.
- Heavy vehicle conflict with traffic facilities.
- Turning vehicle conflict Orana Mall Access.

Pedestrian Warrants

In accordance with Australian Standard (AS 1742.10) and the Roads and Maritime Services' Supplement to the Standard certain warrants are applied in the determination of pedestrian crossings and traffic signals.

For a pedestrian crossing a reduced warrant can apply to a site if there is a predominant use by aged or impaired pedestrians, up to 50% of pedestrians over three one hour periods in a typical day, with total pedestrians equal to or greater than 30 and traffic volumes equal to or greater than 200.

For traffic signals the warrants are significantly higher of 50 pedestrians per hour and 600 vehicles per hour in each direction over two one hour periods. Other factors considered for pedestrian crossings is the design criteria relevant to the road alignment, traffic lane configuration and approach sight distance.

The pedestrian and traffic data reveals that the pedestrian volumes have increased over time and just fall short of the warrants with the traffic volumes exceeding the warrants, however are well short of traffic signal requirements. One of the key concerns from the residents of the Orana Gardens Retirement Village was the increase in traffic and the reduced opportunity to cross the road safely due to the limited gaps between vehicles. Some 15 minute data revealed gaps of 6 to 7 seconds, insufficient for aged or impaired pedestrians.

The road safety history in the LATM section of Windsor Parade over for last 5½ years to June 2017 has revealed two (2) injury crashes one (1) in 2012 and 2014 between Birch Avenue and Coronation Drive and one (1) non-injury crash in 2013 in the Orana Gardens precinct at the southern Orana Mall access. Fortunately there is an excellent pedestrian road safety history at both the refuge locations, however the southern refuge is not without some concerns with pedestrian and traffic conflict in the more recent years.

#### Evaluation

In that section of Windsor Parade between Coronation Drive and the southern Orana Mall access there has been a history of continued pedestrian road safety conflict and with the implementation of the LATM and subsequent introduction of additional traffic facilities there has been an overall reduction in the speed environment that has enhanced pedestrian safety. However, with the increase in traffic and the aged pedestrians, special consideration has been given to provide a higher level of pedestrian safety at the southern refuge in Windsor Parade.

Several optional pedestrian crossing concepts have been considered to improve the pedestrian safety with the retainment of the existing traffic management and speed humps along Windsor Parade.

#### Option 1: Pedestrian Signals

- Proposed location north of the existing refuge adjacent the Orana Mall service delivery entry and the Orana Gardens Retirement Village exit access.
- The existing refuge will be removed with additional kerb islands provided on approach to the signals.
- No queuing adjacent Orana Mall Access.
- Relocates the pedestrian activity away from the Orana Mall access.
- Pedestrian and traffic volume warrants are not met for pedestrian signals.
- Traffic signals are the responsibility of the RMS.

#### Option 2: Signalised intersection at Orana Mall Access

- Provides co-ordinated pedestrian and traffic control at the intersection.
- The pedestrian and traffic volumes do not meet the warrants.
- Traffic signals are the responsibility of the RMS.

Option 3: Wombat (raised zebra) crossing

- Proposed location north of the existing refuge adjacent Orana Gardens Retirement Village exit.
- Raised platform to ensure lower vehicle speeds
- Requires new exit from the Village onto Windsor Parade.
- Provide kerb islands on approach.
- Consider flashing amber warning lights at the crossing to raise visual awareness. RMS concurrence may be required.
- Provide lighting to crossing.

Option 4: Relocate pedestrian refuge

- Proposed location just north of the existing refuge.
- Impacts on Orana Gardens Village Access requiring new access.
- Relocates the pedestrian activity away from the Orana Mall access.
- Provide new kerb side islands.

Comment

The signalised options 1 and 2 are required to satisfy the warrants. The existing pedestrian and traffic volumes are significantly low and well short of the warrants. Option 4 is a refuge relocation that provides a slight benefit in moving the pedestrian away from the Orana Mall access, however does not address the need for pedestrian priority over the traffic dominance and difficulty in crossing Windsor Parade for the aged and impaired.

The Wombat Crossing with flashing amber warning lights as Option 3 is considered the preferred treatment for enhancing the pedestrian road safety in Windsor Parade. The zebra crossing gives priority to the pedestrian with the raised platform providing improved visual cues between the driver and pedestrian and reduces vehicle approach speeds. The flashing amber lights will make the driver more aware of the facility.

**SUMMARY**

Windsor Parade between Coronation Drive and Royal Parade has an ongoing history of pedestrian road safety concern with the Orana Gardens Retirement Village dating back to 2001. Pedestrian management in this locality only comprised of a pedestrian refuge adjacent the southern Orana Mall access. At that time a Council investigation revealed that there was a reasonable movement of pedestrians within this section of Windsor Parade that resulted in a new pedestrian refuge installed adjacent the Coronation Drive intersection with pedestrians randomly crossing Windsor Parade.

Since then a further investigation was undertaken in 2008 as a consequence of concerns with speeding that placed the aged and impaired at risk. The investigation revealed excessive speeds for the environment that resulted in the development of a Local Area Traffic Management Plan incorporating speed cushions, on-road cycleway, line marking and delineated carriageway narrowing and was installed in 2009. A 12 month review in 2010 revealed a substantial reduction in vehicle speeds that enhanced the pedestrian crossing safety by lowering approach speeds to the refuges. During these years Orana Mall had



undertaken redevelopment to the rear service delivery area with changes to accesses that impacted on the Windsor Parade road environment.

In 2013 further pedestrian and traffic data was captured revealing slight increases in speed more likely attributable to the motorist's complacency with the speed cushions and that longer vehicles could straddle them. Additional median kerbing was also installed to address illegal travel and turning movements to the northern and southern Orana Mall accesses. Orana Mall was undertaking a major redevelopment and expansion of the centre around 2014/2015 with further concerns raised by the Orana Gardens Retirement Village in 2016.

The latest investigation was undertaken in mid to late 2017 revealing that pedestrian and traffic volumes had increased in Windsor Parade at the southern refuge locality where there are minimal gaps between vehicles during busy times for the vulnerable pedestrians to make valued judgement when attempting to cross the carriageway. The pedestrian volumes are just short of the warrants and the traffic volumes are in excess of the warrants. It was considered that there is reasonable justification for an upgraded priority pedestrian facility to be provided in Windsor Parade.

Several options were considered including a relocated refuge, pedestrian signals, Orana Mall access intersection signals and a wombat (raised zebra) crossing. The warrants for signals are significantly high and were not considered as an option. A refuge relocation would only provide a small benefit, and is also considered unsatisfactory. The wombat (raised zebra) crossing was considered as the preferred facility, giving priority to pedestrians on a raised platform making the pedestrian more visible to approaching motorists, and reduce approach vehicle speeds. The introduction of flashing amber lights at the crossing will further enhance the driver's visual cues.

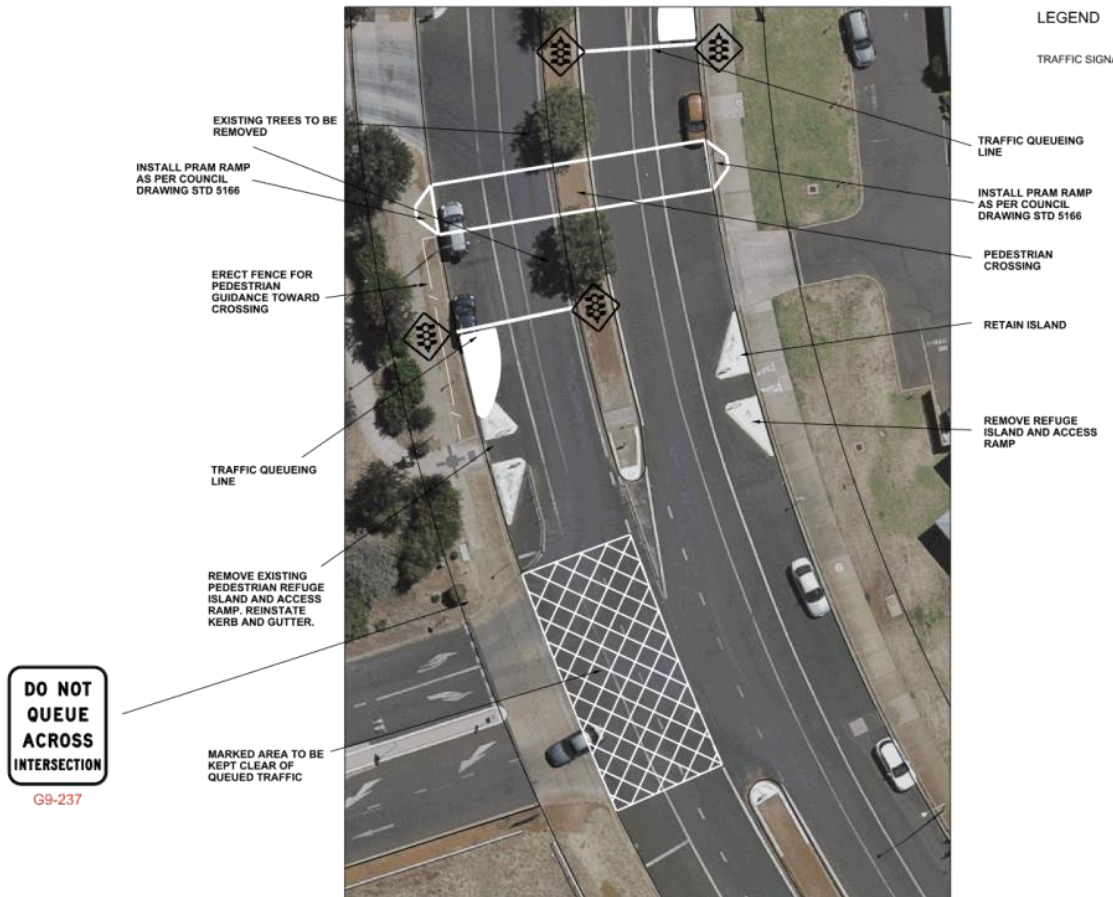
It is therefore recommended that the existing southern pedestrian refuge in Windsor Parade be removed and a new Wombat Crossing (raised platform and zebra crossing) with flashing amber lights be adopted as the preferred pedestrian upgrade concept as detailed on Council's Concept Plan TM 7167 with the matter referred back to the Committee following the completion of a detailed design plan.

Appendices:

- 1 [Windsor Parade Intersection Upgrade](#)



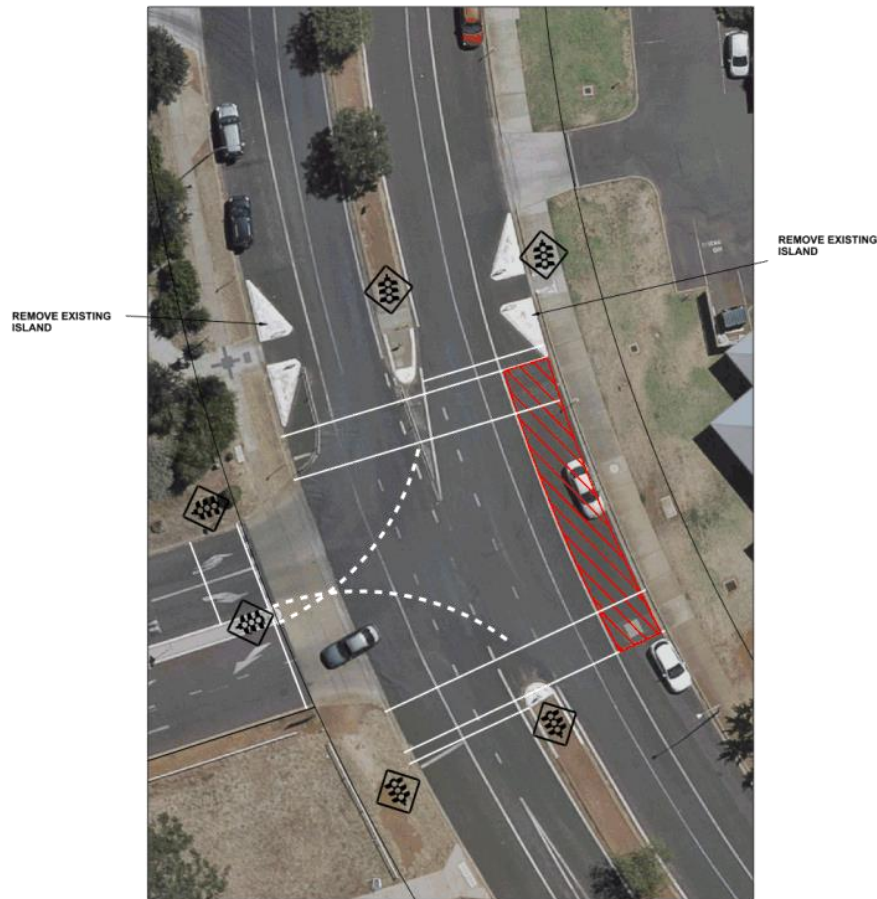
# WINDSOR PARADE INTERSECTION UPGRADE OPTION 1-PEDESTRIAN TRAFFIC SIGNALS




CONCEPT

SURVEY _____ DATE _____ DESIGN _____ DATE _____ DRAWING <u>James Browne</u> DATE: 2011/02/12		FIELD BOOKS/SURVEY FILES DESIGN FILES DRAWING FILES <small>1:1100000000 - Support Design 2:1100000000 - Support Design 3:1100000000 - Support Design 4:1100000000 - Support Design 5:1100000000 - Support Design</small>	SCALES NOT TO SCALE ORIGINAL SIZE A1 0 1 2 3 4 5 MET	PERMANENT MARK: N/A RL: N/A DATUM: AHD & MGA85 STATUS: CONCEPT ONLY PRINT DATE: 30/04/2018	DUBBO REGIONAL COUNCIL	DRAWING TITLE OPTION 1	JOB WINDSOR PARADE PROPOSED INTERSECTION UPGRADE OPTIONS	SHEET NO. 1 OF 5 SHEETS PLAN NO. TM 7167
APPROVED _____ DATE _____ <small>MANAGER TECHNICAL SUPPORT</small>		CHECKED _____ DATE _____ <small>SENIOR DESIGN ENGINEER</small>						

# OPTION 2-SIGNALISED INTERSECTION



CONCEPT

APPROVED MANAGER TECHNICAL SUPPORT	SURVEY _____ DATE _____	FIELD BOOKS/SURVEY FILES	SCALES  <b>NOT TO SCALE</b>  ORIGINAL SIZE A1 0 1 2 3 4 5 MET	PERMANENT MARK: N/A	RL: N/A	DATUM: AHD & MGA85	 <b>DUBBO REGIONAL COUNCIL</b>	DRAWING TITLE <b>OPTION 2</b>	JOB <b>WINDSOR PARADE PROPOSED INTERSECTION UPGRADE OPTIONS</b>	SHEET NO. <b>2</b>
	DESIGN _____ DATE _____	DESIGN FILES		STATUS: CONCEPT ONLY	PRINT DATE: 30/04/2018			OF <b>5</b> SHEETS		
CHECKED _____ DATE _____	SENIOR DESIGN ENGINEER	DRAWING FILES <small>1:110-Dubbo-Regional-Council-Engineering-Program-2017-2018-Letter-Upgrade-Parade-Intersection-Upgrade-Options-Options-Options-Dubbo-Regional-Council</small>		No.	DATE	APPD	DETAILS OF AMENDMENTS	PLAN NO.		<b>TM 7167</b>
				1.	30/11/2017	JB	CONCEPT			

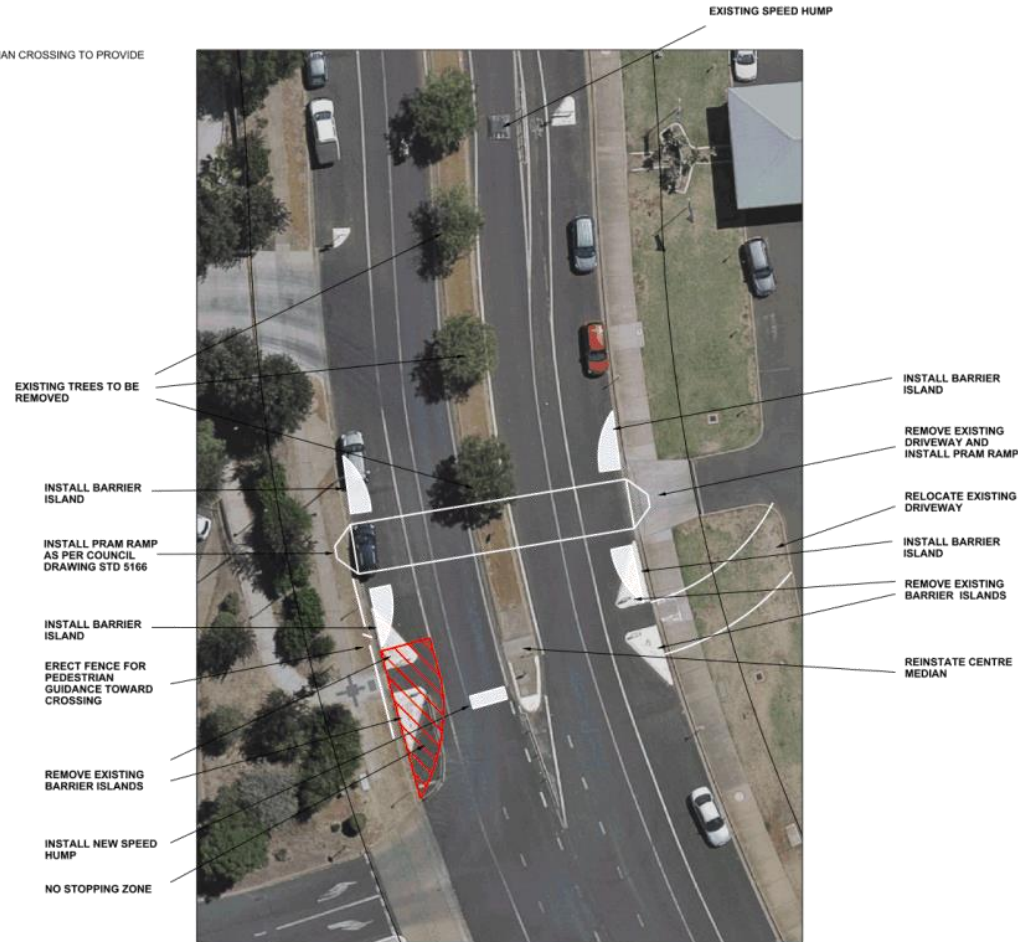





# OPTION 4-RELOCATE REFUGE ISLAND

**NOTE**

1. FLASHING LIGHTS TO BE INSTALLED AHEAD OF PEDESTRIAN CROSSING TO PROVIDE ADVANCED WARNING.



CONCEPT

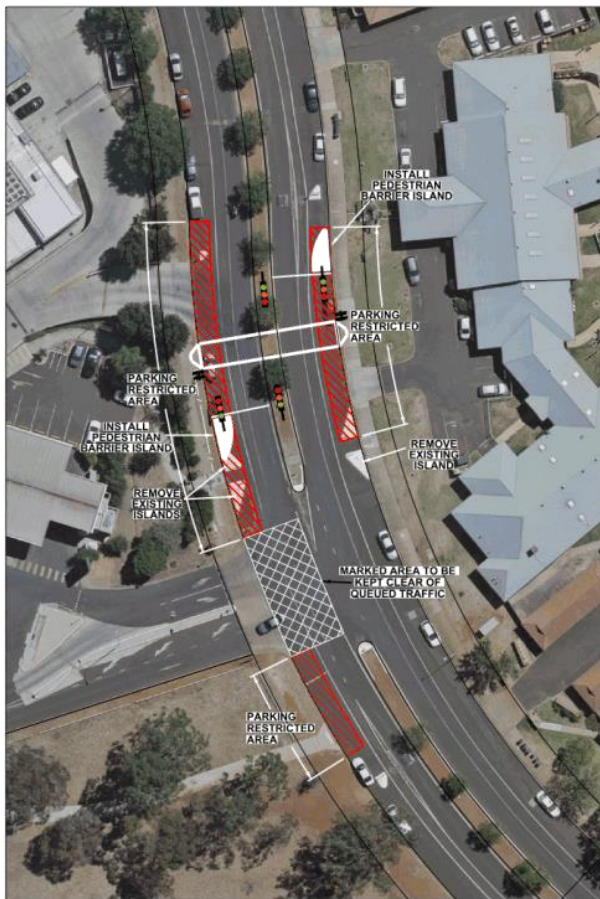
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	DESIGN _____ DATE _____	DESIGN FILES		STATUS: CONCEPT ONLY	PRINT DATE: 30/04/2018				
DRAWING: James Brown	DATE: 20/11/2017			No.	DATE		APPD	DETAILS OF AMENDMENTS	
CHECKED	DATE	DRAWING FILES		1	20/11/2017	JB	CONCEPT		



# WINDSOR PARADE PROPOSED PEDESTRIAN SIGNALS

**NOTE**

1. TREES WITHIN THE CENTRAL MEDIAN MUST BE REMOVED IN ORDER TO ACHIEVE REQUIRED SIGHT DISTANCE.
2. TRAFFIC LIGHTS ARE TO BE PLACED ON THE ISLAND EDGES ADJACENT TO THE TRAVEL LANES AND ON THE CENTRAL MEDIAN STRIPS.



**LEGEND**

- TRAFFIC SIGNAL
- TREES TO BE REMOVED
- PARKING RESTRICTED AREA

CONCEPT

APPROVED MANAGER TECHNICAL SUPPORT	SURVEY _____ DATE _____	FIELD BOOKS/SURVEY FILES	SCALES	PERMANENT MARK: N/A	RL: N/A	DATUM: AHD & MGA85		DRAWING TITLE PROPOSED PEDESTRIAN LIGHTS OPTION 1	JOB WINDSOR PARADE PROPOSED INTERSECTION UPGRADE OPTIONS	SHEET NO. 5 OF 5 SHEETS PLAN NO. TM 7167						
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No.	DATE	APPD	DETAILS OF AMENDMENTS													
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## REPORT: Proposed Traffic and Parking Management Adjacent Dubbo West Public School - East Street and North Street Dubbo

**AUTHOR:** Senior Traffic Engineer  
**REPORT DATE:** 14 May 2018  
**TRIM REFERENCE:** ID18/849

### EXECUTIVE SUMMARY

This report deals with the proposed parking and traffic management in East Street and North Street as a consequence of the redevelopment of the Dubbo West Public School that now includes the Dubbo West Infants and Pre-schools. The consolidation of the Primary and Infants School will concentrate traffic generation in East Street and North Street that require a better allocation of the parking environment. The construction of new classrooms and refurbishment of existing buildings are required with construction occurring over the past 10 months.

The Project Manager, NSW Public Works, commissioned consultants to prepare a Traffic Impact Statement that accompanied the Development Application (DA) lodged with Council and reviewed by relevant stakeholders including the Roads and Maritime Services (RMS). The school and bus companies were consulted on the proposed on-street changes. Consultation has been ongoing and concurrence reached on the parking and traffic management which generally incorporates minor changes to time restrictions and parking space allocation, improvements to the existing pedestrian facilities in North Street and travel lane realignment in North Street to compliment Council's proposed North Street centre median turn lane facility.

Construction is nearing completion at the School and the final parking and traffic plans have been provided for referral to the Local Traffic Committee. The proposed improvements will provide a better level of safety for students and other road users, designated drop off/pick up areas, enhance the street traffic amenity and reduce potential conflict with other road users.

It is recommended that the proposed parking and traffic management for East Street and North Street, adjacent the Dubbo West Public School, be implemented as amended in accordance with the consultants 'Complete' Plans – Dubbo West Public School Traffic and Parking Upgrade, Revision B - issued for construction 17/05/18, 2557-SS-001, 2557-GA-001,002,003, 2557-SL-001,002,003 and 2557-SO-001 attached to the report as **Appendix 1**.

### **ORGANISATIONAL VALUES**

Customer Focused: Parking and traffic management will be implemented in East Street and North Street, adjacent the Dubbo West Primary School, to maintain and enhance the accessibility and road safety environment.

Integrity: Council shows commitment to making the road environment safer for all residents of Dubbo Regional Council.

One Team: Council working with the community to assist in the delivery of this project to improve road safety around schools.

### **FINANCIAL IMPLICATIONS**

The costs of implementing the proposed parking and traffic management in East Street and North Street is the responsibility of NSW Public Works.

Council will be required to allocate some funds for the maintenance and upgrade of the existing advance and pedestrian crossing warning signage, and will be made available from the Minor Traffic Improvements Vote – Urban signs within the Traffic Management Function.

### **POLICY IMPLICATIONS**

There are no policy implications arising from this report.

### **RECOMMENDATION TO THE LOCAL TRAFFIC COMMITTEE**

That the proposed parking and traffic management for East Street and North Street, adjacent the Dubbo West Public School, be implemented in accordance with the consultants 'Complete' Plans – Dubbo West Public School Traffic and Parking Upgrade, 2557-SS-001, 2557-GA-001,002,003, 2557-SL-001,002,003 and 2557-SO-001 attached to the report as Appendix 1.

### **LOCAL TRAFFIC COMMITTEE CONSIDERATION**

This matter was considered by the Local Traffic Committee at its meeting held on Friday, 11 May 2018. The Committee had unanimous support for the adoption of the updated recommendation as shown below. With the following notation from Roads and Maritime Services;

Roads and Maritime Services requested that it be noted that with regard to Plan 2557-SL-002 intersection East and North Street Kerb Blister the adopted standard is to be 20 metre distance between the North Street corner pedestrian crossing and commencement of the angle parking spaces in East Street. The consultant's plan indicates a 10 metre distance. Council noted the comments of the RMS however it will be proposed to maintain the 10 metre distance. The Roads and Maritime Services do not concur with this proposal, however have indicated that they will not formally object to this proposal.



Roads and Maritime Services requested that it be noted that with regard to Plan 2557-GA-003 – Pedestrian Crossing East Street – the technical standard states that the no stopping distance is to be 24 metres unless kerb extension is in place. As there is a kerb blister the standard still applies. The proposed plan indicates that the distance is 18 metres and it will be proposed to maintain this distance. The Roads and Maritime Services do not concur with this proposal, however have indicated that they will not formally object to this proposal.

#### RECOMMENDATION

**That the proposed parking and traffic management for East Street and North Street, adjacent the Dubbo West Public School, be implemented as amended in accordance with the consultants 'Complete' Plans – Dubbo West Public School Traffic and Parking Upgrade, Revision B - issued for construction 17/05/18, 2557-SS-001, 2557-GA-001,002,003, 2557-SL-001,002,003 and 2557-SO-001 attached to the report as Appendix 1.**

*Dennis Valantine*  
Senior Traffic Engineer

## REPORT

The NSW Public Works is the project manager for the consolidation of the Dubbo West Infants and Pre-schools with the Dubbo West Public School Project. The Infants School is located at the western end of East Street opposite Delroy Campus and will move to the Public School located on the south-east corner of the North Street and East Street intersection. A redevelopment of the Public School is required to facilitate the Infants School with new classrooms and Pre-school and refurbished buildings. The redevelopment is nearing completion with the final parking and traffic management plans submitted for the Committees consideration (attached as **Appendix 1**).

The re-development of the Dubbo West Public School required a Development Application (DA) with the NSW Public Works engaging Consultant's 'Complete' to prepare a Traffic Impact Statement. The DA was referred to relevant stakeholders, including the Roads and Maritime Service (RMS) for assessment. The Department of Education advised that it would not be providing off-street facilities. Consultation was ongoing between stakeholders and the consultants, including the bus companies and school, with all feedback considered in the development of the preferred on-street parking and traffic management. The Consultants were required to develop the North Street on-road management in consideration of Council's proposed centre median turn lane proposal for North Street.

### **Existing On-road Facilities North Street and East Street**

The road environment adjacent to the Dubbo West Public School encompasses:

#### East Street

- A zebra crossing with kerb islands mid-block adjacent the Young Street intersection.
- School bus zone west of the crossing.
- One disabled car parking space and unrestricted angle and parallel parking east of the crossing.

#### North Street

- A zebra crossing at the intersection with East Street.
- Unrestricted parallel parking south of the crossing.
- School bus zone south of the unrestricted parallel parking.

Parking on the northern side of East Street facilitates a school bus zone adjacent St Pius Primary School and unrestricted parking adjacent to the residential development. There is unrestricted parking on the western side of North Street adjacent the residential development. In North Street there are two zebra crossings on the north and south side of the East Street intersection.

The on-street parking and traffic environment in East Street and North Street does not have a history of pedestrian or vehicle conflict. There has never been a request for a drop off/pick up facility, or other parking restrictions, and observations over the years reveals a satisfactory road safety environment. The existing crossings are well utilised and have no history of concern.

### **Proposed Parking and Traffic Management**

With the School's expansion there will be an increase in student numbers and additional vehicles specific to the Infants and Pre-school where there will be designated parking needs. The parking environment has been developed to accommodate the multiple needs of the School's customers. Consultation has been ongoing through the process with stakeholders to arrive at the proposed parking and traffic management.

The proposed parking and traffic management will include:

#### **East Street - east from North Street**

- Provision of kerb islands at the zebra crossing in North Street.
- 6 x 60 degree unrestricted front to kerb angle parking spaces.
- Shortened School Bus Zone restricted to School Zone times.
- No Stopping Zone for the mid-block zebra crossing.
- 6 x 60 degree 10 minute time restriction during School Zone times, front to kerb angle parking spaces.
- 1 x 60 degree disabled parking space, front to kerb.
- 11 x 60 degree No Parking restriction during School Zone times, front to kerb angle parking spaces.
- Line marking.

#### **North Street – south from East Street**

- Provision of kerb islands and centre Median Island to the southern zebra crossing in North Street.
- 19 x 60 degree unrestricted rear to kerb angle parking spaces.
- School Bus Zone restricted to School Zone times.
- Two (2) travel lanes and on-road cycleways.
- Right turn lane southbound into Wattle Street and transition through the intersection on alignment for a future centre median turn lane south to Minore Road.
- Line marking.

Council will also facilitate the maintenance and upgrade of the existing advance and zebra crossing warning signage at all the crossings in East Street and North Street.

The proposed on-street parking and traffic management has provided a parking equity to cater for the variable road user demand to the redeveloped Dubbo West Primary School. The specific change to the parking environment has seen the introduction of School Zone period timed parking restrictions, a drop off/pick up zone with a 10 minute zone suitable for the Pre-school activity. Additional kerb islands have been provided to the southern zebra crossing, affording additional pedestrian protection from turning traffic. It is considered that the on-street parking improvements will enhance the overall road safety environment for the School, pedestrians and road users.

It is recommended that the proposed parking and traffic management for East Street and North Street adjacent the Dubbo West Public School be implemented in accordance with the consultants 'Complete' Plans – Dubbo West Public School Traffic and Parking Upgrade, 2557-SS-001, 2557-GA-001,002,003, 2557-SL-001,002,003 and 2557-SO-001 attached to the report (**Appendix 1**).

Appendices:

1 [↓](#) Dubbo West Public School Traffic and Parking Upgrade Design - updated

# NSW Public Works Advisory

## Dubbo West Public School - Traffic and Parking Upgrade

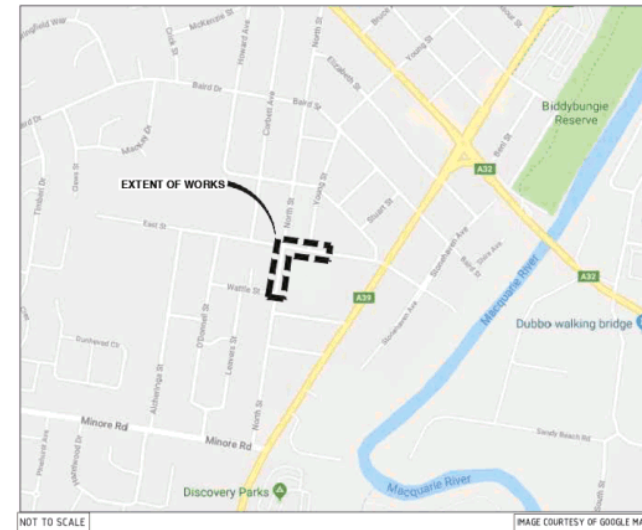
**DRAWING SCHEDULE**

DRAWING NUMBER	REVISION	DATE	DRAWING DESCRIPTION
2557-SS-001	B	17 MAY 2018	DRAWING SCHEDULE AND LOCALITY PLAN
2557-GA-001	B	17 MAY 2018	GENERAL ARRANGEMENT PLAN - SHEET 1 OF 3
2557-GA-002	B	17 MAY 2018	GENERAL ARRANGEMENT PLAN - SHEET 2 OF 3
2557-GA-003	B	17 MAY 2018	GENERAL ARRANGEMENT PLAN - SHEET 3 OF 3
2557-SL-001	B	17 MAY 2018	SIGNS AND LINE MARKING PLAN - SHEET 1 OF 3
2557-SL-002	B	17 MAY 2018	SIGNS AND LINE MARKING PLAN - SHEET 2 OF 3
2557-SL-003	B	17 MAY 2018	SIGNS AND LINE MARKING PLAN - SHEET 3 OF 3
2557-SO-001	B	17 MAY 2018	SETOUT PLAN - SHEET 1 OF 1

**LINEMARKING SCHEDULE**

LINE TYPE	QUANTITY	LOCALITY
BB	125m	REFER TO SIGNS AND LINE MARKING PLAN
E1	78m	REFER TO SIGNS AND LINE MARKING PLAN
L7	442m	REFER TO SIGNS AND LINE MARKING PLAN
C4	52m	REFER TO SIGNS AND LINE MARKING PLAN
E5	42m	REFER TO SIGNS AND LINE MARKING PLAN
T8	8m	REFER TO SIGNS AND LINE MARKING PLAN
T81	8m	REFER TO SIGNS AND LINE MARKING PLAN
CHEVRON	18m <sup>2</sup>	REFER TO SIGNS AND LINE MARKING PLAN

**LOCALITY PLAN**

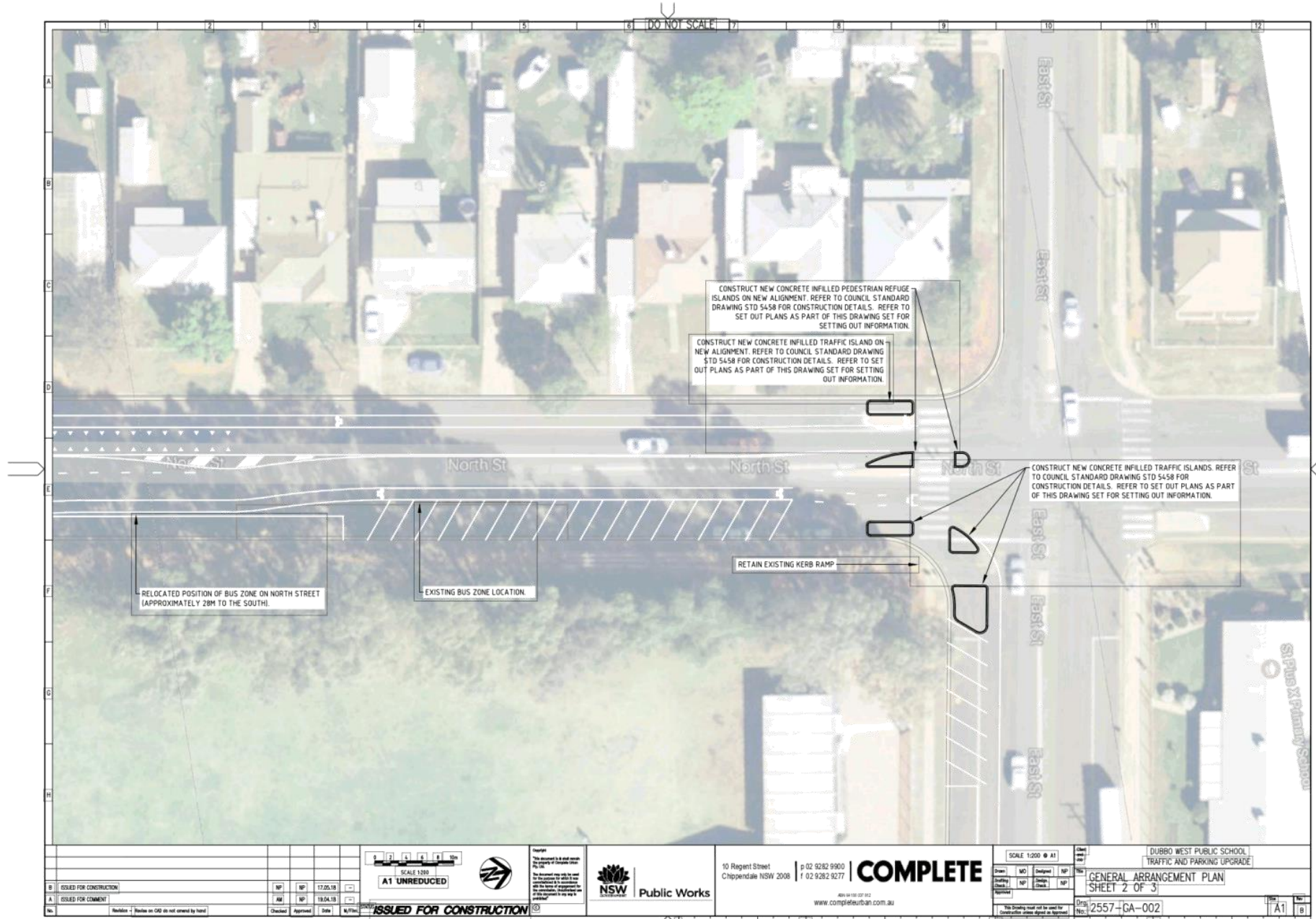


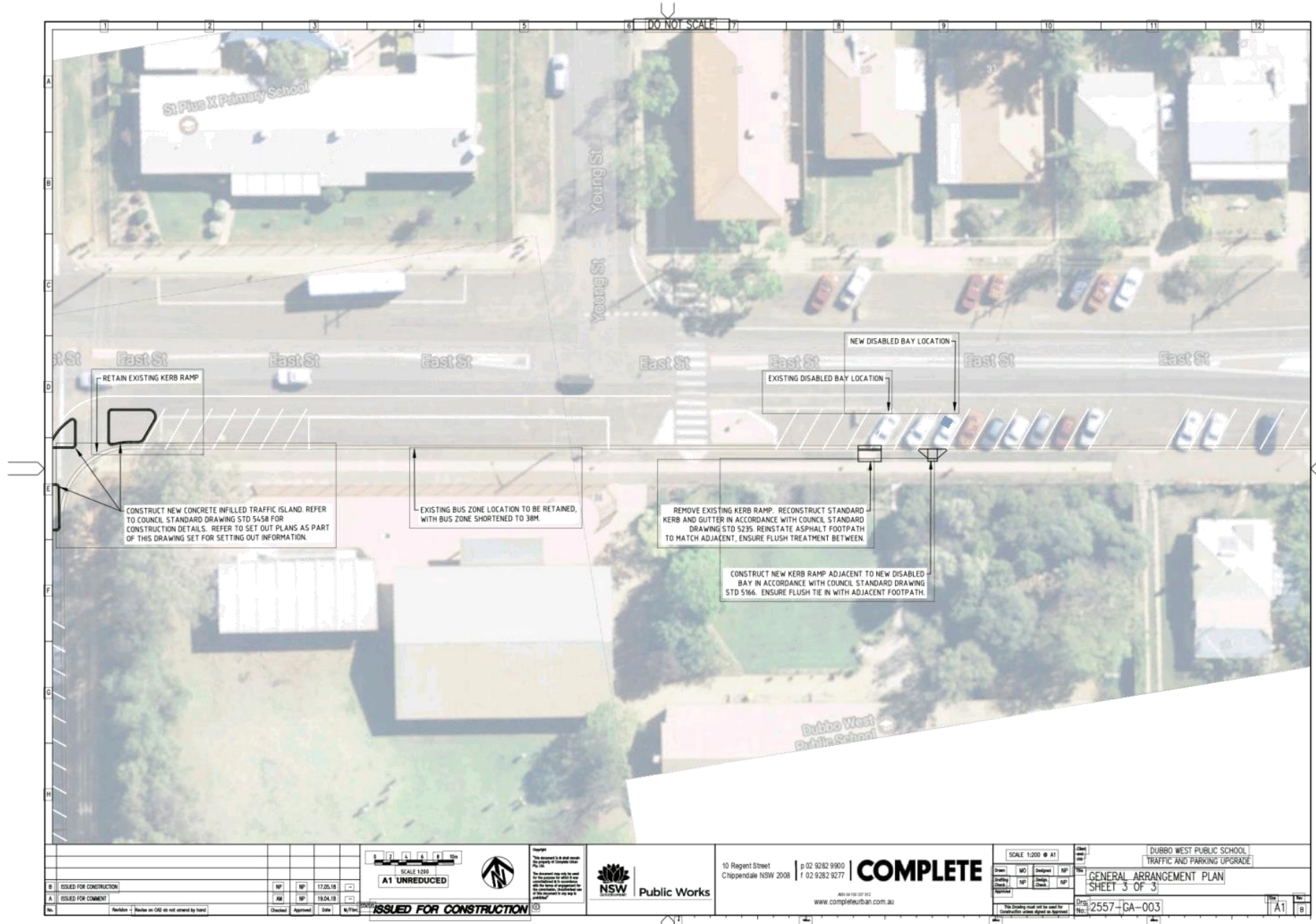
NOT TO SCALE		10 Regent Street Chippendale NSW 2008 p 02 9282 9900 f 02 9282 9277 <b>COMPLETE</b> www.completeurban.com.au	DUBBO WEST PUBLIC SCHOOL TRAFFIC AND PARKING UPGRADE <b>DRAWING SCHEDULE AND LOCALITY PLAN</b>	Drawn: NTS Checked: NP Date: 17.05.18 Title: 2557-SS-001 Scale: A1
B ISSUED FOR CONSTRUCTION A ISSUED FOR COMMENT		ISSUED FOR CONSTRUCTION		No. 1 Revision - (Circle on OAD do not amend by hand) Checked: [ ] Approved: [ ] Date: [ ] M/P: [ ]



<p>SCALE 1:200</p> <p><b>A1 UNREDUCED</b></p>				<p>10 Regent Street Chippendale NSW 2008</p> <p>p 02 9282 9900 f 02 9282 9277</p> <p><b>COMPLETE</b></p> <p>www.completeurban.com.au</p>		<p>SCALE 1:200 @ A1</p> <table border="1"> <tr> <td>Drawn</td> <td>MP</td> <td>Designed</td> <td>MP</td> </tr> <tr> <td>Checked</td> <td>MP</td> <td>Drawn</td> <td>MP</td> </tr> <tr> <td>Approved</td> <td></td> <td>Checked</td> <td>MP</td> </tr> </table>		Drawn	MP	Designed	MP	Checked	MP	Drawn	MP	Approved		Checked	MP	<p>DUBBO WEST PUBLIC SCHOOL TRAFFIC AND PARKING UPGRADE</p> <p>GENERAL ARRANGEMENT PLAN SHEET 1 OF 3</p>	
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<p><b>ISSUED FOR CONSTRUCTION</b></p>		<p>17.05.18</p>		<p>19.04.18</p>		<p>2557+GA-001</p>		<p>A1 B1</p>													







NO.	ISSUED FOR CONSTRUCTION	NP	NP	17.05.18	
NO.	ISSUED FOR COMMENT	AM	NP	19.04.18	
Checked: _____ Approved: _____ Date: _____					

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SCALE 1:200  
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NSW Public Works

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 Chippendale NSW 2008  
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 f 02 9282 9277

**COMPLETE**

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SCALE 1:200 @ A1

Drawn	MP	Designed	NP
Checked	NP	Design	NP
Approved		Check	

DUBBO WEST PUBLIC SCHOOL  
 TRAFFIC AND PARKING UPGRADE

GENERAL ARRANGEMENT PLAN  
 SHEET 3 OF 3

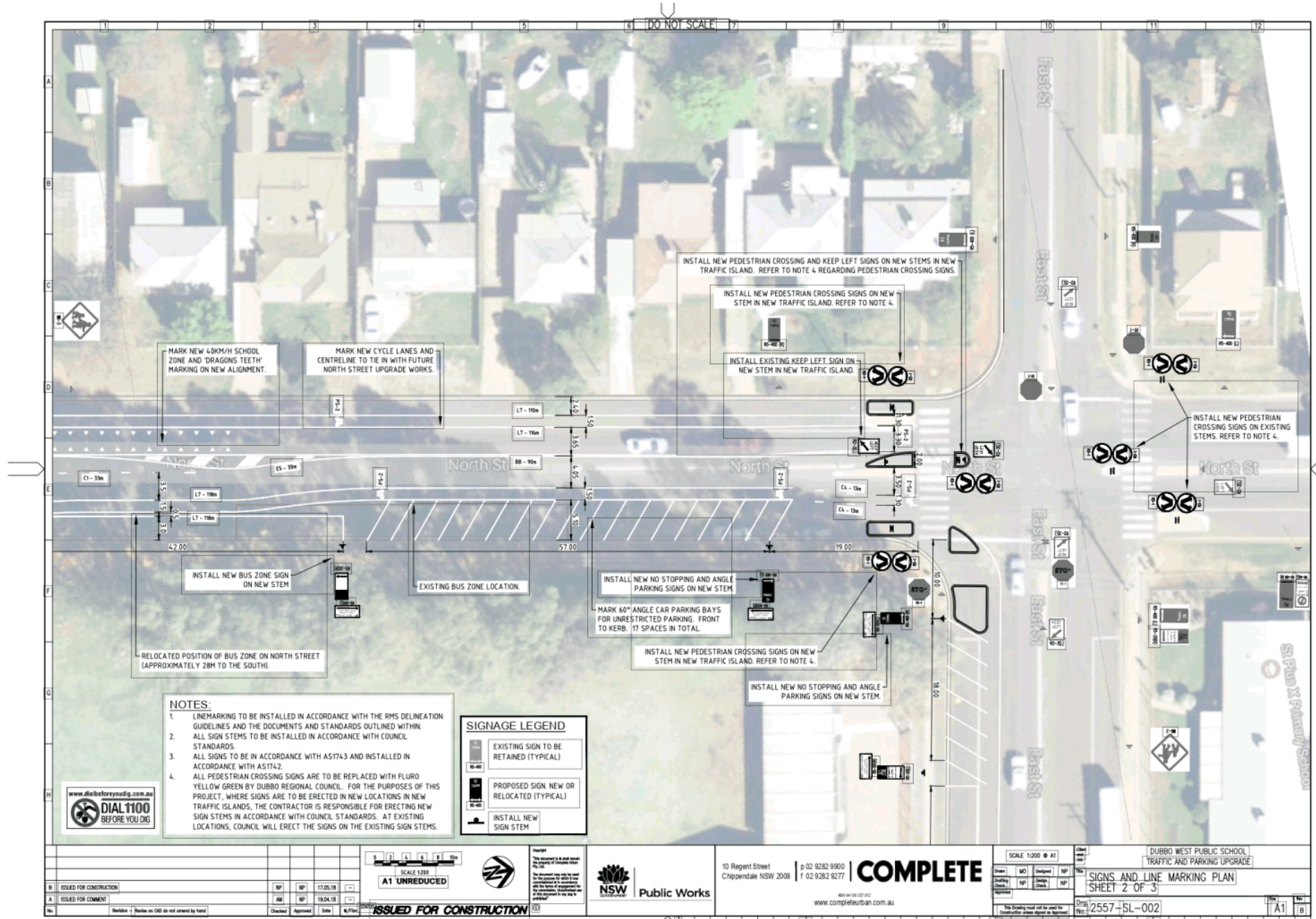
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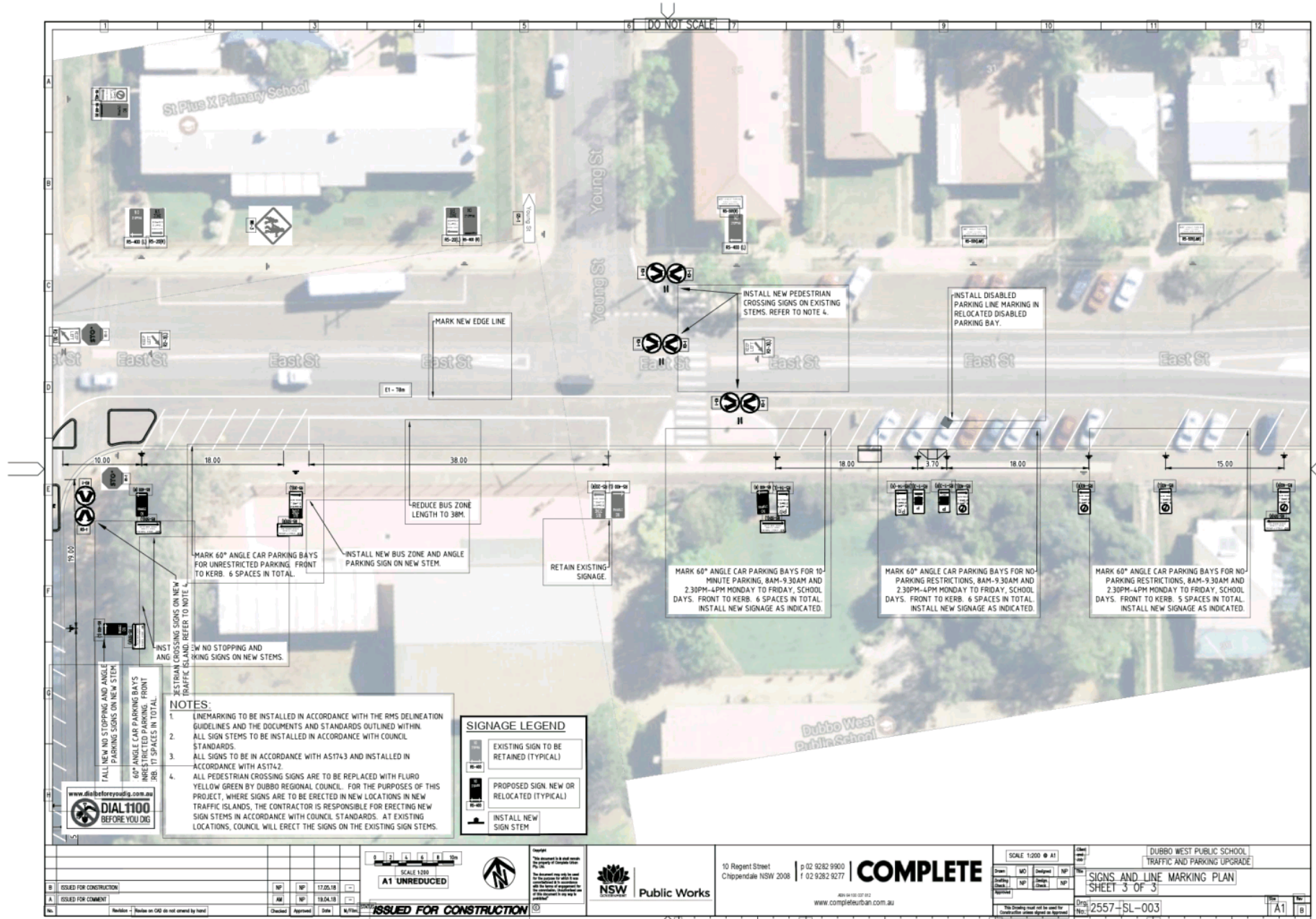
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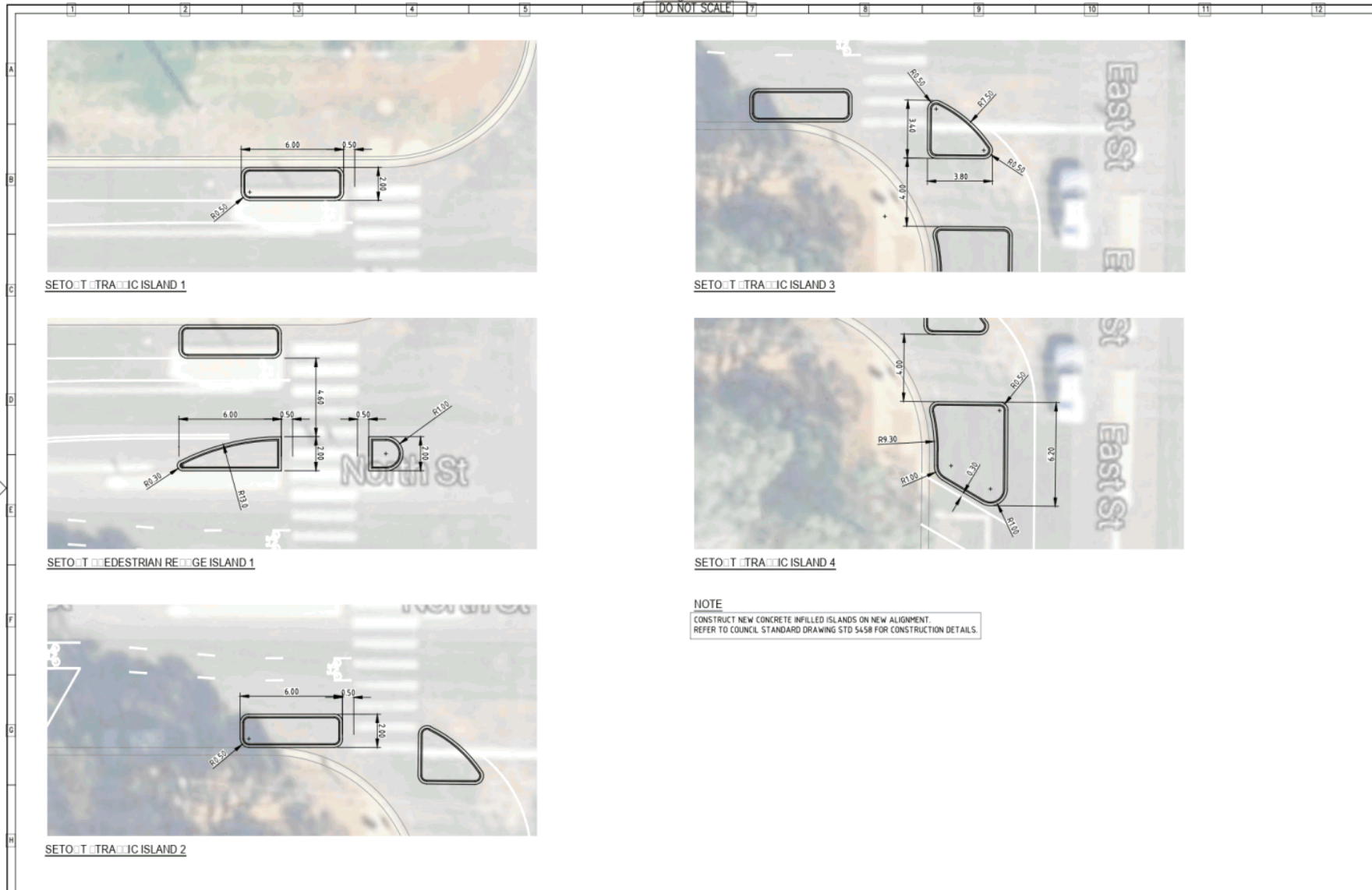












**NOTE**  
 CONSTRUCT NEW CONCRETE INFILLED ISLANDS ON NEW ALIGNMENT.  
 REFER TO COUNCIL STANDARD DRAWING STD 5458 FOR CONSTRUCTION DETAILS.

<p>SCALE 1:100</p> <p><b>A1 UNREDUCED</b></p>				<p>Copyright</p> <p>This document is a final output of the project and is not to be used for any other purpose without the written consent of the project manager.</p>				<p>10 Regent Street                  Chippendale NSW 2008</p> <p>p 02 9282 9900                  f 02 9282 9277</p>		<p><b>COMPLETE</b></p> <p>AS/EA 118 07 012                  www.completeurban.com.au</p>		<p>SCALE 1:100 @ A1</p> <p>DUBBO WEST PUBLIC SCHOOL                  TRAFFIC AND PARKING UPGRADE</p>		<p>SET OUT PLAN</p>	
<p>ISSUED FOR CONSTRUCTION</p> <p>Checked: [ ] Approved: [ ] Date: 17.05.18</p>		<p>ISSUED FOR COMMENT</p> <p>Checked: [ ] Approved: [ ] Date: 19.04.18</p>		<p>Revised: [ ] Revisions on CAD do not exceed by hand</p>		<p>Checked: [ ] Approved: [ ] Date: [ ]</p>		<p>ISSUED FOR CONSTRUCTION</p>		<p>Drawn: [ ] Mapped: [ ] Design: [ ] NP</p> <p>Checked: [ ] NP</p>		<p>Drawn: [ ] Mapped: [ ] Design: [ ] NP</p> <p>Checked: [ ] NP</p>		<p>Drawn: [ ] Mapped: [ ] Design: [ ] NP</p> <p>Checked: [ ] NP</p>	
<p>2557450-001</p>										<p>A1</p>		<p>B1</p>			



DUBBO REGIONAL  
COUNCIL

## REPORT: Playmates Cottage, 2 Moran Drive, Creation of Right of Way Easement

**AUTHOR:** Manager Property Assets  
**REPORT DATE:** 8 May 2018  
**TRIM REFERENCE:** ID18/826

### EXECUTIVE SUMMARY

The construction of the new Playmates Childcare Centre at 2 Moran Drive involved the construction of a carpark for staff and parents. The southern end of the carpark is steeply sloping land that is also the legal access onto Moran Drive for the adjoining land parcel owned by NSW Health. This narrow section of land was included in the landscaping of the Playmates carpark, with agreement by NSW Health Infrastructure project managers, on the basis that it posed a safety risk with the ground elevation difference to use for vehicle access.

It is proposed to create a six metre wide easement for vehicle access at the undeveloped northern end of the Playmates site in order to provide a suitable access to the adjoining land parcel owned by NSW Health.

NSW Health Infrastructure have agreed to commit a capped amount, of \$20,000 to the sealing of this section of residue land and \$5,000 toward easement creation and registration.

### ORGANISATIONAL VALUES

Customer Focused: The creation of the easement will provide certainty of access for the adjoining land owned by NSW Health, and the sealing of this section of land will reduce dust issues for the new Playmates Childcare Centre.

Integrity: The easement will be surveyed by registered surveyors and registration of such easement will involve Council's solicitors.

One Team: The construction of the Playmates childcare centre was undertaken by Economic Development and Business on behalf of Community and Recreation Division.

### FINANCIAL IMPLICATIONS

All surveying, legal costs and registration of easement are the responsibility of NSW Health, including legal costs incurred by Council in relation to this matter, to a capped amount of \$5,000 exc GST.

### POLICY IMPLICATIONS

There are no policy implications arising from this report.

**RECOMMENDATION**

- 1. That a six metre wide easement for vehicle access be created on part of Council owned Lot 114 DP 1032596, benefitting Lot 101 DP 1233482, owned by NSW Health.**
- 2. That costs up to \$5,000 (exc GST), including Council's legal costs in relation to the creation and registration of such easement are the responsibility of NSW Health Infrastructure.**
- 3. That Council invoice NSW Health Infrastructure \$20,000 for the sealing of the area relating to the easement for vehicle access and the immediate surrounding area.**
- 4. That the Chief Executive Officer be authorised to complete any documentation under his Power of Attorney.**

*Simon Tratt*

Manager Property Assets

## BACKGROUND

The new Playmates Childcare Centre was funded by NSW Health and is constructed on Council owned land at 2 Moran Drive, with the completed development being owned by Council. NSW Health own the adjoining Lot 101 DP 1233482 shaded blue in **Figure 1** below. The legal access to Moran Drive for Lot 101 is a 6.5m wide section shown below with a red circle. This legal access is situated on sloping ground and as part of the construction of the Playmates Cottage carpark, it was agreed between Health Infrastructure and Council project staff to landscape this portion of land rather than separately fence it from the Playmates Development.

NSW Health vehicles and contractors working on the redevelopment of the hospital have been accessing Lot 101 via the cleared land at the northern end of Playmates Childcare Centre. NSW Health are seeking to formalise vehicle access to their adjoining land parcel given that their existing legal access onto Moran Drive now forms part of the landscaped buffer area at the rear of Playmates carpark.



**Figure 1.** NSW Health owned Lot 101 DP 1233482 with legal access to this site shown with a red circle

REPORT

Lot 101 DP 1233482 owned by NSW Health, has an area of 13.37 ha and is currently a vacant parcel of land that is anticipated to be developed by NSW Health in future years. In order to provide a more suitable access to this site, and potentially also the CSU campus on the northern side of Council owned Lot 114, it is proposed that a 6 m wide easement for vehicle access be created on the northern edge of the Council owned land (**Figure 2**) where that land is excess to the needs of Playmates Childcare centre.



**Figure 2.** Proposed easement for vehicle access to benefit NSW Health on land adjoining Playmates



NSW Health Infrastructure (HI) have agreed to provide \$20,000 to Council toward the sealing of that section of Lot 114 situated north of the Playmates centre, including where the easement for vehicle access would be located. HI have also agreed to pay for all costs in relation to surveying and registration of the easement, as well as legal fees incurred by Council.

If River Street were to be extended further east at any stage in the future, such easement for vehicle access benefitting Lot 101 would be extinguished, as the extension of the public road would replace the easement, thereby providing a legal access to the northern boundary of Lot 101.

#### **SUMMARY**

The creation of a six metre wide easement for vehicle access at the northern end of Council owned Lot 114 DP 1032596 would formalise the currently operating informal access from River Street to the vacant land parcel owned by NSW Health that adjoins Playmates Childcare Centre. The formalising of this easement for access and the subsequent sealing of the area with a two coat road seal will reduce dust in the area, and provide a more professional finish to the new childcare centre surrounds.

The proposed easement for vehicle access will provide certainty to NSW Health as they consider any future development on their adjoining land.