



AGENDA

ORDINARY COUNCIL MEETING

28 OCTOBER 2025

MEMBERSHIP: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

The meeting is scheduled to commence at 5:30 PM.

PRAYER:

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

ACKNOWLEDGEMENT OF COUNTRY:

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

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CCL25/261 LEAVE OF ABSENCE (ID25/1673)

CCL25/262 CONFLICTS OF INTEREST (ID25/1675)

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

CCL25/263 PUBLIC FORUM (ID25/2056)

CCL25/264 CONFIRMATION OF ORDINARY COUNCIL MEETING MINUTES - MEETING HELD 23 SEPTEMBER 2025 (ID25/1944)

Confirmation of the minutes of the Ordinary Council Meeting held on 23 September 2025.

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MAYORAL MINUTES:

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| CCL25/264a | RECRUITMENT OF INTERIM GENERAL MANAGER (ID25/2068) | 22 |
| | The Council had before it the Mayoral Minute regarding Recruitment of Interim General Manager | |

INFORMATION ONLY MATTERS:

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| CCL25/265 | PRESENTATION OF COUNCIL'S 2024/2025 FINANCIAL STATEMENTS (ID25/2026) | 24 |
| | The Council had before it the report dated 9 October 2025 from the Chief Financial Officer regarding Presentation of Council's 2024/2025 Financial Statements. | |
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| CCL25/266 | MAYORAL APPOINTMENTS AND MEETINGS (ID25/1965) | 128 |
| | The Council had before it the report dated 2 October 2025 from the Chief Executive Officer regarding Mayoral Appointments and Meetings. | |
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| CCL25/267 | MAYORAL EXPENSES - SEPTEMBER 2025 (ID25/2035) | 135 |
| | The Council had before it the report dated 10 October 2025 from the Chief Executive Officer regarding Mayoral Expenses - September 2025. | |
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| CCL25/268 | INVESTMENT UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - SEPTEMBER 2025 (ID25/1961) | 138 |
| | The Council had before it the report dated 1 October 2025 of the Revenue Accountant regarding Investment Under Section 625 of the Local Government Act – September 2025. | |
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| CCL25/269 | 2024/2025 ANNUAL REPORT - DUBBO REGIONAL COUNCIL (ID25/1955) | 160 |
| | The Council had before it the report dated 30 September 2025 of the Corporate Strategy Performance Coordinator regarding 2024/2025 Annual Report – Dubbo Regional Council. | |

MATTERS CONSIDERED BY COMMITTEES:

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| CCL25/270 | REPORT OF THE INFRASTRUCTURE, PLANNING AND ENVIRONMENT COMMITTEE - MEETING 14 OCTOBER 2025 (ID25/2048) | 223 |
| | The Council had before it the report of the Infrastructure, Planning and Environment Committee meeting held 14 October 2025. | |
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| CCL25/271 | REPORT OF THE CULTURE AND COMMUNITY COMMITTEE - MEETING 14 OCTOBER 2025 (ID25/2049) | 230 |
| | The Council had before it the report of the Culture and Community Committee meeting held 14 October 2025. | |
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| CCL25/272 | REPORT OF THE CORPORATE SERVICES COMMITTEE - MEETING 14 OCTOBER 2025 (ID25/2050) | 236 |
| | The Council had before it the report of the Corporate Services Committee meeting held 14 October 2025. | |

NOTICES OF RESCISSION:

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| CCL25/273 | FUNDING OPTIONS - WIRADJURI TOURISM CENTRE (ID25/2046) | 247 |
| | Council had before it a Notice of Motion of Rescission dated 13 October 2025 from Councillor P Toynton, L Butler and K Richardson. | |

REPORTS FROM STAFF:

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| CCL25/274 | PROPOSED SCHOOL CROSSING UPGRADE - OAK STREET DUBBO (ID25/2055) | 249 |
| | The Council had before it the report dated 17 October 2025 from the Infrastructure Strategy Team Leader regarding Proposed School Crossing Upgrade - Oak Street Dubbo. | |
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| CCL25/275 | 2026 NSW TOUCH FOOTBALL JUNIOR STATE CUP DUBBO (ID25/2054) | 255 |
| | The Council had before it the report dated 17 October 2025 from the Traffic Engineer regarding 2026 NSW Touch Football Junior State Cup Dubbo. | |

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| CCL25/276 | ADOPTION OF WATER SUPPLY SERVICES POLICY, SEWERAGE SERVICES POLICY AND LIQUID TRADE WASTE POLICY (ID25/1819)
The Council had before it the report dated 10 September 2025 from the Water and Sewer Client Services Coordinator regarding Adoption of Water Supply Services Policy, Sewerage Services Policy and Liquid Trade Waste Policy. | 264 |
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| CCL25/277 | PEST BIRD SPECIES - RESULTS OF SURVEY AND FUTURE DIRECTION (ID25/2047)
The Council had before it the report dated 16 October 2025 from the Director Development and Environment regarding Pest Bird Species - Results of Survey and Future Direction. | 387 |
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| CCL25/278 | MODIFICATION OF BLUERIDGE PRECINCT DEVELOPMENT CONTROL PLAN (ID25/1860)
The Council had before it the report dated 17 September 2025 from the Team Leader Growth Planning Projects regarding Modification of Blueridge Precinct Development Control Plan. | 393 |
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| CCL25/279 | UPDATE ON THE NORTH YEOVAL BOUNDARY ADJUSTMENT PROJECT (ID25/2053)
The Council had before it the report dated 17 October 2025 from the Director Strategy Partnerships and Engagement regarding Update on the North Yeoval Boundary Adjustment Project. | 423 |
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| CCL25/280 | COUNCIL'S ROLE IN THE SUPPORT OF GRANTS FOR COMMUNITY AND COUNCIL (ID25/1947)
The Council had before it the report dated 26 September 2025 from the Executive Officer Strategy Partnerships and Engagement regarding Council's Role in the Support of Grants for Community and Council. | 427 |
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| CCL25/281 | DRLM ADVISORY COMMITTEE (ID25/1890)
The Council had before it the report dated 24 September 2025 from the Manager Dubbo Regional Livestock Markets regarding DRLM Advisory Committee. | 432 |

- CCL25/282 REQUEST FOR NOVEMBER COUNCIL MEETING TO BE HELD IN DUBBO CHAMBERS (ID25/2052)** 454
- The Council had before it the report dated 17 October 2025 from the Governance Team Leader regarding Request for November Council Meeting to be held in Dubbo Chambers.

QUESTIONS ON NOTICE

- CCL25/283 DISABILITY INCLUSION AND ACCESS (ID25/2045)** 456
- The Council had before it the report dated 15 October 2025 responding to a Question on Notice from Councillor P Toynton.

- CCL25/284 COMMUNITY SAFETY AND CRIME PREVENTION INITIATIVES (ID25/2062)** 457
- The Council had before it the report dated 20 October 2025 responding to a Question on Notice from Councillor S Chowdhury.

- CCL25/285 CHANNELS OF COMMUNICATION WITH COUNCIL FOR RURAL RESIDENTS (ID25/2059)** 459
- The Council had before it the report dated 20 October 2025 responding to a Question on Notice from Councillor P Toynton.

- CCL25/286 NANIMA VILLAGE ROAD (ID25/2061)** 461
- The Council had before it the report dated 20 October 2025 responding to a Question on Notice from Councillor P Toynton.

- CCL25/287 COMMENTS AND MATTERS OF URGENCY (ID25/2057)**

CONFIDENTIAL

- CCL25/288 DUKE OF WELLINGTON BRIDGE APPROACHES - PROVISION OF DESIGN SERVICES (ID25/2022)**
- The Council had before it the report dated 9 October 2025 from the Manager Infrastructure Delivery regarding Duke of Wellington Bridge Approaches - Provision of Design Services.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason: information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CCL25/289 ANNUAL BITUMEN RESEALING PROGRAM 2025/2026 – TENDER RECOMMENDATION (CD25/7207) (ID25/1716)

The Council had before it the report dated 26 August 2025 from the Operations Coordinator West regarding Annual Bitumen Resealing Program 2025/2026 – Tender Recommendation (CD25/7207).

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason: information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CCL25/290 MEMBERSHIP OF THE NEXT AUDIT, RISK AND IMPROVEMENT COMMITTEE (ID25/1958)

The Council had before it the report dated 30 September 2025 from the Manager Corporate Governance regarding Membership of the next Audit, Risk and Improvement Committee.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason: personnel matters concerning particular individuals (other than Councillors) (Section 10A(2)(a)).



Confirmation of Ordinary Council Meeting Minutes - Meeting held 23 September 2025

The Council had before it the report of the Ordinary Council meeting held on 23 September 2025.

RECOMMENDATION

That the minutes of the Dubbo Regional Council Ordinary Council meeting held on 22 July 2025 (as attached) be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.

APPENDICES:

- 1 [1](#) Minutes - Ordinary Council Meeting - 23 September 2025



REPORT ORDINARY COUNCIL MEETING 23 SEPTEMBER 2025

PRESENT: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Director Organisational Performance, the Manager Corporate Governance, the Governance Officer, the Director Strategy, Partnerships and Engagement, the Manager Arts and Culture, the Communications Partner, the IT Support Officer, the Director Development and Environment, the Director Infrastructure, the Manager Building Assets, the Director Community, Culture and Places and the Aboriginal Liaison Officer.

Councillor J Black assumed the Chair of the meeting.

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

CCL25/234 LEAVE OF ABSENCE (ID25/1672)

There were no requests for leave of absence.

Councillor J Cowley and the Director Organisational Performance attended via audio visual link.

CCL25/235 CONFLICTS OF INTEREST (ID25/1674)

The following conflicts of interest were declared:

Councillor L Butler CCL25/258 – Appointments to the Audit, Risk and Improvement Committee – Non-pecuniary, significant.

CCL25/236 PUBLIC FORUM (ID25/1844)

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

Lucy Samuels CCL25/250 - Naming of the New Dubbo Bridge
Michael Sutherland CCL25/250 - Naming of the New Dubbo Bridge

**ORDINARY COUNCIL MEETING - 23 SEPTEMBER 2025
REPORT**

Errin Williamson	CCL25/248 - DRTCC Closure Period Christmas-New Year 2025/2026
Shane Butcher	CCL25/248 - DRTCC Closure Period Christmas-New Year 2025/2026
Martin Simmons	CCL25/247 – Establishment of a Dubbo Regional Livestock Markets Committee
James Bunting	CCL25/250 - Naming of the New Dubbo Bridge
Ellen Mortimore	CCL25/250 - Naming of the New Dubbo Bridge

CCL25/237 CONFIRMATION OF MINUTES - ORDINARY COUNCIL MEETING - 26 AUGUST 2025 (ID25/1803)

The Council had before it the report of the Dubbo Regional Council meeting held on 26 August 2025.

Moved by Councillor S Chowdhury and seconded by Councillor P Toynton.

MOTION

That the minutes of the Dubbo Regional Council Ordinary Council meeting held on 26 August 2025 (as attached) be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

CCL25/238 CONFIRMATION OF MINUTES - EXTRAORDINARY COUNCIL MEETING - 9 SEPTEMBER 2025 (ID25/1822)

The Council had before it the report of the Extraordinary Council meeting held on 9 September 2025.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright.

MOTION

That the minutes of the proceedings of the Dubbo Regional Council Extraordinary Council meeting held on 9 September 2025 (as attached) be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

**ORDINARY COUNCIL MEETING - 23 SEPTEMBER 2025
REPORT**

INFORMATION ONLY MATTERS:

CCL25/239 MAYORAL APPOINTMENTS AND MEETINGS (ID25/1792)

The Council had before it the report dated 3 September 2025 from the Chief Executive Officer regarding Mayoral Appointments and Meetings.

Moved by Councillor J Black and seconded by Councillor A Ryan.

MOTION

That the information contained within the report be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

CCL25/240 MAYORAL EXPENSES - AUGUST 2025 (ID25/1815)

The Council had before it the report dated 9 September 2025 from the Chief Executive Officer regarding Mayoral Expenses - August 2025.

Moved by Councillor J Black and seconded by Councillor M Wright.

MOTION

That the information contained within the report be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

CCL25/241 INVESTMENT UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - AUGUST 2025 (ID25/1774)

The Council had before it the report dated 8 September 2025 from the Revenue Accountant regarding Investment Under Section 625 of the Local Government Act – August 2025

Moved by Councillor S Chowdhury and seconded by Councillor R Ivey.

MOTION

That the information contained within the Investment under Section 625 of the Local Government Act Report be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

**ORDINARY COUNCIL MEETING - 23 SEPTEMBER 2025
REPORT**

MATTERS CONSIDERED BY COMMITTEES:

CCL25/242 REPORT OF THE INFRASTRUCTURE, PLANNING AND ENVIRONMENT COMMITTEE - MEETING 9 SEPTEMBER 2025 (ID25/1804)

The Council had before it the report of the Infrastructure, Planning and Environment Committee meeting held 9 September 2025.

Moved by Councillor L Butler and seconded by Councillor P Toynton.

MOTION

That the report of the Infrastructure, Planning and Environment Committee meeting held on 9 September 2025, be adopted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

CCL25/243 REPORT OF THE CULTURE AND COMMUNITY COMMITTEE - MEETING 9 SEPTEMBER 2025 (ID25/1805)

The Council had before it the report of the Culture and Community Committee meeting held 9 September 2025.

Moved by Councillor P Wells and seconded by Councillor K Richardson.

MOTION

That the report of the Culture and Community Committee meeting held on 9 September 2025, be adopted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

CCL25/244 REPORT OF THE CORPORATE SERVICES COMMITTEE - MEETING 9 SEPTEMBER 2025 (ID25/1806)

The Council had before it the report of the Corporate Services Committee meeting held 9 September 2025.

Moved by Councillor K Richardson and seconded by Councillor P Toynton.

**ORDINARY COUNCIL MEETING - 23 SEPTEMBER 2025
REPORT**

MOTION

That the report of the Corporate Services Committee meeting held on 9 September 2025, be adopted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

CCL25/245 REPORT OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE - MEETING 15 SEPTEMBER 2025 (ID25/1855)

The Council had before it the report of the Audit, Risk and Improvement Committee meeting held 15 September 2025.

Moved by Councillor R Ivey and seconded by Councillor S Chowdhury.

MOTION

That the report of the Audit, Risk and Improvement Committee meeting held on 15 September 2025, be adopted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

NOTICES OF MOTION:

CCL25/246 FEES AND CHARGES - TIPS AND TRANSFER STATIONS (ID25/1768)

Council had before it a Notice of Motion dated 1 September 2025 from Councillor P Toynton regarding the Fees and Charges - Tips and Transfer Stations.

Moved by Councillor P Toynton and seconded by Councillor A Ryan.

MOTION

1. That the CEO provide a report that outlines how council arrived at the prices charged for the disposal of waste.
2. That the CEO negotiate with the EPA/relevant agencies, for the provision of free licenced waste cells at Whylandra landfill for asbestos in order to eliminate illegal dumping of this hazardous waste, rather than council having to pay for these cells and recover the cost by fees associated with the disposal of asbestos.
3. That provisions are made for volunteer groups to be able to dispose of illegally dumped rubbish free of charge.

ORDINARY COUNCIL MEETING - 23 SEPTEMBER 2025

REPORT

4. That state and federal grants/programs are pursued to allow for the collection of costly waste items such as mattresses and tyres, so that these items can be disposed of properly, and with minimal to no cost.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Councillors M Dickerson.

CCL25/247 ESTABLISHMENT OF A DUBBO REGIONAL LIVESTOCK MARKETS COMMITTEE (ID25/1773)

Council had before it a Notice of Motion dated 29 August 2025 from Councillor P Toynton regarding the Establishment of a Dubbo Regional Livestock Markets Committee.

Moved by Councillor P Toynton and seconded by Councillor K Richardson.

MOTION

That the Director Organisational Performance prepare a report for presentation at the October 2025 Ordinary Council meeting, detailing the proposed establishment of a Dubbo Regional Livestock Markets (DRLM) Committee. The report is to include:

1. Recommended representation from key stakeholder groups, including livestock agents, transport operators, producers, animal welfare representatives, Councillor representatives, and relevant Council staff; and
2. A draft Terms of Reference outlining the Committee's purpose, membership, meeting schedule, and reporting framework.

CARRIED

For: Councillors J Black, L Butler, K Richardson, A Ryan, P Toynton and P Wells

Against: Councillors S Chowdhury, J Cowley, M Dickerson, R Ivey and M Wright.

CCL25/248 DRTCC CLOSURE PERIOD CHRISTMAS NEW YEAR 2025/2026 (ID25/1850)

Council had before it a Notice of Motion dated 14 September 2025 from Councillor M Dickerson regarding the DRTCC Closure Period Christmas New Year 2025/2026.

Moved by Councillor M Dickerson and seconded by Councillor S Chowdhury.

MOTION

That Council:

1. Amend the 2025 annual closure period of the Dubbo Regional Theatre and Convention Centre (DRTCC) to commence from Monday 22 December 2025 and conclude on Sunday 4 January 2026 (both dates inclusive), in line with Council's resolution of 25 February 2025.
2. Note that this change maintains the resolved two-week closure period, while allowing community access to the venue on 19-20 December 2025.

CARRIED

**ORDINARY COUNCIL MEETING - 23 SEPTEMBER 2025
REPORT**

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil.

CCL25/249 FORESTVALE ROAD CREEK CROSSING (ID25/1851)

Council had before it a Notice of Motion dated 15 September 2025 from Councillor P Toynton regarding the Forestvale Road Creek Crossing.

Moved by Councillor P Toynton and seconded by Councillor A Ryan.

MOTION

1. That Council staff arrange for the appropriate approvals to be obtained for works to clear the buildup of material in Spicers Creek near the Forestvale Road creek crossing.
2. That works be undertaken to remove the build up of material in Spicers Creek, near the Forestvale Road Creek Crossing, so as to lower the water level across the Crossing, when conditions allow.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

REPORTS FROM STAFF:

CCL25/250 NAMING OF THE NEW DUBBO BRIDGE (ID25/1820)

The Council had before it the report dated 10 September 2025 from the Director Infrastructure regarding Naming of the New Dubbo Bridge.

Moved by Councillor P Toynton and seconded by Councillor K Richardson.

MOTION

That the New Dubbo Bridge Naming Community Consultation Summary Report (August 2025) prepared by Transport for NSW be noted.

Moved by Councillor M Wright and seconded by Councillor S Chowdhury.

AMENDMENT

1. That the New Dubbo Bridge Naming Community Consultation Summary Report (August 2025) prepared by Transport for NSW be noted.
2. That the recommended name for the bridge to be considered for approval by Transport for NSW be The James Samuels Bridge.

CARRIED

**ORDINARY COUNCIL MEETING - 23 SEPTEMBER 2025
REPORT**

For: Councillors L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan and M Wright.

Against: Councillor J Black, P Toynton and P Wells.

The amendment on being put to the meeting was carried.

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

CARRIED

For: Councillors L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan and M Wright.

Against: Councillor J Black, P Toynton and P Wells.

CCL25/252 STATE SIGNIFICANT DEVELOPMENT 90792956 - BOREE SOLAR FARM - COUNCIL'S RESPONSE TO THE SECRETARY'S ENVIRONMENTAL ASSESSMENT REQUIREMENTS (ID25/1791)

The Council had before it the report dated 3 September 2025 from the Manager Building and Development Services regarding State Significant Development 90792956 - Boree Solar Farm - Council's response to the Secretary's Environmental Assessment Requirements.

Moved by Councillor R Ivey and seconded by Councillor K Richardson.

MOTION

That the following submissions be provided to the State Government Department of Planning, Housing and Infrastructure for the proposed Boree Solar Farm development:

1. Dubbo Regional Council submission, Secretary's Environmental Assessment Requirements, Boree Solar Farm (Appendix 2).
2. Public submissions from the Stop the Boree Solar Farm Community Group (Appendix 3 and 4).

Moved by Councillor L Bulter and seconded by Councillor P Toynton.

AMENDMENT

1. That the following submissions be provided to the State Government Department of Planning, Housing and Infrastructure for the proposed Boree Solar Farm development:
 - a. Dubbo Regional Council submission, Secretary's Environmental Assessment Requirements, Boree Solar Farm (Appendix 2).
 - b. Public submissions from the Stop the Boree Solar Farm Community Group (Appendix 3 and 4).
2. That the Proponent, as part of the Environmental Impact Statement, provide a detailed decommissioning and land rehabilitation plan.

CARRIED

**ORDINARY COUNCIL MEETING - 23 SEPTEMBER 2025
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For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

The amendment on being put to the meeting was carried.

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

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

CCL25/253 DUBBO REGIONAL SPORTS COUNCIL - PLAYING FIELD IMPROVEMENT FUND 2025/2026 (ID25/1798)

The Council had before it the report dated 4 September 2025 from the Recreation Coordinator regarding Dubbo Regional Sports Council - Playing Field Improvement Fund 2025/2026.

Moved by Councillor S Chowdhury and seconded by Councillor P Wells.

MOTION

That Council award Dubbo District Cricket Association the sum of \$20,000 (GST exclusive) from the Sports Council Playing Field Improvement Fund towards the cost of refurbishment of the Lady Cutler West cricket nets project.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

CCL25/254 DRAFT NEW DUBBO CEMETERY AND WELLINGTON CEMETERY MASTER PLANS (ID25/1760)

The Council had before it the report dated 29 August 2025 from the Executive Officer Community, Culture and Places regarding Draft New Dubbo Cemetery and Wellington Cemetery Master Plans.

Moved by Councillor K Richardson and seconded by Councillor P Toynton.

MOTION

- 1. That Council endorse the New Dubbo Cemetery master plan and the Wellington Cemetery master plan for public exhibition for a minimum period of 28 days.**
- 2. That the Chief Executive Officer provide a report detailing feedback received during the public exhibition period.**

CARRIED

**ORDINARY COUNCIL MEETING - 23 SEPTEMBER 2025
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For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

CCL25/255 DISCLOSURE OF INTEREST RETURNS (ID25/1567)

The Council had before it the report dated 16 September 2025 from the Manager Corporate Governance regarding Disclosure of Interest Returns.

Moved by Councillor M Wright and seconded by Councillor P Toynton.

MOTION

1. That the information contained within the report of the Manager Corporate Governance, dated 15 September 2025, be noted.
2. That the tabling of the Disclosure of Interest Returns, as detailed in the report, be noted.
3. That it be noted that as there were no failures to lodge Disclosure of Interest Returns for the return period, no advice is required to be provided to the Office of Local Government in this matter.
4. That the lodged Disclosure of Interest Returns for Councillors and Designated Persons be placed on Council's website no later than 30 November 2025, noting that some private information will be redacted prior to publishing online.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

CCL25/256 OUTSTANDING ACTIONS FROM COUNCIL AND COMMITTEES (ID25/1796)

The Council had before it the report dated 4 September 2025 from the Governance Team Leader regarding Outstanding Actions from Council and Committees.

Moved by Councillor M Wright and seconded by Councillor S Chowdhury.

MOTION

That the quarterly update on Outstanding Actions be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

CCL25/257 COMMENTS AND MATTERS OF URGENCY (ID25/1845)

There were no matters recorded under this clause.

**ORDINARY COUNCIL MEETING - 23 SEPTEMBER 2025
REPORT**

CONFIDENTIAL

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

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

CCL25/258 - Appointments to the Audit, Risk and Improvement Committee - that the matter concerned information that would, if disclosed, reveal personnel matters concerning particular individuals (other than Councillors) (Section 10A(2)(a)).

CCL25/259 – Funding Options – Wiradjuri Tourism Centre - the matter concerned information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CCL25/260 – Proposal Land Acquisition – Lot 11 DP 785559, Macquarie Street, Dubbo - the matter concerned information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

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

At this juncture it was moved by Councillor A Ryan and seconded by Councillor P Wells that the Council resolves into closed session, the time being 8:42pm.

The open session resumed at 10:02pm. Moved by Councillor S Chowdhury and seconded by Councillor K Richardson.

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

CCL25/258 APPOINTMENTS TO THE AUDIT, RISK AND IMPROVEMENT COMMITTEE (ID25/1811)

The Council had before it the report dated 8 September 2025 from the Manager Corporate Governance regarding Appointments to the Audit, Risk and Improvement Committee.

Moved by Councillor A Ryan and seconded by Councillor P Wells.

MOTION

The Council recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned personnel matters concerning particular individuals (other than Councillors) (Section 10A(2)(a)).

ORDINARY COUNCIL MEETING - 23 SEPTEMBER 2025
REPORT

Moved by Councillor M Dickerson and seconded by Councillor S Chowdhury.

MOTION

1. That Council interview Applicant 2, Applicant 7, Applicant 8, Applicant 9, Applicant 14 and Applicant 15 for the Independent Representative roles on the Audit, Risk and Improvement Committee.
2. That the interview panel be comprised of the Chief Executive Officer, the Mayor, Councillors S Chowdhury, R Ivey and P Toynton.
3. That the interview panel, after the interview process, make a recommendation to the October Council meeting for the appointment of the Chairperson and the Independent Representatives on the ARIC.
4. That the fees payable to the Chairperson be \$2,000 per meeting, and Independent Members be \$1,500 per meeting.
5. That the information contained within this report remain confidential to the Council.

CARRIED

For: Councillors J Black, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

Councillor L Butler declared a non-pecuniary, significant interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that Councillor L Butler knows two of the candidates personally and he believes this would influence his decisions.

CCL25/259 FUNDING OPTIONS - WIRADJURI TOURISM CENTRE (ID25/1680)

The Council had before it the report dated 21 August 2025 from the Cultural Development Coordinator regarding Funding Options - Wiradjuri Tourism Centre.

Moved by Councillor A Ryan and seconded by Councillor P Wells.

MOTION

The Council recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

Moved by Councillor P Wells and seconded by Councillor S Chowdhury

MOTION

That Council contribute an additional \$8.33M to deliver the full \$22.7M proposal (option 4 as outlined in the report).

CARRIED

**ORDINARY COUNCIL MEETING - 23 SEPTEMBER 2025
REPORT**

For: Councillors S Chowdhury, J Cowley, M Dickerson, A Ryan, P Wells and M Wright.

Against: Councillors J Black, L Butler, R Ivey, K Richardson and P Toynton.

Moved by Councillor M Dickerson and seconded by Councillor R Ivey.

MOTION

That council consider, as part of the funding model, the potential sale of financially underperforming assets to help fund the shortfall.

CARRIED

For: Councillors L Butler, J Cowley, M Dickerson, R Ivey, A Ryan, P Wells and M Wright.

Against: Councillors J Black, S Chowdhury, K Richardson and P Toynton.

CCL25/260 PROPOSAL LAND ACQUISITION - LOT 11 DP 785559, MACQUARIE STREET, DUBBO (ID25/1785)

The Council had before it the report dated 4 September 2025 from the Manager Strategy Water Supply and Sewerage regarding Proposal Land Acquisition - Lot 11 DP 785559, Macquarie Street, Dubbo.

Moved by Councillor A Ryan and seconded by Councillor P Wells.

MOTION

The Council recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

Moved by Councillor K Richardson and seconded by Councillor P Toynton.

MOTION

- 1. That Council pursue the purchase of Lot 11 DP 785559.**
- 2. That Council authorise the Chief Executive Officer to negotiate the terms of the purchase of Lot 11 DP 785559 up to 20% less than the staff recommendation as outlined in this report.**
- 3. That upon acquisition, and completing requirements under the *Local Government Act 1993*, Lot 11 DP 785559 be classified as 'Operational' land.**
- 4. That any document relating to this matter be signed by the Chief Executive Officer under Power of Attorney.**
- 5. That all considerations and documentation in relation to this matter remain confidential to Council.**

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

**ORDINARY COUNCIL MEETING - 23 SEPTEMBER 2025
REPORT**

The meeting closed at 10:03pm.

.....
CHAIRPERSON



MAYORAL MINUTE: Recruitment of Interim General Manager

DIVISION: Elected Members
REPORT DATE: 28 October 2025
TRIM REFERENCE: ID25/2068

To the Council
Ladies and Gentlemen

Office of the Mayor
Civic Administration Building
Church Street, Dubbo

On 9 September 2025 Council resolved (in part) as follows:

“4. That, in accordance with the requirements of the Local Government Act, 1993, Council convene a Recruitment Selection Panel for the purpose of recruitment of an Interim General Manager and the vacant position of General Manager, and delegate the Recruitment Selection Panel the responsibility of:

Interim General Manager:

- a. Undertaking an internal Expression of Interest for the position of Interim General Manager with the assistance of the People, Culture and Safety Branch.*
- b. Preparation of a report to Council in November 2025 to determine the appointment of the Interim General Manager, including the Selection Panel’s recommendation. To undertake an internal Expression of Interest for the position of Interim General Manager with the assistance of the People, Culture and Safety branch.*
- 5. That the Recruitment Selection Panel composition be the Mayor, three Councillors (determined by Council) and a suitably qualified person independent of the Council (determined by the Recruitment Selection Panel).”*

The Selection panel contained the Mayor, Councillor P Wells, Councillor K Richardson, Councillor M Wright and independent Kath Roach, SINC Solutions.

Expressions of Interest were called from the Executive Leadership Team with four applications being received. After reviewing the applications, the selection panel determined to conduct interviews with all four candidates.

The interviews were conducted on Wednesday 22 October 2025 and included a series of questions being asked of each applicant.

The selection process was a competitive one, with the selection panel being impressed by all candidates. The Selection Panel have agreed on the recommended applicant for the role of Interim General Manager for consideration of the Council, with the total remuneration package being at the same level as that of the current Chief Executive Officer.

Council thanks all staff who submitted an Expression of Interest for the Interim General Manager role. In making its decision Council considered how best to keep the positive momentum of Council moving forward and minimise disruption to the organisation and therefore to service to community.

Council remains committed to recruiting the ongoing General Manager position as soon as is possible noting its importance in working with the elected body to deliver positive community outcomes.

RECOMMENDATION

- 1. That Council determine the Interim General Manager.**
- 2. That the Interim General Manager appointment be made on a contract basis, commencing 5pm Friday 28 November 2025, following the conclusion of the final day of the current Chief Executive Officer, Murray Wood, and that the total remuneration package be the same as that provided to the current Chief Executive Officer.**
- 3. That the appointment of the Interim General Manager be made for a period of up to 12 months, noting that the recruitment of the permanent General Manager role has commenced, and this appointment will cease with the commencement of the General Manager or by further resolution of Council.**
- 4. That the current Delegations of Authority for the Chief Executive Officer will continue to apply to the Interim General Manager role from 5pm 28 November 2025, until further or subsequent resolutions of Council.**
- 5. That the Power of Attorney issued to Chief Executive Officer, Murray Wood, be revoked at 5pm on 28 November 2025.**
- 6. That a Power of Attorney be drafted for the Interim General Manager, commencing at 5pm on 28 November 2025.**
- 7. That Council delegate the Mayor authority to complete all actions necessary for the commencement of the Interim General Manager role.**
- 8. That all documentation relating to this matter remain confidential to Council.**

JB
Mayor



REPORT: Presentation of Council's 2024/2025 Financial Statements

DIVISION: Organisational Performance
REPORT DATE: 9 October 2025
TRIM REFERENCE: ID25/2026

EXECUTIVE SUMMARY

Purpose	- Seek endorsement - Fulfil legislated requirement/Compliance	
Issue	Presentation of the Audited Financial Statements for submission to the Office of Local Government	
Reasoning	- The Local Government Act 1993 requires that Council prepare financial statements annually and must meet specific requirements in preparing and presenting the annual financial statements. - The Financial Statements of Council have been prepared to comply with the requirements of the Local Government Act 1993, the Australian Accounting Standards, the Local Government Code and Manual.	
Financial Implications	Budget Area	There are no budget implications arising from this report.
	Funding Source	Not applicable.
Policy Implications	Policy Title	There are no policy implications arising from this report.
	Impact on Policy	Not applicable.
Consultation	External Valuation	External Valuer performed asset revaluations for Stormwater Drainage and Airport Runway asset classes.

STRATEGIC DIRECTION

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

Theme: 4 Leadership

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

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

RECOMMENDATION

- 1. That the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ended 30 June 2025 be accepted by Council.**
- 2. That Council authorises the Mayor, the Deputy Mayor, the Chief Executive Officer and the Responsible Accounting Officer to sign the General Purpose Financial Statements.**
- 3. That Council authorises the Mayor, the Deputy Mayor, the Chief Executive Officer and the Responsible Accounting Officer to sign the Special Purpose Financial Statements.**
- 4. That Council authorises the display of the Annual Financial Statements and Auditor's Reports for the year ended 30 June 2025.**

Jane Bassingthwaite
Director Organisational Performance

SW
Chief Financial Officer

BACKGROUND

Section 413 of the Local Government Act 1993, provides as follows:

- 413 (1) *A Council must prepare financial reports for each year and must refer them for audit as soon as practicable (having regard to the requirements of section 416(1)) after the end of that year.*
- (2) *A council's financial reports must include:*
- (a) a general purpose financial report: and*
 - (b) any other matter prescribed by the regulations, and*
 - (c) a statement in the approved form by the Council as to its opinion on the general purpose financial report.*
- (3) *The general purpose financial report must be prepared in accordance with this Act and the regulations, and requirements of:*
- (a) the publications issued by the Australian Accounting Standards Board, as in force for the time being, subject to the regulations, and*
 - (b) such other standards as may be prescribed by the regulations.*

Clause 214 of the Local Government (General) Regulation 2021 imposes additional requirements for preparation of a Council's financial reports.

- (1) For the purpose of Section 413(2)(b) of the Act, any matters required by the Code [Local Government Code of Accounting Practice and Financial Reporting] or the Manual [Local Government Asset Accounting Manual] to be included in Council's financial reports are prescribed matters.*
- (2) For the purpose of section 413(3)(b) of the Act, the Code and the Manual are prescribed standards.*

With regards to 'any other matter prescribed by the regulation', this refers to the Local Government (General) Regulations 2021 and includes:

- the financial reports are to include general purpose financial statements, special purpose financial statements if applicable, and special schedules, and must be prepared in accordance with the Local Government Code of Accounting Practice and Financial Reporting.*
- the statement by the council must be made by resolution, and be signed by the mayor, at least one other member of the council, the responsible accounting officer, and the general manager (if not the responsible accounting officer).*
- The statement must indicate:*
 - whether or not the council's annual financial reports have been drawn up in accordance with the Act and the Regulation. o the Code.*
 - the Australian Accounting Standards issued by the Australian Accounting Standards Board.*

- *whether or not those reports present fairly the council's financial position and operating result for the year.*
- *whether or not those reports accord with the council's accounting and other records.*
- *whether or not the signatories know of anything that would make those reports false or misleading in any way and include such information and explanations as will prevent those reports from being misleading because of any qualification that is included in the statement.*
- *The Council must ensure that the statement is attached to the relevant annual financial reports.*

Section 416(1) of the Local Government Act 1993 requires that: "A Council's financial reports for a year must be prepared and audited within the period of 4 months after the end of that year".

In accordance with Sections 418 and 419 of the Local Government Act, 1993, Dubbo Regional Council notified the public seven days prior, that the audited Financial Statements and Auditor's Reports would be presented to Council, for the financial year ending 30 June 2025, at the Ordinary Council Meeting on Tuesday, 28 October 2025. The Audit Office of New South Wales will be attending the meeting remotely to present the 2024/2025 audited financial statements.

In accordance with Section 420 of the Local Government Act, 1993, any person may make a submission in writing to Council with respect to the Council's Audited Financial Statements or Auditor's Reports. With copies of the audited Financial Statements being displayed at the Dubbo Civic Administration Building in Church Street Dubbo or Wellington Civic Administration Building in Warne Street Wellington. Submissions close one week after the above Public Meeting has been held.

REPORT

General Purpose Financial Statements

The General Purpose Financial Statements presents Council's consolidated financial statements for the year ended 30 June 2025. The report incorporates five primary financial statements:

- Income Statement: Summarises Council's financial performance for the year, listing all income and expenses. This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.
- Statement of Comprehensive Income: Primarily records changes in the fair value of Council's Infrastructure, property, plant and equipment resulting from comprehensive revaluations and indexation of asset classes.
- Statement of Financial Position: The Balance Sheet presenting Council's financial position as at 30 June 2025 and listing its assets, liabilities and "net wealth" or equity.

- Statement of Changes in Equity: The overall change for the year of Council's "net wealth".
- Statement of Cash Flows: Indicates where Council's cash came from and where it was spent in the categories of operating activities, investing activities and financing activities. This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.
- Notes to the financial statements: Support the primary statements and provide more detail on respective items and include material accounting policy information when required.

Special Purpose Financial Statements

In accordance with the Local Government Code of Accounting Practice and Financial Reporting, Council must complete Special Purpose Financial Statements for all declared business activities.

Special Purpose Financial Statements are designed to meet National Competition Policy reporting requirements with businesses defined as either Category 1 or 2. Council's business activities are:

- Water Supply
- Sewerage Services
- Dubbo Regional Airport
- Dubbo Regional Livestock Markets
- Property Development
- Rainbow Cottage Childcare Centre

The purpose of these reports is to detail the performance of business activities under the principles of 'competitive neutrality'. This reporting requires costs such as taxation equivalents and dividends to be included even though they may not actually be paid, and a return on investment to be calculated. Any subsidy from Council is also disclosed. The key elements of the Special Purpose Financial Statements are the Income Statement and Statement of Financial Position for each nominated business activity. These statements are supported by the Notes to the Special Purpose Financial Statements.

Special Schedules

The Special Schedules have been designed to meet the requirements of special purpose users such as the NSW Grants Commission, Australian Bureau of Statistics, NSW Office of Water, and the NSW Office of Local Government. The Special Schedules comprises the Statement of Permissible Income and the Report on Infrastructure Assets.

External Audit

Section 415(1) provides that the Council's auditor must audit the Council's Financial Reports as soon as practicable (having regard to the requirements of Section 416(1)) after they are

referred for audit. Section 417 details the requirements of the Auditor's Reports. Council's auditor must prepare two reports:

- a report on the General Purpose Financial Statements
- a report on the conduct of the audit.

These reports must include statements by the Auditor as to their opinion on various matters including the keeping of accounting records, preparation of the Financial Statements and any information relevant to the conduct of the audit. The audit certificates and report on conduct of audit will be tabled by Council's Auditor following the meeting of the Ordinary Council meeting on 28 October 2025.

Consultation

- Independent external valuers were engaged to complete the comprehensive asset revaluation of the Stormwater Drainage and Airport Runway asset classes.
- The draft results for the 2024/2025 financial year were presented to Council at the Audit and Risk Improvement Committee held on 15 September 2025.
- Audit Office of NSW conducted the final audit and have provided an unqualified opinion. They presented their findings during a clearance meeting with Council Management held on 15 October 2025.
- Audit Office of NSW presented their findings to the Audit Risk and Improvement Committee on 20 October 2025.
- In accordance with Section 420 of the Local Government Act, 1993, any person may make a submission in writing to Council with respect to the Council's Audited Financial Statements or Auditor's Reports. Submissions close one week after the above public meeting has been held. Financial Statements are provided to the public seven days prior to the public meeting being held.

APPENDICES:

- 1 [↓](#) 2024/2025 Annual Financial Statements - Dubbo Regional Council

Dubbo Regional Council

ANNUAL FINANCIAL STATEMENTS
for the year ended 30 June 2025



Dubbo Regional Council

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2025



Dubbo Regional Council

General Purpose Financial Statements
for the year ended 30 June 2025

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Dubbo Regional Council

General Purpose Financial Statements

for the year ended 30 June 2025

Statement by Councillors and Management made pursuant to Section 413 (2c) of the *Local Government Act 1993*

The attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993* and the regulations made thereunder
- the Australian Accounting Standards issued by the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 28 October 2025.

Josh Black
Mayor
28 October 2025

Phillip Toynton
Deputy Mayor
28 October 2025

Murray Wood
Chief Executive Officer
28 October 2025

Stephanie Williamson
Responsible Accounting Officer
28 October 2025

Dubbo Regional Council

Income Statement

for the year ended 30 June 2025

<i>Original unaudited budget 2025</i>	<i>\$ '000</i>	<i>Notes</i>	<i>Actual 2025</i>	<i>Actual 2024</i>
	Income from continuing operations			
78,511	Rates and annual charges	B2-1	80,278	74,641
46,195	User charges and fees	B2-2	55,081	54,418
2,998	Other revenues	B2-3	5,223	3,505
20,325	Grants and contributions provided for operating purposes	B2-4	20,061	32,079
19,555	Grants and contributions provided for capital purposes	B2-4	59,726	33,122
8,836	Interest and investment income	B2-5	14,365	12,971
—	Other income	B2-6	193	160
176,420	Total income from continuing operations		234,927	210,896
	Expenses from continuing operations			
53,659	Employee benefits and on-costs	B3-1	49,204	49,340
54,604	Materials and services	B3-2	59,076	63,102
2,134	Borrowing costs	B3-3	871	3,037
2,931	Other expenses	B3-5	2,880	2,824
(2,694)	Net loss from the disposal of assets	B4-1	5,035	4,489
110,634	Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets		117,066	122,792
65,786	Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets		117,861	88,104
66,010	Depreciation, amortisation and impairment of non-financial assets	B3-4	57,859	58,525
(224)	Operating result from continuing operations		60,002	29,579
(224)	Net operating result for the year attributable to Council		60,002	29,579
(19,779)	Net operating result for the year before grants and contributions provided for capital purposes		276	(3,543)

The above Income Statement should be read in conjunction with the accompanying notes.

Dubbo Regional Council

Statement of Comprehensive Income for the year ended 30 June 2025

\$ '000	Notes	2025	2024
Net operating result for the year – from Income Statement		60,002	29,579
Other comprehensive income:			
Amounts which will not be reclassified subsequent to operating result			
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-8	79,466	120,778
Other comprehensive income – joint ventures and associates	D2-1	–	1
Total items which will not be reclassified subsequent to operating result		79,466	120,779
Amounts which will be reclassified subsequent to operating result when specific conditions are met			
Other movements		–	(1)
Total items which will be reclassified subsequent to operating result when specific conditions are met		–	(1)
Total other comprehensive income for the year		79,466	120,778
Total comprehensive income for the year attributable to Council		139,468	150,357

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

Dubbo Regional Council

Statement of Financial Position

as at 30 June 2025

\$ '000	Notes	2025	2024
ASSETS			
Current assets			
Cash and cash equivalents	C1-1	45,579	53,196
Investments	C1-2	123,627	149,038
Receivables	C1-4	24,851	22,259
Inventories	C1-5	4,601	6,129
Contract assets	C1-6	4,484	5,463
Other	C1-11a	971	841
Total current assets		204,113	236,926
Non-current assets			
Investments	C1-2	143,608	88,475
Receivables	C1-4	76	14
Inventories	C1-5	2,564	2,219
Infrastructure, property, plant and equipment (IPPE)	C1-8	2,834,403	2,728,017
Investments accounted for using the equity method	D2-1	2,302	2,109
Other	C1-11	495	495
Total non-current assets		2,983,448	2,821,329
Total assets		3,187,561	3,058,255
LIABILITIES			
Current liabilities			
Payables	C3-1	17,045	14,672
Contract liabilities	C3-2	3,983	8,863
Borrowings	C3-3	3,065	5,463
Employee benefit provisions	C3-4	11,237	11,514
Total current liabilities		35,330	40,512
Non-current liabilities			
Payables	C3-1	13	13
Borrowings	C3-3	25,108	28,173
Employee benefit provisions	C3-4	966	836
Provisions	C3-5	9,693	11,738
Total non-current liabilities		35,780	40,760
Total liabilities		71,110	81,272
Net assets		3,116,451	2,976,983
EQUITY			
Accumulated surplus	C4-1	2,467,708	2,407,706
IPPE revaluation surplus	C4-1	648,743	569,277
Total equity		3,116,451	2,976,983

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

Dubbo Regional Council | Statement of Changes in Equity | for the year ended 30 June 2025

Dubbo Regional Council

Statement of Changes in Equity

for the year ended 30 June 2025

\$ '000	Notes	2025			2024		
		Accumulated surplus	IPPE revaluation surplus	Total equity	Accumulated surplus	IPPE revaluation surplus	Total equity
Opening balance at 1 July		2,407,706	569,277	2,976,983	2,378,127	448,499	2,826,626
Opening balance		2,407,706	569,277	2,976,983	2,378,127	448,499	2,826,626
Net operating result for the year		60,002	–	60,002	29,579	–	29,579
Net operating result for the year		60,002	–	60,002	29,579	–	29,579
Other comprehensive income							
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-8	–	79,466	79,466	–	120,778	120,778
Other comprehensive income		–	79,466	79,466	–	120,778	120,778
Total comprehensive income		60,002	79,466	139,468	29,579	120,778	150,357
Closing balance at 30 June		2,467,708	648,743	3,116,451	2,407,706	569,277	2,976,983

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Dubbo Regional Council

Statement of Cash Flows

for the year ended 30 June 2025

<i>Original unaudited budget 2025</i>	<i>\$ '000</i>	Notes	<i>Actual 2025</i>	<i>Actual 2024</i>
Cash flows from operating activities				
Receipts:				
77,575	Rates and annual charges		80,295	74,291
44,728	User charges and fees		53,724	59,142
9,100	Interest received		14,049	11,462
34,594	Grants and contributions		49,478	60,167
–	Bonds, deposits and retentions received		–	256
4,820	Other		4,372	12,279
Payments:				
(50,477)	Payments to employees		(49,619)	(49,213)
(40,483)	Payments for materials and services		(55,849)	(72,831)
(2,335)	Borrowing costs		(1,087)	(2,437)
–	Bonds, deposits and retentions refunded		(56)	–
(19,767)	Other		(4,907)	(7,540)
57,755	Net cash flows from operating activities	G1-1	90,400	85,576
Cash flows from investing activities				
Receipts:				
27,831	Sale of investments		156,500	10,500
–	Redemption of term deposits		–	111,750
8,496	Sale of real estate assets		4,000	4,297
–	Proceeds from sale of IPPE		2,618	2,581
–	Deferred debtors receipts		–	39
Payments:				
–	Purchase of investments		(125,500)	–
–	Acquisition of term deposits		(61,000)	(151,000)
(85,149)	Payments for IPPE		(68,675)	(64,291)
(2,704)	Purchase of real estate assets		(432)	(678)
–	Deferred debtors and advances made		(65)	–
(51,526)	Net cash flows from investing activities		(92,554)	(86,802)
Cash flows from financing activities				
Payments:				
(6,230)	Repayment of borrowings		(5,463)	(6,230)
(6,230)	Net cash flows from financing activities		(5,463)	(6,230)
(1)	Net change in cash and cash equivalents		(7,617)	(7,456)
3,000	Cash and cash equivalents at beginning of year	C1-1b,C1-1	53,196	60,652
2,999	Cash and cash equivalents at end of year	C1-1	45,579	53,196
257,172	plus: Investments on hand at end of year	C1-2	267,235	237,513
260,171	Total cash, cash equivalents and investments		312,814	290,709

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

Dubbo Regional Council

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A About Council and these financial statements

A1-1 Basis of preparation

These financial statements were authorised for issue by Council on 28 October 2025. Council has the power to amend and reissue these financial statements in cases where critical information is received from public submissions or where the OLG directs Council to amend the financial statements.

The material accounting policy information related to these financial statements are set out below. Accounting policies have been consistently applied to all the years presented, unless otherwise stated.

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act 1993 (Act)* and *Local Government (General) Regulation 2021 (Regulation)*, and the Local Government Code of Accounting Practice and Financial Reporting. Council is a not-for-profit entity. The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

New accounting standards and interpretations issued but not yet effective

Certain new accounting standards and interpretations have been published that are not mandatory for the 30 June 2025 reporting period. Council has not applied any pronouncements before its operative date in the annual reporting period beginning 1 July 2025.

AASB 18 was issued on 14 June 2024 and will replace AASB 101 Presentation of Financial Statements. When AASB 18 is first adopted for the financial year ending 30 June 2029, its impact will be limited to changes to the presentation and disclosure of items in the financial statements. The Council will undertake a further detailed assessment of the impact of AASB 18 before its adoption.

New accounting standards adopted during the year

During the year Council adopted all accounting standards and interpretations (as issued by the Australian Accounting Standards Board) which were mandatorily effective for the first time at 30 June 2025.

The following new standard is effective for the first time at 30 June 2025:

- **AASB 2022-10 Amendments to Australian Accounting Standards – Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities.**

The first time adoption of this amendment did not materially impact the council's reported financial position.

Historical cost convention

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain infrastructure, property, plant and equipment.

Significant accounting estimates and judgements

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Council and that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

Council makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

- i. fair values of infrastructure, property, plant and equipment – refer Note C1-8
- ii. tip remediation provisions – refer Note C3-5
- iii. employee benefit provisions – refer Note C3-4.

Significant judgements in applying the Council's accounting policies

- i. Impairment of receivables – refer Note C1-4.
- ii. Determination of whether performance obligations are sufficiently specific and whether the contract is within the scope of AASB 15 *Revenue from Contracts with Customers* and / or AASB 1058 *Income of Not-for-Profit Entities* – refer to Notes B2-2 – B2-4.

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A1-1 Basis of preparation (continued)

Monies and other assets received by Council

The Consolidated Fund

In accordance with the provisions of Section 409(1) of the *Local Government Act 1993*, all money and property received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

The Consolidated Fund has been included in the financial statements of the Council.

Cash and other assets of the following activities have been included as part of the Consolidated Fund:

- general purpose operations
- water service
- sewerage service

The Trust Fund

In accordance with the provisions of Section 411 of the *Local Government Act 1993*, a separate and distinct Trust Fund is maintained to account for all money and property received by Council in trust which must be applied only for the purposes of, or in accordance with, the trusts relating to those monies. Trust monies and property subject to Council's control have been included in these reports.

A separate statement of monies held in the Trust Fund is available for inspection at the council office by any person free of charge.

Volunteer services

Council operate volunteer programs whereby volunteers provide services in performing activities including bush generation, weed control and plantings; ushering patrons during performances at the Dubbo Regional Theatre Convention Centre; and greeting and providing information to visitors of the Western Plains Cultural Centre and Dubbo Visitor Information Centre. Under AASB 1058 Income of Not-for-Profit Entities, Council is required to recognise the volunteer services at fair value when the following criteria are met:

- Volunteer services can be reliably measured;
- The services would be purchased if they were not donated; and
- The value would be material.

Council has assessed the volunteer services for materiality. In relation to Council's overall operations, the value of the volunteer services are not material. Further, there are limitations on the ability for Council to reliably measure the services, and not all volunteer services would be purchased if they were not donated

B Financial Performance

B1 Functions or activities

B1-1 Functions or activities – income, expenses and assets

Income, expenses and assets have been directly attributed to the following functions or activities. Details of those functions or activities are provided in Note B1-2.

\$ '000	<i>Income</i>		<i>Expenses</i>		<i>Operating result</i>		<i>Grants and contributions</i>		<i>Carrying amount of assets</i>	
	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024
Functions or activities										
Governance	–	–	444	650	(444)	(650)	–	–	–	–
Administration	412	1,357	538	(7,294)	(126)	8,651	10	–	233,117	197,697
Public order and safety	4,857	4,542	5,153	5,618	(296)	(1,076)	4,209	3,784	32,584	23,253
Health	–	–	–	132	–	(132)	–	–	–	–
Environment	18,786	19,643	14,033	17,658	4,753	1,985	109	1,054	17,619	198,447
Community services and education	3,527	3,357	5,953	5,239	(2,426)	(1,882)	2,573	2,484	16,415	2,105
Housing and community amenities	5,489	3,328	4,249	3,405	1,240	(77)	1,718	211	26,665	20,914
Water supplies	35,453	34,558	26,642	27,559	8,811	6,999	4,977	5,878	436,562	467,323
Sewerage services	28,311	26,778	15,749	15,395	12,562	11,383	2,649	2,958	372,214	397,365
Recreation and culture	8,994	5,340	29,592	37,073	(20,598)	(31,733)	4,526	2,185	262,064	202,176
Mining, manufacturing and construction	–	–	–	1,548	–	(1,548)	–	–	–	444
Transport and communication	57,600	44,868	62,965	63,057	(5,365)	(18,189)	45,729	32,751	1,735,768	1,460,328
Economic affairs	11,572	7,831	10,708	11,277	864	(3,446)	3,456	1,020	52,251	86,094
Share of gains/(losses) in associates and joint ventures (using the equity method)	193	160	–	–	193	160	–	–	2,302	2,109
General purpose income	59,733	59,134	(1,101)	–	60,834	59,134	9,831	12,876	–	–
Total functions and activities	234,927	210,896	174,925	181,317	60,002	29,579	79,787	65,201	3,187,561	3,058,255

B1-2 Components of functions or activities

Details relating to the Council's functions or activities as reported in B1-1 are as follows:

Governance

Includes costs relating to Council's role as a component of democratic government, including elections, members' fees and expenses, subscriptions to local authority associations, meetings of Council and policymaking committees, public disclosure (e.g. GIPA), and legislative compliance.

Administration

Includes corporate support and other support services, engineering works, and any Council policy compliance.

Public order and safety

Includes Council's fire and emergency services levy, fire protection, emergency services, enforcement of regulations and animal control.

Health

Includes immunisation, food control, health centres etc.

Environment

Includes noxious plants and insect/vermin control; other environmental protection; solid waste management, including domestic waste; other waste management; other sanitation; and garbage, street cleaning, drainage and stormwater management.

Community services and education

Includes administration and education; social protection (welfare); migrant, Aboriginal and other community services and administration (excluding accommodation – as it is covered under 'housing and community amenities'); youth services; aged and disabled persons services; children's services, including family day care; child care; and other family and children services.

Housing and community amenities

Includes public cemeteries; public conveniences; street lighting; town planning; other community amenities, including housing development and accommodation for families and children, aged persons, disabled persons, migrants and Indigenous persons.

Water supplies

Provide safe reliable and cost effective water supply that caters for the sustainable growth.

Sewerage services

Provision of an environmentally responsible sewerage service that maintains the health of the community cost effectively, and caters for the sustainable growth.

Recreation and culture

Includes public libraries; museums; art galleries; community centres and halls, including public halls and performing arts venues; sporting grounds and venues; swimming pools; parks; gardens; lakes; and other sporting, recreational and cultural services.

Mining, manufacturing and construction

Includes building control, quarries and pits, mineral resources, and abattoirs.

Transport and communication

Urban local, urban regional, includes sealed and unsealed roads, bridges, footpaths, parking areas, and aerodromes.

Economic affairs

Includes camping areas and caravan parks; tourism and area promotion; industrial development promotion; sale yards and markets; real estate development; commercial nurseries; and other business undertakings.

B2 Sources of income

B2-1 Rates and annual charges

\$ '000	2025	2024
Ordinary rates		
Residential	26,153	24,644
Farmland	6,979	6,668
Mining	1	1
Business	10,225	9,626
Less: pensioner rebates (mandatory)	(270)	(501)
Less: pensioner rebates (Council policy)	(221)	–
Rates levied to ratepayers	42,867	40,438
Pensioner rate subsidies received	270	274
Total ordinary rates	43,137	40,712
Annual charges (pursuant to s496, 496A, 496B, 501 & 611)		
Domestic waste management services	10,774	9,182
Water supply services	8,225	7,757
Sewerage services	15,730	14,840
Drainage	1,876	1,765
Waste management services (non-domestic)	1,024	847
Less: pensioner rebates (mandatory)	(362)	(625)
Less: pensioner rebates (Council policy)	(489)	(189)
Annual charges levied	36,778	33,577
Pensioner annual charges subsidies received:		
– Water	123	121
– Sewerage	117	117
– Domestic waste management	123	114
Total annual charges	37,141	33,929
Total rates and annual charges	80,278	74,641

Council has used 2022 year valuations provided by the NSW Valuer General in calculating its rates.

Material accounting policy information

Rates and annual charges are recognised as revenue at the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

Pensioner rebates relate to reductions in rates and certain annual charges for eligible pensioners' place of residence in the local government council area.

Pensioner rate subsidies are received from the NSW Government to provide a contribution towards the pensioner rebates and are recognised within the underlying revenue item based on their substance.

B2-2 User charges and fees

\$ '000	Timing	2025	2024
Specific user charges (per s502 - specific 'actual use' charges)			
Water supply services	1	18,126	17,276
Sewerage services	1	5,789	5,577
Waste management services (non-domestic)	1	6,787	6,683
Total specific user charges		30,702	29,536
Other user charges and fees			
(i) Fees and charges – statutory and regulatory functions (per s608)			
Regulatory/ statutory fees	2	3,335	2,825
Total fees and charges – statutory/regulatory		3,335	2,825
(ii) Fees and charges – other (incl. general user charges (per s608))			
Aerodrome	2	5,715	5,765
Cemeteries	2	479	517
Leaseback fees – Council vehicles	2	370	321
Transport for NSW works (state roads not controlled by Council)	2	1,436	4,246
Tourism	2	170	202
Water service connections	2	61	50
Wellington Caves entry fees	2	759	971
Western Plains Cultural Centre	2	207	232
Dubbo Aquatic Leisure Centre	2	–	11
Family Day Care	2	290	290
Fodder sales 'greengrove' effluent reuse property	2	155	158
Old Dubbo Gaol	2	749	707
Private works	2	559	452
Public halls	2	1,551	2,114
Rainbow Cottage Childcare Centre	2	577	493
Dubbo Regional Livestock Markets	2	6,335	4,179
Dubbo Showground	2	243	189
Sewer plan drafting fees	2	150	132
Other	2	991	782
Sporting facilities	2	247	246
Total fees and charges – other		21,044	22,057
Total other user charges and fees		24,379	24,882
Total user charges and fees		55,081	54,418
Timing of revenue recognition for user charges and fees			
User charges and fees recognised over time (1)		30,702	29,536
User charges and fees recognised at a point in time (2)		24,379	24,882
Total user charges and fees		55,081	54,418

Material accounting policy information

Revenue arising from user charges and fees is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases such as caravan parks, the customer is required to pay on arrival or a deposit in advance. There is no material obligation for Council in relation to refunds or returns.

Where an upfront fee is charged such as joining fees for the leisure centre the fee is recognised on a straight-line basis over the expected life of the membership.

Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than over the term of the licence.

B2-3 Other revenues

\$ '000	Timing	2025	2024
Rental income – other council properties	1	1,613	1,337
Fines	2	534	502
Commissions and agency fees	2	12	10
Insurance claims recoveries	2	812	272
Other	2	1,675	1,052
StateCover WHS Incentive	2	130	130
Caves Kiosk / caravan park sales	2	447	202
Total other revenue		5,223	3,505
Timing of revenue recognition for other revenue			
Other revenue recognised over time (1)		1,613	1,337
Other revenue recognised at a point in time (2)		3,610	2,168
Total other revenue		5,223	3,505

Material accounting policy information for other revenue

Where the revenue is earned for the provision of specified goods / services under an enforceable contract, revenue is recognised when or as the obligations are satisfied.

Statutory fees and fines are recognised as revenue when the service has been provided, the payment is received or when the penalty has been applied, whichever occurs first.

Other revenue is recorded when the payment is due, the value of the payment is notified, or the payment is received, whichever occurs first.

B2-4 Grants and contributions

\$ '000	Timing	Operating 2025	Operating 2024	Capital 2025	Capital 2024
General purpose grants and non-developer contributions (untied)					
Financial Assistance Grant					
Relating to Current Year	2	2,212	596	–	–
Prepayment received in advance for subsequent year	2	7,543	12,198	–	–
Amount recognised as income during current year		9,755	12,794	–	–
Special purpose grants and non-developer contributions (tied)					
Cash contributions					
Water supplies	2	–	–	1,988	2,865
Bushfire and emergency services	2	438	587	115	111
Heritage and cultural	2	131	124	–	–
Employment and training programs	2	5	10	–	–
Library	2	223	221	–	–
Noxious weeds	2	108	107	–	–
Storm/flood damage		(9)	3,361	–	–
Local Infrastructure Renewal Scheme interest subsidy	2	–	–	4	55
Tourism	2	–	–	471	238
Street lighting	2	215	211	–	–
Community services	2	193	225	–	–
Family Day Care	2	1,118	1,101	–	–
Rainbow Cottage Childcare Centre	2	1,184	1,086	–	–
Sporting facilities	2	(122)	1	295	382
Stormwater	2	46	–	–	–
Other specific grants	2	4,400	524	6,019	1,032
Transport (roads to recovery)	2	–	2,146	–	–
Transport (other roads and bridges funding)	1	–	7,113	16,452	9,979
Previously contributions:					
Transport for NSW contributions (regional roads, block grant)	2	2,062	2,101	–	–
Other contributions	2	314	367	163	1,880
Sporting facilities	2	–	–	(11)	54
Total special purpose grants and non-developer contributions – cash		10,306	19,285	25,496	16,596
Non-cash contributions					
NSW Rural Fire Services appliances	2	–	–	3,775	1,439
Dubbo City Holiday Park electrical infrastructure	2	–	–	–	402
Contributed artworks		–	–	–	158
Total other contributions – non-cash		–	–	3,775	1,999
Total special purpose grants and non-developer contributions (tied)		10,306	19,285	29,271	18,595
Total grants and non-developer contributions		20,061	32,079	29,271	18,595
Comprising:					
– Commonwealth funding		12,422	15,281	8,730	7,448
– State funding		7,269	16,512	20,379	9,130
– Other funding		370	286	162	2,017
		20,061	32,079	29,271	18,595

continued on next page ...

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B2-4 Grants and contributions (continued)

Developer contributions

\$ '000	Notes	Timing	Operating 2025	Operating 2024	Capital 2025	Capital 2024
Developer contributions: (s7.4 & s7.11 - EP&A Act, s64 of the LGA):						
	G4					
Cash contributions						
S 64 – water supply contributions		2	–	–	1,495	1,258
S 64 – sewerage service contributions		2	–	–	1,478	1,387
S 7.11 – open space		2	–	–	794	509
S 7.11 – drainage		2	–	–	47	48
S 7.11 – roadworks		2	–	–	2,951	1,900
Voluntary planning agreements		2	–	–	1,043	205
Total developer contributions – cash			–	–	7,808	5,307
Non-cash contributions						
Infrastructure - Drainage		2	–	–	6,401	1,007
Infrastructure - Footpaths		2	–	–	234	374
Infrastructure - Roads and bridges		2	–	–	13,000	4,442
Infrastructure - Land under roads		2	–	–	350	127
Water supply services		2	–	–	1,492	1,734
Sewerage services		2	–	–	1,170	1,536
Total developer contributions non-cash			–	–	22,647	9,220
Total developer contributions			–	–	30,455	14,527
Total grants and contributions			20,061	32,079	59,726	33,122
Timing of revenue recognition						
Grants and contributions recognised over time (1)			–	7,113	16,452	9,979
Grants and contributions recognised at a point in time (2)			20,061	24,966	43,274	23,143
Total grants and contributions			20,061	32,079	59,726	33,122

Unspent grants and contributions

Certain grants and contributions are obtained by Council on the condition they be spent in a specified manner or in a future period but which are not yet spent in accordance with those conditions are as follows:

\$ '000	Operating 2025	Operating 2024	Capital 2025	Capital 2024
Unspent grants and contributions				
Unspent funds at 1 July	8,195	1,699	11,974	21,933
Add: Funds recognised as revenue in the reporting year but not yet spent in accordance with the conditions	1,565	8,533	7,808	3,989
Add: Funds received and not recognised as revenue in the current year	–	–	–	–
Less: grants recognised as income in a previous reporting period now spent	(1,004)	(849)	(1,999)	(4,858)
Less: Funds received in prior year but revenue recognised and funds spent in current year	–	(1,188)	(4,876)	(9,090)
Unspent funds at 30 June	8,756	8,195	12,907	11,974

continued on next page ...

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B2-4 Grants and contributions (continued)

Material accounting policy information

Grants and contributions – enforceable agreement with sufficiently specific performance obligations

Grant and contribution revenue from an agreement which is enforceable and contains sufficiently specific performance obligations is recognised as or when control of each performance obligation is transferred.

The performance obligations vary according to the agreement. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Performance obligations may be satisfied either at a point in time or over time and this is reflected in the revenue recognition pattern. Point in time recognition occurs when the beneficiary obtains control of the goods / services at a single time (e.g. completion of the project when a report / outcome is provided), whereas over time recognition is where the control of the services is ongoing throughout the project (e.g. provision of community health services through the year).

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

Capital grants

Capital grants received by Council under an enforceable contract for the acquisition or construction of infrastructure, property, plant and equipment to identified specifications which will be under Council's control on completion are recognised as revenue as and when the obligation to construct or purchase is completed.

For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project.

For acquisitions of assets, the revenue is recognised when the asset is acquired and controlled by the Council.

Developer contributions

Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of sections 7.4, 7.11 and 7.12 of the *Environmental Planning and Assessment Act 1979* (EP&A Act).

While Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon receipt by Council, due to the possibility that individual development consents may not be acted upon by the applicant and, accordingly, would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required, but Council may apply contributions according to the priorities established in work schedules for the contribution plan.

Other grants and contributions

Assets, including cash, received from other grants and contributions are recognised at fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

B2-5 Interest and investment income

\$ '000	2025	2024
Interest on financial assets measured at amortised cost		
– Overdue rates and annual charges (incl. special purpose rates)	441	367
– Cash and investments	14,101	12,845
– Other	91	54
Amortisation of premiums and discounts		
– Interest free (and interest reduced) loans provided	10	7
– Financial assets at amortised cost	(278)	(302)
Total interest and investment income (losses)	14,365	12,971

B2-6 Other income

\$ '000	Notes	2025	2024
Net share of interests in joint ventures and associates using the equity method			
Joint ventures		193	160
Total net share of interests in joint ventures and associates using the equity method		193	160
	D2-1		
Total other income		193	160

B3 Costs of providing services

B3-1 Employee benefits and on-costs

\$ '000	2025	2024
Salaries and wages	42,985	42,557
Travel expenses	196	202
Employee leave entitlements (ELE)	4,959	4,641
Superannuation	5,548	4,984
Workers' compensation insurance	1,697	2,350
Fringe benefit tax (FBT)	110	69
Payroll tax	259	259
Training costs (other than salaries and wages)	855	532
Other	354	257
Total employee costs	56,963	55,851
Less: capitalised costs	(7,759)	(6,511)
Total employee costs expensed	49,204	49,340
Number of 'full-time equivalent' employees (FTE) at year end	492	491

Material accounting policy information

Employee benefit expenses are recorded when the service has been provided by the employee.

All employees of the Council are entitled to benefits on retirement, disability or death. Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

Council participates in a defined benefit plan under the Local Government Superannuation Scheme, however, sufficient information to account for the plan as a defined benefit is not available and therefore Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans, i.e. as an expense when it becomes payable – refer to Note E3-1 for more information.

B3-2 Materials and services

\$ '000	Notes	2025	2024
Raw materials and consumables		33,790	36,372
Contractor costs		15,319	18,982
Audit Fees	F2-1	170	163
Councillor and Mayoral fees and associated expenses	F1-2	444	432
Advertising		358	395
Election expenses		371	7
Electricity and heating		5,046	4,766
Insurance		3,113	2,666
Postage		182	137
Printing and stationery		241	303
Street lighting		815	925
Telephone and communications		218	243
Valuation fees		227	217
Other expenses		1,211	1,049
Vehicle registration		358	245
Water resource charge		943	969
Contributions to emergency services		1,770	1,836
Credit card merchant fees		9	20
Family day care – fee relief		1,118	1,075
Property rental		147	62
Subscription shires association		62	59
Legal expenses:			
– Legal expenses: planning and development		10	40
– Legal expenses: other		421	588
Total materials and services		66,343	71,551
Less: capitalised costs		(7,267)	(8,449)
Total materials and services		59,076	63,102

B3-3 Borrowing costs

\$ '000	Notes	2025	2024
(i) Interest bearing liability costs			
Interest on loans		1,794	2,398
Total interest bearing liability costs		1,794	2,398
Total interest bearing liability costs expensed		1,794	2,398
(ii) Other borrowing costs			
Discount adjustments relating to movements in provisions (other than ELE)			
– Interest free (or favourable) loans and advances made by Council		13	–
– Remediation liabilities	C3-5	(936)	639
Total other borrowing costs		(923)	639
Total borrowing costs expensed		871	3,037

B3-4 Depreciation, amortisation and impairment of non-financial assets

\$ '000	Notes	2025	2024
Depreciation and amortisation			
Plant and equipment		4,958	4,732
Office equipment		540	485
Furniture and fittings		253	156
Land improvements (depreciable)		240	232
Infrastructure:	C1-8		
– Buildings – non-specialised		1,271	1,633
– Buildings – specialised		4,556	6,041
– Other structures		6,344	7,664
– Roads		22,908	20,811
– Airport runways		1,027	1,018
– Stormwater drainage		2,508	2,384
– Water supply network		6,694	6,697
– Sewerage network		5,864	6,125
– Swimming pools		131	138
Other assets:			
– Other		8	9
Reinstatement, rehabilitation and restoration assets:			
– Tip assets	C1-8, C3-5	1,772	1,367
– Quarry assets	C1-8, C3-5	17	12
Total gross depreciation and amortisation costs		59,091	59,504
Less: capitalised costs		(1,232)	(979)
Total depreciation and amortisation costs		57,859	58,525
Total depreciation, amortisation and impairment for non-financial assets		57,859	58,525

Material accounting policy information

Depreciation and amortisation

Depreciation and amortisation are calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives.

Impairment of non-financial assets

Council assets held at fair value that are not held primarily for their ability to generate net cash flow, and that are deemed to be specialised, are not tested for impairment since these assets are assessed on an annual basis to ensure that the carrying amount is not materially different from fair value and therefore an impairment loss would be captured during this assessment.

Intangible assets not yet available for use, are tested annually for impairment, or more frequently if events or changes in circumstances indicate that they might be impaired.

Other non-financial assets that do not meet the criteria above are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

B3-5 Other expenses

\$ '000	Notes	2025	2024
Impairment of receivables			
Other		223	191
Total impairment of receivables	C1-4	223	191
Other			
Donations, contributions and assistance to other organisations (Section 356)		2,657	2,633
Total other		2,657	2,633
Total other expenses		2,880	2,824

B4 Gains or losses

B4-1 Gain or loss from the disposal, replacement and de-recognition of assets

\$ '000	Notes	2025	2024
Gain (or loss) on disposal of property (excl. investment property)			
Proceeds from disposal – property	C1-8	39	302
Less: carrying amount of property assets sold/written off		(97)	(194)
Gain (or loss) on disposal		(58)	108
Gain (or loss) on disposal of plant and equipment			
Proceeds from disposal – plant and equipment	C1-8	2,579	2,279
Less: carrying amount of plant and equipment assets sold/written off		(2,153)	(2,647)
Gain (or loss) on disposal		426	(368)
Gain (or loss) on disposal of infrastructure			
Less: carrying amount of infrastructure assets sold/written off	C1-8	(8,068)	(6,351)
Gain (or loss) on disposal		(8,068)	(6,351)
Gain (or loss) on disposal of real estate assets held for sale			
Proceeds from disposal – real estate assets	C1-5	4,000	4,297
Less: carrying amount of real estate assets sold/written off		(1,335)	(2,175)
Gain (or loss) on disposal		2,665	2,122
Gain (or loss) on disposal of investments			
Proceeds from disposal	C1-2	156,500	124,250
Less: carrying value of investments		(156,500)	(124,250)
Gain (or loss) on disposal		–	–
Net gain (or loss) from disposal of assets		(5,035)	(4,489)

B5 Performance against budget

B5-1 Material budget variations

Council's original budget was adopted by the Council on 27 June 2024 and is not required to be audited. The original projections on which the budget was based have been affected by a number of factors. These include state and federal government decisions, including new grant programs, changing economic activity, environmental factors, and by decisions made by Council.

While these General Purpose Financial Statements include the original budget adopted by Council, the Act requires Council to review its financial budget on a quarterly basis, so it is able to manage the variation between actuals and budget that invariably occur during the year.

Material variations of more than 10% between original budget and actual results or where the variance is considered material by nature are explained below.

Variation Key: **F** = Favourable budget variation, **U** = Unfavourable budget variation.

\$ '000	2025 Budget	2025 Actual	2025 Variance	
Revenues				
Rates and annual charges	78,511	80,278	1,767	2% F
User charges and fees	46,195	55,081	8,886	19% F
Significant increases were seen across multiple areas including an increase in water consumption above forecast amount largely due to changes in environmental forecasts and an increase in yard dues at Dubbo Regional Livestock Markets due to higher than anticipated throughput. Other increases include additional income received from trade waste and non-residential quarterly charges and tipping charges. These were offset by a reduction in sales from Council's venues including the Regional Theatre and Convention Centre.				
Other revenues	2,998	5,223	2,225	74% F
The favourable increase in Other Revenues was largely due to numerous low value increases across various areas of the organisation including rental and venue hire adjustments. Other items of note include additional income for successful insurance claims that were not budgeted and an increase in enforcement income.				
Operating grants and contributions	20,325	20,061	(264)	(1)% U
Capital grants and contributions	19,555	59,726	40,171	205% F
The favourable increase was largely due to the receipt of a significant value of Developer Contributed Assets during the year, along with various additional grants received, predominantly for infrastructure.				
Interest and investment revenue	8,836	14,365	5,529	63% F
The favourable increase in Interest and investment revenue was the result of higher opening cash balances and lower capital expenditure than anticipated in the budget, combined with stronger interest rates offered in the financial year compared to original economic forecasts.				
Other income	—	193	193	∞ F
Expenses				
Employee benefits and on-costs	53,659	49,204	4,455	8% F
Materials and services	54,604	59,076	(4,472)	(8)% U
Borrowing costs	2,134	871	1,263	59% F
The favourable movement reflects the decrease in Council's asset remediation provision for tips and quarries. The provision represents the present value estimate of future costs of remediation. Remediation work has been completed on some sites, and as such, reduces the need to provide for such costs.				
Depreciation, amortisation and impairment of non-financial assets	66,010	57,859	8,151	12% F
The revaluation of transport infrastructure assets and the indexation of other infrastructure and significant asset classes in prior years had a larger than expected impact on 2024/2025 depreciation calculations than budgeted.				

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The favourable movement reflects a decrease in Council's expected borrowing costs for the year, compared to Council's long term financial plan.

C Financial position

C1 Assets we manage

C1-1 Cash and cash equivalents

\$ '000	2025	2024
Cash assets		
Cash on hand and at bank	1,420	13
Cash equivalent assets		
– Deposits at call	44,159	53,183
Total cash and cash equivalents	45,579	53,196

Reconciliation of cash and cash equivalents

Total cash and cash equivalents per Statement of Financial Position	45,579	53,196
Balance as per the Statement of Cash Flows	45,579	53,196

C1-2 Financial investments

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Debt securities at amortised cost				
Term deposits	97,500	133,500	113,000	57,000
NCD's, FRN's (with maturities > 3 months)	26,127	10,108	36,038	31,475
Total	123,627	143,608	149,038	88,475
Total financial investments	123,627	143,608	149,038	88,475
Total cash assets, cash equivalents and investments	169,206	143,608	202,234	88,475

Material accounting policy information

Financial instruments are recognised initially on the date that the Council becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

Financial assets

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

Classification

On initial recognition, Council classifies its financial assets into the following categories – those measured at:

- amortised cost
- fair value through profit and loss (FVTPL)
- fair value through other comprehensive income – equity instrument (FVOCI-equity)

Financial assets are not reclassified subsequent to their initial recognition.

Amortised cost

Assets measured at amortised cost are financial assets where:

- the business model is to hold assets to collect contractual cash flows, and
- the contractual terms give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

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C1-2 Financial investments (continued)

Council's financial assets measured at amortised cost comprise trade and other receivables, term deposits, NCD's, FRN's, and cash and cash equivalents in the Statement of Financial Position. Term deposits, NCD's and FRN's with an initial term of more than 3 months are classified as investments rather than cash and cash equivalents.

Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income, impairment and gains or loss on de-recognition are recognised in profit or loss.

C1-3 Restricted and allocated cash, cash equivalents and investments

\$ '000	2025	2024
(a) Externally restricted cash, cash equivalents and investments		
Total cash, cash equivalents and investments	312,814	290,709
Less: Externally restricted cash, cash equivalents and investments	<u>(216,495)</u>	<u>(192,191)</u>
Cash, cash equivalents and investments not subject to external restrictions	96,319	98,518
External restrictions		
External restrictions included in cash, cash equivalents and investments above comprise:		
Developer contributions – general	23,235	18,315
Specific purpose unexpended grants	21,663	20,169
Water fund ¹	68,754	62,439
Sewer fund	91,492	82,490
Stormwater management	6,466	5,499
Domestic waste management	4,885	3,279
Total external restrictions	216,495	192,191

Cash, cash equivalents and investments subject to external restrictions are those which are only available for specific use by Council due to a restriction placed by legislation or third-party contractual agreement.

(1) Prior year has been restated for comparative purposes

\$ '000	2025	2024
(b) Internal allocations		
Internal allocations		
At 30 June, Council has internally allocated funds to the following:		
Employees leave entitlement	3,957	3,528
Other waste management services	29,768	25,026
Road network – state roads	1,684	1,439
Fleet management services	5,944	7,734
Future Asset Renewal ¹	54,966	60,791
Total internal allocations	96,319	98,518

Cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or policy of the elected Council.

(1) Prior year has been restated for comparative purposes

C1-4 Receivables

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Rates and annual charges	3,885	–	3,848	–
Interest and extra charges	527	–	431	–
User charges and fees	10,441	–	8,868	–
Accrued revenues				
– Interest on investments	4,852	–	4,364	–
Deferred debtors	35	76	35	14
Government grants and subsidies	3,542	–	3,552	–
Net GST receivable	1,289	–	1,575	–
Due from other levels of government	23	–	30	–
Other debtors	1,373	–	452	–
Total	25,967	76	23,155	14
Less: provision for impairment				
User charges and fees	(1,116)	–	(896)	–
Total provision for impairment – receivables	(1,116)	–	(896)	–
Total net receivables	24,851	76	22,259	14

\$ '000	2025	2024
Movement in provision for impairment of receivables		
Balance at the beginning of the year (calculated in accordance with AASB 9)	896	707
+ new provisions recognised during the year	222	511
– amounts already provided for and written off this year	(2)	(2)
– amounts provided for but recovered during the year	–	(316)
– previous impairment losses reversed	–	(4)
Balance at the end of the year	1,116	896

Material accounting policy information

Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Receivables are generally due for settlement within 30 days.

Impairment

Impairment of financial assets measured at amortised cost is recognised on an expected credit loss (ECL) basis.

When estimating ECL, Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Council's historical experience and informed credit assessment, and including forward-looking information.

Council uses the simplified approach for trade receivables where the expected lifetime credit losses are recognised on day 1.

When considering the ECL for rates and annual charges debtors, Council takes into account that unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold.

Credit losses are measured at the present value of the difference between the cash flows due to the entity in accordance with the contract, and the cash flows expected to be received. This is applied using a probability weighted approach.

Council writes off a receivable when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery, e.g. when the debtor has been placed under liquidation or has entered into bankruptcy proceedings.

Where Council renegotiates the terms of receivables due from certain customers, the new expected cash flows are discounted at the original effective interest rate and any resulting difference to the carrying value is recognised in profit or loss.

C1-5 Inventories

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
(i) Inventories at cost				
Stores and materials	1,267	–	1,548	–
Trading stock	163	–	162	–
Real estate for resale	3,171	2,564	4,419	2,219
Total inventories at cost	4,601	2,564	6,129	2,219
Total inventories	4,601	2,564	6,129	2,219

(i) Other disclosures

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
(a) Details for real estate development				
Residential	3,171	2,021	4,419	1,873
Industrial/commercial	–	543	–	346
Total real estate for resale	3,171	2,564	4,419	2,219

Material accounting policy information

Raw materials and stores, work in progress and finished goods

Raw materials and stores, work in progress and finished goods are stated at the lower of cost and net realisable value. Costs are assigned to individual items of inventory on the basis of weighted average costs. Costs of purchased inventory are determined after deducting rebates and discounts. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for resale

Land held for resale is stated at the lower of cost and net realisable value. Cost is assigned by specific identification and includes the cost of acquisition, and development and borrowing costs during development. When development is completed, borrowing costs and other holding charges are expensed as incurred.

C1-6 Contract assets

\$ '000	Notes	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Contract assets	a	4,484	–	5,463	–
Total contract assets		4,484	–	5,463	–

a. Contract assets

Work relating to infrastructure grants		4,484	–	5,463	–
Total contract assets		4,484	–	5,463	–

C1-7 Non-current assets classified as held for sale

Council did not classify any non-current assets or disposal groups as 'held for sale'.

C1-8 Infrastructure, property, plant and equipment

By aggregated asset class	At 1 July 2024			Asset movements during the reporting period						At 30 June 2025		
	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals ¹	Additions	Carrying value of disposals	Depreciation expense	Adjustments and transfers at cost	Revaluation increments/(decrements) to equity (ARR)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
\$ '000												
Capital work in progress	88,425	—	88,425	17,967	35,816	(892)	—	(56,791)	(3,054)	81,471	—	81,471
Plant and equipment	73,110	(34,486)	38,624	51	10,857	(2,153)	(4,958)	580	—	77,591	(34,591)	43,000
Office equipment	4,764	(2,711)	2,053	13	7	—	(540)	344	—	5,126	(3,249)	1,877
Furniture and fittings	4,750	(3,563)	1,187	10	148	(1)	(253)	1,093	—	5,996	(3,811)	2,185
Land:												
— Operational land	73,084	—	73,084	30	970	(2)	—	1,209	5,456	80,748	—	80,748
— Community land	42,819	—	42,819	—	—	—	—	29	(11,314)	31,534	—	31,534
— Land under roads (post 30/6/08)	2,114	—	2,114	—	350	—	—	15	8	2,487	—	2,487
Land improvements – non-depreciable	2,871	—	2,871	—	—	—	—	370	—	3,241	—	3,241
Land improvements – depreciable	11,244	(5,881)	5,363	179	48	—	(240)	1,281	—	12,752	(6,121)	6,631
Infrastructure:												
— Airport runways	76,946	(13,783)	63,163	—	—	—	(1,027)	563	(11,583)	76,351	(25,235)	51,116
— Buildings – non-specialised	62,333	(32,000)	30,333	128	—	—	(1,271)	134	1,302	65,374	(34,748)	30,626
— Buildings – specialised	240,549	(96,737)	143,812	198	440	(52)	(4,556)	6,055	6,068	257,436	(105,472)	151,964
— Other structures	209,794	(97,420)	112,374	324	651	(103)	(6,344)	6,740	4,950	226,689	(108,097)	118,592
— Roads	1,473,288	(503,666)	969,622	11,758	3,334	(5,822)	(22,908)	22,882	22,423	1,532,137	(530,847)	1,001,290
— Bulk earthworks (non-depreciable)	363,076	—	363,076	2,086	726	(588)	—	4,357	9,645	379,303	—	379,303
— Stormwater drainage	217,268	(59,547)	157,721	—	6,401	—	(2,508)	(218)	33,404	273,110	(78,308)	194,802
— Water supply network	515,258	(164,172)	351,086	394	1,727	(630)	(6,694)	2,573	12,011	535,204	(174,738)	360,466
— Sewerage network	444,980	(178,737)	266,243	373	1,306	(158)	(5,864)	8,784	10,150	461,483	(180,648)	280,835
— Swimming pools	8,396	(2,907)	5,489	748	—	—	(131)	—	—	9,143	(3,038)	6,105
Other assets:												
— Heritage collections	234	(2)	232	—	—	—	—	—	—	234	(3)	231
— Other	3,709	(39)	3,670	—	479	—	(8)	—	—	4,187	(46)	4,141
Restoration assets:												
— Quarry assets	1,270	(560)	710	—	—	—	(17)	(167)	—	1,103	(577)	526
— Tip assets	7,521	(3,575)	3,946	—	—	—	(1,772)	(942)	—	6,579	(5,347)	1,232
Total infrastructure, property, plant and equipment	3,927,803	(1,199,786)	2,728,017	34,259	63,260	(10,401)	(59,091)	(1,109)	79,466	4,129,279	(1,294,876)	2,834,403

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

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C1-8 Infrastructure, property, plant and equipment (continued)

By aggregated asset class	At 1 July 2023			Asset movements during the reporting period							At 30 June 2024		
	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals ¹	Additions	Carrying value of disposals	Depreciation expense	WIP transfers	Adjustments and transfers at cost	Revaluation increments/(decrements) to equity (ARR)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
\$ '000													
Capital work in progress	79,626	–	79,626	16,912	24,796	(4,249)	–	(45,518)	16,858	–	88,425	–	88,425
Plant and equipment	68,387	(32,553)	35,834	11	9,445	(2,362)	(4,732)	–	(1,005)	1,433	73,110	(34,486)	38,624
Office equipment	5,049	(2,568)	2,481	–	330	(33)	(485)	–	(240)	–	4,764	(2,711)	2,053
Furniture and fittings	4,794	(3,457)	1,337	28	92	(14)	(156)	–	(100)	–	4,750	(3,563)	1,187
Land:													
– Operational land	55,474	–	55,474	–	9,205	(194)	–	1,889	3,414	3,296	73,084	–	73,084
– Community land	40,582	–	40,582	–	–	–	–	–	–	2,237	42,819	–	42,819
– Land under roads (post 30/6/08)	1,856	–	1,856	–	127	–	–	–	131	–	2,114	–	2,114
Land improvements – non-depreciable	2,871	–	2,871	–	–	–	–	–	–	–	2,871	–	2,871
Land improvements – depreciable	10,989	(5,649)	5,340	–	255	–	(232)	–	–	–	11,244	(5,881)	5,363
Infrastructure:													
– Airport runways	74,623	(12,345)	62,278	–	582	–	(1,018)	2,021	(2,607)	1,908	76,946	(13,783)	63,163
– Buildings – non-specialised	60,605	(31,853)	28,752	56	–	–	(1,633)	–	286	2,872	62,333	(32,000)	30,333
– Buildings – specialised	251,808	(100,663)	151,145	161	1,377	–	(6,027)	6,843	(14,440)	4,753	240,549	(96,737)	143,812
– Other structures	196,585	(83,931)	112,654	107	1,233	(201)	(7,678)	719	(1,637)	7,177	209,794	(97,420)	112,374
– Roads	1,383,228	(460,071)	923,157	603	5,167	(704)	(20,811)	20,175	2,835	39,200	1,473,288	(503,666)	969,622
– Bulk earthworks (non-depreciable)	341,519	–	341,519	–	354	(325)	–	3,303	53	18,172	363,076	–	363,076
– Stormwater drainage	198,973	(53,295)	145,678	–	1,007	–	(2,384)	3,459	–	9,961	217,268	(59,547)	157,721
– Water supply network	488,915	(149,760)	339,155	111	1,954	(932)	(6,697)	590	–	16,905	515,258	(164,172)	351,086
– Sewerage network	416,265	(165,464)	250,801	742	1,642	(143)	(6,125)	6,519	–	12,807	444,980	(178,737)	266,243
– Swimming pools	8,451	(2,821)	5,630	33	–	(36)	(138)	–	–	–	8,396	(2,907)	5,489
Other assets:													
– Heritage collections	50	(2)	48	–	–	–	–	–	184	–	234	(2)	232
– Other	3,700	(53)	3,647	–	158	–	(9)	–	(183)	57	3,709	(39)	3,670
Restoration assets:													
– Quarry assets	1,187	(547)	640	–	–	–	(12)	–	82	–	1,270	(560)	710
– Tip assets	7,270	(2,208)	5,062	–	–	–	(1,367)	–	251	–	7,521	(3,575)	3,946
Total infrastructure, property, plant and equipment	3,702,807	(1,107,240)	2,595,567	18,764	57,724	(9,193)	(59,504)	–	3,882	120,778	3,927,803	(1,199,786)	2,728,017

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

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C1-8 Infrastructure, property, plant and equipment (continued)

Material accounting policy information

Initial recognition of infrastructure, property, plant and equipment (IPPE)

IPPE is measured initially at cost. Cost includes the fair value of the consideration given to acquire the asset (net of discounts and rebates) and any directly attributable cost of bringing the asset to working condition for its intended use (inclusive of import duties and taxes).

When infrastructure, property, plant and equipment is acquired by Council at significantly below fair value, the assets are initially recognised at their fair value at acquisition date.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to Council and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the Income Statement during the financial period in which they are incurred.

Useful lives of IPPE

Land is not depreciated. Depreciation on other assets is calculated using the straight-line method to allocate their carrying amount, net of their residual values, over their estimated remaining useful lives as follows:

Plant and equipment	Years	Other equipment	Years
Office equipment	5 to 15	Playground equipment	5 to 15
Office furniture	10 to 25	Benches, seats etc.	10 to 20
Computer equipment	1 to 8		
Vehicles	3 to 6	Buildings	
Heavy plant/road making equipment	5 to 8	Buildings: masonry	50 to 100
Other plant and equipment	5 to 25	Buildings: other	20 to 100
Water and sewer assets		Stormwater assets	
Dams and reservoirs	30 to 100	Drains	80 to 120
Bores	30	Culverts	80
Reticulation pipes: PVC	70	Flood control structures	60 to 150
Reticulation pipes: other	25 to 120		
Pumps and telemetry	15 to 120		
Transportation assets		Other infrastructure assets	
Airport runways	12 to 120	Bulk earthworks	Infinite
Sealed roads: surface	15 to 30	Swimming pools	40 to 80
Sealed roads: structure	40 to 240	Other open space/recreational assets	15 to 80
Unsealed roads	10 to 24	Land improvements - depreciable	50 to 100
Bridge: concrete	110	Other structures	10 to 120
Bridge: other	80 to 100		
Road pavements	60 to 90		
Kerb, gutter and footpaths	40 to 120		

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting date.

Revaluation model

Infrastructure, property, plant and equipment are held at fair value. Comprehensive valuations are performed at least every 5 years, however the carrying amount of assets is assessed by Council at each reporting date to confirm that it is not materially different from current fair value.

Water and sewerage network assets are indexed at each reporting period in accordance with the Rates Reference Manual issued by Department of Climate Change, Energy, the Environment and Water (DCCEEW).

Increases in the carrying amounts arising on revaluation are credited to the IPPE revaluation reserve. To the extent that the increase reverses a decrease previously recognising profit or loss relating to that asset class, the increase is first recognised as profit or loss. Decreases that reverse previous increases of assets in the same class are first charged against IPPE revaluation reserve to the extent of the remaining reserve attributable to the class; all other decreases are charged to the Income Statement.

Land under roads

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

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C1-8 Infrastructure, property, plant and equipment (continued)

Council has elected not to recognise land under roads acquired before 1 July 2008. Land under roads acquired after 1 July 2008 is recognised in accordance with the IPPE accounting policy.

Crown reserves

Crown reserves under Council's care and control are recognised as assets of the Council. While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated. Where the Crown reserves are under a lease arrangement they are accounted for under AASB 16 Leases, refer to Note C2-1.

Improvements on Crown reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating to the reserves are recognised within Council's Income Statement.

Rural Fire Service assets

Under Section 119 of the Rural Fire Services Act 1997 (NSW), "all firefighting equipment purchased or constructed wholly or from money to the credit of the Fund is to be vested in the council of the area for or on behalf of which the firefighting equipment has been purchased or constructed".

These Rural Fire Service assets are recognised as assets of the Council in these financial statements.

C1-9 Investment properties

Council has not classified any land or buildings as 'investment properties'

C1-10 Intangible assets

Council is unaware of any control over intangible assets that warrant recognition in the financial statements, including either internally generated and developed assets or purchased assets.

C1-11 Other

Other assets

\$ '000	2025		2024	
	Current	Non-current	Current	Non-current
Prepayments	971	–	841	–
Shares in unlisted companies – StateCover	–	495	–	495
Total other assets	971	495	841	495

C2 Leasing activities

C2-1 Council as a lessee

Council does not have any Leases.

C2-2 Council as a lessor

Council does not have any Leases.

C3 Liabilities of Council

C3-1 Payables

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Prepaid rates	4,235	–	4,181	–
Goods and services – operating expenditure	8,156	11	5,211	9
Accrued expenses:				
– Borrowings	–	–	302	–
– Salaries and wages	2,467	–	2,735	–
Security bonds, deposits and retentions	2,187	–	2,243	–
Other	–	2	–	4
Total payables	17,045	13	14,672	13

Payables

Payables represent liabilities for goods and services provided to Council prior to the end of financial year that are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

C3-2 Contract Liabilities

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Grants and contributions received in advance:				
Unexpended capital grants to construct Council controlled assets (i)	3,609	–	8,485	–
Total grants received in advance	3,609	–	8,485	–
User fees and charges received in advance:				
Payments Received in Advance	374	–	378	–
Total user fees and charges received in advance	374	–	378	–
Total contract liabilities	3,983	–	8,863	–

Notes

(i) Council has received funding to construct roads infrastructure. The funds received are under an enforceable contract which require Council to construct an identified asset which will be under Council's control on completion. The revenue is recognised as Council constructs the asset and the contract liability reflects the funding received which cannot yet be recognised as revenue. The revenue is expected to be recognised in the next 12 months.

Revenue recognised that was included in the contract liability balance at the beginning of the period

Contract liabilities are recorded when consideration is received from a customer / fund provider prior to Council transferring a good or service to the customer, Council presents the funds which exceed revenue recognised as a contract liability.

C3-3 Borrowings

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Loans – secured	3,065	25,108	5,463	28,173
Total borrowings	3,065	25,108	5,463	28,173

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C3-3 Borrowings (continued)

(a) Changes in liabilities arising from financing activities

	2024		Non-cash movements				2025
	Opening Balance	Cash flows	Acquisition	Fair value changes	Acquisition due to change in accounting policy	Other non-cash movement	Closing balance
\$ '000							
Loans – secured	33,636	(5,463)	–	–	–	–	28,173
Total liabilities from financing activities	33,636	(5,463)	–	–	–	–	28,173

	2023		Non-cash movements				2024
	Opening Balance	Cash flows	Acquisition	Fair value changes	Acquisition due to change in accounting policy	Other non-cash movement	Closing balance
\$ '000							
Loans – secured	39,866	(6,230)	–	–	–	–	33,636
Total liabilities from financing activities	39,866	(6,230)	–	–	–	–	33,636

(b) Financing arrangements

	2025	2024
\$ '000		
Total facilities		
Total financing facilities available to Council at the reporting date are:		
Credit cards/purchase cards	600	600
Bank Guarantee	200	200
Total financing arrangements	800	800
Drawn facilities		
Financing facilities drawn down at the reporting date are:		
– Credit cards/purchase cards	133	136
– Bank Guarantee	10	40
Total drawn financing arrangements	143	176
Undrawn facilities		
Undrawn financing facilities available to Council at the reporting date are:		
– Credit cards/purchase cards	467	464
– Bank Guarantee	190	160
Total undrawn financing arrangements	657	624

Breaches and defaults

During the current and prior year, there were no defaults or breaches on any of the loans.

Security over loans

Security is a statutory charge over the income of the Council under Regulation 23 of the Local Government (Financial Management) Regulations 1999.

C3-4 Employee benefit provisions

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Annual leave	4,435	–	4,241	–
Sick leave	356	–	432	–
Long service leave	6,279	966	6,698	836
Other leave	167	–	143	–
Total employee benefit provisions	11,237	966	11,514	836

Current employee benefit provisions not anticipated to be settled within the next twelve months

\$ '000	2025	2024
The following provisions, even though classified as current, are not expected to be settled in the next 12 months.		
Provisions – employee benefits	4,330	4,422
	4,330	4,422

Material accounting policy information

Employee benefit provisions are presented as current liabilities in the Statement of Financial Position if Council does not have an unconditional right to defer settlement for at least 12 months after the reporting date, regardless of when the actual settlement is expected to occur and therefore all annual leave and vested long service leave (or that which vests within 12 months) is presented as current.

Short-term obligations

Liabilities for wages and salaries (including non-monetary benefits, annual leave and accumulating sick leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service) are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave and accumulating sick leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

Other long-term employee benefit obligations

The liability for long-service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

On-costs

The employee benefit provisions include the aggregate on-cost liabilities that will arise when payment of current employee benefits is made in future periods.

These amounts include superannuation, payroll tax and workers compensation expenses which will be payable upon the future payment of certain leave liabilities which employees are entitled to at the reporting period.

C3-5 Provisions

\$ '000	2025 Current	2025 Non-Current	2024 Current	2024 Non-Current
Asset remediation/restoration:				
Asset remediation/restoration (future works)	–	9,693	–	11,738
Sub-total – asset remediation/restoration	–	9,693	–	11,738
Total provisions	–	9,693	–	11,738

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C3-5 Provisions (continued)

Description of and movements in provisions

\$ '000	Other provisions	
	Asset remediation	Total
2025		
At beginning of year	11,738	11,738
Changes to provision:		
– Revised costs	(1,109)	(1,109)
Unwinding of discount	73	73
Amounts used (payments)	(1,009)	(1,009)
Remeasurement effects	–	–
Total other provisions at end of year	9,693	9,693
2024		
At beginning of year	10,752	10,752
Unwinding of discount	652	652
Remeasurement effects	334	334
Total other provisions at end of year	11,738	11,738

Nature and purpose of provisions

Asset remediation

The asset remediation provision represents the present value estimate of future costs Council will incur to restore, rehabilitate and reinstate the tip and quarry as a result of past operations.

Material accounting policy information

Provisions are recognised when Council has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the passage of time is recognised as a borrowing cost.

Asset remediation – tips and quarries

Council recognises an obligation for the remediation of the Whylandra Landfill but cannot determine a reasonable estimate to the costs due to the useful life ranging from 50-100 years. Council declares a contingent liability for the Whylandra Landfill which currently undergoes remediation on an on-going basis when required.

Close-down and restoration costs include the dismantling and demolition of infrastructure, and the removal of residual materials and remediation of disturbed areas. Estimated close-down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs. Provisions for close-down and restoration costs do not include any additional obligations which are expected to arise from future disturbance. The cost estimates are calculated annually during the life of the operation to reflect known developments, e.g. updated cost estimates and revisions to the estimated lives of operations, and are subject to formal review at regular intervals.

The ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors, including changes to the relevant legal requirements, the emergence of new restoration techniques, or experience at other locations. The expected timing of expenditure can also change, for example in response to changes in quarry reserves or production rates. As a result, there could be significant adjustments to the provision for close down and restoration and environmental clean-up, which would affect future financial results.

Other movements in the provisions for close-down and restoration costs, including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations, and revisions to discount rates, are capitalised within infrastructure, property, plant and equipment. These costs are then depreciated over the lives of the assets to which they relate.

C4 Reserves

C4-1 Nature and purpose of reserves

IPPE Revaluation Surplus

The infrastructure, property, plant and equipment (IPPE) revaluation surplus is used to record increments and decrements in the revaluation of infrastructure, property, plant and equipment.

D Council structure

D1 Results by fund

General fund refers to all Council activities other than water and sewer. All amounts disclosed in this note are gross i.e. inclusive of internal charges and recoveries made between the funds. Assets and liabilities shown in the water and sewer columns are restricted for use for these activities.

D1-1 Income Statement by fund

\$ '000	General 2025	Water 2025	Sewer 2025
Income from continuing operations			
Rates and annual charges	55,807	8,933	15,538
User charges and fees	30,200	18,682	6,199
Interest and investment income	7,791	2,768	3,806
Other revenues	5,012	92	119
Grants and contributions provided for operating purposes	20,061	—	—
Grants and contributions provided for capital purposes	52,100	4,977	2,649
Other income	193	—	—
Total income from continuing operations	171,164	35,452	28,311
Expenses from continuing operations			
Employee benefits and on-costs	37,343	7,014	4,847
Materials and services	43,748	10,956	4,372
Borrowing costs	(384)	989	266
Other expenses	2,853	24	3
Net losses from the disposal of assets	4,289	613	133
Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets	87,849	19,596	9,621
Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets	83,315	15,856	18,690
Depreciation, amortisation and impairment of non-financial assets	44,686	7,045	6,128
Operating result from continuing operations	38,629	8,811	12,562
Net operating result for the year	38,629	8,811	12,562
Net operating result attributable to each council fund	38,629	8,811	12,562
Net operating result for the year before grants and contributions provided for capital purposes	(13,471)	3,834	9,913

D1-2 Statement of Financial Position by fund

\$ '000	General 2025	Water 2025	Sewer 2025
ASSETS			
Current assets			
Cash and cash equivalents	27,441	8,754	9,384
Investments	72,127	30,000	21,500
Receivables	14,875	6,143	3,833
Inventories	4,508	93	—
Contract assets and contract cost assets	4,484	—	—
Other	955	7	9
Total current assets	124,390	44,997	34,726
Non-current assets			
Investments	53,000	30,000	60,608
Receivables	76	—	—
Inventories	2,564	—	—
Infrastructure, property, plant and equipment	2,116,279	406,518	311,606
Investments accounted for using the equity method	2,302	—	—
Other	451	44	—
Total non-current assets	2,174,672	436,562	372,214
Total assets	2,299,062	481,559	406,940
LIABILITIES			
Current liabilities			
Payables	15,124	964	957
Contract liabilities	3,983	—	—
Borrowings	1,615	1,107	343
Employee benefit provision	10,133	1,104	—
Total current liabilities	30,855	3,175	1,300
Non-current liabilities			
Payables	13	—	—
Borrowings	4,610	15,890	4,608
Employee benefit provision	851	115	—
Provisions	9,693	—	—
Total non-current liabilities	15,167	16,005	4,608
Total liabilities	46,022	19,180	5,908
Net assets	2,253,040	462,379	401,032
EQUITY			
Accumulated surplus	1,876,194	285,283	306,231
IPPE revaluation surplus	376,846	177,096	94,801
Council equity interest	2,253,040	462,379	401,032
Total equity	2,253,040	462,379	401,032

D2 Interests in other entities

\$ '000	Council's share of net assets	
	2025	2024
Council's share of net assets		
Net share of interests in joint ventures and associates using the equity method – assets		
Joint ventures	2,302	2,109
Total net share of interests in joint ventures and associates using the equity method – assets	2,302	2,109
Total Council's share of net assets	2,302	2,109

D2-1 Interests in joint arrangements

Net carrying amounts – Council's share

\$ '000	Place of business	Nature of relationship	Interest in ownership			
			2025	2024	2025	2024
Macquarie Regional Library	Branches in Dubbo, Narromine and Warrumbungle Council area	Joint Venture	71.0%	71.0%	2,302	2,109
Total carrying amounts – material joint ventures					2,302	2,109

Material joint ventures

The following information is provided for joint ventures that are individually material to the Council. Included are the total amounts as per the joint venture financial statements, adjusted for fair-value adjustments at acquisition date and differences in accounting policies, rather than the Council's share.

Details

Principal activity		Measurement method
Macquarie Regional Library	Public library services	Equity

Relevant interests and fair values

	Interest in outputs		Proportion of voting power	
	2025	2024	2025	2024
Macquarie Regional Library	68.9%	67.5%	33.3%	33.3%

Summarised financial information for joint ventures

\$ '000	Macquarie Regional Library	
	2025	2024
Statement of financial position		
Current assets		
Cash and cash equivalents	3,087	2,630
Other current assets	59	49
Non-current assets	1,081	1,150

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D2-1 Interests in joint arrangements (continued)

\$ '000	Macquarie Regional Library	
	2025	2024
Current liabilities		
Current financial liabilities (excluding trade and other payables and provisions)	951	831
Non-current liabilities		
Non-current financial liabilities (excluding trade and other payables and provisions)	25	26
Net assets	3,251	2,972
Statement of comprehensive income		
Income	3,542	3,611
Interest income	142	122
Depreciation and amortisation	(355)	(377)
Other expenses	(3,050)	(3,119)
Profit/(loss) from continuing operations	279	237
Profit/(loss) for the period	279	237
Total comprehensive income	279	237
Share of income – Council (%)	68.9%	67.5%
Profit/(loss) – Council (\$)	193	159
Total comprehensive income – Council (\$)	193	160
Reconciliation of the carrying amount		
Opening net assets (1 July)	2,973	2,736
Profit/(loss) for the period	279	237
Closing net assets	3,252	2,973
Council's share of net assets (%)	71.0%	71.0%
Council's share of net assets (\$)	2,302	2,109

Material accounting policy information

Council has determined that it has only joint ventures

Joint ventures

Interests in joint ventures are accounted for using the equity method where the investment is initially recognised at cost and the carrying amount is increased or decreased to recognise Council's share of the profit or loss and other comprehensive income of the joint venture after the date of acquisition.

If Council's share of losses of a joint venture equals or exceeds its interest in the joint venture, Council discontinues recognising its share of further losses.

Council's share in the joint venture's gains or losses arising from transactions between itself and its joint venture are eliminated.

Adjustments are made to the joint venture's accounting policies where they are different from those of the Council for the purposes of the consolidated financial statements.

E Risks and accounting uncertainties

E1-1 Risks relating to financial instruments held

Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance team manages the cash and Investments portfolio with the assistance of independent advisors. Council has an investment policy which complies with the s 625 of the Act and the Ministerial Investment Order. The policy is regularly reviewed by Council and a monthly investment report is provided to Council setting out the make-up performance of the portfolio as required by local government regulations.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance team under policies approved by the Councillors.

The fair value of Council's financial assets and financial liabilities approximates their carrying amount.

The risks associated with the financial instruments held are:

- interest rate risk – the risk that movements in interest rates could affect returns
- liquidity risk – the risk that Council will not be able to pay its debts as and when they fall due.
- credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument, resulting in a financial loss to the Council.

Council manages these risks by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees. Council also seeks advice from independent advisers before placing any cash and investments.

(a) Market risk – interest rate and price risk

\$ '000	2025	2024
The impact on the result for the year and equity of a reasonably possible movement in the price of investments held and interest rates is shown below. The reasonably possible movements were determined based on historical movements and economic conditions in place at the reporting date.		
Impact of a 1% movement in interest rates		
– Equity / Income Statement	3,018	2,802

(b) Credit risk

Council's major receivables comprise rates, annual charges, user charges and fees.

Council manages the credit risk associated with these receivables by monitoring outstanding debt and employing stringent debt recovery procedures. Council also encourages ratepayers to pay their rates by the due date through incentives.

The credit risk for liquid funds and other short-term financial assets is considered negligible, since the counterparties are reputable banks with high quality external credit ratings.

There are no significant concentrations of credit risk other than Council has significant credit risk exposures in its local area given the nature of Council activities.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance. The balances of receivables that remain within initial trade terms (as detailed in the table) are considered to be of high credit quality.

The maximum exposure to credit risk at the reporting date is the carrying amount of each class of receivable in the financial statements.

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

Credit risk profile

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E1-1 Risks relating to financial instruments held (continued)

Receivables – rates and annual charges

Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land; that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates which further encourages payment.

\$ '000	Not yet overdue	overdue rates and annual charges < 5 years	≥ 5 years	Total
2025				
Gross carrying amount	2,930	955	–	3,885
2024				
Gross carrying amount	3,446	402	–	3,848

Receivables - non-rates and annual charges and contract assets

Council applies the simplified approach for non-rates and annual charges debtors and contract assets to provide for expected credit losses, which permits the use of the lifetime expected loss provision at inception. To measure the expected credit losses, non-rates and annual charges debtors and contract assets have been grouped based on shared credit risk characteristics and the days past due.

The loss allowance provision is determined as follows. The expected credit losses incorporate forward-looking information.

\$ '000	Not yet overdue	0 - 30 days	Overdue debts 31 - 60 days	61 - 90 days	> 91 days	Total
2025						
Gross carrying amount	21,692	3,310	200	11	1,429	26,642
Expected loss rate (%) ¹	0.00%	0.00%	0.00%	5.00%	78.00%	4.19%
ECL provision	–	–	–	1	1,115	1,116
2024						
Gross carrying amount	22,440	463	159	208	1,514	24,784
Expected loss rate (%) ¹	0.00%	0.00%	0.00%	2.00%	59.00%	3.62%
ECL provision	–	–	–	3	893	896

(1) Prior year has been restated for comparative purposes

(c) Liquidity risk

Payables, lease liabilities and borrowings are both subject to liquidity risk; that is, the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels, and by maintaining an adequate cash buffer. Payment terms can be extended, and overdraft facilities drawn upon in extenuating circumstances.

Borrowings are also subject to interest rate risk: the risk that movements in interest rates could adversely affect funding costs. Council manages this risk through diversification of borrowing types, maturities and interest rate structures.

The finance team regularly reviews interest rate movements to determine if it would be advantageous to refinance or renegotiate part or all of the loan portfolio.

The timing of cash flows presented in the table below to settle financial liabilities reflects the earliest contractual settlement dates. The timing of expected outflows is not expected to be materially different from contracted cashflows.

\$ '000	Weighted average interest rate	Subject to no maturity	Due within 1 year	Due between 1 and 5 years	Due after 5 years	Total contractu al cash flows	Actual carrying values
2025							
Payables	0.00%	2,187	14,871	–	–	17,058	17,058

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E1-1 Risks relating to financial instruments held (continued)

<i>\$ '000</i>	<i>Weighted average interest rate</i>	<i>Subject to no maturity</i>	<i>Due within 1 year</i>	<i>Due between 1 and 5 years</i>	<i>Due after 5 years</i>	<i>Total contractu al cash flows</i>	<i>Actual carrying values</i>
Borrowings	5.81%	–	4,873	16,254	17,081	38,208	28,173
Total financial liabilities		2,187	19,744	16,254	17,081	55,266	45,231
2024							
Payables	0.00%	2,243	12,442	–	–	14,685	14,685
Borrowings	6.52%	–	7,559	17,759	20,450	45,768	33,636
Total financial liabilities		2,243	20,001	17,759	20,450	60,453	48,321

E2-1 Fair value measurement

The Council measures the following asset and liability classes at fair value on a recurring basis:

– Infrastructure, property, plant and equipment

The fair value of assets and liabilities must be estimated in accordance with various accounting standards for either recognition and measurement requirements or for disclosure purposes.

Fair Value Hierarchy

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a 'level' in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs for the asset or liability).

		Fair value measurement hierarchy					
\$ '000	Notes	Level 2 Significant observable inputs		Level 3 Significant unobservable inputs		Total	
		2025	2024	2025	2024	2025	2024
Recurring fair value measurements							
Infrastructure, property, plant and equipment	C1-8						
Plant and equipment		—	—	43,000	38,624	43,000	38,624
Office equipment		—	—	1,878	2,053	1,878	2,053
Furniture and fittings		—	—	2,185	1,187	2,185	1,187
Operational land		80,748	73,084	—	—	80,748	73,084
Community land		—	—	31,534	42,819	31,534	42,819
Land under roads (post 30/06/2008)		—	—	2,487	2,114	2,487	2,114
Land improvements – non-depreciable		—	—	3,241	2,871	3,241	2,871
Land improvement – depreciable		—	—	6,631	5,363	6,631	5,363
Airport runways/taxiways		—	—	51,116	63,163	51,116	63,163
Buildings – non-specialised		—	—	30,626	30,333	30,626	30,333
Buildings – specialised		—	—	151,964	143,812	151,964	143,812
Other structures		—	—	118,592	112,374	118,592	112,374
Roads		—	—	1,001,290	969,622	1,001,290	969,622
Bulk earthworks		—	—	379,303	363,076	379,303	363,076
Stormwater drainage		—	—	194,802	157,721	194,802	157,721
Water supply network		—	—	360,466	351,086	360,466	351,086
Sewerage network		—	—	280,835	266,243	280,835	266,243
Swimming pools		—	—	6,105	5,489	6,105	5,489
Heritage collections		—	—	231	232	231	232
Other assets		—	—	4,141	3,670	4,141	3,670
Tip restoration assets		—	—	1,232	3,946	1,232	3,946
Quarry restoration assets		—	—	526	710	526	710
Total infrastructure, property, plant and equipment (Excluding WIP)		80,748	73,084	2,672,185	2,566,508	2,752,933	2,639,592

During the year, there were no transfers between level 2 and level 3 fair value hierarchies for recurring fair value measurements.

continued on next page ...

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E2-1 Fair value measurement (continued)

Valuation techniques

Where Council is unable to derive fair valuations using quoted market prices of identical assets (ie. level 1 inputs) Council instead utilises a spread of both observable inputs (level 2 inputs) and unobservable inputs (level 3 inputs).

The fair valuation techniques Council has employed while utilising level 2 and level 3 inputs are as follows:

Infrastructure, property, plant and equipment (IPPE)

Plant and equipment, Office equipment, Furniture and fittings

The Cost Approach is used for these asset classes, based on depreciated original cost representing fair value. The assets are primarily for operational purposes and are not of a nature where valuation increments are likely. Gross value is adjusted by depreciation representing the wear and tear of the assets based on the estimated useful life of the asset. The valuation process is conducted by Council staff. There has been no change to the valuation process during the reporting period.

Operational land

This asset class comprises all of Council's land classified as Operational land under the NSW Local Government Act 1993. Operational land was comprehensively valued by independent and professionally qualified valuers from Marsh Valuation Services as at 30 June 2024 using Level 2 inputs. Land valuations take into consideration the characteristics of the land, such as size, zoning, topography, configuration etc. There is an active liquid market for most of Council's Operational Land, however, the subjectivity of pricing has resulted in this land to be classified as predominantly Level 2 (observable) inputs.

Buildings - specialised and non-specialised and other structures

Comprehensive valuations of all building assets were undertaken by external, qualified valuers from Marsh Valuation Services as at 30 June 2024. The valuations are based on a range of inputs. These include sales data, market and current rental income data, design and construction costs, average cost of construction, and condition scores for each component as well as the dates of acquisition and decommissioning.

The unobservable inputs (such the relationship between condition and the assessed level of remaining service potential of the depreciable amount required extensive professional judgement and impacted significantly on the final determination of fair value. As such these assets were classified as having been valued using Level 3 valuation inputs.

Community land

Community land was valued using urban and rural average municipal site values. These were determined by analysing the total rateable value of urban and rural lands, and then dividing the total valuations by the total area to determine an average rate per hectare or square metre. This was then applied to the areas of community land. This work was carried out by Council's rating staff. This method has no market observable inputs as the rating value is the valuation provided by the Valuer General for rating purposes, and may or may not align with the market value of the land. However, it is not a market valuation of the land. The level 3 unobservable inputs are the valuations provided by the Valuer General on which the value of the land is determined.

Land under roads

Council has elected to only recognise land under roads that have been acquired after 30 June 2008. There are two methods by which this land is valued, neither of which represent the market value of the land as there is no market for land that is currently used for road or road reserve purposes. Land which is transferred to Council from private subdividers is valued using the municipal site value as outlined in valuation of community land above then discounted accordingly. Land under roads relating to Council's own subdivisions is valued at the cost of that land at acquisition, on an area basis. The level 3 unobservable inputs are the average municipal site value of subdividers land vested in Council, and the cost of the land acquired by Council for subdivision on an area basis.

Land improvements depreciable and non-depreciable

Land improvements - non-depreciable are valued at current replacement cost. This is a level 3 unobservable input as the valuation method does not reflect a market rate as there is no active market for sale of land improvements - non-depreciable.

Airport runways/taxiways

Airport runways/taxiways are valued at current replacement cost. This is a level 3 unobservable input as the valuation method does not reflect a market rate as there is no active market for sale of airport runways/taxiways.

Infrastructure roads, bridges and footpaths

continued on next page ...

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E2-1 Fair value measurement (continued)

Valuation of roads was undertaken by Council staff, based on the current written down value of the road assets within Council's network. As this is based on the current costs of construction at time of valuation, and not market value, this valuation is a level 3 unobservable input valuation.

Bulk earthworks (non-depreciable)

Valuation of non-depreciable bulk earthworks has two different valuations depending on whether the earthworks relate to roads or stormwater retarding basins. All earthworks relating to roads were valued in conjunction with the valuation of the roads by Council staff, on a current replacement cost basis. All stormwater retarding basin earthworks were valued on a current replacement cost basis by Council staff as an internal valuation. The basis of determining the value for internal valuations was a combination of the cost of similar works carried out by Council, recent similar contract works, and reference rates for construction of similar earthworks. Both the internal and external valuations are level 3 unobservable inputs valuations due to the fact that market valuation was not a factor in determining the value of the assets.

Stormwater, water and sewer infrastructure assets

Water and Sewer asset networks were valued by Council staff using recent Council cost of constructing similar assets, recent contractor costs to construct Council assets, and then cross validating the costs to construction cost indexes provided by the NSW Office of Water. The written down value was then assessed by estimating the total and remaining useful lives of the asset to determine the written down current replacement cost of each asset.

Stormwater asset networks are valued at current replacement cost. This is a level 3 unobservable input as the valuation method does not reflect a market rate as there is no active market for sale of stormwater infrastructure.

Heritage collection assets

These items comprise historical artefacts that have been obtained generally by purchase through antique dealers or through private sale. As there is not an active liquid market in the types of items acquired, they are valued at historical cost, and therefore have been assessed as being Level 3 unobservable input valuations.

Library books

The library books are reported at fair value in the notes, however, due to the nature of these items they are valued at historical cost. There are no major variances between the fair value and carrying amount of these assets. The cost of these assets were based on invoices at the time of capitalisation.

Tip and quarry restoration assets

It has been recognised that there will be significant costs associated with the closure and post closure management of the landfill and quarry assets. Closure of the landfill and quarry sites will involve a wide range of activities, including final capping of the landfill waste and site revegetation, monitoring of landfill gas, revision of the surface water management system and leachate management infrastructure to suit post closure operation.

Valuations are based on actual timing of costs and future environmental management requirements.

There were no changes in valuation techniques from prior years.

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E2-1 Fair value measurement (continued)

Fair value measurements using significant unobservable inputs (level 3)

The following table summarises the quantitative information relating to the significant unobservable inputs used in deriving the various level 3 asset class fair values.

	<i>Valuation technique/s</i>	<i>Unobservable inputs</i>
Infrastructure, property, plant and equipment		
Community Land	Market approach. NSW Valuer-General land valuation	Land value, land area
Land under Roads	Market approach. NSW Valuer-General land valuation	Land value, land area
Land improvements non-depreciable	Cost approach	Asset condition, remaining lives, residual value
Land improvements depreciable	Cost approach	Asset condition, remaining lives, residual value
Buildings non specialised	Cost approach	Gross replacement cost
Building specialised	Cost approach	Gross replacement cost
Other structures	Cost approach	Asset condition, remaining lives, residual value
Roads	Cost approach	Asset condition, remaining lives, residual value
Airports, runways, taxiways	Cost approach	Asset condition, remaining lives, residual value
Bulk earthworks	Cost approach	Asset condition, remaining lives, residual value
Stormwater drainage	Cost approach	Asset condition, remaining lives, residual value
Water supply network	Cost approach	Asset condition, remaining lives, residual value
Sewerage network	Cost approach	Asset condition, remaining lives, residual value
Swimming pools	Cost approach	Asset condition, remaining lives, residual value
Other open space recreational	Cost approach	Asset condition, remaining lives, residual value
Heritage collections	Cost approach	Gross replacement cost
Library books	Cost approach	Gross replacement cost
Other assets	Cost approach	Gross replacement cost
Tip restoration assets	Cost estimate of future liability	
Quarry restoration assets	Cost estimate of future liability	

Highest and best use

All of Council's non-financial assets are considered as being utilised for their highest and best use.

E3-1 Contingencies

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge and disclosure is considered relevant to the users of Council's financial report.

LIABILITIES NOT RECOGNISED

1. Guarantees

(i) Defined benefit plans

Council is party to an Industry Defined Benefit Plan under Active Super – Pool B (the Scheme) which is a defined benefit plan that has been deemed to be a 'multi-employer fund' for purposes of AASB 119 *Employee Benefits* for the following reasons:

- Assets are not segregated within the sub-group according to the employees of each sponsoring employer.
- The contribution rates have been the same for all sponsoring employers. That is, contribution rates have not varied for each sponsoring employer according to the experience relating to the employees of that sponsoring employer.
- Benefits for employees of all sponsoring employers are determined according to the same formula and without regard to the sponsoring employer.
- The same actuarial assumptions are currently used in respect of the employees of each sponsoring employer.

Given the factors above, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers, and hence shares in the associated gains and losses (to the extent that they are not borne by members).

Description of the funding arrangements.

Pooled Employers are required to pay future service employer contributions and past service employer contributions to the Fund.

The future service employer contributions were determined using the new entrant rate method under which a contribution rate sufficient to fund the total benefits over the working life-time of a typical new entrant is calculated. The current future service employer contribution rates are:

Division B	1.9 times member contributions for non-180 Point Members; Nil for 180 Point Members*
Division C	2.5% of salary
Division D	1.64 times member contributions

* For 180 Point Members, Employers are required to contribute 9.5% from 1 July 2025 of salaries to these members' accumulation accounts in line with current level of SG contributions, which are paid in addition to members' defined benefits.

The past service contribution for each Pooled Employer is a share of the total past service contributions of \$20.0 million per annum for 1 January 2022 to 31 December 2024, apportioned according to each employer's share of the accrued liabilities as at 30 June. Given the funding position of the Fund as at 30 June 2024, it was recommended to cease these past service contributions effective 1 January 2025.

The adequacy of contributions is assessed at each actuarial investigation which will be conducted annually, the next of which is due effective 30 June 2025.

Description of the extent to which Council can be liable to the plan for other Council's obligations under the terms and conditions of the multi-employer plan

As stated above, each sponsoring employer (Council) is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses.

However, there is no relief under the Fund's trust deed for employers to walk away from their defined benefit obligations. Under limited circumstances, an employer may withdraw from the plan when there are no active members, on full payment of outstanding past service contributions. There is no provision for allocation of any surplus which may be present at the date of withdrawal of the entity

There are no specific provisions under the Fund's trust deed dealing with deficits or surplus on wind-up.

There is no provision for allocation of any surplus which may be present at the date of withdrawal of an employer.

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E3-1 Contingencies (continued)

The amount of Council employer contributions to the defined benefit section of the Local Government Superannuation Scheme and recognised as an expense for the year ending 30 June 2025 was \$473,605.69. The last valuation of the Scheme was performed by fund actuary, Richard Boyfield, FIAA as at 30 June 2024.

Based on the July 2025 invoice issued to you and your outstanding Past Service Liability contribution as at 30 June 2025, the anticipated employer defined benefit contributions for the 2025/26 year is \$53,823.22. This includes your regular contributions credit of \$4,893.02.

The estimated employer reserves financial position for the Pooled Employers at 30 June 2025 is:

Employer reserves only *	\$millions	Asset Coverage
Assets	2,197.6	
Past Service Liabilities	2,092.0	105.0%
Vested Benefits	2,130.4	103.2%

* excluding other accumulation accounts and reserves in both assets and liabilities.

The share of this deficit that is broadly attributed to the Council is estimated to be 1.37% as at 30 June 2025.

Council's share of that deficiency cannot be accurately calculated as the Scheme is a mutual arrangement where assets and liabilities are pooled together for all member councils. For this reason, no liability for the deficiency has been recognised in Council's accounts. Council has a possible obligation that may arise should the Scheme require immediate payment to correct the deficiency.

The key economic long term assumptions used to calculate the present value of accrued benefits are:

Investment return	6.0% per annum
Salary inflation	3.5% per annum
Increase in CPI	2.5% per annum

The contribution requirements may vary from the current rates if the overall sub-group experience is not in line with the actuarial assumptions in determining the funding program; however, any adjustment to the funding program would be the same for all sponsoring employers in the Pooled Employers group. Please note that the estimated employer reserves financial position above is a preliminary calculation, and once all the relevant information has been received by me as the Fund's Actuary, the final end of year review will be completed by December 2025.

(ii) CivicRisk Mutual Limited

Council is a member of CivicRisk Mutual, a mutual pool scheme providing liability insurance to local government.

Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. Council's share of the net assets or liabilities reflects Council's contributions to the pool and the result of insurance claims within each of the fund years.

The future realisation and finalisation of claims incurred but not reported to 30 June this year may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

(iii) StateCover Limited

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover is a company providing workers compensation insurance cover to the NSW local government industry and specifically Council.

Council has a contingent liability to contribute further equity in the event of the erosion of the company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

These future equity contributions would be required to maintain the company's minimum level of net assets in accordance with its licence requirements.

(iv) Other guarantees

Council provides bank guarantees to the value of \$40,000 in relation to the development and registration of land for the purposes of property development.

continued on next page ...

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E3-1 Contingencies (continued)

2. Other liabilities

(i) Third party claims

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its insurance coverage and does not expect any material liabilities to eventuate.

(ii) Potential land acquisitions due to planning restrictions imposed by Council

Council has classified a number of privately owned land parcels as local open space or bushland.

As a result, where notified in writing by the various owners, Council will be required to purchase these land parcels.

At reporting date, reliable estimates as to the value of any potential liability (and subsequent land asset) from such potential acquisitions has not been possible.

(iii) Landfill remediation

Council declares a contingent liability for the Whylandra Landfill which currently undergoes remediation on an on-going basis when required.

ASSETS NOT RECOGNISED

(ii) Infringement notices/fines

Fines and penalty income, as a result of Council issuing infringement notices, is followed up and collected by Revenue NSW.

Council's revenue recognition policy for such income is to account for it as revenue on receipt.

Accordingly, at year end, there is a potential asset due to Council representing issued but unpaid infringement notices.

Due to the limited information available on the status, value and duration of outstanding notices, Council is unable to determine the value of outstanding income.

F People and relationships

F1 Related party disclosures

F1-1 Key management personnel (KMP)

Key management personnel (KMP) of the council are those persons having the authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.

The aggregate amount of KMP compensation included in the Income Statement is:

\$ '000	2025	2024
Compensation:		
Short-term benefits	1,746	1,817
Post-employment benefits	204	175
Other long-term benefits	135	53
Total	2,085	2,045

The compensation amounts above relate to non-Councillor Key Management Personnel. Annual expenses related to Mayoral and Councillor fees are shown at Note F1-2 below.

Other transactions with KMP and their related parties

Council has determined that transactions at arm's length between KMP and Council as part of Council delivering a public service objective (e.g. access to library or Council swimming pool by KMP) will not be disclosed.

F1-2 Councillor and Mayoral fees and associated expenses

\$ '000	2025	2024
The aggregate amount of Councillor and Mayoral fees and associated expenses included in materials and services expenses in the Income Statement are:		
Mayoral fee	51	64
Councillors' fees	275	261
Councillors' (including Mayor) expenses	118	107
Total	444	432

F2 Other relationships

F2-1 Audit fees

\$ '000	2025	2024
Audit and other assurance services: Auditors of Dubbo Regional Council - NSW Auditor-General:		
Audit of financial statements	170	163
Total fees paid or payable to the Auditor-General	170	163

G Other matters

G1-1 Statement of Cash Flows information

(a) Reconciliation of net operating result to cash provided from operating activities

\$ '000	2025	2024
Net operating result from Income Statement	60,002	29,579
Add / (less) non-cash items:		
Depreciation and amortisation	57,859	58,525
(Gain) / loss on disposal of assets	5,035	4,489
Non-cash capital grants and contributions	(26,422)	(11,219)
Losses/(gains) recognised on fair value re-measurements through the P&L:		
– Interest-free advances made by Council (deferred debtors)	13	–
Amortisation of premiums, discounts and prior period fair valuations		
– Financial assets at amortised cost / held to maturity	278	302
– Interest on all fair value adjusted interest free advances made by Council	(10)	(7)
Unwinding of discount rates on reinstatement provisions	73	318
Share of net (profits)/losses of associates/joint ventures using the equity method	(193)	(160)
Movements in operating assets and liabilities and other cash items:		
(Increase) / decrease of receivables	(2,812)	7,073
Increase / (decrease) in provision for impairment of receivables	220	189
(Increase) / decrease of inventories	280	(321)
(Increase) / decrease of other current assets	(130)	92
(Increase) / decrease of contract asset	979	(620)
Increase / (decrease) in payables	2,947	1,754
Increase / (decrease) in accrued interest payable	(302)	(52)
Increase / (decrease) in other accrued expenses payable	(268)	437
Increase / (decrease) in other liabilities	(4)	(4,652)
Increase / (decrease) in contract liabilities	(4,880)	(483)
Increase / (decrease) in employee benefit provision	(147)	(2)
Increase / (decrease) in other provisions	(2,118)	334
Net cash flows from operating activities	90,400	85,576

(b) Non-cash investing and financing activities

\$ '000	Notes	2025	2024
Infrastructure contributions	B2-4	26,422	10,659
Total non-cash investing and financing activities		26,422	10,659

G2-1 Commitments

Capital commitments (exclusive of GST)

\$ '000	2025	2024
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:		
Property, plant and equipment		
Buildings	883	6,134
Road infrastructure	8,094	4,443
Other structures	514	1,433
Water infrastructure	245	1,445
Sewer infrastructure	9,558	1,876
	-	-
Total commitments	19,294	15,331

Details of capital commitments

As at 30 June 2025, significant capital projects included in the capital expenditure commitments are:

- Construction of New River Street West Collector Road
- Saxa Road Reconstruction Project
- Troy Gully Sewage Pump Station
- Advanced Waste Water Treatment Plant Project Dubbo

G3-1 Events occurring after the reporting date

Council is unaware of any material or significant 'non-adjusting events' that should be disclosed.

G4 Statement of developer contributions

G4-1 Summary of developer contributions

\$ '000	Opening balance at 1 July 2024	Contributions received during the year			Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2025	Cumulative balance of internal borrowings (to)/from
		Cash	Non-cash Land	Non-cash Other					
Drainage	1,673	48	–	–	93	(62)	–	1,752	–
Roads	12,412	2,329	–	–	96	(409)	–	14,428	–
Parking	106	622	–	–	14	–	–	742	–
Open space	3,714	794	–	–	217	1	–	4,726	–
Voluntary planning agreements	211	1,043	–	–	–	–	–	1,254	–
S7.11 contributions – under a plan	18,116	4,836	–	–	420	(470)	–	22,902	–
S7.12 levies – under a plan	199	134	–	–	–	–	–	333	–
Total S7.11 and S7.12 revenue under plans	18,315	4,970	–	–	420	(470)	–	23,235	–
S64 contributions	–	2,972	–	–	91	(3,063)	–	–	–
Total contributions	18,315	7,942	–	–	511	(3,533)	–	23,235	–

Under the *Environmental Planning and Assessment Act 1979*, local infrastructure contributions, also known as developer contributions, are charged by councils when new development occurs. They help fund infrastructure like parks, community facilities, local roads, footpaths, stormwater drainage and traffic management. It is possible that the funds contributed may be less than the cost of this infrastructure, requiring Council to borrow or use general revenue to fund the difference.

G4-2 Developer contributions by plan

\$ '000	Opening balance at 1 July 2024	Contributions received during the year			Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2025	Cumulative balance of internal borrowings (to)/from
		Cash	Non-cash Land	Non-cash Other					
S7.11 contributions – under a plan									
CONTRIBUTION PLAN (former Dubbo)									
Drainage	1,673	48	–	–	93	(62)	–	1,752	–
Roads	12,412	2,329	–	–	96	(409)	–	14,428	–
Parking	106	622	–	–	14	–	–	742	–
Open space	3,714	794	–	–	217	1	–	4,726	–
Voluntary planning agreements	211	1,043	–	–	–	–	–	1,254	–
Total	18,116	4,836	–	–	420	(470)	–	22,902	–

S7.12 Levies – under a plan

CONTRIBUTION PLAN NUMBER 2012 (former Wellington)									
Public order and safety	26	22	–	–	–	–	–	48	–
Community services and education	26	22	–	–	–	–	–	48	–
Household and community amenities	26	22	–	–	–	–	–	48	–
Recreation and culture	39	22	–	–	–	–	–	61	–
Transport and communication	33	23	–	–	–	–	–	56	–
Economic affairs	49	23	–	–	–	–	–	72	–
Total	199	134	–	–	–	–	–	333	–

End of the audited financial statements

H Additional Council disclosures (unaudited)

H1-1 Council information and contact details

Principal place of business:
Church Street
Dubbo NSW 2830

Contact details

Mailing Address:
PO Box 81
Dubbo NSW 2830

Telephone: 02 6801 4000
Facsimile: 02 6801 4259

Opening hours:
9:00am - 5:00pm
Monday to Friday

Internet: www.dubbo.nsw.gov.au
Email: council@dubbo.nsw.gov.au

Officers

Chief Executive Officer
Murray Wood

Responsible Accounting Officer
Stephanie Williamson

Auditors
Audit Office of New South Wales
GPO Box 12
Sydney NSW 2001

Elected members

Mayor
Josh Black

Councillors
Lukas Butler
Shibli Chowdhury
Jennifer Cowley
Mathew Dickerson
Richard Ivey
Kate Richardson
Adam Ryan
Phillip Toynton
Pamella Wells
Matt Wright

Other information

ABN: 53 539 070 928

Dubbo Regional Council

General Purpose Financial Statements
for the year ended 30 June 2025

Independent Auditor's Reports:

On the Financial Statements (Sect 417 [2])

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Dubbo Regional Council

General Purpose Financial Statements
for the year ended 30 June 2025

Independent Auditor's Reports: (continued)

On the Financial Statements (Sect 417 [3])

Dubbo Regional Council

SPECIAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2025



Dubbo Regional Council

Special Purpose Financial Statements

for the year ended 30 June 2025

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Dubbo Regional Council

Special Purpose Financial Statements
for the year ended 30 June 2025

**Statement by Councillors and Management made pursuant to the Local Government Code of
Accounting Practice and Financial Reporting**

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement '*Application of National Competition Policy to Local Government*',
- the Division of Local Government Guidelines '*Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality*',
- the Local Government *Code of Accounting Practice and Financial Reporting*,
- Sections 3 and 4 of the NSW Department of Climate Change, Energy, the Environment and Water's (DCCEEV) *Regulatory and assurance framework for local water utilities*, July 2022.

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year,
- accord with Council's accounting and other records; and
- present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 28 October 2025.

Josh Black
Mayor
28 October 2025

Phillip Toynton
Deputy Mayor
28 October 2025

Murray Wood
Chief Executive Officer
28 October 2025

Stephanie Williamson
Responsible Accounting Officer
28 October 2025

Dubbo Regional Council

Income Statement of water supply business activity for the year ended 30 June 2025

\$ '000	2025	2024
Income from continuing operations		
Access charges	8,933	8,415
User charges	18,682	17,718
Interest and investment income	2,768	2,536
Other income	92	14
Total income from continuing operations	30,475	28,683
Expenses from continuing operations		
Employee benefits and on-costs	7,014	6,731
Borrowing costs	989	1,230
Materials and services	10,956	11,623
Depreciation, amortisation and impairment	7,045	7,089
Net loss from the disposal of assets	613	883
Calculated taxation equivalents	196	189
Other expenses	24	3
Total expenses from continuing operations	26,837	27,748
Surplus (deficit) from continuing operations before capital amounts	3,638	935
Grants and contributions provided for capital purposes	4,977	5,878
Surplus (deficit) from continuing operations after capital amounts	8,615	6,813
Surplus (deficit) from all operations before tax	8,615	6,813
Less: corporate taxation equivalent (25%) [based on result before capital]	(910)	(234)
Surplus (deficit) after tax	7,705	6,579
Plus accumulated surplus ¹	276,472	269,470
Plus adjustments for amounts unpaid:		
– Taxation equivalent payments	196	189
– Corporate taxation equivalent	910	234
Closing accumulated surplus	285,283	276,472
Return on capital %	1.1%	0.5%
Subsidy from Council	12,284	14,764
Calculation of dividend payable:		
Surplus (deficit) after tax	7,706	6,579
Less: capital grants and contributions (excluding developer contributions)	(4,977)	(5,878)
Surplus for dividend calculation purposes	2,729	701
Dividend calculated from surplus	1,364	351

(1) Prior year amounts have been corrected and restated

Dubbo Regional Council

Income Statement of sewerage business activity for the year ended 30 June 2025

\$ '000	2025	2024
Income from continuing operations		
Access charges	15,538	14,609
User charges	5,816	5,603
Liquid trade waste charges	19	23
Fees	364	358
Interest and investment income	3,806	3,103
Other income	119	122
Gain on Sale of Assets	—	—
Total income from continuing operations	25,662	23,818
Expenses from continuing operations		
Employee benefits and on-costs	4,847	4,400
Borrowing costs	266	427
Materials and services	4,372	4,090
Depreciation, amortisation and impairment	6,128	6,343
Net loss from the disposal of assets	133	132
Calculated taxation equivalents	281	191
Other expenses	3	—
Total expenses from continuing operations	16,030	15,583
Surplus (deficit) from continuing operations before capital amounts	9,632	8,235
Grants and contributions provided for capital purposes	2,649	2,958
Surplus (deficit) from continuing operations after capital amounts	12,281	11,193
Surplus (deficit) from all operations before tax	12,281	11,193
Less: corporate taxation equivalent (25%) [based on result before capital]	(2,408)	(2,059)
Surplus (deficit) after tax	9,873	9,134
Plus accumulated surplus	293,669	282,285
Plus adjustments for amounts unpaid:		
– Taxation equivalent payments	281	191
– Corporate taxation equivalent	2,408	2,059
Closing accumulated surplus	306,231	293,669
Return on capital %	3.2%	2.9%
Subsidy from Council	3,065	4,217
Calculation of dividend payable:		
Surplus (deficit) after tax	9,873	9,134
Less: capital grants and contributions (excluding developer contributions)	(2,649)	(2,958)
Surplus for dividend calculation purposes	7,224	6,176
Dividend calculated from surplus	3,612	3,088

Dubbo Regional Council

Income Statement of Dubbo Regional Airport for the year ended 30 June 2025

\$ '000	2025 Category 1	2024 Category 1
Income from continuing operations		
User charges	5,729	5,774
Grants and contributions provided for operating purposes	–	332
Other income	531	449
Total income from continuing operations	6,260	6,555
Expenses from continuing operations		
Employee benefits and on-costs	1,049	944
Borrowing costs	–	8
Materials and services	3,445	4,131
Depreciation, amortisation and impairment	2,491	2,613
Calculated taxation equivalents	216	206
Total expenses from continuing operations	7,201	7,902
Surplus (deficit) from continuing operations before capital amounts	(941)	(1,347)
Grants and contributions provided for capital purposes	731	815
Surplus (deficit) from continuing operations after capital amounts	(210)	(532)
Surplus (deficit) from all operations before tax	(210)	(532)
Surplus (deficit) after tax	(210)	(532)
Plus accumulated surplus	81,661	81,987
Plus adjustments for amounts unpaid:		
– Taxation equivalent payments	216	206
Closing accumulated surplus	81,667	81,661
Return on capital %	(0.9)%	(1.1)%
Subsidy from Council	5,486	6,534
Calculation of dividend payable:		
Surplus (deficit) after tax	(210)	(532)
Less: capital grants and contributions (excluding developer contributions)	(731)	(815)
Surplus for dividend calculation purposes	–	–
Potential dividend calculated from surplus	–	–

Dubbo Regional Council

Income Statement of Dubbo Regional Livestock Markets for the year ended 30 June 2025

\$ '000	2025 Category 1	2024 Category 1
Income from continuing operations		
User charges	6,336	4,189
Other income	45	29
Total income from continuing operations	6,381	4,218
Expenses from continuing operations		
Employee benefits and on-costs	850	782
Materials and services	2,353	2,489
Depreciation, amortisation and impairment	1,560	1,790
Net loss from the disposal of assets	8	54
Calculated taxation equivalents	72	73
Total expenses from continuing operations	4,843	5,188
Surplus (deficit) from continuing operations before capital amounts	1,538	(970)
Grants and contributions provided for capital purposes	121	591
Surplus (deficit) from continuing operations after capital amounts	1,659	(379)
Surplus (deficit) from all operations before tax	1,659	(379)
Less: corporate taxation equivalent (25%) [based on result before capital]	(385)	–
Surplus (deficit) after tax	1,274	(379)
Plus accumulated surplus ¹	21,836	22,142
Plus adjustments for amounts unpaid:		
– Taxation equivalent payments	72	73
– Corporate taxation equivalent	385	–
Closing accumulated surplus	23,567	21,836
Return on capital %	4.7%	(3.0)%
Subsidy from Council	–	2,373
Calculation of dividend payable:		
Surplus (deficit) after tax	1,275	(379)
Less: capital grants and contributions (excluding developer contributions)	(121)	(591)
Surplus for dividend calculation purposes	1,154	–
Potential dividend calculated from surplus	577	–

(1) Prior year amounts have been corrected and restated

Dubbo Regional Council

Income Statement of Property Development for the year ended 30 June 2025

\$ '000	2025 Category 1	2024 Category 1
Income from continuing operations		
Net gain from the disposal of assets	2,665	2,123
Other income	–	38
Total income from continuing operations	2,665	2,161
Expenses from continuing operations		
Employee benefits and on-costs	444	650
Materials and services	303	325
Depreciation, amortisation and impairment	75	37
Net loss from the disposal of assets	1	–
Calculated taxation equivalents	260	259
Other expenses	1	17
Total expenses from continuing operations	1,084	1,288
Surplus (deficit) from continuing operations before capital amounts	1,581	873
Surplus (deficit) from continuing operations after capital amounts	1,581	873
Surplus (deficit) from all operations before tax	1,581	873
Less: corporate taxation equivalent (25%) [based on result before capital]	(395)	(218)
Surplus (deficit) after tax	1,186	655
Plus accumulated surplus ¹	22,247	21,115
Plus adjustments for amounts unpaid:		
– Taxation equivalent payments	260	259
– Corporate taxation equivalent	395	218
Closing accumulated surplus	24,088	22,247
Return on capital %	34.5%	20.2%
Calculation of dividend payable:		
Surplus (deficit) after tax	1,186	655
Surplus for dividend calculation purposes	1,186	655
Potential dividend calculated from surplus	593	328

(1) Prior year amounts have been corrected and restated

Dubbo Regional Council

Income Statement of Rainbow Cottage Childcare Centre for the year ended 30 June 2025

\$ '000	2025 Category 2	2024 Category 2
Income from continuing operations		
User charges	578	493
Grants and contributions provided for operating purposes	1,184	1,087
Total income from continuing operations	1,762	1,580
Expenses from continuing operations		
Employee benefits and on-costs	1,377	1,279
Materials and services	370	412
Depreciation, amortisation and impairment	48	75
Net loss from disposal of assets	10	–
Calculated taxation equivalents	10	11
Total expenses from continuing operations	1,815	1,777
Surplus (deficit) from continuing operations before capital amounts	(53)	(197)
Surplus (deficit) from continuing operations after capital amounts	(53)	(197)
Surplus (deficit) from all operations before tax	(53)	(197)
Surplus (deficit) after tax	(53)	(197)
Plus accumulated surplus	(1,019)	(833)
Plus adjustments for amounts unpaid:		
– Taxation equivalent payments	10	11
Closing accumulated surplus	(1,062)	(1,019)
Return on capital %	(2.5)%	(9.5)%
Subsidy from Council	142	286
Calculation of dividend payable:		
Surplus (deficit) after tax	(106)	(197)
Surplus for dividend calculation purposes	–	–
Potential dividend calculated from surplus	–	–

Dubbo Regional Council

Statement of Financial Position of water supply business activity as at 30 June 2025

\$ '000	2025	2024
ASSETS		
Current assets		
Cash and cash equivalents ¹	8,754	15,439
Investments	30,000	31,000
Receivables	6,143	6,418
Inventories	93	131
Other	7	10
Total current assets	44,997	52,998
Non-current assets		
Investments	30,000	16,000
Infrastructure, property, plant and equipment	406,518	393,690
Other	44	44
Total non-current assets	436,562	409,734
Total assets	481,559	462,732
LIABILITIES		
Current liabilities		
Contract liabilities	—	1
Payables	964	640
Borrowings	1,107	1,494
Employee benefit provisions	1,104	1,126
Total current liabilities	3,175	3,261
Non-current liabilities		
Borrowings	15,890	16,997
Employee benefit provisions	115	73
Total non-current liabilities	16,005	17,070
Total liabilities	19,180	20,331
Net assets	462,379	442,401
EQUITY		
Accumulated surplus ¹	285,283	276,472
IPPE revaluation surplus	177,096	165,929
Total equity	462,379	442,401

(1) Prior year amounts have been corrected and restated

Dubbo Regional Council

Statement of Financial Position of sewerage business activity as at 30 June 2025

\$ '000	2025	2024
ASSETS		
Current assets		
Cash and cash equivalents	9,384	5,288
Investments	21,500	45,500
Receivables	3,833	3,287
Other	9	10
Total current assets	34,726	54,085
Non-current assets		
Investments	60,608	31,702
Infrastructure, property, plant and equipment	311,606	299,500
Total non-current assets	372,214	331,202
Total assets	406,940	385,287
LIABILITIES		
Current liabilities		
Contract liabilities	—	1
Payables	957	301
Borrowings	343	1,410
Total current liabilities	1,300	1,712
Non-current liabilities		
Borrowings	4,608	4,951
Total non-current liabilities	4,608	4,951
Total liabilities	5,908	6,663
Net assets	401,032	378,624
EQUITY		
Accumulated surplus	306,231	293,669
IPPE revaluation surplus	94,801	84,955
Total equity	401,032	378,624

Dubbo Regional Council

Statement of Financial Position of Dubbo Regional Airport as at 30 June 2025

\$ '000	2025 Category 1	2024 Category 1
ASSETS		
Current assets		
Investments	–	749
Receivables	224	401
Total current assets	224	1,150
Non-current assets		
Infrastructure, property, plant and equipment	109,251	120,825
Total non-current assets	109,251	120,825
Total assets	109,475	121,975
LIABILITIES		
Current liabilities		
Payables	56	192
Borrowings	2,419	5,488
Employee benefit provisions	248	271
Total current liabilities	2,723	5,951
Non-current liabilities		
Employee benefit provisions	12	2
Total non-current liabilities	12	2
Total liabilities	2,735	5,953
Net assets	106,740	116,022
EQUITY		
Accumulated surplus	81,667	81,661
Revaluation reserves	25,073	34,361
Total equity	106,740	116,022

Dubbo Regional Council

Statement of Financial Position of Dubbo Regional Livestock Markets as at 30 June 2025

\$ '000	2025 Category 1	2024 Category 1
ASSETS		
Current assets		
Investments ¹	8,966	6,264
Receivables	578	388
Total current assets	9,544	6,652
Non-current assets		
Infrastructure, property, plant and equipment	32,917	32,628
Total non-current assets	32,917	32,628
Total assets	42,461	39,280
LIABILITIES		
Current liabilities		
Payables	162	81
Employee benefit provisions	113	60
Total current liabilities	275	141
Non-current liabilities		
Employee benefit provisions	6	1
Total non-current liabilities	6	1
Total liabilities	281	142
Net assets	42,180	39,138
EQUITY		
Accumulated surplus ¹	23,567	21,836
Revaluation reserves	18,613	17,302
Total equity	42,180	39,138

(1) Prior year amounts have been corrected and restated

Dubbo Regional Council

Statement of Financial Position of Property Development

as at 30 June 2025

	2025 Category 1	2024 Category 1
\$ '000		
ASSETS		
Current assets		
Investments ¹	14,154	11,589
Receivables	–	16
Inventories	3,171	4,419
Total current assets	17,325	16,024
Non-current assets		
Inventories	2,564	2,219
Infrastructure, property, plant and equipment	4,576	4,312
Total non-current assets	7,140	6,531
Total assets	24,465	22,555
LIABILITIES		
Current liabilities		
Payables	20	38
Total current liabilities	20	38
Total liabilities	20	38
Net assets	24,445	22,517
EQUITY		
Accumulated surplus ¹	24,088	22,247
Revaluation reserves	357	270
Total equity	24,445	22,517

(1) Prior year amounts have been corrected and restated

Dubbo Regional Council

Statement of Financial Position of Rainbow Cottage Childcare Centre as at 30 June 2025

\$ '000	2025 Category 2	2024 Category 2
ASSETS		
Current assets		
Receivables	11	20
Total current assets	11	20
Non-current assets		
Infrastructure, property, plant and equipment	2,130	2,075
Total non-current assets	2,130	2,075
Total assets	2,141	2,095
LIABILITIES		
Current liabilities		
Payables	63	72
Employee benefit provisions	237	251
Total current liabilities	300	323
Non-current liabilities		
Employee benefit provisions	28	22
Borrowings	987	970
Total non-current liabilities	1,015	992
Total liabilities	1,315	1,315
Net assets	826	780
EQUITY		
Accumulated surplus	(1,062)	(1,019)
Revaluation reserves	1,888	1,799
Total equity	826	780

Note – Material accounting policy information

A statement summarising the supplemental accounting policies adopted in the preparation of the special purpose financial statements (SPFS) for National Competition Policy (NCP) reporting purposes follows.

These financial statements are SPFS prepared for use by Council and the Office of Local Government. For the purposes of these statements, the Council is a non-reporting not-for-profit entity.

The figures presented in these special purpose financial statements have been prepared in accordance with the recognition and measurement criteria of relevant Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB) and Australian Accounting Interpretations.

The disclosures in these special purpose financial statements have been prepared in accordance with the *Local Government Act 1993* (Act), the *Local Government (General) Regulation 2021* (Regulation) and the Local Government Code of Accounting Practice and Financial Reporting.

The statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, fair value of non-current assets. Certain taxes and other costs, appropriately described, have been imputed for the purposes of the National Competition Policy.

The Statement of Financial Position includes notional assets/liabilities receivable from/payable to Council's general fund. These balances reflect a notional intra-entity funding arrangement with the declared business activities.

National Competition Policy

Council has adopted the principle of 'competitive neutrality' in its business activities as part of the National Competition Policy which is being applied throughout Australia at all levels of government. The framework for its application is set out in the June 1996 NSW Government Policy statement titled 'Application of National Competition Policy to Local Government'. *The Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality* issued by the Office of Local Government in July 1997 has also been adopted.

The pricing and costing guidelines outline the process for identifying and allocating costs to activities and provide a standard for disclosure requirements. These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents, Council subsidies, and returns on investments (rate of return and dividends paid).

Declared business activities

In accordance with *Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality*, Council has declared that the following are to be considered as business activities:

Category 1

(where gross operating revenue is over \$2 million)

a. Water Supply Services

Comprising the whole of the water supply operations and net assets servicing the city of Dubbo, the town of Wellington and the villages of Wongarbron, Ballimore, Brocklehurst, Geurie, Mumbil and North Yeoval.

b. Sewerage Services

Comprising the whole of the sewerage reticulation and treatment operations and net assets system servicing the city of Dubbo, the town of Wellington and the villages of Wongarbron, Brocklehurst, Geurie and Mumbil.

c. Dubbo Regional Airport

Comprising the whole of the airport operations and net assets located on Coreena Road.

d. Dubbo Regional Livestock Markets

Comprising the whole of the livestock markets operations and net assets located on Bootherba Road.

e. Property Development

Council's property development function competes with other private land developers in Dubbo in the development of both industrial and residential land for purchase. The surplus on disposal of land is disclosed in the Income Statement of the Business Activities as operating revenue. In the General Purpose Financial Statements this is disclosed as gain/(loss) on disposal of assets.

Category 2

(where gross operating revenue is less than \$2 million)

a. Rainbow Cottage Childcare Centre

continued on next page ...

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Note – Material accounting policy information (continued)

Rainbow Cottage Childcare Centre is located on Mitchell Street, Dubbo and provides day care for children aged between 0 and 5 years. Several other childcare facilities operate within Dubbo and Rainbow Cottage is in direct competition with these centres.

Taxation equivalent charges

Council is liable to pay various taxes and financial duties. Where this is the case, they are disclosed as a cost of operations just like all other costs. However, where Council does not pay some taxes, which are generally paid by private sector businesses, such as income tax, these equivalent tax payments have been applied to all Council-nominated business activities and are reflected in special purpose financial statements. For the purposes of disclosing comparative information relevant to the private sector equivalent, the following taxation equivalents have been applied to all Council-nominated business activities (this does not include Council's non-business activities):

Notional rate applied (%)

Corporate income tax rate – **25%** (23/24 25%)

Land tax – the first \$1,075,000 of combined land values attracts **0%**. For the combined land values in excess of \$1,075,000 up to \$6,571,000 the rate is **\$100 + 1.6%**. For the remaining combined land value that exceeds \$6,571,000 a premium marginal rate of **2.0%** applies.

Payroll tax – **5.45%** on the value of taxable salaries and wages in excess of \$1,200,000.

In accordance with DCCEEW's regulatory and assurance framework, a payment for the amount calculated as the annual tax equivalent charges (excluding income tax) must be paid from water supply and sewerage business activities.

The payment of taxation equivalent charges, referred to in the regulatory and assurance framework as a 'dividend for taxation equivalent', may be applied for any purpose allowed under the Act.

Achievement of substantial compliance to DCCEEW's regulatory and assurance framework is not a prerequisite for the payment of the tax equivalent charges; however the payment must not exceed \$3 per assessment.

Income tax

An income tax equivalent has been applied on the profits of the business activities. Whilst income tax is not a specific cost for the purpose of pricing a good or service, it needs to be taken into account in terms of assessing the rate of return required on capital invested. Accordingly, the return on capital invested is set at a pre-tax level – gain/(loss) from ordinary activities before capital amounts, as would be applied by a private sector competitor. That is, it should include a provision equivalent to the relevant corporate income tax rate, currently 25% (23/24 25%).

Income tax is only applied where a gain from ordinary activities before capital amounts has been achieved. Since the taxation equivalent is notional – that is, it is payable to the 'Council' as the owner of business operations – it represents an internal payment and has no effect on the operations of the Council.

Accordingly, there is no need for disclosure of internal charges in the SPFS. The rate applied of 25% is the equivalent company tax rate prevalent at reporting date. No adjustments have been made for variations that have occurred during the year.

Local government rates and charges

A calculation of the equivalent rates and charges for all Category 1 businesses has been applied to all assets owned, or exclusively used by the business activity.

Loan and debt guarantee fees

The debt guarantee fee is designed to ensure that Council business activities face 'true' commercial borrowing costs in line with private sector competitors. In order to calculate a debt guarantee fee, Council has determined what the differential borrowing rate would have been between the commercial rate and Council's borrowing rate for its business activities.

(i) Subsidies

Government policy requires that subsidies provided to customers, and the funding of those subsidies, must be explicitly disclosed. Subsidies occur where Council provides services on a less than cost recovery basis. This option is exercised on a range of services in order for Council to meet its community service obligations. The overall effect of subsidies is contained within the Income Statements of business activities.

continued on next page ...

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Note – Material accounting policy information (continued)

(ii) Return on investments (rate of return)

The NCP policy statement requires that councils with Category 1 businesses 'would be expected to generate a return on capital funds employed that is comparable to rates of return for private businesses operating in a similar field'.

Funds are subsequently available for meeting commitments or financing future investment strategies. The rate of return is disclosed for each of Council's business activities on the Income Statement.

(iii) Dividends

Council is not required to pay dividends to either itself as owner of a range of businesses, or to any external entities.

A local government water supply and sewerage business is permitted to pay annual dividends from their water supply or sewerage business surpluses. Each dividend must be calculated and approved in accordance with DCCEEW's regulatory and assurance framework and must not exceed 50% of the relevant surplus in any one year, or the number of water supply or sewerage assessments at 30 June 2025 multiplied by \$30 (less the payment for tax equivalent charges, not exceeding \$3 per assessment).

In accordance with DCCEEW's regulatory and assurance framework, statement of compliance and statement of dividend payment, dividend payment form and unqualified independent financial audit report are submitted to DPE – Water.

Dubbo Regional Council

Special Purpose Financial Statements
for the year ended 30 June 2025

Independent Auditor's Report

Please upift Council's Audit Report PDF (opinion) for inclusion in the SPFS report (via the Home screen).

Dubbo Regional Council

SPECIAL SCHEDULES
for the year ended 30 June 2025



Dubbo Regional Council

Special Schedules
for the year ended 30 June 2025

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Dubbo Regional Council

Permissible income for general rates

\$ '000	Notes	Calculation 2024/25	Calculation 2025/26
Notional general income calculation ¹			
Last year notional general income yield	a	43,309	45,935
Plus or minus adjustments ²	b	415	355
Notional general income	c = a + b	43,724	46,290
Permissible income calculation			
Percentage increase	d	5.00%	4.20%
Plus percentage increase amount ³	f = d x (c + e)	2,186	1,944
Sub-total	g = (c + e + f)	45,910	48,234
Plus (or minus) last year's carry forward total	h	88	63
Sub-total	j = (h + i)	88	63
Total permissible income	k = g + j	45,998	48,297
Less notional general income yield	l	45,935	48,291
Catch-up or (excess) result	m = k - l	63	6
Carry forward to next year ⁴	p = m + n + o	63	6

Notes

- (1) The notional general income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.
- (2) Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called 'supplementary valuations' as defined in the *Valuation of Land Act 1916 (NSW)*.
- (3) The 'percentage increase' is inclusive of the rate-peg percentage, and/or special variation and/or Crown land adjustment (where applicable).
- (4) Carry-forward amounts which are in excess (an amount that exceeds the permissible income) require Ministerial approval by order published in the *NSW Government Gazette* in accordance with section 512 of the Act. The OLG will extract these amounts from Council's Permissible income for general rates Statement in the financial data return (FDR) to administer this process.

[Permissible income for general rates](#)

Permissible income for general rates: PLUS PDF inserted here

Council needs to uplift custom PDF here - please uplift via "PLUS PDF" choice in the Home/TOC screen

Dubbo Regional Council | Report on infrastructure assets as at 30 June 2025

Dubbo Regional Council

Report on infrastructure assets as at 30 June 2025

Asset Class	Asset Category	Estimated cost to bring assets to satisfactory standard		2024/25 Required maintenance	2024/25 Actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost				
		to bring assets to satisfactory standard	to bring assets to satisfactory standard					1	2	3	4	5
		\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000					
Buildings	Non-specialised and Specialised buildings	12,771	12,771	1,371	987	182,590	322,810	18.2%	32.7%	30.8%	14.2%	4.1%
	Sub-total	12,771	12,771	1,371	987	182,590	322,810	18.2%	32.7%	30.8%	14.2%	4.1%
Other structures	Other structures	13,012	13,012	750	211	118,592	226,689	40.2%	44.9%	9.2%	5.0%	0.7%
	Sub-total	13,012	13,012	750	211	118,592	226,689	40.2%	44.9%	9.2%	5.0%	0.7%
Roads	Roads including Bulk earthworks, Sealed roads, Unsealed roads, Bridges and Footpaths	59,688	59,688	5,434	3,682	1,380,593	1,911,440	65.3%	24.5%	9.0%	1.2%	0.0%
	Sub-total	59,688	59,688	5,434	3,682	1,380,593	1,911,440	65.3%	24.5%	9.0%	1.2%	0.0%
Water supply network	Water supply network	44,294	44,294	2,011	2,684	360,466	535,204	68.9%	10.6%	12.3%	4.6%	3.6%
	Sub-total	44,294	44,294	2,011	2,684	360,466	535,204	68.9%	10.6%	12.3%	4.6%	3.6%
Sewerage network	Sewerage network	46,148	46,148	1,268	725	280,835	461,483	40.7%	30.8%	18.5%	6.2%	3.8%
	Sub-total	46,148	46,148	1,268	725	280,835	461,483	40.7%	30.8%	18.5%	6.2%	3.8%
Stormwater drainage	Stormwater drainage	20,449	20,449	275	223	194,802	273,110	47.1%	27.2%	18.3%	6.0%	1.4%
	Sub-total	20,449	20,449	275	223	194,802	273,110	47.1%	27.2%	18.3%	6.0%	1.4%
Open space / recreational assets	Swimming pools	1,724	1,724	151	129	6,105	9,143	42.3%	0.9%	54.2%	2.6%	0.0%
	Sub-total	1,724	1,724	151	129	6,105	9,143	42.3%	0.9%	54.2%	2.6%	0.0%
Total – all assets		198,086	198,086	11,260	8,641	2,523,983	3,739,879	55.8%	25.4%	13.3%	4.0%	1.5%

Infrastructure asset condition assessment 'key'

#	Condition	Integrated planning and reporting (IP&R) description
1	Excellent/very good	No work required (normal maintenance)
2	Good	Only minor maintenance work required
3	Satisfactory	Maintenance work required
4	Poor	Renewal required
5	Very poor	Urgent renewal/upgrading required

Dubbo Regional Council

Report on infrastructure assets as at 30 June 2025

Infrastructure asset performance indicators (consolidated) *

\$ '000	Amounts 2025	Indicator 2025	Indicators 2024	Indicators 2023	Benchmark
Buildings and infrastructure renewals ratio					
Asset renewals ¹	21,183	42.13%	36.44%	30.27%	> 100.00%
Depreciation, amortisation and impairment	50,276				
Infrastructure backlog ratio					
Estimated cost to bring assets to a satisfactory standard	198,086	7.60%	6.33%	6.30%	< 2.00%
Net carrying amount of infrastructure assets	2,605,454				
Asset maintenance ratio					
Actual asset maintenance	8,641	76.74%	78.66%	100.00%	> 100.00%
Required asset maintenance	11,260				
Cost to bring assets to agreed service level					
Estimated cost to bring assets to an agreed service level set by Council	198,086	5.30%	4.46%	4.48%	
Gross replacement cost	3,739,879				

(*) All asset performance indicators are calculated using classes identified in the previous table.

(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

Dubbo Regional Council

Report on infrastructure assets as at 30 June 2025

Infrastructure asset performance indicators (by fund)

\$ '000	General fund		Water fund		Sewer fund		Benchmark
	2025	2024	2025	2024	2025	2024	
Buildings and infrastructure renewals ratio							
Asset renewals ¹							
Depreciation, amortisation and impairment	46.61%	46.32%	28.71%	1.66%	28.65%	12.11%	> 100.00%
Infrastructure backlog ratio							
Estimated cost to bring assets to a satisfactory standard							
Net carrying amount of infrastructure assets	5.48%	4.22%	12.29%	10.93%	16.43%	15.08%	< 2.00%
Asset maintenance ratio							
Actual asset maintenance							
Required asset maintenance	65.56%	79.84%	133.47%	118.25%	57.18%	39.69%	> 100.00%
Cost to bring assets to agreed service level							
Estimated cost to bring assets to an agreed service level set by Council							
Gross replacement cost	3.92%	3.07%	8.28%	7.45%	10.00%	9.02%	

(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.



REPORT: Mayoral Appointments and Meetings

DIVISION: Chief Executive Officer
REPORT DATE: 2 October 2025
TRIM REFERENCE: ID25/1965

EXECUTIVE SUMMARY

Purpose	• Provide review or update	
Issue	• Details of Mayoral appointments and meetings for the period 8 September 2025 through to 12 October 2025.	
Reasoning	• To ensure transparency of Mayoral appointments and meetings.	
Financial Implications	Budget Area	There are no financial implications arising from this report.
Policy Implications	Policy Title	There are no policy implications arising from this report.

STRATEGIC DIRECTION

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

Theme: 3 Working Together for the Region

CSP Objective: 3.1 Our Council is open, fair, and accountable in its decision-making.

Delivery Program Strategy: 3.1.5 Operate with transparency, accountability, and integrity in all governance and decision-making processes.

RECOMMENDATION

That the information contained within the report be noted.

MW
Chief Executive Officer

REPORT

Consultation

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

Resourcing Implications

Nil

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

Monday, 8 September 2025

- Attended radio interview with 2BS.
- Attended the Wellington NAIDOC flag raising ceremony.
- *Councillor Pam Wells attended the official opening of the Dubbo South Primary School New Learning Spaces in lieu of the Mayor.*
- Submitted Mayoral column to the Wellington and District Leader.
- Attended a meeting with Council's Chief Executive Officer, Murray Wood.
- Attended a Country Mayors Association Executive meeting via AVL.

Tuesday, 9 September 2025

- Attended a meeting with Council's Chief Executive Officer, Murray Wood, Director Infrastructure, Luke Ryan, Director Organisational Performance, Jane Bassingthwaighe, Manager Corporate Governance Abbey Rouse and Insurance and Corporate Risk Officer, Skye Stephenson.
- Attended the Infrastructure Planning and Environment, Culture and Community and Corporate Services Standing Committee briefing.
- Attended an Extraordinary Council Meeting.
- Attended the Infrastructure Planning and Environment, Culture and Community and Corporate Services Standing Committee meetings.

Wednesday, 10 September 2025

- Attended radio interview with 2WEB.
- Attended radio interview with DC FM.
- Attended Dubbo College Senior Campus - Class Presentation.
- Attended the Macquarie Anglican Grammar School – Boarding Milestone.

Thursday, 11 September 2025

- Attended along with Council's Chief Executive Officer, Murray Wood a meeting with Superintendent Tim Chinn from NSW Police.
- Attended the Mayoral Developers Forum at the Western Plains Cultural Centre.
- *The Deputy Mayor, Councillor Phillip Toynton attended the Regional Australia Bank – Community Partnership Program Celebration in lieu of the Mayor.*

Friday, 12 September 2025

- Attended radio interview with 2DU.
- Attended interview with Hamish Southwell from Prime 7 News.
- Attended Peter Woodley's Book Launch - Dubbo and District Family History Society - We Are a Farming Class.
- Attended a meeting with Director Strategy, Partnerships and Engagement, Jessica Brown and Corporate Strategy and Performance Coordinator, Zara Jom.
- Attended the Regional Australia Bank – information night – Summerland.
- Attended the Official Opening of the Dubbo Art Fair.

Monday, 15 September 2025

- Attended radio interview with 2BS.
- Attended radio interview with Zoo FM.
- Submitted Mayoral column to the Wellington and District Leader.
- Attended to film a video for the Dubbo Art Fair.
- Attended the Dubbo South Public School Support Unit Assembly to present students with their Bowls Shirts.
- Attended the Audit, Risk and Improvement Committee Meeting.

Tuesday, 16 September 2025

- Attended a meeting with Mark Mudford from the Dubbo Business Chamber.
- Attended along with Council's Chief Executive Officer, Murray Wood, Director Development and Environment and Director Strategy, Partnerships and Engagement, Jessica Brown a meeting with Bart Skyes from Squadron Energy.
- Attended a meeting with Council's Manager People, Culture and Safety, Karen Robertson and Mark Ogston from Leading Roles.
- Attended the New Residents Event.

Wednesday, 17 September 2025

- Attended radio interview with 2WEB.
- Attended the Charles Sturt University Annual Tree Planting Event.
- Attended along with Council's Chief Executive Officer, Murray Wood a meeting with Julia Andrews from Charles Sturt University.

- Recorded a farewell message for Dubbo Christian School year 12 students.

Thursday, 18 September 2025

- Attended the Launch of the Yindymarra Landcare event in Wellington.
- Attended and opened the Dubbo Dementia Expo at the Dubbo RSL Club.

Friday, 19 September 2025

- Attended radio interview with 2DU.
- Attended the Marathon Health Dubbo Office Official Opening.
- Attended the UNSW Sydney and Energy Co flagship event – The Gathering 2025 at the DRTCC.

Monday, 22 September 2025

- Attended radio interview with 2BS.
- Attended Geurie Public School Career Day Event.
- Submitted Mayoral column to the Wellington and District Leader.
- Recorded On the Road Video – Community Safety Awareness Month.
- Attended the Dubbo College Celebration of Sport 2025.

Tuesday, 23 September 2025

- Attended Council's Reconciliation Action Plan Meeting.
- Attended the Council Meeting Briefing.
- Attended the Ordinary Council Meeting.

Wednesday, 24 September 2025

- Attended radio interview with Triple M.
- Attended radio interview with 2WEB.
- Attended radio interview with DC FM.
- Attended and recorded video package for the Molong Street Bridge at Stuart Town.
- Attended St Johns College Year 12 Graduation Mass and Academic Awards Ceremony.

Thursday, 25 September 2025

- Attended Astley's Grand Opening.
- Attended Dubbo College Senior Campus Year 12 Graduation Ceremony.
- Attended Photo opportunity – reopening of Teamsters Park Wellington after upgrades.
- Attended the Stuart Town and Mumbil Public School Broadway Show at Mumbil.

Friday, 26 September 2025

- Attended radio interview with 2DU.

- Attended along with Council's Director Community, Culture and Places, Craig Arms a meeting with Bruno Efoti.
- Attended a meeting with Council's Chief Executive Officer, Murray Wood and People and Culture Team Leader, Mardi Stiles.
- Attended an interview with David Dixon from Dubbo Photo News.

Saturday, 27 September 2025

- Attended the Opening and Presentation of the Waste 2 Art Regionals Event.
- Attended Moorambilla Riversong 2025 – Skysong – Pre-Performance Event.
- Attended the School of Rural Health Graduation – Class of 2025 Celebration.
- Attended the Moorabilla Riversong 2025 Performance and Lighting of Fire Sculpture.

Sunday, 28 September 2025

- Attended the Dubbo Kart Club NSW Kart Championship.
- Attended the Dubbo Gold Cup Races.
- Attended to Farewell Dubbo Exchange Students at the Dubbo Regional Airport.

Monday, 29 September 2025

- Attended radio interview with 2BS.
- Attending radio interview with Zoo FM.
- Submitted Mayoral column to the Wellington and District Leader.
- Attended a meeting with Heather Irwin.
- Attended along with Councillor's Phillip Toynton, Richard Ivey, Shibli Chowdhury and Council's Chief Executive Officer, Murray Wood the Audit, Risk and Improvement Committee Interviews.
- Attended along with Councillor's Kate Richardson, Matt Wright, Pam Wells, Council's People and Culture Team Leader, Mardi Stiles a meeting with Mark Ogston from Leader Roles.

Tuesday, 30 September 2025

- Attended the Dubbo Medicare Mental Health Centre Opening.
- Attended a meeting with Council's People and Culture Team Leader, Mardi Stiles.
- Attended the 2025 NSW Volunteer of the Year Awards Regional Ceremony – Orana.

Wednesday, 1 October 2025

- Attended radio interview with 2WEB.
- Attended along with Councillor's Shibli Chowdhury and Phillip Toynton, The Hon. Stephen Lawrence MLC, Federal Member for Parkes, The Hon. Jamie Chaffey, MP and Member for Dubbo, Dugald Saunders, MP a Citizenship Ceremony.
- Attended a meeting with Council's Director, Strategy Partnerships and Engagement, Jessica Brown, Director Community, Culture and Places, Craig Arms and Corporate Strategy and Performance Coordinator, Zara Jom.

- Attended along with Council's Chief Executive Officer, Murray Wood and Director Community, Culture and Places, Craig Arms a meeting with Dance Schools.
- Attended along with Council's Chief Executive Officer, Murray Wood a meeting with Gargi Ganguly from ORISCON.
- Attended a Social Media Training Session for Councillors.

Thursday, 2 October 2025

- Attended the Charles Sturt University – Dubbo Regional Consultative Committee Meeting via AVL.
- Attended the Youth Council Meeting via AVL.

Friday, 3 October 2025

- Attended radio interview with 2DU.
- Attended along with Council's Chief Executive Officer, Murray Wood a meeting with Mike Sutherland.
- Attended interview with Triple M News.

Monday, 6 October 2025

- Submitted Mayoral column to the Wellington and District Leader.

Tuesday, 7 October 2025

- Attended the Villages Roadshow – Ballimore and Elong Elong.

Wednesday, 8 October 2025

- Attended radio interview with 2WEB.
- Attended and recorded a GM Recruitment Video.
- Attended the Youth Event – Reboot Mindset Academy featuring Todd Carney and Boyd Cordner.
- Attended a meeting with Dubbo Regional Council Staff, Dubbo Business Chamber and Dubbo Touch Football representatives.
- Attended a meeting with Council's People and Culture Team Leader, Mardi Stiles.
- Attended a Country Mayors Association meeting with NSW Shadow Local Government Minister the Hon. Chris Rath, MLC via AVL.
- Attended a Councillor Workshop.

Friday, 10 October 2025

- Attended radio interview with 2DU.
- Attended the Waganha Miya School Holiday Event.

Saturday, 11 October 2025

- Attended the Art and Cultural Workshop with Aunt Iris Reid at Dundullimal Homestead.
- Attended the School of Rural Health Dubbo – Open Day.
- Attended Little Wings – Raise the Wings Dubbo Fundraising Event.



REPORT: Mayoral Expenses - September 2025

DIVISION: Chief Executive Officer
REPORT DATE: 10 October 2025
TRIM REFERENCE: ID25/2035

EXECUTIVE SUMMARY

Purpose	• Provide review or update	
Issue	• Details of Mayoral expenses for the period 1 September through to 30 September 2025.	
Reasoning	• To ensure transparency of Mayoral expenditure.	
Financial Implications	Budget Area	Corporate Governance
	Funding Source	Members Expenses
Policy Implications	Policy Title	Payment of Expenses and Provision of Facilities for the Mayor and Councillors.

STRATEGIC DIRECTION

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

Theme: 3 Working Together for the Region

CSP Objective: 3.1 Our Council is open, fair, and accountable in its decision-making.

Delivery Program Strategy: 3.1.5 Operate with transparency, accountability, and integrity in all governance and decision-making processes.

RECOMMENDATION

That the information contained within the report be noted.

Jane Bassingthwaight
Director Organisational Performance

MW
Chief Executive Officer

BACKGROUND

The Payment of Expenses and Provision of Facilities for the Mayor and Councillors policy is prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government Regulation (General) Regulation 2021* (The Regulation) and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities for the Mayor and Councillors in NSW.

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties. It ensures accountability and transparency.

The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2021, sections 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009

REPORT

The Payment of Expenses and Provision of Facilities for the Mayor and Councillors was last adopted by council on 25 February 2025.

Council will report the mayor's expenditure monthly for notation. Attached as **Appendix 1** is the expenditure for the month.

APPENDICES:

- 1 [↓](#) Mayoral Expenses - September 2025

Councillor Josh Black - Mayoral Monthly Expenditure Report 2025-2026

Account Description	Annual Allocation for Mayor	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	YTD
Travel and Subsistence (NSW/Interstate)	\$ 18,000.00	\$ 118.38	\$ 463.45	\$ 402.09										\$ 983.92
Conferences	\$ 1,405.64		\$ 1,359.09											\$ 1,359.09
Phone/Data Charges	\$ 197.00	\$ 16.36	\$ 16.36	\$ 16.36										\$ 49.08
Professional Development	\$ 3,000.00													\$ -
Fleet Vehicle Hire Charges*	\$ 14,813.52	\$ 1,234.46	\$ 1,234.46	\$ 1,234.46										\$ 3,703.38

* The Mayor is provided with a vehicle in accordance with the Payment of Expenses and Provision of Facilities for the Mayor and Councillors Policy.

Note (1) all amounts shown are GST exclusive.

Note (2) General expenses are reported in the month in which they occur.



Investment Under Section 625 of the Local Government Act - September 2025

DIVISION: Organisational Performance
REPORT DATE: 1 October 2025
TRIM REFERENCE: ID25/1961

EXECUTIVE SUMMARY

Purpose	• Provide review or update • Fulfil legislated requirement/Compliance	
Issue	• Investment under Section 625 of the <i>Local Government Act 1993</i>.	
Reasoning	• Section 212 of the Local Government (General) Regulation 2021. • Section 625 of the Local Government Act 1993. • Council's Investment Policy and Strategy.	
Financial Implications	Budget Area	Organisational Performance
	Funding Source	Interest Earned on Investment
Policy Implications	Policy Title	Investment Policy 2025
	Impact on Policy	There are no policy implications arising from this report.

STRATEGIC DIRECTION

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

Theme: 3 Working Together for the Region

CSP Objective: 3.1 Our Council is open, fair, and accountable in its decision-making.

Delivery Program Strategy: 3.1.4 Maximise revenue opportunities from grants and other funding sources to enhance services for the community.

RECOMMENDATION

That the information contained within the Investment under Section 625 of the Local Government Act Report be noted.

Jane Bassingthwaite
Director Organisational Performance

BM
Revenue Accountant

BACKGROUND

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

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

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

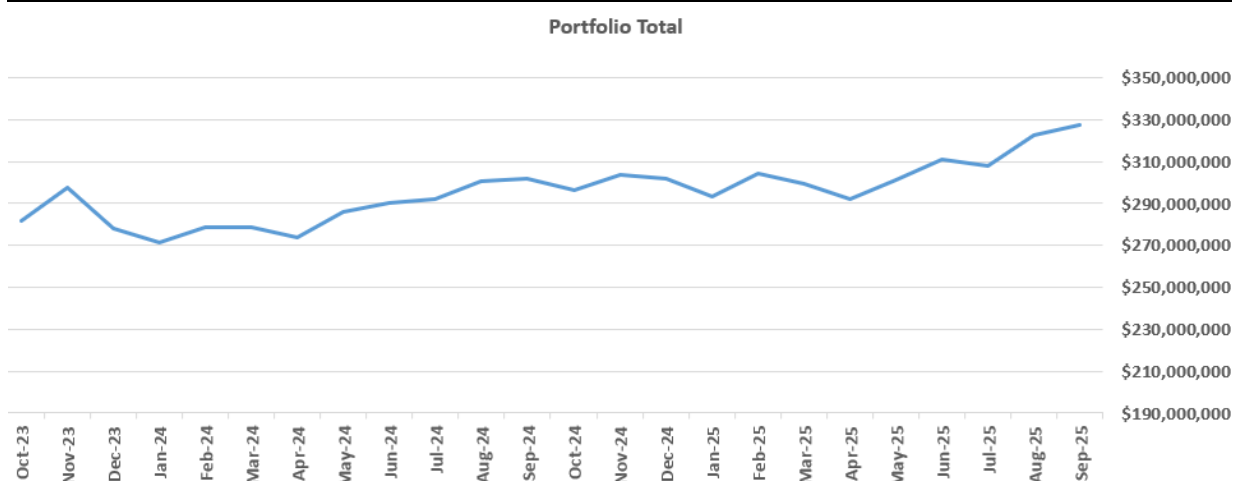
Investments, when placed, have been done so in accordance with the *Local Government Act, Local Government (General) Regulations 2021* and Council's Investment Policy and Strategy. Interest on investment has been accounted for on an accrual basis. This report details investments and annualised returns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

Note: As per Councils Investment Policy - Hour-Glass Investments is the former name of New South Wales Treasury Corporation (NSW TCorp) including the TCorp Investment Management arm which manages the TCorpIM funds.

REPORT

Portfolio Overview

As of 30 September 2025, Council had a total investment Portfolio Face Value of \$327,277,895.23. This is inclusive of Councils Cash at bank consisting of General Funds, Sewer Funds, Water Funds, and restricted Grant Funding. Arlo Advisory Pty Ltd have provided a Capital Value of \$327,266,796.73 for Council's Total Investment Portfolio.



Portfolio Fund Breakdown - Face Value

Portfolio Breakdown – Current Month			
Fund	Total Amount Invested	PFA Bank Account Balance	Total
General	\$137,000,000.00	\$26,298,784.72	\$163,298,784.72
Water	\$61,000,000.00	\$7,601,788.37	\$68,601,788.37
Sewer	\$88,000,000.00	\$7,377,322.14	\$95,377,322.14
Total	\$286,000,000.00	\$41,277,895.23	\$327,277,895.23

Portfolio Breakdown – Previous Month			
Fund	Total Amount Invested	PFA Bank Account Balance	Total
General	\$134,000,000.00	\$26,471,255.44	\$160,471,255.44
Water	\$62,000,000.00	\$5,741,813.22	\$67,741,813.22
Sewer	\$87,000,000.00	\$7,481,999.83	\$94,481,999.83
Total	\$283,000,000.00	\$39,695,068.49	\$322,695,068.49

Key Movements

Investment Activity during the month was as follows:

- Investment Maturities – funds returned to Council:

ADI	Instrument	Amount	Funded by
National Australia Bank	Term Deposit	\$2,000,000.00	Water
National Australia Bank	Term Deposit	\$5,000,000.00	General

- New Investments Purchased – funds paid out by Council:

ADI	Instrument	Amount	Funded by
National Australia Bank	Term Deposit	\$3,000,000.00	General
Heritage and Peoples Choice Limited	Term Deposit	\$1,000,000.00	Water
Heritage and Peoples Choice Limited	Term Deposit	\$1,000,000.00	Sewer
ING Bank	Term Deposit	\$5,000,000.00	General

Notable Bank Account activity during the month was as follows:

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

During the month of September there was no notable extraordinary income.

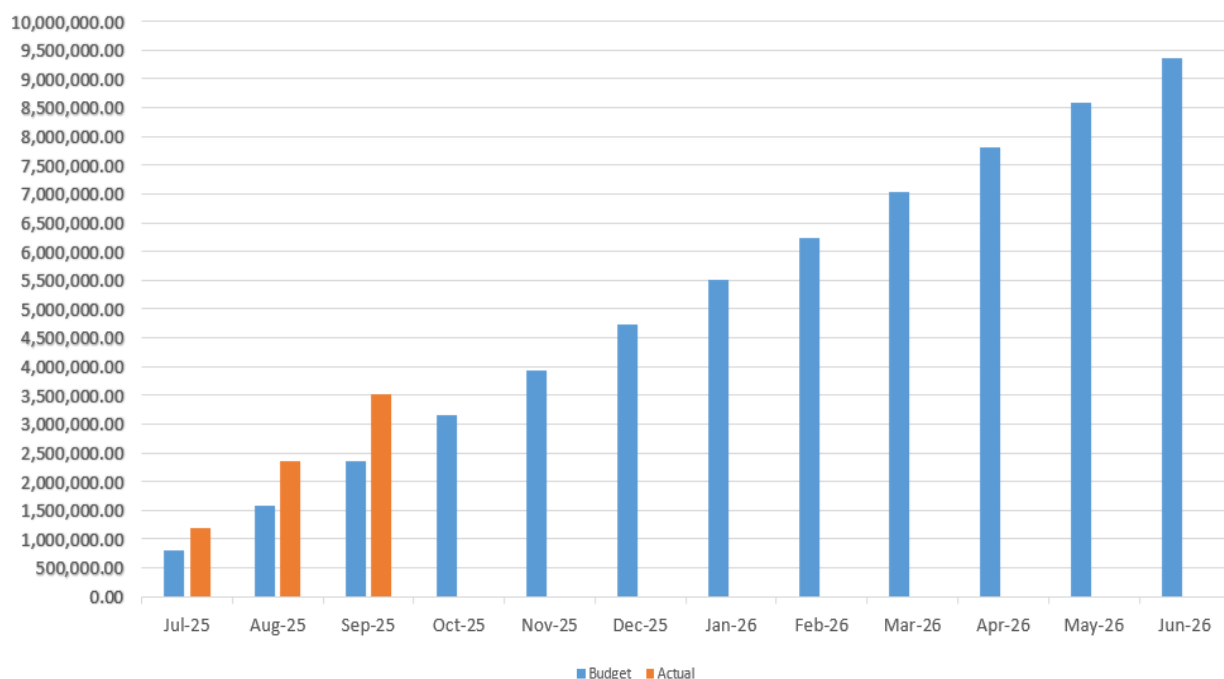
- Notable Expenditure – funds paid out by Council:

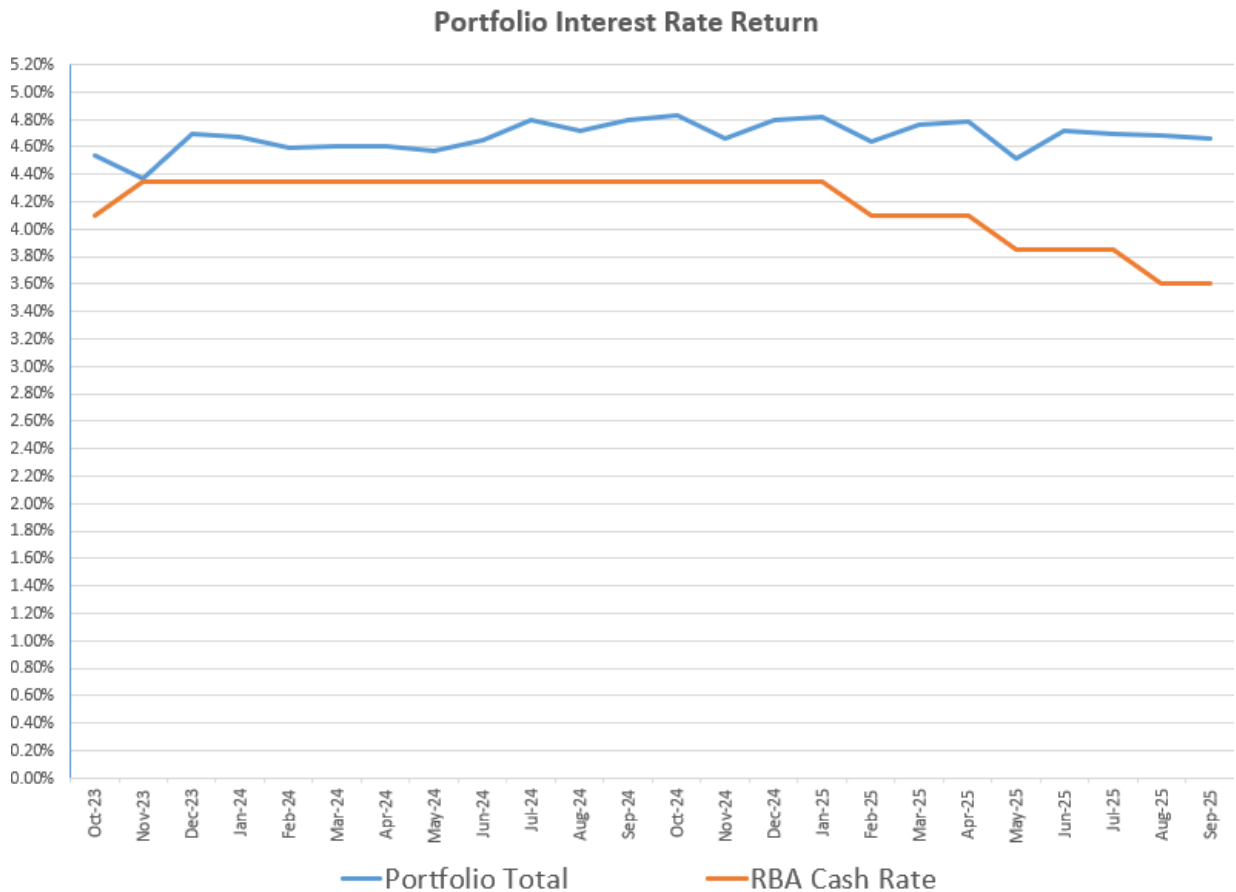
During the month of September there was no notable extraordinary expenditure.

Investment Interest Overview:

Interest earned on investments has been included within Council's 2025/2026 Operational Plan, with total income generated from the Investment Portfolio forecast to be in excess of \$9,367,444.00.

Budget to Actual - Interest on Investments





Council has investments totalling \$8,000,000.00 Face Value which were invested with fixed interest rates below the current Official Cash Rate of 3.60%. These investments were invested with interest rates ranging from 1.70% to 3.25% that will mature after 30 June 2026. These investments were placed with competitive interest rates at the time the investments were made.

Summary

Cash Account

Council outperformed the 11.00 am Official Cash Rate market benchmark for one month return of 3.60%, achieving a return of 4.00% for its At Call investments.

Investment Portfolio

Council outperformed the twelve-month Bloomberg AusBond Bank Bill Performance Index of 4.19%, with an average return of 4.66% for its overall portfolio return.

Consultation

Arlo Advisory Pty Ltd provides investment advisory services to Council on investment related decisions.

Resourcing Implications

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

APPENDICES:

- 1 [!\[\]\(9bf097d682561b2ffd12d57a40ca73b1_img.jpg\)](#) Investment Report - Arlo Advisory Pty Ltd - September 2025 - Attachment



Monthly Investment Report



September 2025

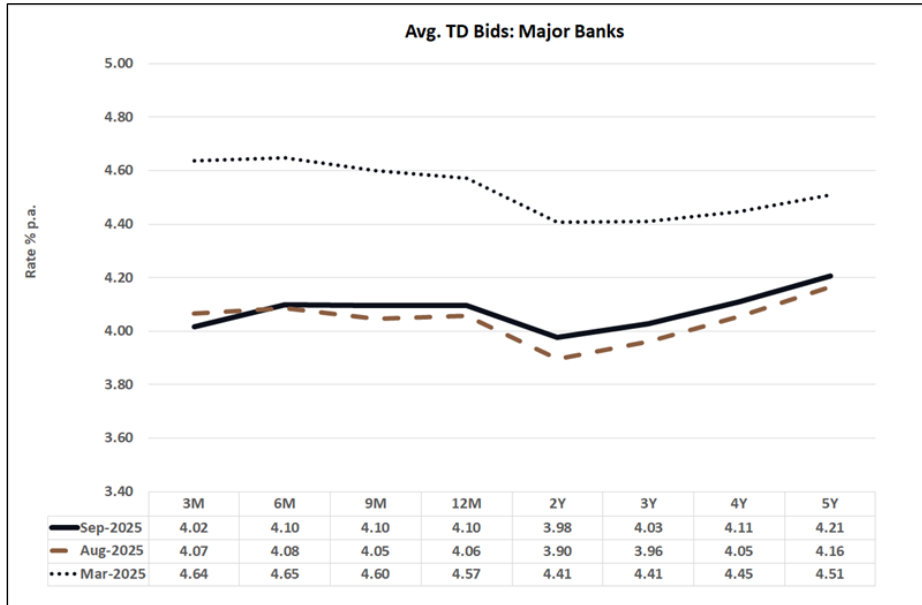
Arlo Advisory Pty Ltd
ABN: 55 668 191 795
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AFSL 246 638
Phone: +61 2 9053 2987
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Market Update Summary

Various equity markets including the US main indices (S&P 500, NASDAQ and Dow Jones) reached new record highs during the month, partly led by AI optimism, after Nvidia's major investment in OpenAI (ChatGPT), as well as another US Fed rate cut. The positive sentiment was also brought on by expectations of further rate cuts over the next 12 months (albeit less than previously anticipated).

In the deposit market, over September, at the short-end of the curve (under 12 months), the average deposit rates offered by the domestic major banks were marginally higher compared to where they were the previous month (August), after the market pushed back on the number of future rate cuts (now only one) following the higher than expected monthly inflation figure. At the longer-end of the curve (2-5 years), the average rates were around ~5-8bp higher compared to where they were the previous month.



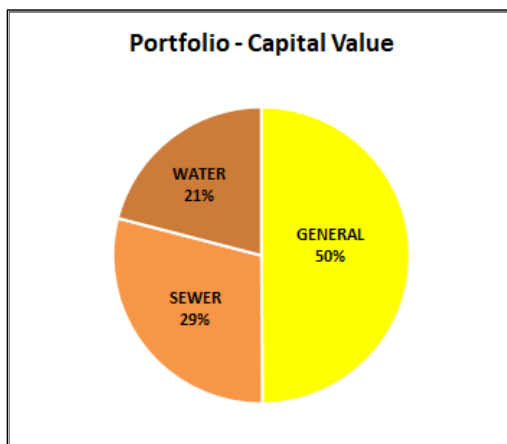
Source: Imperium Markets



Dubbo Regional Council's Portfolio & Compliance

Portfolio Allocation

The majority of the portfolio is directed to General Funds (~50%). The remainder of the portfolio is held in Sewer (~29%) and Water Funds (~21%), which is ideal for slightly longer-term investments.

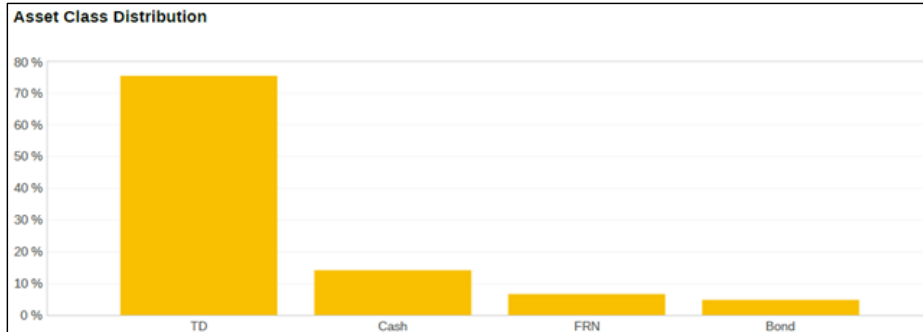


Allocation	Capital Value	% Total Value
GENERAL	\$163,309,728	49.90%
SEWER	\$95,350,201	29.14%
WATER	\$68,606,868	20.96%
TOTAL	\$327,266,797	100.00%



Asset Allocation

The majority of the portfolio is directed to term deposits (~76%). The remainder of the portfolio is held in senior FRNs (~6%), fixed bonds (~5%) and overnight cash accounts (~13%).



Senior FRNs are currently considered 'expensive' on a historical basis but new issuances should continue to be considered on a case by case scenario. In the interim, staggering a mix of fixed deposits between 12 months to 5 years remains a more optimal strategy to maximise returns over a longer-term cycle.

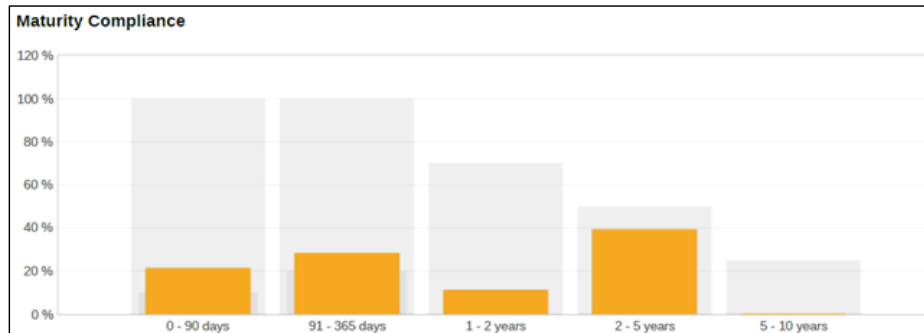
With global central banks remaining on an easing bias and further rate cuts priced in over the next 12 months, investors can choose to allocate a small proportion of medium to longer-term funds and undertake an insurance policy by investing across 1-5 year fixed deposits or fixed bonds, locking in and targeting yields above 4% p.a. Should inflation be within the RBA's target band of 2-3% over the longer-term, returns around 4% p.a. or higher should outperform benchmark.



Term to Maturity

The investment portfolio remains diversified from a maturity perspective with assets maturing out to 5 years. We recommend surplus funds excess to liquidity requirements be allocated to fixed assets across 1-5 year horizons, as well as any attractive primary FRNs between 3-5 years (refer to respective sections below).

Compliant	Horizon	Capital Value	% Total Value	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 – 3 months	\$65,782,498	20.10%	10%	100%	\$261,484,299
✓	3 – 12 months	\$93,984,299	28.72%	20%	100%	\$233,282,498
✓	1 – 2 years	\$37,000,000	11.31%	0%	70%	\$192,086,758
✓	2 – 5 years	\$130,500,000	39.88%	0%	50%	\$33,133,398
✓	5 – 10 years	\$0	0.00%	0%	25%	\$81,816,699
		\$327,266,797	100.00%			



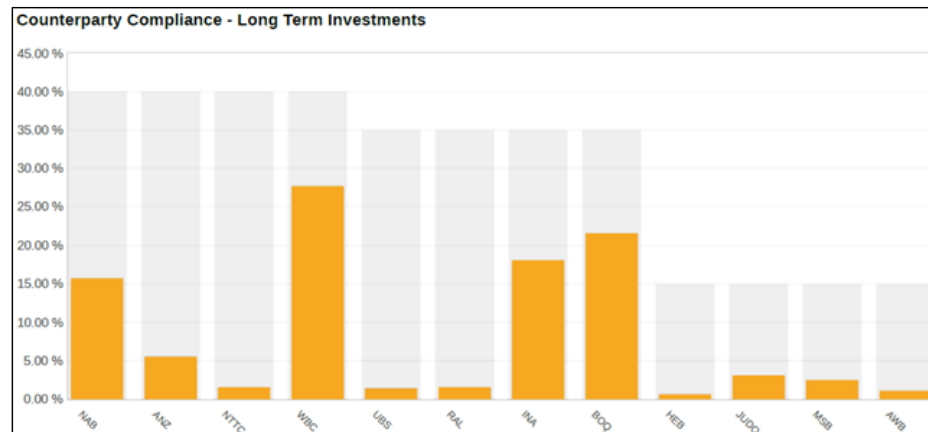


Counterparty

As at the end of September 2025, Council was within Policy limits with every single ADI. Overall, the portfolio is well diversified, with the entire portfolio considered investment grade (rated BBB- or higher).

Compliant	Issuer	Rating	Capital Value^	% Total Value	Max. Limit (%)	Available (\$)
✓	ANZ (Suncorp) Covered	AAA	\$4,971,200	1.52%	100%	\$322,295,597
✓	ANZ	AA-	\$13,000,000	3.97%	40%	\$117,906,719
✓	NAB	AA-	\$51,277,895	15.67%	40%	\$79,628,823
✓	Northern Territory	AA-	\$5,000,000	1.53%	40%	\$125,906,719
✓	WBC	AA-	\$90,500,000	27.65%	40%	\$40,406,719
✓	Rabobank Aus.	A+	\$5,006,340	1.53%	35%	\$109,537,039
✓	UBS AG	A+	\$4,501,679	1.38%	35%	\$110,041,700
✓	ING Bank Australia	A	\$59,000,000	18.03%	35%	\$55,543,379
✓	BoQ	A-	\$70,505,080	21.54%	35%	\$44,038,299
✓	Heritage	BBB+	\$2,000,000	0.61%	15%	\$47,090,020
✓	Auswide	BBB	\$3,503,339	1.07%	15%	\$45,586,681
✓	Judo	BBB	\$10,000,000	3.06%	15%	\$39,090,020
✓	MyState	BBB	\$8,001,264	2.44%	15%	\$41,088,756
			\$327,266,797	100.00%		

[^]Note valuations of Council's securities on the Imperium Markets platform are marked-to-market and priced on a daily basis from an independent third party provider.



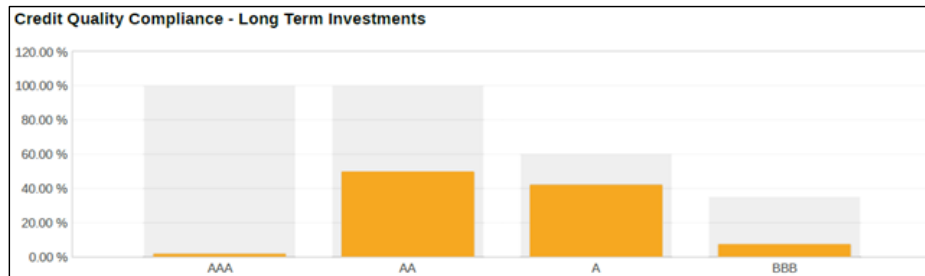


Credit Quality

The portfolio remains well diversified from a credit ratings perspective with the portfolio spread across the investment grade spectrum. All aggregate ratings categories are within the Policy limits.

Compliant	Credit Rating	Capital Value^	% Total Value	Max Limit*	Available
✓	AAA Category	\$4,971,200	1.52%	100%	\$322,295,597
✓	AA Category	\$159,777,895	48.82%	100%	\$167,488,902
✓	A Category	\$139,013,099	42.48%	60%	\$57,346,980
✓	BBB Category	\$23,504,603	7.18%	35%	\$91,038,776
✓	Unrated ADI	\$0	0.00%	10%	\$32,726,680
		\$327,266,797	100.00%		

[^]Note valuations of Council's securities on the Imperium Markets platform are marked-to-market and priced on a daily basis from an independent third-party provider.





Performance

Council's performance for the month ending September 2025 (excluding cash accounts) is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	0.29%	0.92%	1.89%	0.92%	4.04%
AusBond Bank Bill Index	0.29%	0.92%	1.94%	0.92%	4.19%
T/D Portfolio	0.38%	1.14%	2.36%	1.14%	4.88%
FRN Portfolio	0.39%	1.17%	2.35%	1.17%	4.79%
Bond Portfolio	0.34%	1.03%	1.77%	1.03%	3.09%
Council's Total Portfolio[^]	0.37%	1.14%	2.30%	1.14%	4.66%
Relative (to Bank Bills)	0.08%	0.22%	0.36%	0.22%	0.48%

[^]Council's total portfolio returns excludes Council's cash account holdings.

Performance (Annualised)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	3.60%	3.68%	3.81%	3.68%	4.04%
AusBond Bank Bill Index	3.62%	3.69%	3.92%	3.69%	4.19%
T/D Portfolio	4.66%	4.62%	4.75%	4.62%	4.88%
FRN Portfolio	4.82%	4.72%	4.74%	4.72%	4.79%
Bond Portfolio	4.24%	4.15%	3.57%	4.15%	3.09%
Council's Total Portfolio[^]	4.65%	4.60%	4.65%	4.60%	4.66%
Relative (to Bank Bills)	1.03%	0.91%	0.73%	0.91%	0.48%

[^]Council's total portfolio returns excludes Council's cash account holdings.

For the month of September 2025, the portfolio (excluding cash) provided a solid return of +0.37% (actual) or +4.65% p.a. (annualised), outperforming the benchmark AusBond Bank Bill Index return of +0.29% (actual) or +3.62% p.a. (annualised).



Portfolio Valuation as at 30/09/2025

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
MyState Bank	BBB	FRN	GENERAL	Quarterly	13/10/2022	13/10/2025	5.0168	8,001,264.00	8,000,000.00	86,866.24	32,987.18
Westpac	AA-	TD	WATER	Quarterly	26/07/2024	27/10/2025	5.1500	2,000,000.00	2,000,000.00	18,342.47	8,465.75
Westpac	AA-	TD	SEWER	Quarterly	26/07/2024	27/10/2025	5.1500	2,000,000.00	2,000,000.00	18,342.47	8,465.75
Auswide Bank	BBB	FRN	GENERAL	Quarterly	07/11/2022	07/11/2025	5.1906	3,503,339.00	3,500,000.00	27,375.08	14,931.86
NAB	AA-	TD	SEWER	At Maturity	29/08/2025	28/11/2025	4.1100	2,000,000.00	2,000,000.00	7,431.78	6,756.16
JUDO BANK	BBB	TD	WATER	At Maturity	14/06/2024	16/12/2025	5.1300	4,000,000.00	4,000,000.00	266,478.90	16,865.75
JUDO BANK	BBB	TD	SEWER	At Maturity	14/06/2024	16/12/2025	5.1300	3,000,000.00	3,000,000.00	199,859.18	12,649.32
Heritage and Peoples Choice Limited	BBB+	TD	WATER	At Maturity	25/09/2025	07/01/2026	4.2000	1,000,000.00	1,000,000.00	690.41	690.41
Heritage and Peoples Choice Limited	BBB+	TD	SEWER	At Maturity	25/09/2025	07/01/2026	4.2000	1,000,000.00	1,000,000.00	690.41	690.41
Westpac	AA-	TD	WATER	Quarterly	08/07/2024	08/01/2026	5.2000	2,000,000.00	2,000,000.00	24,219.18	8,547.95
Westpac	AA-	TD	GENERAL	Quarterly	08/07/2024	08/01/2026	5.2000	4,000,000.00	4,000,000.00	48,438.36	17,095.89
Westpac	AA-	TD	SEWER	Quarterly	08/07/2024	08/01/2026	5.2000	2,000,000.00	2,000,000.00	24,219.18	8,547.95
BOQ	A-	TD	GENERAL	Annual	02/08/2024	02/02/2026	4.8000	5,500,000.00	5,500,000.00	41,227.40	21,698.63
UBS AG	A+	FRN	SEWER	Quarterly	26/02/2021	26/02/2026	4.0481	4,501,678.50	4,500,000.00	17,966.91	14,972.42
Westpac	AA-	TD	GENERAL	Semi-Annual	28/02/2025	16/03/2026	4.6500	6,000,000.00	6,000,000.00	25,989.04	22,931.51
Westpac	AA-	TD	SEWER	Semi-Annual	28/02/2025	16/03/2026	4.6500	3,000,000.00	3,000,000.00	12,994.52	11,465.75
Westpac	AA-	TD	GENERAL	Semi-Annual	03/03/2025	15/04/2026	4.5700	2,000,000.00	2,000,000.00	7,011.51	7,011.51
Westpac	AA-	TD	SEWER	Semi-Annual	03/03/2025	15/04/2026	4.5700	2,000,000.00	2,000,000.00	7,011.51	7,011.51





Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
Westpac	AA-	TD	WATER	Semi-Annual	28/02/2025	22/04/2026	4.6500	3,000,000.00	3,000,000.00	82,171.23	11,465.75
BOQ	A-	FRN	WATER	Quarterly	06/05/2021	06/05/2026	4.2961	5,005,080.00	5,000,000.00	32,956.38	17,655.21
Rabobank Australia Branch	A+	BOND	GENERAL	Semi-Annual	12/05/2021	12/05/2026	4.2500	5,006,340.00	5,000,000.00	82,671.23	17,465.75
BOQ	A-	TD	WATER	At Maturity	05/03/2025	10/06/2026	4.6700	2,000,000.00	2,000,000.00	53,736.99	7,676.71
Westpac	AA-	TD	GENERAL	Semi-Annual	17/03/2025	17/06/2026	4.5700	3,000,000.00	3,000,000.00	5,258.63	5,258.63
Suncorp Bank	AA-	TD	GENERAL	At Maturity	30/06/2025	23/06/2026	4.1200	5,000,000.00	5,000,000.00	52,487.67	16,931.51
Westpac	AA-	TD	GENERAL	Semi-Annual	04/07/2025	06/07/2026	4.1000	5,000,000.00	5,000,000.00	49,986.30	16,849.32
Westpac	AA-	TD	WATER	Semi-Annual	17/03/2025	16/07/2026	4.5700	4,000,000.00	4,000,000.00	7,011.51	7,011.51
Westpac	AA-	TD	SEWER	Annual	17/03/2025	23/07/2026	4.5700	6,000,000.00	6,000,000.00	148,744.11	22,536.99
NAB	AA-	TD	SEWER	Annual	14/08/2025	14/08/2026	4.1000	3,000,000.00	3,000,000.00	16,175.34	10,109.59
Suncorp Bank	AAA	BOND	SEWER	Semi-Annual	24/08/2021	24/08/2026	3.2500	4,971,200.00	5,000,000.00	16,472.60	13,356.16
Westpac	AA-	TD	WATER	Annual	29/08/2025	31/08/2026	4.1200	2,000,000.00	2,000,000.00	7,449.86	6,772.60
Westpac	AA-	TD	GENERAL	Semi-Annual	29/08/2025	31/08/2026	4.1200	5,000,000.00	5,000,000.00	18,624.66	16,931.51
JUDO BANK	BBB	TD	SEWER	Annual	16/09/2021	16/09/2026	1.7000	3,000,000.00	3,000,000.00	2,095.89	2,095.89
BOQ	A-	TD	GENERAL	Annual	21/09/2022	21/09/2026	4.7600	5,000,000.00	5,000,000.00	5,868.49	5,868.49
Westpac	AA-	TD	GENERAL	Semi-Annual	29/08/2025	16/10/2026	4.0900	3,000,000.00	3,000,000.00	11,093.42	10,084.93
NAB	AA-	TD	GENERAL	Annual	12/09/2025	11/12/2026	4.1300	3,000,000.00	3,000,000.00	6,449.59	6,449.59
BOQ	A-	TD	SEWER	Annual	03/12/2024	11/12/2026	4.8500	5,000,000.00	5,000,000.00	200,643.84	19,931.51
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	16/06/2025	16/06/2027	4.0000	2,000,000.00	2,000,000.00	23,452.05	6,575.34



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
Suncorp Bank	AA-	TD	GENERAL	Annual	30/06/2025	23/06/2027	3.8800	5,000,000.00	5,000,000.00	49,430.14	15,945.21
ING Bank (Australia) Ltd	A	TD	GENERAL	Semi-Annual	04/07/2025	05/07/2027	3.9700	5,000,000.00	5,000,000.00	48,401.37	16,315.07
ING Bank (Australia) Ltd	A	TD	SEWER	Semi-Annual	04/07/2025	05/07/2027	3.9700	3,000,000.00	3,000,000.00	29,040.82	9,789.04
Westpac	AA-	TD	WATER	Semi-Annual	12/08/2025	12/08/2027	3.9000	5,000,000.00	5,000,000.00	26,712.33	16,027.40
Westpac	AA-	TD	SEWER	Semi-Annual	12/08/2025	12/08/2027	3.9000	2,000,000.00	2,000,000.00	10,684.93	6,410.96
BOQ	A-	TD	SEWER	Annual	23/09/2022	23/09/2027	4.9100	4,000,000.00	4,000,000.00	4,304.66	4,304.66
BOQ	A-	TD	SEWER	Annual	03/03/2023	03/03/2028	5.1500	3,000,000.00	3,000,000.00	89,736.99	12,698.63
BOQ	A-	TD	GENERAL	Annual	03/03/2023	03/03/2028	5.1500	2,000,000.00	2,000,000.00	59,824.66	8,465.75
BOQ	A-	TD	WATER	Annual	03/03/2023	03/03/2028	5.1500	2,000,000.00	2,000,000.00	59,824.66	8,465.75
BOQ	A-	TD	GENERAL	Annual	22/05/2024	23/05/2028	5.0000	2,000,000.00	2,000,000.00	36,164.38	8,219.18
ING Bank (Australia) Ltd	A	TD	SEWER	Annual	16/06/2025	16/06/2028	4.0800	7,000,000.00	7,000,000.00	83,723.84	23,473.97
Suncorp Bank	AA-	TD	WATER	Annual	30/06/2025	23/06/2028	3.9200	3,000,000.00	3,000,000.00	29,963.84	9,665.75
ING Bank (Australia) Ltd	A	TD	GENERAL	At Maturity	04/07/2025	04/07/2028	4.0400	6,000,000.00	6,000,000.00	59,105.75	19,923.29
NAB	AA-	TD	WATER	Annual	06/08/2025	08/08/2028	3.9500	2,000,000.00	2,000,000.00	12,120.55	6,493.15
BOQ	A-	TD	GENERAL	Annual	07/08/2025	08/08/2028	3.9400	5,000,000.00	5,000,000.00	29,684.93	16,191.78
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	25/09/2025	25/09/2028	4.2500	5,000,000.00	5,000,000.00	3,493.15	3,493.15
Northern Territory Treasury	AA-	BOND	GENERAL	Semi-Annual	30/08/2024	15/12/2028	4.8000	5,000,000.00	5,000,000.00	190,684.93	19,726.03
Westpac	AA-	TD	SEWER	Quarterly	30/04/2024	30/04/2029	5.1700	4,000,000.00	4,000,000.00	35,694.25	16,997.26



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
ING Bank (Australia) Ltd	A	TD	SEWER	Annual	16/06/2025	18/06/2029	4.2400	6,000,000.00	6,000,000.00	74,577.53	20,909.59
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	16/06/2025	18/06/2029	4.2200	5,000,000.00	5,000,000.00	61,854.79	17,342.47
ING Bank (Australia) Ltd	A	TD	WATER	Annual	16/06/2025	18/06/2029	4.2400	4,000,000.00	4,000,000.00	49,718.36	13,939.73
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	18/07/2025	18/07/2029	4.3100	3,000,000.00	3,000,000.00	26,568.49	10,627.40
BOQ	A-	TD	GENERAL	Annual	02/08/2024	02/08/2029	4.7500	4,000,000.00	4,000,000.00	29,671.23	15,616.44
Westpac	AA-	TD	GENERAL	Quarterly	14/08/2024	14/08/2029	4.5000	4,000,000.00	4,000,000.00	23,671.23	14,794.52
Westpac	AA-	TD	WATER	Quarterly	04/10/2024	04/10/2029	4.5600	3,000,000.00	3,000,000.00	33,356.71	11,243.84
BOQ	A-	TD	SEWER	Annual	27/11/2024	27/11/2029	5.0700	6,000,000.00	6,000,000.00	256,694.79	25,002.74
BOQ	A-	TD	WATER	Annual	29/11/2024	06/12/2029	5.0500	2,000,000.00	2,000,000.00	84,673.97	8,301.37
BOQ	A-	TD	SEWER	Annual	29/11/2024	06/12/2029	5.0500	7,000,000.00	7,000,000.00	296,358.90	29,054.79
BOQ	A-	TD	WATER	Annual	03/12/2024	11/12/2029	5.0000	5,000,000.00	5,000,000.00	206,849.32	20,547.95
Westpac	AA-	TD	SEWER	Semi-Annual	05/02/2025	05/02/2030	4.7500	1,500,000.00	1,500,000.00	11,126.71	5,856.16
Westpac	AA-	TD	GENERAL	Semi-Annual	12/02/2025	14/02/2030	4.8000	5,000,000.00	5,000,000.00	32,876.71	19,726.03
Westpac	AA-	TD	GENERAL	Semi-Annual	12/02/2025	14/02/2030	4.8000	5,000,000.00	5,000,000.00	32,876.71	19,726.03
Westpac	AA-	TD	WATER	Semi-Annual	18/02/2025	18/02/2030	4.7600	2,000,000.00	2,000,000.00	11,476.16	7,824.66
Westpac	AA-	TD	GENERAL	Semi-Annual	18/02/2025	18/02/2030	4.7600	3,000,000.00	3,000,000.00	17,214.25	11,736.99
BOQ	A-	TD	GENERAL	Annual	10/04/2025	10/04/2030	4.4500	6,000,000.00	6,000,000.00	127,282.19	21,945.21
ING Bank (Australia) Ltd	A	TD	WATER	Annual	07/05/2025	07/05/2030	4.3200	5,000,000.00	5,000,000.00	86,991.78	17,753.42



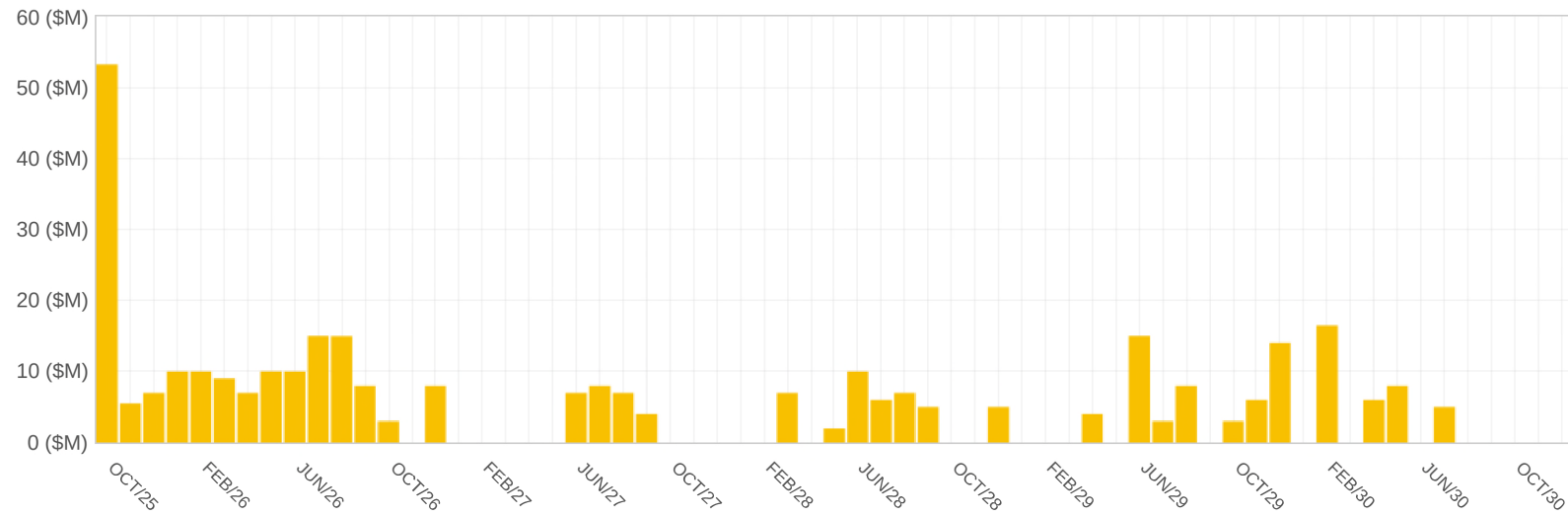
Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
ING Bank (Australia) Ltd	A	TD	SEWER	Annual	22/05/2025	22/05/2030	4.6200	3,000,000.00	3,000,000.00	50,123.84	11,391.78
ING Bank (Australia) Ltd	A	TD	WATER	Annual	25/07/2025	25/07/2030	4.4900	3,000,000.00	3,000,000.00	25,094.79	11,071.23
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	25/07/2025	25/07/2030	4.4900	2,000,000.00	2,000,000.00	16,729.86	7,380.82
NAB	AA-	CASH	SEWER	Monthly	30/09/2025	30/09/2025	4.0000	7,377,322.14	7,377,322.14	808.47	808.47
NAB	AA-	CASH	WATER	Monthly	30/09/2025	30/09/2025	4.0000	7,601,788.37	7,601,788.37	833.07	833.07
NAB	AA-	CASH	GENERAL	Monthly	30/09/2025	30/09/2025	4.0000	26,298,784.72	26,298,784.72	2,882.06	2,882.06
TOTALS								327,266,796.73	327,277,895.23	4,077,412.46	991,735.48



Maturity Cash Flow as at 30/09/2025

Year	Jan (\$)	Feb (\$)	Mar (\$)	Apr (\$)	May (\$)	Jun (\$)	Jul (\$)	Aug (\$)	Sep (\$)	Oct (\$)	Nov (\$)	Dec (\$)	Total (\$)
2025	-	-	-	-	-	-	-	-	-	53,279,159	5,503,339	7,000,000	65,782,498.23
2026	10,000,000	10,001,678	9,000,000	7,000,000	10,011,420	10,000,000	15,000,000	14,971,200	8,000,000	3,000,000	-	8,000,000	104,984,298.50
2027	-	-	-	-	-	7,000,000	8,000,000	7,000,000	4,000,000	-	-	-	26,000,000.00
2028	-	-	7,000,000	-	2,000,000	10,000,000	6,000,000	7,000,000	5,000,000	-	-	5,000,000	42,000,000.00
2029	-	-	-	4,000,000	-	15,000,000	3,000,000	8,000,000	-	3,000,000	6,000,000	14,000,000	53,000,000.00
2030	-	16,500,000	-	6,000,000	8,000,000	-	5,000,000	-	-	-	-	-	35,500,000.00
TOTALS													327,266,796.73

Maturity Cash Flow Distribution





2024/2025 Annual Report - Dubbo Regional Council

DIVISION: Strategy, Partnerships and Engagement
REPORT DATE: 30 September 2025
TRIM REFERENCE: ID25/1955

EXECUTIVE SUMMARY

Purpose	- Seek endorsement - Fulfil legislated requirement/Compliance	
Issue	This report is the covering report to the 2024/2025 Annual Report.	
Reasoning	An Annual Report is required under the reporting obligations of the <i>Local Government Act 1993</i> and the <i>Local Government (General) Regulation 2021</i>.	
Financial Implications	Budget Area	Strategy Partnerships and Engagement
	Funding Source	Strategic Strategy Partnership and Engagement
	Proposed Cost	Nil additional, included in operating budget
	Ongoing Costs	Not required.
Policy Implications	Policy Title	There are no policy implications arising from this report.
	Impact on Policy	Not required.

STRATEGIC DIRECTION

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

Theme:	3 Working Together for the Region
CSP Objective:	3.1 Our Council is open, fair, and accountable in its decision-making.
Delivery Program Strategy:	3.1.3 Foster two-way communication between Council, stakeholders, and the community.
Theme:	3 Working Together for the Region
CSP Objective:	3.1 Our Council is open, fair, and accountable in its decision-making.
Delivery Program Strategy:	3.1.5 Operate with transparency, accountability, and integrity in all governance and decision-making processes.

RECOMMENDATION

- 1. That the 2024/2025 Annual Report, attached at Appendix 1, be endorsed.**
- 2. That any minor corrections or typographical errors be corrected prior to the finalised document being published on Council's website and the Office of Local Government be notified no later than 30 November 2025.**
- 3. That a copy of the 2024/2025 Annual Report be printed and made available for reading at the Dubbo Civic Administration Building, Wellington Administration Building and Macquarie Regional Library (Dubbo and Wellington branches).**

Jessica Brown
Director Strategy Partnerships and Engagement

ZJ
Corporate Strategy
Performance Coordinator

BACKGROUND

Reporting is a key element of the Integrated Planning and Reporting Framework. Reporting back to the community about progress being made on implementation of the Delivery Program and Operational Plan, progress towards achievement of Community Strategic Plan outcomes, and financial performance against the annual and longer-term budgets are all part of the way a council is accountable to its community.

All councils in New South Wales are obliged to prepare an Annual Report within five months of the end of each financial year which is prepared in accordance with the Local Government (General) Regulation and the Integrated Planning and Reporting Guidelines.

The report must include a copy of the council's audited financial reports and be posted on the council's website.

REPORT

The 2024/2025 Annual Report provides a summary of the Delivery Program and Operational Plan actions including status and commentary. The Annual Report also includes a link to Council's Audit Financial Statements for 2024/2025 and an overview of the major projects and services to the community delivered throughout the year.

Council's organisational direction is centred on delivering the outcomes for our community, directly from our Towards 2040 Community Strategic Plan. Long-term financial sustainability continues to be a key focus for Council with an increased demand for services beyond what has traditionally been provided to the community, cost shifting from other levels of government and aging infrastructure.

The 2024/2025 financial year included a continued focus on the renewal of key assets across the region as well as providing essential services such as waste, water and sewerage; building on strategic partnerships in and for our region and developing new partnerships that will provide an ongoing benefit to our community into the future.

The 2024/2025 Delivery Program and Operational Plan contains 191 actions which have been separated into the following six themes:

- | | | |
|--------------------------------|------------|---------------------|
| • Housing | 18 actions | 10% of all actions |
| • Infrastructure | 41 actions | 21% of all actions |
| • Economy | 29 actions | 15% of all actions |
| • Leadership | 30 actions | 16% of all actions |
| • Liveability | 41 actions | 21% of all actions |
| • Environmental Sustainability | 32 actions | 17% of all actions. |

Each action has been allocated to a Directorate who is accountable for its progress. At 30 June 2025:

- 87% of actions are completed; 167 actions.
- 11% of actions have been deferred; 20 actions.
- 2% of actions were cancelled; 4 actions.

Consultation

Content collated and developed in consultation with relevant staff members and Council's Executive Leadership Team.

Resourcing Implications

Production of the content and all graphic design services for the Annual Report was undertaken in-house.

Timeframe

Key Date	Explanation
Following the Ordinary Council Meeting	Media Release: Outcomes of the October Ordinary Council Meeting.
No later than 30 November 2025	2024/2025 Annual Report posted on website, Office of Local Government notified. Social media post notifying of the 2024/2025 Annual Report available to community. A hard copy of the Annual Report will be made available at the Dubbo Civic Administration Building, Wellington Administration Building and Macquarie Regional Library (Dubbo and Wellington branches) for reading.

APPENDICES:

- 1 [↓](#) 2024/2025 Annual Report



2024/2025 ANNUAL REPORT





Acknowledgement of Country

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

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From left: Councillors Jen Cowley OAM, Lukas Butler, Richard Ivey, Deputy Mayor: Phillip Toynton, Councillors Kate Richardson, Shibli Chowdhury, Matt Wright, Mayor: Josh Black, Councillors Pam Wells, Mathew Dickerson and Adam Ryan.

Your Councillors

Dubbo Regional Council has a rich cultural heritage and a diverse local government area which is represented in the elected Councillors.

DRC's population, as recorded in the 2021 Census, shows 16.6 per cent of our community identify as Aboriginal or Torres Strait Islander; 18 per cent of DRC's Councillors are of Aboriginal heritage.

The 2021 Census also identified that Dubbo has 18.5 per cent of the population born overseas with 9 per cent of the elected Councillors being born overseas.

Councillors play an active role in our community through their involvement in community committees, consultation workshops, community events and programs.

Councillors are committed to improving DRC's community engagement to assist with informing our residents and gaining important feedback on projects before decisions are made.

Day to day Councillors engage with the community both face-to-face and digitally. Contact details for your elected representatives are provided on DRC's website, allowing you to have direct conversations with your Councillors on matters that interest you, allowing you to share your thoughts and experiences and help guide their decision making on the region's future.

Local Government Elections were held on Saturday 14 September 2024, with 11 Councillors elected to represent the community in the Dubbo Regional Local Government Area.

Mayor: Josh Black

Deputy Mayor: Phillip Toynton

Councillors:

Lukas Butler
 Shibli Chowdhury
 Jen Cowley (OAM)
 Mathew Dickerson
 Richard Ivey
 Kate Richardson
 Adam Ryan
 Pam Wells
 Matt Wright

Mayor's Message



It's fantastic to be able to present the Dubbo Regional Council Annual Report 2024/2025 to the community. As Mayor, I take great pride in the organisation and the team that work together to provide a vast array of services to the Dubbo Region - every day of the year.

With a newly elected body comprised of long-serving councillors and those fresh to local government, Dubbo Regional Council has the talent, energy, and vision to continue delivering on our Towards 2040 Community Strategic Plan.

Council continues to put our community at the front-and-centre of everything we do, whether it be housing, infrastructure, liveability, or economy: our decisions are guided by the Community Strategic Plan which was developed with extensive community input.

Over the past year, we held robust consultation with residents, the NSW Government, and social housing providers to develop our Draft Local Housing Strategy. This strategy, along with recent complementary projects such as the North-West Urban Release Area and Housing Supply Reference Group Draft Charter, will ensure that people can continue to move to the area and call Dubbo Region home.

Elsewhere, we improved connections across the region by opening the upgraded Benolong, Burrendong No. 1, Comobella, and Molong Street bridges. These upgraded assets will be crucial as our region continues to grow, and planning is well underway for similar projects that will help increase our region's road capacity and safety, such as a rail overpass design, and Dubbo traffic model.

I'd also like to recognise the incredible work of the team that delivered the new Dubbo Regional Animal Shelter. It's truly a class-leading facility and will serve the growing community for many years to come.

In the events space, our region continues to thrive. We continued to attract major regional, state and national events for several sports codes and agricultural shows.

We also worked with Destination NSW and the Caravan and Camping Holiday Guide, LinkAirways, Channel 9, Australian Geographic and Channel 7's Sunrise to promote the Dubbo Region to visitors. This was complemented by the launch of the Region on the Rise campaign, which was used to highlight the stories of regional stakeholders to showcase the diversity of work opportunities throughout the region.

The above represents only a small sample of the incredible things that the Dubbo Regional Council team have achieved in the past 12 months. There's been some great wins, and there's plenty more ahead for the Dubbo Region community.

I'm excited to see what the coming year brings.

Josh Black

Mayor of Dubbo Regional Council

Chief Executive Officer's Message



The past 12 months has seen a focus on core business and asset renewal in the Dubbo Region.

A major achievement was the completion of the state-of-the-art animal shelter, which was officially opened in early 2025 and replaces the aged infrastructure that was the Dubbo City Animal Shelter. The new facility increases the capacity as well as prioritises animal welfare and operational efficiency for staff. Standing out as a leader in the industry the facility features independent drainage systems, climate control, easy-to-clean layouts, and eradicates disease risk. It was built under a sustainable building policy, incorporating renewable energy, solar panels, insulated structures, rainwater tanks, EV charging stations, and natural lighting.

Connectivity on rural roads in the region was improved with the completion of three new bridges including Burrendong No1, Benolong and Comobella. In addition, major road pavement works were completed at Ballimore Road Stage 2 converting the previous gravel road to bitumen, ensuring motorists and heavy vehicles have a safer and smoother journey. Elsewhere around the region, heavy patching was undertaken on roads to renew them.

The replacement of the Cameron Park lights in Wellington commenced which will see public safety improved with better lighting throughout the park as well as highlighting key monuments such as the fountain and cenotaph.

Outside of asset renewal, the team has been hard at work planning for the future of Dubbo Region. With the region set to experience major growth within the next several years, a key focus has been on future proofing and sustainability. Housing continued to be a focus with planning and construction well underway for the North-West development area of Dubbo.

Investment into the region has been a core focus with a new perception campaign - Region on the Rise, highlighting businesses and individuals who have achieved success by establishing and building themselves in the Dubbo Region.

The new Dubbo Region Visitor Guide was launched which brings together various partners that service the visitor economy to promote the Dubbo Region as a destination.

We continued to see great uptake in newly introduced recycling programs such as polystyrene, textiles and solar panels. We also welcomed the installation of the polystyrene processing machine that allows all polystyrene to be processed onsite at the Whylandra Waste and Recycling centre, which helps divert more waste from landfill.

Over the past year, we've embraced significant opportunities that have allowed us to plan and strengthen the foundations for our region's future.

Murray Wood

Chief Executive Officer

The community we serve



[^] REMPLAN Community Data forecasts.

[#] ABS 2021 census.

Key employment industries



Healthcare and
social assistance



Retail trade



Construction



Education
and training



Public administration
and safety

Dwellings in the Dubbo region

24,260
houses[^]

\$500
median weekly
rent Dubbo

\$589,710
median house price
- Dubbo

\$302,813
median house price
- Wellington

\$375
median weekly
rent Wellington

1.25%
Estimated
Population
growth rate[^]
annualised growth rate (2016-
2021)



[^] REMPLAN Community Data forecasts
Corelogic Asia Pacific data.

Delivering for our community

The 2024/2025 Annual Report is a snapshot of the Dubbo region, the Council and our local community. It includes highlights and challenges, operational performance and an overview of financial performance and expenditure for 2024/2025.

It also contains information as prescribed by the Local Government (General) Regulation 2021, including detailed progress on our Delivery Program and Operational Plan.

The report showcases the projects and achievements we have made in implementing the Operational Plan as highlighted in the Community Strategic Plan which was designed to meet the aspirations of our community.



Our Vision, Purpose and Values

Our Vision

Creating Community for Today and Tomorrow

Our Purpose

Lead, Connect, Deliver

Our Values



Progressive

Be Curious, Courageous and Committed

- Challenging the status quo
- Finding better ways
- Seeking change and innovation



Sustainable

Balanced Approach to Growth and Opportunity

- Financially sound
- Social equity
- Conscientious leadership and governance
- Environmentally responsible



One Team

Working Together

- We take care of each other and ourselves
- Partnering to deliver better outcomes
- Fostering positive experience
- Investing in people



Integrity

Accountable for Our Actions

- Valuing and acknowledging our cultures
- Leading by example
- Open and ethical practices
- Upholding our commitments

Community Engagement

Community engagement gives us the opportunity to actively connect with our residents and stakeholders to share information, gather feedback and involve them directly in the decisions that affect their lives.

Council has an organisation-wide commitment to engage the community in transparent, open and accountable ways through the implementation of the 2023-2027 Community Engagement Strategy which was revised and re-adopted by Council in May 2025.

Our YourSay platform, launched in April 2023, allows a two-way dialogue built on transparency, respect and inclusivity, and aims to ensure that community voices are heard and considered in planning, policy making and project delivery.

Aside from digital availability, Council's Engagement and Customer Insights team held 11 face-to-face sessions (Community Conversations) to allow residents to speak in person to staff on projects across the region as well as 51 targeted consultations with key stakeholders.

In 2024/2025 we have sought feedback on 64 projects including the Community Safety and Crime Prevention Plan, North-West Urban Release Area, Saxa Road and Comabella Bridge Construction, 2024 Local Government Elections and Delivery Program 2025-2029.

Over 45,343 people have visited Council's YourSay platform in the past year, contributing feedback on 4,259 occasions. 397 members of the community have signed up to the platform and there were 355 active project followers.

This shows Council's effective engagement strategies are empowering our community, strengthening trust, and leading to more responsive and sustainable outcomes.



Featured Projects

Cemetery Services
Survey

Elizabeth Park
Multicultural Garden

Draft Events Strategy
2025-2030

Housing for
our future

Mumbil | Burrendong
Bridge No.1
Reconstruction

New Dubbo Regional
Animal Shelter

Renewable Energy
Awareness Career
Training (REACT) &
Discovery Centre

Stuart Town | Molong
Street Bridge
Reconstruction

Wellington Flood Risk
Management

Youth Action Plan
2025-2029

To view current and upcoming projects and consultations visit
yoursay.dubbo.nsw.gov.au
or scan the QR code



Working for our community

Council's direction is shaped by the *Towards 2040 Community Strategic Plan* and guided by what matters most to our regional community.

These priorities are informed not only by strategic plans and reports, but also by ongoing conversations and community feedback through a range of channels.

Our dedicated staff and passionate leaders are committed to delivering real outcomes and making a positive difference in our region.

The organisational direction is driven by Council's five divisions and associated directorships:

- **Community, Culture and Places** –
Director Craig Arms
- **Development and Environment** –
Director Steven Jennings
- **Infrastructure** –
Director Luke Ryan
- **Organisational Performance** –
Director Jane Bassingthwaighe
- **Strategy, Partnerships and Engagement** –
Director Jessica Brown

The integrated framework that supports the Council's Delivery Program and Operational Plan ensures we are working towards achieving the community's vision.

The focus for the past 12 months has included:

Essential Services

A focus on asset renewal in the road network as well as continuing to provide essential services such as waste, water and sewerage.

Financial Sustainability

Our focus is on ensuring the long-term financial sustainability for the region. This includes managing the increasing costs associated with running Council's current programs and service levels.

Community Centric

Improving our community engagement to provide community with the opportunity to have input and guide informed decision making.

Future Focus

Identifying opportunities that strategically grow and further enhance facilities and services that support the regional economy and the community as a whole into the future.

Strategic Partnerships

Developing new strategic partnerships that will provide ongoing benefits to both our community and the Dubbo region.

Social Impact

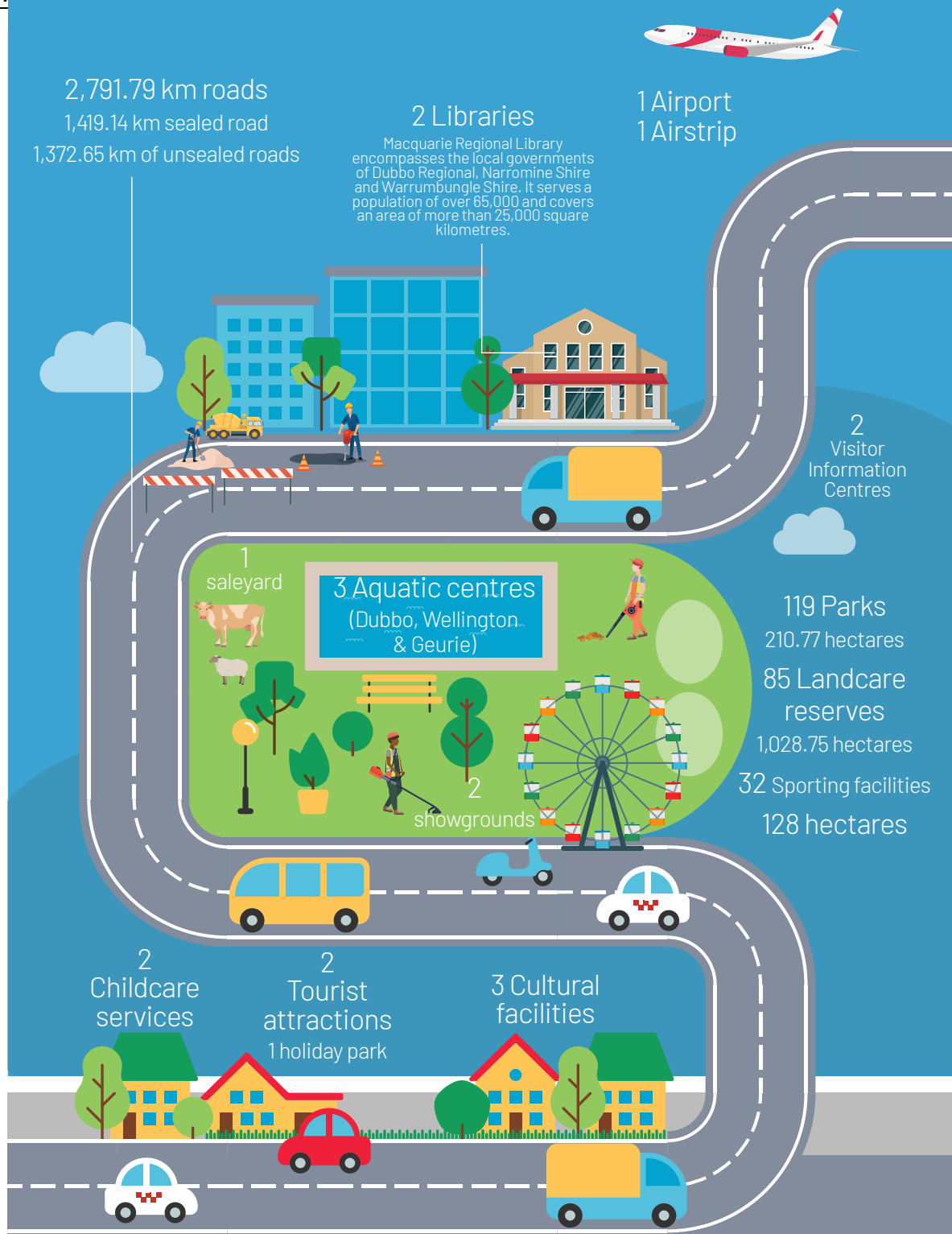
Delivering and coordinating programs and events that provide social connection, skill building and support belonging in the community.



From left: Executive Leadership Team CEO Murray Wood, Directors Jane Bassingthwaighe, Luke Ryan, Jessica Brown, Steven Jennings and Craig Arms.

Dubbo Regional Council at a glance





Year at a glance

Infrastructure renewal and development: Council looked towards the future during this financial year with major investments made in roads, bridges, water treatment plants and public facilities. Works were completed on the construction of Comobella Bridge, which meant the re-opening of Saxa Road to the public after its closure in 2022 following a load limit on the causeway after severe weather events. During the works, which included the design and construction of a new bridge, residents within the Comobella area were consulted by Council to effectively identify and mitigate impacts from previous damage and ensure long-term outcomes from the community and transport network.

Council secured almost \$12M for the repair of the approach and stabilisation of the riverbank on the Gobolion Street side of the Duke of Wellington bridge, thanks to joint funding from the Australian and NSW Governments through the Disaster Recovery Funding Arrangements. The areas were severely damaged in the major flooding events of 2022, and Council has been working to secure funding for the restoration works since the damage occurred. The project will involve the design and construction of the approach roads as well as reinforcing the riverbank directly next to the bridge to prevent further damage in future flooding events.

State-of-the-art planning: An industry leading animal shelter was opened in the region, featuring 100 dog pens, including isolation and dangerous dog areas, and enclosures for 50 cats. The shelter was designed using industry knowledge and in consultation with relevant staff to safely contain and control transmissible diseases and was designed in accordance with Council's sustainable building policy to include energy efficient process and the use of renewable energy sources. The class-leading facility, in terms of NSW animal facilities, was built fit-for-purpose and will provide for the community for years to come.

Environmental Sustainability Initiatives: The future was the focus for Council, with the amended fleet management policy adopted to align with Council's Zero Emission Fleet strategy. The update supported the gradual replacement of light vehicles with low-emission alternatives, which will assist with a target to reach operational emissions of 70% by 2035. A 10-year waste strategy was also adopted providing strategic direction for the Dubbo Region on waste management services for the period 2024 to 2034. While Council currently diverts 45% of all materials managed from landfill the aim is to increase that to 80% by 2030. The strategy looks at changing community perceptions, with the aim to view waste as a resource and consider how materials can be reused in a circular economy to reduce the percentage of waste that is delivered to landfill in the community.



Construction of Comobella Bridge.



Dubbo Regional Animal Shelter.



Saxa Road reopened.

Economic Development and Investment: Council supported the strengthening of the Dubbo region in its position as a regional economic hub supporting the recruitment of jobs across key industries, development in the Renewable Energy Zone and attraction of private investment and skilled workers. The Region on the Rise campaign spoke to a variety of businesses and individuals about their place in the Dubbo region, why they have settled here and what they gain from being here. The campaign was launched both locally and across the state in key target markets, focusing on those people who were seeking an opportunity to invest in or move to the region. The campaign embodied the ever-connected cycle of sharing real stories, bringing new people to the region and helping our already exciting region grow and develop.

Strategic Planning and Growth: Housing was a key topic this year, with the development of the draft Housing Strategy following a \$1.26M grant from the Australian Government's Housing Support Program – Stream 1, in July 2024. Consultation was undertaken during the financial year with key stakeholders including social housing providers, the NSW Government and the broader community. Following consultation, the creation of Regional and Affordable Housing Strategies were developed in order to help drive increased delivery of new housing in the region and in turn get more people into homes.

Community Safety and Wellbeing: The 2025-2029 Community Safety and Crime Prevention Plan was adopted by Council, providing a whole-of community approach when it comes to community safety. The plan outlines actions that will be undertaken by Council over the next four years to assist in providing a safer community for residents, including key initiatives to enhance community safety, reduce crime and foster collaboration between residents, businesses and key stakeholder agencies such as law enforcement. The plan also focuses on crime prevention through environmental design, community partnerships, youth engagement and support services.

Arts, Culture and Events: The region hosted a diverse range of events during the financial year, including nationally renowned exhibitions at the Western Plains Cultural Centre, agricultural shows at the showground and a range of community events. Council supported a number of community organisations through the Event Assistance Program, Community Services Fund and the SPARC Support Grants enabling them to deliver activities for the wider community.

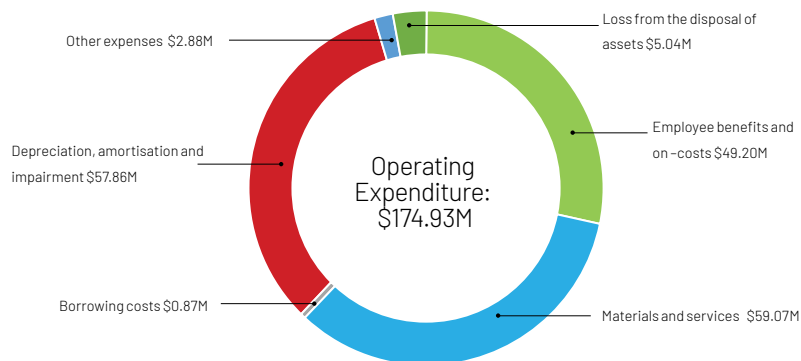
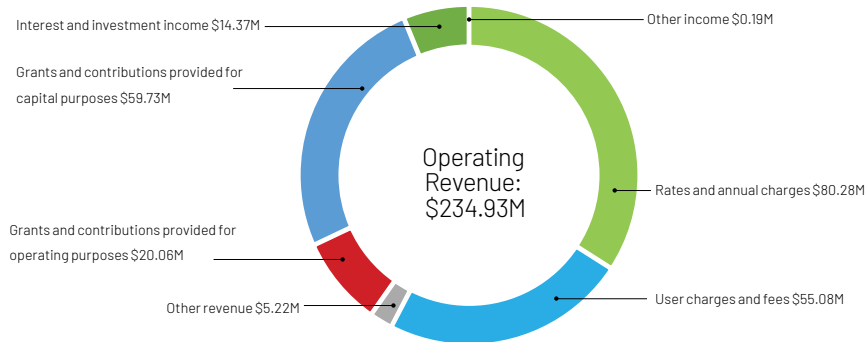


Shearers in action at the National Merino Show and Sale at the Showground.

Financial snapshot

Council has transitioned from a period of crisis management, ranging from large scale flooding events in 2022 to fires in early 2023, into one of future planning and recommencement of our usual schedule of operational activities. Where budget was previously allocated to flood and fire reparation works, the 2024/2025 budget has allowed Council to focus on getting the region ready for the future.

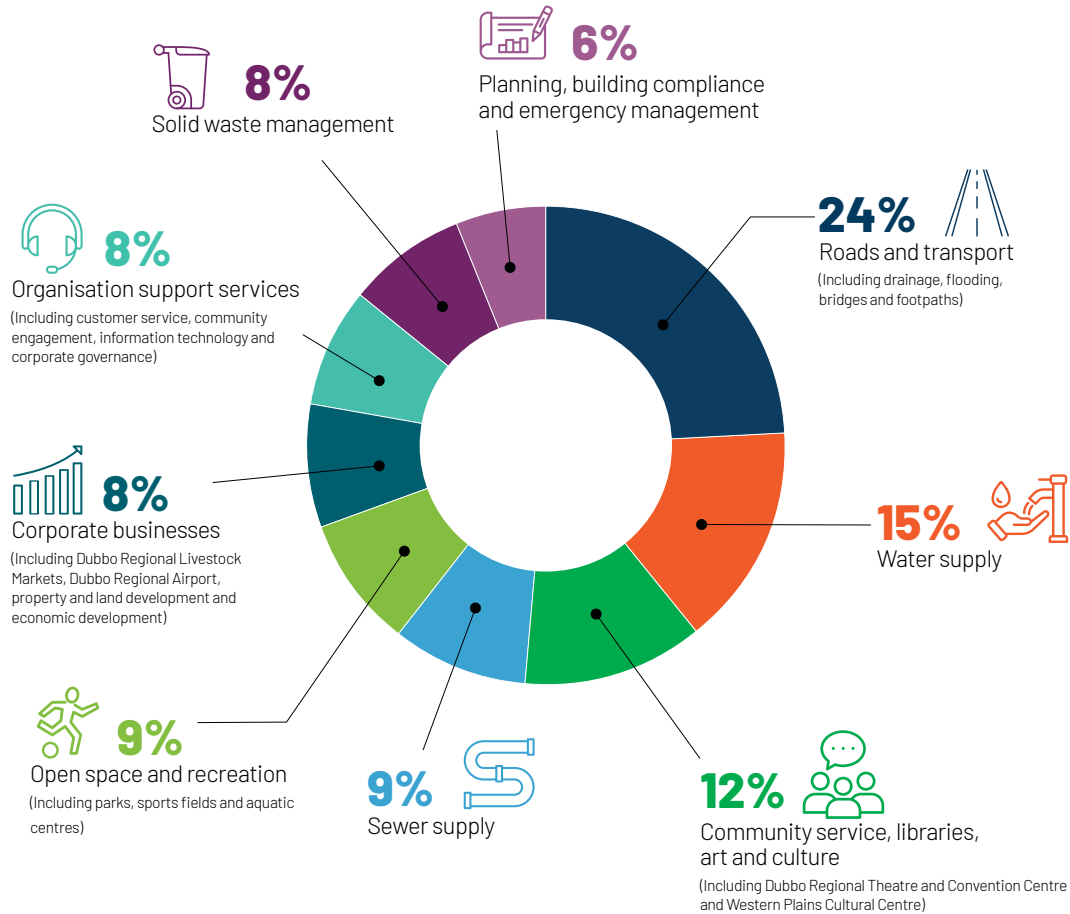
Asset renewal, growth planning, and increasing social capital through events and the arts has been a key focus for Council this financial year.



Funding services for your community

Rates, fees and charges contribute to Council providing a range of services to our community.

The below chart illustrates the distribution of operating expenditure under key service groupings, it does not account for income from fees and charges for each service.



Ensuring a financially sustainable future

Embracing the future

The 2024/2025 budget focused on Council's core business activities such as reconstruction and renewals of roads, water infrastructure, parks and sporting facilities.

With the region's population expected to reach 66,332 by 2041, Dubbo Regional Council is committed to ensuring the region is future ready and prepared for sustainable growth.

Getting the Region Future Ready:

- Sod was turned at the Advanced Waste Water Treatment Plant, which will be built as part of the Public Private Partnership between Council and Squadron Energy. This recycled wastewater created in the plant, totalling 700 megalitres per year, will be able to be used on recreational assets across the region, ensuring drinking water levels are not affected.
- Funding has been received from the Australian Government Growing Regions Program – Round 2 for the upgrade of the Dubbo Regional Airport runway. The project will upgrade and strengthen the main runway, associated taxiways and aprons to support the operation of large air tankers and emergency services.
- Engineering consultant WRM Water and Environment was engaged to undertake a Wellington Flood Study which will provide guidance on the best way to become a flood resilient community.

- A new polystyrene processing machine was co-funded with the NSW Environment Protection Authority to assist with diversion from landfill. The machine is one of the ways Council shows it is committed to reducing its environmental footprint through the waste management process, with the continuation of new programs that divert waste and recycle products a major priority for Council.

The organisation focuses on the future:

- The new state-of-the-art Dubbo Regional Animal Shelter was officially opened. The centre was built with the future in mind and features 100 dog pens including isolation and dangerous dog areas, as well as enclosures for 50 cats. The shelter was built to safely contain and control transmissible diseases and has energy efficient process and the use of renewable energy sources.
- Council facilities are designed and delivered in accordance with Council's sustainable building policy, which includes more energy efficient practices and the use of renewable energy sources. The Advanced Wastewater Treatment Plant has been designed to house solar panels on the roof to offset ongoing costs of running the plant.
- Council has welcomed \$11.25 million from the NSW Government to fund the Renewable Energy Awareness and Career Training (REACT) Centre in Wellington. The centre will ensure local residents are given the chance to gain maximum benefits from the employment opportunities that the renewable projects will deliver.



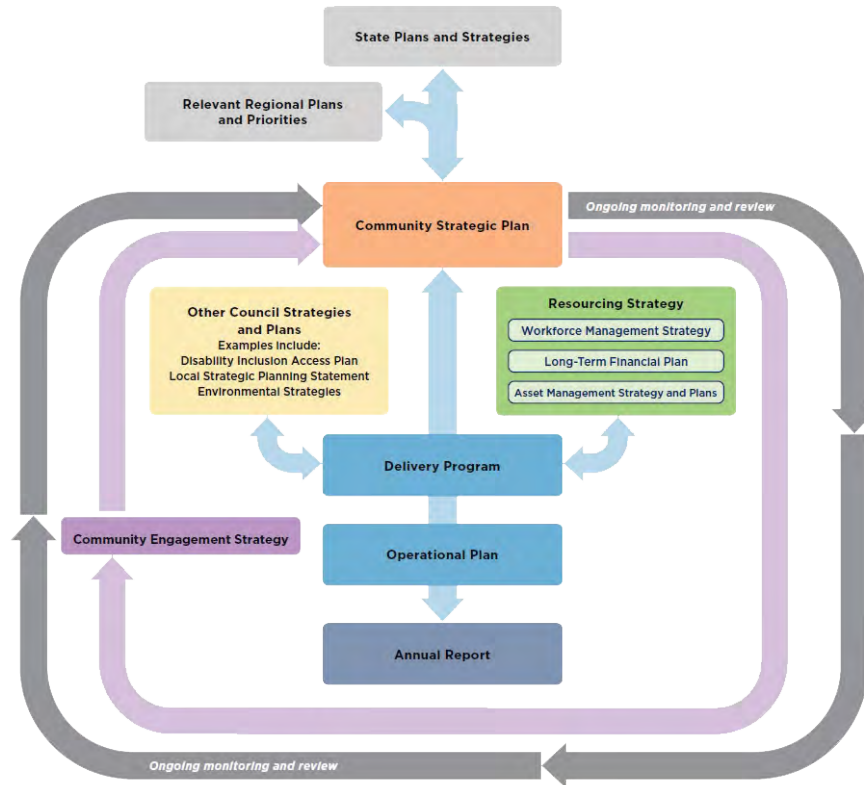
From left: Dubbo Regional Council (DRC) CEO Murray Wood, Rural Fire Service Assistant Commissioner Jayson McKellar, DRC Mayor Josh Black, Australian Government Senator for NSW Deborah O'Neill, DRC Deputy Mayor Phillip Toynton, Dubbo Regional Airport Manager Airport Strategy and Operations Matthew Linsley-Noakes and DRC Director of Organisational Performance Jane Bassingthwaite.

Delivering to support community aspirations

Operational Plan 2024/2025

The 12 month Operational Plan of the endorsed Delivery Program was implemented on 1 July 2024.

The Delivery Program stems from the overarching Community Strategic Plan that reflects the community's aspirations for the future of the Dubbo Region.



Performance is evaluated through principal activities with 191 actions reported as complete, cancelled or deferred. As Council operates to support, strengthen, lead and serve the regional community, a diverse selection of actions are provided below for each principal activity, aimed to clearly link agreed actions with community outcome, value or benefit. A full performance report against all actions for the period can be found on Council's website - [Community Strategic Plan - Dubbo Regional Council](https://www.dubbo.nsw.gov.au/community-strategic-plan).

To read the 2024/2025 final progress report visit dubbo.nsw.gov.au or scan the QR code



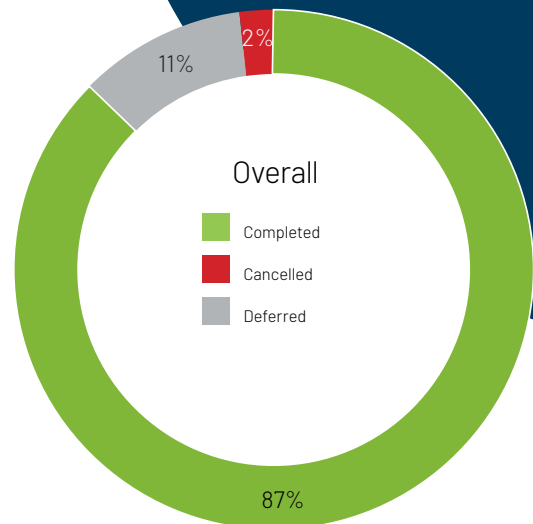
2024/2025 Progress Highlights

The 2024/2025 Delivery Program and Operational Plan contains 191 actions which have been separated into the following six themes:

- Housing (18 actions)
- Infrastructure (41 actions)
- Economy (29 actions)
- Leadership (30 actions)
- Liveability (41 actions)
- Environmental Sustainability (32 actions).

Definitions

- Completed – action completed within the year
- Cancelled – the action will not start/progress any further.
- Deferred – The start date has been moved in to the next or following financial year/s.



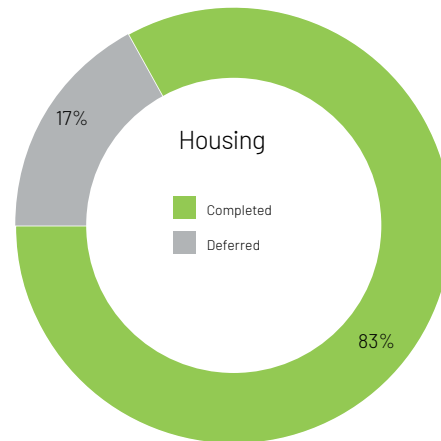
Housing

Aspiration: 'We are a well-designed region that includes a variety of housing types, densities, locations and price points'

- There were 525 Development Applications (DAs) determined during the financial year, which included 418 dwellings. Council also led regional Councils for processing times for DAs, averaging 52 gross days for processing and determining DAs in the financial year.
- Consultation was undertaken in October, November, and December 2024 for the draft Housing Strategies. Key stakeholders engaged included social housing providers, the NSW Government, and the broader community. Further consultation occurred in March 2025 with social housing providers to explore formal partnerships, development requirements and potential housing products. The draft Housing Strategies will be publicly exhibited during the 2025/2026 financial year.
- A draft charter for the Housing Supply Reference Group was developed following insights gained from consultation for the draft Local Housing Strategies.
- A steering committee has been established to allow collaboration between Dubbo Regional Council, the NSW Government, and other LGAs within the Central West Orana Renewable Energy Zone. The steering committee contains a number of working groups focusing on housing and accommodation, social services, environment, traffic/transport, and economic development.
- The North-West Urban Release Area was progressed by the development of several supporting strategies, including a development control plan, flood impact and risk assessment, stormwater strategy, and contamination study.
- Preparation of an infrastructure contributions plan is underway. This plan will further progress the implementation of the Central-West Residential Urban Release.



A speaker addressing attendees at a Housing Strategy consultation session at Western Plains Cultural Centre.





Inspections of private swimming pools



153
Private
swimming pool
inspections



138
Compliance
Certificates issued



41
Non-Compliance
Certificates issued

Development



578
DAs and CDCs approved



\$467,075,875
Value of approved DAs and CDCs



968
New residential
blocks



1
Development
Application
refused



436
Total residential dwellings
approved (includes single
dwellings and other dwellings)



240
Residential related
buildings (pools,
sheds, carports,
patios, fences etc)



89
Commercial, industrial and other
developments approved (eg:
business premises, childcare,
educational, health, signs)

Infrastructure

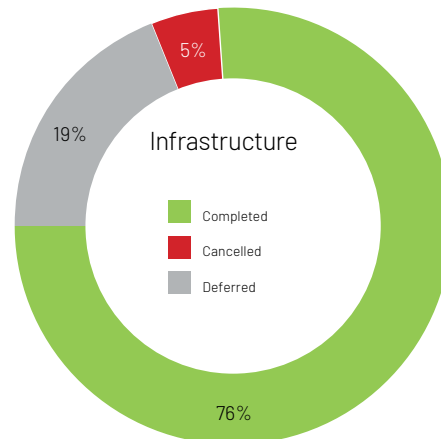
Aspiration: 'We have well-maintained, fit for purpose and new infrastructure that helps our community grow'

- Several road planning activities were completed, including an updated Dubbo Traffic Model, rail overpass design (intersection Minore/Chapmans Roads), and South Bridge technical brief.
- New road monitoring technology continued to be tested with industry stakeholders and users. Ongoing testing will continue throughout the 2025/2026 financial year to fully scope the technology's capacity.
- The new Dubbo Regional Animal Shelter was officially opened.
- A detailed car parking analysis was undertaken for Nanima Crescent in the Central Business District of Wellington. Formalisation of parking arrangements, including line marking and signage, will be implemented in the future.
- 150 inground parking sensors were installed in Dubbo. The sensors notify Council staff when overstay of time violations have been detected, freeing up Parking Officers to continue patrolling other areas in the CBD and the region.
- Applications by Council for government funding of road projects progressed. During the final quarter of the 2024/2025 financial year, Council has been approved to receive disaster (flood) recovery funding related to the road network, including both urban and rural roads, at locations across the LGA. Some notable inclusions in approved disaster recovery works are funding to repair the Duke of Wellington Bridge approaches and repairs to Showground Road in Wellington.
- Discussions have been held with staff from Transport for NSW in relation to the provision of overtaking lanes on the Mitchell Highway between Dubbo and Wellington. Transport for NSW are in the initial stages of investigation for overtaking lanes between Geurie and Wellington.
- Detailed hydraulic models were prepared for the water supply and gravity sewerage networks in Dubbo to help identify capital works upgrades required over the next 30 years.
- Council's Waste Strategy has been adopted. The Waste Strategy has been added to Council's Plans and Strategies website page for ongoing public access and viewing.

- Maintenance Service Levels for Parks have been adopted. Maintenance Service Levels for Sporting Facilities and Reserves are currently in development.
- Comobella Bridge was officially opened. The project included design and construction of a suitable bridge, demolition of the existing damaged pipe culvert, and reconstruction of Saxa Road at the approaches to the new bridge structure.
- Burrendong No 1 Bridge was officially opened. The new two-lane concrete bridge improves the level of service for road users who access the Burrendong tourist precinct and will meet the current and future needs of our community.



From left: Stephen Lawrence MLC, DRC Mayor Josh Black, the Hon Jenny Atchison, DRC Deputy Mayor Phillip Toynton.





Water and sewer



21,246
Water services



20,122
Sewer services



813km
Length of water mains



71
Gross Pollutant Traps (GPTs)

612.32km
Length of sewer mains

Roads



1,419.14 km
Length of sealed roads

1,372.65 km
Length of unsealed roads

Fleet



851
Items



\$41.90M
Value

Waste services



74,949.95 tonnes
Entombed at Whylandra



1,901 tonnes
Entombed at other waste facilities

2,579 tonnes
recycled material



1,872
Tipping vouchers used

Economy

Aspiration: 'We have a strong and diverse local economy that provides employment opportunities for people of all ages and abilities'

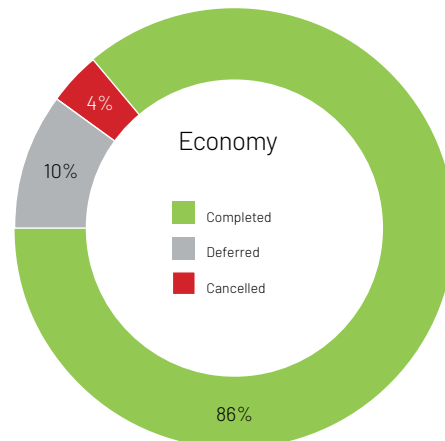
- Council worked with Taronga Western Plains Zoo to support the development of the new Serengeti Plains Visitor Experience and Eco Accommodation Tourism Infrastructure Project.
- The Event Assistance Program saw \$46,600 shared between 18 locally organised events that fostered cultural and recreational benefits and provided opportunities for community interaction.
- Over 25,000 Dubbo Region Visitor Guides were printed and distributed across the country, with 400 locations in Dubbo and Wellington included.
- Council worked with Destination NSW and the Caravan and Camping Holiday Guide, LinkAirways, Channel 9, Australian Geographic and Channel 7s Sunrise to promote the Dubbo Region to visitors.
- The Regional Australia Bank opened within the Wellington Visitor Information Centre.
- The Wellington and Dubbo Visitor Information Centres delivered a new souvenir range, delivered 577 Driver Reviver products and created over 420 New Residents packs.
- The Region on the Rise campaign was used to highlight the stories of regional stakeholders to showcase the diversity of work opportunities throughout the region. The campaign was digitally marketed into metro and regional areas in NSW, QLD, VIC and the ACT across LinkedIn, Facebook, Instagram, YouTube, and websites with 14 media stories, 215,000 social media reach and over 5,000 clicks.
- Council secured 20 opportunities through the NSW Governments Fresh Start Program (apprenticeships, traineeships and cadetships) in a wide range of areas across the organisation.
- Council continues to work with State Government and key stakeholders to review upcoming major projects and workforce requirements for the region, including short-term accommodation for the Renewable Energy projects and long-term accommodation capacity for the tourism sector.
- A number of workforce development programs were supported by Council including BOOTS (Building Opportunities through Outreach Training and Support), Vet student visit, Women in Construction and Laptop to Launch.



DRC Executive Officer Strategic Partnerships and Engagement Angela Karagiannis and DRC Mayor Josh Black.



Taronga Western Plains Zoo Keeper Christina Nicholas, DRC Manager Strategic Partnerships and Investment Kim Hague and DRC Mayor Josh Black.





Operations



189,309

Passengers through airport



77,541

Total visitors to Dubbo Regional Theatre and Convention Centre



52,236

Visitors to Information Centres in Dubbo and Wellington



46,113

Old Dubbo Gaol visitors



29,534

Wellington Caves visitors



149,553

Western Plains Cultural Centre visitors

Dubbo Regional Livestock Markets



231,472

Cattle sold



13,792

Goats sold



1,327,005

Sheep sold



12,328

Truckwashes

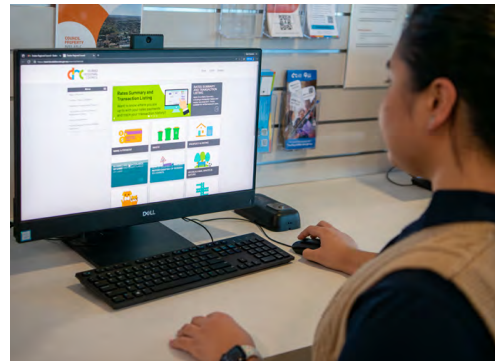
Leadership

Aspiration: 'We have leaders who are engaged, transparent, accountable and represent the best interests of our community'

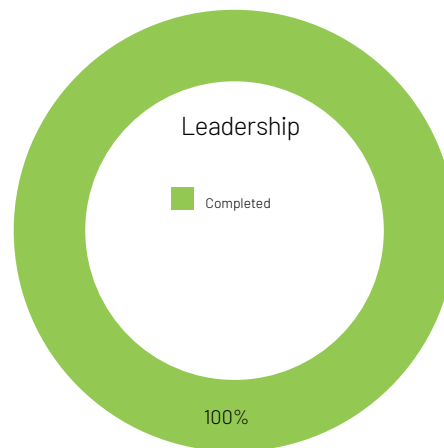
- Council endorsed and implemented the Community Engagement Strategy, including Community Participation Plan.
- Council supports opportunities for members of the public to interact with Councillors and encourages direct contact when appropriate including Public Forum opportunities, community committees and reference groups.
- Community conversation pop-ups were implemented, providing further opportunity for residents to speak directly to Councillors and Council staff.
- A centralised approach to collecting community data and insights was established to support Council decision-making and grant projects including mandatory community consultation sections in Council reports.
- Council continues to work with Cabonne Shire Council on investigating a potential boundary alteration for North Yeoval.
- Council amended the Code of Meeting Practice to provide business papers to councillors one week before the meeting, with legislation requiring 72 hours, allowing them more time to digest the information and make enquiries on matters of interest.
- DRC&ME continues to expand with over 11,400 registered users and represent 14.9% of all customer service requests. The total services now available on DRC&ME at 55.
- Implementation of Council's Inclusion, Diversity and Belonging Strategy is continuing.
- Council completed a Smart Region Strategy project with the University of New South Wales, which collected temperature data in a number of residential areas in Dubbo to assist with future planning controls to manage urban heat impacts.
- Council is also negotiating a further project with the University of NSW for the delivery of a battery energy storage system for the Dubbo Administration Building.
- The revised status quo changes at the Dubbo Regional Livestock Markets have now been fully implemented for the 2024/2025 financial year.



DRC Manager Dubbo Regional Livestock Markets Harry Brennan and Dubbo Stock and Station Agents President Martin Simmons.



DRC&ME allows easy access to Council services 24/7.





Customer experience



Counter

Over the counter interactions Dubbo - 12,469
 Over the counter interactions Wellington - 4,016
 Financial receipts processed - 10,561
 Average wait time in queue - 4 minutes 22 seconds
 Number of counter surveys completed - 4,037
 Overall satisfaction - 95.87%



Call centre

Calls handled - 45,062
 Average wait time in queue - 1 minutes 32 seconds
 Calls answered within 60 seconds - 88%
 Overall call abandoned rate - 10.30%
 Number of call centre surveys completed - 28,000
 Percentage of call centre surveys - 31%
 Overall satisfaction - 95%



Customer requests

Digital CRM conversion - 14.70%
 Customer requests lodged through CRM system - 43,115
 Customer requests lodged through DRC&ME - 6,323



Webchat

Web chats from Council's corporate website - 991
 Offline messages processed - 275
 Number of webchat surveys completed - 236
 Overall satisfaction - 92%



Email

Interactions via email - 24,074
 Email satisfaction - 79.59%
 Email signature survey number of responses - 195

Liveability

Aspiration: 'We are a diverse, vibrant, safe and healthy region that includes a variety of public spaces and amenities'

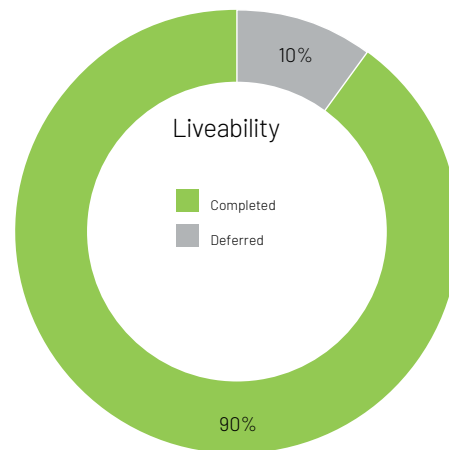
- Council continued to attract major regional, state and national events to the region for various sports and agricultural shows. These included athletics, cricket, rugby, touch football and sheep, cattle and horse events. These events are all multiple-day events which provide a boost to the local economy through visitors to the region.
- Council partnered with the state and national galleries to deliver additional programs and exhibitions to the Western Plains Cultural Centre.
- A website accessibility program was implemented on four of Council's websites including YourSay, Dubbo Regional Council, Macquarie Regional Library and Dubbo Region. The accessibility program offers several features for community, including accessibility profiles for those with vision impairments, seizures and ADHD. The program also translates the website into other languages, which included five of the top languages spoken by community members living in the Dubbo Region.
- Council continued to partner with organisations to deliver community events, such as Youth Week, New Residents Nights and Dubbo Art Fair.
- Council's grants program continued to roll out to community groups and not-for-profit organisations. Grant streams such as the Event Assistance Program, Community Services Fund, and the SPARC Support Grant assisted groups deliver events and community capacity building activities.



Wynne Prize finalist artwork on display at Western Plains Cultural Centre.



Youth Week 2025 celebrations in Wellington's Cameron Park.





Recreation and open space



32
Sporting facilities
to maintain

Community services



40
Community service
based events



211
CCTV
cameras



196
Family Day Care
participants



130
Rainbow Cottage
participants



154
Cemetery
interments
(including ashes)

Aquatic leisure centres



103,473
Visitors

Macquarie Regional Libraries



184,568
Visitors in the Dubbo
and Wellington
branches



347,587
Items loaned

Environmental sustainability

Aspiration: 'We achieve net zero emissions, recognise, plan for, and respond to the impacts of climate change, manage land use and improve the built and natural environment and plan for and mitigate the impacts of natural events and disasters'

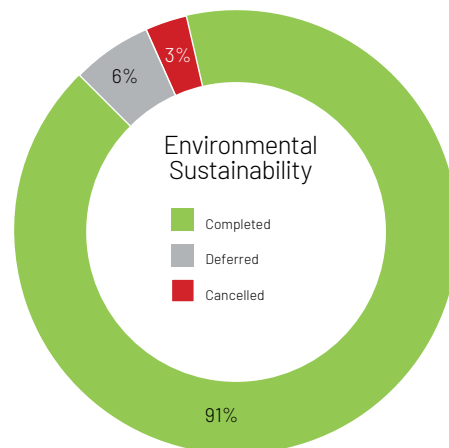
- A Polystyrene Processing Machine was installed at the Whylandra Waste and Recycling Centre to process polystyrene onsite.
- A pre-booked bulky rubbish collection trial commenced 2024 and was extended to gain further data and insights over a second 12-month period.
- The Renewable Energy Zone Benefit Committee was established in March 2025 and represents the interests of residents and seeks their input regarding the Central-West Orana Renewable Energy Zone.
- Council adopted an amended Fleet Management Policy to align with its Zero Emissions Fleet Strategy. This update supports the gradual replacement of light vehicles with low-emission alternatives—part of targets to reduce operational emissions by 35% by 2028 and 70% by 2035.
- Council adopted the 2025 – 2035 Waste Strategy, which is an overarching blueprint for reducing waste sent to landfill and ongoing sustainable waste management services for the Dubbo Local Government area.
- Council continued to partner with Narromine Shire Council with the aim to be prepared for future droughts in the Central Orana Region.
- Council continues to actively expand the number of town water supply bore sites for Dubbo from seven to 15.



DRC Mayor Josh Black and DRC Manager Resource Recovery and Efficiency Jamie Lobb showcasing the Polystyrene Processing Machine.



Panel members address attendees at the Drought Preparedness Roadshow.





5 fast & 4 destination
EV charging stations



6,242 kms
Road sides and high-risk
pathways inspected for
priority weeds

EV Fleet and Charging Infrastructure

- DRC took delivery of 4 new EVs, all Tesla Model Y's.
- As at 30/06/2025 there are 11 EV cars and 3 EV plant items.
- DRC has transitioned some sundry plant to battery electric. Like blowers, vibrating rammer, vibrating plate, and concrete cutting saw.
- Charging infrastructure installed in the last year were 2 x 22kw chargers at the Hawthorn Street depot and 1 x 22kw charger at the Airport. These are for Council vehicles only.

Solar



Council's large site and streetlight electricity contract included 50% renewable electricity from 1 January 2025.

Capital works highlights

The capital works program for 2024/2025 included construction and upgrades of community facilities, roads, footpaths and amenities in the region.

Animal Shelter : The new state-of-the-art Dubbo Regional Animal Shelter was completed and official opened. The new shelter features 100 dog pens, including isolation and dangerous dog areas, as well as enclosures for 50 cats. The facility has also been designed in accordance with Council's sustainable building policy which includes more energy efficient practices and the use of renewable energy sources.



Official opening of the new Dubbo Regional Animal Shelter.

Ballimore Road reconstruction Stage 2: Works to upgrade the road surface from gravel to bitumen seal on Ballimore Road was completed in May 2025. The road reconstruction was for the section of road two kilometres south from the Westella Road intersection.

Rehabilitation Saxa Road between Maryvale and Bakers road: Works started on the rehabilitation of Saxa Road between Maryvale and Bakers Roads, to provide safe, reliable all-weather access, with the project to include pavement widening and strengthening, bitumen seal widening, installing new box culverts and extending existing box culverts. The project is scheduled for delivery over two financial years, with drainage components undertaken during the 2024/2025 financial year. Council also awarded the tender for contractors to undertake the remaining project work in the next financial year.



Burrendong Bridge No 1.

Bridges: Three bridges were completed in this financial year including the Benolong Bridge, Burrendong Bridge No 1 and the Comobella Bridge. The replacement of all three bridges brings a variety of benefits to the Dubbo Region including increasing accessibility and connecting residents in the area with Dubbo and Wellington and allowing increased freight transportation.



Lighting at Cameron Park, Wellington.

Tamworth and Darling St Roundabout: The Tamworth and Darling St Roundabout in Dubbo was upgraded to replace the ageing stormwater and road infrastructure. The reconstruction stormwater rectification works, road pavement replacement and upgrades to the roundabout approaches and central island.



Tamworth and Darling Street roundabout.

Cameron Park Lights: The replacement of the lighting in Cameron Park, Wellington commenced to improve safety within the park increasing visibility and night-time landscape. This project included the replacement of the existing light poles and the installation of spotlights to highlight the sunken garden, cenotaph and fountain in the park.



Ballimore Road reconstruction.

Awards and recognitions 2024/2025

2025 NSW Community Sports Awards

Winner: Local Council of the Year

2025 Local Government Excellence Awards

Highly Commended: Innovative Leadership - Population under 150,000 - 3D Printed Amenities Block at Lions Park West

2024 PAC Australia Impact Awards

Winner: Dubbo Regional Theatre and Convention Centre and Dance Makers Collective for The Saturday Night Social

2024 National Local Government Customer Service Network

Winner: 2024 National Customer Service Innovation Award

2024 NSW Tourism Awards

Bronze: Cultural Tourism category - Old Dubbo Gaol



DRC Showground Operations Coordinator Gavin Hayton, DRC Recreation Coordinator Tracey Whillock, DRC Mayor Josh Black, DRC Organisation! Sustainability Coordinator Anel Pienaar, DRC Events and Partnerships Coordinator Lana Willetts and DRC Team Leader Sporting Facilities Ricki Walker.

Service Review Program

To foster continuous improvement across Council operations, service reviews are conducted under the guidance of the Audit, Risk, and Improvement Committee.

The first two-year program was adopted in May 2022, with a revised 2024-2025 program adopted in October 2023. In most cases a completed review will result in an implementation plan which addresses the key findings from the review. A high-level summary from both programs is included below with a status update on the stage of the service review work as at 30 June 2025.

Service Review Project	Status
Media and Communications Level 3 review	Service Review: Complete Implementation Plan: On Target (Underway)
Subdivision Planning Approvals Process Level 2 review	Service Review: Complete Implementation Plan: Under revision
Aquatic Facilities Level 3 review	Service Review: Complete Implementation Plan: Complete
Finance Partners Model Review Level 1 review	Service Review: Complete Implementation Plan: Off Target, deferral
Library Services Regional and Local Level 3 review	Service Review: Complete Implementation Plan: On Target (Underway)
Business continuity and resilience Water and Sewer Operations Level 2 review	Service Review: Complete Implementation Plan: Complete
Robotic Process Automation Corporate and financial services – stage 1 Level 1 review	Service Review: Complete Implementation Plan: Complete
Cemetery services including maintenance and grave digging Level 1 review	Service Review: Complete Implementation Plan: Complete
Child care services Level 1 review	Service Review: Complete Implementation Plan: Complete
Community Committees Level 1 review	Service Review: Complete Implementation Plan: Complete
Information Services: Corporate Information Management Level 1 review	Service Review: Complete Implementation Plan: On Target (Underway)
Wellington Caves Complex Level 3 review	Service Review: Complete Implementation Plan: Complete
Dubbo Regional Livestock Markets Level 3 review	Service Review: Complete Implementation Plan: Complete
Corporate system review	Service Review: Complete Implementation Plan: Complete
Visitor Information Services – Dubbo and Wellington	Service Review: Complete Implementation Plan: On Target (Underway)
Major projects management - internal service delivery: Stage 2	Service Review Status: Complete Implementation Plan: Complete
Major Infrastructure Delivery: Wheelers Lane Stage 1 and 2	Service Review Status: On Target
Community, recreation and cultural services review: Stage 1 service definition.	Service Review Status: Deferred
Airport Operations	Service Review Status: Deferred
Rural Road Maintenance Grading Program	Service Review Status: On Target (Underway)
Grant attraction and management	Service Review Status: On Target

Statutory reporting

Audited Financial reports

Must contain a copy of the council's audited financial reports prepared in accordance with the Local Government Code of Accounting Practice and Financial Reporting (may be an attachment).

The 2024/2025 Audited Financial Statements are published on Council's webpage. Please click on the link:
[Reporting - Dubbo Regional Council \(nsw.gov.au\)](#)

Anti-slavery

Must contain a statement detailing the action taken by the council in relation to any issue raised by the Anti-slavery Commissioner during the year concerning the operations of the council and identified by the Commissioner as being a significant issue.

No issues raised by the Anti-slavery Commissioner during 2024/2025.

Modern slavery

Must contain a statement of steps taken to ensure that goods and services procured by and for the council during the year were not the product of modern slavery withing the meaning of the meaning of the Modern Slavery Act 2018

Dubbo Regional Council understands the risk that all forms of Modern Slavery pose to residents, visitors and the internationally community, through the global nature of modern supply chains. Council has a zero-tolerance approach to any form of Modern Slavery. Council is committed to acting in an ethical manner, with integrity and transparency in all business dealings. Council is dedicated in combating modern slavery and are aware of the part we can play in its detection and disruption as a public sector body working with our partners. Modern Slavery preventative activity is completed pursuant to the Modern Slavery Act 2018. It outlines the Strategies, Policies and Processes that Dubbo Regional Council has and will implement to ensure abolition of Modern Slavery within any part of the utilised Supply Chain. The aim of the plan is to devoid the organisation of any known or unknown exposure to exploitation of any form of modern slavery or human trafficking. This includes within the organisation itself, within any sub-contractors, partners or supply chains for goods or services. This Plan highlights the actions and activities completed during the financial year 1 July 2024 to 30 June 2025. Council is committed in creating effective systems and controls to safeguard against any form of modern slavery taking place within the business or our supply chain. All Council employees as well as private business partners are obliged by the Code of Conduct and Statement of business ethics in carrying out the business dealings with Council.

Steps taken by Council in 2024/2025:

- Implemented a Modern Slavery Prevention Policy, including implementation of a formal reporting channel for any real, perceived or suspected Modern Slavery exploitation.
- Developed and implemented a Modern Slavery Prevention Action Plan.
- Developed and distributed a Modern Slavery 'Factsheet for Council Executives and Procurement Staff'.
- Worked strategically and proactively with suppliers to identify risks across supply chains particularly with regards contractor staff welfare and access to fair wages; and updated Statement of business ethics of Council to include Modern slavery, diversity and inclusion, this document sets out the standards to be complied by the supplier.
- The Manager responsible for Councils Procurement function attended a Conference on Local Government Procurement including Modern Slavery presentations and learnings.
- Completed a Modern Slavery Transparency Statement.
- Developed GRS Reporting requirements as required under the Modern Slavery Act.
- Reviewed and updated our Modern Slavery documentation in procurement documentation, where identified as necessary.
- All Procurement staff have been trained in identifying and addressing the risk of modern slavery within procurement and ongoing learning has taken place.
- Modern Slavery has been included in the corporate induction program for all new employees.

- Updated internal websites to include information on identifying modern slavery and steps to combatting it.
- Revised Procurement planning documents to specifically highlight early thinking around modern slavery as a potential risk for each contract.
- Identified high risk markets and categories within the supply chain to more proactively combat risks of modern slavery.
- Incorporated specific guidance into our procurement tendering and Contract documentation including self-assessment questionnaire.
- Include modern slavery related criteria in all RFx documents and ensure assessing staff understand how to interpret responses.
- Include modern slavery related clauses in supplier contracts.
- Development of an internal Modern Slavery training module for all staff

Planning for 2025/2026

- Council will continue to offer learning opportunities to increase understanding of all forms of modern slavery, to enable staff to identify, report and provide effective support to victims. Training will be compulsory for all staff but will be initially targeted at any staff who has the authority to procure goods and services for Council.
- Modern Slavery will be included in the Council's mandatory e-learning module for all new staff to complete as a part of online induction. It will be designed to help staff recognise their role in identifying and reporting concerns.
- Work closely with industry peers and suppliers to build our understanding of the modern slavery risk across the industry and develop and review the past strategies to mitigate the risk.
- Develop a Modern Slavery Risk Management Toolkit from the learnings identified in the previous years.

Environmental upgrades

Include particulars of any environmental upgrade agreement entered into by the council.

Dubbo Regional Council did not enter into environmental upgrade agreements in 2024/2025.

Activities funded via a special rate variation

Report on activities funded via a special rate variation of general income including:

- *reporting requirements set out in the Instrument of Approval*
- *projects or activities funded from the variation*
- *outcomes achieved as a result of the project or activities.*

The Minister for Local Government has approved Special Variation Rate increases of two per cent above the general increase for 2004/2005, four percent for 2005/2006 and five percent for 2006/2007 and 2007/2008 for the former Dubbo City Council. These Special Variation increases were an essential element of Council's strategy for funding the long-term requirements for the maintenance and improvement of its Civil Infrastructure (Roads and Footpaths) Asset Base, Parks and Landcare maintenance and renewals, and the construction and ongoing operations of the Dubbo Regional Theatre and Convention Centre. A condition of the approval of these special variations is that expenditures are clearly reported in the Annual Report. In 2024/2025, the total revenue generated from the Special Variations was \$4,336,561 which was fully expended during the year on the following areas:

- Dubbo Regional Theatre and Convention Centre operations
- Asset Maintenance:
 - Urban Parks Asset Maintenance
 - Rural Parks Asset Maintenance
 - Sporting Facilities Asset Maintenance
- Roadworks:
 - Urban Preconstruction and General Maintenance.

Rates and charges written off

Amount of rates and charges written off during the year.

2024/2025 rates and charges written off	\$ Amount
Rates - Pension Rebates (s583(1))	\$ 1,342,967.69
Rates - Postponed Rebates (s595(1))	\$ 13,116.49
Rates - Non Rateable Properties (s555(1))	\$ 10,642.31
Rates - Levy Adjustments (s598(1))	\$ -
Charges - Interest on Postponed Rates	\$ 3,943.03
Charges - Amounts which were unrecoverable	\$ 10,928.83

Councillor training and professional development

Information about induction training and ongoing professional development:

- the names of any mayor or councillors who completed any induction training course, induction refresher course or supplementary induction course during the year,
- the names of any mayor or councillors who participated in any ongoing professional development program during the year,
- the number of seminars, circulars and other activities delivered as part of the ongoing professional development program during the year.

Councillor Inductions

An Intensive Induction program was put together for the incoming councillors over several sessions as detailed below;

2 October 2024

Attendees Councillors J Black, L Butler, S Chowdhury (in part), J Cowley, M Dickerson, R Ivey, P Toynton, A Ryan (in part), P Wells and M Wright.

3 October 2024

Attendees Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, P Toynton, A Ryan, P Wells and M Wright.

9 October 2024

Attendees Councillors J Black, L Butler, J Cowley, M Dickerson, R Ivey, P Toynton and M Wright.

10 October 2024

Attendees Councillors J Black, L Butler, J Cowley, M Dickerson, R Ivey, P Toynton, P Wells and M Wright.

An extra catch-up session for Code of Conduct was held on 20 November 2024 for Councillors S Chowdhury and K Richardson With an additional Mayoral Induction for Cllr J Black

Professional Development

Several opportunities have been provided to the councillors including

DISC

Attendees being – Councillors J Black, J Cowley, S Chowdhury, K Richardson, P Wells and M Wright.

Finance

Attendees being – Councillors J Black, J Cowley, S Chowdhury, K Richardson, P Wells and M Wright.

Hit the Ground Running (OLG Webinars) emailed to all Councillors

Locale Leaders Accelerator Program for Cllr K Richardson which commenced in June 2025.

Along with Professional development and induction councillors were also offered the opportunity to attend the LG NSW Annual Conference in November 2024. Attendees were

Councillors J Black, L Butler, J Cowley OAM, M Dickerson, A Ryan, P Toynton and M Wright.

Audit, Risk and Improvement Committee – attestation statement

Must publish an attestation statement indicating whether, during the preceding financial year, the council's audit, risk and improvement committee, risk management framework and internal audit function complied with the requirements prescribed in the Regulation.

Internal audit and risk management attestation statement for the 2024/2025 financial year for Dubbo Regional Council

I am of the opinion that Dubbo Regional Council has an audit, risk and improvement committee, risk management framework and internal audit function that operate in compliance with the following requirements except as may be otherwise provided below:

Audit, risk and improvement committee

	Requirement	Compliance
1.	Dubbo Regional Council has appointed an audit, risk and improvement committee that comprises of an independent chairperson and at least two independent members (section 428A of the <i>Local Government Act 1993</i> , section 216C of the <i>Local Government (General) Regulation 2021</i>).	Compliant
2.	The chairperson and all members of Dubbo Regional Council audit, risk and improvement committee meet the relevant independence and eligibility criteria prescribed under the <i>Local Government (General) Regulation 2021</i> and have not exceeded the membership term limits prescribed under the Regulation (sections 216D, 216E, 216F, 216G of the <i>Local Government (General) Regulation 2021</i>).	Compliant
3.	Dubbo Regional Council has adopted terms of reference for its audit, risk and improvement committee that are informed by the model terms of reference approved by the Departmental Chief Executive of the Office of Local Government and the committee operates in accordance with the terms of reference (section 216K of the <i>Local Government (General) Regulation 2021</i>).	Compliant
4.	Dubbo Regional Council provides the audit, risk and improvement committee with direct and unrestricted access to the Chief Executive Officer and other senior management and the information and resources necessary to exercise its functions (section 216L of the <i>Local Government (General) Regulation 2021</i>).	Compliant
5.	Dubbo Regional Council audit, risk and improvement committee exercises its functions in accordance with a four-year strategic work plan that has been endorsed by the governing body and an annual work plan that has been developed in consultation with the governing body and senior management (Core requirement 1 of the Office of Local Government's <i>Guidelines for Risk Management and Internal Audit for Local Government in NSW</i>).	Compliant

6.	Dubbo Regional Council audit, risk and improvement committee provides the governing body with an annual assessment each year, and a strategic assessment each council term of the matters listed in section 428A of the Local Government Act 1993 reviewed during that term (Core requirement 1 of the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Government in NSW).	The Chair provides an annual report to the Committee, which is provided to the elected body under the Committee minutes for endorsement. In April 2024 Councillor representatives were invited to attend a workshop to assess risk areas and develop the current audit program.
7.	The governing body of Dubbo Regional Council reviews the effectiveness of the audit, risk and improvement committee at least once each council term (Core requirement 1 of the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Government in NSW).	A formal review will be completed in 2026.

Membership

The chairperson and membership of the audit, risk and improvement committee are:

Chairperson	John Walkom	2 November 2023	1 November 2025
Independent member	Tom Breen	2 November 2023	1 November 2025
Independent member	Greg Matthews	2 November 2023	1 November 2025
(Councillor) member1	Richard Ivey	3 October 2024	2 October 2026

Risk Management

	Requirement	Compliance
8.	Dubbo Regional Council has adopted a risk management framework that is consistent with current Australian risk management standard and that is appropriate for the Dubbo Regional Council risks (section 216S of the Local Government (General) Regulation 2021).	Compliant
9.	Dubbo Regional Council audit, risk and improvement committee reviews the implementation of its risk management framework and provides a strategic assessment of its effectiveness to the governing body each council term (section 216S of the Local Government (General) Regulation 2021).	The risk management framework was presented to the Committee on 2 June 2025, with robust discussion and feedback. This was provided to the

		elected body under the Committee minutes for endorsement. A formal review will be completed in 2026.
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Internal Audit

	Requirement	Compliance
10.	Dubbo Regional Council has an internal audit function that reviews the council's operations and risk management and control activities (section 216O of the Local Government (General) Regulation 2021).	Compliant
11.	Dubbo Regional Council internal audit function reports to the audit, risk and improvement committee on internal audit matters (sections 216M, 216P and 216R of the Local Government (General) Regulation 2021).	Compliant
12.	Dubbo Regional Council internal audit function is independent and internal audit activities are not subject to direction by Dubbo Regional Council (section 216P of the Local Government (General) Regulation 2021).	Compliant
13.	Dubbo Regional Council has adopted an internal audit charter that is informed by the model internal audit charter approved by the Departmental Chief Executive of the Office of Local Government and the internal audit function operates in accordance with the charter (section 216O of the Local Government (General) Regulation 2021).	Compliant
14.	Dubbo Regional Council has appointed a member of staff to direct and coordinate internal audit activities or is part of a shared arrangement where a participating Dubbo Regional Council has appointed a staff member to direct and coordinate internal audit activities for all participating councils (section 216P of the Local Government (General) Regulation 2021).	Compliant
15.	Internal audit activities are conducted in accordance with the International Professional Practices Framework (Core requirement 3 of the Office of Local Government's <i>Guidelines for Risk Management and Internal Audit for Local Government in NSW</i>).	Compliant
16.	Dubbo Regional Council provides the internal audit function with direct and unrestricted access to staff, the audit, risk and improvement committee, and the information and resources necessary to undertake internal audit activities (section 216P of the Local Government (General) Regulation 2021).	Compliant
17.	Dubbo Regional Council internal audit function undertakes internal audit activities in accordance with a four-year strategic work plan that has been endorsed by the governing body and an annual work plan that has been developed in consultation with the governing body and senior	Compliant

	Requirement	Compliance
	management (Core requirement 3 of the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Government in NSW).	
18.	Dubbo Regional Council audit, risk and improvement committee reviews the effectiveness of the internal audit function and reports the outcome of the review to the governing body each council term (section 216R of the Local Government (General) Regulation 2021).	This review will be conducted in 2026.

These processes, including the alternative measures implemented, demonstrate that Dubbo Regional Council has established and maintained frameworks, systems, processes and procedures for appropriately managing audit and risk within Council.



Murray Wood
Chief Executive Officer
16 October 2025

Overseas visits

Details, (including purpose) of overseas visits by councillors, council staff or other persons representing council (including visits sponsored by other organisations).

Name	Position	Dates of Travel	Location	Purpose	Council Funded or Self Funded
Richard Ivey	Councillor	31 Oct – 4 Nov 2024	Tokyo, Minokamo - Japan	35 Anniversary Celebrations	Self Funded
Mathew Dickerson	Councillor	31 October to 12 November 2024	Minokamo - Japan	35th anniversary of sister city and 70th anniversary of formation of Minokamo	Self-funded
Mathew Dickerson	Councillor	29 November to 7 December	Ube City - Japan	Selected as part of a CLAIR delegation of Council representatives from Australia and New Zealand	Self-funded

Payment of expense and provision of facilities to Councillors

Total cost during the year of the payment of expenses of, and the provision of facilities to councillors in relation to their civic functions (this amount must equal the reported amount in the financial statements).

Identify separate details on the total cost of:

- provision of dedicated office equipment allocated to councillors
- telephone calls made by councillors
- attendance of councillors at conferences and seminars
- the provision of induction training and professional development for mayor and other councillors
- other training of councillors and provision of skill development
- interstate visits by councillors, including transport, accommodation and other out-of-pocket travelling expenses
- overseas visits by councillors, including transport, accommodation and other out-of-pocket travelling expenses
- expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions, being expenses
- payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for the mayor and councillors
- expenses involved in the provision of care for a child of, or an immediate family member of a councillor.

Mayoral and Councillor Fees for the period 1 July 2024 until 30 June 2025 was \$365,259.

Mayor and Councillor Travel Subsistence 1 July 2024 until 30 June 2025 was \$25,562.

Description	Cost
Cost of dedicated office equipment allocated to Mayor and Councillors	\$ 27,156
Telephone/data charges for Mayor and Councillors	\$ 294
Attendance of Mayor and Councillors at conferences and seminars	\$ 11,447
Training of Mayor and Councillors and provision of skill development	\$ 56,076
Interstate visits by Mayor and Councillors (transport/accommodation/other travelling expenses)	\$ 3,276
Overseas visits by Mayor and Councillors (transport/accommodation/other travelling expenses)	Nil
Expenses of any spouse/partner who accompanied the Mayor or Councillors	Nil
Expenses involved in the provision of childcare for the Mayor or Councillors	Nil

Contracts awarded

Details of each contract awarded (other than employment contracts & contracts less than \$150,000) including:

- name of contractor
- nature of goods or services supplied total amount payable.

Supplier	Description	Order value
Allflow Systems & Solutions Pty Ltd	Filter 1 and 2 Refurbishment - John Gilbert Water Treatment Plant	\$ 219,584.20
Revenue NSW (Emergency Services Levy)	NSW Rural Fire Service Contribution 2024/2025	\$ 1,769,131.16
Robert Armstrong Cleaning	T20-004 - Contract Cleaning of Dubbo Regional Livestock Markets	\$ 334,231.80
Civica Pty Ltd	Civica Authority - Annual Licence Fee - 2024/2025	\$ 520,414.86
Outcross Agri Services	DRLM - eID infrastructure program grant funding	\$ 175,267.03
J R & E G Richards (NSW) Pty Ltd T/as J R Richards & Sons	Weekly Domestic collection, Transfer station, Bin Supply , Recycables etc.	\$ 361,732.01
Aqua Irrigation Holdings Pty Ltd t/as Aquawest Pumping & Irrigation Sp	CD23/3884 - Installation of Irrigation System at John McGrath	\$ 203,500.00
OMNI Building Group Pty Ltd	Insurance quote for Rebuild Wellington Transfer Station Admin Building	\$ 198,591.20
Datacom Systems (AU) Pty Ltd	Microsoft Enterprise Agreement - Year 2 of 3	\$ 334,656.49
The Trustee for Belgravia Leisure Unit Trust T/as Belgravia Leisure	Provision of Management Services for Operation of Aquatic Centres	\$ 1,547,865.00
Hill PDA Pty Ltd	Regional and Affordable Housing Strategies	\$ 242,000.00
Morris & Piper Advisory Pty Ltd	SPI - REACT Phase 2 - Stages 1 - 5	\$ 167,640.00
Taggle Systems Pty Ltd	Aqualus Data Delivery Fee	\$ 304,673.94
Trident Services Australia Pty Ltd	Airport - Contract LD4205 Provision of Screening Services	\$ 155,000.00
Ausroad Manufacturing Pty Ltd	VPR727662 - Supply of one Isuzu FXY240-350 Truck	\$ 1,480,638.50
Delos Delta Pty Ltd	Community Consultation - Dubbo Regional Housing Strategy	\$ 164,395.00
Saunders Civilbuild Pty Ltd	Design and Construction of Molong Street and Burrendong Bridge No. 1	\$ 1,794,114.74
Redox Pty Ltd	Supply and Delivery of 92 Tons Powered Activated Carbon for John Gilbert Water Treatment Plant	\$ 265,650.00
Numat Pty Ltd	Dubbo Regional Livetsock Market - Rubber Matting Replacement	\$ 183,600.00
Woolpert Australia Pty Ltd	Provision of Imagery services for PRJ47086 Over Dubbo Regional Council	\$ 198,000.00
TWS Evolution Pty Ltd	Design and Construction of Replacement of Fluoride Dosing System at John Gilbert Water Treatment Plant	\$ 1,831,908.05
Datacom Systems (AU) Pty Ltd	Microsoft Enterprise Agreement - Year 2 of 3	\$ 334,656.49
Trident Services Australia Pty Ltd	Airport - Contract LD4285 Provision of Screening Services	\$ 1,867,529.37
Vocus Pty Ltd	Nextgen relocation works at 14L Bungelgumbie Road	\$ 222,181.96
Country Wide Asphalt Pty Ltd	Burrendong Way - Stage 9 - Resealing Works	\$ 234,333.00
Aqua Irrigation Holdings Pty Ltd t/as Aquawest Pumping & Irrigation Sp	Supply and installation of new irrigation System at Pioneer Park	\$ 352,363.00

Ausroad Manufacturing Pty Ltd	VPR727662 - Supply of one Isuzu FXY240-350 Truck	\$ 1,480,638.50
Redox Pty Ltd	John Gilbert WTP Chemical Supply of Soda Ash - LGP408-04 Contract	\$ 185,700.00
DND Welding Pty Ltd	Dubbo Regional Livestock Markets - 8 x Sheds over sheep drafts and sheep & go at EID Equipment	\$ 183,964.00
Bendelta Pty Ltd	Design & Delivery of Bespoke Leadership Development Program	\$ 385,000.00
Glenn Healey Constructions	Installation of concrete road at Victoria Park 2 to Cultural Centre car Park	\$ 213,000.68
Civil Independence Industries Pty Ltd	Supply and Install Asphalt Works for Tamworth/Darling Street	\$ 252,615.00
Connected Contracting Pty Ltd	Construction of Bishop Street Water Main	\$ 221,842.96
Redox Pty Ltd	Supply of 225 tonnes of Soda Ash chemical for JGWTP under LGP408-04 Contract	\$ 204,930.00
Bridge and Marine Engineering Pty Ltd	CD23/6001 - Design and Construct Comobella Bridge	\$ 1,702,910.00
Lionel Moore Trailers Pty Ltd	VP436333 - Supply one Moore 24M3 Sidedoor Tipper Trailer	\$ 172,500.00
NSW Government Valuer General NSW	Statutory Charge - NSW Valuer General Land Valuation on charges 2024/25	\$ 227,451.96
Westrac Pty Ltd	VP435938 - Supply one Caterpillar 93 8-BR Front End Loader	\$ 389,205.72
Orange Dealership Pty Ltd T/as West Orange Motors Pty Ltd	VP436432 Supply one Hino FS 2848 Prime Mover	\$ 274,564.00
Tracserv Pty Ltd T/as Tracserv	VP443950 - Supply one Isuzu NPR75-190 AMT Crew Cab 4x2 Tipper	\$ 151,759.00
JDC - Thomson Electrical Systems Pty Ltd	Supply one Powerlink WPS600S-AU 600Kv Diesel Generator	\$ 164,743.43
Hunter H2O Holdings Pty Ltd	Project Management Services for Replacement of Aeration Diffuser Replacement at Dubbo STP	\$ 163,028.80
RFP Engineering Pty Ltd	Hire of Plant and Equipment for WWRC Dubbo	\$ 357,725.50
Liberty Oil Australia Pty Ltd T/as Liberty Rural	Supply of Bulk Fuels & Oils	\$ 339,877.07
Peter Stutchbury Architecture Unit T/as Peter Stutchbury Architecture	CD23/5200 - Contract for Principal Design Consultancy Services - Wiradjuri Tourism Centre	\$ 1,876,595.12
Tracserv Pty Ltd T/as Tracserv	VP447689 - Supply one Isuzu NPR75-190 4x2 Tipping Truck	\$ 160,923.00
Austek Spray Seal Pty Ltd	CD24/9383 Spray Sealing Program - Urban and Rural	\$ 1,168,459.97
Austek Spray Seal Pty Ltd	CD24/9383 Reseals in Wellington Area Urban & Rural	\$ 247,185.01
Connected Contracting Pty Ltd	Quinn Street Water Main Installation	\$ 161,437.27
Boland Contracting Services Pty Ltd	Wellington Water Treatment Plant - Relining Settle Water Lagoon	\$ 153,697.50
Austek Spray Seal Pty Ltd	Urban Reseals - Bendealla St - Geurie St	\$ 343,383.16
Agrinous Pty Ltd	Software Package for the Dubbo Regional Livestock Markets	\$ 244,981.00
Department of Regional NSW T/as NSW Public Works Advisory	Preparation of concept study for replacement of clear water tanks (John Gilbert Water Treatment Plant)	\$ 255,865.50
SNG Engineering Pty Ltd	T22-002 (CD22/5413) Variation 7 - Bypass Pumping Works	\$ 169,939.22
Maas Civil Pty Ltd	CD24/2010 - River Street West - Variation 01 - Survey (Network)	\$ 211,994.80
NSW Electoral Commission	Local Government Election 2024	\$ 349,851.70
Maas Civil Pty Ltd	CD24/2010 - River Street West- Variation 01 - Survey (Network)	\$ 211,994.80

Legal proceedings			
Summary of the amounts incurred by the council in relation to legal proceedings including:			
amounts incurred by council in relation to proceedings taken by or against council including out of court settlements (other than those which are not be disclosed)			
summary of the state of the progress of each legal proceeding and (if finalised) the result			
Details of Legal Proceedings	Amount Incurred	State of Progress	Result
Insurance Claim Damaged fence	\$3,600	Finalised	Settled Privately
Insurance Claim Public Liability Road conditions	\$12,500	Finalised	Settled Privately
Insurance Claim Public Liability Personal injury	\$12,500	Finalised	Settled Privately
Insurance Claim Public Liability Personal Injury	\$12,500	Ongoing	
Insurance Claim Professional Indemnity	\$12,500	Ongoing	
Insurance Claim Public Liability Road Conditions	\$11,435.16	Ongoing	
Dust Diseases Tribunal	\$90,000	Finalised	Settled at arbitrations
Private works			
Include resolutions made concerning work carried out on private land, including:			
details or a summary of any resolutions made under section; and details or summary of any work carried out, where the charge is less than the approved fee, the proposed fee to be charged and the total amount subsidised by council			
There were no private works undertaken by Dubbo Regional Council in 2024/2025 which were either fully or partly subsidised by Council.			

Contributions to others

Total amount contributed or otherwise granted to financially assist others.

Boys to the Bush Ltd	\$25,414.00
Burrendong Botanic Garden & Arboretum	\$9,900.00
Camilla Ward T/as The Creative Voice Studio	\$1,500.00
City of Dubbo Eisteddfod Society Inc	\$5,000.00
Dubbo & District Branch of Can Assist	\$15,000.00
Dubbo & District Family History Society Inc	\$1,500.00
Dubbo & District Parents Support Group Deaf & Hearing Impaired Inc	\$5,637.00
Dubbo Environment Group Inc	\$6,699.48
Dubbo Motorcycle and Drivers Club Inc	\$5,000.00
Dubbo Nepalese Community Australia	\$800.00
Dubbo Running Festival Inc	\$5,000.00
Dubbo Show Society Inc	\$42,790.00
Emmanuel Care Centre Inc	\$2,342.00
Erifili Davis T/as Studio 138	\$2,000.00
JW Randell T/as Fishdog	\$2,000.00
Lifeline Central West Limited	\$16,000.00
Lions Club of Geurie Inc	\$100.00
Marradhali Aboriginal Corporation	\$10,000.00
Melanoma Institute Australia	\$5,000.00
Mid Macquarie Landcare Incorporated	\$4,340.98
Nolan Furnell t/as Whisperhead Music	\$1,000.00
NSW Central West Muslims Association Incorporated	\$2,000.00
Orana Education Centre	\$6,000.00
ORISCON Incorporated	\$2,000.00
ORISCON Incorporated	\$1,500.00
ORISCON Incorporated	\$2,000.00
ORISCON Incorporated	\$2,500.00
Rotary Club of Dubbo Macquarie Inc	\$1,539.00
Rotary Club of Dubbo West Inc	\$600.00
Songwriters & Original Musicians Association Dubbo	\$3,000.00
Stuart Town Advancement Association Inc	\$2,000.00
U3A Dubbo Chapter Inc	\$5,000.00
Veterans Cricket NSW Association Inc	\$4,000.00
Wellington Amateur Theatrical Society	\$10,000.00
Wellington Pony Club	\$19,805.29
Wellington Public School P&C Association	\$10,250.00
Wellington Race Club	\$8,000.00
Wellington Race Club	\$5,000.00

Wellington Rugby League Football Club T/as Wellington Cowboys	\$5,000.00
Wellington Touch Football Association	\$5,140.00
Wellington Warriors FC Incorporated T/as Wellington Junior Soccer Club	\$6,354.00
Western Cancer Centre Foundation Limited	\$7,456.11
Western Region Academy of Sport Inc	\$3,523.00
Wiradjuri Wellington Aboriginal Town Common Aboriginal Corporation	\$2,081.60

External bodies	
Statement of all external bodies that exercised functions delegated by council.	
There were no external bodies that exercised functions under the delegation of Council in 2024/2025.	
Joint ventures	
Statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies in which council held a controlling interest.	
Dubbo Regional Council held no controlling interest in any company during 2024/2025.	
Statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies (whether or no incorporated) in which the council participated during the year.	
Macquarie Regional Library	
Equal Employment Opportunities	
Statement of activities undertaken to implement its Equal Employment Opportunities (EEO) management plan.	
In 2024 the Inclusion, Diversity and Belonging Strategy 2024-2026 was adopted and implemented. The Inclusion, Diversity and Belonging Strategy demonstrates our commitment to supporting a diverse and inclusive culture where everyone feels they belong and outlines the strategies that will enable us to deliver on our action plan. During 2025 many actions from the strategy have been implemented with the committee being actively involved in the delivery. Actions undertaken include: - Implementation of nominated IDB days. The days were selected to celebrate as well as educate and included: - Mental Health - Loud Shirt were encouraged to be worn with resources being provided to employees to help spark conversations on mental health and assist with support - Multicultural Day - We celebrated the richness of cultures at Council through food and cultural attire - World Down Syndrome Day - Through the wearing of silly socks we educated on down syndrome and raised money for a local charity - Engagement of staff through Council intranet, including stories of employees to increase understanding and awareness - Review of Council's emergency procedures to ensure accommodation of those living with disability - Ensuring that recruitment and internal communication material reflects the diverse backgrounds of our employees	
Chief Executive Officer remuneration	
Statement of the total remuneration package of the general manager including:	
- total value of the salary component of the package - \$345,049 - total amount of any bonus, performance or other payments that do not form part of the salary component - \$1,711.84 - total amount payable by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the general manager may be a contributor - \$29,817.32 - total value of any non-cash benefits for which the general manager may elect under the package - \$3,895 - total amount payable by way of fringe benefits tax for any such non-cash benefits. - \$ 0	

Senior staff remuneration

Statement of the total remuneration packages of all senior staff members (other than general manager), expressed as the total (not of the individual members) including:

- total value of salary components of their packages - \$1,140,319
- total amount of any bonus, performance or other payments that do not form part of salary components of their packages - \$4,521.76
- total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which any of them may be a contributor - \$131,505.10
- total value of any non-cash benefits for which any of them may elect under the package - \$ 0
- total amount payable by way of fringe benefits tax for any such non-cash benefits. - \$ 0

Statement of work – Wednesday 4 December 2024

Statement of total number of persons who performed paid work on Wednesday, 4 December 2024, including, in separate statements, total number of:

- persons employed by the council on a permanent full-time, permanent part-time or casual basis or under a fixed-term contract - 511
- persons employed by the council as senior staff members - 6
- persons engaged by the council, under a contract or other arrangement with the person's employer, wholly or principally for the labour of the person - 17
- persons supplied to the council, under a contract or other arrangement with the person's employer, as an apprentice or trainee - 9

Stormwater management services

A statement detailing the stormwater management services provided (if an annual charge is levied).

Dubbo Regional Council does not levy an annual charge for stormwater management services.

Companion animals

Detailed statement, prepared in accordance with such guidelines as may be issued by the Secretary from time to time, of the council's activities during the year in relation to enforcing, and ensuring compliance with, the provisions of the Companion Animals Act 1988 (CA Act) and the Companion Animal Regulation 2018, including:

- lodgement of pound data collection returns with OLG – Lodged
- lodgement of data about dog attacks with OLG, if no known attacks in the year a nil return is required in annual statement – 52 of dog attacks were recorded on the Companion Animal Register.
- amount of funding spent on companion animal management and activities \$672,813
- community education programs carried out and strategies the council has in place to promote and assist the desexing of dogs and cats

Community Events and Outreach

- RSPCA Healthy Pet Day: Council staff engaged with pet owners, offering microchipping, vaccinations, and health checks for cats and dogs, and discounted desexing for the community
- Dubbo Showground Event: In collaboration with the Animal Welfare League (AWL) council hosted a Healthy Pet Day featuring:
 - Microchipping/ Vaccinations / Health checks and direct engagement with the community to promote desexing and responsible pet care.

AWL Vet truck Program

- Dubbo Animal Shelter Support: The AWL vet truck based itself at the shelter to vaccinate and desex adoptable cats and dogs
- Community desexing Program: The mobile vet service also provided desexing procedures to the broader Dubbo community, increasing accessibility to essential pet care

Public Awareness Campaigns

- Social Media Posts: Regular updates and educational content shared to raise awareness about pet desexing and health.
- Media Releases: Distributed to local outlets to inform and encourage community participation in pet care initiatives
- strategies in place for complying with the requirement under s 64 of the CA Act to seek alternatives to euthanasia for unclaimed animals

Dubbo Regional Council is committed to minimizing euthanasia of unclaimed animals and actively seeks alternative outcomes in accordance with Section 64 of the Companion Animals Act 1998. The following strategies are in place:

Rescue Partnerships

Once an animal has completed its statutory holding period and becomes the property of the Dubbo Regional Council Animal Shelter, staff work diligently to rehome animals through the animal shelter and with the collaboration of reputable rescue organisations, including:

Animal Welfare League, Australian Working Dog rescue, Found Hearts Animal Rescue, Second Chance Animal Rescue, Riseup Animal Rescue, Diamonds in the Ruff, WISH Animal Rescue, Scruff a Lovers, Sharpei Rescue QLD, Mornington Peninsula Dog rescue, and Strong Hearts Farm Sanctuary.

These partnerships help facilitate the rehoming of animals into safe and caring environments.

Rehoming First Approach

Every effort is made to assess animals for suitability for rehoming. Animals are promoted through rescue networks and community outreach to find adoptive homes.

Euthanasia Protocols

Dogs: Only those assessed as dangerous, severely ill, or unsuitable for rehoming due to aggression are euthanised.

Cats: Feral cats or those deemed unsuitable for rehoming due to aggression are euthanised by local veterinary services. All euthanasia decisions are made in consultation with qualified veterinarians, who provide formal sign off as required under the Act.

- off leash areas provided in the council area
 1. Douglas Mawson/Wheelers Lane – Fenced – Dubbo
 2. South Dubbo Park – Fenced – Dubbo
 3. Delroy Parklands – Fenced – Dubbo
 4. Joira Oval – Unfenced – Dubbo
 5. Bourke Hill Park – Unfenced – Dubbo
 6. Devils Hole (Lower end of Brisbane Street) – Unfenced – Dubbo
 7. Caroline Reserve – Unfenced – Dubbo
 8. Mountbatten Drive Easement – Unfenced – Dubbo
 9. Joan Flint – Unfenced – Dubbo
 10. Apex Park – Fenced – Wellington
 11. John Oxley Park – Unfenced – Wellington
 12. Wise Park – Unfenced – Geurie
- detailed information on how fund money was used for managing and controlling companion animals in their area. Dubbo Regional Council utilises all revenue received from the Companion Animal Fund to support the effective management and control of companion animals within the local government area. The funds are allocated across several key areas:
 - Animal Shelter Operations**
 - Veterinary Costs: Includes vaccinations, desexing, microchipping, treatment of injuries and illnesses, and euthanasia where necessary.
 - Animal Care: Provision of food, bedding, enrichment, and hygiene supplies for animals in care.
 - Facility Maintenance: Upkeep of shelter infrastructure to ensure a safe and sanitary environment.
 - Education and Community Engagement**
 - Development and delivery of public education programs to promote responsible pet ownership, including desexing, registration, and microchipping.
 - Outreach initiatives to raise awareness about rehoming opportunities and animal welfare.
 - Staff support & Resources**
 - Training and Development for animal shelter staff and Council Rangers to ensure best practices in animal handling, welfare, and enforcement.
 - Equipment and resources to support field operations, including vehicles, containment tools, and communication systems.
 - Administrative Overheads**
 - Costs associated with the day-to-day administration of companion animal services, including compliance monitoring and record keeping.

Capital expenditure guidelines

Report on all capital works projects is considered best practice

There were no submissions received during the reporting period for capital works projects where a capital expenditure review was been submitted.

Carers Recognition Act

Councils considered to be 'human service agencies' under the Carers Recognition Act 2010 (CR Act) (provide services directed at carers and/or people being cared for by carers) must report on compliance with the CR Act for the reporting period.

Carers Recognition Act Councils considered to be 'human service agencies' under the Carers Recognition Act 2010 (CR Act) (provide services directed at carers and/or people being cared for by carers) must report on compliance with the CR Act for the reporting period. Councils considered to be 'human service agencies' under the Carers Recognition Act 2010 (CR Act) (provide services directed at carers and/or people being cared for by carers) must report on compliance with the CR Act for the reporting period. All policies, including flexible work policies, are inclusive of the needs of those employees who are carers. Application of leave considers the needs of those employees who are carers. The Community Development Officer (CDO) provides updated information to the community and services on the Carer Gateway and how to access support and services. The CDO Chairs the Dubbo Aged Services Interagency which connects and promotes all local aged care service providers. CDO co-facilitates the Dubbo Dementia Alliance, and is a member of the Dubbo Disability Interagency.

Disability Inclusion Action Plan

Information on the implementation of council's Disability Inclusion Action Plan and give a copy to the Minister for Disability Services

The Disability Inclusion Action Plan recognises the role of the carer and is inclusive of their needs. Disability Inclusion Action Plan Informs on the implementation of Council's Disability Inclusion Action Plan and give a copy to the Minister for Disability Services. Dubbo Regional Council has a current Disability Inclusion Action Plan (2022 – 2025 Dubbo Regional Council Disability Inclusion Action Plan). Annual reporting on the plan's implementation has been made to Action for Inclusion – Communities and Justice – NSW Government. Actions of this plan have been reported to Council's Disability Inclusion and Access Advisory Committee.

Planning agreements

Particulars of compliance with and effect of planning agreements in force during the year.

Planning Agreements – EP&A Act 1979 s7.5(5)

Council entered into the following planning agreements during the financial year:

- Wellington South Battery Energy Storage System (23 January 2025)
- Orana Battery Energy Storage System (19 August 2024)

Council completed the Joira Road planning agreement on 3 March 2025.

A copy of our planning agreements are available on our website at <https://www.dubbo.nsw.gov.au/Builders-Developers/Planning-Controls-Tools-and-Resources/planning-agreements>

Development contributions – EP&A Regulation cl218A

Although this isn't a requirement, Council levied \$12,972,721.73 during the financial year, which included:

- Water and sewer – \$5,146,834.80
- Section 7.11 – \$7,773,955.19
- Section 7.12 – \$51,931.74

A copy of our (part) contributions register is available on our website at <https://www.dubbo.nsw.gov.au/Builders-Developers/Planning-Controls-Tools-and-Resources/infrastructure-contributions>

Disclosure of how development contributions and development levies have been used or expended under each contributions plan

Details for projects for which contributions or levies have been used must contain:

- project identification number and description
- the kind of public amenity or public service the project relates
- amount of monetary contributions or levies used or expended on project
- percentage of project cost funded by contributions or levies
- amounts expended that have been temporarily borrowed from money to be expended for another purpose under the same or another contributions plan
- value of the land and material public benefit other than money or land
- whether the project is complete

Contributions plan	Project		
Section 7.11 Contributions - Urban Roads	01.09079.6707 - Land Acquisition TAFE NSW - Western Boulevard	-\$	408,629.62
Section 7.11 Contributions - Urban Roads	W5539.5000.4310 - Loan Principal Repayments		
Section 7.11 Contributions - Urban Roads	W6473.5120 - Southern Bridge Project		
Section 7.11 Contributions - Urban Roads	W6471.5120 - Minore Rd Rail Overpass Concept Design		
Stormwater - Section 7.11 Contributions	Flood Risk and Impact Assessment	-\$	62,180.00
S7.11 Cont. - Open Space to 30/6/16	W6419 - Review of S7.11 Open Space Plan	\$	854.00
	TOTAL 7.11 CONTRIBUTIONS	-\$	469,955.62
Water - external	Various	-\$	1,540,405.89
Sewer - external	Various	-\$	1,522,901.03
	TOTAL S64 CONTRIBUTIONS	-\$	3,063,306.92
(a) Total value of all contributions and levies received during the year - \$7,942,000			
(b) Total value of all contributions and levies expended during the year - \$3,533,000			

Recovery and threat abatement plans

Recovery and threat abatement plans - Councils identified in a plan as responsible for implementation of measures included in the plan, must report on actions taken to implement those measures as to the state of the environment in its area.

Dubbo Regional Council is not responsible for the implementation of any plans.

Private swimming pool inspections

Details of inspections of private swimming pools. Include the number of inspections that:

- were of tourist and visitor accommodation - 6
- were of premises with more than 2 dwellings - 5
- resulted in issuance a certificate of compliance under s22D of the SP Act - 138
- resulted in issuance a certificate of non-compliance under cl 21 SP Reg - 41

Government Information (Public Access) Act 2009

Information included on government information public access activity.

Public Interest Disclosures

Information required to be provided in accordance with s2 of the Public Interest Disclosures Regulation 2022 is included herewith:

- a. the number of public officials who have made a public interest disclosure to the public authority - Nil
- b. the number of public interest disclosures received by the public authority in total and the number of public interest disclosures received by the public authority relating to each of the following - Nil
 - I. corrupt conduct - Nil
 - II. maladministration - Nil
 - III. serious and substantial waste of public money or local government money (as appropriate) - Nil
 - IV. government information contraventions - Nil
 - V. local government pecuniary interest contraventions - Nil
- c. the number of public interest disclosures finalised by the public authority - Nil
- d. whether the public authority has a public interest disclosures policy in place - Public Interest Disclosures and Internal Reporting Policy was adopted by Dubbo Regional Council at its Ordinary meeting held 24 April 2024.
- e. what actions the head of the public authority has taken to ensure that his or her staff awareness responsibilities under section 6E (1)(b) of the Act have been met - posters on notice boards throughout work areas, Code of Conduct training to all staff and Councillors including Public Interest Disclosures processes, policy available on Council website and Intranet.
- f. public interest disclosures made by public officials in performing their day to day functions as such public officials - Nil
- g. public interest disclosures not within paragraph (f) that are made under a statutory or other legal obligation - Nil
- h. all other public interest disclosures - Nil

During 2024/2025 the number of Nominated Disclosure Officers within Council was 20 staff. This includes staff across a wider section of Council to allow all staff to access the Nominated Disclosure Officers. These work locations now include Wellington Caves Complex, Dubbo Works Depot and Dubbo Regional Livestock Markets. The nominated Disclosure Officers completed e-learning training late 2024 and relevant staff completed face to face training with NSW Ombudsmen in February 2025.

Government Information (Public Access) Act 2009

Each agency (other than a Minister) must, within 4 months after the end of each reporting year, prepare an annual report on the agency's obligations under this Act for submission to the Minister responsible for the agency. A copy of the report is to be provided to the Information Commissioner.

The annual report of an agency (other than a Minister) required to be prepared under section 125 of the Act must include the following:

(Note: An agency's report under section 125 of the Act can be included in the agency's annual report required to be prepared under the annual reporting legislation—see section 6 of the Annual Reports (Departments) Act 1985 or section 5A of the Annual Reports (Statutory Bodies) Act 1984 (as the case requires).)

- a. Details of the review carried out by the agency under section 7(3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review.*
- b. The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications).*
- c. The total number of access applications received by the agency during the reporting year that the agency refused, either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (Information for which there is conclusive presumption of overriding public interest against disclosure).
(Note: Table D in Schedule 2 also requires information relating to access applications in respect of which there is a conclusive presumption of overriding public interest against disclosure.)*
- d. Information, as set out in the form required by the tables in Schedule 2, relating to the access applications (if any) made to the agency during the reporting year.*

Dubbo Regional Council's program for proactive release of information involves:

- Continual improvement of the systems and mechanisms utilised by the organisation to facilitate easy and effective access by members of the public to information that they have a right to view, download or copy (where applicable).
- Training of relevant staff to ensure that applications are dealt with effectively and proactively.
- Working towards ensuring all government information is available to the public on the Council website.
- Ensuring that if information is not available on the Council website that it may be accessed by other means.
- Reviewing the types of information requested via Formal Access applications and via customer contact with Council's Customer Service Centre and deciding if the information should be made readily available to all members of the public.

For the period 2024/2025, Council received in total 16 Formal GIPA Applications, of which only zero applications were refused.

During the year Council published a Disclosure Log on its website. The Disclosure Log publishes details of information released in response to access applications that Council considers may be of interest to other members of the public. It is a requirement under Section 26 of the Government Information (Public Access) Act 2009 (GIPA Act) that NSW government agencies publish a disclosure log on its website.

Government Information (Public Access) Regulation 2009

Schedule 2 Statistical information about access applications to be included in annual report (Clause 7)

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Info not held	Info already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	2	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public(application by legal representative)	0	7	0	2	0	0	0	0
Members of the public(other)	0	4	0	1	0	0	0	0

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of application and outcome

	Access granted in full	Access granted in part	Access refused in full	Info not held	Info already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications(other than personal information applications)	0	8	0	3	0	0	0	0
Access applications that are partly personal information applications and partly other	0	5	0	0	0	0	0	0

* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Table C: Invalid applications

Reason for invalidity	No of applications
Application does not comply with formal requirements(section 41 of the Act)	0
Application is for excluded information of the agency(section 43 of the Act)	0
Application contravenes restraint order(section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to Act

Reason for invalidity	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	1
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0
Information about complaints to Judicial Commission	0
Information about authorised transactions under Electricity Network Assets(Authorised Transactions) Act 2015	0
Information about authorised transaction under Land and Property Information NSW(Authorised Transaction) Act 2016	0

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act

	Number of occasions when application not successful
Responsible and effective government	13
Law enforcement and security	2
Individual rights, judicial processes and natural justice	16
Business interests of agencies and other persons	11
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under Interstate Freedom of Information legislation	0

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	13
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	3
Total	16

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	1	1
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by NCAT	0	0	0
Total	0	1	1

* The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Table I: Applications transferred to other agencies under Division 2 of Part 4 of the Act (by type of transfer)

	Number of applications transferred
Agency-initiated transfers	0
Applicant-initiated transfers	0

Responsible Officer:	Director Strategy Partnerships and Engagement
Division	Strategy Partnerships and Engagement
Prepared by:	Corporate Strategy and Performance Coordinator
Version:	1
Revision:	1
Document Date:	October 2025
Effective:	28 October 2025

Cnr Church and Darling streets, Dubbo
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**DUBBO REGIONAL
COUNCIL**

Report of the Infrastructure, Planning and Environment Committee - meeting 14 October 2025

AUTHOR: Governance Officer
REPORT DATE: 16 October 2025

The Council had before it the report of the Infrastructure, Planning and Environment Committee meeting held 14 October 2025.

RECOMMENDATION

That the report of the Infrastructure, Planning and Environment Committee meeting held on 14 October 2025, be adopted.



REPORT INFRASTRUCTURE, PLANNING AND ENVIRONMENT COMMITTEE 14 OCTOBER 2025

PRESENT: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

ALSO IN ATTENDANCE: The Chief Executive Officer, the Director Organisational Performance, the Manager Corporate Governance, the Governance Officer, the Director Strategy, Partnerships and Engagement, the Corporate Strategy and Performance Coordinator, the IT Support Team Leader, the Communications Services Team Leader, the Communications Partner, the Manager Customer Experience, the Manager Customer Experience and Engagement, the Director Development and Environment, the Statutory Planning Services Team Leader, the Director Infrastructure, the Manager Strategy Water Supply and Sewerage, the Director Community, Culture and Places, the Manager Arts and Culture and the Events and Partnerships Coordinator.

Councillor L Butler assumed the chair of the meeting.

The proceedings of the meeting commenced at 5:31pm at the Dubbo Civic Administration Building, Council Chamber. The Welcome to Country was delivered by Councillor M Wright.

IPEC25/66 LEAVE OF ABSENCE (ID25/493)

A request for leave of absence was received from Councillors M Dickerson, R Ivey and P Wells who were absent from the meeting due to personal reasons.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright.

MOTION

That such request for Leave of Absence be accepted and Councillors M Dickerson, R Ivey and P Wells be granted leave of absence from this meeting.

Councillor J Cowley attended the meeting via Audio-Visual link.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

IPEC25/67 CONFLICTS OF INTEREST (ID25/494)

There were no conflicts of interest declared.

**IPEC25/68 REPORT OF THE RENEWABLE ENERGY ZONE BENEFIT COMMITTEE - MEETING
21 AUGUST 2025 (ID25/1817)**

The Committee had before it the report of the Renewable Energy Zone Benefit Committee meeting held 21 August 2025.

Moved by Councillor S Chowdhury and seconded by Councillor K Richardson.

MOTION

That the report of the Renewable Energy Zone Benefit Committee meeting held on 21 August 2025, be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

IPEC25/69 DEVELOPMENT ACTIVITY SUMMARY (ID25/1880)

The Committee had before it the report dated 26 September 2025 from the Manager Building and Development Services regarding Development Activity Summary.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright.

MOTION

That the report of the Manager Building and Development Services dated 26 September 2025 be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

IPEC25/70 RENEWABLE ENERGY PROJECTS UPDATE - OCTOBER 2025 (ID25/1795)

The Committee had before it the report dated 25 September 2025 from the Manager Growth Planning regarding Renewable Energy Projects Update - October 2025.

Moved by Councillor M Wright and seconded by Councillor J Black.

MOTION

1. That the report of the Manager Growth Planning, dated 25 September 2025, be noted.
2. That the status of the Renewable Energy Projects and Planning Agreements (attached in Appendix 1), be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

IPEC25/71 D25-269 MOTEL
PROPERTY: LOT 1 DP 1038639,
59 COBRA STREET, DUBBO
APPLICANT: MRS S SALMAN
OWNER: MRS S SALMAN (ID25/1946)

The Committee had before it the report dated 26 September 2025 from the Statutory Planning Services Team Leader regarding D25-269 Motel

Property: Lot 1 DP 1038639,

59 Cobra Street, Dubbo

Applicant: Mrs S Salman

Owner: Mrs S Salman.

Moved by Councillor S Chowdhury and seconded by Councillor P Toynton.

MOTION

1. That Development Application D25-269 for a Motel at Lot 1 DP 1038639, 59 Cobra Street, Dubbo, be approved subject to conditions of consent (Appendix 1).
2. That Council grant delegation to the Chief Executive Officer to sign the determination.
3. That those who made written submissions be notified of the determination.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

IPEC25/72 PROPOSED CLOSURE OF PART OF AN UNFORMED ROAD LOCATED OUTSIDE 1 LAY STREET, MONTEFIORES (ID25/1959)

The Committee had before it the report dated 1 October 2025 from the Property and Land Officer regarding Proposed Closure of part of an unformed road located outside 1 Lay Street, Montefiores.

Moved by Councillor M Wright and seconded by Councillor S Chowdhury.

MOTION

1. That Council consent to the closure of the section of road as indicated in Appendix 1.
2. That Council undertake the Roads Act Council Road Closure Process: Closing of Council Public Roads by Councils - Part 4 Division 3 Roads Act 1993.
3. That Council delegate to the Chief Executive Officer, the power to negotiate, finalise, and execute any documents that may be required to facilitate the registration of the plan of survey and to finalise any necessary documents with the Applicant.
4. That the land proposed for disposal be classified as 'Operational Land' under the *Local Government Act 1993*.
5. That all documentation in relation to this matter be executed under power of attorney.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CONFIDENTIAL

The closed session was held from 7:21pm during the Corporate Services Committee meeting, where items IPEC25/73 and IPEC25/74 were considered. The resolutions of the closed session of Council were read by the Manager Corporate Governance on recommencement of live stream at 7:40pm.

IPEC25/73 AIRLOCK REMEDIATION SOLUTION AT JOHN GILBERT WATER TREATMENT PLANT - VARIATION TO CONTRACT CD22/5066 - DESIGN AND CONSTRUCTION OF FLUORIDE PLANT (ID25/1762)

The Committee had before it the report dated 30 August 2025 from the Manager Strategy Water Supply and Sewerage regarding Airlock Remediation Solution at John Gilbert Water Treatment Plant - Variation to Contract CD22/5066 - Design and Construction of Fluoride Plant.

Moved by Councillor M Wright and seconded by Councillor S Chowdhury.

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)).

Moved by Councillor S Chowdhury and seconded by Councillor J Black.

MOTION

1. **That the increased scope of works for contract CD22/5066 – *Dubbo Water Treatment Plant – Design and Construction of Fluoride Plant* be noted.**

2. That it be noted that the increased scope of works and proposed funding described within this report are essential to operate the John Gilbert Water Treatment Plant at its full capacity of 80ML per day.
3. That the necessary funds identified within this report be transferred from the Water Fund restricted asset and allocated to this project.
4. That Council delegate the Chief Executive Officer to approve extension options for this contract if required.
5. That Council delegate the Chief Executive Officer to approve contract variations for this contract if required and subject to budgetary limitations.
6. That all documentation in relation to this matter remain confidential to Council.

CARRIED

For: Councillors J Black, S Chowdhury, J Cowley, A Ryan and M Wright.

Against: Councillors L Butler, K Richardson and P Toynton.

IPEC25/74 ESSENTIAL ENERGY - EASEMENT REQUEST FOR A STAY WIRE OVER PART OF LOT 1728 DP 1222337 - ARGYLE AVENUE, DUBBO (ID25/1956)

The Committee had before it the report dated 30 September 2025 from the Property and Land Officer regarding Essential Energy - Easement Request for a Stay Wire Over Part of Lot 1728 DP 1222337 - Argyle Avenue, Dubbo.

Moved by Councillor M Wright and seconded by Councillor S Chowdhury.

MOTION

That members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

Moved by Councillor M Wright and seconded by Councillor L Butler.

MOTION

1. That Council approve the grant of an easement for a stay wire, with in-ground footing, affecting Lot 1728 DP 1222337.
2. That Council accept the offer of compensation for this easement as detailed in the report.
3. That Council delegate to the Chief Executive Officer, the power to negotiate, finalise, and execute any documents that may be required to facilitate the registration of the plan of easements and to finalise any necessary documents with Essential Energy.
4. That all documentation in relation to this matter be executed under Power of Attorney.
5. That all documentation in relation to this matter remain confidential to Council.

CARRIED

For: Councillors J Black, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Councillor L Butler.

The meeting closed at 6:02pm.

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CHAIRPERSON



**DUBBO REGIONAL
COUNCIL**

Report of the Culture and Community Committee - meeting 14 October 2025

AUTHOR: Governance Officer
REPORT DATE: 16 October 2025

The Council had before it the report of the Culture and Community Committee meeting held 14 October 2025.

RECOMMENDATION

That the report of the Culture and Community Committee meeting held on 14 October 2025, be adopted.



REPORT CULTURE AND COMMUNITY COMMITTEE 14 OCTOBER 2025

PRESENT: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

ALSO IN ATTENDANCE: The Chief Executive Officer, the Director Organisational Performance, the Manager Corporate Governance, the Governance Officer, the Director Strategy, Partnerships and Engagement, the Corporate Strategy and Performance Coordinator, the IT Support Team Leader, the Communications Services Team Leader, the Communications Partner, the Manager Customer Experience, the Manager Customer Experience and Engagement, the Director Development and Environment, the Director Infrastructure, the Manager Strategy Water Supply and Sewerage, the Director Community, Culture and Places, the Manager Arts and Culture and the Events and Partnerships Coordinator.

Councillor J Black assumed the chair of the meeting.

The proceedings of the meeting commenced at 6:03pm at the Dubbo Civic Administration Building, Council Chamber.

CCC25/48 LEAVE OF ABSENCE (ID25/495)

A request for leave of absence was received from Councillors M Dickerson, R Ivey and P Wells who were absent from the meeting due to personal reasons.

Moved by Councillor M Wright and seconded by Councillor S Chowdhury.

MOTION

That such request for Leave of Absence be accepted and Councillors M Dickerson, R Ivey and P Wells be granted leave of absence from this meeting.

Councillor J Cowley attended the meeting via Audio-Visual link.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCC25/49 CONFLICTS OF INTEREST (ID25/496)

There were no conflicts of interest declared.

CCC25/50 PRESENTATION BY YOUTH COUNCIL (ID25/1620)

The Committee reports having met with a representative from the Youth Council.

CCC25/51 REPORT OF THE YOUTH COUNCIL - MEETING 4 SEPTEMBER 2025 (ID25/1861)

The Committee had before it the report of the Youth Council meeting held 4 September 2025.

Moved by Councillor P Toynton and seconded by Councillor S Chowdhury.

MOTION

That the report of the Youth Council meeting held on 4 September 2025, be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCC25/52 DRAFT PUBLIC AMENITY STRATEGY (ID25/1847)

The Committee had before it the report dated 12 September 2025 from the Manager Recreation and Open Spaces regarding Draft Public Amenity Strategy.

Moved by Councillor M Wright and seconded by Councillor P Toynton.

MOTION

- 1. That the Public Amenity Strategy be adopted by Council.**
- 2. That it be noted that Council investigates strategies to reduce anti-social behaviour and vandalism at the Church Street amenity block.**
- 3. That Council shall modify the Cameron Park amenity block to create additional public toilets for the community with the original supplier of the facility, Pureable being engaged to undertake the works at an estimated cost of \$120,000 ex gst.**

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCC25/53 OUTCOME OF PUBLIC EXHIBITION FOR RIVERSIDE RESERVES PLAN OF MANAGEMENT. (ID25/1849)

The Committee had before it the report dated 13 September 2025 from the Manager Recreation and Open Spaces regarding Outcome of Public Exhibition for Riverside Reserves Plan of Management.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright.

MOTION

1. That Council adopt the Riverside Reserves Plan of Management.
2. That the Department of Planning, Housing, and Infrastructure – Crown Lands be notified that the Riverside Reserves Plan of Management has been adopted.
3. That the Riverside Reserves Plan of Management be placed on Council's website to make it publicly available.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCC25/54 PLAN OF MANAGEMENT - WESTERN PLAINS CULTURAL CENTRE (ID25/1807)

The Committee had before it the report dated 4 September 2025 from the Cultural Development Coordinator regarding Plan of Management - Western Plains Cultural Centre.

Moved by Councillor P Toynton and seconded by Councillor M Wright.

MOTION

1. That Council endorse the draft Plan of Managements for Western Plains Cultural Centre be placed on public exhibition for 42 days.
2. That following the public exhibition phase, the draft Plans of Management be submitted back to Council for consideration.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCC25/55 MANAGEMENT POLICY - HOMELESS PEOPLE IN PUBLIC PLACES (ID25/1948)

The Committee had before it the report dated 29 September 2025 from the Youth Development Officer regarding Management Policy - Homeless People in Public Places.

Moved by Councillor M Wright and seconded by Councillor S Chowdhury.

MOTION

That Council endorse the Homelessness in Public Spaces Management Policy to guide staff responses to individuals experiencing homelessness on Council-owned spaces.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCC25/56 SUBMISSIONS - PUBLIC EXHIBITION - DUBBO REGION EVENTS STRATEGY (ID25/1887)

The Committee had before it the report dated 24 September 2025 from the Events and Partnerships Team Leader regarding Submissions - Public Exhibition - Dubbo Region Events Strategy.

Moved by Councillor M Wright and seconded by Councillor P Toynton.

MOTION

- 1. That the Dubbo Region Events Strategy be adopted with the following amendment:
Focus Area 2: Action 3: Investigate the use of public and private space to support niche and major event activity.**
- 2. That the CEO write to each respondent thanking them for their submission and providing a copy of Annexure A.**

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCC25/57 WATER SAFETY REPORT (ID25/1757)

The Committee had before it the report dated 28 August 2025 from the Community Development Officer - Seniors and People with Disability regarding Water Safety Report.

Moved by Councillor K Richardson and seconded by Councillor S Chowdhury.

MOTION

- 1. That Council note the engagement of third-party specialists to conduct a risk assessment of Councils formal inland waterway access points.**
- 2. Council note the action being taken to promote the availability of existing water safety programs from professional service providers.**

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.
Against: Nil

The meeting closed at 6:36.

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CHAIRPERSON



**DUBBO REGIONAL
COUNCIL**

Report of the Corporate Services Committee - meeting 14 October 2025

AUTHOR: Governance Officer
REPORT DATE: 16 October 2025

The Council had before it the report of the Corporate Services Committee meeting held 14 October 2025.

RECOMMENDATION

That the report of the Corporate Services Committee meeting held on 14 October 2025, be adopted.



REPORT CORPORATE SERVICES COMMITTEE 14 OCTOBER 2025

PRESENT: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

ALSO IN ATTENDANCE: The Chief Executive Officer, the Director Organisational Performance, the Manager Corporate Governance, the Governance Officer, the Director Strategy, Partnerships and Engagement, the Corporate Strategy and Performance Coordinator, the IT Support Team Leader, the Communications Services Team Leader, the Communications Partner, the Director Development and Environment, the Director Infrastructure, the Manager Strategy Water Supply and Sewerage and the Director Community, Culture and Places.

Councillor K Richardson assumed the chair of the meeting.

The proceedings of the meeting commenced at 6:37pm, at the Dubbo Civic Administration Building, Council Chamber.

CSC25/63 LEAVE OF ABSENCE (ID25/497)

A request for leave of absence was received from Councillors M Dickerson, R Ivey and P Wells who were absent from the meeting due to personal reasons.

Moved by Councillor A Ryan and seconded by Councillor S Chowdhury.

MOTION

That such request for Leave of Absence be accepted and Councillor M Dickerson, R Ivey and P Wells be granted leave of absence from this meeting.

Councillor J Cowley attended the meeting via Audio-Visual link.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CSC25/64 CONFLICTS OF INTEREST (ID25/498)

The following conflicts of interest were declared:

Councillor S Chowdhury

- CSC25/69: Community Funding Program 2025/2026 – Round 1 – Recommended Applicants

CSC25/65 MONTHLY REPORTING SNAPSHOT FOR COUNCILLORS - SEPTEMBER 2025 (ID25/1818)

The Committee had before it the report dated 9 September 2025 from the Corporate Strategy Performance Coordinator regarding Monthly Reporting Snapshot for Councillors - September 2025.

Moved by Councillor S Chowdhury and seconded by Councillor P Toynton.

MOTION

That the information contained within the report of the Corporate Strategy and Performance Coordinator, dated 9 September 2025, be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CSC25/66 CHRISTMAS ACTIVITIES 2025 (ID25/1821)

The Committee had before it the report dated 10 September 2025 from the Manager Strategic Partnership and Investment regarding Christmas Activities 2025.

Moved by Councillor S Chowdhury and seconded by Councillor J Black.

MOTION

That the report of the Manager Strategic Partnerships and Investment dated 10 September 2025, be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CSC25/67 DRAFT COUNCIL POLICY – COMMUNICATIONS, MEDIA AND BRAND – RESULTS OF PUBLIC EXHIBITION (ID25/1810)

The Committee had before it the report dated 8 September 2025 from the Communication Services Team Leader regarding Draft Council Policy – Communications, Media and Brand – Results of Public Exhibition.

Moved by Councillor P Toynton and seconded by Councillor M Wright.

MOTION

1. That the Council Policy, Communications, Media and Brand, attached at Appendix 2, be adopted.
2. That relevant staff implement any minor administrative corrections prior to publication.
3. That the Council Policy, Communications, Media and Brand replaces the former Council Policy – Corporate Image, as attached as Appendix 3.
4. That the Council Policy, Communications, Media and Brand replaces the former Council Policy – Media, as attached as Appendix 4.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CSC25/68 RESULTS OF PUBLIC EXHIBITION: 2021-2027 CUSTOMER EXPERIENCE STRATEGY, ACTION PLAN REVIEW. (ID25/1809)

The Committee had before it the report dated 8 September 2025 from the Manager Customer Experience and Engagement regarding Results of Public Exhibition: 2021-2027 Customer Experience Strategy, Action Plan Review.

Moved by Councillor S Chowdhury and seconded by Councillor J Black.

MOTION

That the draft Customer Experience Strategy 2021-2027, attached as Appendix 1 and draft Customer Experience Charter, attached as Appendix 2, be adopted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CSC25/69 COMMUNITY FUNDING PROGRAM 2025/2026 - ROUND 1 - RECOMMENDED APPLICANTS (ID25/1854)

The Committee had before it the report dated 16 September 2025 from the Corporate Strategy Performance Coordinator regarding Community Funding Program 2025/2026 - Round 1 - Recommended Applicants.

Moved by Councillor M Wright and seconded by Councillor S Chowdhury.

MOTION

1. That Council endorse Option 2: 18 applicants as outlined in the report with a total recommended funding amount of \$117,219.47.
2. That the applicants be notified of the outcome of the report.
3. That relevant staff oversee the development and execution of funding agreements with successful applicants.
4. That any funds that are declined by applicants be included in the available funding pool for Round 2.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

Councillor S Chowdhury declared a non-pecuniary, less than significant interest in the matter now before the Committee and remained in the room during the Committee's consideration of this matter. The reason for such interest is that Councillor S Chowdhury "I was with the Oriscon Committee but no longer".

CSC25/70 RESCISSION OF COUNCIL POLICIES (ID25/1759)

The Committee had before it the report dated 28 August 2025 from the Corporate Strategy Performance Coordinator regarding Rescission of Council Policies.

Moved by Councillor J Black and seconded by Councillor S Chowdhury.

MOTION

That Council rescind the policies as listed and attached at Appendix 1 to 4.

- a. Council Policy - Aquatic Leisure Centres – Usage
- b. Council Policy - Bitumen Sealing of Council Roads
- c. Council Policy - Collective Impact for Social Change
- d. Council Policy - COVID-19 Rates Financial Assistance

CARRIED

For: Councillors J Black, L Butler, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

At this juncture Councillor S Chowdhury left the meeting, the time being 6:55pm, and was not present for the vote.

CSC25/71 2025 VICTOR CHANG SCHOOL SCIENCE AWARDS PROGRAM (ID25/1682)

The Committee had before it the report dated 22 August 2025 from the Executive Officer Strategy Partnerships and Engagement regarding 2025 Victor Chang School Science Awards Program.

Moved by Councillor M Wright and seconded by Councillor S Chowdhury.

MOTION

That Dubbo Regional Council supports the Victor Chang School Science Awards in 2026, expanding to invite schools in neighbouring Local Government Areas of Narromine and Gilgandra to participate.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

At this juncture Councillor S Chowdhury returned to the meeting, the time being 6:57pm and was present for the vote.

CSC25/72 DRAFT COUNCILLOR AND STAFF INTERACTION POLICY (ID25/1707)

The Committee had before it the report dated 25 August 2025 from the Chief Executive Officer regarding Draft Councillor and Staff Interaction Policy.

Moved by Councillor J Black and seconded by Councillor S Chowdhury.

MOTION

- 1. That the report of the Chief Executive Officer, dated 25 August 2025, be noted.**
- 2. That the Council Policy Councillor and Staff Interaction, as attached at Appendix 1, be adopted.**

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

**CSC25/73 DRAFT CODE OF CONDUCT POLICY AND PROCEDURES FOR THE
ADMINISTRATION OF THE CODE OF CONDUCT (ID25/1634)**

The Committee had before it the report dated 14 August 2025 from the Manager Corporate Governance regarding Draft Code of Conduct Policy and Procedures for the Administration of the Code of Conduct.

Moved by Councillor M Wright and seconded by Councillor P Toynton.

MOTION

That the draft Code of Conduct Policy and the Procedures for the Administration of the Code of Conduct Policy, attached as Appendix 1 and 2, be adopted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

**CSC25/74 ANNUAL REPORT ON COMPLAINT STATISTICS UNDER COUNCIL'S CODE OF
CONDUCT - 2024/2025 REPORTING PERIOD (ID25/1878)**

The Committee had before it the report dated 30 September 2025 from the Manager Corporate Governance regarding Annual Report on Complaint Statistics Under Council's Code of Conduct - 2024/2025 Reporting Period.

Moved by Councillor S Chowdhury and seconded by Councillor J Black.

MOTION

- 1. That the information contained within the report of the Manager Corporate Governance, dated 30 September 2025, be noted.**
- 2. That that the annual Code of Conduct statistics be reported to the Office of Local Government in line with statutory requirements.**

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CSC25/75 DRAFT POLICIES FOR COUNCIL REVIEW (ID25/1761)

The Committee had before it the report dated 29 August 2025 from the Governance Team Leader regarding Draft Policies for Council Review.

Moved by Councillor P Toynton and seconded by Councillor M Wright.

MOTION

1. That Council adopt the following policies as attached to this report:
 - a. Council Policy – Use of The Common Seal of Council.
 - b. Council Policy – Related Party Disclosure.
2. That due to the changes being very administrative in nature that they are not place on public exhibition prior to adoption.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CSC25/76 DRAFT COUNCIL POLICY - FLAG PROTOCOLS (ID25/1346)

The Committee had before it the report dated 8 July 2025 from the Governance Team Leader regarding Draft Council Policy - Flag Protocols.

Moved by Councillor S Chowdhury and seconded by Councillor A Ryan.

MOTION

1. That the Draft Council Policy – Flag Protocols be adopted for the purpose of being placed on Public Exhibition for no less than 28 Days.
2. That a further report be provided to council post public exhibition period.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CSC25/77 DRAFT COUNCIL POLICY - CODE OF MEETING PRACTICE (ID25/1950)

The Committee had before it the report dated 29 September 2025 from the Governance Team Leader regarding Draft Council Policy - Code of Meeting Practice.

Moved by Councillor J Black and seconded by Councillor S Chowdhury.

MOTION

1. That the committee resolve to adopt the draft Code of Meeting Practice, as attached at Appendix 1, be endorsed for the purpose of public exhibition for a period of 42 days.
2. That it be noted that consultation will commence on 15 October 2025 due to the restricted time frame imposed by the NSW State Government.
3. That it be noted that if the 2025 Code of Meeting Practice is not adopted by 31 December 2025, then from 1 January 2026, any provisions of the current code of meeting practice that is inconsistent with a mandatory provision of the 2025 Model

Meeting Code it will be automatically overridden by the relevant mandatory provision of the new code.

4. That a further report be submitted to Council detailing results of public exhibition, for adoption of the final policy.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CSC25/78 MASTER PLAN FOR THE CIVIC ADMINISTRATION BUILDING (ID25/1640)

The Committee had before it the report dated 15 August 2025 from the Project Management Coordinator regarding Master Plan for the Civic Administration Building.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright.

MOTION

That Council allocate \$200,000 from the Restricted Asset Budget (Building Asset Renewal) to develop a plan and design for the Civic Administration Building.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CONFIDENTIAL

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

The item listed below come within the following provisions of the Act:

- *CSC25/79 – Option Agreement at Moffatt Estate for Solar Panel Recycling Facility* – That the information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).
- *CSC25/80 – Licence Agreements for Road Reserve Adjoining Lot 116 DP 1241586 and Lot 21 DP 1143984* - That the information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).
- *IPEC25/73 – Airlock Remediation Solution at John Gilbert Water Treatment Plant – Variation to Contract CD22/5066 – Design and Construction of Fluoride Plant* - That the information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).

- *IPEC25/74 – Essential Energy – Easement Request for a Stay Wire Over Part of Lot 1728 DP 1222337 – Argyle Avenue, Dubbo* - That the information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

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

At this junction it was moved by Councillor M Wright and seconded by Councillor S Chowdhury that the Committee resolves into Closed Session, the time being 7:21pm.

The Open Session resumed at 7:40pm.

The following resolutions made in the closed session were read by the Manager Corporate Governance.

CSC25/79 OPTION AGREEMENT AT MOFFATT ESTATE FOR SOLAR PANEL RECYCLING FACILITY (ID25/1776)

The Committee had before it the report dated 2 September 2025 from the Property and Land Development Officer regarding Option Agreement at Moffatt Estate for Solar Panel Recycling Facility.

Moved by Councillor M Wright and seconded by Councillor S Chowdhury.

MOTION

That members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CARRIED

Moved by Councillor S Chowdhury and seconded by Councillor M Wright.

MOTION

1. **That Council agree to enter into an option agreement:**
 - a. **to sell 7.39ha of land at Moffatt Estate, the location of which is identified within this report;**
 - b. **on the key terms as specified in this report, to Lotus Energy Recycling Pty Ltd, or an associated entity of Lotus Energy Recycling Pty Ltd.**
2. **That Council delegate to the Chief Executive Officer the power to negotiate an option agreement in accordance with resolution no. 1 (above).**
3. **That any documents requiring execution by Council relating to this report be executed by the Chief Executive Officer under Power of Attorney.**
4. **That all information in relation to this matter remain confidential to Council.**

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CSC25/80 LICENCE AGREEMENTS FOR ROAD RESERVE ADJOINING LOT 116 DP 1241586 AND LOT 21 DP 1143984 (ID25/1862)

The Committee had before it the report dated 19 September 2025 from the Property and Land Development Officer regarding Licence Agreements for Road Reserve adjoining Lot 116 DP 1241586 and Lot 21 DP 1143984.

Moved by Councillor M Wright and seconded by Councillor S Chowdhury.

MOTION

That members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CARRIED

Moved by Councillor P Toynton and seconded by Councillor J Black.

MOTION

- 1. That Council enters into a Licence Agreement with the registered owner of Lot 116 on DP1241585:
(a) for that part of the road reserve adjoining Lot 116 on DP1241586; and
(b) on the terms outlined in Option 1 of this report.**
- 2. That Council enters into a Licence Agreement with the registered owner of Lot 21 on DP 1143984:
(a) for part of the road reserve adjoining Lot 21 DP on 1143984;
(b) on the terms outlined in Option 3 of this report.**
- 3. That any necessary documentation in relation to this matter be executed by Power of Attorney.**
- 4. That the information contained within this report remain confidential to Council.**

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

The meeting closed at 7:43pm.

.....
CHAIRPERSON



DUBBO REGIONAL
COUNCIL

NOTICE OF MOTION OF RESCISSION: Funding Options - Wiradjuri Tourism Centre

REPORT DATE: 15 October 2025

FILE: ID25/2046

Council had before it a Notice of Motion of Rescission dated 13 October 2025 from Councillor P Toynton, L Butler and K Richardson.

We the undersigned give notice that we intend to move a motion to rescind the following resolution (Clause CCL25/259) regarding Funding Options - Wiradjuri Tourism Centre.

MOTION

That the following, as resolved on 23 September 2025 being CCL25/259 be rescinded:

That Council contribute an additional \$8.33M to deliver the full \$22.7M proposal (option 4 as outlined in the report).

RECOMMENDATION

That Council determine this Notice of Motion of Rescission.

PT
Councillor

APPENDICES:

- 1 [↓](#) CCL2-259 - Notice of Motion of Rescission - Clr P Toynton - Funding Options - Wiradjuri Tourism Centre - 13 October 2025

13 October 2025

Mr Murray Wood
Chief Executive Officer
Dubbo Regional Council
PO Box 81
DUBBO NSW 2830

Dear Murray

CCL25/259 – NOTICE OF MOTION OF RESCISSION

FUNDING OPTIONS – WIRADJURI TOURSIM CENTRE

We, the undersigned, give notice that we intend to move the following Notice of Motion of Rescission:

That the following resolution of Council, determined on 23 September 2025 under agenda item CCL25/259, be rescinded:

That Council contribute an additional \$8.33M to deliver the full \$22.7M proposal (option 4 as outlined in the report.

Yours faithfully

Councillor Phillip Toynton



Councillor



Councillor





REPORT: Proposed School Crossing Upgrade - Oak Street Dubbo

DIVISION: Infrastructure
REPORT DATE: 17 October 2025
TRIM REFERENCE: ID25/2055

EXECUTIVE SUMMARY

Purpose	Seek endorsement	
Issue	Orana Heights Public School are unable to apply for a school crossing supervisor on Oak Street Dubbo, as the existing pedestrian refuge does not meet the eligibility requirements to submit an application.	
Reasoning	- The proposed school crossing upgrade will provide priority to pedestrians during peak school pickup and drop off times, improving pedestrian safety and efficiency. - The proposed school crossing will allow Orana Heights Public School to apply for a school crossing supervisor to support safe pedestrian passage across Oak Street, Dubbo.	
Financial Implications	Budget Area	Infrastructure Strategy and Design
	Funding Source	Traffic Management Function – Traffic Improvements Signs and Markings
	Proposed Cost	\$7,500
	Ongoing Costs	\$0
Policy Implications	Policy Title	There are no policy implications arising from this report
	Impact on Policy	N/A
Consultation		N/A

STRATEGIC DIRECTION

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

Theme: 1 Growth, Infrastructure and Connectivity
CSP Objective: 1.4 Our roads are safe, efficient, and easy to use for all.
Delivery Program Strategy: 1.4.2 Improve traffic management and road networks to meet community and economic needs.

Theme: 1 Growth, Infrastructure and Connectivity
CSP Objective: 1.4 Our roads are safe, efficient, and easy to use for all.

Delivery Program Strategy: 1.4.3 Maintain and enhance urban and rural roads for safe and efficient travel.

LOCAL TRAFFIC FORUM CONSIDERATION

This matter was considered by the Local Traffic Forum at its meeting held on Monday 13 October 2025.

RECOMMENDATION

That Council approval be granted to upgrade the existing pedestrian refuge in Oak Street Dubbo, to satisfy children's crossing standards.

Luke Ryan
Director Infrastructure

LG
Infrastructure Strategy
Team Leader

REPORT

In late February 2025 Dubbo Regional Council (Council) received a request from The NSW Department of Education School Infrastructure to upgrade the existing pedestrian refuge on Oak Street Dubbo, to meet school crossing standards. The existing pedestrian refuge, adjacent to Orana Heights Public School, requires pedestrians to await an opportunity to cross safely during the peak school pick up and drop off times. The existing facility is ineligible for a school crossing supervisor, as it does not provide pedestrian priority. The proposed upgrade to meet school crossing standards, will make it eligible for the initial assessment for a school crossing supervisor, as it will provide priority to pedestrians during school pick up and drop off times.

To assist in Council's initial investigation of the request, Transport for NSW conducted a site inspection in Oak Street during the afternoon peak pickup time, in late March 2025. During the inspection, 45 school children were observed crossing Oak Street at the current refuge location. Although the number of children crossing Oak Street falls short of the 50 required to be eligible for a school crossing supervisor, the proposed upgrades will improve the safety and efficiency of the crossing, encouraging greater use of the facility.

The proposed mid-block school crossing upgrade (**Appendix 1**) includes signage and line marking in accordance with Australian Standard AS 1742.10:2024. The existing pedestrian refuge will be supplemented with the installation of red and white striped posts and children's crossing flags. Stop lines will be painted immediately prior to the crossing facility. The existing pedestrian refuge island signs on approach to the crossing will be replaced with the appropriate 'Children Crossing' signs. The existing 'No Stopping' sign in the parking lane of the westbound approach will be adjusted to meet the requirements outlined in the Australian Standards.

Consultation

- The NSW Department of Education School Infrastructure issued the request to Council for the school crossing upgrade. Regular correspondence occurred regarding the function of the existing crossing and related safety concerns.
- In mid-August 2025 a meeting occurred between Council's Traffic Team and the Principal of Orana Heights Public School. A concept version of the proposed upgrade was presented and was well received. The school accepted responsibility for implementing the flags during pickup and drop off times.
- The Local Traffic Forum including representatives from NSW Police, the Local State Member of Parliament, Transport for NSW and Council will review and discuss the proposed school crossing upgrade.

Resourcing Implications

- Council's Infrastructure Delivery staff will provide the resources necessary to undertake the proposed changes in Oak Street Dubbo.
- There is no ongoing maintenance required associated with the proposed works.

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	0	0	0	0	0	0
b. Operating expenses	\$7,500	0	0	0	0	0
c. Operating budget impact (a – b)	-\$7,500	0	0	0	0	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	-\$7,500	0	0	0	0	0
Does the proposal require ongoing funding?			No			
What is the source of this funding?			Traffic Management Function – Traffic Improvements Signs and Markings			

Table 1. Ongoing Financial Implications

APPENDICES:

[1](#) TM 7653 - Concept - Proposed School Crossing Upgrade Oak Street Dubbo



PROPOSED SCHOOL CROSSING UPGRADE - OAK STREET DUBBO



GENERAL NOTES:

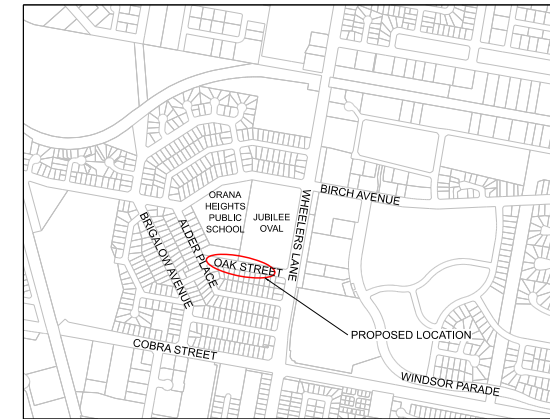
1. PRIOR TO ANY EXCAVATION COMMENCING, THE EXACT LOCATION AND DEPTH OF ALL UNDERGROUND SERVICES (INCLUDING WATER, GAS, SEWER MAINS, TELECOMMUNICATIONS AND POWER CABLES) SHOULD BE DETERMINED ON-SITE BY CONTACTING THE RELEVANT AUTHORITIES.
2. TRAFFIC AND PEDESTRIAN CONTROL MEASURES ARE TO BE IMPLEMENTED WHEN WORKING IN FOOTPATHS AND ROADWAYS IN ACCORDANCE WITH AS 1742.3-2019 AND TRAFFIC CONTROL AT WORK SITES (2022 EDITION).
3. COUNCIL'S DESIGN SECTION IS TO BE CONSULTED REGARDING SET OUT FOR ALL LINE MARKING AND SIGNAGE.
4. ALL PROPOSED SIGNS ARE TO BE SIZE A.
5. THE EXISTING SCHOOL ZONE PAVEMENT MARKINGS ALONG OAK STREET ARE TO BE REMARKED AND ARE TO CONFORM TO THE DESIGN SPECIFIED IN RMS DELINEATION MANUAL SECTION 9 MESSAGES ON PAVEMENTS.

LEGEND

- PROPOSED SIGN
- EXISTING SIGN
- PROPOSED POST
- PROPOSED POST WITH FLAG



LOCALITY MAP



CONCEPT

CHECKED - ENGINEERING DESIGN TEAM LEADER	PRINT DATE: 19/08/2025 09:08:30 AM	PERMANENT MARK: N/A	RL: N/A	DATUM: AHD71 & GDA2020MGA ZONE 55	STATUS	 DUBBO REGIONAL COUNCIL INFRASTRUCTURE STRATEGY & DESIGN 1. Dr Cheryl & David St. Dubbo 2. 2025-2030 3. 02 921 1000 4. 02 921 1001 5. 02 921 1002 6. 02 921 1003 7. 02 921 1004 8. 02 921 1005 9. 02 921 1006 10. 02 921 1007 11. 02 921 1008 12. 02 921 1009 13. 02 921 1010 14. 02 921 1011 15. 02 921 1012 16. 02 921 1013 17. 02 921 1014 18. 02 921 1015 19. 02 921 1016 20. 02 921 1017 21. 02 921 1018 22. 02 921 1019 23. 02 921 1020	PROJECT TITLE	PROPOSED SCHOOL CROSSING UPGRADE - OAK STREET DUBBO	SHEET NO.	1 of 2
____ INT. ____ DATE	SURVEY ____ N/A ____ DATE	REV.	A							
APPROVED - MANAGER INFRASTRUCTURE STRATEGY	DESIGN ____ N/A ____ DATE	DETAILS OF AMENDMENTS		PLAN NO.						
____ INT. ____ DATE	DRAWING ____ KS ____ DATE 14/08/2025	NOT TO SCALE		TM 7653						
DRAWING FILE H:\Civic\Infrastructure\2025\GDA2020\Bridges Crossing Oak Street\Infrastructure Crossing File\Concept\Bridges Crossing	ORIGINAL SIZE A3	0	1	2	3	4	5m	DRAWING TITLE	COVER SHEET	





REPORT: 2026 NSW Touch Football Junior State Cup Dubbo

DIVISION: Infrastructure
REPORT DATE: 17 October 2025
TRIM REFERENCE: ID25/2054

EXECUTIVE SUMMARY

Purpose	Seek endorsement.	
Issue	This report details the traffic management requirements for the temporary road closure of the southern section of Bligh, South and lower Tamworth streets to facilitate the 2026 NSW Touch Football Junior State Cup to be held along the Macquarie River Sporting Precinct from 7 pm Thursday, 19 February to 7 pm Sunday, 22 February 2026.	
Reasoning	- The Dubbo region has a proven record of hosting large scale events of State and National significance and has a passionate touch football community supported by the Dubbo Touch Association, boasting more than 1,700 members. The Association has a proven history of arranging and delivering events and have pledged resources and financial support for the 2026 NSW Touch Junior State Cup. The sporting precinct has an abundance of quality playing fields and associated facilities to be able to facilitate the expected number of teams and supporters, expected to be in the order of 10,000 participants. - Roads Act 1993 and Roads (General) Regulation 2018.	
Financial Implications	Budget Area	Community, Culture and Places.
	Funding Source	Recreation and Open Spaces.
	Proposed Cost	In-kind contribution of \$45,000 for traffic management.
	Ongoing Costs	Not applicable.
Policy Implications	Policy Title	There are no policy implications arising from this report.
	Impact on Policy	Not applicable.

STRATEGIC DIRECTION

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

Theme: 2 Thriving and Inclusive Communities'

CSP Objective: 2.3 Our community enjoys diverse sports, recreation, and

	social activities.
Delivery Program Strategy:	2.3.5 Maintain and enhance passive and active open spaces for community use.
Theme:	2 Thriving and Inclusive Communities'
CSP Objective:	2.3 Our community enjoys diverse sports, recreation, and social activities.
Delivery Program Strategy:	2.3.3 Increase opportunities for entertainment, recreation, and cultural activities for all ages.
Theme:	2 Thriving and Inclusive Communities'
CSP Objective:	2.3 Our community enjoys diverse sports, recreation, and social activities.
Delivery Program Strategy:	2.3.2 Facilitate access to, encourage and support a variety of youth activities and entertainment options.

LOCAL TRAFFIC FORUM CONSIDERATION

This matter was considered by the Local Traffic Forum at its meeting held on Monday 13 October 2025.

RECOMMENDATION

That Council approval be granted for the implementation of the following temporary road closures to facilitate the 2026 NSW Touch Football Junior State Cup, to be held along the Macquarie River Sporting Precinct from 7 pm Thursday, 19 February to 7 pm Sunday, 22 February 2026, in accordance with Council's Traffic Guidance Scheme TM7603 as attached as Appendix 1 to the report:

- 1. Bligh Street from Bultje Street to Macquarie Street.**
- 2. South Street from Bligh Street to Tamworth Street.**
- 3. Tamworth Street from Macquarie Street west to its conclusion.**
- 4. Tamworth Street between Macquarie Street and Brisbane Street; and**
- 5. Sandy Beach Road and Ian Drake Drive (authorised access only).**

Luke Ryan
Director Infrastructure

SR
Traffic Engineer

BACKGROUND

The NSW Touch Football Junior State Cup has been traditionally run in regional centres across the State. In 2022, Dubbo Regional Council submitted an application to host the 2023 Junior State Cup in Dubbo and was subsequently awarded the event. The event was an overwhelming success. As a consequence, and with further support from the Dubbo Touch Association, Council undertook to extend the City's hosting rights from one year to four years and was subsequently awarded to host the next three events.

Council has the capacity and proven ability to successfully host large-scale events such as the Junior State Cup. The Dubbo region's strength as a venue for sporting events is its central location and being accessible from all corners of the State.

The region has a passionate football community strongly supported by the Dubbo Touch Association with some 1,700 members and a proven history of arranging and delivering events. The association has also pledged resources and financial support for the event.

REPORT

The NSW Touch Football Junior State Cup event will be held along the Macquarie River Sporting Precinct, encompassing the Lady Cutler Ovals bounded by Bligh, South, Tamworth and Macquarie streets. There are an anticipated 10,000 participants who will access the sporting precinct over the three days. It is proposed to secure the precinct from the public for the duration of the event in order to remove unwarranted through-traffic along the venue's road network and enhance the expected high volume of pedestrian activity.

A Traffic Guidance Scheme TM7603 (**Appendix 1**) has been prepared to facilitate the expected influx of traffic to the venue and maximise the pedestrian safety within the playing fields and overall precinct.

There are numerous impacts identified to the locality as a consequence of the event including:

- Event and local traffic mix
- Pedestrian safety within the precinct
- CBD traffic and access congestion
- Event parking
- Resident access
- Commercial bus route.

In order to address the identified impacts, consideration was given to removing all vehicular access, with the exception of authorised event vehicles from the playing fields precinct. Bligh Street, South Street and Sandy Beach Road effectively severs the playing fields where there will be consistent pedestrian road crossing activity between fields, amenities and supporting services. Lower Tamworth Street, west of Macquarie Street, borders the southern boundary of the playing fields and will be used for access to an event car parking area on the southern side of Tamworth Street.

Consideration was given to removing all traffic from within the playing fields and pedestrian active areas of the event precinct with the closing of Bligh Street south of Bultje Street to Macquarie Street, South Street, Sandy Beach Road and lower Tamworth Street (event parking access only). Authorised vehicles will access from the Bultje Street Road closure, where windscreen identification cards will be checked in the closed section of Bligh Street south of Bultje Street prior to precinct access via Ian Drake Drive. There will be no public vehicle access to the event precinct, pedestrians will be permitted into the river corridor. Subject to the expected need for additional event parking, Ollie Robbins Oval will be the secondary car parking area.

To reduce the congestion and interaction of the event and local traffic, Macquarie Street between Tamworth and Cobra streets (Mitchell Highway), will be designated as 'Local Resident Access Only' to reduce unwarranted traffic in Macquarie Street. Access will be retained to all residents in Macquarie Street and surrounding streets. Cross traffic movements into Macquarie Street will be restricted at Tamworth Street. The western side of Macquarie Street, between Bligh and Cobra streets, will be barricaded to restrict parking in this location. The Mitchell Street intersection will remain open. Two temporary 'No Parking' zones will be established on the western side of Macquarie Street north and south of the closed Bligh Street intersection to enable set down and pickup activities to the event precinct. Macquarie Street, between Brisbane Street and Cobra Street, will be reduced to 40km/h. The Dubbo Buses' new bus service now traverses along Macquarie and Brisbane streets to the CBD and no longer uses Macquarie Street between Brisbane and Cobra streets.

It is recognised that there will be expected traffic congestion in the CBD with the Bligh Street closure and in the local streets south of Cobra Street, with event traffic seeking on-street parking close to the venue. The dispersion of local traffic will be encouraged with the placement of variable message signs strategically located prior to and on event days in the CBD and South Dubbo advising the event, expected congestion and alternate routes to and from the CBD via Darling and Brisbane streets. Event parking traffic will be advised by the NSW Touch Football in the event package of the preferred route from south Macquarie Street to the lower Tamworth Street off street car park.

The NSW Touch Football Junior State Cup is a major event for Dubbo that will have some impact on the local road network in the vicinity of the Macquarie River Sporting Precinct, CBD and Macquarie, Brisbane and Darling streets local residential area. There will be expected traffic congestion being so close to the CBD during the teams am and pm block arrival and departure periods. However, am and pm block playing periods are designed to have teams play a series of games over a period, rather than a single game then leave the fields and return several times throughout the day. Being close to the CBD may also reduce the number of vehicle trips.

Traffic management has been considered to lessen the traffic impact with the development of a Traffic Guidance Scheme (Traffic Guidance Scheme TM7603, **Appendix 1**) to provide specific direction to visitors and local traffic on using designated roads for movement through and around the precinct, CBD and south Dubbo. The temporary road closures will be in place from 7 pm Thursday, 19 February to 7 pm Sunday, 22 February 2026.

Consultation

- The Local Traffic Forum including representatives from NSW Police, the Local State Member of Parliament, TfNSW and Council will review and discuss the traffic management proposal for the event.
- Council's Events and Communication Team will be preparing information for ongoing dissemination to all residents that may be affected by the event in advance of and prior to the event.

Resourcing Implications

- As Council is hosting the event, resources will be engaged across several divisions and functions of Council to facilitate the playing fields, associated assistance and services, communication, and traffic management.

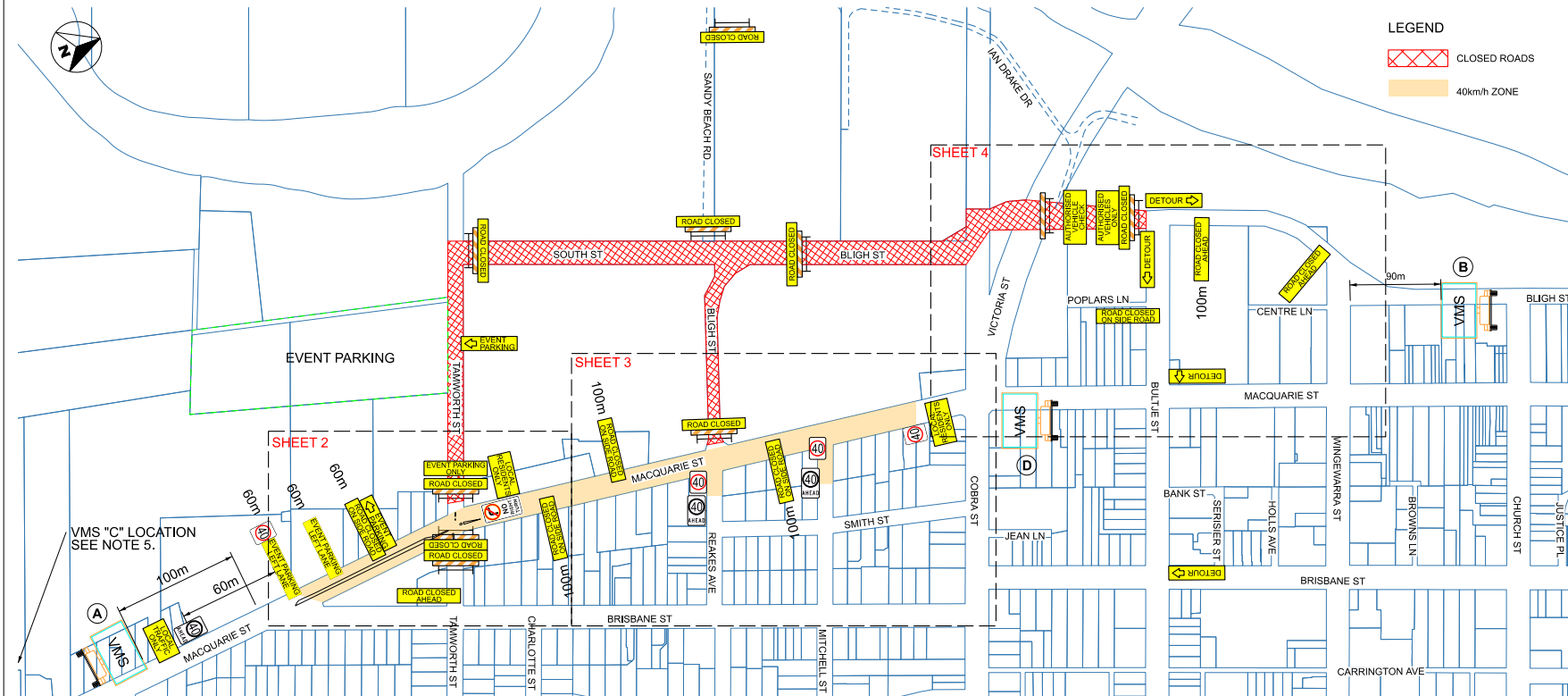
Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	0	0	0	0	0	0
b. Operating expenses	45,000	0	0	0	0	0
c. Operating budget impact (a – b)	-45,000	0	0	0	0	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	-45,000	0	0	0	0	0

Table 1. Ongoing Financial Implications.

APPENDICES:

- 1 [↓](#) TM7603 Plan - 2026 NSW Touch Junior State Cup Traffic Guidance Scheme

A circular logo featuring a stylized black 'Z' and a black triangle. The 'Z' is positioned to the left of the triangle, and both are contained within a black circle. Two blue lines, one straight and one curved, pass through the circle from the top right to the bottom left.



5.VMS C TO BE PLACED IN MACQUARIE STREET FACING NORTHBOUND TRAFFIC, 112m SOUTH OF DARLING STREET.

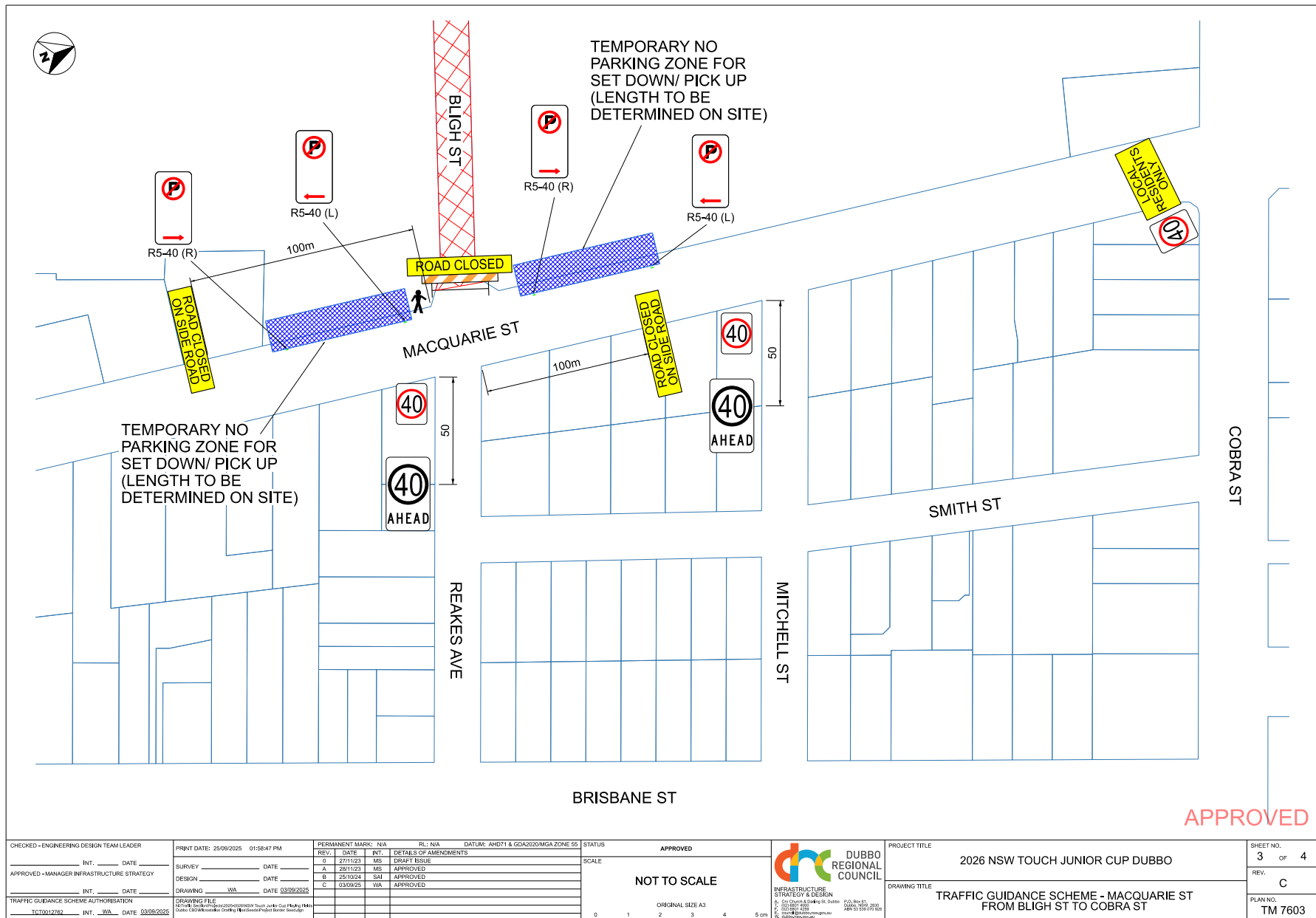
A - PRE EVENT	A - EVENT DAYS	B - PRE EVENT	B - EVENT DAYS	C - PRE EVENT	C - EVENT DAYS	D - PRE EVENT	D - EVENT DAYS
① SPECIAL EVENT ② 20-22 FEB ③ BLIGH ST CLOSED	① CBD ACCESS ② VIA BRISBANE ST	① SPECIAL EVENT ② 20-22 FEB ③ BLIGH ST CLOSED	① SPECIAL EVENT ② BLIGH ST CLOSED ③ AT BULTJE ST	① SPECIAL EVENT ② 20-22 FEB ③ EXPECT DELAYS	① CBD ACCESS ② VIA DARLING ST	① SPECIAL EVENT ② 20-22 FEB ③ MACQUARIE ST	① SPECIAL EVENT ② USE BRISBANE & ③ DARLING STS
							

VMS C LOCATION : SEE NOTE 5

APPROVED

CHECKED - ENGINEERING DESIGN TEAM LEADER	PRINT DATE: 25/09/2025 01:58:46 PM	PERMANENT MARK: N/A	RL: N/A	DATUM: AHD71 & GDA2020MGA ZONE 55	STATUS	APPROVED	 DUBBO REGIONAL COUNCIL INFRASTRUCTURE STRATEGY & DESIGN A - Co. Church & Darling St. Dubbo P.O. Box 81 Dubbo NSW 2880 G - 1001-1029 1001-1029 AHN 53 320 926	PROJECT TITLE	2026 NSW TOUCH JUNIOR CUP DUBBO	SHEET NO. 1 OF 4	
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APPROVED



REPORT: Adoption of Water Supply Services Policy, Sewerage Services Policy and Liquid Trade Waste Policy

DIVISION: Infrastructure
REPORT DATE: 10 September 2025
TRIM REFERENCE: ID25/1819

EXECUTIVE SUMMARY

Purpose	Seek endorsement	
Issue	- Public exhibition results of the Draft Water Supply Services Policy, Draft Sewerage Services Policy and Draft Liquid Trade Waste Policy. - Council received two public submissions.	
Reasoning	Adoption of the Water Supply Services Policy, Sewerage Services Policy and Liquid Trade Waste Policy following public exhibition.	
Financial Implications	Budget Area	There are no financial implications arising from this report.
	Funding Source	Not applicable
	Proposed Cost	Not applicable
	Ongoing Costs	Not applicable
Policy Implications	Policy Title	Water Supply Services Policy Sewerage Services Policy Liquid Trade Waste Policy
	Impact on Policy	Adoption of Council policies
Consultation	Water Supply and Sewerage, Financial Operations, Development and Environment and Infrastructure Strategy and Design branches and public consultation.	

STRATEGIC DIRECTION

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

Theme: 1 Growth, Infrastructure and Connectivity

CSP Objective: 1.2 Infrastructure is planned and built to support our growing community.

Delivery Program Strategy: 1.2.1 Ensure infrastructure maintenance and service delivery align with community expectations.

Theme: 4 Healthy Environment and Sustainable Future

CSP Objective: 4.2 We manage our resources responsibly to ensure long-term sustainability.

Delivery Program Strategy: 4.2.5 Implement environmentally responsible water management practices.

Theme: 4 Healthy Environment and Sustainable Future

CSP Objective: 4.2 We manage our resources responsibly to ensure long-term sustainability.

Delivery Program Strategy: 4.2.4 Ensure a reliable, efficient, and sustainable water supply for the community and future generations.

RECOMMENDATION

That the Water Supply Services Policy (Appendix 1), Sewerage Services Policy (Appendix 2) and Liquid Trade Waste Policy (Appendix 3) be adopted.

Luke Ryan
Director Infrastructure

DM
Water and Sewer Client
Services Coordinator

BACKGROUND

Council provides water and sewerage services appropriate to the current and future needs of the local community in accordance with relevant acts, regulations and standards. Some of the relevant acts and regulations are as follows:

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- *Water Management Act 2000*
- *Public Health Act 2010.*

The Water Supply Services Policy (**Appendix 1**), Sewerage Services Policy (**Appendix 2**) and Liquid Trade Waste Policy (**Appendix 3**) are made under the *Local Government Act 1993* and *Water Management Act 2000*.

These policies intend to aid Council in complying with this legislation, as well as the requirement of licences, approvals and reporting in relation to public health, work health and safety, environmental management and performance reporting.

Previous Resolutions of Council

12 August 2025 IPEC25/57	1. <i>That the Draft Water Supply Services Policy, Draft Sewerage Services Policy, and Draft Liquid Trade Waste Policy be endorsed for public exhibition for no less than 28 days</i> 2. <i>That a report be prepared for Council following public exhibition to seek endorsement of the policies.</i>
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REPORT

As a result of Council's resolution, the Draft Water Supply Services Policy, Draft Sewerage Services Policy, and Draft Liquid Trade Waste Policy was publicly exhibited from the 8 September 2025 to the 7 October 2025.

One submission was received in response to the public exhibition for the Draft Sewerage Services Policy (**Appendix 4**).

Council Response:

"Council does not publish annual performance metrics or operational comparisons between trenchless and open excavation methods within its policies. Where practical, Council prefers non-invasive techniques such as sewer relining over traditional open-cut trenching.

Council prioritises maintenance and repairs across water supply, gravity sewer, and pressure sewer systems based on potential risk to public safety and asset criticality. Council's [2024–2026 Water Supply and Sewerage Customer Service Plan](#) outlines Council's water supply and sewerage services failure response times.

Council's Draft Sewerage Services Policy provides detailed guidance on easement and zone of influence requirements (pages 13–17), which has been developed in alignment with the Water Directorate NSW Model Policy best practice guidelines.

Under Section 68 of the Local Government Act, Council is required to ensure that any development over sewer infrastructure does not compromise public health or asset integrity. The Draft Sewerage Services Policy supports this obligation by allowing case-by-case assessments and enabling asset relocation or protection measures, such as concrete encasement and piling, where practical. In addition, Council's planning responsibilities under the Environmental Planning and Assessment Act 1979 and the Local Government Act 1993 require a balanced approach between infrastructure protection and urban renewal."

The purpose of the Sewerage Services Policy is to aid Council and its customers in the development and management of the Dubbo Regional Council Local Government Area (LGA) sewerage schemes. This Policy deals with connections to Council's sewerage system network, customer and technical, administration and pricing matters associated with these connections.

Council's review and response to the submission, as outlined above, is noted. No amendments to the Policy are proposed.

One submission was received in response to the public exhibition for the Draft Water Supply Services Policy (**Appendix 5**).

Council Response:

"The approval and application of fluorine to a public water supply is controlled through the Fluoridation of Public Water Supplies Act 1957 and the Fluoridation of Public Water Supplies Regulation 2022. On 29 August 1980, the approval for the addition of fluorine to the Dubbo water supply under the Fluoridation of Public Water Supplies Act 1957 was published in the New South Wales Government Gazette No 121. As this is a statutory obligation, a separate policy statement is not considered necessary.

Under Section 144 of the Local Government (General) Regulation 2021, Council may disconnect or restrict water supply to a property including but not limited to unpaid water charges, non-compliance with lawful orders to repair or alter water infrastructure or water meter tampering or theft. Council's [2024–2026 Water Supply and Sewerage Customer Service Plan](#) outlines that prior to any restriction or disconnection, Council will issue a reminder and formal notice, with additional notification sent to the occupier if the property and owner addresses differ. Reconnection or removal of restrictors will occur once the issue is resolved and any applicable charges are paid.

The reference to NRMCC in the Drinking Water Quality Management section will be removed. The revised sentence will read:

“Council is committed to managing its water supply effectively to provide a safe, high quality drinking water that consistently meets the National Health and Medical Research Council (NHMRC) Australian Drinking Water Guidelines (2011), consumer expectations and other regulatory requirements.”

*The sentence in Section B on page 12 will be revised. The updated wording will read:
“Use a risk-based approach in which potential threats to water quality are identified, addressed, monitored and balanced.”*

As outlined above Council has reviewed and provided a response to the submission. Accordingly, minor wording amendments will be made to page 12 of the Water Supply Services Policy.

It has been identified that the Draft Sewer Services and Water Supply policies do not currently provide a section that clearly outlines the responsibilities of property owners and applicants in determining the location of Council infrastructure prior to the commencement of development planning or construction works.

A new section titled ‘*Applicant Responsibilities*’ is proposed to be included into the Draft Water Supply Services Policy and Sewerage Services Policy under the subheading ‘*General Provision*’ as outlined below:

Applicant Responsibilities

It is the responsibility of the property owner and/or applicant to undertake all necessary investigations and associated costs to accurately determine the location and depth of any water/sewer infrastructure prior to the commencement of any planning development or construction works. While Council may provide available asset information upon request, this data is indicative only and must be independently verified by the applicant.

Verification may require, but is not limited to, the engagement of qualified professionals, such as a registered land surveyor and the use of appropriate methods including Dial Before You Dig Australia enquiries, site investigations, surveys, or review of work-as-executed documentation.

During the public exhibition period, Council’s engagement approach was to involve the community. A YourSay project page was created to support the public exhibition window where community and stakeholders were encouraged to participate and provide feedback.

The table below provides a snapshot of visitation and formal submissions received for each policy:

Water Supply Services Policy	Sewerage Services Policy	Liquid Trade Waste Policy
29 visits	28 visits	16 visits
One formal submission	One formal submission	No formal submissions

Table 1. Website visitation and submission information

This report recommends adoption of the Water Supply Services Policy, Sewerage Services Policy, and Liquid Trade Waste Policy, noting changes as described in this report have been included in the documents in Appendices 1 and 2.

Consultation

- Public exhibition from 8 September to 7 October 2025 inclusive.
- One submission was received in response to the public exhibition for the Draft Sewerage Services Policy.
- One submission was received in response to the public exhibition for the Draft Water Supply Services Policy.

Resourcing Implications

- There are no resourcing implications arising from adoption of the Water Supply Services Policy, Sewerage Services Policy, and Liquid Trade Waste Policy.

Next Steps

- Once adopted, the Water Supply Services Policy (**Appendix 1**), Sewerage Services Policy (**Appendix 2**) and Liquid Trade Waste Policy (**Appendix 3**) will be uploaded to Council's website.

APPENDICES:

- 1 [↕](#) Water Supply Services Policy
- 2 [↕](#) Sewerage Services Policy
- 3 [↕](#) Liquid Trade Waste Policy
- 4 [↕](#) Draft Sewerage Services Policy - Formal Submission
- 5 [↕](#) Draft Water Supply Services Policy - Formal Submission



Council Policy

Water Supply Services

REF DOC #

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Document Overview

Document Category	Council Policy
Policy Title	Water Supply Services
Policy Statement	This policy provides a framework for managing Council's Water Supply Services.
Date	15 July 2025
Resolution Date	Date when the governing body/group has endorsed
Clause Number	Report clause number from Infocouncil
Accountable Position	Manager Operations Water Supply and Sewerage Manager Strategy Water Supply and Sewerage
Responsible Position	Director Infrastructure
Branch	Water Supply and Sewerage
Division	Infrastructure
CM Number	Reference EDXX/XXXXX
Version	1
Review Period	Standard three years, or with change in legalisation
Review Date	Calculated date from the adopted date Manager Operations Water Supply and Sewerage Manager Strategy Water Supply and Sewerage
Consultation	Financial Operations Branch Water Supply and Sewerage Branch Community (public exhibition period) - TBC
Document Revision History	Date
Version 1	10 June 2025

REF DOC #

Water Supply Services | Your Date Goes.

1

Purpose

This Policy aids Council and their customers in the development and management of the Dubbo Regional Council (Council) Local Government Area (LGA) water supply schemes.

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

The Policy provides general information and does not take precedence over design and construction specifications, Australian Standards, development conditions, or any other superior legislation or regulations.

The Water Supply Services Policy is made under the Local Government Act 1993 and Water Management Act 2000.

The main objectives of this Policy are to outline:

- Council's regulatory powers and limits of responsibilities.
- Council's approach to dealing with aspect of its water supply business.
- General advice for the community on the water supply services provided by Council.

Related Information

This Policy provides relevant documents, standards and regulations that inform and support Council's Water Supply Services Policy. These references ensure that the water supply services are managed in alignment with best practices, legal requirements and industry standards.

Related Legislation

Council provides water services appropriate to the current and future needs of the local community in accordance with relevant acts, regulations and standards. Some of the relevant acts and regulations are as follows:

- Local Government Act 1993
- Local Government (General) Regulation 2021
- Water Management Act 2000
- NSW Best-Practice Management of Water Supply and Sewerage Guidelines, August 2007
- National Water Initiative
- Plumbing Code of Australia
- Australian Standards
- Water Services Association of Australian Standards
- Australian Drinking Water Guidelines (2011)
- Public Health Act 2010.

REF DOC #

Scope

This Policy applies to all Council activities including the activities of Council's customers and ratepayers in relation to water supply within the Dubbo Regional Council Local Government Area (LGA).

Policy Overview and General Provisions

Applicant Responsibilities

It is the responsibility of the Property Owner and/or Applicant to undertake all necessary investigations and associated costs to accurately determine the location and depth of any sewer infrastructure prior to the commencement of any planning development or construction works. While Council may provide available asset information upon request, this data is indicative only and must be independently verified by the Applicant.

Verification may require, but is not limited to, the engagement of qualified professionals, such as a registered land surveyor and the use of appropriate methods including Dial Before You Dig enquiries, site investigations, surveys, or review of Work-as-Executed documentation.

Legislative Basis

Dubbo Regional Council is the Water Supply Authority for the Dubbo LGA, under the supervision of State Government regulators. This power is under the Local Government Act 1993, in particular sections 56 to 66.

This Policy intends to aid Council in complying with this legislation, as well as the requirements of licences, approvals and reporting in relation to public health, work, health and safety, environmental management and performance reporting.

General Provisions

Enforcement

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

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

Procedures

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

REF DOC #

Network Extensions

Water Supply Service Area

Water Supply Service Area Map

Council's water supply service area is defined as those lands shown on the water supply service area maps (maps are updated as required).

Council may deny any request if connection will not meet suitable customer service standards.

Rural Water Supplies

Council shall not actively pursue the provision of further rural water supplies.

Council may deny any request if connection will not meet suitable customer service standards.

Where an owner or owners of rural properties approach Council for provision of a domestic water supply, they shall be advised that Council may only consider provision of supply where an approach is made by 85% of all property owners whose properties could be served by the proposed water supply scheme, and on the following basis:

- a. A scheme shall only proceed providing the capital works can be undertaken at no cost to Council, and the total cost of the scheme proposed is prepaid to Council prior to Council carrying out the work.
- b. All new connections are required to pay water headwork contributions, in accordance with Council's Policy, to cover augmentation of major capital items such as treatment works, reservoirs, pumps and rising mains relatively remote from the scheme area.
- c. That all internal plumbing be carried out by a licensed plumber in accordance with the provisions of the Local Government (Water Sewer and Drainage) Regulation 1993, and that all such works be inspected and tested by Council officers prior to the covering of the works.

The design and construction of any water main to service rural properties shall comply with this Policy.

Engineering Standards

Engineering Standards for Water Supply Pipelines

All water supply pipelines are to be designed and constructed in accordance with the Water Services Association of Australia's WSA 03-2011 Water Supply Code of Australia Version 3.3.

Council Provided Assets and Developer Provided Assets

In general, areas proposed for connection to the Council's Water Supply Scheme will be serviced using water treatment, storage and trunk transport infrastructure provided by Council. Council will provide a concept design for subdivision reticulation.

Developers are expected to connect their subdivision to the Council provided infrastructure, using developer provided infrastructure, in accordance with Council's concept design at the developer's cost.

REF DOC #

Council's proposed new trunk assets are documented at concept design stage within its Development Servicing Plan for water supply, which also identifies some of the key developer provided assets required for connection to the future Council provided system.

Construction of Mains and Water Service Connections

Property developers may construct reticulation mains in accordance with Council's engineering standards.

All works must be completed by persons approved by Council and is to be inspected by Council staff prior to being connected to the Water Supply Scheme. The inspection will include the witnessing of disinfection and pressure testing of the water mains and any property connections using chlorinated water.

Property developers must use licensed plumbers to construct property connections, provided that the relevant water main has not yet been connected to the Water Supply Scheme.

In the case of developers developing residential or industrial estates in 'greenfield' sites, the developer may elect to construct the water reticulation mains directly, or have Council construct the mains.

Similarly, the developer may elect to have the water service connections supplying water to the individual lots in the estate, constructed directly by themselves by using a licenced plumbers for this work, or the developer may elect to have Council construct water service connections.

The developer shall pressure test and disinfect the water main and service connections with chlorinated water. Testing shall be witnessed by an authorised Council officer. After the disinfection is completed, the water is to be dechlorinated and discharged to grass verges or, failing that, to stormwater. However, water service connections may only be constructed by developers if the mains have not been charged with water and put into service. Once the mains have been charged, commissioned and inspected, the water service connections must be constructed by Council under Section 3.2 [Works on Live Water Mains](#).

In either case, the developer must pay all appropriate fees and charges as determined by Council from time to time.

Technical Schedules

Council has developed a range of technical schedules for construction, water operation and maintenance and sewer operation and maintenance.

Water Trunk Pipeline Materials

Materials and construction of water supply trunk mains, or rising mains, for potable water supply within the LGA shall be installed and constructed in accordance Technical Schedule DRC-W103. If the pipelines are metal, the pipes shall be fitted with polythene sleeving. If the pipelines are metal, the pipes shall be fitted with polyethylene sleeving.

Water Reticulation Pipeline Materials

This applies to the construction of potable water reticulation mains up to and including DN 300 mm after being designed in accordance with the principal's design standards and specifications.

All new reticulation mains for potable water supply within the LGA shall be installed using either new polyethylene sleeved Tyton joint PN35XL cement lined ductile iron pipes, or PN16 PVC-O pipes and

REF DOC #

PE100 PN16 HDPE pipes, all laid with sand bedding and surround, designed in accordance with DRC-W102, Water Reticulation, and constructed in accordance with DRC-W102 Water Reticulation.

Council's water reticulation pipes may be repaired with the use of short sections of PN16 PVC-O pipes joined using approved couplings or gibbaults.

In special circumstances, the Director Infrastructure may allow for different pipe material to be used in construction.

DRAFT

REF DOC #

Water Supply Services | Your Date Goes.

6

Water Pipeline Easements

Under the Local Government Act 1993, Council has the power to access water mains on private property for maintenance reasons. However, Council requires that new water mains are also provided with easements to make Council's access rights clearer and reduce the risk of structures being built over, or near, the water main.

If water pipelines are to be constructed through private property, an easement for water supply shall be taken out to give Council the legal right to locate its pipeline. Easements shall be registered in Council's name.

If the water pipeline is to be constructed by developers, then the developer shall arrange for the creation of these easements in Council's name and at no cost to Council.

The minimum width of a water easement shall be 4 metres, and unless there are compelling reasons to the contrary, the pipeline shall be located centrally within the easement.

Council has no authority or control over the creation or management of a private easement. Where a private easement is in place, it is between the properties listed on the deposited plan.

Connection to Water Supply Scheme

Requirement to Connect

All properties that are in the Water Supply Service Area will be connected to the Water Supply Scheme. Council may deny any request if the connection will not meet suitable customer service standards.

Type of Property Connection

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

Location and Number of Connection Points

Water is to be supplied through a property connection, which normally terminates within 1 metre of the property boundary. The termination point is defined as the downstream end of the water meter.

Council generally will provide one water service and one fire service (where needed) per lot.

Residential property connections are to generally conform to drawing STD 5882 (refer to [Appendix 2](#)).

Size of Property Connection

The size of fire services and water services, expressed in millimetres diameter, are to be determined entirely by the property owner, (Council may request supporting documents including hydraulic plans). The size selected by the property owner must be a readily available size. The Director Infrastructure may, from time to time, declare that a certain size is not preferred, even if permitted by Australian Standards. In such cases, Council will install the next larger preferred size, in lieu of the non-preferred size sought by the customer.

REF DOC #

Metering of Property Connections

All services, whether a fire service or water service, will be metered. The size of the water meter will be the same as the water connection pipe, for all new connections.

Council has adopted smart water meter/device technology for its fleet of meters and will entirely determine the type, make and model of the water meter and assembly to be installed.

Council requires access to its water meters at all times for meter reading and maintenance purposes.

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

Water meter assemblies shall be constructed above ground. Council may make exemptions on a case-by-case basis as approved by the Director Infrastructure. If it is reasonable to do so, multiple water meters servicing flats and strata units should also be grouped together and located within 1 metre of the property boundary. Council will determine the maximum number of meters to be installed at a property.

Details of 20 mm water service connections to domestic properties should conform to drawing STD 5882 ([Appendix 2](#)).

Only Council and its approved Council contractors under Council supervision can install new fire or water services. The physical water service, or fire service, remains the property of Council up to the boundary of the premises, and including the meter assembly. Council will replace any part of the fire or water service assemblies as required.

The property owner is responsible for their internal property connection from the outlet of the water meter.

Fire Services

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

If a connection supplies firefighting appliances and non-fire appliances it is deemed a water service.

Dedicated fire services can only be used for firefighting. For Council to recognise them as a dedicated fire service, and exempt from water access charges, the property owner must submit a fire service certificate from a licensed plumber, or other approved persons, indicating the fire service is in fact a fire service in strict compliance with the National Plumbing Code of Australia.

The type of fire service certificate, and the qualifications of the person issuing the certificate, are to be determined by the Director Infrastructure.

The fire service certificate must be lodged with Council, commencing from the 2024/2025 financial year period, and every five years thereafter.

The fire service certificate must be submitted during the months of March, April or May (prior to the five year financial year period commencement date), in order to obtain recognition from Council of the fire service for the following five financial year periods.

REF DOC #

If the fire service certificate is not lodged with Council by the end of May, prior to the five yearly certification period, the service will be deemed to be a water service and charged water access and non-residential sewer service charge according to Council's Fees and Charges document: [DRC - Fees & Charges - Fees & Charges](#)

If registration of high consumption on the fire service indicate that it may be being used for other than genuine firefighting, system checking or fire drills, then Council may, after notifying the customer, request certification of the fire service. Failure to supply the certification may result in the fire service being deemed a water service and be subject to the appropriate water service access charge, water usage and non-residential sewerage service charges.

Fire services may be tagged in the field by Council to indicate they are fire services ([Appendix 1](#) shows such a tag).

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

Combination Meters

The use of combination water meters is not preferred. A combination water meter shall be considered as a single meter of the larger diameter for administrative purposes, including calculation of the appropriate access charges.

A combination water meter will be recognised by Council as a water service and will attract a water access charge unless annual fire certificates are submitted establishing it is entirely a fire service.

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

Disconnection of Water Service

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

An application to disconnect a water service is available from Council's Customer Experience Centre. In accordance with Council's Fees and Charges document, there is no charge to the customer for water service disconnection.

Water meters can only be removed by authorised Council staff.

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

Demolition

Prior to any demolition works commencing, the town water supply to the premises is to be disconnected. If the water meter is to be removed it must only be undertaken by Council staff. Contact should be made with Council's Infrastructure Division to arrange the disconnection of the town water supply.

Connection Charges

Council will charge for connection services as per its Fees and Charges document.

REF DOC #

Work on Live Water Mains

No work shall be carried out on a live water main by contractors or plumbers, including the construction of property connections, unless the work is carried out on behalf of, and under the direct supervision of Council staff.

Protection of Water Assets

Pipelines and Easements

The location and protection of water supply infrastructure remains the responsibility of the person and/or organisation undertaking any excavation, or associated works, in the vicinity of these assets. Information regarding Council's water assets can be found on 'Dial Before You Dig Australia' plans that are to be obtained prior to any excavation.

Pumping Stations and Reservoirs

Public access to water supply sites and infrastructure including pumping stations, water treatment plants and reservoirs is restricted and strictly controlled at all times. Council maintains an extensive network of surveillance and telemetry equipment to operate the water supply system. Installation of third party equipment on Council telemetry installations and reservoirs is not permitted.

Building Over or Adjacent to Council's Water Mains

Introduction

Water mains deliver water under pressure and often are laid at minimum depth. Water main failures, under or near structures, can lead to those structures being extensively damaged and may lead to people being injured. Water main failures can also lead to the contamination of the water supply.

General Position

No structures are permitted over water supply mains or an easement for water supply.

Diversion of Water Mains

Council may approve the diversion of a water main to allow for a building to be constructed, subject to the following:

- a. The new water main conforming to the development standards in the [Engineering Standards](#) section of this Policy;
- b. The hydraulic capacity of the new water main is to be at least the same as the water main being replaced;
- c. The new water main is to be at least 2.5 metres horizontal distance from any existing or proposed structure;
- d. An easement is to be created for the new water main as per the [Water Pipeline Easements](#) section of this Policy; and
- e. The decommissioned water main being excavated or capped.

REF DOC #

Developer Charges

Developer charges contribute towards the cost of existing and future assets in the water supply system, where the development benefits from those assets.

Council will levy developer charges using its Development Servicing Plan (DSP) for water supply and sewerage, before issuing a certificate of compliance under section 64 of the Local Government Act 1993. Developer charges apply to all development within the DSP service areas and any other proposals to connect a property to the Water Supply Scheme. Developer charges are levied in addition to any other costs to connect to the water supply system.

Plumbing Requirements for Properties Connected to Water Supply Scheme

General Standards

All water plumbing work is to meet the installation, inspection and certification requirements of the Plumbing Code of Australia.

Backflow Prevention and Maintenance

Council will safeguard their Water Supply Scheme by ensuring that property owners take responsibility and ensure that backflow conditions are prevented, by reducing the risk of contamination by backflow from direct connections to the water supply system.

The property owner is responsible for installation of the appropriate backflow prevention device on their property in accordance with Australian Standard AS 3500:1. This is defined in accordance with the level of backflow hazard of the activities being carried out on the property.

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

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

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

Australian Standard AS3500 defines three degrees of hazard:

- a. High Hazard - any conditions, device or practice which in connection with the water supply system has potential to cause death.
- b. Medium Hazard - any condition, device or practice which in connection with the water supply system could endanger health.
- c. Low Hazard - any condition, device or practice which in connection with the water supply system would constitute a nuisance but not endanger health.

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

REF DOC #

In the absence of such certification, Council may inspect the property to determine the applicable hazard rating. Council may also charge the customer an inspection charge.

A backflow prevention device that is suitable for low hazard activities is incorporated in the 20 mm and 25 mm water meters.

All water connections larger than 25 mm, or any property with a medium or high hazard rating, a separate backflow prevention device downstream of the meter is required to be installed.

The backflow prevention device is considered part of the internal plumbing. The backflow prevention device is to be installed as containment protection, as close to the point of connection to Council's water supply. Council may quote for this work when connecting the fire or water service. However, the property owner may elect to have the backflow prevention device installed by a licensed plumber.

The property owner is responsible for installation, annual testing, repairs or replacement of backflow prevention devices as required, in accordance with AS 2845.3 Water Supply - Backflow Prevention Part 3 Field Testing and Maintenance. Council requires property owners to submit certification from qualified personnel certifying that the device has been installed, repaired or replaced, or that the testable device has been tested annually.

If property owners do not submit satisfactory certification indicating the device has been installed, repaired or replaced, or the testable unit has been tested satisfactorily, then Council may arrange for this work to be carried out by others. Council will charge the customers a service charge for this work in accordance with Council's Fees and Charges document.

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

The water connection assembly including the water meter will remain the property of Council. Council may replace the water connection pipeline and the water meter as required.

Where boundary/containment backflow prevention devices are fitted to a property's water plumbing, owners are required to:

- a. Maintain the device in accordance with manufacturer's requirements;
- b. For testable devices, test the device as required under Australian Standard AS 2845.3 - Water Supply - Backflow Prevention at intervals not exceeding 12 months;
- c. Replace the device if faulty or otherwise unsuitable for ongoing use; and
- d. Provide certification to Council as required to demonstrate these requirements have been met.

Property owners are to regularly review the hazard rating of the property and maintain a record of that review so that adequate boundary backflow prevention is assured. Property owners are required to provide notice to Council when there is a change in business activity.

Maintenance and Operations

REF DOC #

Prohibited Uses of Water Supply System

Extraction of Water Using Hydrant Standpipes

The use of privately owned or hired standpipes to draw water from Council's drinking water reticulation is prohibited.

The drawing of water using metered standpipes fitted with approved backflow prevention devices inserted in fire hydrants may only be permitted by:

- a. Suitably trained Council employees.
- b. Contractors working directly for Council, with Council approval.
- c. Emergency services personnel.

Water Filling Stations

Council has established a number of water filling stations for water carters and rural customers within Council's LGA to access bulk drinking water. Bulk water charges apply in accordance with Council's Fees and Charges document.

Council reserves the right to refuse, restrict or suspend access to water filling stations for non-essential use, including dust suppression during times of declared water restrictions or as otherwise determined by Council.

Council Maintenance Responsibilities

Council is the owner of the property connection and water meter and will maintain and replace these items as necessary to provide service to the property, in accordance with Standard Drawing STD 882.

Meter Replacement

In order to ensure the ongoing accuracy of Council's water meter fleet, water meters may be replaced after they have reached their useful life, damaged, faulty, or as deemed by the Director Infrastructure.

Drinking Water Quality Management

Council is committed to managing its water supply effectively to provide a safe, high quality drinking water that consistently meets the National Health and Medical Research Council (NHMRC)/Natural Resource Management Ministerial Council (NRMMC), Australian Drinking Water Guidelines (2011), consumer and other regulatory requirements.

To achieve this, in partnerships with stakeholders and relevant agencies, Council will:

- a. Manage water quality at all points along the delivery chain from source water to the consumer.
- b. Use a risk-based approach in which potential threats to water quality are identified and balanced.
- c. Integrate the needs and expectations of consumers, stakeholders, regulators and employees into Council planning.

REF DOC #

- d. Establish regular monitoring of the quality of drinking water and effective reporting mechanisms to provide relevant and timely information and promote confidence in the water supply and its management.
- e. Develop appropriate contingency planning and incident response capability.
- f. Participate in appropriate research and development activities to ensure continued understanding of drinking water quality issues and performance.
- g. Contribute to the debate on setting industry regulations and guidelines and other standards relevant to public health and the water cycle.
- h. Continually improve Council practices by assessing performance against corporate commitments and stakeholder expectations.

Council maintains a drinking water quality management system consistent with the Australian Drinking Water Guidelines (2011) to effectively manage the risks to drinking water quality.

All Council staff involved in the supply of drinking water are responsible for understanding, implementing, maintaining and continuously improving the drinking water quality management system.

Property Owner Maintenance Responsibilities

General Maintenance Requirements

Property owners are responsible for maintaining their water supply plumbing to meet Plumbing Code of Australia requirements.

Measurement of Water Consumption

Reading of Water Meters

Council has adopted smart automated water meter reading technology. Council may manually read a water meter. Access to Council's water meters is required at all times, under the Local Government Act 1993.

Power of Entry

Council's staff and its authorised contractors are legally entitled to enter all premises to access the water meter and for the recording of consumption under Section 191 and 191A of the Local Government Act 1993, Section 9.16 of the Environmental Planning and Assessment Act 1979 and Section 118A and Section 196 of the Environmental Planning and Assessment Act 1979.

Customer Notification Cards

Council has a number of customer service cards which may be left at a property to inform the customer of work undertaken (including boil water notices, access to meters, meter replacement, water supply disruption).

Meter Tampering and Unmetered Water Use

Water meter tampering and water theft is illegal. Water meter tampering is the term used to describe unauthorised actions to prevent a water meter registering correctly, or to stop it registering at all.

REF DOC #

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

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

Water Meter Testing

Water meters accurately record water consumption for charging purposes. If a customer believes their water meter is not accurately recording water consumption, they may apply to Council for the water meter to be tested by a NATA accredited laboratory.

In accordance with Council's Fees and Charges document, charges apply for testing of water meters.

If the meter is shown at least +/- 4% in error, Council may provide an adjustment of water usage charges and reimburse the testing fee.

Water Supply Pricing

Water supply charges are used to fund the following activities:

- a. The treatment and delivery of water;
- b. Ongoing maintenance of the water supply system and treatment plants; and
- c. Reserves allocated towards major system development work such as treatment plant upgrades.

Water supply charges cannot be used to fund Council's general expenditure, nor can general rates fund expenditure on the water supply system.

Charge Rates for Water Services

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

The Water Service Access charge is an annual charge, which is dependent on the size of the water meter and is billed annually. Water service access charges and non-residential sewer charges are levied in respect to water services but not dedicated fire services.

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

Water usage charges are calculated based on quarterly meter readings for each meter connected to the property. The water usage charge is a charge for all water supplied to the property, in accordance with Council's Fees and Charges document.

Council may charge its water customers for water registered on the water meter in accordance with the water usage charge contained in Council's Fees and Charges document. In the absence of a meter, or if the meter fails to record water consumption, Council's Revenue Branch may make a reasonable estimate of water consumed and charge this estimated quantity. In estimating the water usage, Council may take into consideration previous consumption patterns, and any other factors that Council considers relevant.

REF DOC #

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

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

Council will charge water customers for water used for genuine firefighting, or for fire system testing. However, customers may submit an application requesting full refund of the amount charged for genuine firefighting, whether the water was supplied by a water service or a fire service, if sufficient evidence is provided.

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

Serviced Strata Title, Community Title and Neighbourhood Properties

Each rateable parcel of land created under a strata or community title plan shall be treated as a single residential rate assessment with a 20 mm water connection. Each lot will be charged a Water Service Access charge described in Council's Fees and Charges document for a 20 mm diameter water service in respect of the water service to the property.

Each unit/lot owner in the title property shall be charged the Water Supply Usage charge described in Council's Fees and Charges document for the registrations recorded on Council's supplied and authorised water meter/s based on the Schedule of Unit Entitlement detailed in the Strata Deed.

Where each lot is separately metered by a Council authorised, installed and maintained meter, each lot will be charged for consumption recorded on the Council water meter. Where each unit is not separately metered the consumption registered on the meter is charged to each unit based on their Schedule of Unit Entitlement.

Each Strata title unit, community title or neighbourhood property will be treated as residential or non-residential for sewer charges in accordance with determined rating category applicable to the property.

Vacant Properties

The owner of each individual assessment, for rating purposes, not currently serviced by Council's potable water reticulation network, but able to be serviced within 225 metres of a water main as described in the Local Government Act 1993 Section 552, shall be charged the Water Service Access charge for a single 20 mm water service, as described in Council's Fees and Charges document.

Billing Arrangements

Council's Financial Operations raises water charges based on the meter reading data. The data is uploaded to Council's financial system and water billing accounts are calculated from the data.

Water accounts are sent to customers as part of the quarterly rates notice accounts, after the quarterly meter reads in June, September, December and March.

Concealed Leaks

The property owner is responsible for managing water consumption at their property.

REF DOC #

Customers with a smart water meter device are able to access the free smart meter portal 'MyDRC Water' to monitor water usage and set consumption or leak alerts. Occupants can also physically check and read the water meter to monitor water usage and consumption patterns.

The property owner is responsible for all water usage recorded on the water meter/s located on their property, notwithstanding there is a leak, which includes a concealed leak.

The property owner is responsible for maintaining and repairing any water infrastructure including internal pipes or fixtures and irrigation systems in a timely manner to conserve water and reduce potential costs.

Council acknowledges that there may be times where a case exists for remission of excessive water charges due to a concealed leak where the property owner could not reasonably know of its existence.

In the case of a concealed leak, Council may consider an adjustment to water usage charges. Council will work out the adjustment by undertaking a calculation and/or estimate of excess water as a result of the concealed leak, including but not limited to smart meter data and corresponding historical billing periods.

The adjustment, if granted, will be 50% of the calculated excess water due to the concealed leak or as otherwise determined by Council.

Council may also provide an adjustment for non-residential properties where a concealed leak has also increased sewer and/or trade waste usage charges, where the water loss was deemed to have not entered Council's sewer system, the adjustment will be 100% of the sewer and/or trade waste usage charges attributed to the calculated and/or estimated excess water as a result of the concealed leak or as otherwise determined by Council.

Requests for an adjustment to water usage charges and/or non-residential sewer usage charges due to a concealed leak must be applied in writing using the Concealed Leak Application (refer to Council's website) and adequate supporting documentation must accompany the application.

Requests may only be considered if it complies with the following eligibility criteria:

- a. Property owner/s must be registered on the online customer portal 'MyDRC Water' and have active leak alerts enabled (where smart water meter technology has been installed) or can demonstrate reasonable efforts have been made to monitor their water consumption.
- b. The leak must be repaired by a suitable licensed tradesperson who must also provide a written report on the leak.
- c. The leak must be concealed such as hidden beneath a concrete slab or in a cavity wall or otherwise underground where its effects are not readily visible.
- d. The property owner took all reasonable steps to ensure the leak was repaired within a reasonable period of time.
- e. The adjustment will only be made if all other water and sewerage charges have been paid in full, or up to date on their arrangement, at the time the determination is made.
- f. The application must be submitted to Council within 60 calendar days from the issue date of the rates and instalment notice for which the request for adjustment is being sought.

REF DOC #

Applications will not be accepted in the following instances:

- Water is found spraying, pooling, bubbling, running, flowing, gushing etc.
- The loss of water was the result of faulty plumbing fixtures (eg leaking taps, toilet cisterns, hot water systems, troughs, sprinklers or irrigation system, swimming pools/spas, rainwater tanks connected to water supply or faulty air conditioner pumps).
- Loss due to theft, vandalism and inadvertent use (tap/hose left running due to an oversight).
- An adjustment has been granted in the past five years.

In reviewing requests for an adjustment to a water consumption account, Council may consider the following:

- If increased water consumption for prior quarter/s should have been investigated.
- Prior high water consumption at the property.
- If a property is owner occupied or tenanted.
- Length of ownership.
- If property owner is an eligible pensioner.
- Where payment of the account would cause financial hardship.
- If an adjustment has previously been granted at the property or to the property owner.
- Prior history with Council with respect to payment of rates and charges including water consumption.

Applications for an adjustment due to a concealed leak will be assessed on a case-by-case basis and will be determined by Council's Chief Executive Officer, taking into consideration recommendations from Council's Manager Operations Water Supply and Sewerage, Revenue Accountant and Chief Financial Officer or other relevant Council staff.

Approved adjustments will be applied to the subsequent quarterly rates and charges instalment notice. Property owners should pay any rates and charges by the due date to avoid interest accruing.

Should an account result in financial hardship, ratepayers are referred to Council's Debt Management and Financial Hardship Policy for information regarding payment arrangement options or submitting Financial Hardship application.

Responsibilities

Position	Responsibility
Users	• Must comply with all provisions set out in the Water Supply Services Policy. • Responsible for maintaining internal plumbing and ensuring compliance with backflow prevention requirements.

REF DOC #

Position	Responsibility
	- Responsible for monitoring water consumption and promptly addressing leaks, including concealed leaks. - Must use Council's smart meter portal (MyDRC Water) where applicable.
Chief Executive Officer	- Final decision-maker for concealed leak adjustment applications. - Assesses applications with input from relevant staff including the Manager Operations Water Supply and Sewerage, Revenue Accountant, Chief Financial Officer and others as needed.
Water Supply and Sewerage Council Staff	- Implement and enforce the provisions of the Water Supply Services Policy. - Conduct inspections, testing, and approval of water and sewer infrastructure installations. - Carry out maintenance, meter readings and replacements as required. - Respond to water quality and customer service issues in alignment with Council procedures and standards.
Manager Operations Water Supply and Sewerage and Manager Strategy Water Supply and Sewerage	- Accountable for operational implementation of the Water Supply Services Policy. - Provides technical recommendations, including for concealed leak adjustments. - Oversees day to day operations, maintenance and customer service functions related to water supply. - Accountable for strategic planning and ensuring the Policy aligns with future service needs and legislative requirements. - Ensures the Policy reflects current best practices and compliance with relevant legislation and industry standards. - Contributes to long-term infrastructure planning, pricing strategies and regulatory compliance.
Director Infrastructure	- Holds overall responsibility for the Water Supply and Sewerage Branch. - Makes decisions regarding risk, exemptions, material approvals and customer connections.

REF DOC #

Position	Responsibility
	- May override or enforce certain technical and safety provisions (eg pipe material approvals, risk-based disconnections). - Provides executive oversight and ensures the Policy is effectively implemented across the Division.
Financial Operations	- Generates and issues billing for water usage and access charges using meter data. - Provides financial recommendations on concealed leak adjustment applications. - Supports implementation of water pricing strategies in accordance with Council's Fees and Charges document. - Maintains the financial system integration with smart meter readings and quarterly rates processing.

Definitions

To assist in interpretation, the following definitions apply:

Term	Definition
Backflow Prevention Device	An arrangement of device/s designed to prevent backflow from a property's internal plumbing back to into Council's water supply main.
Billing Period	The time between meter readings, however does not refer to the issue date or the payment date of rates and charges instalments.
Concealed Leak	Water escaping from a private water service that is hidden from view and defined as occurring within pipeline breaks or connections in the ground, under slabs or within walls and is not clearly visible to the owner (ie it does not involve leakage from a leaking taps, toilet cisterns, hot water systems or other water appliances, faulty plumbing or human error resulting in the filling of a rainwater tank, property sprinkler or other irrigation systems, swimming pools, spas, ponds and other outdoor water features, or their related fittings).

REF DOC #

Term	Definition
	Lush grass or damp soil does not constitute being concealed from view.
Containment Protection	Containment protection provided at the property boundary to protect the network utility operator's water supply.
Developer Charges	Charges made under a Development Servicing Plan, plus any other charges levied under Council's revenue associated with the connection of properties to the Dubbo Regional Council Water Supply Scheme.
Development Servicing Plan	A document, which outlines the basis and amount of contributions payable when property development occurs. At the time of writing Council's Development Servicing Plan is titled s64 <i>Water and Sewerage Contributions Policy</i> .
Water Supply Scheme	Dubbo Regional Council's system of water treatment equipment, storages and water mains used to treat water and deliver it to properties in the water supply service area.
Easement	An area of land, or part of a lot, reserved by law for a specific purpose such as the containment of water assets.
Fire Service	A fire service is a water service dedicated only to service fire hydrants, fire hose reels, fire service fitting, including water storages, installed and used solely for firefighting in and around a building or property and testing. Under certain conditions, part of a fire sprinkler system may be included. A fire service that can be used for other purposes is deemed a water service.
Fire Service Certificate	A certificate prepared by a licensed plumber confirming that a fire service meets the Plumbing Code of Australia requirements for a fire service.
Hydrant Standpipe	A device permitting connection to a hydrant point on a water main permitting the extraction of water.

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Term	Definition
Internal Property Connections	All plumbing and water connections from the outlet of Council's water meter.
MyDRC Water	The free online customer portal (refer to below link), where property owners, tenants and organisations, whose property has a smart water device installed, can register to monitor water usage, consumption and set alerts for high consumption or potential leaks. https://mydrcwater.dubbo.nsw.gov.au
Plumbing	All water pipes and fixtures downstream of the water meter. The plumbing is owned and maintained by the property owner.
Potable Water	Water intended primarily for human consumption.
Property Connection	The pipeline and associated equipment joining the water main to boundary point for a property (the downstream end of the water meter). The property connection is owned and maintained by the Water Supply Authority.
Property Owner	The owner/ratepayer of the property, or an applicant on behalf of the owner, who has previously given proof to Council of their agency agreement or power of attorney, etc.
Reticulation	Water mains that distribute water directly to properties via property connections.
Rising Main	Water mains that operate under variable pressure and flow rates, typically used to transfer water from low elevation sources to higher level treatment plants and storages.
Smart Water Meter/Device	A smart water meter or device is an automatic meter reading system that automatically records water use, has the ability to electronically report water usage information at regular intervals and provides instant access to data.
Trunk Main	Larger water mains that are used to transport water between major parts of a water supply system.

REF DOC #

Term	Definition
Water Filling Station	A station to enable rural customers and water carters to access bulk drinking water into portable tanker.
Water Meter	A water meter is an apparatus, or appliance, for measuring and recording the volume of water passing the meter location.
Water Service	A water service is that part of the cold potable water supply pipeline from the water main to, and including, the water meter isolation tap.
Water Access Charge	An annual charge applicable to a water service, as set by Council in its annual Fees and Charges document.
Water Usage Charge	A charge applicable to water consumed at a property, as set out by Council, in its annual Fees and Charges document.

Appendices

Appendix 1: Fire Service Tag



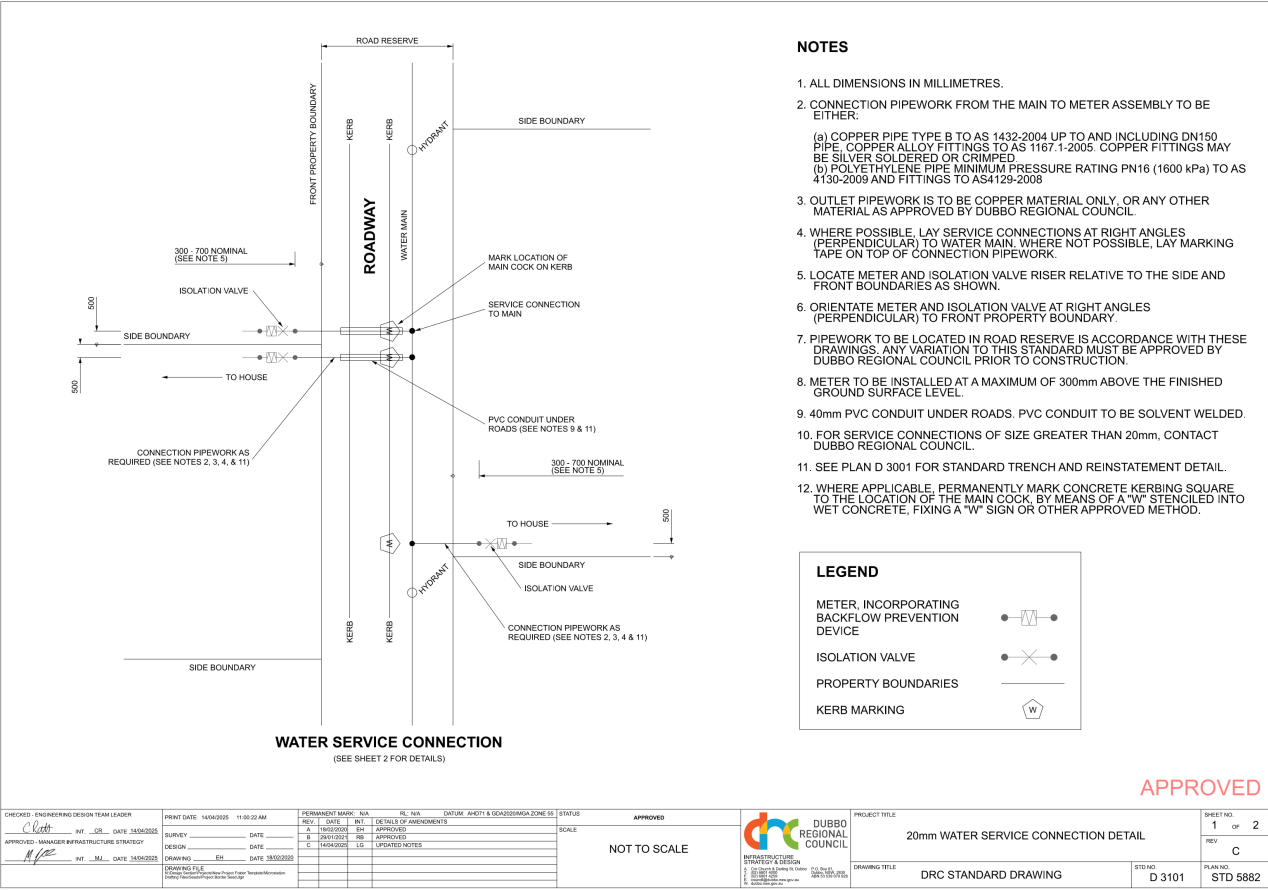
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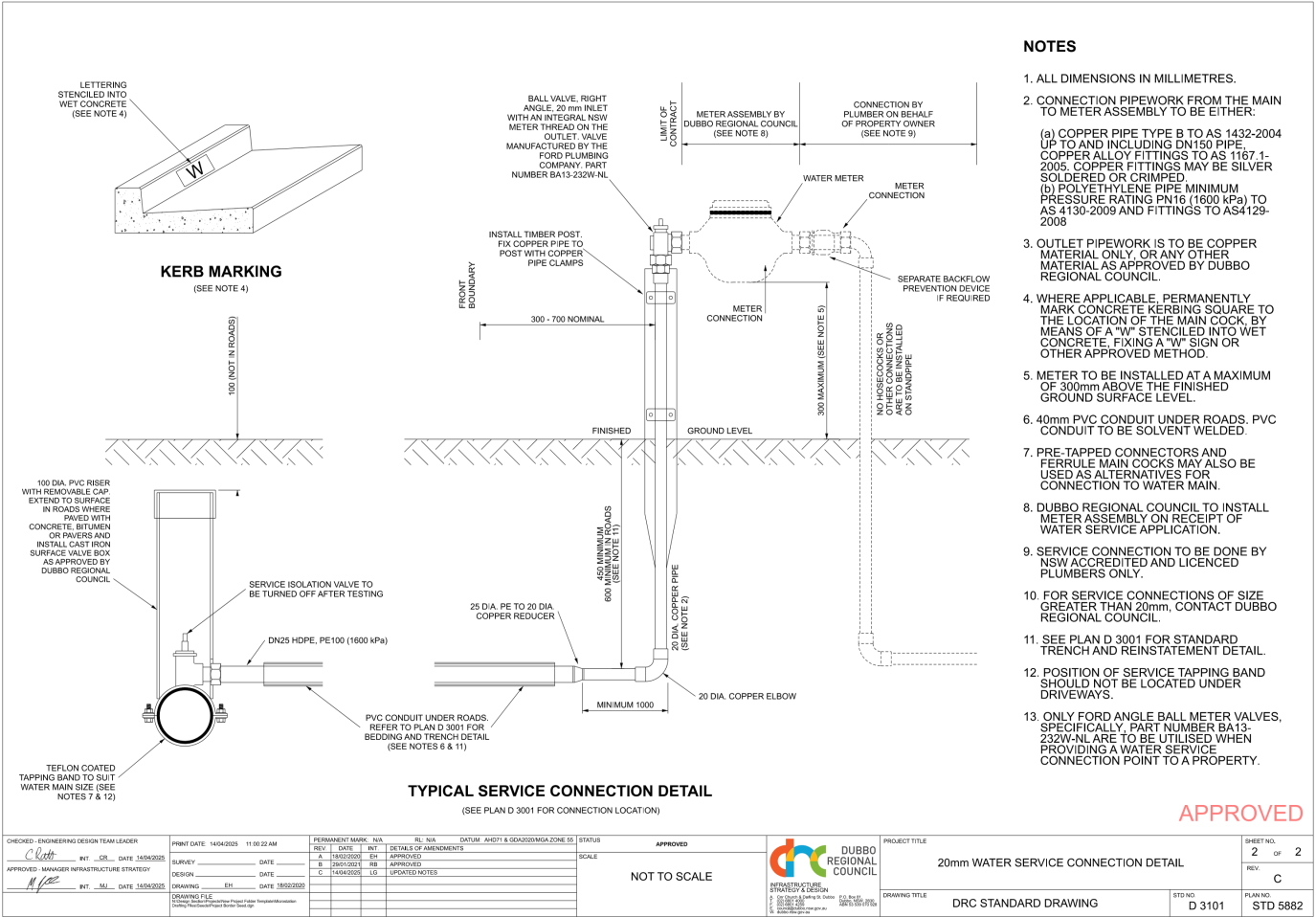


Appendix 2: Water Service Connection Details



REF DOC #

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REF DOC #

Document Control

Responsible Officer:	Manager Operations Water Supply and Sewerage
Division:	Infrastructure
Prepared by:	Water and Sewer Client Services Coordinator
Version:	
Revision:	
Document Date:	
Effective:	TBC (ELT approval)

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Council Policy

Sewerage Services Policy

REF DOC #

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3

Document Overview

Document Category	Council Policy
Policy Title	Sewerage Services Policy
Policy Statement	This Policy aids Council and its customers in the development and management of the Dubbo Regional Council Local Government Area (LGA) sewerage schemes. This Policy deals with connections to Council's sewerage system network, customer and technical, administration and pricing matters associated with these connections.
Date	Document date (finished being put together)
Resolution Date	Date when the governing body/group has endorsed
Clause Number	Report clause number from InfoCouncil
Accountable Position	Director Infrastructure
Responsible Position	Manager Operations Water Supply and Sewerage; and Manager Strategy Water Supply and Sewerage
Branch	Water Supply and Sewerage
Division	Infrastructure
CM Reference Number	EDXX/XXXXX
Version	1.1
Review Period	Standard three years, or with change in legalisation
Review Date	Calculated date from the adopted date
Consultation	Who and level of participation with notes as required e.g. Not applicable Executive Staff Committee dd mmm yyyy Consultative Committee dd mmm yyyy
Document Revision History	Date

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Purpose

This Policy aids Council and its customers in the development and management of the Dubbo Regional Council Local Government Area (LGA) sewerage schemes.

This Policy deals with connections to Council's sewerage system network, customer and technical administration and pricing matters associated with these connections.

The Policy provides general information and does not take precedence over design and construction specifications, Australian Standards, development conditions, or any other superior legislation or regulations.

This Policy intends to aid Council in complying with legislation, as well as the requirements of licences, approvals and reporting in relation to public health, work health and safety, environmental management and performance reporting.

The Policy does not apply to onsite sewerage installations.

Related Information

Council provides sewerage services appropriate to the current and future needs of the local community in accordance with relevant acts, regulations and standards.

Related Legislation

Some of the relevant acts, regulations and standards are as follows:

- Local Government Act 1993
- Local Government (General) Regulation 2021
- Water Management Act 2000
- Protection of the Environment Operations Act 1997
- NSW Best-Practice Management of Water Supply and Sewerage Guidelines, August 2007
- NSW Department of Planning, Industry and Environment Liquid Trade Waste Management Guidelines 2021
- Plumbing Code of Australia
- Pressure Sewerage Code of Australia
- Australian Standards
- Water Services Association of Australian Standards
- Public Health Act 2010

Scope

This Policy applies to all Council activities as well as the activities of Council's customers and ratepayers in relation to sewerage services within the Dubbo Regional Council Local Government Area.

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Policy

General Provision

Applicant Responsibilities

It is the responsibility of the Property Owner and/or Applicant to undertake all necessary investigations and associated costs to accurately determine the location and depth of any sewer infrastructure prior to the commencement of any planning development or construction works. While Council may provide available asset information upon request, this data is indicative only and must be independently verified by the Applicant.

Verification may require, but is not limited to, the engagement of qualified professionals, such as a registered land surveyor and the use of appropriate methods including Dial Before You Dig enquiries, site investigations, surveys, or review of Work-as-Executed documentation.

Enforcement

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

- a. Impose a penalty, fee or charge under the *Local Government Act 1993*;
- b. Issue an order under the *Local Government Act 1993*;
- c. Carry out the work and charge the customer;
- d. Issue a Prevention Notice or Clean Up Notice under the Protection of the Environment Operations Act 1997.
- e. Deny supply to a new or existing customer or disconnect the property from Council's sewerage service in cases where, in the opinion of the Director Infrastructure, there is an unacceptable risk of unauthorised pollution or risk of harming the health of a person or risk of damage to property.

Procedures

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

Network Extensions

Sewerage Service Area

Council's Sewerage Service Area is defined as those lands shown on the Sewer Services Area maps. These maps are updated by the Director Infrastructure as required.

Council may deny any request if the connection will not meet suitable customer service standards.

Owner Initiated Extensions to the Sewerage Service Area

Council may agree to extend the Sewerage Service Area to other areas where it is satisfied that:

1. The proposal will not lead to a net increase in cost to other sewerage service customers; and
2. The proposal is designed to permit future connections within the same catchment; and
3. Any works required to connect the proposed area to the Dubbo Regional Council sewerage schemes are fully funded by land owners, inclusive of developer charges and other Council charges. Council will not agree to participate in financing or holding cost arrangements.

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Engineering Standards

Engineering Standards for Gravity Sewerage

All gravity sewers pipelines are to be designed and constructed in accordance with the Water Services Association of Australia's WSA-02-2014 Version 3.3 Gravity Sewerage Code of Australia, and Council's addendum to the Code Council Provided Assets and Developer Provided Assets.

In general, areas proposed for connection to the Dubbo Regional Council sewerage schemes will be serviced using trunk transport and treatment infrastructure provided by Council. Developers are expected to connect their subdivision to the Council provided infrastructure using developer provided infrastructure, in accordance with Council's concept design, at the developer's cost.

Council's proposed new trunk assets are documented at concept design stage within its Development Servicing Plan, which also identifies some of the key developer provided assets required for connection to the future Council provided system.

Construction of Mains and Service Connections

Property developers may construct gravity sewers and property connections in accordance with Council's development standards. Any work must be completed by persons approved by Council and is to be inspected by Council before being connected to the sewerage system.

Sewerage Pipeline Easements

Under the Local Government Act 1993, Council has the power to access sewer pipelines on private property for maintenance reasons. However, Council requires that new sewer mains also are provided with easements to make Council's access rights clearer and reduce the risk of structures being built over or near the sewer.

Easements for Sewer Mains

Easements shall be registered in Council's name. If the sewage pipeline is to be constructed by developers, then the developer shall arrange for the creation of these easements in Council's name at no cost to Council.

The minimum width of an easement to drain sewage shall be 2 metres, and unless there are compelling reasons to the contrary, the pipeline shall be located continually within the easement.

In the case of existing sewage pipelines without easements, Council may not arrange easements but instead rely on the access provision of the Local Government Act 1993, for the right of entry to undertake maintenance activities.

1. An easement to drain sewage is to be created for all new sewer mains, except when:
 - a. The sewer main is located in a road reserve or crown land, or
 - b. The sewer main services only one property.
2. Easements are to:
 - a. Be 2 metres wide; and
 - b. Have the sewer laid along the centreline of the easement; and
 - c. Be made in the favour of Council, at the developer's cost.

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Connection to the Sewerage System

All properties must be connected to sewer if they have sanitary plumbing and are within Council's sewerage network extent area. In general, there is to be one connection per lot.

When an area is added to the Sewerage Service Area, all onsite sewerage systems must be decommissioned within 12 months, or an alternate period nominated by the Director Infrastructure.

In accordance with the Local Government Act 1993, sewerage charges apply to all properties (including vacant land) that are connected to or are within 75 metres of a Council sewer main and able to connect.

All plumbing and drainage works are to meet the installation, inspection and certification requirements of the Plumbing Code of Australia.

Disconnection of Sewerage

If a sewerage connection is no longer required, or a property has undergone demolition, Council will disconnect the property from the sewerage system.

An application to disconnect a sewerage connection is available from Council's Customer Experience Centre. In accordance with Council's Fees and Charges, there is no charge to the customer for sewerage disconnection.

Once disconnected, Council may reconnect a property to the sewerage system upon application by the property owner and the cost of reconnection shall be borne by the property owner.

Demolition

Prior to any demolition works commencing, Council will disconnect the property from the sewerage system. Contact should be made with Council's Infrastructure Division to arrange the disconnection of the sewerage system.

Connection Charges

Council will charge for connection services as per its Fees and Charges document.

Pressure Sewerage

Introduction

Conventional sewerage systems collect wastewater from properties and transport the wastewater to sewerage treatment facility via gravity, assisted by catchment sewage pumping stations as necessary.

Pressure sewerage is an alternative type of collection system to gravity sewerage. In pressure sewerage schemes individual pumping stations deliver wastewater from each serviced property into a common pressure pipe which delivers the wastewater to a sewage treatment facility by pressure mains rather than by gravity or closest gravity sewer access point.

Council may propose to allow the use of pressure sewerage systems as a suitable alternative sewerage technology, subject to the following conditions:

1. Pressure sewerage systems will only be used in areas designated as appropriate for its use by Council.
2. The particular application of the pressure sewerage system represents the lowest whole of life costs for Council.
3. There are particularly unique environmental or physical constraints that only this type of sewerage system addresses.

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4. The pressure sewerage system technology must be of a type approved by Council.

A pressure sewerage system within Council's LGA is defined as comprising:

1. An individual pumping unit usually located on each property and draining to the individual property.
2. Connection of the pumping units to Council's pressure sewerage reticulation system.
3. Valving that allows the property to be isolated from the system and to also provide flow protection, preventing flow from other properties entering into the individual system under pressure.
4. A reticulation system capable of supporting a number of individual pumping units and conveying the domestic sewerage to the nominated discharge point in a timeframe that minimises any odour generation. This reticulation system will be operating under pressure, not gravity.
5. Pumping units that have been specifically designated as pressure sewerage pumping units within the wider water industry.

In these systems, household (or other) sewerage drains flow by gravity into the pumping unit. From the pumping unit, flows are then moved to the designated system discharge point, via the collective pressure generated by the pumps in the property pumping units. The pump will also contain a grinder to prevent blockages happening in the pipe systems, and an alarm system to warn the resident that the unit is not operating, within pre-set parameters. Typically, these systems are also based in much smaller pipelines, are laid at minimum depth and do not contain manholes, lamp holes or other conventional sewerage system situations.

Council will only accept the handover of systems specifically designed as a pressure sewer system (as defined above) and are systems that have been operated at other locations as a full pressure sewerage system.

An existing individual or private pump out arrangement is not classified as a designated pressure sewerage system and is not covered by this Policy. No new private pumping arrangements will be permitted and should a new individual arrangement be required; it will be a designated pressure pumping unit that Council has approved.

Council will monitor and update the following documentation to provide the 'how to' detail in respect to pressure sewerage systems:

1. A technical specification covering the supply and installation of the pressure sewerage pumping units in detail.
2. A Pressure Sewer Manual to inform the occupant of what they can/cannot do in relation to the pressure sewerage system on their property, as well as what to do if their system fails.
3. General information on the nature and operation of the technology, particularly for potential home purchasers on land where the property is serviced by a pressure sewerage system.

Use of Pressure Sewerage Systems in the Local Government Area

Council has a clear preference for gravity based sewerage systems to be installed in the LGA where possible. However, Council also recognises that adoption of that technology will not always be possible (both physically and economically) and that the use of alternative technologies may be sometimes permitted. Council determines the type of technology in a particular area that is to be serviced by Council.

Council will, where it does elect to use pressure sewerage, limit the number of pressure sewerage technologies it will support long term to minimise its overall spares inventory whilst minimising any compromise of tender competitiveness. The number of technologies Council will support will depend on the ability to interchange the pumps and the overall flexibility offered by the systems under consideration. In addition, pressure sewerage systems are to be used in accordance with the following basic arrangements:

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1. The pumping units and the property delivery line will remain Council property.
2. Council will maintain the pumping unit in perpetuity in accordance with the levels of service set out in this document.
3. The property occupant is expected to operate the pumping unit in accordance with the Pressure Sewer Manual for the pumping unit as provided by Council.
4. The property occupant is expected to contact Council if the system alarm sounds, or the unit breaks down, at the number included in the Pressure Sewer Manual.
5. Property owners of pressure sewerage systems will be charged on a similar basis to conventional gravity sewerage with the rate outlined in Council's Fees and Charges document.

Where Council authorises the installation of pressure sewerage systems, the systems will be installed, operated, maintained and managed in accordance with the Pressure Sewerage Code of Australia.

Installation of Pressure Sewerage Systems

Council, in the case of new subdivisions, is intending that the systems will be installed with the assistance of the builder before the Certificate of Occupancy is issued, and without causing any unreasonable delays in the issuing of that certificate. Whilst Council expects that these installations will occur in a timely and well-ordered manner, supply of the pumping unit by Council will be in response to appropriate prior notice being provided by the property owner and/or their builder, acting on the property owner's behalf.

If installation occurs in any existing area Council requires that installation minimises the overall disturbance to any residents in that area, and that it also occurs in a timely and well-ordered manner. Installation can occur in two parts as set out below and the individual components of these are pursued in the following sections:

1. The laying of reticulation system
2. The on-property works.

Council further requires that:

1. Any persons carrying out the on-property installation work are to be licensed plumbers and electricians and have the appropriate plant and equipment.
2. The property owners are to be involved in the planning for any on-property installation works and that attempts are made to accommodate the reasonable desires of these property owners.
3. Completion and submission of Council's Commissioning and Quality Assurance form including 'Work as Executed' drawings.

Installation must be in accordance with the Pressure Sewerage Code of Australia and Plumbing Code of Australia and carried out by Council staff or licenced tradesperson under direct supervision of Council.

Pressure sewerage systems are to be installed on the basis of one pumping unit per property and are not to be shared between properties. For multiple dwellings on the same property, a single unit (if of sufficient capacity) may be used to serve more than one dwelling. However, this unit may have more than one pump, and Council approval to such an arrangement will be required.

Design of pressure sewerage reticulation must be undertaken by persons with proven experience. Installation of on-property works must be undertaken by licensed plumbers and electricians.

The property owner is responsible for the cost associated with the installation as per Council's Fees and Charges document.

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Ownership of the Pumping Units

The ownership of the pumping unit, which includes all the following components, will reside with Council:

1. Pump
2. Storage vessel
3. Ancillary fittings
4. Property delivery line/s from the pump to the boundary kit
5. Control/alarm panel
6. Boundary kit
7. Connection to household power supply.

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The hydraulic termination point for Council ownership of the pressure sewerage system will be the first flexible joint on the inlet side to the pressure sewerage storage vessel. The point for electrical termination will be the connection to the power board and a separate circuit is to be used so as not to interfere with the normal electrical operation of the house.

Pressure sewerage systems do not have any resident serviceable parts, and under Section 635 of the Local Government Act it is an offence to wilfully, or negligently remove, damage, destroy or interfere with a sewer system. Property owners should note that the property delivery line is also defined as part of the system. In particular, property owners/residents should locate the property delivery line before commencing any excavation works, which may damage the line. Council will attempt to recover costs for any wilful or negligent damage to pressure sewerage systems.

In general, Council would not normally seek to take out an easement over any part of the above installations, so as to leave the property owner the ability (at their cost) to subsequently relocate the technology (normally the property delivery line), if required to accommodate future home extensions, property modifications etc. However, Council reserves the right to create an easement (if required) on a particular property, so as to ensure the safe ongoing operation of the system, the minimisation of any health concerns or the protection of any Council property.

Operation and Maintenance of Pressure Sewerage Systems

Within the operational side of these pressure systems, Council's intent is that the average resident should not be required to carry out significantly more operational input than for other sewerage systems. The infrequent reporting of an alarm is not seen as a significant impost and is offset by other advantages offered by the pressure system technology.

Council will achieve these goals by:

Being responsible for the maintenance and repair of the pumping units and will recover the costs of this maintenance against the pressure sewerage system.

Supporting the maintenance effort with a 24 hour call centre.

Choosing only proven pressure sewerage technology that has a track record of success or ensuring extended warranties with newer technologies.

Providing the occupant with a Pressure Sewer Manual to guide them in the operation of the pumping unit and tell them what to do when the unit requires maintenance.

The occupant will also be required not to interfere with the electrical operation of the pumps in accordance with what is detailed in the Pressure Sewer Manual. To facilitate this Council has directed that these units be wired into the household power board in such a manner so as not to interfere with the normal electrical operation of the property, nor be accessible by the occupants.

The occupant is to meet the power costs associated with the pumping units.

In Council managed pressure sewerage schemes, Council will own and maintain the system including the pumping station, control unit, discharge pipeline and boundary kit at each premises. Council will own and maintain the pressure sewer main and property services connection from the main to and including the boundary kit.

Council will maintain the pumping unit on behalf of the property owner. In accordance with Section 191A of the Local Government Act 1993, Council or its approved contractor are legally entitled to enter the property to access or undertake any repairs or maintenance to the pressure sewerage unit.

An unobstructed access pathway must be maintained at all times to enable access to the pressure sewer system. This includes clear access to and around the pressure sewer storage vessel, tanks and associated control panels.

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Owners or occupants are expected to read and abide by the requirements of the Pressure Sewer Manual.

Work on Live Sewerage Assets

Sewer Mains

Only Council, and contractors appointed by Council, are permitted to complete any work on a sewer main, including construction of sewer junctions.

No work shall be carried out on a live sewer main by contractors or plumbers, including the construction of property connections, unless the work is carried out on behalf of, and under the direct supervision of Council officers.

Pressure Sewerage Pumping Units and Pressurised Service Lines

Council is the maintainer of the pressure sewerage pumping unit, property service line, boundary valve kit, control/alarm panel and the electrical connection to the property's switchboard. Under Section 635 of the Local Government Act it is an offence to wilfully or negligently remove, damage, destroy or interfere with a sewerage system.

Building Over or Adjacent to Council's Sewer Mains

Any application to build over sewer mains will only be considered if the alternative options outlined below are found to be not viable.

- Relocate proposed structure
- Relocate Utility's affected assets
- Provide protection measures and build over to asset.

It is the developer's responsibility to investigate and document the above options, in consultation with Council. No building, with the exception of structures as outlined as Category 3, shall be permitted over Council's sewer mains other than where, in the opinion of Director Infrastructure, exceptional circumstances exist.

Relocation of Proposed Building

In all instances the first option considered should be the relocation of the proposed building away from the existing sewer assets.

If this is not feasible due the position of the sewer main on the property adversely restricting the use of the land relocation of assets may be considered.

Relocation of Assets

Council will only consider relocation of existing sewer assets if the applicant can demonstrate that the sewer main location adversely restricts the use of the land. Any relocation works need to ensure all required design standards (cover, grade, position) are still met and that the capacity or functionality of the assets is not reduced. All costs associated with the relocation of assets are to be funded by the developer/applicant.

Relocation - gravity/rising mains

Where approval to relocate a sewer is granted the developer/applicant will be required to submit relevant plans. Relocating the sewer following approval is required before construction of the proposed building/structure can commence. The applicant will need to liaise with Council regarding the bypassing of live sewage flows.

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Relocation - easements

The developer/applicant may be required to acquire/provide an easement in accordance with Council's requirements over a relocated gravity and/or rising main.

Building Over Sewer Mains

Council will only consider a building/structure over the sewer main in exceptional circumstances and then only if the applicant can demonstrate that relocating the building/structure and/or relocation of the sewer is not feasible.

The developer/applicant shall consider an integrated approach and demonstrate that all associated risks can be managed with marginal costs if building over a sewer main is to be considered and accepted by Council. All costs associated with the works are to be funded by the developer/applicant.

CCTV inspection

Any application to build over a sewer must include the following:

- A CCTV inspection of the subject sewer, undertaken by a qualified contractor and with the necessary experience to do so; and under Council supervision, or by Council at the applicant's expense.
- The results of the CCTV inspection are to be submitted to Council with the application. The inspection may be used as a dilapidation survey, with the developer required to fully fund any repair work required to rectify damage caused by their development.

Results of the CCTV inspection

Depending on the results of the CCTV inspection Council may require the developer/applicant to:

- Reconstruct the sewer main in its existing location using construction materials as specified by Council and in accordance with AUS-SPEC C402-1999 'Construction of Gravity Sewerage'. Council will perform a quotation for any live sewer works; or
- Reline the existing sewer main. Council will provide a quotation for Council staff, or its authorised contractor, to undertake these works. Works will only be completed following payment by the developer/applicant.
- All works on gravity sewer mains must be completed for the full extent between related manholes.

Stormwater flow paths

Typically, existing sewers are located along overland drainage paths. If new buildings are proposed over existing sewers, then the major overland flow path for the site and catchment should be considered to minimise the risk of flooding to existing and future properties.

An integrated approach of water, sewer and irrigation and drainage assets needs to be considered simultaneously.

Where this section applies

The building in vicinity of sewer mains section of this Policy applies to the following structure types:

- Category 1 Heavy or permanent structures
- Category 2 Lightweight structures
- Category 3 Miscellaneous structures (rainwater tanks, driveways etc)
- Category 4 High rise developments

This Policy applies to any development such as the above that is built in the vicinity of Council assets.

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Category of Structures

Category 1 - Heavy or Permanent Structures

These structures are typically constructed from masonry, brick, steel, timber and concrete and it is neither reasonable nor practical to remove or dismantle the structure for the purpose of carrying out sewer repairs or refurbishment.

Examples of structures in this category include:

- Houses
- Factories
- Warehouses
- Brick garages/workshops
- Masonry fences
- Structures that are permanently habitable or used as a workplace
- In-ground swimming pools
- Brick fences
- Rainwater tanks >10,000 L or where constructed on a concrete slab, frame or other permanent base.

If Category 1 structures are to be built in the vicinity of sewers, the requirements for protection of and access to the existing sewerage network in the following sections must be followed.

Category 2 - Lightweight Structures

These structures are typically of a type of construction that would make it reasonable to remove/dismantle and re-erect if access to the main, by excavation, was required.

Examples of structures in this category include:

- Pergolas
- Garden sheds – maximum allowable size is 10 m²
- Above-ground pools (restrictions apply)
- Carports
- Timber/fibro/aluminium garages
- Glass houses/ferneries
- Barbecue facilities
- Rainwater tanks <10,000 L and constructed on natural ground, road base or paving.

These structures must be readily removable in the case of work required to take place on Council assets. Asset protection measures as outlined in [Asset Protection Measures](#) may still apply to certain structures within this category.

Any future costs arising from the requirement to remove and subsequently reassemble these structures, as directed by Council, will be at the full cost of the owner.

Category 3 - Miscellaneous

Structures in this category do not normally require protection of the sewer mains. Structures in this category include:

- Fences (Colorbond, timber, steel, aluminium)

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- Driveways (concrete, asphalt, pavers etc)
- Tarmac areas.

Where the sewer main has a minimum cover of 600 mm, no special protection measures are generally required for Category 3 structures. In instances where high surface loadings are expected, or where the sewer main is at a depth of less than 600 mm, clarification and formal approval must be obtained from Council prior to any construction.

Any special conditions applied to Category 3 structures would be on a case-by-case basis and would include in part a stipulation that any removal and reinstatement of the structures (involved with Council accessing the sewer main) would be at the cost of the owner.

Provisions required for access to the existing sewerage network still apply.

Note that swimming pools are discussed in [Swimming Pools](#) and retaining walls are discussed in [Retaining Walls](#).

Category 4 – High rise development

The impact of redevelopment with typically high rise buildings with basement car parks on Council's sewerage infrastructure presents numerous design, construction and operational issues in the protection of Council interests.

[High Rise Development](#) identifies the issues and how they are to be addressed through the assessment, design, construction and operational phases to ensure Council's interests are satisfied.

Construction not Permitted

Structures will not be permitted to be built over and/or in close proximity to the following:

- Sewer rising mains, surcharge mains and critical gravity mains (generally all sewer mains of 300 mm diameter or greater and/or deemed to be excessively deep (ie greater than 3 metres)), as determined by Council.
- Any gravity sewer that, in the opinion of the utility, is in a poor condition. Exposing of the sewer, and/or CCTV may be required prior to construction. This inspection may determine that repair/replacement may be required. Any subsequent repair/replacement work will be at the developer's cost.
- Sewer manholes, lamp holes, maintenance points and junctions where sufficient clearances cannot be achieved ([Clearances from Access Structures](#)).
- No building within Council easements.

Asset Protection Measures

Where construction of any Category 1 or 2 structures will impose a load within an existing sewer assets zone of influence ([Zone of Influence](#)), Council may request the developer to carry out any combination of the following protection measures:

- Concrete encasement
- Piering of foundations.

The protection measures may also be required due to other factors affecting the asset such as available cover.

Concrete Encasement

Concrete encasement of the sewer main may be requested for the protection of sewer mains due to additional loads imposed by the works. Concrete encasement may also be requested if Council minimum cover requirements cannot be met.

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Any concrete encasement is to comply with the WSAA Standard Drawing (SEW 1205) and the following specification:

- Only rubber ring jointed vitrified clay and PVC pipes may be encased in concrete. Permission may also be given to replace other types of pipes with PVC pipes prior to encasement depending upon the location and criticality of the lines.
- In trenches of material other than rock, encasing is to extend 150 mm under, on both sides and on top of the pipe barrel. For trenches in rock, encasing is to extend 100 mm under the pipe barrel, 150 mm on top of the pipe barrel and for the full width of the excavated trench.
- Unless otherwise specified, all flexible pipe joints are to be maintained. The minimum length of the encasement will be the total length of the sewer that is affected plus a minimum of 1,000 mm on each side plus any additional length to ensure encasement starts and finishes at a flexible joint (subject to soil conditions and depth of sewer this length may increase).
- If a manhole is less than 2 metres from the end of encasement, as required above, the encasement is to be extended up to the second flexible joint from that manhole.
- Backfilling of the trench with suitable material as per specifications must not commence until at least 48 hours after placing the concrete.
- Concrete encasement shall not be poured integral with any other foundation or structure. Concrete shall be class N20 or N25 where a reinforced concrete design is required.
- Sewer junctions that are permitted to be incorporated in proposed concrete encasement are to be upgraded to a rubber ring jointed junction in order to maintain flexibility at the junction branch.
- Where the encasing of sewers in adjoining properties is required, written approval from the adjoining owner to enter the property to carry out the works will be required prior to approval being granted for works to commence.

All costs associated with concrete encasements are to be borne by the developer. Council staff or an authorised contractor must be present when encasement work is being carried out.

Piering of Foundations

Piering of the proposed structures foundations may be requested to transfer loads outside an assets zone of influence. Details of the piering is to be provided with the construction certificate or complying development application. The plan shall show the design of all footings, beams and piers and clearly note required clearances, ground levels and nominated soil classifications.

The following requirements apply to foundation piering:

The building and its foundations are to be designed in such a way that no building loads are transmitted to the utility's sewer and where possible, the pipe can be repaired or replaced at any time without affecting the stability of the building.

Foundations within an assets zone of influence will require piering to a minimum depth of 200 mm below the zone of influence of the affected asset or until solid rock is encountered.

A minimum horizontal clearance of 1 metre is required between any piers and the face of a sewer main.

The use of displacement and screw pile construction methods will require approval by Council and may require additional clearances to existing assets as directed.

Zone of Influence

The 'zone of influence' is an area extending both horizontally and longitudinally along the alignment of an underground asset. This area is considered as that part of the ground where:

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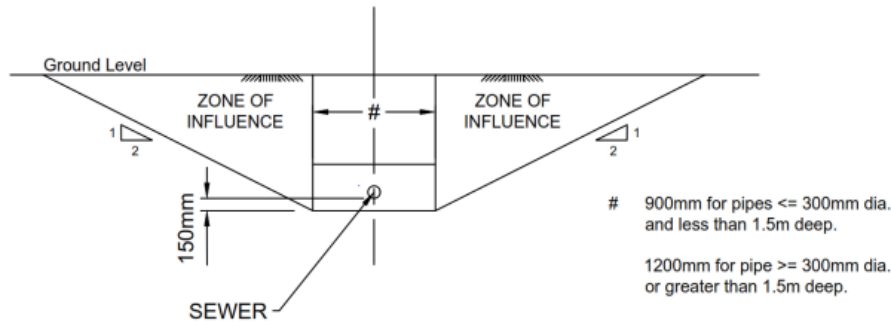
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- Settlement or disturbance of the ground surrounding the pipe may cause damage to buildings or structures on the surface above.
- Loads from buildings or structures on the surface may have an impact on the buried pipe.

The zone of influence shall be determined by extending a line at an angle of two (horizontal), one (vertical) to the surface, starting from a point 150 mm below the invert of the sewer main and half of the trench width measured horizontally from the pipe's centreline (see figure below):

Figure 1 Zone of Influence



It is at Council's discretion whether to consider a steeper angle of repose (max 1H:1V) for stiff soils (clays etc). Geotechnical investigations and a report from a suitably qualified and experienced geotechnical engineer may be required at the construction certificate stage.

Clearances from Access Structures

Any proposed structure shall not prevent future access to existing maintenance structures associated with sewerage assets. These include manholes, lamp holes/maintenance shafts and sewer dead ends.

A minimum horizontal clearance of 1.5 metres is required around existing access structures as well as a minimum vertical clearance of 3 metres. The horizontal setback shall increase to 2 metres if two or more sides of an access structure are built around. The fourth side must be open and accessible at all times.

Access requirements

Council requires that all sewer access structures be accessible at all times in case of maintenance or emergency situations. Developments on properties with sewer manholes or lamp holes must provide at least 0.9 metres wide clear access to the sewer structures (ie along the boundary between fence and building).

Developments which locate sewer manholes or lamp holes in security areas must make suitable arrangements for access by Council sewer operations staff for maintenance or emergency work.

Existing Encumbrances

Where structures have been built over an underground pipeline without Council approval then Council may require that the structure be demolished, moved or substantially modified so that it complies with this Policy.

Where it is necessary to access an underground line for maintenance or repair work Council will not be held liable for the cost of restoring any illegal structures and the property owner may be charged for extra work required due to the illegal structure.

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Where Council has previously given permission for a structure to be built over a pipeline, then no further extensions, additions or reconstructions will be allowed without further assessment. Council recognises that the existing structure presents a risk to both the building and Council's liability. Therefore, Council will assess each structure on its own merit to give permission for additions.

Swimming Pools

Above Ground Swimming Pools

Above-ground pools without floor decking around the pool, and not constructed of concrete or fibreglass, are considered to be semipermanent structures that are able to be removed on request to enable access to the sewer.

Special sewer protection provisions are not required for these pools provided that they are placed on the existing natural ground levels and minimum cover requirements to the sewer are met. Clearances to sewer access structures described above still apply. The owner should be advised that all costs associated with removal and reinstatement of the pool for access to the sewer main will be at the owner's cost.

Above-ground pools with permanent decking are considered to be permanent structures and are subject to the conditions outlined in the below in-ground swimming pool section.

In Ground Swimming Pools

In Ground Fibreglass Pool

The following requirements apply to fibreglass pools:

- Minimum horizontal clearance from the pool to the face of sewer pipe of 1.5 metres.
- If a fibreglass pool is constructed within the zone of influence of a sewer main it should be designed and certified as being self-supporting with foundations founded below the zone of influence.
- No pool shall be located closer than 1.5 metres to any sewer maintenance structure (manholes etc).

In Ground Concrete Pool

The following requirements apply to concrete pools:

- Minimum horizontal clearance from the pool to the face of sewer pipe of 1.5 metres.
- If the concrete pool is within the zone of influence of a sewer main, then the foundations of the pool shall be founded below the zone of influence (eg piers) to ensure the pool is self-supporting.
- No pool shall be located closer than 1.5 metres to a sewer maintenance structure (manholes etc).

Retaining Walls

The construction of retaining walls is subject to the following requirements:

- Where the footings of a wall would encroach on the zone of influence the wall is to be designed in accordance with [Asset Protection Measures](#).
- Generally, walls more than 1 metre in height would not be permitted within 1 metre of the main.
- Minimum cover over the main is to be maintained or an engineer's assessment is required for protection of the main.
- The wall is to be set back at a minimum of 1.5 metres from the centre of a sewer maintenance structure.

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- A retaining wall less than 1 metre in height will be permitted over or within the zone of influence without the requirement for an engineer's design provided that:
 - The wall is at least 3 metres from an adjoining property or building/structure;
 - The wall would not be subject to vehicle loadings.
- Any retaining wall crossing a sewer main must be supported over the main with a reinforced concrete foundation designed in accordance with [Asset Protection Measures](#) to ensure no loads from the wall are transferred to the sewer main (ie bridging slab foundation).

Filling Over Sewer Mains

The allowable depth of fill that can be placed over a sewerage main depends on the material type and stiffness class of the existing pipe. Site filling that increases the depth to the main above 2.5 metres will require an application to Council and subsequent approval. Any application must include certification from suitably experienced qualified civil, structural or geotechnical engineer that:

- The loading imposed will not adversely affect the underlying sewer, or
- The remediation work proposed will prevent any adverse loading on the underlying sewer.

The placing of fill to excessive depths over Council's main is not permitted (5 metres is a maximum depth for practical access) regardless of the structural capacity of the pipe. No fill is to be placed over sewer manholes and manholes are to be raised in conjunction with any site filling. Finished lid levels of maintenance structures, relative to ground level, will be advised by Council based on the land use and prevalence of flooding.

Excavations Over and Adjacent to Mains

Excavations

Generally, excavations over or adjacent to a sewer main are not to reduce the earth cover over the main to less than the minimum limits as detailed in Council's Engineering Guidelines for Subdivisions and Developments.

Any proposal to reduce cover over a sewer to less than the limits imposed in these guidelines will require an application to Council and subsequent approval. Any application must include, amongst other things, certification from a suitably experienced qualified civil, structural or geotechnical engineer that:

- The loading imposed will not adversely affect the underlying sewer, or
- The remediation work proposed will prevent any adverse loading on the underlying sewer.

Earth Embankments

On sloping sites there is potential that earthworks down slope of an existing sewer main could present a risk for land slip or erosion of soil providing cover and/or side support to an existing sewer main.

Any proposed regrading of land immediately down slope of an existing sewer main should be designed with a slope no steeper than three (horizontal) to one (vertical) to ensure future erosion and/or land slip does not reduce cover and/or support to the existing sewer main. Steeper embankments would be permitted where the embankment is certified by a suitably experienced qualified civil, structural or geotechnical engineer and approved by Council.

Retaining walls may be required to provide support down slope of existing sewer mains if substantial regrading is proposed.

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High Rise Development

High rise development can present numerous operational challenges for the ongoing operation and maintenance of sewer mains. The developer must consider the following additional items as a minimum.

Sizing

As a requirement, the location of the trunk mains of 300 mm diameter and greater (in basement) will not be approved by Council. Where such conflict occurs, the developer will be required to fund and arrange relocation (diversion) of the affected main to avoid such conflicts.

For mains of sizes less than 300 mm diameter (in basement), Council will examine each proposal on a case-by-case basis and reserves the right to decline approval requiring the developer to relocate (divert) the affected main.

If Council does however approve a particular proposal, Council may also set a range of conditions, as indicated below.

Access to secured/locked complexes or basement car parks

Should sewer mains be located within such areas, access by Council's staff must be available at all times. Details are to be provided that satisfy Council's access requirements.

The Council's access requirements are to be identified in the Strata Management Statement or similar.

Adequate clearances and locations for maintenance access

Where sewers are located in basement car parks, they are to be located to ensure that adequate and clear access is provided all around the sewer for all maintenance and replacement activities.

Adequate and safe clearances are to be provided for maintenance staff from the normal operation of the access to and from basement car parks. This may require the widening of accesses and ramps or the provision of additional sight distance within access areas.

Car spaces may be required to be orientated or located such that unimpeded access is available to the sewer at all times.

Protection

Should there be the likelihood of a vehicle impact to a sewer main, the main is to have adequate protection against such an impact.

The proposed protection type, treatment, strength, etc shall be subject to approval by Council.

Should Council consider that the proposed sewer location presents a high likelihood of being impacted; the sewer main may be required to be relocated elsewhere at full cost to the developer.

Design

Any adjustment to sewer mains may have greater implications than solely to the area of the proposed development and as a result, no sewer main invert levels shall be raised. The raising of sewer mains may have significant impacts on the servicing potential of upstream properties.

Horizontal and vertical deflections may be permitted within the structure of the basements (eg pipes supported from the roof of the basement etc), however will not be permitted under or embedded in the concrete of the structures. Approved deflections shall not exceed 22.5°. The deflections or sweeping bends are to be provided with cleaning/flushing 'eyes'.

Where sewer mains are proposed to pass through (and out of) structures, the developer shall provide designs that allow for flexibility at joints and differential settlement. Such designs shall be subject to Council's approval.

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Consideration shall be given where possible for the effects of any possible future development or redevelopment of adjoining properties.

All designs for Council sewer mains are to be in accordance with Water Services Association of Australia (WSAA) – Sydney Water Version – or as nominated by the Water Supply Authority.

Internal (domestic) sewer designs are to comply with the requirements of AS/NZS 3500 and the Building Code of Australia (BCA) as appropriate.

Existing manholes where practical are to be retained to provide greater flexibility for maintenance inspection and access.

Construction

Construction of Council sewer mains shall be in accordance with Water Services Association of Australia (WSAA) – Sydney Water Version.

Internal (domestic) sewers shall be in accordance with AS/NZS 3500 and the Plumbing Code of Australia as appropriate. Materials used for sewer work within and adjacent to the structures shall be ductile iron class AS/NZS 2280:2014 (flange) with stainless steel fittings or stainless steel pipes certified to AS 5200.053 unless otherwise approved.

The work shall provide for joint types and locations so that such joints are easily accessed for replacement/maintenance works with the minimum disruption of the operation of the system.

Safety/Health

All mains are to be clearly and frequently labelled for easy identification.

Additional lighting in basement car parks may be required adjacent to the sewer mains for identification, maintenance and replacement.

Abandoned Mains

Abandoned mains are to be removed and the trench backfilled and compacted to at least 98% standard compaction. Note that SafeWork NSW requirements will govern the handling of any asbestos cement materials (see also the Water Directorate's *Cutting, Handling and Disposal of Asbestos Cement (AC) Pipe Guidelines*, 2018).

If there are restrictive site constraints, pressure or gravity mains which have been abandoned due to relocation to suit a particular development may remain in the ground providing the abandoned mains are capped to prevent the movement of water. Council may require certain abandoned mains to be backfilled with grout depending on size, material type and proximity to other structures. This option will require approval from the Director Infrastructure.

Planting of Trees

Tree roots can penetrate into sewerage pipes through joints or damaged sections of pipes, causing blockages and subsequent overflows. As a result, certain species are not recommended to be planted near sewer mains. A list of the highest risk species is provided in Appendix 3.

Costs

The developer/applicant will be responsible for all costs associated with:

- All investigation and design, and any costs associated with seeking approval,
- If approval is granted then any construction costs,
- Repairing any damage to a sewer main, or associated sewer infrastructure, caused by construction over or near an existing sewer.

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If Council decides to upsize a sewer main subject to relocation by a developer, then a cost sharing arrangement may be agreed to between both parties that reflects the extra costs associated with installing a larger diameter main at the time of relocation by the developer. Note this may not apply where the upsizing of the pipe is required due to the subject development.

The developer/applicant will have no claim on Council for any costs incurred in the event that approval is not granted.

Developer Charges

Developer charges contribute towards the cost of existing and future assets in the sewerage system, where the development benefits from those assets.

Council will levy developer charges using its Development Servicing Plan (DSP) for Water Supply and Sewerage, before issuing a certificate of compliance under section 64 of the Local Government Act 1993. Developer charges apply to all development within the DSP Service Areas and any other proposals to connect a property to the Dubbo Regional Council sewerage schemes. Developer charges are levied in addition to any other costs to connect to the sewerage system.

Developer Charges to Apply at Subdivision Stage

Developer charges are to be paid at the following rates before the release of a subdivision certificate:

Landuse zones after subdivision under the Dubbo Local Environmental Plan 2022	Developer charge rate (refer to DSP for the value of one equivalent tenement)
R1, R2, R3, R4, R5 Residential zones RU5 Village zone	One equivalent tenement per lot
Business zones Industrial zones	One equivalent tenement per 1000 m ² of land area or part thereof, or one equivalent tenement per lot, whichever the greater.
RE1, RE2 Recreation zones E1 National Parks and Nature Reserves SP1, SP2 Special Activities	Zero equivalent tenements unless a sewerage connection is proposed
Other	One equivalent tenement per lot

- Where the original lot was subject to sewerage access charges, the calculated charge is to be credited one equivalent tenement.
- New lots are to be assigned the assessed number of equivalent tenements on a pro rata basis, for crediting against future development, ensuring that each of the new lots has been assigned at least one equivalent tenement.
- Proposed road reserves are to be excluded from all calculations.

Developer Charges to Apply at Later Development Stages

Developer charges potentially apply whenever a development consent is issued for a property connected or proposed to be connected to the Dubbo Regional Council sewerage schemes:

- Council will assess the net impact of a proposed development on the sewerage system by using the implementation document as adopted by Council.
- Whenever the assessed impact is more than 10 equivalent tenements, the assessment is to be referred to the Director Infrastructure for advice.
- Development consents are to condition a discharge limit for the property expressed as equivalent tenements.

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4. Where the impact assessment has been determined using an instantaneous flow rate for an activity, the development consent is to also condition a discharge limit for that activity expressed as litres per hour.
5. The assessment of total impact on the sewerage system, net impact considering existing entitlements, and the calculated developer charge is to be reported as an advice within the notice of determination for the development application. The details of the assessment are to be made available to the applicant on request.
6. Where additional information leads to a reduced estimate of equivalent tenement loadings, the contribution can be adjusted by seeking an amendment to the development consent.
7. Council may take legal action against owners who provide misleading information which results in their developer charge being underestimated.

User Services

Prohibited Substances

Regulation 56 of the Protection of the Environment (General) Regulation 2009 only allows the discharge of pollutants to sewer where it has the approval of the sewerage authority.

Any matter which does not have the nature of domestic sewage (in terms of quality or quantity) is not approved for discharge to the Dubbo Regional Council sewerage schemes unless it is permitted by this policy or under an approval issued under Council's Liquid Trade Waste Policy.

In particular the discharge of roof, rain, surface, seepage or ground water to the sewerage system is prohibited under regulation 137A of the Local Government (General) Regulation 2005.

Liquid Trade Waste

Sewerage systems are generally designed to cater for liquid waste from domestic sources that are essentially of predictable strength and quality. Council may accept liquid trade waste into its sewerage system as a service to businesses and industry.

Liquid trade waste may exert much greater demands on sewerage systems than domestic sewage and, if uncontrolled, can pose serious problems to public health, worker safety, Council's sewerage system and the environment.

Council's Liquid Trade Waste Policy sets out how Dubbo Regional Council will regulate sewerage and trade waste discharges to its sewerage system in accordance with the NSW Framework for Regulation of Sewerage and Trade Waste.

Septage Receival Station

Council has established a septage receival station in Dubbo and Wellington for licenced liquid waste transporters within Council's LGA to discharge septage and septic effluent, pan contents and chemical toilet waste. Charges apply in accordance with Council's adopted Fees and Charges document.

Council reserves the right to refuse septage and septic effluent, pan contents and chemical toilet waste from outside the LGA.

Customers are required to obtain approval to discharge septage waste to the septage receival station. An application form (*Trade Waste Concurrence Classification 2S - For Approval to Discharge Septic Tank and Pan Waste to Council's Septage Receival Station (Section 68, Local Government Act 1993)*) can be obtained from Council's Customer Service Centre (application fees apply).

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Sewerage Pricing

Council levies charges for the sewerage system based on a 'two-part tariff', made up of a charge for access, and a charge for usage.

Sewerage charges are used to fund the following activities:

1. The collection and treatment of sewage;
2. Ongoing maintenance of the sewerage system and treatment plants; and
3. Reserves allocated towards major system development work such as treatment plant upgrades.

Sewerage charges cannot be used to fund Council's general expenditure nor can general rates fund expenditure on the sewerage system.

Residential Sewerage Charges

A residential assessment is an assessment whose land is used exclusively for residential purposes, as defined under the Dubbo Local Environmental Plan 2022. All residential assessments within the Service Area are subject to a residential charge, regardless of the status of connection to sewer.

Residential charges are levied as a flat fee per residence, based on following formula:

The calculated residential sewerage charge is specified in Council's Fees and Charges document.

Non-residential Sewerage Charges

An assessment within the Sewerage Service Area is considered non-residential when the land is not categorised as being residential except when:

1. The land is exclusively zoned for recreational or environmental protection purposes and it not connected to sewer; or
2. The land is exclusively used as a car park for a nearby non-residential land use and is not connected to sewer; or
3. The land is not subject to general rates and is not connected to sewer; or
4. The land is exclusively used for public utility purposes and is not connected to sewer.

Non-residential charges are calculated according to the following formula:

$$\text{Non-Residential charge} = \underbrace{\left(AC_{20} \times \left(\frac{D^2}{400} \right) \right)}_{\text{(access charge)}} + \underbrace{C \times UC}_{\text{(usage charge)}} \times \text{SDF}$$

where

AC_{20} = Non-residential access charge for 20mm water connection (\$/a)

D = Water connection diameter (mm)

C = water usage for customer (kL/a)

UC = Usage charge rate (\$/kL)

SDF = Sewerage discharge factor (set for each property)

The non-residential access and usage charge rates are specified in Council's Fees and Charges document.

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Minimum Charge Tariff

The bill for a non-residential property must not be less than for a residential property. If historical water consumption shows that the calculated bill will fall below the residential charge, Council will apply a minimum charge tariff equal to the residential charge. Council will review bills annually and place accounts on the minimum or normal tariff regime as needed for future bills.

The owner of each individual assessment, for rating purposes, not currently serviced by Council's sewerage system, but able to be serviced being within 75 metres of a sewerage main as described in the Local Government Act 1993, shall be charged an appropriate sewer access charge as described in Council's Fees and Charges document.

Sewerage and Liquid Trade Waste Discharge Factors

Council provides water and sewerage services to residential and non-residential property owners.

The sewerage charging structure is based on the 'Water Supply, Sewerage and Trade Waste' pricing guidelines, Department of Climate Change, Energy, the Environment and Water. These guidelines incorporate principles of user pays.

In accordance with the user pays principles, the charges for sewerage services should be based on the quantity of sewage discharged to the sewerage system. While modern water meters provide an accurate way of measuring fresh water supplied to a property, there is no practical way of actually measuring sewage leaving a property.

The NSW Government has recommended that sewage should be estimated by means of a percentage of the fresh water supplied to the property.

The Sewage Discharge Factor (SDF) is the name given to the percentage of fresh water supplied to a property deemed to be the quantity of sewage discharged from that property.

The NSW Government pricing guidelines recommends that all domestic properties receive a common charge. Council has adopted an SDF for residential properties in its determination of the standard residential sewerage charge.

The NSW Government pricing guidelines also recommends that non-residential properties are likely to exhibit significant variation, therefore a standard charge is inappropriate. The charges are based on an SDF assigned initially on the basis of the industry type.

In the case of properties that have both residential and non-residential features, such as a corner shop with residence, Council staff will deem the property to be either residential or non-residential based on the dominant use of the property.

'Trade Waste' is the name given to liquid wastes discharged to the sewer and containing trade or factory wastes or chemicals, or other impurities from any business, trade or manufacturing premises other than domestic sewage, stormwater or unpolluted water.

The trade waste charging structure is as defined in Council's Fees and Charges document.

Both sewage and trade waste charges are levied on the property owner. All agreements and transactions are between Council and the affected property owner.

Discharge Factor

For many properties, it would be cost prohibitive, or impractical, to install a meter to measure the actual volume of sewage discharged to the sewerage system. For these customers, Council will estimate the volume of sewage and trade waste discharged to the sewerage system by applying a default discharge factor to the volume of potable water supplied to the property and measured at the water meter.

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The SDF is the percentage of the water consumption of the property, as measured by the water meter, which is discharged to the sewerage system. The SDF includes all domestic, commercial and trade waste that enters the sewerage system from a property. Discharge factors may range from 0 to 100%, and in exceptional circumstances may even be greater than 100% if additional material is added to the waste stream as part of the production process.

The Trade Waste Discharge Factor (TWDF) is a percentage of the total water consumption of the property, as registered on the water meter supplying the property that is considered to be trade waste and is discharged with the general sewage flow from the property.

With respect to residential properties, Council's policy is to adopt a standard SDF for all residential properties as recommended by the NSW Government Pricing Guidelines. Council has adopted an SDF for all residential properties of 75%. This SDF will apply to all residential properties, including single standalone houses, duplex houses, block of flats and strata title units.

With respect to non-residential properties, a review of Council's flow monitoring data, industry standards and information supplied by other water authorities was used to develop default SDF and TWDFs for each of the business types that discharge into the sewerage system.

Council will adopt the default SDF or TWDF and use it for charges. Council, or the discharger, can initiate a review into the actual SDF and TWDFs applicable for the individual property. Council may change the discharge factors after advising the property owner. The discharger may apply to vary the factors applicable to the property. The discharger will be required to undertake a review of the factors and submit the review to Council. If Council accepts the review results, then the factor applicable to the property may be varied. In addition, the default may be varied and used for future dischargers. Any change in the factors leading to a reduction in the amounts charged will only apply in future, there will be no retrospective refund of previous amounts charged.

When reviewing a discharge factor, all water usage within the property will be considered. Examples of water supplied to a property and not returned to sewer include:

- Landscape and garden watering.
- Evaporation loss through air conditioning or boiler use.
- Dust suppression.
- Water added to products.
- Waste water that is removed off-site to a specialised receival facility (eg by tanker) that is deemed unsuitable for discharge to sewer.

When calculating an SDF, it may be necessary to include other sources of water which enters the sewerage system. These include storm diversion and waste product, the same is true of TWDFs, where stormwater, bore water or other sources are used in the process or activity.

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While all non-residential properties will have an SDF only those properties generating trade waste will have a TWDF. Council's policy with respect to TWDF is to assign a default TWDF for each property in accordance with this Policy. If as a result of specific investigation Council is satisfied that the TWDF should be changed from the default value, then Council will change the TWDF and use the new TWDF for future charging.

In summary, Council's method of determining SDF and TWDFs is shown in the table below:

Determination of:	SDF	TWDF
Residential	All to be 75%	N/A
Non-residential	Default 60%	Default TWDF

Review of Discharge Factors

Council, or the property owner, may initiate a review of the SDF or the TWDF applied to a property if either party considers that the default factor is not appropriate for an individual property.

The property owner can initiate a review by completing the Discharge Factor Variation Application Form. Information that supports the application should be submitted with the application. However, additional information that Council considers necessary to assess the application may be requested. This information must be supplied at the applicant's cost. An example of the type of information that may be requested is additional flow monitoring data so as to verify the data supplied in the Water Usage Section of the application.

Council can also initiate a review. Council will give the property owner written advice that a review is to be conducted. Council will be responsible for costs associated with reviews it initiates.

Where Council believes, as a result of a review, that the current SDF or the current TWDF is not appropriate for a property, then the property will be assigned a new individual SDF or a new individual TWDF.

Where a discharge factor is varied from the default SDF or TWDF included with the Policy, or a previous discharge factor, the property owner will be advised in writing of the variation. The variation will be effective from the next charging period and will not be applied retrospectively.

If Council considers that the information does not justify a variation to the discharge factor, the applicant will be advised in writing. This advice will also outline the reasons for the decision.

Effluent Flow Meters

New customers proposing to discharge greater than 5000 L per day will be required to install an effluent flow meter. Customers who discharge a high strength waste, or wastewater volume greater than the volume of water supplied to the property, may also be required to install an effluent flow meter in accordance with Council's Liquid Trade Waste Policy.

Effluent flow meters must be maintained as per the manufacturer's recommendations and calibrated by a suitably qualified person as often as required to ensure the device records accurately. Maintenance and calibration records must be kept for at least five years and made available to Council's authorised officers on request.

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Application of Charges

Under Council's Fees and Charges document an increase in water consumption will increase the water usage charge and will also increase the sewerage charge and the trade waste charge. This is a consequence of the sewerage charge and the trade waste charge being determined as a percentage of the water consumption. This provides additional incentive to reduce water consumption in the first place.

Council may provide an adjustment for non-residential properties where a concealed leak has also increased sewer and/or trade waste usage charges, where the water loss was deemed to have not entered Council's sewer system, the adjustment will be 100% of the sewer and/or trade waste usage charges attributed to the calculated and/or estimated excess water as a result of the concealed leak or as otherwise determined by Council.

Requests for an adjustment to water usage charges and/or non-residential sewer usage charges due to a concealed leak must be applied in writing using the Concealed Leak Application (refer to Council's website) and adequate supporting documentation must accompany the application.

For more information, please refer to the concealed leaks section in Council's Water Supply Services Policy

Water Meters

The size of the water meter installed at a property is also used to calculate the applicable sewerage charges. Applications to reduce the size of the water meter must be made in writing and accompanied by a hydraulic consultant's report detailing water demand parameters, including maximum pressure and flow rate required in accordance with all legislative requirements.

Meter Failure

In the absence of a meter, or if the meter fails to record water consumption, Council's Revenue Branch may make a reasonable estimate of water consumed and charge this estimated quantity. In estimating the water usage, Council may take into consideration previous consumption patterns, and any other factors that Council considers relevant.

In the event of an effluent flow meter failure, Council may make a reasonable estimate of the sewage discharge for the billing period. This estimate may be based on effluent and water meter readings, current water usage, previous consumption patterns, and any other factors that Council considers relevant. These considerations will be used to determine a discharge factor and calculate the sewage charge.

Disputes

The property owner may request a review of any Council decision on SDFs or TWDFs. This request must be made in writing to Council's Chief Executive Officer.

Council may request additional information from the property owner. Council will complete the review and advise the applicant within 10 working days of receipt of the request, and the result of all additional requested information.

Non-residential Sewerage and Liquid Trade Waste Fees and Charges

A discharge factor represents the percentage of the metered water consumption, which is discharged to the sewerage system from a non-residential property. There are two types of discharge factors:

- Sewer (SDF); and
- Liquid Trade Waste (TWDF).

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Sewer Discharge Factor

The sewer discharge factor is the ratio of all wastewater discharged from a premises to the sewerage system to the total water consumption expressed as a percentage.

$$SDF = \left(\frac{\text{Domestic} + \text{Trade Waste}}{\text{Total Water Consumption}} \right) \times 100$$

Trade Waste Discharge Factor

The TWDF is the ratio of the volume of liquid trade waste discharged into the sewerage system to the total water consumption expressed as a percentage.

$$TWDF = \left(\frac{\text{Liquid Trade Waste}}{\text{Total Water Consumption}} \right) \times 100$$

Council Maintenance Responsibilities

Council is the owner of the property connection up to the first pipe joint within your property.

Property Owner Maintenance Responsibilities

General Maintenance Requirements

Property owners are responsible for maintaining and repairing all internal plumbing and drainage pipes on their property up to the boundary connection point to Council's sewer to meet Plumbing Code of Australia requirements.

Power of Entry

Council's staff and its authorised contractors are legally entitled to enter all premises to access the water meter and for the recording of consumption under Section 191 and 191A of the Local Government Act 1993, Section 9.16 of the Environmental Planning and Assessment Act 1979 and Section 118A and Section 196 of the Environmental Planning and Assessment Act 1979.

Customer Notification Cards

Council has a number of customer service cards which may be left at a property to inform the customer of work undertaken (including boil water notices, access to meters, meter replacement, water supply disruption).

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Responsibilities

<MANDATORY>

Position	Responsibility
Users	Understand and comply with the Sewerage Services Policy and related procedures. Follow the requirements of the Pressure Sewer Manual, especially for residents connected to pressure systems. Report any faults (eg alarms on pumping units) promptly.
Supervisors/Team Leaders/ Coordinators	Ensure that staff under their supervision are trained and aware of the policy requirements. Oversee compliance with procedures developed under the policy. Support frontline responses to sewerage infrastructure operations and maintenance.
Manager Operations Water Supply and Sewerage	Operational management of Council's sewerage infrastructure (eg mains, treatment plants, pumping units). Ensure service standards for maintenance and emergency response are met (eg 24-hour call-out for pressure systems).
Manager Strategy Water Supply and Sewerage	Maintain technical specifications, contribute to Development Servicing Plans, and coordinate long-term planning for sewer network extensions. Provide input to development assessments and consent conditions related to sewer infrastructure. Provide advice and approvals related to easements, encasement, and asset protection for sewer assets. Approve and supervise works, installations, and inspections related to property connections.
Director Infrastructure	Final decision-making authority regarding: - Sewerage service area designations. - Denial or approval of sewer connections or technology types. - Orders or penalties for policy non-compliance. - Exceptional approvals (eg building over sewer mains). - Endorses updates to Sewer Service Area maps. - Oversees infrastructure strategy and budget implications.
Information Services	Maintain accurate data systems related to customer accounts, service areas, and sewer infrastructure. Support metering, billing integration, and asset mapping (particularly important for discharge factor calculations and network coverage).

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Position	Responsibility
People, Culture and Safety	Ensure WHS protocols are followed during installation and maintenance of sewer infrastructure Assist with training programs or safety inductions for field crews. Support compliance with legislative WHS obligations referenced in the policy.

Definitions

To assist in interpretation, the following definitions apply:

Term	Definition
Boundary valve kit	In pressure sewerage systems, a box incorporating valves and an inspection tee piece, typically inside the boundary of a property.
Developer charges	Charges made under a Development Servicing Plan, plus any other charges levied under Council's revenue associated with the connection of properties to the Dubbo Regional Council sewerage schemes.
Development Servicing Plan	A document which outlines the basis and amount of contributions payable when property development occurs. At the time of writing Council's Development Servicing Plan is titled <i>s64 Water and Sewerage Contributions Policy</i> .
Discharge factor	The proportion of water delivered to the property which is disposed of as sewage or liquid trade waste.
Discharger	The owner of the property, from which liquid waste is discharged to the sewerage system.
Dubbo Regional Council sewerage schemes	The system of sewer mains and downstream devices used to transport and treat sewage provided by Dubbo Regional Council (the Sewerage Authority).
Easement	An area of land, or part of a lot reserved by law for a specific purpose such as the containment of water or sewer assets.
Gravity sewer	A pipeline that drains sewage under the force of gravity.
Liquid trade waste	All liquid waste other than sewage of a domestic nature discharged to the sewerage system.
Maintenance hole	A vertical connection between a sewer main and the surface allowing access to the sewer main for maintenance or inspection. Otherwise known as an access chamber or manhole.
On-site sewerage system	A system where sewage is collected, treated and disposed of on the property on which it was generated. Examples

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Term	Definition
	include septic tanks and aerated water treatment systems.
Pressure sewerage system	A system where sewage on a property is collected in an onsite storage vessel and then pumped through pressurised pipes into the sewerage system. Also known as a low-pressure sewerage system.
Pressure sewerage pumping unit	The combination of storage vessel, pumps and controls installed on properties connected to a pressure sewerage system.
Pre-treatment device	A device used to remove solids, liquids or dissolved substances from liquid trade waste prior to discharge into the sewerage system.
Property connection	The pipeline joining the boundary point for a property to a sewer main. The property connection is owned and maintained by the Sewerage Authority.
Property service line	The pipeline linking private sewer plumbing and drainage to the property connection. In gravity sewerage systems this pipe is maintained by the property owner. In pressure sewerage systems, the pressurised pipeline is maintained by the Sewerage Authority.
Sewage	A liquid waste produced by human society which typically contains washing water, laundry waste, faeces, urine and other liquid or semi-liquid wastes.
Sewerage	The system of sewers that convey sewage to a treatment plant. The term includes all pumps, pipelines, valves and associated infrastructure.
Sewers	Pipes that convey sewage under gravity.
Sewer junction	The intersection of a property connection with a sewer main.
Sewer main	A pipeline owned by the Sewerage Authority which transports sewage from more than one property.
Sewer vent	A structure which allows gas to transfer to and/or from a sewer main.
Sewerage Authority	A council which has been appointed as the provider of sewerage services for a particular area. Specifically, it refers to the parts of the council which exercises those functions. Dubbo Regional Council is the Water Supply Authority for the Dubbo Local Government Area, under the supervision of State government regulators. This power is under the <i>Local Government Act 1993</i> , in particular Sections 56 to 66
Sewerage Service Area	The area provided or planned to be provided with sewerage services

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Term	Definition
Zone of influence	The region where an object such as a foundation or footing exerts pressure. At worst, the zone of influence boundary is a line 45° below horizontal extending from the edge of an object. A geotechnical engineer can provide advice as to whether it is appropriate to adopt a smaller zone of influence based onsite conditions. See Attachment 1 for an illustration of a zone of influence.

Appendices

Attachment 1: Sewerage and Trade Waste Discharge Factors and Non-residential Premises

Attachment 2: STD7252 'Construction of Sewer Mains Near Buildings Envelope'.

Attachment 3: Plants to Avoid Near Sewer Main

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Appendix 1: Sewerage and Trade Waste Discharge Factors and Non-residential Premises

Discharger	Discharge Factor	
	Sewer	Trade Waste
Bakery	95	25
with a residence attached ¹	70	18
Bed and Breakfast/Guesthouse (max. 10 persons)	75	N/A ²
Boarding House	90	20
Butcher	95	90
with a residence attached ¹	70	65
Cakes/Patisserie	95	50
Car Detailing	95	90
Car Wash	75	70 ⁵
Caravan Park (with commercial kitchen)	75	15
Caravan Park (no commercial kitchen)	75	N/A ²
Chicken/poultry shop (retail fresh, no cooking)	95	90
Charcoal Chicken	95	80
Club	95	30
Cold store	7	N/A ²
Community hall (minimal food only)	95	N/A ²
Correctional Centre	90	Note 6
Craft/Stonemason	95	80
Day Care Centre	95	N/A ²
Delicatessen, mixed business (no hot food)	95	N/A ²
with a residence attached ¹	70	
Dental Surgery with X-ray	95	80
with a residence attached ¹	70	60
Fresh Fish Outlet	95	90
Hairdresser	95	N/A ²
High School	95	25 ⁵
Hospital	95	30
Hostel	90	20
Hotel	100	25
Joinery	95	10
KFC, Red Rooster	95	80

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Discharger	Discharge Factor	
	Sewer	Trade Waste
Laundry	95	92 ⁵
Marina	90	70
McDonalds Restaurant, Burger King, Pizza Hut	95	62
Mechanical Workshop ³	95	70
Mechanical workshop with car yard	85	70
Medical Centre	95	25 ⁵
Motels small (breakfast only, no hot food)	90	N/A ²
Motel (hot food prepared)	90	20
Nursing Home	90	30
Office Building	95	N/A
Optical Service	95	N/A ²
Panel Beating/Spray Painting	95	70
Primary School	95	10 ⁵
Printer	95	85
Restaurant ⁴	95	50
Self Storage	90	N/A
Service Station	90	70
Shopping Centre	85	30
Supermarket	95	70
Swimming Pool (commercial)	85	N/A ²
Take Away Food	95	50
Technical College or University	95	Note 6
Vehicle Wash: Robo, Clean and Go, Gerni Type	95	90 ⁵
Veterinary (no X-ray), Kennels, Animal wash	80	N/A ²

Notes:

¹ If a residence is attached, that has garden watering, the residential SDF should be applied.

² A trade waste usage charge is not applicable for this activity.

³ Includes lawn mower repairer, equipment hire, hydraulics, radiator and transmission repair, etc.

⁴ Includes café, canteen, bistro, etc.

⁵ A trade waste usage charge applies if appropriate pre-treatment equipment has not been installed or has not been properly operated or maintained.

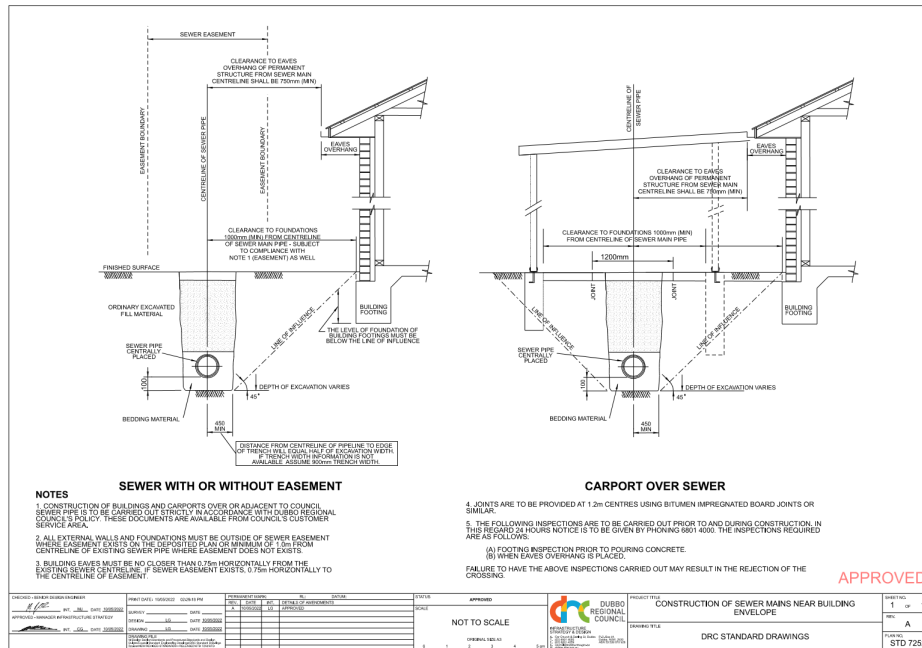
⁶ A discharge factor to be applied on the basis of the relevant activity, eg food preparation/service, mechanical workshop, optical services, etc.

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Appendix 2: STD7252 'Construction of Sewer Mains Near Building Envelope'.



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Appendix 3: Plants to Avoid Near Sewer Main

Botanical Name	Common Name	Damage Rating
Kurrajong	Brachychiton populneus	Extreme
Desert Kurrajong	Brachychiton gregori	Extreme
Fig Trees & Rubber Plants	Ficus species	Extreme
Liquidambar, Sweet Gum	Liquidambar styraciflau	Extreme
Poplars	Populus species	Extreme
Willows	Salix species	Extreme
Box Elder Maple	Acer negundo	Very High
Sycamore	Acer pseudoplatanus	Very High
Norfolk island & Bunya Pines	Araucaria species	Very High
Illawarra Flame Tree	Brachychiton acerifolium	Very High
Casuarinas	Casuarina species	Very High
Coral Trees	Erythrina species	Very High
Large Gum Trees	Eucalyptus species	Very High
Jacaranda	Jacaranda species	Very High
Bay Laurel	Lauris noblis	Very High
Pine Trees	Pinus species	Very High
Plane Trees	Platanus acerifolia	Very High
Golden Robinia	Robinia pseudoacacia	Very High
Pepper Tree	Schinus molle	Very High
Bougainvillea's	Bougainvillea species.	High
Crimson Bottlebrush	Callistemon citron's (C. lanceolatus)	High
Claret Ash, Manna Ash	Fraximus ornus	High

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<i>Botanical Name</i>	<i>Common Name</i>	<i>Damage Rating</i>
Silky Oak	Grevillea robustus	High
Grevilleas	Grevillea spp.	High
Hollies	Ilex species	High
Brush Box, Tristania	Lophostemon confetus	High
Magnolias	Magnolia species	High
Bracelet Honey Myrtle	Melaleuca armillaris	High
Oleander	Nerium oleander	High
Bamboos (non-clamping)	Phyllostachus species	High
Chinese Wisteria	Wisteria sinensis	High

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Document Control

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Council Policy

Liquid Trade Waste

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Document Overview

Document Category	Council Policy
Policy Title	Liquid Trade Waste
Policy Statement	Council is committed to the responsible regulation of liquid trade waste discharges to its sewerage system. This Policy ensures the protection of public health, worker safety, the environment, and Council's infrastructure. It establishes a clear framework for approval, monitoring, and enforcement of trade waste discharges in accordance with NSW legislative and regulatory requirements.
Date	Document date (finished being put together)
Resolution Date	Date when the governing body/group has endorsed
Clause Number	Report clause number from InfoCouncil
Accountable Position	Director Infrastructure
Responsible Position	Manager Operations Water Supply and Sewerage
Branch	Operations Water Supply and Sewerage
Division	Infrastructure
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Consultation	Manager Operations Water Supply and Sewerage Water Supply and Sewerage Branch Community (public exhibition period) - TBC
Document Revision History	Date
Version 1	29 July 2025

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Purpose

This Policy sets out how Dubbo Regional Council will regulate sewerage and trade waste discharges to its sewerage system in accordance with the NSW Framework for Regulation of Sewerage and Trade Waste (Appendix E).

Sewerage systems are generally designed to cater for liquid waste from domestic sources that are essentially of predictable strength and quality. Council may accept liquid trade waste into its sewerage system as a service to businesses and industry.

Liquid trade wastes may exert much greater demands on sewerage systems than domestic sewage and, if uncontrolled, can pose serious problems to public health, worker safety, Council's sewerage system and the environment.

This Policy is consistent with the *Liquid Trade Waste Management Guidelines 2021* developed by the Water Utilities Branch of the Department of Climate Change, Energy, the Environment and Water (the Department):

https://www.industry.nsw.gov.au/_data/assets/pdf_file/0010/147088/trade-waste-management-guidelines.pdf

The objectives¹ of this Policy are to:

- Protect public and workers' health and safety and the environment.
- Protect Council's assets from damage.
- Minimise adverse impacts on sewage treatment processes.
- Assist Council in meeting regulatory and licence compliance.
- Promote water conservation, waste minimisation, cleaner production, effluent recycling and biosolids reuse.
- Provide an environmentally responsible liquid trade waste service to the non-residential sector.
- Ensure commercial provision of services and full cost recovery through appropriate sewerage and liquid trade waste fees and charges.

Related Information

This Policy provides relevant documents, standards and regulations that inform and support Council's Liquid Trade Waste Policy. These references ensure that liquid trade waste is managed in alignment with best practices, legal requirements and industry standards.

Related Legislation

Council provides sewerage services appropriate to the current and future needs of the local community in accordance with relevant acts, regulations and standards. Some of the relevant acts, regulations and standards are as follows:

¹ The above objectives are consistent with the *National Framework for Sewage Quality Management* in the *Australian Sewage Quality Management Guidelines, June 2012*, Water Services Association of Australia (WSAA).

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- Local Government Act 1993
- Local Government (General) Regulation 2005
- Protection of the Environment (Operations) Act 1997 and Regulations
- NSW Best-Practice Management of Water Supply and Sewerage Guidelines 2007
- Australian Sewage Quality Management Guidelines June 2012
- National Framework for Wastewater Source Management 2008
- Liquid Trade Waste Management Guidelines 2021
- Plumbing Code of Australia (2016)
- Australian Standards
- Public Health Act 2010

Scope

This Policy applies to all non-residential premises within the Dubbo Regional Council Local Government Area (LGA) that discharge liquid trade waste into Council's sewerage system. It includes industrial, commercial and community premises, as well as tankered waste. The Policy excludes domestic sewage and wastewater from residential kitchens, bathrooms and laundries.

Policy

This Policy has been developed to ensure proper control of liquid trade waste and hence protection of public health, worker safety, the environment and Council's sewerage system. The Policy also promotes waste minimisation, water conservation, water recycling and biosolids reuse.

In addition, approval, monitoring and enforcement processes for liquid trade wastes discharged to Council's sewerage system and the levying of commercial sewerage and liquid trade waste fees and charges are described in this document. The procedure for liquid trade waste approval is governed by Chapter 7 of the Local Government Act.

Under section 68 of the *Local Government Act 1993* (Act), a person wishing to discharge liquid trade waste to the sewerage system must obtain prior approval from Council. Discharge of liquid waste other than domestic sewage without prior approval is an offence under section 626 of the Act.

What is Liquid Trade Waste

Liquid trade waste is defined in the Local Government (General) Regulation 2005 as below:

“Liquid trade waste means all liquid waste other than sewage of a domestic nature”.

Liquid trade waste discharges to the sewerage system include liquid wastes from:

- Industrial premises.
- Business/commercial premises (eg beautician, florist, hairdresser, hotel, motel, restaurant, butcher, supermarket, etc).

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- Community/public premises (including clubs, school, college, university, hospital and nursing home).
- Any commercial activities carried out at a residential premises.
- Saleyards, racecourses and stables and kennels that are not associated with domestic households.
- Tankered human waste, ship-to-shore waste from marina pump-out facilities, portable toilet waste and established sites for the discharge of pan contents from mobile homes/caravans.
- Any other waste tankered to the sewerage facilities (eg commercial or industrial waste from un-sewered areas).

Liquid trade waste excludes:

- Toilet, hand wash basin (used for personal hygiene only), shower and bath waste derived from all the premises and activities mentioned above.
- Wastewater from residential toilets, kitchens, bathrooms or laundries (ie domestic sewage).
- Wastewater from common laundry facilities in caravan parks. Note: That discharges from common kitchen facilities in caravan parks are liquid trade waste.
- Residential pool backwash.

This Policy comprises three parts:

- Part 1: Exemptions
Specifies the circumstances in which a person is exempt from the necessity to apply for an approval to discharge liquid trade waste to Council's sewerage system.
- Part 2: Criteria for Approval to Discharge Liquid Trade Waste Into Council's Sewerage System
Specifies the criteria which Council will take into consideration in determining whether to permit or refuse a liquid trade waste approval.
- Part 3: Matters Relating to Liquid Trade Waste Approvals
Specifies the application procedure and approval process, liquid trade waste discharge categories and applicable fees and charges, the NSW Framework for Regulation of Sewerage and Trade Waste, alignment with the *National Framework for Wastewater Source Management* and other relevant information.

Part 1: Exemptions

The list of discharges exempt from obtaining Council's approval is provided in Appendix B. These discharges are known as 'Deemed to be Approved'. Each such discharger must meet the standard requirements specified in Appendix A.

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Part 2: Criteria for Approval to Discharge Liquid Trade Waste Into Council's Sewerage System

Factors for Consideration

Council's decision to accept liquid waste into its sewerage system will be based on the discharger satisfying Council's requirements. Therefore, when determining an application to discharge liquid waste to the sewerage system, Council will consider the following factors:

- The potential impacts of the proposed discharge on Council's ability to meet the objectives outlined in this document.
- The adequacy of the pre-treatment process(es) to treat the liquid trade waste to a level acceptable for discharge to the sewerage system, including proposed contingency measures in an event of the pre-treatment system failure.
- The capability of the sewerage system (reticulation and treatment components) to accept the quantity and quality of the proposed liquid waste.
- The adequacy of chemical storage and handling facilities, and the proposed safeguards for prevention of spills and leaks entering the sewerage system.
- The adequacy of the proposed Due Diligence Program and Contingency Plan, where required.
- Proposed management of prohibited substances and other liquid waste not planned to be discharged to the sewerage system and safeguards to avoid any accidental discharge.
- The potential for stormwater entering the sewerage system and adequacy of proposed stormwater controls.
- The potential for growth of the community.

Discharge Quality

Council's acceptance limits for liquid trade waste discharges are set out in Table 1 below. These limits are consistent with the acceptance limits specified in the *Liquid Trade Waste Management Guidelines, 2021* by the Department of Planning, Industry and Environment.

Parameter	Limits
Flow Rate	The maximum daily and instantaneous rate of discharge (kL/h or L/s) is determined based on the available capacity of the sewer. Large discharges are required to provide a balancing tank to even out the load on the sewage treatment works.
BOD ₅	Normally approved at 300 mg/L. Concentrations up to 600 mg/L may be accepted.
Suspended Solids	Normally approved at 300 mg/L. Concentrations up to 600 mg/L may be accepted.

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Parameter	Limits
COD	Normally, not to exceed BOD ₅ by more than three times. This ratio is given as a guide only to prevent the discharge of non-biodegradable waste.
Total Dissolved Solids	Up to 4000 mg/L may be accepted. The acceptance limit may be reduced depending on available effluent disposal options and may be subjected to a mass load limit.
Temperature	Less than 38°C.
pH	Within the range 7.0 to 9.0.
Oil and Grease	100 mg/L if the volume of the discharge does not exceed 10% of the design capacity of the treatment works and 50 mg/L if the volume is greater than 10%.
Detergents	All detergents are to be biodegradable. A limit on the concentration of 50 mg/L (as Methylene Blue Active Substances (MBAS)) may be imposed on large liquid trade wastes discharges.
Colour	Colour should be biodegradable. No visible colour when diluted to the equivalent dilution afforded by domestic sewage flow. Specific limits may be imposed on industrial discharges where colour has a potential to interfere with sewage treatment processes and the effluent management.
Radioactive Substances	If expected to be present (eg Iodine131 from ablation), acceptance requirements will be set on a case by case assessment.

Table 1. Acceptance limits for liquid trade waste into the sewerage system

Acceptance Limits for Inorganic and Organic Compounds		Maximum Concentration (mg/L)
Inorganic compounds	Ammonia (as N)	50
	Boron	5
	Bromine	5
	Chlorine	10
	Cyanide	1
	Fluoride	30
	Nitrogen (total Kjeldahl)	100

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Acceptance Limits for Inorganic and Organic Compounds		Maximum Concentration (mg/L)
	Phosphorus (total)	20
	Sulphate (as SO ₄)	500
	Sulphide (as S)	1
Organic compounds	Benzene	< 0.001
	Toluene	0.5
	Ethylbenzene	1
	Xylene	1
	Formaldehyde	30
	Phenolic compounds non-halogenated	1
	Petroleum Hydrocarbons ²	
	C ₆ -C ₉ (flammable)	5
	Total Recoverable Hydrocarbons (TRH)	30
	Pesticides general (except organochlorine and organophosphorus)	0.1
	Polynuclear Aromatic Hydrocarbons (PAH)	5

Table 2. Acceptance Limits for Inorganic and Organic Compounds

Acceptance Limits for Metals	Maximum Concentration (mg/L)	Allowed Daily Mass Limit (g/d)
Aluminium	100	
Arsenic	0.5	2
Cadmium	1	5

² Always ask a laboratory to carry out a silica gel clean up, if other than petroleum products are expected to be present in a liquid trade waste sample (eg animal fats, plant oil, soil, etc).

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Acceptance Limits for Metals	Maximum Concentration (mg/L)	Allowed Daily Mass Limit (g/d)
Chromium ³	3	10
Cobalt	5	15
Copper	5	15
Iron	100	
Lead	1	5
Manganese	10	30
Mercury	0.01	0.05
Molybdenum	5	15
Nickel	1	5
Selenium	1	5
Silver	2	5
Tin	5	15
Zinc	1	5
Total heavy metals excluding aluminium, iron and manganese	Less than 30 mg/L and subject to total mass loading requirements	

Table 3. Acceptance Limits for Metals

Notes:

- Acceptance limits for substances not listed in above tables will be determined on a case-by-case basis.
- The quality of liquid trade waste from some low-risk commercial activities in Classification A and B will exceed acceptance limits listed in the above table. As a higher level of pre-treatment is not cost-effective, such waste is acceptable if the discharger installs, maintains and properly operates the required onsite pre-treatment. Similarly, septic and pan waste may exceed some acceptance limits.

³ Where hexavalent chromium (Cr⁶⁺) is present in the process water, pre-treatment will be required to reduce it to the trivalent state (Cr³⁺), prior to discharge into the sewer.

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3. The analytical testing methods for the above parameters should be in accordance with the Australian Sewage Quality Management Guidelines, June 2012, WSAA and Council's requirements.

Prohibited or Restricted Substances and Waste

Substances prohibited from being discharged into the sewerage system unless they are specifically approved under section 68 of the Act are listed in Table 2. Refer to Appendix B for detailed description of substances and discharges either prohibited or restricted.

Waste Prohibited from Discharge to the Sewerage System
• Organochlorine weedicides, fungicides, pesticides, herbicides and substances of a similar nature and/or wastes arising from the preparation of these substances. • Organophosphorus pesticides and/or waste arising from the preparation of these substances. • Per-fluoroalkyl and poly-fluoroalkyl substances (PFAS). • Any substances liable to produce noxious or poisonous vapours in the sewerage system. • Organic solvents and mineral oil[#]. • Any flammable or explosive substance[#]. • Discharges from bulk fuel depots. • Discharges from chemicals and/or oil storage area. • Natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions. • Roof rain, surface, seepage or ground water, unless specifically permitted (clause 137A of the Local Government (General) Regulation 2005). • Solid matter[#]. • Disposable products including wet wipes, cleaning wipes, colostomy bags, cat litter and other products marketed as flushable. • Any substance assessed as not suitable to be discharged into the sewerage system. • Liquid waste that contains pollutants at concentrations which inhibit the sewage treatment process (refer to Australian Sewage Quality Management Guidelines, June 2012, WSAA). • Any other substances listed in a relevant regulation.

Table 4. Waste Prohibited from Discharge to the Sewerage System

[#] In excess of the approved limit

Other Substances/Discharges Either Prohibited or Restricted

- Stormwater from open areas.
- Contaminated groundwater.
- Discharge from float tanks.

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- Discharge from new service station forecourts and other refuelling points.
- Discharge of liquid waste arising from liquefaction and/or pulverisation of solid waste by physical or chemical processes (eg macerators, alkaline hydrolysis).
- Discharge from solid food waste processing units (eg digesters/composters, etc).
- Use of additives in pre-treatment systems.

Refer to Appendix B of this Policy for further details on limitations and restrictions applicable to above discharges (Chapter 3 of the *NSW Liquid Trade Waste Management Guidelines, 2021*).

Part 3: Matters Relating to Liquid Trade Waste Approvals

Application Procedures and Approval Process

Under section 68 of the Local Government Act 1993, Council's written approval is required prior to commencing discharging liquid trade waste to its sewerage system. Application forms are available from Council's website: <https://www.dubbo.nsw.gov.au>

The applicant must lodge a trade waste application and provide all requested information. A trade waste application is not required to discharge liquid trade waste from 'Deemed to be Approved' activities listed in Appendix A.

Who Can Lodge an Application

The applicant must be either the owner or the occupier of the premises. If the applicant is not the owner of the premises, the owner's consent to the application is required.

Council's Process in Determination of Applications

Council may request an applicant to provide further information to enable determination of the application.

Approval of Applications

Council will notify the applicant where an application is approved, including any conditions of the approval and reasons for such conditions. The duration of the approval will be as stated in the approval.

In accordance with section 107 of the Local Government Act, an applicant may make a minor amendment, or withdraw, an application before it is approved by Council. An applicant may also apply to Council to renew or extend an approval.

Refusal

If an application is refused, Council will notify the applicant of the grounds for refusal.

Under section 100 of the Act the applicant may request a review of Council's determination. Under section 176 of the Act, should the applicant be dissatisfied with Council's determination they may appeal to the Land and Environment Court within 12 months.

Change of Approval Holder

An approval to discharge liquid trade waste to Council's sewerage system is not transferable. A new application must be lodged, and a new approval must be obtained if there is a change of the approval

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holder. Council must be notified of change of ownership and/or occupier in all cases, whether a new approval is required or not, to allow updating of records.

Validity of an Existing Approval

A new approval is required where there is a change of:

- Approval holder (either owner or occupier can be an approval holder).
- Activity generating the waste.
- The quantity or the nature of liquid trade waste.
- Approval conditions.

Modification and Revocation of Approvals

Council reserves the right to modify or revoke an approval to discharge liquid trade waste to the sewerage system under the circumstances described in section 108 of the *Local Government Act 1993*.

Concurrence

If Council supports an application and has a notice stating that concurrence of the Secretary, NSW Department of Planning, Industry and Environment can be assumed for the liquid trade waste relevant to the application, Council will approve the application. Otherwise, Council will seek concurrence to its approval.

For concurrence purposes, liquid trade waste discharges are divided into four classifications:

Concurrence Classification A: Liquid trade waste for which Council has been authorised to assume concurrence to the approval subject to certain requirements.

Concurrence Classification B: Liquid trade waste for which Council may apply for authorisation to assume concurrence to the approval subject to certain requirements.

Concurrence Classification S: The acceptance of septic tank, pan waste and ship-to-shore pump-out etc. Council may apply for authorisation to assume concurrence to the approval subject to certain conditions.

Concurrence Classification C: All other liquid trade wastes that do not fall within Concurrence Classification A, B or S above, and therefore requires Council to forward the application for concurrence.

Appendix D (refer to appendices below) lists the type of discharges that Council have assumed concurrence (ie that Council can approve without seeking concurrence from the Department).

Tracking and Servicing Pre-treatment Devices

The Liquid Trade Waste Approval specifies pre-treatment devices to be installed and the minimum service frequency of such devices approved by Council. Council will inspect pre-treatment devices to ensure compliance within the Liquid Trade Waste Approval.

Council will install a barcode at each device to enable tracking of pre-treatment servicing. Waste transport companies will scan the barcode and this information will be automatically updated to Council's database.

Council will receive the following information for tracking each pre-treatment device:

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- Barcode number.
- Date serviced.
- Waste transport company that carried out the service.
- Any faults identified with the service (faulty lid, broken baffles, debris, etc).

By managing this data, Council will know when the next service is due, or if any faults were identified. Council will send correspondence in regard to any servicing and/or faults identified.

Sewerage and Liquid Trade Waste Fees and Charges

Council provides sewerage and liquid trade waste services on a commercial basis, with full cost recovery through sewerage and liquid trade waste fees and charges. Council implements best practice pricing for non-residential sewerage and liquid trade waste services to ensure that dischargers bear a fair share of the cost of providing sewerage services and to facilitate appropriate pre-treatment, waste minimisation and water conservation.

The current sewerage and liquid trade waste fees and charges are provided on Council's website: <https://www.dubbo.nsw.gov.au>.

Council's liquid trade waste fees and charges may include:

- General fees and charges (application fee, annual liquid trade waste fee, inspection and/or re-inspection fees and renewal fee).
- Category specific charges (trade waste usage charges for Charging Category 2 discharges, excess mass charges for Charging Category 3 discharges, charges for Charging Category 2S discharges and non-compliance charges).
- Other charges related to the nature of waste (charges for the discharge of stormwater from large areas, food waste disposal charges, etc).

A detailed description of the liquid trade waste fees and charges and the methodology of calculating them are provided in Appendix C.

Liquid Trade Waste Charging Categories

For charging purposes there are four liquid trade waste charging categories:

Category 1: Discharges requiring minimal pre-treatment, or prescribed pre-treatment but low impact on the sewerage system. These dischargers will only pay an annual fee. If pre-treatment equipment is not provided or maintained, non-compliance charges will be applied.

Category 2: Discharges with prescribed pre-treatment⁴ and other activities listed under this charging category in Appendix C. These dischargers will pay a trade waste usage charge and annual trade waste fee. If pre-treatment equipment is not provided or not maintained, then such dischargers will be required to pay non-compliance usage charge.

Category 2S: Transporters who tanker human waste to Council's Sewerage Treatment Works (STWs), facility owners/operators of ship-to-shore pump out facilities and owners/operators of 'dump points' directly connected to sewer.

⁴ Excludes activities in Category 1.

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Category 3: Large (>20 kL/d) and industrial discharges (excluding shopping centres and institutions). Such dischargers will pay excess mass charges. If the discharge fails to comply with Council's acceptance limits, dischargers will be required to pay non-compliance excess mass charges and pH charges.

Note: That these charging categories are different to the four classifications that have been established for concurrence purposes (ie Classification A, B, C and S). The relationship between concurrence classifications and charging categories are shown in Figure 1 in Appendix C.

Non-compliance Liquid Trade Waste Charges

Council may apply non-compliance trade waste charges in order to encourage compliance (refer to Appendix C for further details of non-compliance charges for different charging categories).

Council will continue applying non-compliance charges until the discharge meets Council's approved quality (or the Liquid Trade Waste Policy) limits, within the timeframe determined by Council for remedying the problem. If the discharger fails to rectify the problem within an agreed timeframe, the discharger may be required to cease discharging liquid trade waste into Council's sewerage system. Council may also consider issuing a penalty infringement notice to a non-compliant discharger or may prosecute the discharger.

Other Applicable Liquid Trade Waste Charges

Additional fees and charges may be levied by Council if wastewater is discharged to Council's sewerage system from the following equipment and/or processes, with Council's approval:

- Discharge of stormwater to the sewerage system from large open areas, or large quantities of groundwater (refer to Appendix C for further details).

Summary of Category Specific Liquid Trade Waste Fees and Charges

The summary of fees and charges are indicated in Table 3 below:

Fee/Charge	Category 1	Category 2	Category 3	Category 2S
Application fee	Yes ⁵	Yes	Yes	Yes
Annual non-residential sewerage bill with appropriate sewer usage charge/kL	Yes	Yes	Yes	No
Annual liquid trade waste fee	Yes ⁶	Yes	Yes	Variable ⁷
Re-inspection fee (when required)	Yes	Yes	Yes	Optional ⁸
Trade waste usage charge/kL	No	Yes	No	No
Human waste disposal charge/kL	No	No	No	Yes

⁵ Not applicable for discharges listed as 'Deemed to be Approved'.

⁶ May not be applicable for discharges listed as 'Deemed to be Approved'.

⁷ Refer to Appendix C for guidance on applying annual fees to Category 2S discharges.

⁸ Applicable if re-inspection of facilities is required (eg ship-to-shore pump-out facility).

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Fee/Charge	Category 1	Category 2	Category 3	Category 2S
Excess mass charges/kg	No	No	Yes	No
Non-compliance trade waste usage charge/kL	Yes ⁹	Yes ¹⁰	No	No
Non-compliance excess mass/kg and pH charges/kL (if required)	No	No	Yes	No

Table 5. Summary of Liquid Trade Waste Fees and Charges

Note: **Other applicable charges** are not included in this Table (refer to Appendix C).

Responsibility for Payment of Fees and Charges

Property/land owners are responsible for the payment of fees and charges for water supply, sewerage and liquid trade waste services. This includes property owners of marinas, caravan parks, etc.

Where another party (lessee) leases premises, any reimbursement of the lessor (property owner) for such fees and charges is a matter for the lessor and the lessee.

In relation to tankered human waste, transporters who collect and discharge waste at the STW are responsible for the payment. A waste transporter who tankers liquid trade waste to the STW may pay only the liquid trade waste fees and charges as non-residential sewerage fees are not applicable.

Note: That a liquid trade waste discharger (except for tankered waste) pays both the non-residential sewerage charges and liquid trade waste fees and charges.

The NSW Framework for Regulation of Sewerage and Trade Waste

The NSW framework for regulation of sewerage and trade waste and the alignment with the national framework for wastewater source management are listed in Appendix E.

Enforcement of Approvals and Agreements

If the discharge is not approved, or fails to comply with the approval conditions, the discharger is subject to prosecution and imposition of fines under the *Local Government Act 1993* (under section 626 and section 627).

The above offences are also prescribed as penalty notice offences under the Act and Council may issue a penalty infringement notice (ie on the spot fine) to such discharger (refer to Schedule 12 of the Local Government (General) Regulation 2005).

In addition to fines, Council may recover costs of damages and fines incurred by Council as a result of an illegal liquid waste discharge. Temporally suspension or cease discharge may also be required.

Note: That sections 628 and 634 to 639 also lists other offences related to water, sewerage and stormwater drainage.

⁹ Non-compliance trade waste usage charge, if the discharger fails to install or properly maintain appropriate pre-treatment equipment (refer to Council's Fees and Charges document).

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Polluting of any waters by a discharger of liquid trade waste who does not have Council approval, or who fails to comply with the conditions of the approval is also an offence under section 120 (1) of the *Protection of the Environment Operations Act 1997*. In addition, under section 222 of this Act, Council may issue a penalty infringement notice to such a discharger.

Prevention of Waste of Water

Water must be used efficiently and must be recycled where practicable. It is an offence under section 637 of the *Local Government Act 1993* and its Regulation (refer to Appendix F) to waste or misuse water.

Dilution of liquid trade waste with water from any non-process source including Council's water supply, bore water, groundwater, stormwater as a means of reducing pollutant concentration is therefore strictly prohibited.

Effluent Improvement Plans

Where the quality of liquid trade waste discharged does not meet Council's requirements, the applicant may be required to submit an Effluent Improvement Plan setting out how Council's requirements will be met. The proposed plan must detail the methods/actions proposed to achieve the discharge limits and a timetable for implementation of the proposed actions. Such actions may include more intensive monitoring, improvements to work practices and/or pre-treatment facilities to improve the effluent quality and reliability.

Due Diligence Programs and Contingency Plans

A discharger may be required to submit a due diligence program and a contingency plan for some liquid trade waste discharges (generally in Concurrence Classification C, Charging Category 3) where it is considered that the discharge may pose a potential threat to the sewerage system. If required, a due diligence program and contingency plan must be submitted to Council within the time specified in the liquid trade waste approval.

Responsibilities

Position	Responsibility
Users	Ensure compliance with approval conditions and maintain pre-treatment equipment.
Supervisors/Team Leaders/ Coordinators	Monitor operational compliance and report non-conformances.
Manager Operations Water Supply and Sewerage	Oversee implementation of the policy, approvals, and enforcement actions.
Director Infrastructure	Provide strategic oversight and ensure alignment with Council's infrastructure goals.

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Position	Responsibility
Information Services	Maintain systems for tracking pre-treatment servicing and data management.

Definitions

To assist in interpretation, the following definitions apply:

Term	Definition
Assumed Concurrence	Councils with significant experience in liquid trade waste regulation are encouraged to apply to the Secretary, Department of Planning, Industry and Environment seeking to obtain concurrence for Council's approval for Classification B and Classification S discharges. If granted, Council will no longer need to forward such applications to the department for concurrence, provided that Council complies with the conditions outlined in the notice of concurrence.
Automatic Assumed Concurrence	Council has been granted assumed concurrence for approval for Classification A discharges, provided that Council complies with conditions outlined in the notice of concurrence. Such applications may be approved by Council without forwarding the application to the Department for concurrence.
Biochemical Oxygen Demand (BOD ₅)	The amount of oxygen utilised by micro-organisms in the process of decomposition of organic material in wastewater over a period of five days at 20°C. In practical terms, BOD is a measure of biodegradable organic content of the waste.
Bio Solids	Primarily organic solid product produced by sewage processing. Until such solids are suitable for beneficial use, they are defined as wastewater solids or sewage sludge.
Blackwater	Wastewater containing human excrement (ie faeces, urine).

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Term	Definition
Bunding	Secondary containment provided for storage areas, particularly for materials with the propensity to cause environmental damage.
Chemical Oxygen Demand (COD)	A measure of oxygen required to oxidise organic and inorganic matter in wastewater by a strong chemical oxidant. Wastewaters containing high levels of readily oxidised compounds have a high COD.
Chemical Toilet	Toilets in which wastes are deposited into a holding tank containing deodorizing or other chemicals. Stored wastes must be pumped out periodically.
Commercial Retail Discharge	Commercial discharges can be described as wastes that are discharged from businesses dealing directly with the public.
Commercial Catering	A commercial caterer is typically a stand-alone operation and prepares food for consumption off-site. These types of businesses typically cater to wedding functions, conferences, parties, etc. This definition does not apply to a food processing factory supplying pre-prepared meals to a third party.
Concurrence	Under section 90(1) of the <i>Local Government Act 1993</i> and cl. 28 of the <i>Local Government (General) Regulation 2005</i> , Council must obtain the written concurrence of the Secretary of the Department of Planning Industry and Environment prior to approving the discharge of liquid trade waste to Council's sewerage system. The Department's Water Utilities Branch provides concurrence on behalf of the Secretary.
Contingency Plan	A set of procedures for responding to an incident that will affect the quality of liquid trade waste discharged to the sewerage system. The plan also encompasses procedures to protect the environment from accidental and unauthorised discharges of liquid trade waste, leaks and spillages from stored products and chemicals.

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Term	Definition
The Department	The term 'Department' in this document refers to the state agency responsible for granting concurrence to Council's approval to discharge liquid trade waste to Council's sewerage system (under Clause 28 of the Local Government (General) Regulation 2021. Currently, it is the Department of Climate change, Energy, the Environment and Water.
Due Diligence Program	A plan that identifies potential health and safety, environmental or other hazards (eg spills, accidents or leaks) and appropriate corrective actions aimed at minimising or preventing the hazards.
Effluent	The liquid discharged following a wastewater treatment process.
Effluent Improvement Plan (EIP)	The document required to be submitted by a discharger who fails to meet the acceptance limits set down in Council's approval conditions and/or liquid trade waste agreement. The document sets out measures taken by a discharger in order to meet the acceptance limits within the agreed timeframe.
Fast Food Outlet	A food retailing business featuring a very limited menu, precooked or quickly prepared food and take-away operations. Premises of this nature include KFC, McDonalds, Red Rooster, Pizza Hut, Hungry Jacks, Burger King, etc.
Galley Waste	Liquid waste from a kitchen or a food preparation area of a vessel; not including solid wastes.
Grey Water	Wastewater from showers, baths, spas, hand basins, laundry tubs, washing machines, dishwashers or kitchen sinks.
Heavy Metals	Metals of high atomic weight which in high concentrations can exert a toxic effect and may accumulate in the environment and the food chain. Examples include mercury, chromium, cadmium, arsenic, nickel, lead and zinc.

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Term	Definition
Housekeeping	A general term, which covers all waste minimisation activities connected within the premises as part of its operation.
Industrial Discharges	Industrial liquid trade waste is defined as liquid waste generated by industrial or manufacturing processes.
Liquid Trade Waste	Liquid trade waste means all liquid waste other than sewage of a domestic nature.
Mandatory Concurrence	For the liquid waste in Classification C, councils need to obtain concurrence for approval of each discharge. The Water Utilities Branch of the Department of Planning, Industry and Environment provides concurrence on behalf of the Department's Secretary.
Methylene Blue Active Substances (MBAS)	These are anionic surfactants (see surfactants definition) and are called MBAS as their presence and concentration are detected by measuring the colour change in a standard solution of methylene blue dye.
Minimal Pre-treatment	For the purpose of this Policy includes sink strainers, basket arrestors for sink and floor waste, plaster arrestors and fixed or removable screens.
Mixed Business	A general store that sells a variety of goods and may also prepare some food.
Open Area	Any unroofed process, storage, washing or transport area potentially contaminated with rainwater and substances which may adversely affect the sewerage system or the environment.
Pan	For the purpose of this Policy 'pan' means any moveable receptacle kept in a closet and used for the reception of human waste.

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Term	Definition
PFAS	A group of manufactured chemicals, containing a component with multiple fluorine atoms, with many specialty applications. Examples are perfluorooctane sulfonate (PFOS) and perfluorooctanoic acid (PFOA). They are used in a range of products such as textiles, leather, cosmetics, non-stick coatings in cookware, food packaging, and in some types of fire-fighting foam. These chemicals take a long time to break down in humans and the environment and their persistence and bioaccumulation potential pose concerns for the environment and for human health.
pH	A measure of acidity or alkalinity of an aqueous solution, expressed as the logarithm of the reciprocal of the hydrogen ion (H^+) activity in moles per litre at a given temperature; pH 7 is neutral, below 7 is acidic and above 7 is alkaline.
Pit Latrine/Long-drop Toilet/Pit Toilet	A type of toilet that collects faeces and urine directly into a tank or a hole in the ground.
Portable Toilet	Toilet in which wastes are deposited into a holding tank used on construction sites, caravans, motor homes, boats, trains and at outdoor gatherings. If chemicals are used to control odours, it is referred to as a chemical toilet.
Premises	Has the same meaning as defined in the <i>Local Government Act, 1993</i> dictionary and includes any of the following: • A building of any description or any part of it and the appurtenances to it. • Land, whether built on or not. • A shed or other structure. • A tent. • A swimming pool. • A ship or vessel of any description (including a houseboat). • A van.

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Term	Definition
Prescribed Pre-treatment Equipment	Is defined as standard non-complex equipment used for pre- treatment of liquid trade waste (eg a grease arrestor, an oil arrestor/separator, solids arrestor, cooling pit (refer to Table 8 of Liquid Trade Waste Regulation Guidelines, 2021)).
Regional NSW	The area of the State that are not serviced by Sydney Water Corporation or the Hunter Water Corporation.
Secretary	The Head of the NSW Department of Industry and Environment.
Septage	Material pumped out from a septic tank during desludging; contains partly decomposed scum, sludge and liquid.
Septic Tank	Wastewater treatment device that provides a preliminary form of treatment for wastewater, comprising sedimentation of settle-able solids, flotation of oils and fats, and anaerobic digestion of sludge.
Septic Tank Effluent	The liquid discharged from a septic tank after treatment.
Sewage Management Facility	A human waste storage facility or a waste treatment device intended to process sewage and includes a drain connected to such a facility or device.
Sewage of Domestic Nature	Includes human faecal matter and urine and wastewater associated with ordinary kitchen, laundry and ablution activities of a household, but does not include waste in or from a sewage management facility.
Sewerage System	The network of sewage collection, transportation, treatment and by-products (effluent and bio solids) management facilities.
Ship-to-Shore Pump-out	Liquid waste from a vessel that may be considered for disposal to the sewerage system. This includes on-board toilet waste, galley waste and dry dock cleaning waste from maintenance activities.

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Term	Definition
Sludge	The solids that are removed from wastewater by treatment.
Stormwater Run-off	Run-off resulting from rainfall.
Surfactants	The key active ingredient of detergents, soaps, emulsifiers, wetting agents and penetrants. Anionic surfactants react with a chemical called methylene blue to form a blue-chloroform- soluble complex; the intensity of colour is proportional to concentration.
Suspended Solids (SS)	The insoluble solid matter suspended in wastewater that can be separated by laboratory filtration and is retained on a filter.
Total Dissolved Solids (TDS)	The total amount of dissolved material in the water.
Total Recoverable Hydrocarbons (TRH)	Both biological and petroleum hydrocarbons which have been extracted (recovered) from a sample. TRH are equivalent to the previously reported Total Petroleum Hydrocarbons (TPH). TRH is reported in fractions with Carbon chain ($C_6 - C_{40}$). TRH with carbon chain $C_6 - C_{10}$ are flammable.
Waste Minimisation	Procedures and processes implemented by industry and business to modify, change, alter or substitute work practices and products that will result in a reduction in the volume and/or strength of waste discharged to sewer.

Appendices

Appendix A: Deemed to be Approved Activities

The list of discharges exempt from obtaining Council's approval (ie considered as 'Deemed to be Approved') is shown in Table A1. Each such discharger must meet standard requirements specified in this Table.

Activity Generating Waste	Requirements
Beautician	Solvents not to be discharged to sewer.

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Activity Generating Waste	Requirements
Bed and breakfast (not more than 10 persons including proprietor)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Cooling tower <500L/h	No chromium-based products to be discharged to the sewer.
Crafts ceramic, pottery, etc (including hobby clubs)	
Flows <200 L/d	Nil.
Flows 200-1,000 L/d	Plaster arrestor required.
Day care centre (no hot food prepared)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4). Nappies, wet wipes are not to be flushed into the toilet.
Delicatessen (no hot food prepared)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Dental technician	Plaster arrestor required.
Dental mobile (no amalgam waste)	Nil.
Dog/cat grooming/animal wash only	Dry basket arrestor for floor waste outlets and sink strainer required (see Note 3). Animal litter and any disposable waste products must not be discharged to sewer. Organophosphorus pesticides are prohibited to be discharged to sewer.
Florist	Dry basket arrestor for floor waste outlet and sink strainer required. Herbicides/pesticides are not permitted to be discharged to sewer.
Fruit and vegetable – retail	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 3).
Hairdressing	Dry basket arrestor for floor waste outlet and sink strainer, hair trap.

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Activity Generating Waste	Requirements
Jewellery shop	
Miniplater	Miniplater vessel to contain no more than 1.5 L of precious metal solution.
Ultrasonic washing	Nil.
Precious stone cutting	If : < 1000 L/d plaster arrestor required. > 1000 L/d general purpose pit required.
*Medical centre/doctor surgery/physiotherapy *(only if plaster cast are made onsite)	Plaster arrestor required if plaster of paris casts are used.
Mixed business (minimal hot food)	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Mobile cleaning units	
Carpet cleaning	20 micron filtration system fitted to a mobile unit.
Garbage bin washing	Dry basket arrestor for floor waste outlet required. Discharge via grease arrestor (if available).
Motel (no hot food prepared and no laundry facility)	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Nut shop	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 3).
Optical service - retail	Solids settlement tank/pit required.
Pet shop – retail	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 2). Animal litter and any disposable waste products must not be discharged to sewer. Organophosphorus pesticides are prohibited to be discharged to sewer.

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Activity Generating Waste	Requirements
Pizza reheating for home delivery	Housekeeping practices (see Note 4).
Venetian blind cleaning	Nil (see Note 2).

Table A1. Discharges Deemed to be Approved

Notes:

- Where 'required' is used, it means as required by Council.
- If activity is conducted outdoors, the work area is to be roofed and bunded to prevent stormwater ingress into the sewerage system.
- Dry basket arrestors must be provided for all floor waste outlets.
- Food preparation activities need to comply with sound housekeeping practices including:
 - Floor must be dry swept before washing.
 - Pre-wiping of all utensils, plates, bowls etc to the scrap bin before washing up.
- Use of a food waste disposal unit (garbage grinder) and/or a food waste processing units (food waste digester, composter etc) is not permitted.

Appendix B: Prohibited or Restricted Substances and Waste from Discharge to Sewer

This Appendix provides additional information in regard to substances and waste either prohibited or restricted from being discharged to sewer (as indicated in Table 2 of this Policy).

Stormwater from Open Areas

The ingress of stormwater into the sewerage system can cause operational problems and result in sewer overflows, as the sewerage system does not have the capacity for such flows. Under clause 137A of the Regulation, the discharge of roof, rain, surface, seepage or groundwater to a sewerage system is prohibited unless specifically approved.

However, it may not be practical or feasible to totally prevent stormwater contamination and ingress into a sewerage system from some non-residential premises.

The discharge of limited quantities of stormwater (generally, 10 mm of rain) from sealed areas can be considered when roofing cannot be provided due to safety or other important considerations. In such instances, the applicant should take measures to minimise the contamination of stormwater and the volume of stormwater entering the sewerage system (eg first flush systems, flow separation, bunding, onsite detention, etc). The discharge from unsealed areas is not permitted (refer to Trade Waste Management Guidelines 2021 for further information).

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Contaminated Groundwater

Similar to stormwater, discharge of groundwater or seepage water to a sewerage system is prohibited under clause 137A of the Regulation. Accordingly, groundwater extracted during construction activities (eg building/road construction activities, vacuum excavation, mining/exploration works, etc) is not permitted to be discharged to Council's sewerage system directly or indirectly.

However, groundwater previously contaminated by human activities (eg service station remediation sites) may be considered for discharge to the sewerage system. Limited quantities of groundwater from remediation projects may be accepted under controlled conditions after appropriate pre-treatment for a limited period.

Discharge of Landfill Leachate

The discharge of leachate from municipal waste landfills to the sewerage system may be considered under controlled conditions if there is no other viable option of managing this waste, and the discharge is within the Council's acceptance limits.

Discharge from Float Tanks

Float tanks, often referred to as floatation pods, iso-pods (isolation tank), sensory deprivation systems, or Restricted Environmental Stimulation Therapy Tanks (REST tanks) are typically small, enclosed pods containing about 1,000 litres of water. This water usually contains large quantities of Epsom salts (300 to 700 kg of magnesium sulphate), resulting in total dissolved solids concentration up to 700,000 mg/L.

Discharge of such water to sewer is not permitted due to potential adverse impacts associated with the high salt content on the sewer infrastructure and treatment processes. It is also not appropriate to dispose of such waste to septic tanks or onsite soak wells.

If wastewater is proposed to be transported away for off-site management, the operator of such facilities must provide details of liquid waste transporters and written verification from the receiving facilities acknowledging and agreeing to receive such wastewater.

Discharge from Service Station Forecourts and Other Refuelling Points

New Premises

The discharge of wastewater from service station forecourts and other refuelling points (eg at bus depot, etc) is not permitted.

Refer to NSW EPA Practice Note, titled *Managing Run-off from Service Station Forecourts*, June 2019, for options for managing such wastewater.

Existing Premises

The discharge from existing service stations and other refuelling areas may be permitted, provided appropriate pre-treatment and discharge control requirements are adhered to. Further information is provided in Chapter 3 and Appendix F of the Liquid Trade Waste Management Guidelines 2021.

If a refuelling area is refurbished, then the discharge from this area must be disconnected from the sewerage system.

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Discharges from Liquefaction and/or Pulverisation of Solid Waste by Physical or Chemical Processes

The wastewater arising from liquefaction or pulverisation of solid waste by physical (eg pulping, macerating) or chemical means (eg dissolving solid waste in highly acidic or alkaline solutions) is not permitted to be discharged to the sewerage system.

Accordingly, discharges from the following devices/processes are not permitted:

- **Macerators**, or similar devices, that pulverise solid waste. Solid waste includes, but is not limited to sanitary napkin, placenta, surgical waste, disposable nappy, mache bedpan/urine containers, food waste, disposable products and animal waste (dog/cat faeces, cat litter).
- **Food waste disposal units**, also known as in-sink food waste disposers or garbage grinders in commercial premises. Discharges from existing installations in hospitals and nursing homes may be permitted, provided that wastewater is discharged through an adequately sized grease arrestor (additional charges will be applied). If the kitchen is refurbished, the food waste disposal unit must be removed.
- **Alkaline hydrolysis waste**, process where a human or animal tissue is broken down using alkaline solutions at elevated temperatures and pH. The process may be used in animal care facilities, veterinary premises, animal research laboratories, funeral parlours etc. The generated wastewater is of a high strength and may exhibit high loadings on the sewerage system. Accordingly, the wastewater generated by this process is **not** permitted to be discharged to the sewerage system.

Discharge from Solid Food Waste Processing Units (Digesters/Composters, etc)

Discharge from solid food waste processing equipment (composters/digesters, etc) is prohibited, unless specifically approved by Council with the Department's concurrence.

Discharge from a solid food waste processing unit (digesters/composters, etc) to Council's sewerage system is a Concurrence Classification C discharge (ie Charging Category 3), hence Council needs to obtain concurrence to its approval from the Department for individual applications.

The quality of wastewater from this equipment depends on the type of solid waste fed into it and the effectiveness of the onsite pre-treatment, hence frequent sampling will be required for monitoring and charging purposes. Sampling needs to be undertaken by either a Council officer, or an independent party acceptable to Council.

Appropriate onsite pre-treatment needs to be provided prior to combining with any other liquid waste stream that discharges to the Council's sewerage system.

Each application will be assessed on a case-by-case basis.

Use of Additives in Pre-treatment Systems

The use of bacterial, enzyme and/or odour controlling agents in pre-treatment equipment (eg in grease arrestors) is prohibited unless specifically approved by Council with the Department's concurrence.

Disposal of Solid Products

Disposal of solid products including those marketed as 'flushable' (eg wet wipes, cleaning wipes, cat litter, etc) is not permitted to the sewerage system.

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Contrary to manufacturers' claims, flushable wet wipes do not breakdown in the sewerage system similarly to a toilet paper and may cause blockages within the premises, or in the Council's sewerage system, and may cause raw sewage overflow to the environment.

Appendix C: Non-residential Sewerage and Liquid Trade Waste Fees and Charges

This Appendix provides information on Council's charging criteria for liquid trade waste customers. Some guidance is also provided on the applicable non-residential sewerage charges.

The best practice pricing for non-residential sewerage and liquid trade waste services are to ensure that liquid trade waste dischargers pay a fair share of the cost of sewerage services provided by Council. Appropriate pricing is essential to provide relevant pricing signals to non-residential and liquid trade waste customers to use water and sewerage system efficiently.

Non-residential Sewerage Pricing¹⁰

A non-residential sewerage bill is based on a cost-reflective two-part tariff with an annual access charge and a uniform sewer usage charge per kL. The total discharged volume to the sewerage system can be either measured (by a flow meter) or estimated using the customer's total water consumption multiplied by a sewer discharge factor.

The sewerage bill for a non-residential customer is calculated as follows:

$$B = SDF \times (AC + C \times UC)$$

Where: B = Annual non-residential sewerage bill (\$)

C = Customer's water annual consumption (kL)

AC = Annual non-residential sewerage access charge as shown below (\$)

SDF = Sewer discharge factor

UC = Sewer usage charge (\$/kL)

Access Charge

The sewerage access charge is proportional to the square of the size of the water supply service connection.

$$AC = \left(AC_{20} \times \frac{D^2}{400} \right)$$

Where: AC₂₀ = Annual non-residential sewerage access charge for 20 mm water service connection (\$)

D = Water supply service connection size (mm)

Sewer Usage Charge

The sewer usage charge (\$/kL) is applied for the total volume of wastewater discharged to the sewerage system.

¹⁰ Detailed guidance for calculation of non-residential sewerage prices are provided in the Department's Water Supply, Sewerage and Trade Waste Pricing Guidelines, 2002, Department of Land and Water Conservation

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Liquid Trade Waste Fees and Charges

This section describes various fees and charges associated with liquid trade waste and fees and charges applicable to charging categories. Figure 1 below shows the relationship between concurrence classifications and charging categories.

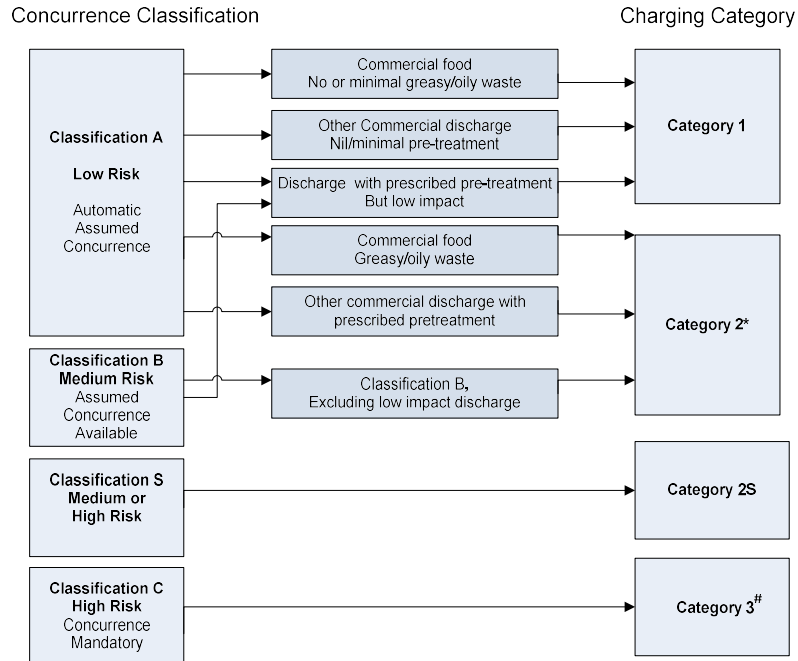


Figure 1. Charging Categories For Liquid Trade Waste

*Includes discharges from a fish shop (fresh fish for retail).

#Except shopping complexes and institutions (hospital, educational facilities, etc. which will be charged as Category 2 in accordance with activities carried out on the premises.

In summary, Classification A discharges fall into Charging Category 1 or Category 2. Classification B discharges fall into Charging Category 2, except for a few discharges with low impact on the sewerage system which fall into Category 1. Classification S discharges fall into Charging Category 2S and Classification C discharges fall into Charging Category 3.

Description of Various Trade Waste Fees and Charges

Followings sections describe various trade waste fees and charges and the methodology of calculating them.

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Application Fee

The application fee recovers the costs of administration and technical services provided by Council in processing a liquid trade waste application. This fee varies for different charging categories to reflect the complexity of processing the application.

Annual Trade Waste Fee

The purpose of this fee is to recover the costs incurred by Council for ongoing administration and scheduled inspections, in order to ensure that the discharge complies with the approval conditions.

As part of an inspection, Council may undertake monitoring which may include, but is not limited to, flow measurement and the sampling. In general, the cost of one inspection is included in the annual fee, in particular for Category 1 and 2 discharges.

The annual liquid trade waste fee varies for different charging categories in order to reflect the complexity of their inspection and administration requirements. In particular, for Category 3 discharges, Council may opt to set the annual fee on a case by case basis to reflect the complexity of monitoring requirements and the extent of inspection.

Council may require a discharger to pay for monitoring (quantity and quality) on the basis of full cost recovery.

Inspection Fee/Re-inspection Fee

The cost of one inspection is usually included in annual liquid trade waste fee for charging categories 1 and 2.

However, it may be required to conduct unplanned inspections or re-inspections of a premise (eg non-compliance with approved conditions, investigating an accident, etc). Also, more frequent inspections may be necessary for large and industrial discharges.

Where more than one inspection is undertaken in a financial year, and/or the cost of inspections is not included in the annual fee, the cost may be recovered from the discharger as the reinspection fee.

Council may recover the cost of sample analysis from the discharger, in addition to the reinspection fee.

Renewal Fee

Council will apply a renewal fee if an existing approval needs to be renewed in accordance with Council's Fees and Charges document.

Category Specific Charges

The following sections describe the charging categories and fees and charges applicable to each charging category. If a discharge is not listed, Council will determine (with the consultation of the Department) the relevant charging category, based on the quality and the quantity of discharge.

The following sections describe the charging categories and fees and charges applicable to each charging category. Liquid trade waste discharges that fall into each category are listed under each charging category. If not listed, Council will place the discharger in an appropriate charging category based on the quality and quantity of discharge.

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Category 1 Discharger

This charging category includes:

- Classification A discharges (both commercial retail non-oily/greasy food preparation and other commercial discharges, listed below).
- Classifications B discharges identified as low risk.

Some of the above discharges may require prescribed pre-treatment to be installed however, the treated effluent is considered to have a low impact on the sewerage system.

Classification A Discharges: Commercial retail food preparation activities that do not generate or generate minimal oily/greasy waste - bakery (only bread baked onsite), bistro (sandwiches, coffee only), boarding/hostel <10 persons, café/coffee shop/coffee lounge, canteen/cafeteria, community hall/civic centre (minimal food), day care centre (minimal hot food), delicatessen (minimal or no hot food), fruit and vegetable shop, hotel/motel (minimal hot food), ice cream parlour (take away only), juice bar, mobile food van (no hot food), mixed business (minimal hot food), nightclub (no hot food), nut shop, pie shop (re-heating only), pizza no cooking/reheating (pizza heated and sold for consumption off-site), potato peeling (small operation), sandwich shop/salad bar/snack bar (no hot food) and take away food outlet (no hot food).

Classification A Discharges: From other commercial activities - animal wash, beautician/hairdressing, crafts <1,000 L/d, dental surgery/dental technician (plaster casts), dry cleaning, florist, funeral parlour, jewellery shop, medical centre/physiotherapy (plaster casts), mobile cleaning units, morgue, optical service, pet shop, plants retail (no nursery), non-residential swimming pool/hydrotherapy, veterinary.

Classification A or B Discharges: With prescribed pre-treatment and low impact on the sewerage system - boiler blowdown, cooling tower, industrial boilers, laboratory (analytical/pathology/tertiary institution), laundry, primary and secondary school¹¹, vehicle washing/detailing (excluding truck washing).

Category 1 Discharger - Liquid Trade Waste Charges

'Deemed to be Approved' Discharges

For a discharger in 'Deemed to be Approved' discharge charges may not apply.

Category 1 Discharger, other than 'Deemed to be Approved'

A Category 1 discharger who installs recommended appropriate pre-treatment equipment and maintains them regularly will be required to pay **only** the annual fee nominated for Category 1.

Liquid trade waste bill for Category 1 discharger (TW_1)

$$TW_1 = A_1$$

A_1 = Annual liquid trade waste fee (\$) for Category 1

Category 2 Discharger

Category 2 liquid trade waste dischargers are those discharging waste generated by an activity listed below:

³ If significant hot food preparation is carried out, Category 2 charges may be levied by council.

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Classification A Discharges: Commercial retail food preparation/serving activities that generate

oily/greasy waste - bakery (pies, sausage rolls, quiches, cakes, pastries with creams or custards), bistro, boarding house/hostel kitchen (exceeding 10 persons), butcher, café/coffee shop, cafeteria, canteen, chicken/poultry shop (fresh/roast, retail BBQ/charcoal chicken), day care centre with hot food, club, civic centre/community hall¹², commercial kitchen/caterer, delicatessen with hot food, fast food outlet, fish shop (retail and cooking onsite), function centre, hotel, ice cream parlour, mixed business (hot food), mobile food van (base), motel, nightclub, nursing home, patisserie, pizza cooking, restaurant, sandwich shop/salad bar/snack bar (with hot food), supermarket and take away food outlet.

Classification A Discharges: Other commercial discharges - car detailing, craft activities >1000 L/d, lawnmower repairs, mechanical workshop, stone working and surfboard manufacture (wet process only).

Classification B Discharges: Auto dismantler, bus/coach depot, bakery (wholesale), butcher (wholesale) construction equipment maintenance and cleaning, boutique or artisan foods, engine reconditioning, equipment hire, maintenance and cleaning, fish co-op, graphic arts, hospital, micro-brewery, oyster processing (shucking), panel beating, radiator repairer, screen printing, service station forecourt, shopping complex, truck washing (platforms/flat beds) and truck washing (external).

Category 2 Discharger - Liquid Trade Waste Charges

A Category 2 discharger who installs appropriate pre-treatment equipment and maintains them will pay annual fee nominated for Category 2 plus the trade waste usage charge.

Liquid trade waste bill for Category 2 discharger (TW₂),

$$TW_2 = A_2 + Q_{TW} \times C_2$$

A₂ = Annual liquid trade waste fee (\$) for Category 2

Q_{TW} = Total liquid trade waste discharge volume (kL)

C₂ = Trade waste usage charge (\$/kL)

The liquid trade waste discharge volume is generally estimated by applying a Trade Waste Discharge Factor (TWDF) to the total water consumption unless a discharge meter is installed.

Category 2S Discharger

Category 2S dischargers include:

- **Transporters who tanker human waste** to Council's STWs - septic tank waste (effluent and septage), ablution block waste (blackwater and greywater), portable toilet waste, sludge from onsite aerated wastewater treatment systems (AWTS) for **single households**, waste from pit toilets, night soil.
- **Ship-to-shore pump out facility owners/operators** - toilet waste and/or grey water.
- **Owners/operators of 'dump points'** directly connected to the sewer for disposal toilet waste and/or grey water from a bus or a recreation vehicle ((RV) eg caravan, motor home)).

¹² If the type and size of kitchen fixtures installed enable catering for large functions.

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Category 2S Discharger - Liquid Trade Waste Charges

Transported Human Waste

The transporters of human waste will be required to pay waste disposal charge (\$/kL).

Liquid trade waste bill for Category 2S waste transporter (TW_{TW}),

$$TW_{TW} = A_{TW} + Q_{TW} \times C_{TW}$$

A_{TW} = Annual fee (\$) for transported waste

Q_{TW} = Transported human waste volume (kL)

C_{TW} = Charging rate (\$/kL) for the transported waste (may vary based on the type of waste transported)

Waste Dump Points

Dump points are often located in public places (roadside); hence the monitoring of discharge volumes is not practical. Accordingly, only an annual fee is applied for stand-alone dump points.

Liquid trade waste bill for dump point operator (TW_{DP}) (if applicable),

$$TW_{DP} = A_{DP}$$

A_{DP} = Annual fee for dump point (\$)

Category 3 Discharger

Category 3 liquid trade waste dischargers are those conducting an activity which is of an industrial nature and/or which results in the discharge of large volumes of liquid trade waste to the sewerage system. Any Category 1 or 2 discharger whose volume exceeds the limits shown below becomes a Category 3 discharger (excluding shopping centres and institutions):

- Classification A discharge > 20 kL/d
- Classification B discharge – as shown in Chapter 5 of the Guidelines.

Classification C Discharges include - abattoir, acid pickling, adhesive/latex manufacture, agricultural and veterinary drugs, anodising, bitumen and tar, bottle washing, brewery, cardboard and carton manufacture, carpet manufacture, caustic degreasing, chemicals manufacture and repackaging, contaminated site treatment, cooling towers, cosmetics/perfumes manufacture, cyanide hardening, dairy processing* (milk/cheese/yoghurt/ice cream, etc), detergent/soaps manufacture, drum washing, egg processing, electroplating, extrusion and moulding (plastic/ metal), feather washing, fellmonger, felt manufacture, fertilisers manufacture, fibreglass manufacture, filter cleaning, foundry, food processing* (cereals/ cannery/condiments/confectionary/edible oils/fats/essence/flavours/fish/fruit juice/gelatine/honey/meat/ pickles/smallgoods/tea and coffee/vinegar/yeast manufacture, etc), fruit and vegetable processing, flour milling, galvanising, glass manufacture, glue manufacturer, ink manufacture, laboratories (excluding those in Category 1 and 2), liquid wastewater treatment facility (grease trap receipt depot and other pump-out waste depot), metal finishing, metal processing (refining/rumbling/non-cyanide heat treatment/phosphating/ photo engraving/printed circuit etching/sheet metal fabrication etc), mirrors manufacture, oil recycling (petrochemical) and refinery, paint stripping, paint manufacture, paper manufacture, pet food processing, plants nursery (open areas), pharmaceuticals manufacture, plaster manufacture, powder coating, potato processing, poultry processing, printing (newspaper, lithographic), saleyards, sandblasting, seafood processing, slipway, soft drink/cordial manufacture, starch manufacture, sugar

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refinery, tanker washing, tannery, timber processing (joinery and furniture/plywood/hardwood), textile manufacture (wool dyeing/ spinning/scouring), tip leachate, transport depot/terminal, truck washing (internal), waxes and polishes, water treatment backwash, wholesale meat processing, winery, wine/spirit bottling.

- * Excluding small boutique, craft or artisan food industries not exceeding the discharge volume shown in Liquid Trade Waste Management Guidelines, 2021.

Category 3 Discharger - Liquid Trade Waste Charges

Excess Mass Charges

A Category 3 discharger will be required to pay the annual liquid trade waste fee plus excess mass charges.

Liquid trade waste bill for Category 3 discharger (TW_3),

$$TW_3 = A_3 + EMC$$

A_3 = Annual liquid trade waste fee (\$)

EMC = Excess mass charges (\$)

How Excess Mass Charges are Calculated

Excess mass charges will be applicable for substances discharged in excess of the 'Deemed Concentrations' in domestic sewage. For the purpose of excess mass charge calculation, the deemed concentrations of substances in domestic sewage are listed in Table D1.

Substance	Concentration (mg/L)
Biochemical Oxygen Demand (BOD ₅)	300
Suspended Solids	300
Total Oil and Grease	50
Ammonia (as Nitrogen)	35
Total Kjeldahl Nitrogen	50
Total Phosphorus	10
Total Dissolved Solids	1000
Sulphate (SO ₄)	50 [#]

Table C1: Deemed Concentration of Substances in Domestic Sewage

[#] The concentration in the potable water supply to be used if it is higher than 50 mg/L.

NB. Substances not listed above are deemed not to be present in domestic sewage.

For excess mass charge calculation, equation (1) below will be applied for all parameters including for BOD₅ up to 600 mg/L (but excluding COD and pH).

$$EMC (\$) = \frac{(S - D) \times Q_{TW} \times U}{1,000}$$

Where: S = Concentration (mg/L) of substance in sample.

D = Concentration (mg/L) of substance deemed to be present in domestic sewage.

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- Q_{TW} = Volume (kL) of liquid trade waste discharged to the sewerage system.
- U = Unit charging rate (\$/kg) for the substance (note that this rate varies from substance to substance. Refer to council's annual Management Plan for charging rates for various substances).

Excess Mass Charges for BOD

BOD up to 600 mg/L

Equation (1) applies for BOD₅ up to 600 mg/L. Note that there are no excess mass charges if the BOD does not exceed 300 mg/L (deemed concentration of BOD in domestic sewage).

Excess Mass Charges for BOD Exceeding 600 mg/L

If Council approves the acceptance limits for BOD₅ higher than 600mg/L, an exponential type equation will be used for calculation of the charging rate U_e (\$/kg) as shown in equation (2). This provides a strong incentive for dischargers to reduce the strength of waste. Note that equation (5) will be used where the discharger has failed to meet their approved BOD limit on more than two instances in a financial year.

U_e is the excess mass charging rate U_e (\$/kg) for BOD is calculated as:

$$U_e = 2C \times \frac{(\text{Actual BOD} - 300\text{mg/L})}{600\text{mg/L}} \times 1.05^{\frac{(\text{Actual BOD} - 600\text{mg/L})}{600\text{mg/L}}}$$

Where: C = Charging rate (\$/kg) for BOD₅ 600mg/L

Actual BOD = Concentration of BOD₅ as measured in a sample

Tankered Category 3 Waste

In some instances, liquid waste that falls into Charging Category 3 is transported to the STW. Examples of such waste may include tankered landfill leachate or dairy waste from un-sewered areas. In such instances, Council will determine the appropriate approval holder (waste generator or the transporter) and invoice accordingly. These charges may include:

- Volume based charges

Alternatively, should Council wish to simplify the charging method, Council may negotiate a charging rate taking into consideration the expected pollutant load and apply this charge to the volume of waste.

Non-compliance Liquid Trade Waste Charges

Non-compliance Charges for Category 1 and 2 Dischargers

If the discharger has not installed or maintained appropriate pre-treatment equipment, the following non-compliance trade waste usage charges will be applied for the relevant billing period:

Category 1 Discharger - Non-compliance Charges

The trade waste usage charge (\$/kL) as per Council's Fees and Charges document will be applied.

Category 2 Discharger – Non-compliance charges

For Category 2 discharger, a non-compliance charge as outlined in the Council's Fees and Charges document.

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Dischargers who have an undersized grease arrestor and improved the effluent quality by other means (eg increased pump-outs, installing additional pre-treatment equipment, etc) will pay a trade waste usage charges in accordance with a Category 2 discharger.

Dischargers who cannot install a grease arrestor, or those who have an arrestor with capacity significantly less than the required size and are unable to improve the effluent quality by means described above, will have to pay non-compliance trade waste usage charges as outlined in the Council's Fees and Charges document.

Non-compliance Charges for Category 3 Discharger

If a discharger in charging Category 3 fails to comply with the acceptance limits specified in Council's approval conditions, following non-compliance charges will be applicable.

Non-compliance pH Charge

If the pH of the waste discharge by Category 3 discharger is outside the approved range, equation (3) is used for the calculation of non-compliance pH charges. This equation provides an incentive for dischargers to install and properly maintain a pH correction system, so their waste remains within the approved pH limits.

Charging rate for pH, if outside the approved range =

$$K \times |\text{actual pH} - \text{approved pH}|^{\#} \times 2^{|\text{actual pH} - \text{approved pH}|^{\#}}$$

Absolute value to be used.

K = pH coefficient in \$

Council has approved the pH range 7.0 to 9.0 for a large discharger. pH coefficient (K) listed in Council's Revenue Policy is \$0.45.

Case 1: pH measured 6.0

$$\text{Charging rate for pH (\$/kL)} = 0.45 \times |6 - 7|^{\#} \times 2^{6-7|^{\#}} = \$0.90/\text{kL}$$

Case 2: pH measured 11.0

$$\text{Charging rate for pH (\$/kL)} = 0.45 \times |11 - 9|^{\#} \times 2^{11-9|^{\#}} = \$3.60/\text{kL}$$

Absolute value to be used.

Non-compliance Excess Mass Charges

Equation (4) shall apply for non-compliance excess mass charges for various substances, except for BOD₅ where equation (5) shall apply to calculate the charging rate.

$$\text{Non-compliance Excess Mass Charges (\$)} = \frac{(S-A) \times Q \times 2U}{1000} + \frac{(S-D) \times Q \times U}{1000}$$

Where: S = Concentration (mg/L) of a substance in sample.

A = Approved maximum concentration (mg/L) of pollutant as specified in Council's approval (or liquid trade waste policy).

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- Q = Volume (kL) of liquid trade waste discharged for the period of non-compliance.
- U = Excess mass charging rate (\$/kg) for the substance, as shown in Council's Fees and Charges Document.
- D = Concentration (mg/L) of the substance deemed to be present in domestic sewage.

Non-compliance Excess Mass Charges for BOD

The non-compliance excess mass charging rate (U_n) for BOD₅ is calculated by using equation (5):

U_n is the BOD₅ non-compliance excess mass charging rate in (\$/kL).

$$U_n = 2C \times \frac{(A - 300\text{mg/L})}{600\text{mg/L}} \times 1.05 \frac{(A - 600\text{mg/L})}{600\text{mg/L}} + 4C \times \frac{(\text{Actual BOD} - A)}{600\text{mg/L}} \times 1.05 \frac{(\text{Actual BOD} - A)}{600\text{mg/L}}$$

Other Applicable Liquid Trade Waste Charges

Discharge of Stormwater from Large Open Areas or Large Quantities of Groundwater to the Sewerage System

The discharge of roof, rain, surface, seepage or ground water to the sewerage system is prohibited under clause 137A of the Local Government (General) Regulation 2005 and this Policy. Consideration will be given to the acceptance of limited quantities of contaminated stormwater (first flush stormwater) based on a case by case assessment.

If stormwater run-off from a large areas or groundwater is approved for discharge to sewer for a Category 3 discharger (eg saleyards), a volume based charge similar to the non-compliance usage charging rate (\$/kL) for Category 2 may be applied charging rate listed in Council's Fees and Charges document. Excess mass charges may be also applied to such discharges.

Appendix D: List of Discharges Council May Approve

Classification A

Discharges from activities that Council can process without seeking the Department's concurrence, subject to complying with certain requirements.

Food Preparation/Serving, Generating Liquid Waste, up to 16 kL/day	Other Activities Generating Liquid Waste, up to 5 kL/day
Bakery (retail)	Animal wash (pound, stables, racecourse, kennels, mobile animal wash)
Bed and Breakfast (<10 persons)	Beautician
Bistro	Boiler blowdown
Boarding house/hostel kitchen	Car detailing
Butcher (retail)	Cooling towers

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Food Preparation/Serving, Generating Liquid Waste, up to 16 kL/day	Other Activities Generating Liquid Waste, up to 5 kL/day
Café/coffee shop/coffee lounge	Craft activities (pottery, ceramics, cutting and polishing of gemstones or making of jewellery)
Canteen	Dental surgery
Cafeteria	Dental technician
Chicken/poultry shop (fresh chicken/game, retail, barbeque/roast chicken)	Dry-cleaning (separator water, boiler)
Club (kitchen waste)	Florist
Commercial kitchen/caterer	Funeral parlour/morgue
Community hall/civic centre/function centre (kitchen waste)	Hairdressing
Day care centre	Jewellery shop
Delicatessen	Laboratory (pathology/analytical)
Doughnut shops	Laundry or laundromat (coin operated)
Fast food outlets (McDonalds, KFC, Burger King, Hungry Jack, Pizza Hut, Red Rooster, etc)	Mechanical repairs/workshop
Fish shop (retail—fresh and/or cooked)	Medical centre/doctor surgery/physiotherapy - plaster of paris casts, laboratory
Fruit and vegetable shop (retail)	Mobile cleaning units
Hotel	Nursing home (other than food-related activities)
Ice-cream parlour	Optical services
Juice bar	Per shop (retail)
Mixed business	Photographic tray work/manual development
Motel	Plants retail (no nursery or open space)
Nightclub	School (other than kitchen waste)

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Food Preparation/Serving, Generating Liquid Waste, up to 16 kL/day	Other Activities Generating Liquid Waste, up to 5 kL/day
Nursing home kitchen	Stone working
Nut shop	Surfboard manufacturing (wet process only)
Patisserie	Swimming pools/spas/hydrotherapy pools
Pie shop	Vehicle (car) washing (by hand/wand, automatic car wash/bus wash/external truck wash or underbody/engine degrease only)
Pizza shop	Venetian blind cleaning
Restaurant	Veterinary surgery
Salad bar	
Sandwich shop	
School - canteen, home science	
Snack bar	
Supermarket (butcher/bakery/delicatessen/ seafood/roast chicken)	
Take away food shop	

Appendix E: Framework for Regulation of Liquid Trade Waste

NSW Framework for Regulation of Sewerage and Trade Waste

The NSW framework is driven by the NSW Government's *Best Practice Management of Water Supply and Sewerage Guidelines, 2007*. Sound regulation of sewerage and liquid trade waste is a key element of the 2007 guidelines, and requires each council to implement all the following integrated measures:

1. Preparation and implementation of a sound trade waste regulation policy, assessment of each trade waste application and determination of appropriate conditions of approval. The conditions must be consistent with the LWU's *Integrated Water Cycle Management Strategy* and demand management plan. In addition, execution of a liquid trade waste services agreement is required for large dischargers to assure compliance.
2. Preparation and implementation of a sound *Development Servicing Plan*, with commercial sewerage developer charges to ensure new development pays a fair share of the cost of the required infrastructure.

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3. Full cost recovery with appropriate sewer usage charges and trade waste fees and charges in order to provide the necessary pricing signals to dischargers. These charges must include non-compliance trade waste usage charges and non-compliance excess mass charges in order to provide the necessary incentives for dischargers to consistently comply with their conditions of approval.
4. Monitoring, mentoring and coaching of dischargers in order to achieve cleaner production and assist them to comply with their conditions of approval.
5. Enforcement, including appropriate use of penalty notices in the NSW legislation. Orders may also be issued under the *Local Government Act 1993*.
6. Disconnection of a trade waste service in the event of persistent failure to comply with the LWU's conditions of approval.

Together, the above six measures comprise the NSW framework for regulation of sewerage and trade waste. The framework involves a preventive risk management approach, which has been developed to address the use of common pool resources by providing economic incentives for dischargers to minimise their waste and to consistently comply with their conditions of approval.

Alignment with the National Framework for Wastewater Source Management

The NSW framework for regulation of sewerage and trade waste is outlined in this Policy. The NSW framework is driven by the NSW Government's *Best-Practice Management of Water Supply of Sewerage Guidelines, 2007* and is consistent with that in the *National Framework for Wastewater Source Management*.¹³

In particular, under the *Best-Practice Management Guidelines* each LWU is required to achieve the following outcomes:

- Prepare and implement a 30-year Integrated Water Cycle Management Strategy, demand management plan, pay-for-use water supply pricing and community and customer involvement (Elements 1, 6 and 8).
- Annual performance monitoring, including an annual triple bottom line (TBL) performance report and action plan to identify and address any areas of under-performance (Elements 5, 6, 9, 10, 11 and 12).
- Achieve full cost recovery for water supply, sewerage and trade waste services and apply an appropriate non-residential sewer usage charge (Elements 3 and 8).
- Prepare and implement a sound trade waste regulation policy and issue an appropriate approval to each trade waste discharger, including waste minimisation and cleaner production (Elements 1, 2, 3, 4, 7 and 8).
- Appropriate trade waste fees and charges (including incentives to comply with LWU's approval conditions through non-compliance trade waste usage charges and non-compliance excess mass charges) (Elements 3 and 8).
- Trade waste services agreement for large dischargers to assure compliance (Elements 3 and 8).

¹³ The following 12 elements of the *National Framework for Sewage Quality Management* are set out on page 18 of the *Australian Sewage Quality Management Guidelines, June 2012*, WSAA:

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- Appropriate training of LWU staff and monitoring, mentoring and coaching of trade waste dischargers (Elements 1, 4, 5, 7 and 8).
- Enforcement, including appropriate use of penalty notices or orders (Elements 3 and 8).
- Disconnection of a trade waste service in the event of persistent failure to comply with the LWU's conditions of approval (Element 8).

Appendix F: Legislative Provisions

Provisions in the Local Government (General) Regulation 2021 in regard to acceptance of liquid trade waste into the sewerage system.

Clause 25 Matters to Accompany Applications Relating to Discharge into Sewers

An application for approval to discharge trade waste into a sewer under the control of a Council, or that connects with such a sewer, must be accompanied by the information required by Table 1 to the Liquid Trade Waste Management Guidelines*.

Clause 28 Approval to Discharge Waste into Sewers - Concurrence Required

A council must not grant an approval under [section 68 of the Act](#) to discharge trade waste (whether treated or not) into a sewer of the council unless the Director-General¹ of the Department of Trade and Investment, Regional Infrastructure and Services (or that Director-General's nominee) has concurred with the approval.

Note: [Section 90](#) (2) of [the Act](#) permits any person or authority whose concurrence is required before an approval may be granted to give the council notice that the concurrence may be assumed (with such qualifications or conditions as are specified in the notice).

Clause 32 Disposal of Trade Waste

1. An approval to dispose of trade waste into a sewer of the council is subject to such conditions (if any) as the council specifies in the approval.
2. In imposing any such conditions, the council is to have regard to the matter set out in Table 5 to the Liquid Trade Waste Management Guidelines*.

Clause 159 Prevention of Waste and Misuse of Water

The owner, occupier or manager of premises to which water is supplied by the council must:

- a. Prevent waste of water by taking prompt action to repair leaking taps, pipes or fittings located on the premises.
- b. Take any other action that is reasonable to prevent waste and misuse of water.

137a Substances Prohibited from being Discharged into Public Sewers

1. For the purposes of [section 638 of the Act](#) (Discharge of prohibited matter into sewer or drain), roof, rain, surface, seepage or ground water is prescribed as prohibited matter.
2. This clause does not apply in relation to:

* In accordance with the *Government Sector Employment Act 2013*, this is the Secretary of the NSW Department of Industry.

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- a. A discharge that is specifically approved under [section 68](#) of [the Act](#), or
- b. A discharge into a public drain or a gutter of a council, or
- c. A discharge in an area of operations within the meaning of the [Sydney Water Act 1994](#) or the [Hunter Water Act 1991](#).

143 Inspection of Pipes and Drains; and Measurement of Water and Sewage

1. The council may, at any reasonable time:
 - a. Inspect any service pipe connected to a water main, and
 - b. Inspect any drain connected to a sewer main, and
 - c. Install meters or other devices for measuring the quantity of water supplied to, or the quality and quantity of sewage discharged from, premises, and
 - d. Measure the quantity of water supplied to, or the quality and quantity of sewage discharged from, premises, and
 - e. Inspect any pre-treatment devices connected to the council's sewerage system.
2. The occupier of the relevant premises must provide to the council such information as it requires to enable it to estimate the quantity of water actually supplied to, or the quality and quantity of sewage actually discharged from, the premises.
3. In this clause, '**pre-treatment device**' means any device used to reduce or eliminate contaminants in trade waste, or to alter the waste's nature, before it is discharged into a sewer.

Schedule 12: Penalty Notice Offences

Column 1	Column 2
Offence under Local Government Act 1993	Penalty
Section 626 (3)-carry out without prior approval of council an activity specified in item 4 of Part C (Management of waste) of the Table to section 68	\$330
Section 627 (3)-having obtained the council's approval to the carrying out of an activity specified in item 4 of Part C (Management of waste) of the Table to section 68 , carry out the activity otherwise than in accordance with the terms of that approval	\$330

"Liquid Trade Waste Management Guidelines" means the Guidelines of that name produced by the Department of Energy, Utilities and Sustainability in March 2005, as in force from time to time. The 2005 Guidelines have now been superseded by *Liquid Trade Waste Management Guidelines, 2021*.

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Document Control

Responsible Officer:	Manager Operations Water Supply and Sewerage
Division:	Infrastructure
Prepared by:	Water and Sewer Client Services Coordinator
Version:	
Revision:	
Document Date:	
Effective:	TBC (ELT approval)

Previous
Cover

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Formal submission - draft Sewerage Services Policy	
Submission 1	Re the proposed Dubbo Regional Council Sewerage Services Policy. Council is normally doing a good job to foster our communities, but this could be a rare own goal. This proposed policy will impact on the ability to remodel and rebuild 17% of existing dwellings and business premises. Could council provide data on the quantum of gravity sewer repairs and maintenance that is done by; - access from manholes and by internal methods without disturbing the surrounding property - "trenchless" - digging and accessing the pipework externally? Note this would not include new construction. Suitable metrics for the provision of this information on the two different access methods could be; - dollar spend per annum and/or - number of events per annum. It would also be useful to inform the issue if a contrast could be made between what the quantum would have been in 1970 and each decade through to the 2020s with a value for 2024. This would provide a simple table, indicating how important access via easements to the sewer network is, and how technology might have changed access methods through time. It is worth noting the risks to property and the urgency of repairs is quite different between pressurised water mains and pressurised sewer to a gravity sewer network. Is Council confusing the issues between the two? The draft policy proposes easements and zone of influence restrictions that greatly exceed the current experience. The protection measures are extravagant and have not been justified in the documents provided by Council. Substantial parts of Dubbo and Wellington have the sewer network intermingled with existing building footprints. Implementing the restrictions proposed in the draft policy will greatly complicate the rehabilitation of existing central areas in Dubbo and Wellington. It will become too expensive to renovate or increase the density of existing housing, causing building activity to continue to chase greenfield sites. This will have all sorts of detrimental impacts on local demographics and will stymie planning policies and forecasts. Bringing this policy into operation is like implementing a sewer engineers daydream (a pipe dream perhaps...) from the 1960s with total disregard for the practices and technology of 2025. A simplistic exercise;

	Within 200 metres of the DRC sewer network (map data obtained from the public GIS portal) there are 21,269 building footprints (from the Microsoft Oct 2020 dataset) in Dubbo, Wellington and towns (that are mapped with a sewer network). Using an area of influence of 5 m either side of the sewer network (the policy indicates 2:1 area of influence with an assumption for this exercise of an average depth of 2.5 m), this proposed policy captures 3,559 buildings, approx 17% of existing buildings. But more importantly, these affected buildings are disproportionately in the central areas, in fact it appears significant parts of the Dubbo CBD and parts of the Wellington CBD are included. This analysis took about 20 mins to put together. Has DRC done any similar test of the impact of this policy? And further study that might enlighten this subject would be to estimate the costs to Council for funding new greenfield connections (which it is noted are co-funded by developers) with the costs of the problem this new policy is presuming it will avert. Council needs to justify it's proposal and consider if by dabbling in more red tape, it wants to make the hearts of the existing residential and business areas, into ghost towns.
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Formal submission - draft Water Supply Services Policy	
Submission 1	Comments from the Western NSW Public Health Unit are as follows: - Policy should include a reference to Councils commitment to fluoridation. - Policy should include a description of policy position on when/how restrictors on residential water connections would be put in place and when/how they would be removed. The current reference in section 6.2 gives the policy reader no indication of the preliminary steps Council will take prior to a restrictor being installed, contact, time frames, etc. - Policy should include a description of policy position on when and how properties would be disconnected if not complying with 'provisions of Councils policy'. Which aspects of the policy may result in disconnection. - Page 12 – remove reference to NRMCC, as that is not a relevant group to reference here - Page 12 – suggest revise wording to: “.....consistently meets the National Health and Medical Research Council (NHMRC) Australian Drinking Water Guidelines (2011), consumer expectations and other regulatory requirements”. - Page 12 – suggest revise wording to: “potential threats to water quality are identified, addressed, monitored and balanced” Thank you.



REPORT: Pest Bird Species - Results of Survey and Future Direction

DIVISION: Development and Environment
REPORT DATE: 16 October 2025
TRIM REFERENCE: ID25/2047

EXECUTIVE SUMMARY

Purpose	Addressing Council resolution.	
Issue	- Council at the April 2025 Ordinary Meeting considered a report in respect of pest bird species. - A component of Council's resolution required businesses in the Dubbo Central Business District (CBD) and the Wellington Town Centre to be engaged through a survey. - The purpose of the survey was to gain further data on the extent of pest bird issues, to understand what further assistance Council could reasonably provide and to understand the sentiment of business owners to a centralised approach to pest bird management. - This report provides the results of the survey undertaken. - Based on the limited survey results, this report recommends that options for the management of pest bird species in the Dubbo CBD and Wellington Town Centre are developed and further consultation be undertaken with business owners as part of the process of developing the 2026/2027 Budget and Operational Plan.	
Reasoning	Pest bird species cause environmental and asset based issues across the Local Government Area.	
Financial Implications	Budget Area	There are no financial implications arising from this report.
Policy Implications	Policy Title	There are no policy implications arising from this report.
Consultation	Community, Culture and Places Strategy, Partnerships and Engagement	To understand current approaches to pest bird species management. Reasoning and approach to the business survey undertaken.

STRATEGIC DIRECTION

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

Theme:	4 Healthy Environment and Sustainable Future
CSP Objective:	4.1 We manage land use to protect and enhance both the built and natural environment.
Delivery Program Strategy:	4.1.4 Safeguard biodiversity, threatened species, and ecological communities from harm.
Theme:	3 Working Together for the Region
CSP Objective:	3.1 Our Council is open, fair, and accountable in its decision-making.
Delivery Program Strategy:	3.1.1 Continuously review and improve Council services to maintain efficiency and effectiveness.

RECOMMENDATION

1. That the results of the survey undertaken regarding the management of pest bird species in the Dubbo CBD and the Wellington Town Centre be noted.
2. That as part of the process of developing the 2026/2027 Budget and Operational Plan that options for the management of pest bird species in the Dubbo CBD and the Wellington Town Centre be developed, including financial implications and models of possible Business owner financial participation.

Steven Jennings
Director Development and Environment

SJ
Director Development and Environment

BACKGROUND

Previous Resolutions of Council

22 April 2025	1. <i>That the report of the Director Development and Environment dated 7 April 2025, be noted.</i> 2. <i>That a dedicated section of Council's website be prepared to generally include the following information:</i> (a) <i>Describing the Indian Myna including why it is a pest bird species;</i> (b) <i>How to identify Indian Myna birds;</i> (c) <i>Things that can be done at home to help limit feeding opportunities;</i> (d) <i>How to report sightings of Indian Myna birds through online third party platforms;</i> (e) <i>How you can build your own Indian Myna trap at home;</i> (f) <i>How to ensure Indian Myna are humanely euthanised in accordance with the NSW Department of Primary Industries – Standard Operating Procedure for trapping of pest birds;</i> (g) <i>Community groups that are actively undertaking trapping programs; and</i> (h) <i>Where to find further information.</i> 3. <i>That it be noted that Community Groups and Not-For-Profit Organisations can lodge an application through the Community Services Fund and the Bodangora Wind Farm Community Benefit Fund for Indian Myna traps.</i> 4. <i>That businesses in the Dubbo CBD and the Wellington Town Centre be engaged through a survey as included in the report in respect of pest bird species.</i> 5. <i>That following completion of the survey and assessment of the results that a further report be provided to Council for consideration regarding possible options for the management of pest bird species including operational and financial implications.</i>
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Dubbo Central Business District and Wellington Town Centre

Council has undertaken a number of targeted programs in the Dubbo CBD over an extended period of time both in respect of Pigeon and European Starling control.

Council has a dedicated employee in the Dubbo CBD, who commences at 3am each day to carry out cleaning and high pressure washing prior to vehicle and pedestrian movement.

Council also engages a company three days a week to work in a cyclic rotation in the hot spot areas as above. Each visit is costing \$495 for a 1.5 hour service. However, in relation to the Starling droppings, this is occurring throughout the whole day.

REPORT

Dubbo Central Business District and Wellington Town Centre Survey

As part of the Community Safety and Crime Prevention Plan Reference Group, Council undertook a survey of business owners in the Dubbo CBD and the Wellington Town Centre. Survey questions in respect of the management of pest bird issues were included in this survey.

In respect of pest bird issues, Council received a total of 31 responses from businesses in the Dubbo CBD and three responses from businesses in the Wellington Town Centre.

As part of the survey, respondents were asked the following questions:

- Is your business experiencing pest bird issues?
- Does your business currently have any management regimes in place for the management of pest birds?
- Would you like additional education resources and/or information on management regimes for your business/private property?
- Would your business/landowner be interested in providing funding for a centralised approach to pest management in the Dubbo CBD or the Wellington Town Centre?

The following table provides a summary of the survey results for the Dubbo CBD across the questions asked:

Is your business experiencing pest bird issues?		Does your business currently have any management regimes in place for the management of pest birds?		Would you like additional education resources and/or information on management regimes for your business/private property?		Would your businesses/landowner be interested in providing funding for a centralised approach to pest bird management in the Dubbo CBD?	
Private land	13	Yes	9	Yes	1	Yes	1
Public land	10	No	22	No	19	No	24
No	16			Maybe	11	Maybe	6

Table 1 Survey results, Dubbo CBD

The following table provides a summary of the survey results for the Wellington Town Centre across the questions asked:

Is your business experiencing pest bird issues?		Does your business currently have any management regimes in place for the management of pest birds?		Would you like additional education resources and/or information on management regimes for your business/private property?		Would your businesses/landowner be interested in providing funding for a centralised approach to pest bird management in the Wellington Town Centre?	
Private land	1	Yes	1	Yes	1	Yes	
Public land	0	No	2	No	2	No	3
No	2			Maybe		Maybe	

Table 2 Survey results, Wellington Town Centre

Based on the survey results received, it is considered that there isn't enough relevant data at this time to undertake the further development of options for a centralised approach to pest bird management in the Dubbo CBD or the Wellington Town Centre.

Based on the limited responses provided, Council could resolve for no further action to be undertaken. However, it is considered appropriate for suitable options to be developed, with appropriate costings as part of the process of preparing the 2026/2027 Budget and Operational Plan. This would also include possible financial models for the consideration of business owners through a further survey process.

Consultation

Business owners in the Dubbo CBD and the Wellington Town Centre were consulted by a survey, which was undertaken as part of a survey in respect of the Community Safety and Crime Prevention Plan.

Options Considered

Council could consider the following options in respect of the report:

- Based on the limited responses provided, Council could resolve for no further action to be undertaken; or
- That suitable options be developed, with appropriate costings as part of the process of preparing the 2026/2027 Budget and Operational Plan.

Preferred Option

Based on the limited survey responses, it is recommended that suitable options are developed as part of the process of preparing the 2026/2027 Budget and Operational Plan, including the development of financial models for the consideration of business owners through a further survey process.



REPORT: Modification of Blueridge Precinct Development Control Plan

DIVISION: Development and Environment
REPORT DATE: 17 September 2025
TRIM REFERENCE: ID25/1860

EXECUTIVE SUMMARY

Purpose	- Seek endorsement - Fulfil legislated requirement	
Issue	- Council adopted the Blueridge Precinct Development Control Plan (DCP23-004) on 12 August 2025, which provides detailed planning and design guidelines for development within the Blueridge Business Park Precinct. - The adopted DCP applies to the majority of the land within the undeveloped area of the Blueridge Precinct apart from a large central allotment. - The current application seeks to amend the adopted DCP to apply to the entire area of the undeveloped Blueridge Precinct, including the central allotment that was not originally incorporated into the adopted DCP. - As such, the adopted DCP has now been amended to reflect this modification. - Subject to endorsement by Council, the draft DCP will be placed on public exhibition for a minimum of 28 days, with consultation being undertaken with the community and State Government Agencies.	
Reasoning	- Environmental Planning and Assessment Act, 1979. - Clause 6.3 of the Dubbo Regional LEP 2022 requires a DCP to be prepared before development consent can be granted in land in an Urban Release Area for the purposes of subdivision.	
Financial Implications	Budget Area	Growth Planning
	Funding Source	Application Fees
	Proposed Cost	\$12,850
	Ongoing Costs	No ongoing costs
Policy Implications	Policy Title	Dubbo Development Control Plan 2013
	Impact on Policy	Upon adoption the draft DCP will provide development design guidance for the subject land.

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes four principal themes and a number of objectives and

strategies. This report is aligned to:

Theme:	3 Working Together for the Region
CSP Objective:	3.2 Our local economy grows through diverse traditional and emerging industries.
Delivery Program Strategy:	3.2.1 Support a diverse and resilient economy through innovation, new industries, and commercial activation programs.

RECOMMENDATION

1. That Council adopt the amended draft Blueridge Precinct Development Control Plan for the purposes of public exhibition only.
2. That the draft Blueridge Precinct Development Control Plan be placed on public exhibition for a period of not less than 28 days in accordance with Environmental Planning and Assessment Act, 1979 and for Council to consult with Precinct landowners.
3. That following the completion of the public exhibition period, a further report be presented to Council for consideration, including the results of the public exhibition.

Steven Jennings
Director Development and Environment

TS
Team Leader Growth
Planning Projects

BACKGROUND

1. Previous Resolutions of Council

Date	Resolution
24 November 2022 CW22/4	<i>In part</i> <i>1. That Council adopt the alignment of the Blueridge Link Road as described in the body of this report.</i>
22 June 2023 CCL23/170	<i>In part</i> <i>1. That Council delegate to the Chief Executive Officer the power to negotiate an agreement with the relevant parties, and for the maximum amounts, as outlined in the body of this report.</i>
13 September 2023 CCL23/257	<i>In part</i> <i>1. That Council adopt the draft Blueridge Precinct Development Control Plan for the purposes of public exhibition only.</i> <i>3. That following the completion of the public exhibition period, a further report be presented to Council for consideration, including the results of the public exhibition.</i>
11 July 2024 IPEC24/46	<i>In part</i> <i>1. That...Council adopt Sheraton Road (between Boundary Road and Wellington Road) as the primary haulage route for the three heavy industry developments located on Sheraton Road, outside of peak school drop off and pick up times.</i> <i>4. That Council adopt the Southern Distributor alignment from Sheraton Road to the Mitchell Highway...as the long term haulage route for the heavy industry developments located on Sheraton Road.</i>
12 August 2025 IPEC25/56	<i>1. That Council adopt the amended draft Blueridge Precinct Development Control Plan (attached in Appendix 1).</i> <i>2. That the draft Blueridge Precinct Development Control Plan come into effect on 29 August 2025.</i> <i>3. That Council note the submissions received during the public exhibition period (attached in Appendix 2).</i>

As detailed under IPEC25/56, Council adopted the Blueridge Precinct Development Control (DCP) at the August Ordinary Meeting. Originally, this DCP included all the land located within the undeveloped area of the Blueridge Estate. However, during the assessment of the application, one of the landowners withdrew consent. As such, the adopted DCP included two out of the three sections of the land within the undeveloped area of the Blueridge Precinct (as per **Figure 1**).

The landowner that withdrew consent has now lodged the subject application seeking to amend the adopted DCP to include the third portion of the undeveloped Blueridge Precinct (as per **Figure 2**).

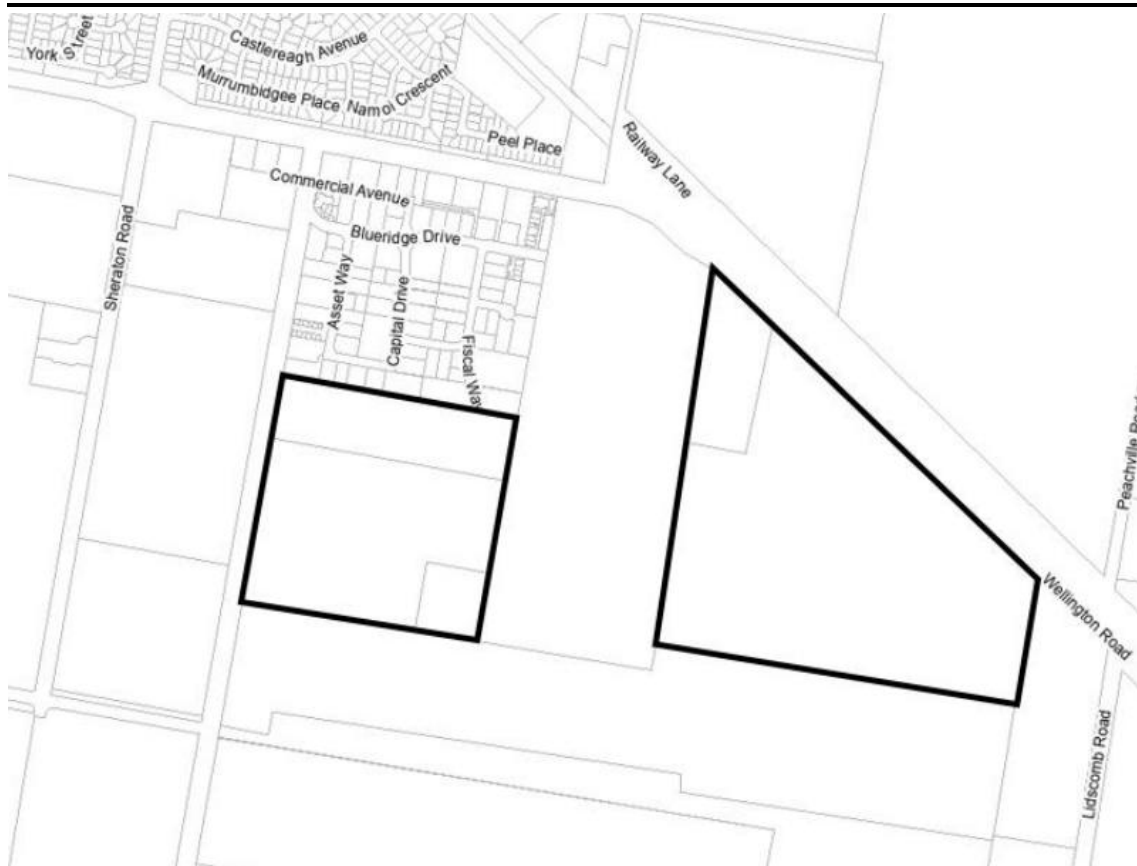


Figure 1: Land to which the previously adopted Blueridge Development Control plan applies.



Figure 2: Land to which the subject proposed amended DCP applies

2. What is a Development Control Plan?

A Development Control Plan (DCP) is a locally adopted plan that guides developers, landowners, Council and the community on how land can be developed and change over time, and includes measures such as planning principles, objectives, performance measures and acceptable solutions. It aims to ensure we can continue to develop our urban area with a strong emphasis on overall liveability, quality and sustainability.

3. Why is a Development Control Plan required?

The Dubbo Regional Local Environmental Plan (LEP) 2022 identifies several Urban Release Areas in Dubbo. The site is partially located in the South-East Urban Release Area. Clause 6.3 of the Dubbo Regional LEP 2022 requires a site-specific DCP to be prepared prior to Council determining any development application on land within an Urban Release Area.

REPORT

1. Details of the Development Control Plan

A proponent-initiated draft DCP modification has been submitted to Council seeking adoption (attached in **Appendix 1**) to provide detailed planning and design guidance for the future development of part of the Blueridge Business Park Precinct. The draft DCP will modify the existing adopted Blueridge Precinct DCP and will apply to land identified in **Figure 2**.

The draft DCP is required to be read in conjunction with relevant provisions of the Dubbo DCP 2013, however, the draft DCP will prevail in the event of any inconsistency.

The draft DCP consists of the following components:

- a. **Subdivision Controls** – this section will provide guidance on lot size and shape to facilitate a variety of development outcomes in the Precinct. Controls are included in this section to ensure adequate infrastructure is provided to all allotments.
- b. **Design Controls** – this section will guide development proposals for land to which this plan applies by communicating the planning, design and environmental objectives. This section will promote quality urban design outcomes within the context of environmental, social and economic sustainability.

The draft DCP has maintained consistency with the existing Blueridge Precinct DCP with one primary exception being Element 7 of the Design Control section, “Water and Soil quality management” (page 25). This Element is an additional control which seeks to optimise management of pollutants, stormwater drainage and erosion control. This element aligns with the Dubbo DCP 2013 and is considered a positive contribution to the existing DCP.

2. Consultation and Next Steps

Following Council's consideration, the draft DCP will be placed on public exhibition for a minimum period of 28 days in accordance with the Environmental Planning and Assessment Act 1979. A notice will be placed on Council's website and in Customer Experience Centres, and the Daily Liberal newspaper. Adjoining land owners will also be notified by separate letter.

Following completion of the public exhibition period, a further report will be provided to Council for consideration.

3. Resourcing Implications

Council has invoiced and received payment of \$12,850, being the adopted 2025 fee for modifications to existing Development Control Plans.

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	\$12,850	0	0	0	0	0
b. Operating expenses	\$12,850	0	0	0	0	0
c. Operating budget impact (a – b)	0	0	0	0	0	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	0	0	0	0	0	0
Does the proposal require ongoing funding?			No			
What is the source of this funding?			Not applicable			

Table 1. Ongoing Financial Implications

APPENDICES:

- 1 [Draft Blueridge Precinct Development Control Plan 2025](#)



Blueridge Precinct
Development Control
Plan 2025

DCP25-001

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Part 1 Introduction

1.1. Name of this Plan

This Development Control Plan (DCP) is known as Blueridge Precinct Development Control Plan (the Plan).

1.2. Application of Plan

This Plan applies to part of the Blueridge Business Park Precinct, identified in **Figure 1** below.

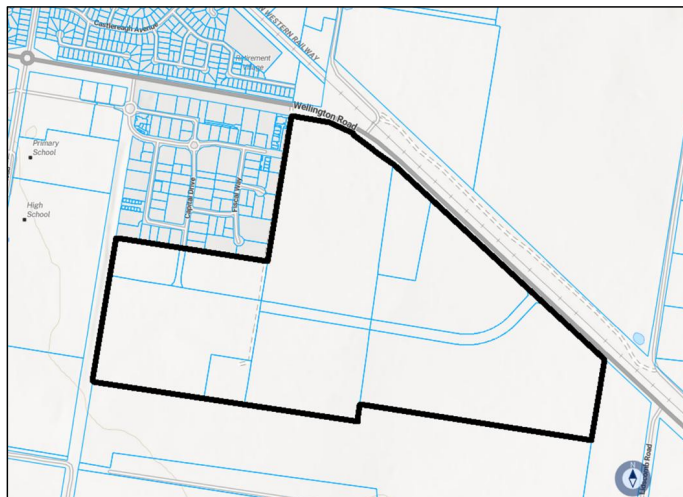


Figure 1 – Land to which this Plan applies

1.3. The Vision and Desired Future Character

The vision for the Blueridge Business Park is to create an attractive business and industrial precinct to maximise opportunities for local employment and business. With appropriate and flexible design provisions, any future development is to be built to achieve the following objectives:

- Development caters for the Southern Distributor Road and the wider transport network;
- Development along the Mitchell Highway is well presented whilst maintaining the amenity and functionality of surrounding properties;
- There are opportunities for a range of commercial, business and light industrial developments that contribute to the economic, employment and social growth of the Precinct;
- Development is innovative and agile;
- The streetscape and public domain is enhanced;
- Existing trees are preserved, and new trees are planted on both the private and public domain; and

- Orderly, efficient and high quality design outcomes are achieved within the context of environmental, social and economic sustainability.

1.4. Statutory Context

This Plan has been prepared by Council in accordance with Section 3.44 of the Environmental Planning and Assessment Act 1979 (the Act), Part 2 of the Environmental Planning and Assessment Regulation 2000 (the Regulation), and Clause 6.3 of the Dubbo Regional Local Environmental Plan (the LEP) 2022.

1.5. Adoption and Commencement

This Plan was adopted by Council on *** and commenced on ****.

1.6. Relationship to other Plans and Documents

Under the Act, Council is required to take into consideration the relevant provisions of any Environmental Planning Instrument (EPI) and this Plan when determining a development application on land to which this Plan applies. Compliance with any EPI or this Plan does not infer development consent will be granted.

The provisions of this Plan must be read in conjunction with any relevant EPI. In the event of any inconsistency between an EPI and this Plan, the provisions of the EPI prevail.

1.7. Relationship to the Dubbo Development Control Plan 2013

The provisions of this Plan should be read in conjunction with other relevant provisions of the Dubbo Development Control Plan 2013. In the event of any inconsistency between this Plan and the Dubbo DCP 2013, the provisions of this Plan prevail.

Part 2 Development and Subdivision

2.1. Subdivision Controls

Objectives:

- A pleasant, safe, and functional subdivision with 'best practice' solution(s) is achieved;
- Land is of a suitable size for development;
- Existing trees and vegetation are protected, and new trees and vegetation are planned for, in the subdivision planning and design stage;
- Development is provided with appropriate levels of landscaping, amenity, required services and infrastructure; and
- The subdivision layout is well-connected internally and to strategic roads, including the Southern Distributer, the Blueridge Link Road and the Mitchell Highway.

Element 1. Implementing the Urban Structure

Urban Structure	
Performance Criteria:	P1.1 Development is generally consistent with and delivers the urban infrastructure in accordance with Figure 2 .
Requirement:	There are no Acceptable Solutions.
Staging	
Performance Criteria:	P1.2 Land is developed in an orderly manner to assist in the coordinated provision of necessary infrastructure.
Requirement:	A1.1 Development ensures it complies with P1.2 .

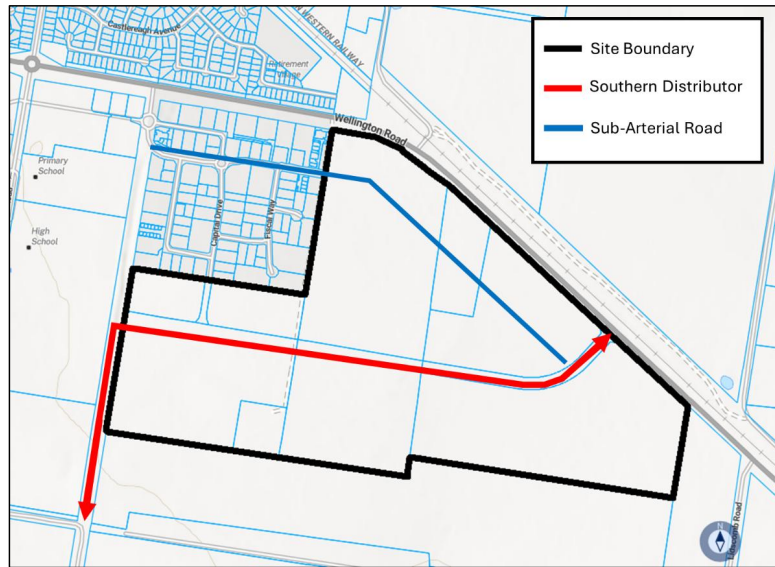


Figure 2 – Indicative Structure Plan

Element 2. Lot Design

Lot Requirements	
Performance Criteria:	P2.1 Lot design considers the design requirements of the Blueridge Link Road, Southern Distributor Road and Mitchell Highway. P2.2 Lots are of an adequate size for the location of buildings, manoeuvring and parking of vehicles and landscaping.
Requirement:	A2.1 Lots are generally rectangular in shape. A2.2 Where lots are irregular in shape, they are of a sufficient size and orientation to enable siting of development in accordance with this plan. A2.3 The minimum area and dimension of lots must: - generally be 1,500m² for land zoned E3 Productivity Support; - be capable of development with appropriate levels of amenity, services and access; - permit the manoeuvring of a 19m single articulated vehicle. A2.4 Lots do not have direct access to the Southern Distributor Road and Mitchell Highway. A2.5 The largest vehicle must be able to enter and exit the site in a forward direction (Swept Paths to be provided).
Battle-axe Lots	
Performance Criteria:	P2.3 Battle-axe lots are minimised, but where provided, do not compromise the amenity of the streetscape, public domain and neighbouring lots. P2.4 Battle-axe lots have adequate access to and from the street for trucks and service vehicles.
Requirement:	A2.6 Battle-axe lots are only provided where topography and site hazards result in regular subdivision not being able to be achieved. A2.7 Where provided: - A battle-axe 'handle' shall be a minimum width of 10 metres and no longer than 50 metres - Battle-axe lots do not have frontage to a major road; - A minimum 1m wide landscaping strip is to be placed along either side of the battle-axe handle; - The landscaping strip is to be designed by using robust landscape elements i.e. using hard and soft landscaping and materials with low maintenance requirements; A2.8 Landscaping, supported by irrigation, includes a mix of the following: - Trees; - Plantings; - Garden bed; - Edging materials; - Volume and type of mulch, bricks, stones.

Element 3. Road Design and Layout

Road Network	
Performance Criteria:	P3.1 The layout of the street network and location of lots does not impact the function, safety and efficiency of the Blueridge Link Road, Southern Distributor Road and Mitchell Highway.
Requirement:	A3.9 The road network is generally in accordance with Figure 3. A3.10 The number of road connections onto the Southern Distributor Road is limited. A3.11 Lots do not have direct access to the Southern Distributor Road and Mitchell Highway. A3.12 The road hierarchy is designed and constructed in accordance with Dubbo Regional Council's adopted AUS-SPEC#1 Development Specification Series – Design and Construction and Technical Schedules, and Transport for New South Wales design standards. A3.13 The verge width is increased where necessary to allow space for significant landscaping, indented parking, future carriageway widening, retaining walls, cycle paths and overland flow paths.

Function and Geometric Design	
Performance Criteria:	P3.2 The road reserve width is sufficient to cater for all street functions, including: • Safe and efficient movement of all motorists, pedestrians, and cyclists; • Provision for parked vehicles; • Provision for bus routes; • Provision for landscaping; and • Provisions for location, construction and maintenance of infrastructure. P3.3 Bus routes have a carriageway width that: • Allows for the safe movement of buses; • Safely accommodates cyclists; and • Allows vehicles to overtake parked buses without crossing onto the other side of the road.
Requirement:	A3.14 The type of road is generally in accordance with Figure 3. A3.15 The design of roads: • is generally in accordance with Figure 4; • facilitates traffic turning movement/swept path as per AUSTROAD Design B-double (25.0m) utilising the desirable minimum swept path radius and a turning speed of 5 – 15km/hr. • for the collector road – has a minimum road reserve width of 28 metres and a carriageway width of 2 x 9.5 metres pavement and 2 x 4.5 metres reserve; • for a local street – has a minimum road reserve width of 21 metres and a carriageway width of 2 x 6.5 metres pavement and 2 x 4.0 metres reserve; • allows the movement of all vehicles to be unimpeded by parked cars; and • allow for unobstructed access to individual lots. A3.16 Safe sight distances are available at property access points, pedestrian and cyclist crossings and at junctions and intersections. A3.17 The horizontal and vertical alignments satisfy safety criteria and reflect physical land characteristics and major drainage functions. A3.18 Geometric design for intersections, roundabouts and slow points are consistent with the vehicle speed intended for each street. A3.19 Kerb radii at intersections and junctions are kept to a minimum, subject to: • Satisfying required turning manoeuvres; • Keeping pedestrian crossing distances to a minimum; and • Controlling the speed of vehicles.

Function and Geometric Design	
Requirement:	A3.20 The verge width is increased where necessary to allow space for large scale landscaping, indented parking, future carriageway widening, retaining walls, cycle paths or overland flow paths; A3.21 Appropriate splays are provided at the corner of lots at every intersection. A3.22 Bus routes and stops are identified and planned for in accordance with AUSTROADS and the requirements of the relevant service authority. A3.23 Development provides opportunities for bus stops, bus bays and shelters no more than 400 metres apart.

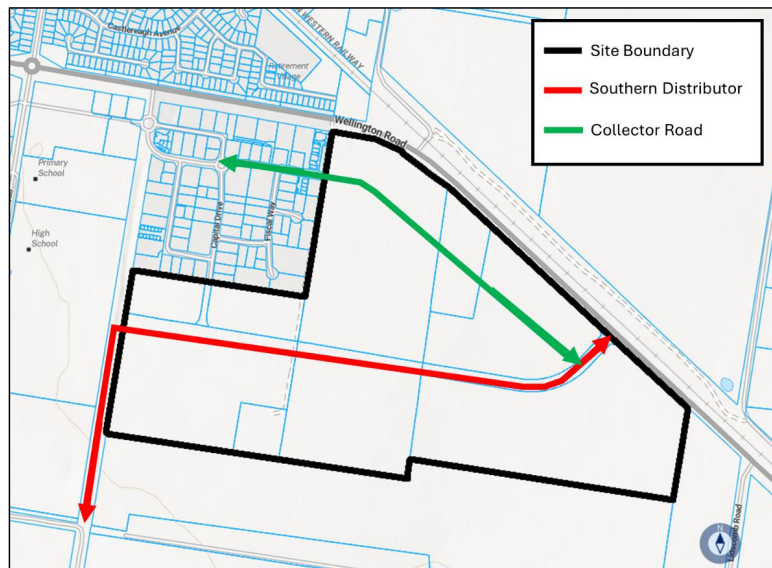


Figure 3 – Road Types

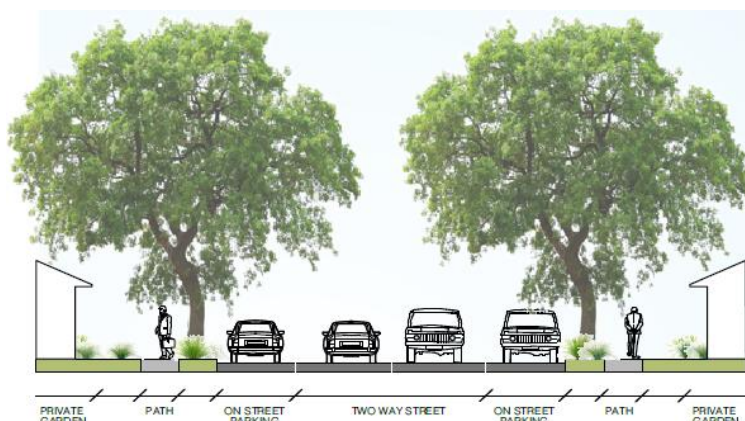


Figure 4 – Indicative Cross-Section

Pedestrian Network	
Performance Criteria:	P3.4 Streets are well connected to pedestrian paths and the wider street network. P3.5 The design facilitates safe use by pedestrians, particularly people with disabilities, the aged and children.
Requirement:	A3.24 Pedestrian footpaths are: - provided on one side of the carriageway and are designed to ensure pedestrian connectivity throughout the estate; 1.5 metres wide; - constructed of concrete or paving block; and - located central to the existing or proposed kerb. A3.25 Links from the site to areas of public open space are provided to facilitate public access and stormwater management.
Waste Collection Vehicles	
Performance Criteria:	P3.6 The street network is sufficient to cater for waste collection vehicles.
Requirement:	A3.26 The subdivision design and street network ensures waste collection vehicles can enter and exit the precinct in a forward direction, and reduce the need for reversing of waste collection vehicles. This includes culs-de-sac and temporary turning heads as a result of staging and construction works. A3.27 The road width accommodates Council's waste vehicles without impacting other road users, including the side loading vehicle and lift arm movement/rotation. A3.28 Sufficient area is provided at the head of cul-de-sac for waste disposal vehicles to manoeuvre even when cars are parked in the street.

Element 4. Landscape design and Street Trees

Landscaping and Street Trees	
Performance Criteria:	P4.1 Landscaping is used to soften the impact of buildings, as a screen for visual intrusions, to screen parking areas and for recreation space. P4.2 Street trees are selected and provided to assist in developing a microclimate and improving streetscape amenity. P4.3 Street trees are in harmony with underground services, street lights, driveway and relevant easements.
Requirement:	A4.1 A Landscape Plan and Planting Schedule is included with any development application for subdivision and building construction/development. A4.2 Landscaping is provided in front set-back areas to soften the appearance of buildings and improve the streetscape. A4.3 Landscaping includes species that will grow to a height consistent with the height and scale of the building A4.4 For developments facing a road, public open space or nearby residential area trees with a mature height of at least 8.0 m are to be planted. Trees shall be a minimum 1.5 m in height at planting and be sourced from NatSpec accredited suppliers or equivalent A4.5 Where car parking is visible from a road, for every 10 to 12 car parking spaces, landscaping bays (1.5 m x 5.5 m) are to be provided and appropriately-sized trees and ground cover planted within each bay. A4.6 Landscaping addresses the 'Safer By Design' guidelines. A4.7 Species selection is to be sympathetic to existing plantings found within the precinct A4.8 Street trees are provided at the rate of at least one tree per 20 metres of street frontage (i.e. 5 trees per 100m). A4.9 The species and location of street trees are determined in consultation with Council's Community, Culture and Places Division. A4.10 Street trees are installed in tree pit holes and located away from the stormwater gutter. A4.11 Landscaping Plans include appropriate detailed designs that address: • access and manoeuvrability of heavy vehicles, street sweepers and vehicles; • the impact of the root system on the carriage way; • ongoing maintenance of the tree and carriageway; • relationships with future driveway locations; and • impacts on and location of underground infrastructure.

Landscaping and Street Trees	
Requirement:	A4.12 The selection and placement of street trees takes into consideration: • Species selection is to be sympathetic to existing plantings found within the precinct • The location of infrastructure and easements; • Pruning and shaping adaptability of selected trees; • Driveways placements; • Front setbacks; • Lateral spread of branches; • Road verge widths; • Waste services collections; • Pedestrian and cyclist access; and • Pedestrian and vehicle vision; A4.13 Street trees must not be planted: • less than 5 metres from street lights and stormwater entry pits; • less than 1 metre from a concrete footpath or cycleway; and • less than 10 metres from road corners or intersections.

Element 5. Infrastructure

Infrastructure Management	
Performance Criteria:	P5.1 Essential infrastructure is provided in a cost-effective and timely manner, and designed in accordance with the requirements of the relevant service authority. P5.2 Development does not overload the capacity of public infrastructure, which includes: • Roads • Stormwater; • Water; • Sewer; • Electricity; • Natural gas; and • Communication services.
Requirement:	A5.1 An Infrastructure Servicing Strategy is included with any development application for subdivision. The Strategy details requirements for: • Road requirements and upgrades; • Service connections of sewerage, water, electricity, gas, street lighting and telecommunication services; • Public infrastructure including kerb/gutter, stormwater drainage, footpaths, and street trees; • Details of the maintenance regime; • Specifications to Council's requirements or relevant service authorities. A5.2 Development is connected to a sewerage system, water supply, electricity system and gas (where available) to the appropriate authority's requirements. A5.3 Development is connected to Essential Energy's reticulated system in accordance with the requirements of the authority. A5.4 Development is connected to a telecommunication system to the appropriate authority's requirements. A5.5 Services are located underground and next to each other in common trenching in accordance with Council's Policy.

Stormwater	
Performance Criteria	P5.3 Stormwater infrastructure has the capacity to safely convey stormwater flows without causing nuisance or damage to the site, upstream and downstream properties.
Requirement:	A5.6 A Stormwater Management Design is included with any development application for subdivision. The Strategy must be prepared by a suitably qualified and experienced consultant and detail how the projected stormwater volumes can be managed on the subject land and through to receiving waters. A5.7 Lots are graded to discharge stormwater to the public road. A5.8 Interallotment drainage and associated easements are provided where any part of any lot, roof water or surface water does not drain to a public road without traversing one or more adjacent downhill lots. A5.9 Each lot requiring interallotment drainage has a surface inlet pit located in the lowest corner or portion of the allotment. Lots are graded to the interallotment pit. A5.10 In areas where drainage infrastructure has little or no excess capacity, development that would generate stormwater run-off beyond that presently generated by the site shall provide for stormwater drainage mitigation or upgrading of the local drainage system. A5.11 The following are incorporated into the stormwater drainage system where practical: • Constructing onsite stormwater detention with delayed-release into the stormwater system; • Designing the site to minimise impervious areas; • Use of permeable paving where possible; and • Incorporating an onsite water recycling system.

Element 6. Waste Management

Waste Minimisation	
Performance Criteria	P6.1 Construction approaches and techniques promote waste minimisation.
Requirement:	A6.1 A Waste Management Plan is included with any development application. It must include accurate, site specific details in relation to demolition/site preparation, construction, use of premises and on-going management.
Waste Storage Space	
Performance Criteria	P6.2 Adequate space is provided to store waste collection bins in a position which will not adversely impact upon the amenity of the area.
Requirement:	A6.2 Sufficient space is provided on site for loading and unloading of wastes. This activity is not be undertaken on any public place. A6.3 Solid waste, liquid waste and recyclable storage facilities are sized appropriately and located behind the building line or appropriately screened with fencing, landscaping or vegetation. A6.4 Development has a sufficient waste collection area that doesn't obstruct traffic flows, vehicle entry to the property, pedestrian movements or landscaping.

2.2. Design Controls

Objectives:

- The precinct is designed in an orderly and efficient manner;
- Development contributes positively towards the streetscape and enhances the visual amenity of the area;
- Vehicular access to and from development is adequate, safe and direct;
- Development achieves high quality urban design outcomes within the context of environmental, social and economic sustainability;
- Existing trees and vegetation are protected, and new trees and vegetation are planned for; and
- Development is provided with appropriate levels of landscaping, amenity, necessary services and infrastructure.

Element 1. Site Coverage and Setbacks

Site Coverage	
Performance Criteria:	P1.1 The density, bulk and scale of development provides a sufficient area for landscaping, visual interest, safe access, vehicle parking and stormwater infiltration.
Requirement:	A1.1 A Landscape Plan and Planting Schedule is included with any development application.
	A1.2 A minimum of 20% of the site is designated as a good quality landscape environment that is used for growing plants, grasses and trees, or utilises permeable paving, but does not include any building, structure or hard paved area.
Setbacks	
Performance Criteria:	P1.2 Setbacks respect and complement the existing streetscape, allow for landscaping and open space between buildings, and reduce adverse impacts on adjoining properties.
Requirement:	A1.3 In established areas, infill development is set-back the average of the front building setbacks of the adjoining and adjacent development.
	A1.4 In new areas, buildings are set back a minimum distance of 5 metres from the front boundary where the allotment fronts a local road, or 10 metres where the allotment has frontage to the Mitchell Highway or Southern Distributor Road.
	A1.5 On corner allotments, buildings are setback a minimum distance of 3 metres from the boundary on the secondary frontage, except where the primary frontage is the Mitchell Highway or Southern Distributor Road, where the secondary frontage setback is a minimum of 5m.
	A1.6 The bulk, size, and shape of a building does not impede the desired sightlines for vehicles/drivers at intersections.
	A1.7 Development is provided with a rear setback so it can be adequately serviced without impacting operations of adjoining development.

Element 2. Building Design

Building Design	
Performance Criteria:	P2.1 Buildings are designed to integrate with the streetscape, be compatible with the surrounding locality, and contribute positively to the streetscape. P2.2 Development provides an appropriate level of access and facilities for persons with a disability. P2.3 Building height is consistent with the scale appropriate to the location. P2.4 The form, colours, textures and materials of buildings enhance the quality and character of the precinct. P2.5 Development fronting the Mitchell Highway acknowledges the location at the city entrance.
Requirement:	A2.1 Development with a boundary to the Southern Distributor Road or Mitchell Highway incorporate design elements to address both frontages. A2.2 Building facades adopt a contemporary appearance relating to the function of the building and the characteristics of surrounding development in the locality. A2.3 Architectural features are incorporated in the design of new buildings to provide for more visually interesting precincts. These include: • Elements that punctuate the skyline; • Distinctive parapets or roof forms; • Visually interesting façades and arrangement of elements; • A variety of colours, textures and materials; • A variety of window treatments. A2.4 Building height does not generally exceed 3 storeys (or 21m) A2.5 Development on corner sites incorporate splays, curves, building entries and other architectural elements to reinforce the corner as a landmark feature. A2.6 The bulk, size and shape of a building does not impede the desired sightlines for vehicles/drivers at intersections. A2.7 The pedestrian entrance to development is clearly delineated through variation in the building façade and the provision of different textures and materials. A2.8 Development does not unreasonably overshadow adjoining or adjacent sensitive development. A2.9 External walls and roofing materials are non-reflective and a light/neutral colour appropriate to the site and the surrounding locality. A2.10 Large expanses of wall or building mass, where visible from the street, are avoided and broken up by the use of suitable building articulation, fenestration or alternative architectural enhancements.

Security	
Performance Criteria:	P2.6 Building design allows surveillance of streets and open spaces. P2.7 Secure and accessible vehicle parking is provided onsite for the use of tenants and visitors.
Requirement:	A2.11 Development is consistent with the NSW Police 'Safer By Design' guidelines. A2.12 Development is designed to provide for the passive surveillance of streets and open spaces. A2.13 Pedestrian entrance points directly face streets. A2.14 Parking areas are well-lit, easily accessible and visible from a public place.

Element 3. Safety and Security

Safety and Security	
Performance Criteria:	P3.1 Fencing, screen walls and security grilles do not adversely impact visual amenity and passive surveillance of the area. P3.2 Fencing and screen walls provide suitable security.
Requirement:	A3.1 Fencing does not exceed a maximum height of 1.8 metres at the boundary or 2.1m with a 900mm landscaped setback from the boundary. A3.2 Fencing forward of the building line is palisade or decorative open style. A3.3 Fencing visible from a public place is: • Powder-coated black of a suitably high-quality design; • As visually unobtrusive as possible; and • Where physically possible, softened with a high standard of landscaping. A3.4 Barbed wire fencing is not used. A3.5 Razor wire fencing is not used. A3.6 Access gates are set back from the public roadway a sufficient distance to allow the largest design vehicle to stand without hindering vehicular or pedestrian traffic on the public road whilst the gate is opened or closed. A3.7 Access gates do not open outwards onto any public place.

Element 4. Traffic, Parking and Access

Traffic, Parking and Access	
Performance Criteria:	P4.1 Car parking is provided according to projected needs, the location of the land and the characteristics of the immediate locality.
Requirement:	A4.1 Car parking complies with the requirements of the Dubbo Development Control Plan 2013 – Chapter 3.5. A4.2 Car parking areas are not visually prominent from the Mitchell Highway. A4.3 Ingress and egress points are located and sized to facilitate the safe and efficient movement of vehicles to and from the site, and are designed to accommodate the largest vehicle likely to enter the site. A4.4 Facilities are provided onsite for the loading and unloading of goods.

Element 5. Advertising and Signage

Advertising and Signage	
Performance Criteria:	P5.1 Signs reflect the role and function of the premises, and are appropriate for the locality. P5.2 The number and size of signs is limited to ensure equity for land uses and a pleasant visual environment.
Requirement:	A5.1 Signs are incorporated into the architecture of the building and complement its style, materials and colour. A5.2 Signs are only erected where they are used in conjunction with a permissible use and situated on the land on which the use is conducted. A5.3 For single occupancy sites, one freestanding sign may be placed within the front landscaped area. A5.4 One business identification sign, being a flush wall sign, may be placed on each facade fronting a public road. The sign must not be greater than 5m² in area, and must not be higher than the facade on which it is mounted. A5.5 On multiple occupancy sites, one directory board sign may be placed within the front landscaped area. The sign must not exceed 12m² in area and 6 metres in height. A5.6 On multiple occupancy sites, one business identification sign, being a flush wall sign, may be placed on the facade of a unit. The sign shall be no greater than 20% of the wall area and shall not be higher than the facade on which it is mounted. A5.7 Signage may be illuminated in accordance with the Transport Corridor Outdoor Advertising and Signage (TCOAS) Guidelines, however shall not flash or be animated. Illumination must comply with the Dark Sky Guidelines.

Element 6. Waste Management

Waste Management	
Performance Criteria:	P6.1 The capacity, size, construction and placement of solid waste, liquid waste and recyclable storage facilities accommodate waste and recyclables generated, can be collected in a safe manner, and have unobtrusive effects on the building and neighbourhood. P6.2 Liquid trade waste requirements for development are considered and provided for. P6.3 Excavated material, demolition and builder's waste is disposed of in an environmentally-sustainable manner.
Requirement:	A6.1 Solid waste, liquid waste and recyclable storage facilities are sized appropriately and located behind the building line or appropriately screened with fencing, landscaping or vegetation. A6.2 Sufficient space is provided on-site for the loading and unloading of wastes. This activity is not to be undertaken in any public place. A6.3 Ready access to commercial waste containers by collectors and collection vehicles within close proximity to street frontages are provided and screened with fencing, landscaping or vegetation. A6.4 The development has a Liquid Trade Waste approval in place from Council and/or the Office of Environment and Heritage. A6.5 Sites for disposal of excavated material, demolition and builder's waste are nominated in a development application.



REPORT: Update on the North Yeoval Boundary Adjustment Project

DIVISION: Strategy, Partnerships and Engagement
REPORT DATE: 17 October 2025
TRIM REFERENCE: ID25/2053

EXECUTIVE SUMMARY

Purpose	- Seek endorsement - Provide review or update	
Issue	Provide an update on the North Yeoval Boundary Adjustment	
Reasoning	To provide Council with an update on the proposed boundary adjustment involving the transfer of North Yeoval from Dubbo Regional Council (DRC) to Cabonne Shire Council (CSC), and to seek Council's endorsement of the next steps in the process.	
Financial Implications	Budget Area	Not applicable
	Funding Source	Not applicable
	Proposed Cost	Nil
	Ongoing Costs	Nil
Policy Implications	Policy Title	Not applicable
	Impact on Policy	Not applicable

STRATEGIC DIRECTION

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

Theme:	3 Working Together for the Region
CSP Objective:	3.1 Our Council is open, fair, and accountable in its decision-making.
Delivery Program Strategy:	3.1.3 Foster two-way communication between Council, stakeholders, and the community.
Theme:	3 Working Together for the Region
CSP Objective:	3.1 Our Council is open, fair, and accountable in its decision-making.
Delivery Program Strategy:	3.1.2 Ensure decision-making reflects local needs through meaningful community consultation.

RECOMMENDATION

1. Council inform Cabonne Shire Council that it has no objection to the transfer all relevant parcels within North Yeoval from the Dubbo Regional Council local government area to the Cabonne Shire Council local government area.
2. Council supports Cabonne Shire Council making an application to the Minister for Local Government and the Governor for consent to alter the local government area boundary.
3. Council notes that the standard provision be included in the Proclamation:
Rates and Charges
 - a. Appropriate arrangements are to be made in relation to the payment of any outstanding rates and charges over the rateable land affected by this Proclamation.
 - b. The General Manager of Dubbo Regional Council and the General Manager of Cabonne Shire Council are to reach a negotiated agreement on the nature of those arrangements.
 - c. In the event that the General Managers of Dubbo Regional Council and Cabonne Shire Council cannot come to a negotiated agreement on the matter of rates and charges, the councils shall request that the Minister for Local Government make a determination on that matter.

Murray Wood
Chief Executive Officer

JB
Director Strategy
Partnerships and
Engagement

BACKGROUND

Previous Resolutions of Council

11 July 2024 CSC24/38	1. <i>That the information in the report of the Director Strategy, Partnerships and Engagement be noted.</i> 2. <i>That a further report, including the results of the public exhibition process be provided to Council for consideration.</i>
15 February 2024 CCL24/10	1. <i>That the information in the report of the Chief Executive Officer, dated 25 January 2024 be noted.</i> 2. <i>That a further report on a potential LGA boundary adjustment at North Yeoval be provided to Council in May 2024.</i>

In the 2024/25 financial year, it was determined that Dubbo Regional Council would support the investigation of a boundary adjustment, to remove the anomaly splitting the town of Yeoval between Dubbo Regional Council and Cabonne Council.

Council has progressed a boundary adjustment proposal to transfer the locality of North Yeoval from Dubbo Regional Council to Cabonne Shire Council. This initiative responds to long-standing community feedback and aims to unify the village of Yeoval under one local government area, improving service delivery and reducing confusion for residents.

Key milestones include:

- Adoption of the 2023/2024 Operational Plan action to investigate boundary adjustments.
- Community engagement activities including a stall at the Yeoval Show and direct correspondence with affected landowners.
- Cabonne Council resolution (26 November 2024) supporting a joint application to the Office of Local Government.
- Advice received from the Office of Local Government in February 2025.
- Presentation to Cabonne Council in September 2025 confirming support and outlining next steps.

Cabonne Council has confirmed its support for the proposal. Engagement with affected residents is nearing completion, and both councils are now in a position to proceed with a formal submission. The aim is to complete the process to start from 1 July 2026.

REPORT

Consultation

- Consultation was completed as part of stage 1.
- Final consultation will be undertaken by Cabonne Council

Resourcing Implications

- Dubbo Regional Council will provide funding for a footpath linking North Yeoval with Yeoval as part of the transition. This is contained within the infrastructure budget.

Next Steps

Based on the checklist for local government area boundary alterations, the following actions are required to finalise the proposal:

- Prepare a **letter of application** addressed to the Minister for Local Government.
- Include **excerpts of Council reports and resolutions** from both Dubbo Regional Council and Cabonne Shire Council supporting the application.
- Attach a **cadastral-quality map** showing the current and proposed boundaries.
- Provide a **statement regarding rates and dispute resolution**.
- Address the **factors in section 263(3) of the Local Government Act 1993**.

The proposal will be submitted to the Office of Local Government.

Conclusion

The boundary adjustment proposal for North Yeoval has reached a mature stage, with community engagement nearly completion and Cabonne Council supportive. Council is now asked to formally endorse the proposal and support Cabonne Shire Council in lodging the application to the Minister and Governor.



REPORT: Council's Role in the Support of Grants for Community and Council

DIVISION: Strategy, Partnerships and Engagement
REPORT DATE: 26 September 2025
TRIM REFERENCE: ID25/1947

EXECUTIVE SUMMARY

Purpose	Addressing Council resolution	
Issue	- The report outlines the current service levels of support and promotion of grant opportunities that Council provides to businesses and community. - Council grants for asset and services improvement	
Reasoning	Council has requested a report be provided to the October 2025 Ordinary Council Meeting on Council's role in community and Council grants.	
Financial Implications	Budget Area	Various
	Funding Source	Not applicable.
	Proposed Cost	Not applicable.
	Ongoing Costs	There are no budget implications from this report.
Policy Implications	Policy Title	Nil
	Impact on Policy	There are no policy implications from this report.

STRATEGIC DIRECTION

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

- Theme: 3 Working Together for the Region
- CSP Objective: 3.1 Our Council is open, fair, and accountable in its decision-making.
- Delivery Program Strategy: 3.1.4 Maximise revenue opportunities from grants and other funding sources to enhance services for the community.
- Theme: 1 Growth, Infrastructure and Connectivity
- CSP Objective: 1.4 Our roads are safe, efficient, and easy to use for all.
- Delivery Program Strategy: 1.4.3 Maintain and enhance urban and rural roads for safe and efficient travel.
- Theme: 3 Working Together for the Region

CSP Objective:	3.2 Our local economy grows through diverse traditional and emerging industries.
Delivery Program Strategy:	3.2.1 Support a diverse and resilient economy through innovation, new industries, and commercial activation programs.

RECOMMENDATION

That Council notes information contained within the report.

Jessica Brown
Director Strategy Partnerships and Engagement

AK
Executive Officer Strategy
Partnerships and
Engagement

BACKGROUND

Previous Resolutions of Council

26 August 2025	<i>That the CEO provide a report to the 28 October 2025 Ordinary Council meeting outlining Council's role in grants:</i>
CCL25/211	<i>1. Outlining the support Council provides to promote available grants to businesses and community groups across the Dubbo Local Government Area.</i> <i>2. Outlining the grants that Council applies for to assist with Council assets and services, including numbers, total value and success rate.</i>

REPORT

Grants from external sources, such as the New South Wales and Australian Governments, are an important source of revenue to enhance services for the community. This relates to both grants that Council applies for directly, and to grants that groups within the community apply for to deliver events, programs or infrastructure to benefit people within the Dubbo Regional Local Government Area.

This report outlines the activities Council undertakes to support external organisations in identifying and applying for grants, as well as Council's internal processes for managing its own grant funding activities.

Support for External Organisations

Across the organisation, teams develop and maintain relationships with their relevant stakeholders in the community, regularly sharing information on grant opportunities and providing various levels of support. For example, the Community, Culture and Places Division maintains strong relationships with key stakeholders from the arts, culture, and First Nations communities, sporting groups, event operators and not-for-profit organisations. The Economic Development team regularly engage with the business community and develop industry partnerships.

Council maintains both free and paid subscriptions to grant search portals and check them regularly for opportunities that may be relevant to ourselves and other stakeholders. Relevant grants opportunities are then curated for target stakeholder groups and are shared via the most appropriate channels, such as stakeholder specific newsletters or via email.

Relevant staff may also support groups and organisations with the development of their applications for non-Council funding. This may include letters of support, landowners' consent, data and advice relating to Council's strategic plans, focus areas and community benefit outcomes.

Channels that Council regularly uses to promote grant opportunities include:

- **Dubbo Grants Hub** (Council and RDA Orana partnership)
- **Emails** (e.g. EcDev Business Email, stakeholder groups, individual emails)
- **Newsletters** (e.g. Region Connect, Sports Council)
- **Social media** (Facebook, Instagram, Event Network groups)
- **Media Releases**
- **Event Network** (email and Facebook group)

Council actively promotes funding opportunities through social media networks, on TV screens at Dubbo and Wellington Customer Experience Centres, in print media across the region, and via direct Council newsletter to subscribers. All promotion directs to the [Grants and Funding webpage](#) on the Council website, where both internal and external funding opportunities are listed.

There were 4,495 page visits between 1 October 2024 to 1 October 2025, with 13,616 event counts (e.g. clicks, scrolls), and 2,975 active users. These numbers were a significant increase over the previous year (between 50% and 95% over the previous year's metrics), indicating an increase in awareness about funding opportunities.

Internal Grant Activity

The Executive Officer of the Strategy, Partnerships and Engagement Division currently provides some grants officer support functions as part of the role.

A primary function is to make relevant internal teams aware of grant opportunities that may be relevant in the delivery of the Community Strategic Plan, Delivery Program and Operational Plan. The role also tracks the progress of grants submissions and supports various reporting requirements (on successfully awarded grants) including regular status reporting and acquittals.

Modern grant writing is focussed on business cases development supporting a positive return on investment and demonstrating need and community support. Depending on the requirements of the grant application and the level of complexity, usually (but not always) linked to the grant amount sought, the relevant manager will make the decision about resourcing the grant application internally or seeking an external consultant to prepare (write) the grant submission. Most of the recent significant grants Council has received (e.g. REACT, airport runway) have been written by an external consultant, specialist business case development organisation or grant writer.

The table below outlines the internal grant application performance over recent years.

	2023/2024		2024/2025		2025/2026 Year to date	
Outcome	Applications	Value \$	Applications	Value \$	Applications	Value \$
Successful	22	31,77,866	22	50,418,504	7	1,306,699
Unsuccessful	4	4,842,000	7	24,149,192	2	4,900
Pending	-	-	-	-	3	5,367,476

Consultation

- A survey was conducted with relevant teams to determine how they support community stakeholders with awareness, capability and capacity around grants.



REPORT: DRLM Advisory Committee

DIVISION: Organisational Performance
REPORT DATE: 24 September 2025
TRIM REFERENCE: ID25/1890

EXECUTIVE SUMMARY

Purpose	Addressing Council resolution	
Issue	- Supply requested information regarding proposed Dubbo Regional Livestock Markets Committee. - Provide draft TOR for proposed Dubbo Regional Livestock Markets Committee.	
Reasoning	- Notice of Motion: Establishment of a Dubbo Regional Livestock Markets Committee. - Council has requested the Director Organisational Performance provided to the October 2025 Council meeting a report on a proposed Dubbo Regional Livestock Markets Committee with Councillor Representative, including a draft Terms of Reference to be determined.	
Financial Implications	Budget Area	Governance
	Funding Source	Not applicable.
	Proposed Cost	Not applicable.

STRATEGIC DIRECTION

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

Theme: 3 Working Together for the Region
CSP Objective: 3.1 Our Council is open, fair, and accountable in its decision-making.
Delivery Program Strategy: 3.1.1 Continuously review and improve Council services to maintain efficiency and effectiveness.

RECOMMENDATION

That the Dubbo Regional Livestock Markets Advisory Group remain the established format for the Dubbo Regional Livestock Markets, in alignment with stakeholder feedback.

Jane Bassingthwaight
Director Organisational Performance

HB
Manager Dubbo Regional
Livestock Markets

BACKGROUND

Following the Local Government elections held in September 2024, Council needs to form community committees, working parties and advisory panels that they wish to have during this term of council.

Whilst there are particular committees that are mandatory for councils to have, there are often committees, working parties and advisory panels that fit a community need or interest area that can be beneficial.

In past terms of council there have been varied groups and working parties formed. Some of these were formed for a specific project that required consultation with community and or stakeholders, such as sporting groups or groups with a vested interest in the project. Once the project was completed the working party was ended.

Community consultation was conducted in 2024, the report presented to the Ordinary Council meeting in November 2024, outlined consultation with former community committee members, staff and the newly elected body have informed the proposed groups.

Staff considered the workshop discussions in conjunction with the administration, governance and legislative requirements associated with formal meeting models and are recommending the three groups summarised in **Table 1** below, noting that, Dubbo Regional Livestock Markets is a Reference Groups.

Council Community Committees	Dubbo Region Interests Councils	Reference Group
A formally established Council Community Committee where membership is predetermined by position and has Councillor membership positions, operating in a formal capacity similar to previous terms of Council.	An interest group, that operates under the general model of: - open invite - established executive committee including a minimum of one Council staff member, and no Councillor representation. - group specific charter and meeting practices.	An informal, group/network (through targeted/invited or opt-in database) who are regularly kept informed on Council activity being undertaken in areas of interest and consulted on specific matters within that area of interest. A group may be established as required for example, strategy development.
The committee's role is to be a voice for the community sector/s to which they represent. Committee members are active participants and act as a conduit for information between the committee and the community.	The group is facilitated/ administrated by Council staff to operate as a self-functioning group under the guidance of the charter. The group becomes a key stakeholder for Council when consulting on matters that may directly impact the group.	The role of the group is to support a higher level of information sharing with invested community members and enable active participation in engagement activities or facilitated sessions generally over an extended period.

Council Community Committees	Dubbo Region Interests Councils	Reference Group
- Wellington Town Committee - Villages Committee - Youth Council - Renewable Energy Community Benefit Fund Committee - Sister City Committee - Multicultural Advisory Committee	- Dubbo Region Sports Council - Dubbo Region Arts and Culture Council	- Community Safety and Crime Prevention Reference Group - Reconciliation Action Plan Working Group - Disability Access and Inclusion Reference Group - Housing Reference Group - Environmental Sustainability Reference Group Dubbo Regional Livestock Markets Advisory Group

Table 1: Summary of Community Engagement Groups

As per the below previous Council resolutions the previous Dubbo Regional Livestock Markets Advisory Committee was not restated at the Corporate Services Committee on the 11 March 2025.

Previous Resolutions of Council

CCL24/315 26 November 2024	- That Council endorse the Community Engagement Group models as outlined in Table 1 of this report. - That Council endorse the creation of six Council Community Committees, being; - Wellington Town Committee - Villages Committee - Youth Council - Renewable Energy Community Benefit Fund Committee - Sister City Committee - Multicultural Advisory Committee - That work commences to see a call for expressions of interest for membership on the six Council Community Committees in January 2025, with the first committee meetings to be held in February and March 2025. - That Council endorse the creation of a new Dubbo Region Interests Council, being; - Dubbo Region Arts and Culture Council - That work commences to see a call for expressions of interest for executive committee membership on the Dubbo Region Arts and Culture Council in January 2025, with the first meeting to be held in March 2025.
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CSC25/14 11 March 2025	1. That Council note the information contained within the report of the Director Strategy Partnerships and Engagement, dated 26 February 2025. 2. That the Draft Terms of Reference and Code of Meeting Practice documents (Appendices 1 to 6) regarding the listed Council Community Committees be endorsed for the purpose of adoption by their respective committees: a) Wellington Town Committee; b) Villages Committee; c) Youth Council; d) Renewable Energy Zone Benefit Committee; e) Sister City Committee; and f) Multicultural Advisory Committee. 3. That a minimum of two Councillor representatives be determined for each of the Council Community Committees. 4. That the above representatives will serve on the Council Community Committees for the duration of the Council term. 5. That all Council Community Committees, at their first meetings, adopt the Terms of Reference and Code of Meeting Practice, elect a chairperson from the Councillor representatives, and be presented with an introduction and induction to Council Community Committee meeting operations. 6. That clause 3.14 of the Code of Meeting Practice (within the Terms of Reference) for all Council Community Committees be amended as follows: One of the Councillor representatives will be elected as chairperson at the first meeting of the committee.
CCL25/247 23 September 2025	That the Director Organisational Performance prepare a report for presentation at the October 2025 Ordinary Council meeting, detailing the proposed establishment of a Dubbo Regional Livestock Markets (DRLM) Committee. The report is to include: 1. Recommended representation from key stakeholder groups, including livestock agents, transport operators, produces, animal welfare representatives, Councillor representatives, and relevant Council staff; and 2. A draft Terms of Reference outlining the Committee's purpose, membership, meeting schedule, and reporting framework.

The Dubbo Regional Livestock Markets Advisory Group is convened as required, with individual stakeholders engaged continuously through standard operations to support ongoing improvement.

REPORT

The table below provides an overview of the current and proposed engagement group models.

	Reference Group	Council Community Committees
	CURRENT MODEL	ALTERNATIVE
Adopted understanding of Engagement Group model	An informal, group/network (through targeted/invited or opt-in database) who are regularly kept informed on Council activity being undertaken in areas of interest and consulted on specific matters within that area of interest. A group may be established as required for example, strategy development. The role of the group is to support a higher level of information sharing with invested community members and enable active participation in engagement activities or facilitated sessions generally over an extended period.	A formally established Council Community Committee where membership is predetermined by position and has Councillor membership positions, operating in a formal capacity similar to previous terms of Council. The committee's role is to be a voice for the community sector/s to which they represent. Committee members are active participants and act as a conduit for information between the committee and the community.
Considerations		
	Key stakeholder (DSSA) believes the current structure is working. Organisational capacity to utilise the existing Dubbo Regional Council Engagement team to ensure that the DLRM Stakeholders have input into the DRLM Master Plan. Various opportunities to increase Elected body awareness of DRLM matters, that does not increase meeting requirements. - Monthly stakeholder comms and activity summary provided to Councillors by email - Insights/feedback forms There is opportunity under this model to form a dedicated stakeholder group specific to development of the DRLM Master Plan, the informal setup would support workshop, collaboration sessions that are not bound by the formalities of a Council Community Committee.	This model was not highly effective in previous terms. The formality of structure did not meet key stakeholder needs. Increase to required attendance at meetings for three Councillors and senior staff. Increase staff time for administration and management of the formal Committee. Increases Elected Body formal awareness of DRLM operations through reports to Council.

Options Considered

Option 1: The establishment of Dubbo Regional Livestock Markets Advisory Group

As per the reference groups detailed group model as per the community engagement.

	Reference Groups
Definition	- A less formal, group/network (through targeted/invited or opt-in database) who are regularly kept informed on Council activity being undertaken in areas of interest and consulted on specific matters within that area of interest. - Reference Groups can be invite-only, open or a combination of both. - A group may be established as required for example, a specific strategy development. - The role of the group is to support a higher level of information sharing with invested community members and enable active participation in engagement activities or facilitated sessions generally over an extended period. - Engagement activities would occur on an as needs basis, be flexible on participation, and be centered on providing constructive and informed input, ideas, and feedback on the area of interest.
Level of influence	Inform and Consult "We want your ongoing insights on something we've developed or propose to develop, we want you to work with us to implement something."
Governance	- Councils Executive Leadership Team will determine the need for a reference group and its requirements by way of purpose, membership style, its activities and reporting requirements. - The management and administration of the Reference Group may be delegated to a Council Officer.
In practice	- A community member registered with YourSay could register an interest in any listed Reference Group. - Reference Groups may have an open or private dedicated YourSay page and shared contact details. The platform would not only serve as a record, but it may also host a range of interactive tools for engagement, including forum community-to-community style communications. - Member engagement on the site would be moderated under the standard Your Say platform house rules and guidelines. - Members would receive information via brief emails on Council projects being undertaken in their areas of interest. As required by Council, group members would be invited to participate via online or face to face sessions on a specific topic/matter/interest (dependent on time and scale a sub-group may be formed from sections of a Reference Group). This engagement activity may be part of a formal public exhibition or engagement program or may be utilised at project concept or issue/opportunity identification stage.

Table 2: Reference Group Model

Option 2: The establishment of Dubbo Regional Livestock Markets Advisory Committee

The Dubbo Regional Livestock Markets Advisory Committee will be for the purpose of the following:

- Provide strategic advice to support the operational performance of the facility.
- Provide industry input and advice on short and long term challenges and opportunities relating to the DRLM, that will include matters such as animal welfare, chain of responsibility.

The membership of the committee would comprise of the following members:

- Two Councillors
- The Chief Executive Officer
- Director Organisational Performance
- Manager Dubbo Regional Livestock Markets
- Two Dubbo Regional Livestock Markets Agents
- One representatives of the Stock Handling Dubbo Stock and Station Agent Association, DSSA), nominated by DSSA
- Two independent skilled community representatives*
- Four stakeholder representatives eg farmer (Vendor), Stock buyer, transport, Licenced Stock Feeders)
- Three senior management level government representative/s (ie LLS, transport, Regional NSW, Primary Industries)

*The two independent members will be selected based upon their business/commercial expertise. This reflects the commercial nature of the DRLM and the significance of the business operations.

Meetings will be held quarterly or as required for consideration of matters brought by the lead director.

Consultation

- Consultation with the current Stakeholders on the current form of Engagement and its effectiveness has been as follows:
 - One Vendor: The current structure of consultation is working. They feel comfortable to raise any concerns with Management and feel empowered to escalate any issues if needed.
 - DSSA Representative: The current structure is working, with regular meetings being held.
 - Independent Member: previous member the CEO of Australian Livestock and Property Agents (ALPA), not concerns regarding current consultation model.
- Any required consultation required by the DRLM are being done via the Dubbo Regional Council Engagement Team, utilising established systems and process.

Resourcing Implications

- No additional resources will be required if a committee is established. The Governance team are structured to manage Community Committee. The resourcing will be that the additional administration time for relevant staff to prepare for and attend meetings.

APPENDICES:

- 1 [↓](#) Draft - Terms of Reference and Code of Meeting Practice



Terms of Reference and Code of Meeting Practice

Dubbo Regional
Livestock Markets
Advisory Committee

ED25/11245

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) Council Community Committees are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Community Committees are not decision-making bodies and operate under the Community Engagement Groups Framework.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together.

These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other.
- It is noted that feedback from this committee may be recorded and redirected to another committee to ensure there is no duplication or omission.
- Members will confine their contributions to statement of facts.
- Members will not insult or make personal reflection or impute improper motives to each other.
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt.
- Members will allow other members to put their views without interruption.

2. Objectives and Purpose

The primary objectives of the Dubbo Regional Livestock Markets Advisory Committee is to:

- Provide strategic advice to support the operational performance of the facility.
- Provide industry input and advice on short and long term challenges and opportunities relating to the DRLM, that will include matters such as animal welfare, chain of responsibility.

3. Membership

Members will serve on the Committee for the duration of the Council term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member.

Any position made vacant under these terms may be filled following endorsement from the Chairperson and relevant Director.

Community representation will be determined by way of open nomination, with successful applicants being decided by the relevant Director, and a relevant staff member.

Community members must be relevant to the DRLM and/or industry and be a conduit to their wider community. They must be contactable and approachable by members of the wider community, and willing to represent the voices and opinions of the wider population.

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Membership Positions

Membership will comprise of:

- Two Councillor representatives.
- The Chief Executive Officer (or delegate).
- Director Organisational Performance (or delegate).
- Manager Dubbo Regional Livestock Markets
- Two Dubbo Regional Livestock Markets Agents
- One representative of the Stock Handling Dubbo Stock and Station Agent Association (DSSA), nominated by DSSA.
- Two independent skilled community representatives*
- Four stakeholder representatives e.g. farmer (Vendor), Stock buyer, transport, Licenced Stock Feeders)
- Three senior management level government representative/s (i.e. LLS, transport, Regional NSW, Primary Industries)

*The two independent members will be selected based upon their business/commercial expertise. This reflects the commercial nature of the DRLM and the significance of the business operations.

The Chair will be a Councillor representative.

Non-membership Positions

The minute taker will be the Executive Officer of the Organisational Performance division (or delegate/ administration officer from the Organisational Performance division).

4. Support and Administration

Council's Corporate Governance (CG) branch will be responsible for the following arrangements:

- Sending meeting invitations.
- Booking meeting rooms.
- Publishing agendas.
- Distributing agendas.
- Preparing dummy minutes.
- Finalising, publishing and distributing minutes.

Council's Organisational Performance division will be responsible for the following:

- Confirming meeting dates with CG.
- Preparing agenda items and preparing reports.
- Taking minutes using the dummy minutes proforma created by CG, and returning to CG within three business days of the meeting.
- All matters to do with nomination, selection and replacement of committee members.

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Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary.
- Reading agendas and accompanying reports ahead of any meeting.
- Attending and contributing to meetings.
- Sharing relevant information from the meetings and actively engaging with the community network that they represent.
- Sharing insights and input from the community network that they represent with the committee, and Council.

5. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council. Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director Organisational Performance.

Reports may include: meeting minutes – to be submitted for notation to the Corporate Services Committee, Specialist reports as requested by the Council.

6. Meetings

Meetings will be held quarterly and as required by special projects.

7. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Standing Agenda Items
5. Reports from Staff
6. Correspondence*, Questions on Notice and General Business

*Correspondence from residents may be provided to committee members for presentation to the committee. However, inclusion of such correspondence on the agenda will be at the discretion of the relevant Director. Any correspondence to be included on the agenda must be received by the minute taker at least 14 days prior to a scheduled meeting to be considered.

8. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Agenda items and discussions that are identified by the Chairperson or Council staff as confidential will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media. The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question. Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director Organisational Performance.

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Committee members will not speak publicly on behalf of the committee without the express direction of the Director Organisational Performance.

9. Code of Conduct

All committee members must abide by Council's Code of Conduct, including Elected officials (Councillors), Council staff, and community representatives. The Code of Conduct can be found on Council's website [Code of Conduct - Dubbo Regional Council](#).

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Code of Meeting Practice

Purpose

This document provides a uniform set of rules for Council's community committees to help ensure more accessible, orderly, effective and efficient meetings.

Scope

This Code of Meeting Practice applies to all meetings of Council community committees.

Definitions

To assist in the interpretation, the following definitions apply:

Term	Definition
Audio-visual link	A facility that enables audio and visual communication between persons at different places (Microsoft Teams).
Business day	Any day except Saturday or Sunday or a public holiday as observed in NSW.
Chairperson	The person presiding at the meeting.
Correspondence	Written correspondence from residents may be provided to a committee member/s for presentation to the committee. However, inclusion of such correspondence on the agenda will be at the discretion of the relevant Director.
This code	This document, the Code of Meeting Practice for Council's Community Committees.
Council official	Has the same meaning it has in the Model Code of Conduct for Local Councils in NSW. "includes Councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers"
Day	Calendar day.
Member	A community or industry representative of a committee, Councillor representatives and staff identified in the Terms of Reference as members.
Questions on Notice	A question submitted by a committee member for consideration for inclusion in a meeting.
Quorum	The minimum number of Councillors or committee members necessary to conduct a meeting.

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Responsibilities

The chairperson of a meeting is responsible for enforcing the Code during meetings, with the assistance of Council staff.

All members of the committee, as well as any member of the community or staff who are present at the meeting, are responsible for being aware of this code, and following the instructions of the chairperson.

1. Meeting Principles

Council community committees are one of the three Community Engagement Groups (CCL24/315) and are underpinned by the guiding principles outlined in the Community Engagement Groups Framework. The guiding principles are;

Inclusivity and Equity: Ensure that all community members, regardless of their background, have a voice and are represented. This includes actively seeking out marginalised or underrepresented groups.

Transparency: Open communication and clear sharing of information about processes, decisions, and the purpose of engagement efforts.

Flexibility and Adaptability: Be open to adjusting engagement strategies and approaches as new needs, challenges, and opportunities arise.

Cultural Competence: Respect and acknowledge the diversity of cultures, values, and histories within the community. Tailor engagement approaches to reflect this diversity.

Sustainability: Design engagement activities and processes with long-term goals in mind, ensuring that participation and benefits can continue over time.

Clear Objectives and Purpose: Clearly define the purpose of engagement efforts, what you are trying to achieve, and the expected outcomes.

Empowerment: Focus on building capacity within the community so that individuals and groups can engage more meaningfully and take leadership roles.

Building Trust and Relationships: Invest time in developing strong, trusting relationships with and among community members.

Feedback Loops and Accountability: Provide continuous feedback to the community about how their input has been used and what decisions or actions have resulted from their engagement.

Local Leadership and Knowledge: Leverage the knowledge, experience, and leadership of local community members to guide and inform engagement strategies.

2. Before the Meeting

Timing of Meetings

- 2.1 The time, date and place of committee meetings will be notified to all members at the end of the previous meeting or as determined at the committees first meeting.
- 2.2 Members will be notified via calendar invitation to their nominated email address, unless requested otherwise by the member.

Notice to Members of Agenda

- 2.3 The agenda will be distributed to committee members at least three days prior to the meeting.

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- 2.4 The agenda will be distributed in electronic form via the email address nominated by the member. It is expected that all members read the agenda prior to the meeting.

Correspondence and Questions on Notice

- 2.5 Inclusion of any items submitted under Correspondence or Questions on Notice will be at the discretion of the relevant Director, indicated in the individual Terms of Reference.
- 2.6 Correspondence or Questions on Notice must be submitted at least 14 days prior to a scheduled meeting, as indicated in each individual Terms of Reference. Correspondence and Questions on Notice can be submitted prior to a meeting being scheduled. This period of notification allows staff adequate time to gather sufficient information to accurately respond to any questions.

3 Meetings

Attendance by Members at Meetings

- 3.1 All members should make reasonable efforts to attend meetings of the community committee. Where a member is unable to attend a meeting, they should formally notify Council's Corporate Governance team via email on governance@dubbo.nsw.gov.au or by phoning 02 6801 4000.
- 3.2 Any member who makes an apology prior to the start of a meeting will be noted as such in the minutes.
- 3.3 Where a member cannot attend a meeting in person, reasonable efforts will be made to provide access to the meeting via audio-visual link (Microsoft Teams). However, it should be noted that this will not always be possible.
- 3.4 Should a member be absent for three consecutive meetings without a formal apology, that person will cease to be a member and such fact will be considered when determining any future Expressions of Interest to community committees.

The Quorum for a Meeting

- 3.5 The quorum for a meeting is the Chairperson (or delegate) and one committee member.
- 3.6 If the number of official apologies received prior to a meeting commencing indicates that the above quorum will not be reached, a meeting may be cancelled. Notice must be given to each member of the cancellation either via email or phone.
- 3.7 If, at the commencement of a meeting, the above quorum is not present, the chairperson will indicate the amount of time that will be given to allow members to arrive before adjourning the meeting.
- 3.8 If the meeting is adjourned due to lack of quorum, the chairperson will declare the meeting as cancelled.
- 3.9 The minute taker must record in the meeting's minutes the circumstances relating to the absence of a quorum together with the names of those present.
- 3.10 Where a meeting is cancelled under clause 3.6, the business to be considered at the meeting may instead be considered, where practicable, at the next meeting of the committee or, if necessary and practicable, the meeting may be rescheduled.

Attendance of the Chief Executive Officer, Councillors and Other Staff at Meetings

- 3.11 The Chief Executive Officer is entitled to attend a community committee meeting whether they are a member or not.

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- 3.12 A Councillor who is not a nominated representative is entitled to attend a community committee meeting whether they are a member or not.
- 3.13 The attendance of other Council staff at a meeting will occur from time to time as required.

The Chairperson at Meetings

- 3.14 One of the Councillor representatives will be elected as chairperson at the first meeting of the committee.
- 3.15 The chairperson may delegate the position of chairperson to a Council official, verbally or in writing, prior to the commencement of the meeting. The Council official's acceptance must be recorded as part of the meeting minutes.
- 3.16 When the chairperson rises or speaks during a meeting:
- (a) any member then speaking must cease speaking and, if standing, immediately resume their seat, and
 - (b) every member present must be silent to enable the chairperson to be heard without interruption.

Modes of Address

- 3.17 Councillors are to be addressed as 'Councillor [surname]', unless otherwise instructed by that Councillor.
- 3.18 Council staff are to be addressed as their position title, unless otherwise instructed by that staff member.
- 3.19 All other members and attendees may indicate their preference for being addressed.

Items for Discussion

- 3.20 Where a member raises an issue of general interest (that is a matter not listed on the agenda), it may be discussed following the chairperson's approval. The issue of general interest and any outcomes are recorded in the minutes under the standing agenda item Correspondence, Questions on Notice and General Business.

Questions

- 3.21 A member may put a question to another member about a matter on the agenda.
- 3.22 A member may, with the permission of the relevant Director, put a question to a Council employee who is not a member of the committee, but who is present, about a matter on the agenda.
- 3.23 Where a response to the question is not readily available, it may be taken on notice and the response either reported to the next meeting or emailed to members between meetings.
- 3.24 Members must put questions directly, succinctly, respectfully and without argument.

Rules of Debate

- 3.25 Each member is allowed to speak to each item on the agenda.
- 3.26 Members will indicate their desire to speak by raising their hand.
- 3.27 The chairperson will indicate whose turn it is to speak, and this must be respected by all members.
- 3.28 Members are to ensure that all members have equal opportunity to speak and be mindful of the meeting duration when speaking to items.
- 3.29 All members must be heard without interruption and all other members must remain silent while another member is speaking.

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- 3.30 In the event that the group is unable to come to a cohesive understanding on any matter in a reasonable time frame, as determined by the chairperson, and the chairperson determines further discussion is required, the issue will be noted in the minutes and the meeting will progress to the next agenda item. The committee may then return to the item later in the meeting if time permits, or the chairperson may determine that the matter be put to the next meeting.

Keeping Order

- 3.31 The chairperson is responsible for keeping order at meetings, with the assistance of Council staff.
- 3.32 The chairperson can call any member to order if they deem it necessary.
- 3.33 Members of the committee can indicate to the chairperson if they believe another member should be called to order. It is then at the discretion of the chairperson to act upon this request.
- 3.34 The chairperson's ruling must be obeyed.

Acts of Disorder

- 3.35 Members and attendees must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct, or making other potentially defamatory statements.
- 3.36 Members must conduct themselves with respect to all other members and attendees and observe the rules of order in this code. The chairperson shall ensure that conduct during the meeting is such that members and attendees:
- confine their presentation to a statement of facts.
 - do not insult or make personal reflections or impute improper motives to any Councillor, member of staff, committee member or attendee.
 - do not say or do anything that is inconsistent with maintaining order at the meeting or is likely to bring Council into contempt.
 - allow other members to put their views without interruption.
- 3.37 A member commits an act of disorder if the member;
- a) contravenes this code, or
 - b) assaults or threatens to assault another member or person present at the meeting, or
 - c) insults, makes unfavourable personal remarks about or imputes improper motives to any other member or attendee.
 - d) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or the committee into disrepute.

How Disorder at a Meeting may be Dealt With

- 3.38 If the chairperson considers that a member or attendee has engaged in conduct of the type referred to above, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the member fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 3.39 A person may be expelled from a meeting by the chairperson or relevant Director for engaging in or having engaged in disorderly conduct at the meeting.
- 3.40 Where a person is expelled from a meeting, the expulsion and the name of the person expelled, are to be recorded in the minutes of the meeting.
- 3.41 Where a member engages in conduct of the type referred to in clause 3.35 or 3.37, the Chief Executive Officer or their delegate may instruct the person not to attend the next meeting. Should the speaker repeat this conduct following this suspension at a further meeting, the Chief

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Executive Officer or their delegate may revoke membership. Such fact will be considered when determining any future Expressions of Interest to community committees.

- 3.42 If disorder occurs at a meeting, the chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the chair.
- 3.43 Where a member is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the member's audio link to the meeting for the purposes of enforcing compliance with this code.
- 3.44 If a member attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the member's audio-visual link to the meeting.

Use of Mobile Phones and the Unauthorised Recording of Meetings

- 3.44 Councillors, Council staff, committee members and other attendees must ensure that mobile phones are turned to silent during meetings.
- 3.45 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting without the prior authorisation of the Chief Executive Officer.

Conflicts of Interest

- 3.46 All members must declare and manage any conflicts of interest they may have in matters being considered at meetings in accordance with the Council's Code of Conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

4. AFTER THE MEETING

Outcomes and Reporting

- 4.1 Outcomes of the committee meeting must be accurately recorded in the minutes of the meeting (minutes will not reflect discussions held – only the outcomes decided upon).
- 4.2 Committees have no delegated authority from the Council to make decisions binding the Council.
- 4.3 Outcomes of committees may inform reports, with recommendations, as required, to the Council under the relevant Director. This is at the discretion of the Director and the Chief Executive Officer.
- 4.4 Nothing restricts Councillors from putting forward a Notice of Motion based on any discussions held at a committee meeting, so long as it complies with Council's Code of Meeting Practice and Code of Conduct.

Minutes of Meetings

- 4.5 The Council is to keep accurate minutes of the proceedings of meetings of the committee.
- 4.6 At a minimum, the following matters must be recorded in the minutes:
- a) the names of those attending a meeting and whether they attended the meeting in person or by audio-visual link.
 - b) the names of those who submitted formal apologies prior to the meeting.
 - c) a record of any conflicts of interest and how those conflicts were managed.
 - d) details of any outcomes reached during the meeting, noting that these outcomes do not bind the Council to any action.

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- e) in the event that the group is unable to come to a cohesive understanding on any matter or item, the issue will be noted in the minutes.
- 4.7 The minutes of a committee meeting will be submitted for notation to the relevant Standing Committee of Council.
- 4.8 The minutes will be distributed to members of the meeting electronically as soon as practicable after the meeting.
- 4.9 Should a meeting be supported with a presentation (slide deck/s), a copy of the presentation and the accompanying informal meeting notes made during the meeting as part of the presentation, will be distributed to members of the committee electronically as soon as practicable after the meeting.

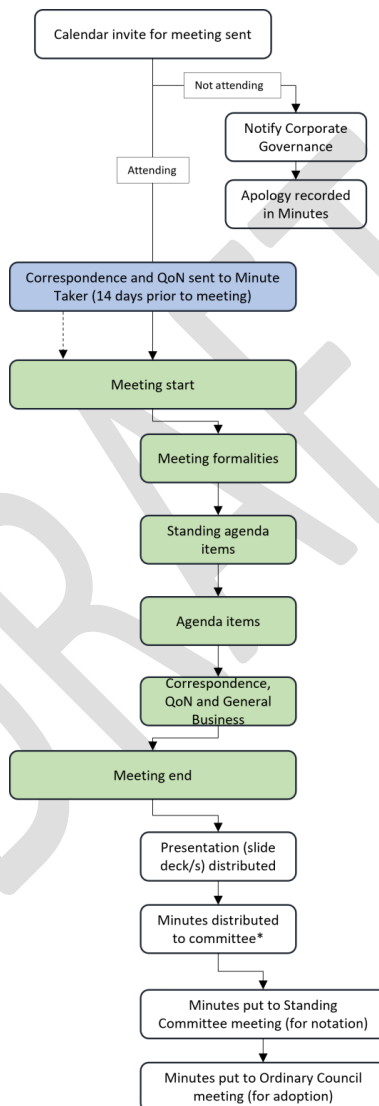
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5. MEETING PROCESS

The meeting process is general.

*Meeting minutes are distributed to committee members prior to being adopted by Council.

Members will be notified electronically in the instance that Council adopts amendments to the minutes.



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Document Control

Responsible Officer:	Executive Officer Organisational Performance
Division:	Organisational Performance
Prepared by:	Manager Dubbo Regional Livestock Markets
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Effective:	TBC

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REPORT: Request for November Council Meeting to be held in Dubbo Chambers

DIVISION: Organisational Performance
REPORT DATE: 17 October 2025
TRIM REFERENCE: ID25/2052

EXECUTIVE SUMMARY

Purpose	Seek endorsement	
Issue	Seeking to move the November Council meeting from being held in the Wellington Chamber to the Dubbo Chamber.	
Reasoning	- Implementation of a new Business Paper Management System and Livestreaming scheduled to go live in November. - Wellington Chamber does not have all the technical requirements of the Dubbo Chamber.	
Financial Implications	Budget Area	Corporate Governance
	Funding Source	Budgeted
	Proposed Cost	Nil
Policy Implications	Policy Title	Not applicable
	Impact on Policy	There is no policy impact.

STRATEGIC DIRECTION

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

Theme: 3 Working Together for the Region

CSP Objective: 3.1 Our Council is open, fair, and accountable in its decision-making.

Delivery Program Strategy: 3.1.5 Operate with transparency, accountability, and integrity in all governance and decision-making processes.

RECOMMENDATION

That Council endorse moving the Ordinary Council Meeting on 18 November 2025 from the Wellington Chamber to be held in the Dubbo Chamber.

Jane Bassingthwaighte
Director Organisational Performance

SW
Governance Team Leader

REPORT

Council is currently updating the business paper management system to a centralised meeting management system, which includes meeting streaming.

The new platform will be implemented in the month of November. Prior to November all workings and testing has been in a test environment offline. This environment has been modelled on the Dubbo Chamber technology provisions and higher frequency usage and access.

During the implementation phase additional Governance and Information Services staff will attend as they will be required to assist Councillors and learn how the system works.

Consultation

- Governance and Information Services staff have a higher level of access and support in the Dubbo Chamber.
- It has been determined that Wellington Chamber will require a little more time to be set up appropriately and this can't occur until we have run the new system at least a twice to ensure that technical issues can be mitigated with higher level support.
- For the first meetings, the representative and training partner from Redman Solutions will be providing live assistance to the Governance and Information Services teams based on the Dubbo Chamber technology which has also been the mock meeting environment for this program.
- This will allow relevant staff time to work on the best set up provisions for the Wellington Chamber so the new technology can be tested prior to live delivery at Wellington.
- Holding the November and December meetings in Dubbo provides a higher level of comfort and accessibility for staff and a more reliable delivery for the public during implementation.

Resourcing Implications

- Corporate Governance and Information Services Staff as is current, however there will be extra staff during the first few meetings as it will be a learning opportunity for all.

Preferred Option

- Hold the November Council meeting in the Dubbo Chamber.
- Potentially hold an additional date in Wellington in 2026.

Planned Communications

- Send notices out via normal Council advertising for Council meetings.



DUBBO REGIONAL
COUNCIL

QUESTIONS ON NOTICE: Disability Inclusion and Access

REPORT DATE: 15 October 2025

FILE: ID25/2045

QUESTIONS ON NOTICE

Council has received the following Question on Notice from Councillor P Toynton. The question and answer are submitted below for the information of Councillors.

Councillor P Toynton

1. Does Dubbo Regional Council have a committee for residents with a disability or mobility issues?
2. How can these residents raise issues impacting them with Dubbo Regional Council?

Response

Disability Inclusion Action Plan Reference Group (DIAP)

Council has an active DIAP Reference Group comprised of individuals with disability and/or lived experience helping shape the Disability Inclusion Action Plan. Their focus is on enhancing the lived experiences of people with disability across our LGA.

Once the Plan is finalised and endorsed, the group will continue to provide support throughout its implementation.

Community members can raise issues with Council via DRC&Me, by calling 6801 4000, or visiting the Customer Experience Centre in Dubbo or Wellington.



DUBBO REGIONAL
COUNCIL

QUESTIONS ON NOTICE: Community Safety and Crime Prevention Initiatives

REPORT DATE: 20 October 2025

FILE: ID25/2062

QUESTIONS ON NOTICE

Council has received the following Question on Notice from Councillor S Chowdhury. The question and answer are submitted below for the information of Councillors.

Councillor S Chowdhury

Can the CEO outline how Dubbo Regional Council collaborates with community and NSW Police to support community safety and crime prevention initiatives?

Of particular interest is increasing visible day and nighttime police patrols within the Dubbo CBD area

Response

Following the launch of the Community Safety and Crime Prevention Plan (CSCPP) in March this year, Council staff are actively progressing the implementation of its 26 outlined actions.

A cornerstone initiative within the plan is the formation of the Community Safety and Crime Prevention Reference Group. This group brings together representatives from community organisations, businesses, non-government bodies, and government agencies to support the delivery of the plan and provide a collaborative platform for raising and addressing local safety concerns.

NSW Police play a vital role in the group, contributing to discussions around resourcing, patrol strategies, and broader crime prevention efforts.

Current operational priorities include a Street Furniture Audit, which will assess the placement and condition of Council-managed street furniture and recommend improvements. Additional initiatives underway include the tentative adoption of Council's Homeless Protocol (pending confirmation at the October 2025 meeting), a revision of the Graffiti Management Plan, completion of the Public Amenity Assessment and Strategy, and a review of Council's CCTV Management Policy and Strategy.

In recent weeks, the Mayor and CEO met with the newly appointed NSW Police Commissioner and senior police leadership. It is noted that the Commissioner has prioritised regional engagement so early in his tenure. His focus on youth crime and domestic violence signals these issues are likely to be key priorities for the broader Government agenda.

The meeting also highlighted the effectiveness of current policing efforts in reducing major crime categories. However, both Council and Police acknowledged the need to advocate for more strategic use of existing government budgets—particularly to fund diversionary programs that can positively influence at-risk youth and prevent entry into the justice system. Discussions included the potential for regional councils such as Dubbo, Tamworth, Orange, Kempsey, and Moree to form a collaborative group aimed at developing and trialling pilot initiatives.



QUESTIONS ON NOTICE: Channels of Communication with Council for Rural Residents

REPORT DATE: 20 October 2025
FILE: ID25/2059

QUESTION ON NOTICE

Council has received the following Question on Notice from Councillor P Toynton. The question and answer are submitted below for the information of Councillors.

Councillor P Toynton

How do rural residents who reside in localities raise issues or concerns with Council and what channels of communication are open to residents? Given that there are committees for villages, what is the equivalent for residents in localities?

Response

Council is committed to hearing about and responding to issues raised by residents right across the Dubbo Regional Local Government Area. Over recent years, we have streamlined the way in which residents can raise issues and concerns with Council, and how we can track and report back on our progress in resolving them.

All residents, regardless of where they live within the local government area, are encouraged to raise issues or request services through Council's customer experience channels. These channels ensure that requests are formally registered, tracked and resolved efficiently.

Residents can report operational issues and request services through the following channels:

- Online via DRC&ME: Access to more than 55 Council services, available 24/7.
- By phone: Call (02) 6801 4000. An after-hours service operates 24/7 for emergencies.
- In person: Visit one of our Customer Experience Centres in Dubbo or Wellington.
- By email: Contact Council@dubbo.nsw.gov.au. Please note, email requests may take longer to action. Our Customer Experience Charter outlines a 10-day acknowledgement timeframe, whereas requests made online, by phone, or in person are lodged instantly and generate a reference number for tracking.

We encourage residents to contact us about operational issues or with service requests as soon as they arise. It's often as simple as logging the location and uploading a photo (if applicable). If we fix something like a pothole and then it becomes an issue again, we encourage residents to report it again. This helps us to prioritise our longer-term upgrade program.

In addition to the channels outlined above, Council provides opportunities for residents to share broader ideas and feedback through our YourSay platform. This online space allows community members to submit innovative ideas or suggestions at any time and can be found here: <https://yoursay.dubbo.nsw.gov.au>

When the draft Budget and Operational Plan is placed on public exhibition in April each year, Council actively encourages residents to formalise their ideas as submissions for consideration.

While the Villages Consultative Committee offers a formal committee forum for residents in ten villages listed in the adopted terms of reference, residents from rural localities outside these villages are encouraged to engage with community representatives from their closest relevant village, or a Councillor on the Villages Committee. Committee members then raise these issues as part of the meeting or prior through the Strategy, Partnerships and Engagement branch as a specific agenda item.



DUBBO REGIONAL
COUNCIL

QUESTIONS ON NOTICE: Nanima Village Road

REPORT DATE: 20 October 2025
FILE: ID25/2061

QUESTIONS ON NOTICE

Council has received the following Question on Notice from Councillor P Toynton. The question and answer are submitted below for the information of Councillors.

Councillor P Toynton

The illegal dumping of rubbish on land at Nanima Village Road, which is owned by the Wellington Local Aboriginal Land Council and the Wellington Town Common was recently cleaned up by local contractors. What was Council's role in the clean-up of this land?

Response

A verbal response will be provided during the meeting.