



AGENDA

INFRASTRUCTURE, COMMUNITY AND RECREATION COMMITTEE

19 MARCH 2018

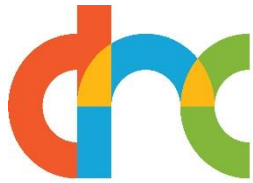
MEMBERSHIP: Councillors J Diffey, V Etheridge, D Grant, D Gumley, A Jones, S Lawrence, G Mohr, K Parker, J Ryan and B Shields.

The meeting is scheduled to commence at .

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**DUBBO REGIONAL
COUNCIL**

Report of the Infrastructure, Community and Recreation Committee - meeting 19 February 2018

AUTHOR: Administration Officer - Governance
REPORT DATE: 9 March 2018

The Committee had before it the report of the Infrastructure, Community and Recreation Committee meeting held 19 February 2018.

RECOMMENDATION

That the report of the Infrastructure, Community and Recreation Committee meeting held on 19 February 2018 be adopted.



REPORT
INFRASTRUCTURE, COMMUNITY AND
RECREATION COMMITTEE
19 FEBRUARY 2018

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

ALSO IN ATTENDANCE:

The General Manager, the Director Corporate Services, the Manager Governance and Risk (S Wade), the Administrative Officer Governance, the Director Economic Development and Business, the Communications Coordinator, the Director Infrastructure and Operations, the Manager Transport and Emergency, the Manager Water Supply and Sewerage, the Manager Infrastructure Strategy, the Manager Business Support – Infrastructure, the Director Planning and Environment, the Manager Building and Development Services, the Statutory Planning Services Team Leader, the Manager Strategic Planning Services, the Strategic Planning Supervisor, the Senior Planner, the Director Community and Recreation the Manager Social Services.

Councillor S Lawrence assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.30pm.

Clause ICRC18/11 was brought forward for consideration and was dealt with at this juncture.

ICRC18/11 DUBBO NEIGHBOURHOOD CENTRE BIENNIAL ACTIVITIES REPORT (ID18/128)

The Committee had before it the report dated 11 January 2018 from the Manager Social Services regarding Dubbo Neighbourhood Centre Biennial Activities Report. The Committee reports having met with Ms Michelle Redden, Dubbo Neighbourhood Centre regarding this matter.

Moved by Councillor D Grant and seconded by Councillor V Etheridge

MOTION

The Committee recommends that the information contained within the report of the Manager Social Services, dated 11 January 2018 be noted.

CARRIED

At this juncture the meeting adjourned, the time being 5.38 pm.

The meeting recommenced at 5.55pm.

**ICRC18/1 REPORT OF THE INFRASTRUCTURE, COMMUNITY AND RECREATION
COMMITTEE - MEETING 11 DECEMBER 2017 (ID18/7)**

The Committee had before it the report of the Infrastructure, Community and Recreation Committee meeting held 11 December 2017.

Moved by Councillor V Etheridge and seconded by Councillor B Shields

MOTION

The Committee recommends that the report of the Infrastructure, Community and Recreation Committee meeting held on 11 December 2017, be adopted.

CARRIED

**ICRC18/2 WELLINGTON WATER STANDPIPE SALES - REVENUE POLICY 2017/2018
(ID18/131)**

The Committee had before it the report dated 16 February 2018 from the Manager Water Supply and Sewerage regarding Wellington Water Standpipe Sales - Revenue Policy 2017/2018.

Moved by Councillor A Jones and seconded by Councillor D Grant

MOTION

The Committee recommends:

- 1. That the minimum charge provision for water standpipe sales in the Wellington, Mumbil and Geurie local area be removed to provide equity across the Dubbo Regional Council local government area.**
- 2. That the removal of the Water Standpipe minimum charge take effect from 1 March 2018.**

CARRIED

**ICRC18/3 PROPOSED COUNCIL ROAD CLOSURE ADJOINING LOT 44 DP 756916 -
LOCATED BETWEEN BURRENDONG WAY AND KERRS CREEK (ID18/239)**

The Committee had before it the report dated 12 February 2018 from the Manager Transport and Emergency regarding Proposed Council Road Closure adjoining Lot 44 DP 756916 - located between Burrendong Way and Kerrs Creek.

Moved by Councillor G Mohr and seconded by Councillor A Jones

MOTION

The Committee recommends:

- 1. That Council consent to the closure by the NSW Department of Industry-Lands of the public road located adjoining LOT 44 in DP 756916.**
- 2. That it be noted that the road, pursuant to section 38(2) of the Roads Act, becomes vested in the Crown upon gazettal of the road closure.**

CARRIED

**ICRC18/4 PROPOSED ROAD CLOSURE OF PART FITZROY STREET ADJACENT TO
COUNCIL'S LOT 10 DP 258615 (ID18/241)**

The Committee had before it the report dated 12 February 2018 from the Manager Transport and Emergency regarding Proposed Road Closure of Part Fitzroy Street adjacent to Council's Lot 10 DP 258615.

Moved by Councillor G Mohr and seconded by Councillor K Parker

MOTION

The Committee recommends:

- 1. That Council consent to an application being made to the Department of Industry – Crown Lands to close the subject area of public road in Fitzroy Street to the east of LOT 10 in DP 258615, for the purpose of disposal to adjacent land owners (S and P Maroulis) and J and D Temesvary, respectively.**
- 2. That Council prepare for sale LOT 10 in DP 258615 to the adjoining owners of LOT 8 DP 258615 and LOT 13 DP 816293 in conjunction with the closure and disposal of the redundant Fitzroy Street Road Reserve.**
- 3. That the price of the land to be disposed of be subject to an independent valuation of all parcels being prepared and include full recovery from the purchasers of development approval and other costs to be incurred by Council in presenting the land for sale.**
- 4. That any necessary documents be executed under the Common Seal of the Council.**

CARRIED

Councillor D Grant declared a pecuniary, significant interest in the matter now before the Committee and left the room and was out of sight during the Committee's consideration of this matter. The reason for such interest is that Councillor D Grant has business dealings with S and P Maroulis through his work with Elders Insurance.

ICRC18/5 PROPOSED DEDICATION OF PUBLIC ROAD AT THE GILLINGHALL ROAD AND GOOLMA ROAD INTERSECTION (ID18/242)

The Committee had before it the report dated 12 February 2018 from the Manager Transport and Emergency regarding Proposed Dedication of Public Road at the Gillinghall Road and Goolma Road Intersection.

Moved by Councillor A Jones and seconded by Councillor D Gumley

MOTION

The Committee recommends:

- 1. That Council consent to the proposed road widening at the intersection of Gillinghall Road and Goolma Road resulting in an additional area of land (160m²) being dedicated as Public Road.**
- 2. That any necessary documents be executed under the Common Seal of the Council.**

CARRIED

ICRC18/6 PROPOSAL WALKWAY CLOSURE BETWEEN 36 AND 38 TWICKENHAM DRIVE, DUBBO (ID18/243)

The Committee had before it the report dated 12 February 2018 from the Manager Transport and Emergency regarding Proposal Walkway Closure between 36 and 38 Twickenham Drive, Dubbo.

Moved by Councillor J Ryan and seconded by Councillor K Parker

MOTION

The Committee recommends:

- 1. The Council consent to a road closure application process being initiated in respect of the public walkway located between 36 and 38 Twickenham Drive, Dubbo.**
- 2. That it be noted that the road closure application requires a public notice to be advertised and comments invited within a 28 day period prior to any application being lodged.**
- 3. That a further report be submitted to Council in respect of the result of such public consultation.**
- 4. That any necessary documents be executed under the Common Seal of the Council.**

CARRIED

**ICRC18/7 REQUEST FOR REVIEW OF WATER CHARGES - ASSESSMENT 1162677
(ID18/204)**

The Committee had before it the report dated 2 February 2018 from the Director Infrastructure and Operations regarding Request for Review of Water Charges - Assessment 1162677.

Moved by Councillor K Parker and seconded by Councillor D Gumley

MOTION

The Committee recommends that Council confirm the current adjustment in outstanding Water Access Charges for 50 mm and 100 mm fire services for Assessment 1162677, as outlined in the report to Council of 19 February 2018 on this matter, of \$6,059.85.

CARRIED

Councillor J Diffey declared a non-pecuniary, less than significant interest in the matter now before the Committee and remained in the room and was out of sight during the Committee's consideration of this matter. The reason for such interest is that Mr and Mrs Day's property is located in community plan that Councillor J Diffey previously managed as a strata manager for Dubbo Strata Management.

**ICRC18/8 REPORT OF THE SOCIAL JUSTICE AND CRIME PREVENTION WORKING PARTY -
MEETING 31 JANUARY 2018 (ID18/208)**

The Committee had before it the report of the Social Justice and Crime Prevention Working Party meeting held 31 January 2018.

Moved by Councillor B Shields and seconded by Councillor V Etheridge

MOTION

The Committee recommends that the report of the Social Justice and Crime Prevention Working Party meeting held on 31 January 2018, be adopted.

CARRIED

**ICRC18/9 2017-2020 DUBBO REGIONAL COUNCIL DISABILITY INCLUSION ACTION PLAN
UPDATE (ID18/130)**

The Committee had before it the report dated 23 January 2018 from the Manager Social Services regarding 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan Update.

Moved by Councillor J Diffey and seconded by Councillor D Gumley

MOTION

The Committee recommends that the information contained within the report of the Manager Social Services dated 22 January 2018 be noted.

CARRIED

ICRC18/10 DUBBO FAMILY DAY CARE SCHEME-PROPOSED INCREASE IN FEES AND THE PROPOSED INTRODUCTION OF A BUILDING LEASE (ID18/129)

The Committee had before it the report dated 22 January 2018 from the Manager Social Services regarding Dubbo Family Day Care Scheme-Proposed Increase in Fees and the Proposed Introduction of a Building Lease.

Moved by Councillor G Mohr and seconded by Councillor D Gumley

MOTION

The Committee recommends:

- 1. That the information contained within the report of the Manager Social Services dated 22 January 2018 be noted.**
- 2. That the Dubbo Family Day Care Scheme increase the Parent Administration Levy from the current figure of \$1.00/hour to \$1.75/hour by 1 July 2019. Such increase will be undertaken in .25 cents/hour blocks from 1 March 2018 to 1 July 2019 as attached to the report of the Manager Social Services dated 22 January 2018 as Appendix 1.**
- 3. That the Dubbo Family Day Care Scheme lease the learning environment facilities located within the Coordination Unit on an as needs basis at a cost of \$20 per session from 1 March 2018. Educational resources located within the facility to be leased at \$10 per session from 1 March 2018 as attached to the report of the Manager Social Services dated 22 January 2018 as Appendix 1.**
- 4. That the increase in fees and the introduction of new fees are monitored so that the Dubbo Family Day Care Scheme remains a viable cost effective option for child care in the community.**

CARRIED

Councillor J Diffey declared a pecuniary, significant interest in the matter now before the Committee and left the room and was out of sight during the Committee's consideration of this matter. The reason for such interest is that Councillor J Diffey's daughter is cared for by Dubbo Family Day care.

ICRC18/12 VICTORIA PARK REDEVELOPMENT ADVISORY COMMITTEE MEMBERSHIP (ID18/200)

The Committee had before it the report dated 1 February 2018 from the Governance Team Leader regarding Victoria Park Redevelopment Advisory Committee membership.

Moved by Councillor B Shields and seconded by Councillor K Parker

MOTION

The Committee recommends that Council determine two Councillor Representatives on the Victoria Park Redevelopment Advisory Committee.

CARRIED

ICRC18/13 STREET TREE ADVISORY COMMITTEE (ID18/225)

The Committee had before it the report dated 8 February 2018 from the Manager Governance and Risk regarding Street Tree Advisory Committee.

Moved by Councillor B Shields and seconded by Councillor G Mohr

MOTION

The Committee recommends:

- 1. That the Councillor representatives on the Street Tree Advisory Committee be determined by Council.**
- 2. That the four (4) Community representatives on the Street Tree Advisory Committee be determined by Council.**
- 3. That the draft Terms of Reference as attached to the report of the Manager Governance and Risk dated 8 February 2018 as Appendix 2 be adopted.**
- 4. That the draft Delegation of Authority to the Street Tree Advisory Committee as attached to the report of the Manager Governance and Risk dated 8 February 2018 as Appendix 3 be adopted.**

CARRIED

ICRC18/14 REPORT OF THE CYCLING FACILITY WORKING PARTY - MEETING 29 JANUARY 2018 (ID18/207)

The Committee had before it the report of the Cycling Facility Working Party meeting held 29 January 2018.

Moved by Councillor B Shields and seconded by Councillor A Jones

MOTION

The Committee recommends that the report of the Cycling Facility Working Party meeting held on 29 January 2018, be adopted.

CARRIED

ICRC18/15 WET WEATHER POLICY (ID18/199)

The Committee had before it the report dated 1 February 2018 from the Recreation Coordinator regarding Wet Weather Policy.

Moved by Councillor D Gumley and seconded by Councillor V Etheridge

MOTION

The Committee recommends:

1. That the information contained within the report of the Recreation Coordinator dated 1 February 2018 be noted.
2. That the draft Wet Weather Policy as attached to the report of the Recreation Coordinator dated 1 February 2018 as Appendix 1 be adopted.
3. That the policy be communicated through the Dubbo Regional Sports Council Dubbo and Wellington General meetings to be held in March 2018.

CARRIED

ICRC18/16 GROUND ALLOCATION POLICY (ID18/198)

The Committee had before it the report dated 1 February 2018 from the Recreation Coordinator regarding Ground Allocation Policy.

Moved by Councillor D Grant and seconded by Councillor D Gumley

MOTION

The Committee recommends:

1. That the information contained within the report of the Recreation Coordinator dated 1 February 2018 be noted.
2. That the draft Ground Allocation Policy as attached to the report of the Recreation Coordinator dated 1 February 2018 as Appendix 1 be adopted.
3. The policy be communicated through the Dubbo Regional Sports Council Dubbo and Wellington General meetings to be held in March 2018.

CARRIED

ICRC18/17 SPORTING ORGANISATION FEES AND CHARGES 2018/2019 (ID18/185)

The Committee had before it the report dated 31 January 2018 from the Recreation Coordinator regarding Sporting Organisation Fees and Charges 2018/2019.

Moved by Councillor J Diffey and seconded by Councillor D Grant

MOTION

The Committee recommends:

1. That the information contained within the report of the Recreation Coordinator dated 31 January 2018 be noted.
2. That a thirty percent (30%) blanket subsidy be applied to all sporting organisation

sporting ground preparation fees and charges excluding litter control and included in the 2018/2019 Draft Dubbo Regional Council Revenue Policy.

3. That no subsidy be applied to litter control for any sporting organisation.
4. That the Recreation Coordinator communicate the subsidy to be applied to all sporting organisation fees and charges excluding litter control through the Dubbo Regional Sports Council following adoption by Council.
5. That twenty five percent (25%) of the total revenue from sporting organisation fees and charges be contributed to the Dubbo Regional Sports Council Playing Field Improvement Fund and be made available, upon application and assessment to all sporting organisations who are members of the Council and contribute fees.
6. That the Recreation Coordinator review the sporting ground preparation agreed briefs and associated fees and charges annually.

Moved by Councillor G Mohr and seconded by Councillor A Jones

AMENDMENT

The Committee recommends:

1. That the information contained within the report of the Recreation Coordinator dated 31 January 2018 be noted.
2. That a thirty percent (30%) blanket subsidy be applied to all sporting organisation sporting ground preparation fees and charges excluding litter control and included in the 2018/2019 Draft Dubbo Regional Council Revenue Policy. With a further report to be brought to Council outlining results of further consultation with effected sporting organisations.
3. That no subsidy be applied to litter control for any sporting organisation.
4. That the Recreation Coordinator communicate the subsidy to be applied to all sporting organisation fees and charges excluding litter control through the Dubbo Regional Sports Council following adoption by Council.
5. That twenty five percent (25%) of the total revenue from sporting organisation fees and charges be contributed to the Dubbo Regional Sports Council Playing Field Improvement Fund and be made available, upon application and assessment to all sporting organisations who are members of the Council and contribute fees.
6. That the Recreation Coordinator review the sporting ground preparation agreed briefs and associated fees and charges annually.

The amendment on being put to the meeting was carried.

CARRIED

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

CARRIED

ICRC18/18 REPORT OF THE SISTER CITIES ADVISORY COMMITTEE - MEETING 7 FEBRUARY 2018 (ID18/251)

The Committee had before it the report of the Sister Cities Advisory Committee meeting held 7 February 2018.

Moved by Councillor B Shields and seconded by Councillor A Jones

MOTION

That the report of the Sister Cities Advisory Committee meeting held on 7 February 2018, be adopted.

CARRIED

At this juncture the meeting adjourned, the time being 6.20pm.

The meeting recommenced at 6.37pm.

ICRC18/19 REPLACEMENT OF PENSTOCK AND REFLUX VALVES AT TROY GULLY SEWAGE PUMP STATION (Q17-043) (ID18/222)

The Committee had before it the report dated 7 February 2018 from the Manager Water Supply and Sewerage regarding Replacement of Penstock and Reflux Valves at Troy Gully Sewage Pump Station (Q17-043).

Moved by Councillor D Gumley and seconded by Councillor A Jones

MOTION

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

CARRIED

Moved by Councillor D Gumley and seconded by Councillor G Mohr

MOTION

The Committee recommends:

- 1. That Council accept the quotation from Ted Wilson and Sons for the Replacement of Penstock and Reflux Valves at the Troy Gully Sewage Pump Station in the amount of \$280,000 (ex GST).**
- 2. That the necessary documents be executed under the Common Seal of Council.**
- 3. That the documents and consideration in regards to this matter remain confidential to Council.**

CARRIED

**ICRC18/20 WHYLANDRA STREET WATER AND SEWER MAIN REPLACEMENT (T17-013)
(ID18/218)**

The Committee had before it the report dated 7 February 2018 from the Manager Water Supply and Sewerage regarding Whylandra Street Water and Sewer Main Replacement (T17-013).

Moved by Councillor D Gumley and seconded by Councillor A Jones

MOTION

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

CARRIED

Moved by Councillor V Etheridge and seconded by Councillor G Mohr

MOTION

The Committee recommends:

- 1. That the Tender of Killard Excavation Pty Ltd in the amount of \$997,241.87 (inc GST) for the construction of new water and sewer mains in Whylandra Street Dubbo be accepted.**
- 2. That the necessary documents be executed under the Common Seal of Council.**
- 3. That the documents and consideration in regards to this matter remain confidential to Council.**

CARRIED

**ICRC18/21 CONSTRUCTION OF NEW MACQUARIE RIVER WATER SUPPLY UNDERBORE
(T17-039) (ID18/219)**

The Committee had before it the report dated 7 February 2018 from the Manager Water Supply and Sewerage regarding Construction of New Macquarie River Water Supply Underbore (T17-039).

Moved by Councillor D Gumley and seconded by Councillor A Jones

MOTION

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

CARRIED

Moved by Councillor G Mohr and seconded by Councillor V Etheridge

MOTION

1. That the Tender of Dunstons Construction Group Pty Ltd in the amount of \$640,454.55 (ex GST) for the Construction of New Macquarie River Water supply Underbore be accepted.
2. That the necessary documents be executed under the Common Seal of Council.
3. That the documents and consideration in regards to this matter remain confidential to Council.

CARRIED

ICRC18/22 TENDER - SUPPLY AND INSTALLATION OF PLAYGROUND EQUIPMENT AT DUBBO REGIONAL BOTANIC GARDEN (T17-045) (ID18/232)

The Committee had before it the report dated 11 February 2018 from the Manager Recreation and Open Space regarding Tender - Supply and Installation of Playground Equipment at Dubbo Regional Botanic Garden (T17-045).

Moved by Councillor D Gumley and seconded by Councillor A Jones

MOTION

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

CARRIED

Moved by Councillor B Shields and seconded by Councillor V Etheridge

MOTION

The Committee recommends:

1. That the information contained within the report of the Manager Recreation and Open Space dated 11 February 2018 be noted.
2. That GardenScape Design (Dubbo) Pty Ltd be awarded the contract for the Supply and Installation of Playground Equipment at Dubbo Regional Botanic Garden at a cost of \$660,094 ex GST.
3. That any necessary documents be executed under the Common Seal of the Council.
4. That the documents and considerations in regard to this matter remain confidential to Council.

CARRIED

ICRC18/23 TENDER FOR THE DESIGN, SUPPLY AND INSTALLATION OF A WATER PLAY AREA AT THE DUBBO AQUATIC LEISURE CENTRE - T17-033 (ID18/195)

The Committee had before it the report dated 30 January 2018 from the Sporting Asset Coordinator regarding Tender for the Design, Supply and Installation of a Water Play Area at the Dubbo Aquatic Leisure Centre - T17-033.

Moved by Councillor D Gumley and seconded by Councillor A Jones

MOTION

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

CARRIED

Moved by Councillor D Grant and seconded by Councillor D Gumley

MOTION

The Committee recommends that:

1. That the information contained within the report of the Sporting Asset Coordinator dated 30 January 2018 be noted.
2. That the tender of Stanaway Pty Ltd trading as: David Payne Construction (option 2) be selected for the Design, Supply and Installation of Water Play Area at the Dubbo Aquatic Leisure Centre of a cost of \$888,207 (ex GST).
3. That any necessary documents be executed under the Common Seal of Council.
4. That the documents and considerations in regards to this matter remain confidential to Council.

CARRIED

The meeting closed at 6.39pm.

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CHAIRMAN



REPORT: Draft Water Supply and Sewerage Services Customer Service Standards and 2017 Water and Sewerage Customer Survey Results - Public Exhibition

AUTHOR: Manager Water Supply and Sewerage
REPORT DATE: 8 March 2018
TRIM REFERENCE: ID18/486

EXECUTIVE SUMMARY

Dubbo Regional Council surveys its water and sewerage customer satisfaction levels every two (2) years. The survey results determine customer satisfaction in relation to Council's Water Supply and Sewerage Customer Service Standards. Draft Customer Services Standards are proposed for the following two financial years, and then go on public exhibition before final adoption by Council.

The Water Supply and Sewerage Customer Service Standards are the primary driving force for Council, as the water supply authority, and are a critical part of Council's Strategic Business Plans for Water Supply and Sewerage adopted each financial year.

Council's most recent survey was undertaken in August 2017, and included the former Wellington Council for the first time.

The random sample survey was completed by phone, with the sample size of 576 respondents across the water and sewerage supply areas of Dubbo (including Wongarbron and Ballimore), and Wellington (including Nanima Village, Geurie and Mumbil).

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

ORGANISATIONAL VALUES

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

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

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

FINANCIAL IMPLICATIONS

The Water Supply and Sewerage Services Customer Service Standards proposed for 2018/2019 and 2019/2020 are the same as those previously adopted for 2016/2017 and 2017/2018. Accordingly, there are no financial implications in the adoption of this Report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That the Draft Water Supply and Sewerage Services Customer Service Standards 2018/2019 and 2019/2020 attached to the report of the Manager Water Supply and Sewerage dated 1 March 2018 as Appendix 1, be placed on public exhibition, for a period of not less than 28 days.**
- 2. That the Water Supply and Sewerage Services Customer Satisfaction Survey results 2017 be noted.**
- 3. That the Water Supply and Sewerage Services Customer Satisfaction Survey report, attached as Appendix 2 be placed on public exhibition for a period of not less than 28 days.**

Stephen Carter
Manager Water Supply and Sewerage

BACKGROUND

The term 'Customer Service Standards' is used to define explicitly the standards required from the Council's water supply and sewerage systems from the perspective of the individual customer.

The use of 'Customer Service Standards' for planning purposes is directed towards achieving Council's defined 'objectives' for water supply and sewerage services.

The Customer Service Standards are the primary driving force for Council, as the water supply authority, and are a critical part of Council's Strategic Business Plans for Water Supply and Sewerage adopted each financial year.

REPORT

The 2017 survey results highlight areas of continuity and change in the former Dubbo City Council area with gradual changes to customer satisfaction in comparison with previous years results. The inclusion of the former Wellington Council water supply and sewerage service areas impacts on the overall results, however sets a new baseline of customer satisfaction levels for Dubbo Regional Council's water supply and sewerage services.

Council's water supply and sewerage services customers are essentially satisfied with Council's two (2) hour response times for reported water supply and sewerage service failures, with 94% and 91% respectively reporting satisfaction.

Some of the other key findings from survey results are shown below:

- A 5% increase in the number of respondents who have experienced a water supply problem in the Dubbo area since 2015.
- Water quality in Dubbo indicates a declining trend in satisfaction with 66% of respondents rating the water quality as excellent or good, compared with 78% in 2015 and 83% in 2013.
- Dubbo respondents who reported a water supply issue had a lower level of satisfaction with the response time (51%) and workmanship (68%) in comparison to 80% in 2015 and 93% in 2013. Wellington respondents experienced a moderate level of satisfaction at 79%.
- The Geurie water supply area results indicated that 53% of respondents had a problem in the last 12 months and needed to call Council, with 45% of issues relating to leaking water mains issues.
- A high level satisfaction with the quality of Council's sewerage system with respondents rating it high or medium with Dubbo (96%), Geurie and Mumbil (100%) and Wellington (93%).
- Where respondents had a sewerage problem, there was a lower level of satisfaction with response times and workmanship in the Dubbo area, but a higher level of satisfaction in the Wellington service area.

The former Dubbo Local Government Area experienced a decline in the satisfaction level of water quality, which may relate to a heightened awareness of water quality due to a Boil Water Alert in Dubbo in 2016. Furthermore, increased maintenance activities (eg hydrant maintenance and valve exercising programs) may cause aesthetic water quality issues.

While 94% of overall respondents were happy with the response time for water supply issues, respondents were less satisfied when they experienced an issue that required a Council response. This lower satisfaction level relates specifically to Dubbo (51%) and Geurie (57%), while 79% of Wellington respondents were satisfied. Further investigation is required to determine if the response target is being met, or if customers have a heightened sense of urgency only when they experience a water supply issue.

The 2017 survey results suggest that further investigation and review of Water Supply and Sewerage's planning, asset management, maintenance and customer management will improve future survey results. Accordingly, Council's Customer Service Standards for Water Supply and Sewerage Services continue to meet their objectives as standards of customer service.

Council now proposes to publicly exhibit the Draft Water Supply and Sewerage Customer Service Standards for 2018/2019 and 2019/2020. The public exhibition documents shall be displayed in the following locations:

- Council's website and social media channel
- Council's Civic Administration Building, Darling Street Dubbo
- Wellington Administration Building, Nanima Crescent, Wellington
- Dubbo and Wellington Branches of Macquarie Regional Library.

SUMMARY

The Draft Customer Service Standards are consistent with those previously adopted for 2016/2017 and 2017/2018.

The Water Supply and Sewerage Customer Service Survey Results indicate varying levels of customer satisfaction with service delivery, which provides scope for further investigation and identification of specific areas for improvement in service delivery.

The adoption of the Draft Water Supply and Sewerage Customer Service Standards for 2018/2019 and 2019/2020 for public exhibition of not less than 28 days is now recommended.

Appendices:

- 1 [Draft Water Supply and Sewerage Services Customer Service Standards 2018/2019 and 2019/2020](#)
- 2 [Water Supply and Sewerage Services Customer Satisfaction Survey Report 2017](#)

WATER SUPPLY

Customer Service Standards 2018/2019 and 2019/2020

1. WATER QUALITY

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

Boil Water Notice

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

Do Not Drink Notice

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

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

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

2. CONNECTION

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

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

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

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

3. WATER METERS

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

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

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

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

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

4. WATER ACCOUNTS

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

5. AVAILABILITY

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

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

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

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

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

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

6. NOTIFICATIONS

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

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

7. INTERRUPTIONS TO SUPPLY

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

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

8. FIRE PROTECTION

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

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

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

9. RESPONSE

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

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

10. NOISE

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

11. USE OF WATER

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

SEWERAGE

Customer Service Standards 2018/2019 and 2019/2020

1. CONNECTION

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

2. COLLECTION OF SEWAGE

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

3.

NOTIFICATIONS

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

4. INTERRUPTIONS TO SEWERAGE SERVICES

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

5. RESPONSE

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

6. NOISE

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

7. ODOURS

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



WATER SUPPLY AND SEWERAGE
SERVICES CUSTOMER SATISFACTION
SURVEY REPORT

Dubbo Regional Council

WATER & SEWERAGE SURVEY REPORT V1.3

DOCUMENT ACCEPTANCE AND RELEASE NOTICE

This is Draft Release Version 1.3 of the 2017 Dubbo Regional Council Water Supply and Sewerage Customer Service Survey Report. This Report is a managed document. For identification of amendments each page contains a release number and a page number. Changes will only be issued as a complete replacement document. Recipients should remove superseded versions from circulation. This document is authorised for release once all signatures have been obtained.

PREPARED: 

DATE: 19 February 2018

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ACCEPTED: 

DATE: 19 February 2018

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Disclaimer

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Prepared for Dubbo Regional Council

19 February 2018

17 026 DRC Water and Sewerage Survey

WATER & SEWERAGE SURVEY REPORT V1.3

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WATER & SEWERAGE SURVEY REPORT V1.3

KEY FINDINGS

Key findings from the statistical analysis of the 2017 Dubbo Regional Council Water Supply and Sewerage Customer Service Survey include:

- In comparing the 2017 survey results with earlier years, many questions have experienced small or gradual change.
- There has been an increase in the number of respondents who have experienced a water supply problem. Some of this relates to an increase in water supply problems in Dubbo (5 percentage point rise from the 2015 result), although the result also appears to be impacted by the rise in water supply problems in new water service areas.
- In circumstances where respondents had a water or sewerage problem, they were significantly less satisfied with response times and workmanship. Furthermore, these declines mostly related to respondents in the Dubbo service area.¹
- There appears to be a declining trend in satisfaction with water quality.
- Taste remains the area for greatest water quality improvement.
- Mumbil and Geurie survey results highlight potential water and sewerage service issues, and areas where community opinions and expectations may differ from other service areas. This may be an area for further qualitative investigation.

¹ For further detail, please look at survey responses by service area.

WATER & SEWERAGE SURVEY REPORT V1.3

INTRODUCTION

Dubbo Regional Council undertakes a Water Supply and Sewerage Customer Service Survey every two years. The survey results are used to revise the customer service standards which then go on Public Exhibition before final adoption by Council. WRI delivered a successful survey, with 576 surveys completed over the phone, and has delivered survey insights in this report.

METHODOLOGY

Questionnaire Design

Water and sewerage supply survey questions were provided by Council. The questionnaire contained 25 questions and utilised question logic for specific answers.

Survey Mode

Owing to past experience in undertaking surveys, WRI opted for surveys to be undertaken by phone. This method offers a targeted and more reliable technique of gathering data in these circumstances.

Sample

The pool of potentially eligible respondents consisted of Dubbo Regional Council LGA residents attached to the town water and sewerage systems. Noting the recent Council amalgamation, new service areas have been included in this year's survey sample, including residents from Dubbo, Wellington (including Nanima), Geurie and Mumbil. The proposed sample framework, the number of completed surveys and information on survey confidence levels is provided below. Please note that Mumbil residents were contacted numerous times (6-7 times each in total and the phone was either not answered or automatically routed to voice message) with 20 residents available to complete a survey.

Service Areas	Service Area Population	Proposed Sample	Complete Surveys	% of Population	Confidence Interval (at the 95% confidence level)
Dubbo (incl. Brocklehurst, Wongarbon and Ballimore Villages)	36,860	400	403	1.1%	4.8%
Wellington (incl Nanima)	4,958	100	100	2.0%	9.8%
Geurie Village	497	50	53	10.7%	12.8%
Mumbil Village	193	25	20	10.4%	21.3%
Total	42,508	575	576	1.4%	4.0%

WATER & SEWERAGE SURVEY REPORT V1.3

Reporting

As mentioned above, the 2017 water and sewerage satisfaction survey includes new water and sewerage service areas. This report provides results in two different ways in order to provide useful insights to Council:

Results by Service Area

- Results are reported for each service area and at the total level.
- These results have been weighted by age group and gender. Weighting is a statistical process used to make survey results more representative of the population.
- Caution should be applied to individual results arising from a small number of responses.

Results by Age Cohort

- Results are reported based on combined water and sewerage service areas.
- These results have been weighted by age group and gender.

Rounding

Certain tables may not sum due to rounding issues.

WATER & SEWERAGE SURVEY REPORT V1.3

2013 – 2017 SURVEY RESULTS COMPARISON

Water and sewerage survey results were compared with previous year's results to highlight areas of change and continuity. Noting that this report has provided 2017 results by service area and results by age, the 2017 results included in the comparison below are from the total results by service area.

A further and crucial difference for the 2017 results is that it includes new water and sewerage service areas. Where there are significant changes due to either the Dubbo or new service areas, these have been discussed in the 'Observations' column.

Key findings from results comparison:

- In comparing the 2017 survey results with earlier years, many questions have experienced small or gradual change.
- There has been an increase in the number of respondents who have experienced a water supply problem. Some of this relates to an increase in water supply problems in Dubbo (5 percentage point rise from the 2015 result), although the result also appears to be impacted by the rise in water supply problems in new water service areas.
- In circumstances where respondents had a water or sewerage problem, they were significantly less satisfied with response times and workmanship. Furthermore, these declines mostly related to respondents in the Dubbo service area.²
- There appears to be a declining trend in satisfaction with water quality.
- Taste remains the area for greatest water quality improvement.

A comparison of survey results with earlier years results have been provided in the table below. Significant results have been highlighted in red.

² For further detail, please look at survey responses by service area.

WATER & SEWERAGE SURVEY REPORT V1.3

	Question	Response	2013 (%)	2015 (%)	2017 (%)	Observations
1	Are you connected to town water?	Yes	100	100	100	
		No	0	0	0	
2	Currently, Council's policy in responding to water supply failures is within 2 hours of being reported. Are you happy with this current level of response to water supply failures?	Yes	96	94	94	Happiness with Council's 2 hour response policy remains largely unchanged from the previous survey.
		No	4	6	6	
3	Respondents that answered 'No' to question 2 were asked what response time would you see as acceptable in relation to water supply failures?	Half an hour	33	48	37	More survey respondents are happier for a longer response time, with 16 percent now happy with a response between 1.5 – 2 hours.
		One hour	60	44	46	
		One and a half hours	7	4	5	
		Two hours	0	4	11	

WATER & SEWERAGE SURVEY REPORT V1.3

4	Respondents who answered 'No' to question 2 were asked if they would be prepared to pay higher water rates to achieve this.	Yes	0	4	7	There appears to be a small trend towards respondents being more prepared to pay higher water rates for faster responses to water supply failures. However, the majority remain unprepared to pay more. Note that these results are based on a small number (38) of surveys.
		No	100	96	93	
5	Have you had a water supply problem in the last 12 months and needed to call Council?	Yes	4	5	13	There has been an increase in the percentage of respondents who have experienced a water supply problem. Some of this relates to an increase in supply problems in Dubbo (5 percentage point rise from 2015 result), although the result also appears to be impacted by the rise in water supply problems in other water service areas. Geurie in particular had a very high rate of water supply issues.
		No	96	95	87	
6	Respondents who had a water supply problem in the last 12 months were asked if they were satisfied with the response time.	Yes	100	80	56	There has been a significant change in satisfaction with water supply response times. The Dubbo service area satisfaction response dropped significantly to 51 percent. Geurie results also showed low satisfaction with response times.
		No	0	20	44	

WATER & SEWERAGE SURVEY REPORT V1.3

7	Respondents who had a water supply problem in the last 12 months were asked if they were satisfied with the workmanship?	Yes	93	80	78	Satisfaction with workmanship also had a small decrease. Again the Dubbo service area had the lowest satisfaction rating of 68 percent.
		No	7	20	22	
8	How would you rate the quality of water supplied by council? Is it excellent, good, fair or poor?	Excellent	23	24	16	There appears to be a declining trend in satisfaction with water quality, with fewer people rating quality as excellent and an increase in those who rate quality as fair or poor.
		Good	60	54	51	
		Fair	14	16	24	
		Poor	3	6	9	
9	Would you be prepared to pay for the quality of water to be improved?	Yes	16	21	25	There has been an increase in the percentage of respondents prepared to pay more for improved water quality, although there is still a firm majority that are not prepared to pay more.
		No	84	79	75	

WATER & SEWERAGE SURVEY REPORT V1.3

10	In what single area could the quality of the water be improved? Would it be taste, odour, colour or hardness?	Taste	29	39	42	Taste remains the area for greatest water quality improvement.
		Odour	8	6	8	
		Colour	2	3	6	
		Hardness	10	15	20	
		Not stated	51	37	23	
11	Are you connected to town sewerage?	Yes	99	98	91	533 survey respondents were connected to town sewerage. The change in connection rates can be explained by the inclusion of new service areas in the sample in 2017.
		No	1	2	9	
12	Currently, Council's policy in responding to sewerage system failures is within 2 hours of being reported. Are you happy with this current level of response to sewerage system failures?	Yes	94	89	91	Happiness with Council's 2 hour response policy remains largely unchanged.
		No	6	9	9	
		Not stated		2		

WATER & SEWERAGE SURVEY REPORT V1.3

13	Respondents that answered 'No' to question 12 were asked what response time did they see as acceptable in relation to sewerage system failures?	Half an hour(or less)	28	32	31	There appears to a trend towards greater acceptance of longer response times for sewerage system failures. Note that these results are based on a small number (41) of surveys.
		One hour	72	62	58	
		One and a half hours	0	3	7	
		Two hours	0	3	4	
14	Respondents who answered 'No' to question 12 were asked if they would be prepared to pay higher sewerage rates to achieve this?	Yes	8	27	29	There appears to be a trend towards respondents being more prepared to pay higher sewerage rates for faster responses to sewerage system failures. Note that these results are based on a small number (41) of surveys.
		No	92	73	71	
15	Have you had a sewerage system problem in the last 12 months and needed to call Council?	Yes	5	2	5	The percentage of respondents who have had a sewerage system problem in the last 12 months has remained largely unchanged.
		No	95	96	95	
		Not stated		2		

WATER & SEWERAGE SURVEY REPORT V1.3

16	Respondents who had a sewerage system problem in the last 12 months were asked if they were satisfied with the response time?	Yes	94	100	81	Respondents who had a sewerage system failure were significantly less satisfied with the response time. This decline related to the Dubbo service area. Note that these results are based on a small number (25) of surveys.
		No	6	0	19	
17	Respondents who had a sewerage system problem in the last 12 months were asked if they were satisfied with the workmanship?	Yes	93	100	82	Respondents who had a sewerage system failure were significantly less satisfied with the workmanship. This decline mostly related to the Dubbo service area.
		No	7	0	18	
18	How would you rate your satisfaction with the quality of Council's sewerage system?	High	77	64	69	Overall satisfaction with Council's sewerage system saw a decline between 2013 and 2017.
		Medium	23	33	27	
		Low	0	1	1	
		Not stated	0	2	3	

WATER & SEWERAGE SURVEY REPORT V1.3

19	Should Council do more to encourage water conservation?	Yes	56	61	67	There has been a trend towards more respondents agreeing that Council should do more to encourage water conservation.
		No	29	31	24	
		Uncertain	15	8	9	
20	Do you know that you are allowed to install a rainwater tank in residential areas without Council permission?	Yes	40	54	55	The percentage of respondents who are aware they are allowed to install rainwater tanks without Council permission has remained largely unchanged over recent years.
		No	59	45	45	
		Uncertain	1	1	1	
21	Should Council adopt a water pricing system to encourage residents and other users to practice water conservation?	Yes	38	58	54	A small majority of respondents thought that Council should adopt a water pricing system to encourage water conservation. This is a slightly smaller percentage of respondents than in 2015.
		No	50	33	36	
		Uncertain	12	9	10	

WATER & SEWERAGE SURVEY REPORT V1.3

22	If Council was to ask you to choose between water restrictions in a drought, or water charges that discourage high usage levels, what would you choose?	Restrictions	83	83	81	A large majority of respondents opted for water restrictions in drought conditions over higher water charges.
		Higher charges	11	13	16	
		Uncertain	6	4	4	
23	Your age?	18 to 29	4	3	6	
		30 to 49	27	18	15	
		50 to 64	24	31	33	
		65 or over	45	48	46	
24	Gender	Male	41	34	42	
		Female	59	66	58	

WATER & SEWERAGE SURVEY REPORT V1.3

SURVEY RESULTS BY SERVICE AREA

As mentioned above, the 2017 water and sewerage survey includes new service areas including Wellington (including Nanima), Geurie and Mumbil. Survey responses in this section of the report have been categorised by service area and have been weighted based on age and gender. Specific insights have been dot pointed below question data tables when relevant.

Survey Questions - Water

Q1. Are you connected to town water?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Yes	100%	100%	100%	100%	100%
No	0%	0%	0%	0%	0%
Totals	100%	100%	100%	100%	100%
No.	403	53	20	100	576

base n = 576

Q.2 Currently, Council's policy in responding to water supply failures is within 2 hours of being reported. Are you happy with this current level of response to water supply failures?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Yes	94%	92%	91%	93%	94%
No	6%	8%	9%	7%	6%
Totals	100%	100%	100%	100%	100%
No.	403	53	20	100	576

base n = 576

WATER & SEWERAGE SURVEY REPORT V1.3

Q.3 Respondents that answered 'No' to question 2 were asked what response time would you see as acceptable in relation to water supply failures?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Half an hour	31%	64%	35%	42%	37%
One hour	46%	36%	65%	50%	46%
One and a half hours	6%	0%	0%	8%	5%
Two hours	16%	0%	0%	0%	11%
Totals	100%	100%	100%	100%	100%
No.	21	7	2	8	38

base n = 38

Insight

- At the total level, 83 percent of respondents think that 'Half an hour' or 'One hour' is an acceptable response time.

Q.4 Respondents who answered 'No' to question 2 were asked if they would you be prepared to pay higher water rates to achieve this?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Yes	8%	0%	0%	11%	7%
No	92%	100%	100%	89%	93%
Totals	100%	100%	100%	100%	100%
No.	21	7	2	8	38

base n = 38

WATER & SEWERAGE SURVEY REPORT V1.3

Q.5 Have you had a water supply problem in the last 12 months and needed to call Council?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Yes	10%	53%	13%	5%	13%
No	90%	47%	87%	95%	87%
Totals	100%	100%	100%	100%	100%
No.	403	53	20	100	576

base n = 576

Insight

- A very high proportion of Geurie respondents have had water supply problems. This suggests further investigation may be warranted.

Q.6 Respondents who had a water supply problem in the last 12 months were asked if they were satisfied with the response time.

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Yes	51%	57%	100%	79%	56%
No	49%	43%	0%	21%	44%
Totals	100%	100%	100%	100%	100%
No.	33	24	2	7	66

base n = 66

Insight

- Dubbo and Geurie respondents who had a water supply problem in the last 12 months have very low levels of satisfaction with response times.

WATER & SEWERAGE SURVEY REPORT V1.3

Q.7 Respondents who had a water supply problem in the last 12 months were asked if they were satisfied with the workmanship.

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Yes	68%	92%	100%	79%	78%
No	32%	8%	0%	21%	22%
Totals	100%	100%	100%	100%	100%
No.	33	24	2	7	66

base n = 66

Insight

- Again, Dubbo respondents who had a water supply problem in the last 12 months have relatively low levels of satisfaction with workmanship. Satisfaction with workmanship in Wellington was also low.

Q.8 How would you rate the quality of water supplied by Council?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Excellent	17%	14%	3%	15%	16%
Good	49%	69%	10%	59%	51%
Fair	26%	14%	48%	16%	24%
Poor	9%	3%	40%	10%	9%
Totals	100%	100%	100%	100%	100%
No.	403	53	20	100	576

base n = 576

Insight

- Water quality was rated either 'Excellent' or 'Good' by the majority of residents across the Dubbo, Geurie and Wellington service areas. Mumbil respondents advised that their water quality was mostly 'Fair' or 'Poor'.

WATER & SEWERAGE SURVEY REPORT V1.3

Q.9 Would you be prepared to pay for the quality of water to be improved?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Yes	25%	24%	28%	28%	25%
No	75%	76%	72%	72%	75%
Totals	100%	100%	100%	100%	100%
No.	403	53	20	100	576

base n = 576

Q.10 In what single area could the quality of the water be improved? Would it be taste, odour, colour or hardness?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Taste	44%	41%	15%	41%	42%
Odour	8%	2%	4%	11%	8%
Colour	3%	25%	0%	13%	6%
Hardness	22%	9%	72%	7%	20%
Not stated	23%	23%	9%	28%	23%
Totals	100%	100%	100%	100%	100%
No.	403	53	20	100	576

base n = 576

Insight

- Taste was the most common area for water quality improvement.
- Mumbil respondents rated water 'Hardness' as the main area for water quality improvement. Hardness was also the second most common area for improvement in the Dubbo and Wellington service areas.
- Geurie respondents also reported colour as another significant area for water quality improvement.

WATER & SEWERAGE SURVEY REPORT V1.3

Survey Questions - Sewerage

Q.11 Are you connected to town sewerage?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Yes	95%	68%	49%	91%	91%
No	5%	32%	51%	9%	9%
Totals	100%	100%	100%	100%	100%
No.	403	53	20	100	576

base n = 576

Q.12 Council's policy in responding to sewerage system failures is within 2 hours of being reported. Are you happy with this current level of response to sewerage system failures?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Yes	91%	87%	100%	93%	91%
No	9%	13%	0%	7%	9%
Totals	100%	100%	100%	100%	100%
No.	387	41	12	93	533

base n = 533

Q.13 Respondents that answered 'No' to question 12 were asked what response time did they see as acceptable in relation to sewerage system failures?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Half an hour	23%	21%		91%	31%
One hour	63%	79%		9%	58%
One and a half hours	10%	0%		0%	7%
Two hours	5%	0%		0%	4%
Totals	100%	100%		100%	100%
No.	29	3	0	9	41

base n = 41

WATER & SEWERAGE SURVEY REPORT V1.3

Q.14 Respondents who answered 'No' to question 12 were asked if they would be prepared to pay higher sewerage rates to achieve this?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Yes	21%	68%		42%	29%
No	79%	32%		58%	71%
Totals	100%	100%		100%	100%
No.	29	3	0	9	41

base n = 41

Q.15 Have you had a sewerage system problem in the last 12 months and needed to call Council?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Yes	5%	1%	0%	9%	5%
No	95%	99%	100%	91%	95%
Totals	100%	100%	100%	100%	100%
No.	387	41	12	93	533

base n = 533

Insight

- Sewerage system failures were reported by 5 and 9 percent of respondents in the Dubbo and Wellington service areas, respectively.

Q.16 Respondents who had a sewerage system problem in the last 12 months were asked if they were satisfied with the response time?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Yes	73%	100%		100%	81%
No	27%	0%		0%	19%
Totals	100%	100%		100%	100%
No.	19	1	0	5	25

base n = 25

Insight

- Dubbo was the only service region to report dissatisfaction with sewerage system problem response times.

WATER & SEWERAGE SURVEY REPORT V1.3

Q.17 Respondents who had a sewerage system problem in the last 12 months were asked if they were satisfied with the workmanship?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Yes	80%	100%		86%	82%
No	20%	0%		14%	18%
Totals	100%	100%		100%	100%
No.	19	1	0	5	25

base n = 25

Insight

- Dubbo and Wellington service areas experienced dissatisfaction with sewerage workmanship.

Q.18 How would you rate your satisfaction with the quality of Council's sewerage system?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
High	69%	68%	19%	73%	69%
Medium	27%	32%	81%	20%	27%
Low	1%	0%	0%	1%	1%
Not stated	3%	0%	0%	6%	3%
Totals	100%	100%	100%	100%	100%
No.	387	41	13	93	534

base n = 534

WATER & SEWERAGE SURVEY REPORT V1.3

Survey Questions - Other

Q.19 Should Council do more to encourage water conservation?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Yes	65%	58%	75%	77%	67%
No	25%	31%	25%	15%	24%
Uncertain	10%	11%	0%	7%	9%
Totals	100%	100%	100%	100%	100%
No.	403	53	20	100	576

base n = 576

Q.20 Do you know that you are allowed to install a rainwater tank in residential areas without Council permission?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Yes	54%	50%	43%	59%	55%
No	45%	50%	57%	40%	45%
Uncertain	1%	0%	0%	1%	1%
Totals	100%	100%	100%	100%	100%
No.	403	53	20	100	576

base n = 576

Q.21 Should Council adopt a water pricing system to encourage residents and other users to practice water conservation?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Yes	55%	45%	47%	60%	54%
No	35%	45%	44%	35%	36%
Uncertain	10%	10%	10%	5%	10%
Totals	100%	100%	100%	100%	100%
No.	403	53	20	100	576

base n = 576

WATER & SEWERAGE SURVEY REPORT V1.3

Q.22 If Council was to ask you to choose between water restrictions in a drought, or water charges that discourage high usage levels, what would you choose?

Column %	Dubbo, Ballimore Village, Brocklehurst and Wongarbon	Geurie Village	Mumbil Village	Wellington and Nanima	Totals
Restrictions	81%	93%	76%	71%	81%
Higher charges	15%	4%	21%	26%	16%
Uncertain	4%	3%	3%	3%	4%
Totals	100%	100%	100%	100%	100%
No.	403	53	20	100	576

base n = 576

WATER & SEWERAGE SURVEY REPORT V1.3

SURVEY RESULTS BY AGE COHORT

Survey responses in this section of the report are for the whole survey sample and have been categorised by age cohort. Data has been weighted based on age and gender. Specific insights have been dot pointed below question data tables when relevant.

Survey Questions - Water

Q.1 Are you connected to town water?

Column %	18 to 29	30 to 49	50 to 64	65 and over	Totals
Yes	100%	100%	100%	100%	100%
No	0%	0%	0%	0%	0%
Totals	100%	100%	100%	100%	100%
No.	35	85	192	264	576

base n = 576

Q.2 Currently, Council's policy in responding to water supply failures is within 2 hours of being reported. Are you happy with this current level of response to water supply failures?

Column %	18 to 29	30 to 49	50 to 64	65 and over	Totals
Yes	91%	95%	92%	94%	93%
No	9%	5%	8%	6%	7%
Totals	100%	100%	100%	100%	100%
No.	35	85	192	264	576

base n = 576

Q.3 Those that answered 'No' to question 2 were asked what response time would you see as acceptable in relation to water supply failures?

Column %	18 to 29	30 to 49	50 to 64	65 and over	Totals
Half an hour	33%	25%	56%	47%	47%
One hour	33%	50%	38%	40%	39%
One and a half hours	0%	25%	0%	7%	5%
Two hours	33%	0%	6%	7%	8%
Totals	100%	100%	100%	100%	100%
No.	3	4	16	15	38

base n = 38

Insight

- Respondents in higher age brackets had higher expectations in terms of acceptable response times.

WATER & SEWERAGE SURVEY REPORT V1.3

Q.4 Respondents who answered 'No' to question 2 were asked if they would you be prepared to pay higher water rates to achieve this?

Column %	18 to 29	30 to 49	50 to 64	65 and over	Totals
Yes	0%	25%	6%	7%	8%
No	100%	75%	94%	93%	92%
Totals	100%	100%	100%	100%	100%
No.	3	4	16	15	38

base n = 38

Q.5 Have you had a water supply problem in the last 12 months and needed to call Council?

Column %	18 to 29	30 to 49	50 to 64	65 and over	Totals
Yes	11%	12%	14%	10%	11%
No	89%	88%	86%	90%	89%
Totals	100%	100%	100%	100%	100%
No.	35	85	192	264	576

base n = 576

Q.6 Respondents who had a water supply problem in the last 12 months were asked if they were satisfied with the response time?

Column %	18 to 29	30 to 49	50 to 64	65 and over	Totals
Yes	75%	40%	62%	92%	71%
No	25%	60%	38%	8%	29%
Totals	100%	100%	100%	100%	100%
No.	4	10	26	26	66

base n = 66

Q.7 Respondents who had a water supply problem in the last 12 months were asked if they were satisfied with the workmanship?

Column %	18 to 29	30 to 49	50 to 64	65 and over	Totals
Yes	100%	80%	58%	85%	74%
No	0%	20%	42%	15%	26%
Totals	100%	100%	100%	100%	100%
No.	4	10	26	26	66

base n = 66

WATER & SEWERAGE SURVEY REPORT V1.3

Q.8 How would you rate the quality of water supplied by council?

Column %	18 to 29	30 to 49	50 to 64	65 and over	Totals
Excellent	9%	14%	20%	19%	18%
Good	49%	53%	47%	50%	50%
Fair	37%	22%	24%	20%	23%
Poor	6%	11%	8%	11%	9%
Totals	100%	100%	100%	100%	100%
No.	35	85	192	264	576

base n = 576

Q.9 Would you be prepared to pay for the quality of water to be improved?

Column %	18 to 29	30 to 49	50 to 64	65 and over	Totals
Yes	34%	29%	25%	20%	24%
No	66%	71%	75%	80%	76%
Totals	100%	100%	100%	100%	100%
No.	35	85	192	264	576

base n =

576

Insight

- It appears that older cohorts are less willing to pay for water quality improvements.

Q.10 In what single area could the quality of the water be improved? Would it be taste, odour, colour or hardness?

Column %	18 to 29	30 to 49	50 to 64	65 and over	Totals
Taste	37%	45%	45%	34%	39%
Odour	14%	6%	8%	6%	7%
Colour	6%	11%	6%	4%	6%
Hardness	23%	22%	17%	19%	19%
Not stated	20%	16%	24%	37%	29%
Totals	100%	100%	100%	100%	100%
No.	35	85	192	264	576

base n = 576

WATER & SEWERAGE SURVEY REPORT V1.3

Survey Questions - Sewerage

Q.11 Are you connected to town sewerage?

Column %	18 to 29	30 to 49	50 to 64	65 and over	Totals
Yes	89%	89%	91%	95%	93%
No	11%	11%	9%	5%	7%
Totals	100%	100%	100%	100%	100%
No.	35	85	192	264	576

base n = 576

Q.12 Council's policy in responding to sewerage system failures is within 2 hours of being reported. Are you happy with this current level of response to sewerage system failures?

Column %	18 to 29	30 to 49	50 to 64	65 and over	Totals
Yes	81%	96%	89%	95%	92%
No	19%	4%	11%	5%	8%
Totals	100%	100%	100%	100%	100%
No.	31	76	175	252	534

base n = 534

Q.13 Respondents that answered 'No' to question 12 were asked what response time did they see as acceptable in relation to sewerage system failures?

Column %	18 to 29	30 to 49	50 to 64	65 and over	Totals
Half an hour	17%	0%	55%	42%	41%
One hour	67%	67%	45%	58%	54%
One and a half hours	17%	0%	0%	0%	2%
Two hours	0%	33%	0%	0%	2%
Totals	100%	100%	100%	100%	100%
No.	6	3	20	12	41

base n = 41

Q.14 Respondents who answered 'No' to question 12 were asked if they would be prepared to pay higher sewerage rates to achieve this?

Column %	18 to 29	30 to 49	50 to 64	65 and over	Totals
Yes	33%	33%	25%	17%	24%
No	67%	67%	75%	83%	76%
Totals	100%	100%	100%	100%	100%
No.	6	3	20	12	41

base n = 41

WATER & SEWERAGE SURVEY REPORT V1.3

Q.15 Have you had a sewerage problem in the last 12 months and needed to call Council?

Column					
%	18 to 29	30 to 49	50 to 64	65 and over	Totals
Yes	3%	8%	7%	2%	5%
No	97%	92%	93%	98%	95%
Totals	100%	100%	100%	100%	100%
No.	31	76	175	252	534

base n = 534

Q.16 Respondents who had a sewerage system problem in the last 12 months were asked if they were satisfied with the response time?

Column					
%	18 to 29	30 to 49	50 to 64	65 and over	Totals
Yes	100%	67%	77%	100%	80%
No	0%	33%	23%	0%	20%
Totals	100%	100%	100%	100%	100%
No.	1	6	13	5	25

base n = 25

Q.17 Respondents who had a sewerage system problem in the last 12 months were asked if they were satisfied with the workmanship?

Column					
%	18 to 29	30 to 49	50 to 64	65 and over	Totals
Yes	100%	67%	85%	100%	84%
No	0%	33%	15%	0%	16%
Totals	100%	100%	100%	100%	100%
No.	1	6	13	5	25

base n = 25

Q.18 How would you rate your satisfaction with the quality of Council's sewerage system?

Column					
%	18 to 29	30 to 49	50 to 64	65 and over	Totals
High	71%	71%	65%	67%	67%
Medium	29%	24%	29%	29%	28%
Low	0%	1%	2%	1%	1%
Not stated	0%	4%	4%	2%	3%
Totals	100%	100%	100%	100%	100%
No.	31	76	175	252	534

base n = 534

WATER & SEWERAGE SURVEY REPORT V1.3

Survey Questions - Other

Q.19 Should Council do more to encourage water conservation?

Column %	18 to 29	30 to 49	50 to 64	65 and over	Totals
Yes	74%	65%	70%	65%	67%
No	20%	24%	23%	23%	23%
Uncertain	6%	12%	6%	13%	10%
Totals	100%	100%	100%	100%	100%
No.	35	85	192	264	576

base n = 576

Q.20 Do you know that you are allowed to install a rainwater tank in residential areas without Council permission?

Column %	18 to 29	30 to 49	50 to 64	65 and over	Totals
Yes	51%	53%	54%	55%	54%
No	49%	47%	45%	43%	45%
Uncertain	0%	0%	1%	3%	1%
Totals	100%	100%	100%	100%	100%
No.	35	85	192	264	576

base n = 576

Q.21 Should Council adopt a water pricing system to encourage residents and other users to practice water conservation?

Column %	18 to 29	30 to 49	50 to 64	65 and over	Totals
Yes	66%	48%	54%	50%	52%
No	29%	40%	38%	36%	37%
Uncertain	6%	12%	9%	14%	11%
Totals	100%	100%	100%	100%	100%
No.	35	85	192	264	576

base n = 576

Q.22 If Council was to ask you to choose between water restrictions in a drought, or water charges that discourage high usage levels, what would you choose?

Column %	18 to 29	30 to 49	50 to 64	65 and over	Totals
Restrictions	91%	74%	78%	84%	81%
Higher charges	9%	22%	19%	8%	14%
Uncertain	0%	4%	4%	7%	5%
Totals	100%	100%	100%	100%	100%
No.	35	85	192	264	576

base n = 576

WATER & SEWERAGE SURVEY REPORT V1.3

WESTERN RESEARCH INSTITUTE

WRI is a regional development research organisation located in Bathurst, New South Wales. WRI holds a wealth of knowledge on employment, business development and investment issues affecting regional Australia. It has worked with Commonwealth, State and Local Governments and industry groups on numerous investment and development programs in regional areas. WRI has strong credentials in business and commercial market consulting and applied economic modelling including input-output analysis, shift-share, agribusiness and regional socio-economic surveys and analysis.

Ms Kathy Woolley – Chief Executive Officer

Kathy joined the WRI team in February 2018 having previously worked on a variety of boards and in a number of senior management roles across sectors including media, health, education, regional development, government, event management, research and sales. For a number of years Kathy also ran a consultancy specialising in services for not for profit entities, focusing on best practice techniques in management and governance.

With formal qualifications in change management, company directorship, economics and training, and well developed skills in human resources, information technology, finance and economic development, Kathy offers a unique skill set to assist with most business needs.

This is the second time Kathy has worked for WRI, previously fulfilling the role of Business Development Manager. A position as a research officer for a similar organisation in the Illawarra rounds off the experience in economic modelling and research.

Mr Alistair MacLennan – Senior Research Consultant

BA Political Economy, First Class Honours (UNE)

Having served in a variety of parliamentary, public service and private sector roles, Alistair brings a wealth of research experience to WRI. Alistair has well developed skills in data analysis, economics and business, and has a wide understanding of government. In addition, Alistair also has experience in policy development in the energy sector, where he engaged with industry, government agencies and NGOs to inform policy. Alistair's experience in engaging with clients, stakeholders and the public assists WRI to fully understand its clients' needs and provide tailored research.

Ms Dale Curran – Executive Officer **BA ANU**

Dale is responsible for all administrative processes at WRI including executive support, finance, management of the Board of Directors and maintenance of policies. She has worked in a variety of roles at WRI, including Fieldwork Supervisor and Research Assistant, and has worked on several community and business surveys. Dale brings a high level of organisational skill to her role as Executive Officer.



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REPORT: Anzac Day Ceremonies - Dubbo Regional Council Area

AUTHOR: Senior Traffic Engineer
REPORT DATE: 14 March 2018
TRIM REFERENCE: ID18/504

EXECUTIVE SUMMARY

This report deals with the approval procedures required for the undertaking of the Anzac Day March on 25 April 2018 at numerous venues throughout the Dubbo Regional Council Local Government Area. Anzac Day Ceremonies that require a road closure to undertake a march will occur in Dubbo, Wellington, Stuart Town and Mumbil.

The Anzac Day March is categorised as a Special Event - Class 2 that will require traffic management, to facilitate temporary road closures in lieu of the traditional Police escorted March and rolling road closure. The Anzac Day March can be undertaken to satisfy the requirements of a Class 2 Event with the temporary closure of roads and detours set in place to provide the optimum safety for participants and the public. Special Event Transport Management Plans and Traffic Control Plans will be required for the marches, road closures and detours (**Appendices 1 to 8**).

It is recommended that Council approval be granted for the Anzac Day March to be undertaken in Dubbo, Wellington, Stuart Town and Mumbil in accordance with the Events detail, Event Management Plans and Traffic Control Plans contained within the report for each venue subject to conditions of Council, Roads and Maritime Services and NSW Police.

ORGANISATIONAL VALUES

Customer Focused: Approval for the conduct of the Anzac Day March and Ceremonies is an important event for the communities of Dubbo, Wellington, Stuart Town and Mumbil and to those locations throughout the Local Government Area where ceremonies are being held.

Integrity: The approval meets all statutory requirements of other government agencies

One Team: Not Applicable

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION TO THE LOCAL TRAFFIC COMMITTEE

That Council approval be granted to the Returned Services League Sub-Branch in Dubbo and Wellington and the Stuart Town Advancement Association and Mumbil District Progress Association to undertake their respective Anzac Day Marches on Wednesday 25 April 2018 and implement road closures and detours as conditioned by the Roads and Maritime Services, NSW Police and Council's following conditions of consent:

1. Dubbo: For the Dawn Service and Anzac Day March temporary road closures are to be provided; Dawn Service in Darling Street between Talbragar and Wingewarra Streets from 5.00am – 6.30am and for the Anzac Day March in Brisbane Street between Wingewarra and Serisier Streets and Wingewarra Street between Darling and Brisbane Street from 9.00am to 10.45am; Wingewarra Street from Brisbane to Macquarie Streets and Macquarie Street from Wingewarra to Talbragar Streets from 10.15am to 11.00am; Talbragar Street from Macquarie Street to Memorial Drive Victoria Park from 10.45am to 11.15am; Darling Street from Talbragar to Wingewarra Streets from 10.15am and Wingewarra Street between Darling Street and Brisbane Street as directed by the NSW Police Service at the conclusion of the Cenotaph service at approximately 12.00 noon to 12.30pm. Council's Traffic Control Plan TM 7084 (as attached as Appendix 5) is to be used for the event.
2. Wellington: For the Anzac Day March a temporary road closure is to be provided on the Mitchell Highway, being Nanima Crescent, and Lee Street between Maughan and Whiteley Streets from 10.45am to 11.00am with the detour via Arthur Street, Warne Street, Percy Street and Whiteley Street. Council's Traffic Control Plan Wellington Anzac Detour (as attached as Appendix 6) is to be used for this event.
3. Stuart Town: For the Anzac Day Ceremony a temporary road closure is to be provided in Molong Street between the Burrendong Way (Alexander Street) and Bell Street from 8.00am to 2.30pm with a detour of Molong Street via the Burrendong Way and Bell Street. Council's Traffic Control Plan TM 7175 (as attached as Appendix 7) is to be used for the event.
4. Mumbil: For the Anzac Day March and Ceremony a temporary road closure is to be provided on the Burrendong Way between Apsley Crescent and Railway Parade from 7.00am to 10.30am with a detour via Apsley Crescent and Railway Parade. Council's Traffic Control Plan TM7127 (as attached as Appendix 8) is to be used for the event.
5. Submission of a Traffic Management and Traffic Control Plan to Council for approval with the Traffic Control Plan submitted a minimum three (3) weeks prior to the event. All traffic control measures contained in the plan is to be in accordance with Australian Standard AS1742.3 and the RMS Guide to Traffic Control at Worksites and prepared by an accredited person.
6. Traffic Controllers and/or trained Marshalls are to be provided at all road closure points, and other locations as identified in the Event and Traffic Management Plans as attached as Appendices 1-8.
7. The Roads and Maritime Service's concurrence and conditions applicable for the use of the Mitchell Highway (Nanima Crescent and Lee Street) Wellington and Burrendong Way for Stuart Town and Mumbil with NSW Police consent and conditions.
8. Council's Administration Officer must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, the

Roads and Maritime Service and NSW Police is specifically noted to be indemnified against any action resulting from the event.

9. The applicant is responsible for the provision of all traffic controls required for the event (ie Marshalls, traffic barriers and signs).
10. A public notification is required for each Anzac Day March a minimum of seven (7) days prior to the event. With notification letters to the affected residents within the road closures in the villages of Stuart Town and Mumbil.
11. The applicant is to forward a letter to Dubbo Regional Council with all the required documentation accepting the above conditions before final approval will be granted.

LOCAL TRAFFIC COMMITTEE CONSIDERATION

This matter was considered by the Local Traffic Committee at its meeting held on Friday, 9 March 2018. The Committee had unanimous support for the adoption of the recommendation shown below.

RECOMMENDATION

That Council approval be granted to the Returned and Services League Sub-Branch in Dubbo and Wellington and the Stuart Town Advancement Association and Mumbil District Progress Association to undertake their respective Anzac Day Marches on Wednesday 25 April 2018 and implement road closures and detours as conditioned by the Roads and Maritime Services, NSW Police and Council's following conditions of consent:

1. **Dubbo:**
 - a) **For the Dawn Service and Anzac Day March temporary road closures are to be provided;**
 - **Dawn Service in Darling Street between Talbragar and Wingewarra Streets from 5.00am – 6.30am;**
 - **Anzac Day March in Brisbane Street between Wingewarra and Serisier Streets and Wingewarra Street between Darling and Brisbane Street from 9.00am to 10.45am;**
 - **Wingewarra Street from Brisbane to Macquarie Streets and Macquarie Street from Wingewarra to Talbragar Streets from 10.15am to 11.00am;**
 - **Talbragar Street from Macquarie Street to Memorial Drive Victoria Park from 10.45am to 11.15am, Darling Street from Talbragar to Wingewarra Streets from 10.15am;**
 - **Wingewarra Street between Darling Street and Brisbane Street as directed by the NSW Police Service at the conclusion of the Cenotaph service at approximately 12.00 noon to 12.30pm;**
 - **Council's Traffic Control Plan TM7084 (as attached as Appendix 5) is to be used for the event.**
 - b) **Submission of a Traffic Management and Traffic Control Plan to Council for approval with the Traffic Control Plan submitted a minimum three (3) weeks prior to the event. All traffic control measures contained in the plan is to be in accordance with Australian Standard AS1742.3 and the RMS Guide to Traffic**

Control at Worksites and prepared by an accredited person.

- c) Traffic Controllers and/or trained Marshalls are to be provided at all road closure points, and other locations as identified in the Event and Traffic Management Plans as attached as Appendices 1 and 5.
- d) Council's Administration Officer must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council and NSW Police is specifically noted to be indemnified against any action resulting from the event.
- e) The applicant is responsible for the provision of all traffic controls required for the event (ie: Marshalls, traffic barriers and signs).
- f) A public notification is required for the Anzac Day March a minimum of seven (7) days prior to the event.
- g) The applicant is to forward a letter to Dubbo Regional Council with all the required documentation accepting the above conditions before final approval will be granted.

2. Wellington:

- a) For the Anzac Day March a temporary road closure is to be provided on the Mitchell Highway, being Nanima Crescent, and Lee Street between Maughan Street and Whiteley Street from 10.45am to 11.00am with the detour via Arthur Street, Warne Street, Percy Street and Whiteley Street. Council's Traffic Control Plan Wellington Anzac Detour (as attached as Appendix 6) is to be used for this event.
- b) The Applicant is to gain approval from the Roads and Maritime Service for the closure and detour of the Mitchell Highway and Road Occupancy Licence with evidence provided to Council of such approval and conditions as warranted.
- c) Submission of a Traffic Management Plan and Traffic Control Plan to Council for approval with the Traffic Control Plan submitted a minimum three (3) weeks prior to the event. All traffic control measures contained in the plan are to be in accordance with Australian Standard AS1742.3 and the RMS Guide to Traffic Control at Worksites and prepared by an accredited person.
- d) Traffic Controllers and/or trained Marshalls are to be provided at all road closure points, and other locations as identified in the Event and Traffic Management Plans as attached as Appendices 2 and 6.
- e) Council's Administration Officer must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, Roads and Maritime Service and NSW Police is specifically noted to be indemnified against any action resulting from the event.
- f) The applicant is responsible for the provision of all traffic controls required for the event (ie: Marshalls, traffic barriers and signs).
- g) A public notification is required for the Anzac Day March a minimum of seven (7) days prior to the event.
- h) The applicant is to forward a letter to Dubbo Regional Council with all the required documentation accepting the above conditions before final approval will be granted.

3. Stuart Town:

- a) For the Anzac Day Ceremony a temporary road closure is to be provided in Molong Street between the Burrendong Way (Alexander Street) and Bell Street

- from 8.00am to 2.30pm with a detour of Molong Street via the Burrendong Way and Bell Street. Council's Traffic Control Plan TM 7175 (as attached as Appendix 7) is to be used for the event.
- b) Concurrence is required from the Roads and Maritime Service for the event to utilise part of Burrendong Way between Molong and Bell Streets as a detour with advice provided to Council.
 - c) Submission of a Traffic Management Plan and Traffic Control Plan to Council for approval with the Traffic Control Plan to be submitted a minimum of three (3) weeks prior to the event. All traffic control measures contained in the plan are to be in accordance with Australian Standard AS1742.3 and the RMS Guide to Traffic Control at Worksites and prepared by an accredited person.
 - d) Traffic Controllers and/or trained Marshalls are to be provided at all road closure points, and other locations as identified in the Event and Traffic Management Plans as attached as Appendices 3 and 7
 - e) Council's Administration Officer must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, Roads and Maritime Service and NSW Police is specifically noted to be indemnified against any action resulting from the event.
 - f) The applicant is responsible for the provision of all traffic controls required for the event (ie: Marshalls, traffic barriers and signs).
 - g) A public notification is required for the Anzac Day March a minimum of seven (7) days prior to the event with notification letters to be delivered to the affected residents within the road closures areas in the village.
 - h) The applicant is to forward a letter to Dubbo Regional Council with all the required documentation accepting the above conditions before final approval will be granted.
4. **Mumbil:**
- a) For the Anzac Day March and Ceremony a temporary road closure is to be provided on the Burrendong Way (Burrendong Street) between Railway Parade and Cudgegong Street from 7.00am to 10.30am with a detour via Railway Parade and Apsley Crescent. Burrendong Way from Apsley Crescent south to Cudgegong Street will remain open and restricted to Local Traffic Only with an additional Road Closed Ahead sign and Local Traffic Only sign to be place at the detour point at the Apsley Crescent and Burrendong Street intersection. Council's Traffic Control Plan TM7127 (as attached as Appendix 8) is to be used for the event.
 - b) Submission of a Traffic Management and Traffic Control Plan to Council for approval with the Traffic Control Plan submitted a minimum three (3) weeks prior to the event. All traffic control measures contained in the plan is to be in accordance with Australian Standard AS1742.3 and the RMS Guide to Traffic Control at Worksites and prepared by an accredited person.
 - c) Traffic Controllers and/or trained Marshalls are to be provided at all road closure points, and other locations as identified in the Event and Traffic Management Plans as attached as Appendices 4 and 8.
 - d) Council's Administration Officer must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council and NSW Police is specifically noted to be indemnified against

-
- any action resulting from the event.
- e) The applicant is responsible for the provision of all traffic controls required for the event (ie Marshalls, traffic barriers and signs).
 - f) A public notification is required for the Anzac Day March a minimum of seven (7) days prior to the event with notification letters to be delivered to the affected residents within the road closures in the village.
 - g) The applicant is to forward a letter to Dubbo Regional Council with all the required documentation accepting the above conditions before final approval will be granted.

Dennis Valentine
Senior Traffic Engineer

REPORT

Council has received Special Event Applications from the Returned Servicemen's League (RSL) Sub Branches of Dubbo and Wellington, the Stuart Town Advancement Association and Mumbil District Progress Association to conduct their respective Anzac Day March and Ceremonies on Wednesday 25 April 2018 on streets within the townships.

In previous years the NSW Police had provided an escort for the Anzac Day March in the more populated towns, and conducted as a rolling road closure event. In this instance there is no requirement for formal traffic management controls, as the Police under flashing lights lead at the front and rear of the Parade. In more recent years the Parade has grown in status with safety concerns that the event could no longer be sustained purely by escort and rolling road closures. Those concerns relate to intersection traffic and spectator control. Some smaller village events actually require temporary road closures and detours to facilitate the Anzac Day March and Ceremonies. Events on road are approved and managed in accordance with the Roads and Maritime Services (RMS) Guide to Traffic and Transport Management for Special Events. A special Event Transport Management Plan (TMP)/Event Management Plan and Traffic Control Plans (TCP) are used for the administrative and management processes required to conduct events on public roads.

The Anzac Day March event is categorised as a Class 2 Event and as such obligations are placed upon the Council, Police and the event organiser to ensure that specific criteria is followed. The features of a Class 2 Special Event include:

- Impacts on local traffic and transport systems
- Disrupts the non-event community in the area surrounding the event
- Requires the involvement of Police and local Council
- Requires a detailed transport management plan, and
- Requires advertising the event together with submission to the Local Traffic Committee.

The Dubbo and Wellington RSL Sub Branches, Stuart Town Advancement Association and Mumbil District Progress Association are the organising body for the Anzac Day March and Ceremonies 2018. Under the Event Management Criteria, the organisers will be solely responsible for the conduct of the event and the submission of an Event Management Plan incorporating traffic management and traffic control plans. Council has developed Traffic Control Plans for the Anzac Day Marches and Ceremonies for the following locations. Traffic Management Plans (TMP) (**Appendices 1 to 4**) and Traffic Control Plans (TCP) (**Appendices 5 to 8**) are attached as appendices to the report).

Anzac Day March and Ceremonies

Dubbo

Anzac Day commences with a Dawn Service at the Victoria Park Cenotaph Darling Street between Talbragar and Wingewarra Streets will be closed from 5.00am – 6.30am to allow the gathering of the crowd at the Dawn Service and to prevent traffic driving past during the service. There is no march for this service.

The Anzac Day March marks the beginning of the Commemorative Services at 10.40am, with the marshalling for the march being undertaken in Brisbane and Wingewarra Streets adjacent the RSL Memorial Club, commencing at 9.45am. The March starts at 10.15am, being led by Police Escort out of Brisbane Street left into Wingewarra Street followed by the Vintage Cars then followed by the foot marchers. The March will proceed along Wingewarra Street adjacent to the RSL Club west to Macquarie Street, north along Macquarie Street to Talbragar Street, east in Talbragar to Memorial Drive at Victoria Park ready to form up and march onto the Cenotaph where the Commemorative service will commence at approximately 10.40am. At the conclusion of the Service, Darling Street remains closed until 1 pm to allow for the Vintage Cars to leave the area with the Returned Service men and women on board, as they are then taken to the RSL Club. It is also proposed to keep Wingewarra Street between Darling and Brisbane Streets closed until 1.00pm to allow the Ex Servicemen and Women, Current Servicemen and Women and others to return to the Dubbo RSL Club.

The following road closures are proposed:

1. Brisbane Street to Wingewarra Street south to the northern side of Serisier Street 9.00am to 11.00am to allow the marshalling of vehicles for the parade motorcade.
2. Wingewarra Street to Darling Street to Brisbane Street 9.00am to 11.00am. This section of Wingewarra Street will be closed well before the marshalling commences to ensure that the road carriageways remain clear of parked cars and all marshalling can be undertaken in a contained area.
3. Wingewarra Street to Brisbane Street to Macquarie Street, Macquarie Street to Wingewarra Street to Talbragar Street and Talbragar Street - Macquarie Street to Memorial Drive Victoria Park from 10.15am to 11.30am.
4. Darling Street between Talbragar and Wingewarra Street, 10.30 – 1.00 and Wingewarra Street between Darling Street and Brisbane Street from 12.00 – 1.00pm.

Council's Traffic Control Plan TM 7084 is to be used for the Dubbo Anzac Day March events. As attached as **Appendix 5**.

Wellington

Anzac Day commences with a Dawn Service at the Cameron Park Cenotaph at 6.00am. There is no requirement for any road closures as this is a short 10 minute service.

For the Anzac Day March, marshalling will be undertaken at 10.00am in Market Square between Soldiers Lane and Gisborne Street before proceeding to Lee Street for the commencement of the March at 10.25am then south-bound along Nanima Crescent concluding at the Cameron Park Cenotaph for the Ceremony at 11.00am.

The following road closures are proposed:

The Mitchell Highway, being Nanima Crescent, and Lee Street between Maughan Street and Whiteley Street from 10.25am to 11.00am with the vehicle detour to go via Arthur Street, Warne Street, Percy Street and Whiteley Street. Council's Traffic Control Plan Wellington Anzac Detour TPC is to be used for the event (as attached as **Appendix 6**).

In discussions with the Special Events and Operations Planning Co-ordinator, RMS there is no requirement for a Road Occupancy Licence for the short duration temporary road closure and detour of the Mitchell Highway for the Anzac Day March, however the concurrence of Roads and Maritime Service Western is required.

Stuart Town

The Anzac Day Ceremony commences at 11.00am in Molong Street adjacent to the School of Arts Hall.

For the Ceremony a temporary road closure is to be provided in Molong Street between the Burrendong Way (Alexander Street) and Bell Street from 8.00am to 2.30pm with a detour of Molong Street via the Burrendong Way and Bell Street. Council's Traffic Control Plan TM 7175 is to be used for the event (**Appendix 7**). Burrendong Way is a regional road and the detour/traffic management for Molong Street closure will require the concurrence of the Roads and Maritime Service Western.

Mumbil

The Anzac Day March and Ceremony commences at 9.00am with marshalling occurring at the southern end of the Burrendong Way, north of the Railway Parade intersection. The March then proceeds north-bound to the Mumbil Hall. The Ceremony will conclude at 10.00am.

A temporary road closure is to be provided on the Burrendong Way between Apsley Crescent and Railway Parade from 7.00am to 10.30am, with a detour via Apsley Crescent and Railway Parade. As considered by the Event Organiser, Local Traffic Only may be permitted into the Cudgegong Street east isolated residential area after the completion of the March with a changed road closure management at the Burrendong Way and Cudgegong Street intersection, with vehicle movements restricted to the north of the intersection only.

Council's Traffic Control Plan TM7127 (**Appendix 8**) is to be used for the event. Burrendong Way is a regional road and the temporary closure and detour via Railway Parade and Apsley Crescent will require the concurrence of Roads and Maritime Service Western.

SUMMARY

Council has received applications from the Dubbo and Wellington RSL Sub-Branched, Stuart Town Advancement Association and Mumbil District Progress Association to undertake their respective 2018 Anzac Day Marches that require temporary road closures and detours of the Mitchell Highway, Regional Road, Burrendong Way and numerous local streets.

Special event traffic management plans and traffic control plans have been developed for the individual events. The Roads and Maritime Service and NSW Police will impose separate conditions on the event in addition to Council's conditions of approval to undertake the temporary road closures, detours and March. Public Liability has been provided for Dubbo, Stuart Town and Mumbil's events, with Wellington's to be obtained prior to the event.

It is therefore recommended that approval be granted for the Return Services League Dubbo and Wellington Sub-Branched, Stuart Town Advancement Association and Mumbil District Progress Association to undertake their respective 2018 Anzac Day Marchs in accordance with the traffic management plans and traffic control plans and as conditioned by Council, Roads and Maritime Service and the NSW Police Service (**Appendices 1 – 8**).

Appendices:

- 1 [↓](#) Dubbo Transport Management Plan - - Anzac Day 2018
- 2 [↓](#) Wellington Transport Management Plan - Anzac Day 2018
- 3 [↓](#) Stuart Town Transport Management Plan - Anzac Day 2018
- 4 [↓](#) Mumbil Transport Management Plan - Anzac Day 2018
- 5 [↓](#) Dubbo Traffic Control Plan - Anzac Day 2018
- 6 [↓](#) Wellington Detour Route - ANZAC Day 2018
- 7 [↓](#) Stuart Town Traffic Control Plan - Anzac Day 2018
- 8 [↓](#) Mumbil Traffic Control Plan - Anzac Day 2018

Special Event Resources

Special Event Transport Management Plan Template*Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan*

I EVENT DETAILS

I.1 Event summary

Event Name: Anzac Day March 2018
Event Location: Dubbo NSW
Event Date: 25/4/18 Event Start Time: 10am Event Finish Time: 12.30pm
Event Setup Start Time: 8am Event Packdown Finish Time: 1.00pm
Event is ☒ off-street ☒ on-street moving ☐ on-street non-moving
☐ held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * Dubbo RSL Sub-branch
Phone: 6881.6486 Fax: Mobile: 0419.423.141 E-mail: dubbosb@rslnsw.org.au
Event Management Company (if applicable)
Phone: Fax: Mobile: E-mail:
Police Orana Mid Western District
Phone: 6883.1599 Fax: Mobile: E-mail:
Council Dubbo Regional Council
Phone: 6801.4000 Fax: Mobile: E-mail:
Roads & Traffic Authority (if Class 1)
Phone: Fax: Mobile: E-mail:

*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

I.3 Brief description of the event (one paragraph)

conduct a street march for Anzac Day 2018.
It will travel along Wingewarra, Macquarie
and Talbragar streets into Victoria Park, Dubbo.

2 RISK MANAGEMENT - TRAFFIC

<div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div>	2.1 Occupational Health & Safety - Traffic Control	<input type="checkbox"/> Risk assessment plan (or plans) attached
	2.2 Public Liability Insurance	<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	2.3 Police	<input type="checkbox"/> Police written approval obtained
	2.4 Fire Brigades and Ambulance	<input type="checkbox"/> Fire brigades notified
		<input type="checkbox"/> Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

<div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div>	3.1 The route or location	<input checked="" type="checkbox"/> Map attached
	3.2 Parking	<input type="checkbox"/> Parking organised - details attached
		<input checked="" type="checkbox"/> Parking not required
	3.3 Construction, traffic calming and traffic generating developments	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
		<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4 Trusts, authorities or Government enterprises	<input checked="" type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
		<input type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	3.5 Impact on/of Public transport	<input type="checkbox"/> Public transport plans created - details attached
		<input checked="" type="checkbox"/> Public transport not impacted or will not impact event
	3.6 Reopening roads after moving events	<input checked="" type="checkbox"/> This is a moving event - details attached.
	<input type="checkbox"/> This is a non-moving event.	
3.7 Traffic management requirements unique to this event	<input checked="" type="checkbox"/> Description of unique traffic management requirements attached	
	<input type="checkbox"/> There are no unique traffic requirements for this event	
3.8 Contingency plans	<input type="checkbox"/> Contingency plans attached	

Class 1	Class 2	3.9 Heavy vehicle impacts
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles
Class 1	Class 2	3.10 Special event clearways
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required
4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES		
Class 1	Class 3	4.1 Access for local residents, businesses, hospitals and emergency vehicles
		<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
Class 1	Class 2	4.2 Advertise traffic management arrangements
		<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
Class 1	Class 2	4.3 Special event warning signs
		<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input checked="" type="checkbox"/> This event does not require special event warning signs
Class 1	Class 2	4.4 Permanent Variable Message Signs
		<input type="checkbox"/> Messages, locations and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs
Class 1	Class 2	4.5 Portable Variable Message Signs
		<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS
5 PRIVACY NOTICE		
<p>The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.</p> <p>I declare that the details in this application are true and complete. I understand that:</p> <ul style="list-style-type: none"> The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document. I must supply the information under the Road Transport Legislation (as defined in the <i>Road Transport (General) Act 1999</i>) and the <i>Roads Act 1993</i>. Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding. The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information". The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event. The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation. 		

6 APPROVAL

TMP Approved by: Event Organiser Date

7 AUTHORISATION TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Council Date

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: RTA Date

* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

Schedule 1 Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I <u>William Greenwood</u> (name) of <u>10 Colony Crescent, Dubbo</u> (address) on behalf of <u>Dubbo's ESL Sub-branch</u> (organisation) notify the Commissioner of Police that on the <u>25</u> (day) of <u>4</u> (month), <u>2018</u> (year), it is intended to hold</p> <p>either:</p> <p>(a) a public assembly, not being a procession, of approximately (number) persons, which will assemble at..... (Place) at approximately am/pm, and disperse at approximately am/pm.</p> <p>or</p> <p>(b) a public assembly, being a procession of approximately <u>1,000</u> (number) persons, which will assemble at approximately <u>10 am</u>, and at approximately <u>10 am</u> the procession will commence and shall proceed <u>west along Wingewarra St, right along</u> <u>Macquarie St, right to Talbragar Street, cross</u> <u>Darling St, right into Victoria Park for service.</u></p> <p><small>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</small></p>
2	<p>The purpose of the proposed assembly is.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly <i>(strike out whichever is not applicable)</i>:</p> <p>(i) There will be <u>15</u> (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows: <u>vintage cars and motorcycles used to</u> <u>carry disabled veterans along march</u> <u>route. Drop off point is Darling St.</u></p> <p>(ii) There will be <u>2</u> (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly: <u>3 x light horses leading the</u> <u>march.</u></p> <p>(iv) Other special characteristics of the proposed assembly are as follows: <u>community + sporting groups will</u> <u>support veterans by marching.</u></p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p><u>William Greenwood</u> <u>Dubbo RSL sub branch</u> <u>Po Box 4159</u> <u>Dubbo</u> Postcode. <u>2830</u> Telephone No. <u>0419. 423. 141</u></p>
6	<p>Signed <u>W.C. Greenwood</u> Capacity/Title <u>Hon Secretary</u> Date <u>01.03.2018</u></p>



CGU Insurance Ltd
388 George Street
Sydney NSW 2000

ABN: 27 004 478 371

CERTIFICATE OF CURRENCY

Date: 5th June 2017

To Whom It May Concern:

The Policy referred to below is current as at the date of this certificate. Whilst due date has been indicated it should be noted that this policy may be cancelled in the future.

Policy Number:	10M 7431902
Policy Type:	General and Products Liability
Insured:	Dubbo RSL of Australia Sub Branches and Women's Auxiliaries
Period of Insurance:	From: 31 May 2017 at 4:00pm local time at the place of issue To: 31 May 2018 at 4:00m local time at the place of issue
Public Liability	\$20,000,000 any one Occurrence
Products Liability	\$20,000,000 any one Occurrence and in the aggregate
Advertising Liability	\$20,000,000 any one Occurrence and in the aggregate
Interested Party:	Dubbo Police and Dubbo Regional Council is noted for their respective rights and interests in respect of Anzac Day march.

This is a Policy summary only. Full details of this Insurance appear on the Policy Document

CGU
CGU INSURANCE LIMITED
ABN 27 004 478 371

CGU Insurance Limited – Certificate of Currency

Event Application Form



Applications should be submitted at least three (3) months prior to the proposed event. Please complete all sections and attach all relevant documentation to avoid delays in processing.

As part of your application you are required to submit an Event Management and Risk Management Plan within three (3) weeks prior to your event being staged.

Please return completed forms and relevant attachments to CityPromotions@dubbo.nsw.gov.au

Event Details

Name of event/activity	Anzac Day March
Brief description of activities planned	Dawn Service Street March, leading to the Main Service
Target audience	Serving and ex-serving members, community members
Expected number of attendees	4,000
Date/s of event/activity	25 April 2018
Time of event/activity	5.30 am – 1.00 pm

Contact Details

Contact person	Jo O'Dea
Position/role	Administrative Services Officer – Mayor
Contact phone	02 6801 4101
Contact email	joanne.odea@dubbo.nsw.gov.au
Alternative contact person/s	Susan Wade
Alternative contact number/s	02 6801 4242

Venue Details

Venue name	Cenotaph, Victoria Park, Dubbo
Do you have a Certificate of Currency of minimum \$20 million?	Yes
Is this a facility of Dubbo Regional Council?	Yes
Have you made a tentative booking?	Yes
Will you be charging entry for this event/activity?	No
Have you previously organised an event/activity of this nature?	Yes, every year.

Planning and Environment

Will you be having stallholders at the event/activity?	No
--	----

Event Application Form



	If yes, you will require each participants Certificate of Currency of minimum \$20 million	
Will you be selling or consuming alcohol?	No	
Will there be any temporary structures or seating erected?	Yes Chairs being hired from Adors, grandstand seating from showground.	
Will there be any amplified sound?	Yes	
How many toilets will be accessible to attendees?	The amenities in the park will suffice.	
Are you planning to erect any banners or signage?	No	
Will there be any electrical amusement rides installed?	No	
Please advise which Emergency Services have been notified of this event: (Tick boxes)	Police - yes Ambulance - yes Fire Services - yes	Local transport (taxi, buslines) Affected businesses (road closure, closed parking spaces) yes
Are Fireworks/Pyrotechnics proposed for this event?	No	

Traffic Control

Will your event use public roads in full or in part for any purpose?	Yes
Have you completed a Traffic Control Plan?	Yes
Will any crowd control be required?	Yes
If yes to crowd control, please advise the name of Security Company	Provided by Governance and Risk Services team.

Waste Services

Will your event generate rubbish?	No
Do you have a Sustainability Plan for your event?	No

Event and Risk Management

Have you previously completed an Event Management Plan?	Yes
Have you previously completed a Risk Management Plan?	Yes
Are you selling food at this event/activity?	No

Event Application Form



Promotion

Have you uploaded your event to the regional Event Calendar	Yes To be done by Corporate Communications team
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Please submit this Event Application Form to CityPromotions@dubbo.nsw.gov.au with relevant documentation, which may include:

- Event Management Plan
- Risk Management Plan
- Certificate of Currency
- Liquor Licence
- Site plan and/or ground plan
- Site plan and/or ground plan
- Application for Fireworks Display
- Traffic Management Plan
- Application to Hold Event on or in part of Roads/Footpaths

An Event Management Plan template, Risk Management Plan template, and a copy of the Food Handling Guidelines can be downloaded from Dubbo Regional Council's Event Organisers Toolbox at:

<https://www.dubbo.nsw.gov.au/Community-Groups/Events-Community-Culture/support-for-your-event>

Print Name: Jo O'Dea

Signature: 

Date: 1 March 2018

EVENT MANAGEMENT PLAN		Template		
Do tasks or activities involve any of the following?	No	Yes	If YES, provide details	What control measures are required or have been implemented to minimise the risk?
All Activities and Tasks				
High risk work activities?	<input type="checkbox"/>	<input type="checkbox"/>		
Deviation from a current safe operating procedure or risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>		
Biological Hazards				
Contact with needles or syringes?	<input type="checkbox"/>	<input type="checkbox"/>		
Chemicals or Hazardous Substances				
Use, storage or transport of hazardous substances or chemicals?	<input type="checkbox"/>	<input type="checkbox"/>		
Electricity				
Use of electrical equipment or leads?	<input type="checkbox"/>	<input type="checkbox"/>	A pa is being used to allow speakers to be heard. A data projector is being used to show images on the cenotaph during the Dawn Service.	Leads, if any, are to be taped down, or covered to prevent trips.
Generators?	<input type="checkbox"/>	<input type="checkbox"/>		
Environmental Conditions				
Potential for air, water or ground pollution?	<input type="checkbox"/>	<input type="checkbox"/>		
Disposal of waste?	<input type="checkbox"/>	<input type="checkbox"/>		
Disturbance to the community?	<input type="checkbox"/>	<input type="checkbox"/>		
Driving vehicles or operating equipment in potentially unsuitable ground conditions?	<input type="checkbox"/>	<input type="checkbox"/>		

EVENT MANAGEMENT PLAN		template		
Do tasks or activities involve any of the following?	No	Yes	If YES, provide details	What control measures are required or have been implemented to minimise the risk?
Fire Risk / Burns				
Hot objects or surfaces?	<input type="checkbox"/>	<input type="checkbox"/>		
Flammable materials or sources of ignition?				
Hazardous Manual Tasks				
Pushing, pulling, lifting, carrying or otherwise moving objects manually?	<input type="checkbox"/>	<input type="checkbox"/>	Chairs are being hired from Adors, and will be manually set up prior to the Main Service.	No more than 4 chairs to be moved at one time by each individual.
Human Interaction				
Work with Children?	<input type="checkbox"/>	<input type="checkbox"/>		
Service of alcohol?	<input type="checkbox"/>	<input type="checkbox"/>		
Machinery and Equipment				
Refuelling vehicles or equipment?	<input type="checkbox"/>	<input type="checkbox"/>		
Hand tools or small powered equipment?	<input type="checkbox"/>	<input type="checkbox"/>		
Equipment that may cause flying objects? (e.g. Brush cutters, high pressure equipment, mowers, etc.)	<input type="checkbox"/>	<input type="checkbox"/>		
Noise				
Exposure to noise from equipment or tools?	<input type="checkbox"/>	<input type="checkbox"/>		
Slips, Trips or Falls				
Potential for people to fall from one level to another?	<input type="checkbox"/>	<input type="checkbox"/>	When laying wreaths on the cenotaph, there are multiple levels of path.	A ramp has been installed on the cenotaph to allow older or less mobile members of the community to access the cenotaph.

EVENT MANAGEMENT PLAN		template		
Do tasks or activities involve any of the following?	No	Yes	If YES, provide details →	What control measures are required or have been implemented to minimise the risk?
Slippery surfaces?	<input type="checkbox"/>	<input type="checkbox"/>		
Obstructions or items which may be a trip hazard?	<input type="checkbox"/>	<input type="checkbox"/>	When laying wreaths on the cenotaph, it is a possibility of tripping.	Members of the community are guided to the cenotaph by Governance and Risk Services team.
Traffic				
People moving around or passing through the work area?	<input type="checkbox"/>	<input type="checkbox"/>		
Vehicles moving around or passing through the work area?	<input type="checkbox"/>	<input type="checkbox"/>		
Work Conditions				
Work outdoors?	<input type="checkbox"/>	<input type="checkbox"/>		
Change in weather conditions (hot or cold) or working in wet weather?	<input type="checkbox"/>	<input type="checkbox"/>		
Housekeeping issues including storage of materials or goods?	<input type="checkbox"/>	<input type="checkbox"/>		
Work at Height or Depth				
Work at a height greater than 1.5m?	<input type="checkbox"/>	<input type="checkbox"/>		
Use ladders to access tasks?	<input type="checkbox"/>	<input type="checkbox"/>		
Potential for falling objects onto people below?	<input type="checkbox"/>	<input type="checkbox"/>		
Use of elevated work platforms?	<input type="checkbox"/>	<input type="checkbox"/>		
Other Hazards				

EVENT MANAGEMENT PLAN					Template
Do tasks or activities involve any of the following?	No	Yes	If YES, provide details	What control measures are required or have been implemented to minimise the risk?	
Light horse Brigade re-enactment group	<input type="checkbox"/>	<input type="checkbox"/>	The group will attend with their horses to lead the parade and attend the service.	The horses are in a cordoned off area, the public is not allowed near the horses.	
Marchers may faint	<input type="checkbox"/>	<input type="checkbox"/>	If it is unseasonably hot, marchers may feel faint and pass out.	Governance and Risk Services watch the marchers, and provide cold water to those that are a little wobbly on their feet.	
Attendees may feel unwell	<input type="checkbox"/>	<input type="checkbox"/>	If it is unseasonably hot, crowd members may feel faint and pass out.	Ambulance Service of NSW are attending, and will have a first aid station with a marquee.	

EMERGENCY EVACUATION PROCEDURE

Special Event Resources

Special Event Transport Management Plan Template

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

I EVENT DETAILS

I.1 Event summary

Event Name: Anzac Day March 2018
 Event Location: Wellington NSW
 Event Date: 25/4/18 Event Start Time: 10.45am Event Finish Time: midday
 Event Setup Start Time: 10.45am Event Packdown Finish Time: midday
 Event is ☒ off-street ☒ on-street moving ☐ on-street non-moving
☐ held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * Wellington RSL Sub-branch
 Phone: 6845-1157 Fax: _____ Mobile: _____ E-mail: _____
 Event Management Company (if applicable) _____
 Phone: _____ Fax: _____ Mobile: _____ E-mail: _____
 Police Orana Mid Western District
 Phone: 6883-1599 Fax: _____ Mobile: _____ E-mail: _____
 Council Bjbs Regional Council
 Phone: 6801-4000 Fax: _____ Mobile: _____ E-mail: _____
 Roads & Traffic Authority (if Class 1) _____
 Phone: _____ Fax: _____ Mobile: _____ E-mail: _____

*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

I.3 Brief description of the event (one paragraph)

Conduct a street march for Anzac Day 2018.
It will travel down Lee Street and Nanima
Crescent into Cameron Park, Wellington.

2 RISK MANAGEMENT - TRAFFIC

CLASS 1 CLASS 2 CLASS 3	2.1 Occupational Health & Safety - Traffic Control
	<input type="checkbox"/> Risk assessment plan (or plans) attached
	2.2 Public Liability Insurance
	<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	2.3 Police
	<input type="checkbox"/> Police written approval obtained
	2.4 Fire Brigades and Ambulance
	<input type="checkbox"/> Fire brigades notified
	<input type="checkbox"/> Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2 CLASS 3	3.1 The route or location
	<input checked="" type="checkbox"/> Map attached
	3.2 Parking
	<input type="checkbox"/> Parking organised - details attached
	<input checked="" type="checkbox"/> Parking not required
	3.3 Construction, traffic calming and traffic generating developments
	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4 Trusts, authorities or Government enterprises
	<input checked="" type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
	<input type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	3.5 Impact on/of Public transport
<input type="checkbox"/> Public transport plans created - details attached	
<input checked="" type="checkbox"/> Public transport not impacted or will not impact event	
3.6 Reopening roads after moving events	
<input checked="" type="checkbox"/> This is a moving event - details attached.	
<input type="checkbox"/> This is a non-moving event.	
3.7 Traffic management requirements unique to this event	
<input checked="" type="checkbox"/> Description of unique traffic management requirements attached	
<input type="checkbox"/> There are no unique traffic requirements for this event	
3.8 Contingency plans	
<input type="checkbox"/> Contingency plans attached	

Class 1	Class 2	3.9 Heavy vehicle impacts
		<input checked="" type="checkbox"/> Impacts heavy vehicles - RTA to manage <input type="checkbox"/> Does not impact heavy vehicles
Class 1	Class 2	3.10 Special event clearways
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required
4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES		
Class 1	Class 2	4.1 Access for local residents, businesses, hospitals and emergency vehicles
		<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
Class 1	Class 2	4.2 Advertise traffic management arrangements
		<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
Class 1	Class 2	4.3 Special event warning signs
		<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input checked="" type="checkbox"/> This event does not require special event warning signs
Class 1	Class 2	4.4 Permanent Variable Message Signs
		<input type="checkbox"/> Messages, locations and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs
Class 1	Class 2	4.5 Portable Variable Message Signs
		<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS

5 PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSWV Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

6 APPROVAL

TMP Approved by: Event Organiser Date

7 AUTHORISATION TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Council Date

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: RTA Date

* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

Schedule 1 Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I <u>Roy Holmes</u> (name) of <u>65-67 Hill Street Geurie.</u> (address) on behalf of <u>Wellington RSL sub-branch</u> (organisation) notify the Commissioner of Police that on the <u>28</u> (day) of <u>4</u> (month), <u>2018</u> (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, <u>not</u> being a procession, of approximately (number) persons, which will assemble at (Place) at approximately am/pm, and disperse at approximately am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately <u>700</u> (number) persons, which will assemble at approximately <u>10.45</u> am/pm, and at approximately <u>10.45</u> am/pm the procession will commence and shall proceed <u>along Lee Street, into Nanima Crescent</u> <u>and into Cameron Park for the service.</u></p> <p><small>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</small></p>
2	<p>The purpose of the proposed assembly is.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (delete out whichever is not applicable):</p> <p>(i) There will be <u>2</u> (number) of vehicles and/or <u>0</u> (number) of floats involved. The type and dimensions are as follows: _____ _____</p> <p>(ii) There will be <u>1</u> (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly: <u>nil</u></p> <p>(iv) Other special characteristics of the proposed assembly are as follows: _____ _____</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the Summary Offences Act 1988 may be served upon me at the following address:</p> <p><u>Ray Holmes</u> <u>Wellington RSL sub-branch</u> <u>P.O. Box 107</u> <u>Wellington 6140</u> Postcode: <u>6140</u> Telephone No: <u>0427 100 641</u></p>
6	<p>Signed <u>RJ Holmes</u> Capacity/Title <u>President RSL sub-branch</u> Date <u>05/03/2016</u></p>

Event Application Form



Applications should be submitted at least three (3) months prior to the proposed event. Please complete all sections and attach all relevant documentation to avoid delays in processing.

As part of your application you are required to submit an Event Management and Risk Management Plan within three (3) weeks prior to your event being staged.

Please return completed forms and relevant attachments to CityPromotions@dubbo.nsw.gov.au

Event Details

Name of event/activity	Anzac Day March
Brief description of activities planned	Street March, leading to the Main Service
Target audience	Serving and ex-serving members, community members
Expected number of attendees	700
Date/s of event/activity	25 April 2018
Time of event/activity	10.45 am - midday

Contact Details

Contact person	Jo O'Dea
Position/role	Administrative Services Officer – Mayor
Contact phone	02 6801 4101
Contact email	joanne.odea@dubbo.nsw.gov.au
Alternative contact person/s	Susan Wade
Alternative contact number/s	02 6801 4242

Venue Details

Venue name	Cenotaph, Cameron Park, Wellington
Do you have a Certificate of Currency of minimum \$20 million?	Yes
Is this a facility of Dubbo Regional Council?	Yes
Have you made a tentative booking?	Yes
Will you be charging entry for this event/activity?	No
Have you previously organised an event/activity of this nature?	Yes, every year.

Planning and Environment

Will you be having stallholders at the event/activity?	No If yes, you will require each participants Certificate of Currency of minimum \$20 million
--	--

Event Application Form



Will you be selling or consuming alcohol?	No	
Will there be any temporary structures or seating erected?	No	
Will there be any amplified sound?	Yes	
How many toilets will be accessible to attendees?	The amenities in the park will suffice.	
Are you planning to erect any banners or signage?	No	
Will there be any electrical amusement rides installed?	No	
Please advise which Emergency Services have been notified of this event: (Tick boxes)	Police - yes Ambulance - yes Fire Services - yes	Local transport (taxis, buslines) Affected businesses (road closure, closed parking spaces) yes
Are Fireworks/Pyrotechnics proposed for this event?	No	

Traffic Control

Will your event use public roads in full or in part for any purpose?	Yes
Have you completed a Traffic Control Plan?	Yes
Will any crowd control be required?	No
If yes to crowd control, please advise the name of Security Company	

Waste Services

Will your event generate rubbish?	No
Do you have a Sustainability Plan for your event?	No

Event and Risk Management

Have you previously completed an Event Management Plan?	Yes
Have you previously completed a Risk Management Plan?	Yes
Are you selling food at this event/activity?	No

Event Application Form



Promotion

Have you uploaded your event to the regional Event Calendar	Yes To be done by Corporate Communications team
---	--

Please submit this Event Application Form to CityPromotions@dubbo.nsw.gov.au with relevant documentation, which may include:

- Event Management Plan
- Risk Management Plan
- Certificate of Currency
- Liquor Licence
- Site plan and/or ground plan
- Site plan and/or ground plan
- Application for Fireworks Display
- Traffic Management Plan
- Application to Hold Event on or in part of Roads/Footpaths


An Event Management Plan template, Risk Management Plan template, and a copy of the Food Handling Guidelines can be downloaded from Dubbo Regional Council's Event Organisers Toolbox at:
<https://www.dubbo.nsw.gov.au/Community-Groups/Events-Community-Culture/support-for-your-event>


Print Name: Jo O'Dea

Signature:


A handwritten signature in blue ink, appearing to read 'Jo O'Dea'.

Date: 1 March 2018

EVENT MANAGEMENT PLAN		template	
Do tasks or activities involve any of the following?	No	Yes	If YES, provide details 
All Activities and Tasks			
High risk work activities?	<input type="checkbox"/>	<input type="checkbox"/>	
Deviation from a current safe operating procedure or risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	
Biological Hazards			
Contact with needles or syringes?	<input type="checkbox"/>	<input type="checkbox"/>	
Chemicals or Hazardous Substances			
Use, storage or transport of hazardous substances or chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	
Electricity			
Use of electrical equipment or leads?	<input type="checkbox"/>	<input type="checkbox"/>	A pa is being used to allow speakers to be heard. Leads, if any, are to be taped down, or covered to prevent trips.
Generators?	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Conditions			
Potential for air, water or ground pollution?	<input type="checkbox"/>	<input type="checkbox"/>	
Disposal of waste?	<input type="checkbox"/>	<input type="checkbox"/>	
Disturbance to the community?	<input type="checkbox"/>	<input type="checkbox"/>	
Driving vehicles or operating equipment in potentially unsuitable ground conditions?	<input type="checkbox"/>	<input type="checkbox"/>	

EVENT MANAGEMENT PLAN		template		
Do tasks or activities involve any of the following?	No	Yes	If YES, provide details 	What control measures are required or have been implemented to minimise the risk?
Fire Risk / Burns				
Hot objects or surfaces?	<input type="checkbox"/>	<input type="checkbox"/>		
Flammable materials or sources of ignition?				
Hazardous Manual Tasks				
Pushing, pulling, lifting, carrying or otherwise moving objects manually?	<input type="checkbox"/>	<input type="checkbox"/>		
Human Interaction				
Work with Children?	<input type="checkbox"/>	<input type="checkbox"/>		
Service of alcohol?	<input type="checkbox"/>	<input type="checkbox"/>		
Machinery and Equipment				
Refuelling vehicles or equipment?	<input type="checkbox"/>	<input type="checkbox"/>		
Hand tools or small powered equipment?	<input type="checkbox"/>	<input type="checkbox"/>		
Equipment that may cause flying objects? (e.g. Brush cutters, high pressure equipment, mowers, etc.)	<input type="checkbox"/>	<input type="checkbox"/>		
Noise				
Exposure to noise from equipment or tools?	<input type="checkbox"/>	<input type="checkbox"/>		
Slips, Trips or Falls				
Potential for people to fall from one level to another?	<input type="checkbox"/>	<input type="checkbox"/>		

EVENT MANAGEMENT PLAN		template		
Do tasks or activities involve any of the following?	No	Yes	If YES, provide details	What control measures are required or have been implemented to minimise the risk?
Slippery surfaces?	<input type="checkbox"/>	<input type="checkbox"/>		
Obstructions or items which may be a trip hazard?	<input type="checkbox"/>	<input type="checkbox"/>	When laying wreaths on the cenotaph, it is a possibility of tripping.	Members of the community are guided to the cenotaph by Council staff or the RSI sub branch.
Traffic				
People moving around or passing through the work area?	<input type="checkbox"/>	<input type="checkbox"/>		
Vehicles moving around or passing through the work area?	<input type="checkbox"/>	<input type="checkbox"/>		
Work Conditions				
Work outdoors?	<input type="checkbox"/>	<input type="checkbox"/>		
Change in weather conditions (hot or cold) or working in wet weather?	<input type="checkbox"/>	<input type="checkbox"/>		
Housekeeping issues including storage of materials or goods?	<input type="checkbox"/>	<input type="checkbox"/>		
Work at Height or Depth				
Work at a height greater than 1.5m?	<input type="checkbox"/>	<input type="checkbox"/>		
Use ladders to access tasks?	<input type="checkbox"/>	<input type="checkbox"/>		
Potential for falling objects onto people below?	<input type="checkbox"/>	<input type="checkbox"/>		
Use of elevated work platforms?	<input type="checkbox"/>	<input type="checkbox"/>		
Other Hazards				

EVENT MANAGEMENT PLAN		template	
Do tasks or activities involve any of the following?		No	Yes
Marchers may faint		<input type="checkbox"/>	<input type="checkbox"/>
Attendees may feel unwell		<input type="checkbox"/>	<input type="checkbox"/>
		If YES, provide details 	
		If it is unseasonably hot, marchers may feel faint and pass out.	
		If it is unseasonably hot, crowd members may feel faint and pass out.	
		What control measures are required or have been implemented to minimise the risk?	
		Council staff watch the marchers, and provide cold water to those that are a little wobbly on their feet.	
		Shade and water are provided.	

EMERGENCY EVACUATION PROCEDURE

Special Event Resources

Special Event Transport Management Plan Template

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

I EVENT DETAILS

I.1 Event summary

Event Name: ANZAC DAY SERVICE
 Event Location: MOLONG ST STUART TOWN
 Event Date: 25-4-18 Event Start Time: 11am Event Finish Time: 12:30pm
 Event Setup Start Time: 8am Event Packdown Finish Time: 2:30pm
 Event is ☐ off-street ☐ on-street moving ☒ on-street non-moving
☐ held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * STUART TOWN ADVANCEMENT ASSOCIATION INC.
 Phone: - Fax: - Mobile: 047461439 E-mail: mahoney@sttown.com
 Event Management Company (if applicable).....
 Phone:..... Fax:..... Mobile:..... E-mail:.....
 Police Wellington
 Phone: 68402099 Fax: 68402011 Mobile:..... E-mail:.....
 Council Dubbo Regional Council
 Phone: 68014000 Fax: 68014259 Mobile:..... E-mail: Council@dubbo.nsw.gov.au
 Roads & Traffic Authority (if Class 1).....
 Phone:..... Fax:..... Mobile:..... E-mail:.....

*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

I.3 Brief description of the event (one paragraph)

ANZAC DAY SERVICE

2 RISK MANAGEMENT - TRAFFIC

- | | | |
|--|---|--|
| <div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div> | 2.1 Occupational Health & Safety - Traffic Control | <input checked="" type="checkbox"/> Risk assessment plan (or plans) attached |
| | 2.2 Public Liability Insurance | <input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached. |
| | 2.3 Police | <input checked="" type="checkbox"/> Police written approval obtained |
| | 2.4 Fire Brigades and Ambulance | <input checked="" type="checkbox"/> Fire brigades notified
<input checked="" type="checkbox"/> Ambulance notified |

3 TRAFFIC AND TRANSPORT MANAGEMENT

- | | | |
|--|--|---|
| <div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div> | 3.1 The route or location | <input checked="" type="checkbox"/> Map attached |
| | 3.2 Parking | <input type="checkbox"/> Parking organised - details attached
<input checked="" type="checkbox"/> Parking not required |
| | 3.3 Construction, traffic calming and traffic generating developments | <input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes |
| | 3.4 Trusts, authorities or Government enterprises | <input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
<input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise |
| | 3.5 Impact on/of Public transport | <input type="checkbox"/> Public transport plans created - details attached
<input checked="" type="checkbox"/> Public transport not impacted or will not impact event |
| | 3.6 Reopening roads after moving events | <input type="checkbox"/> This is a moving event - details attached.
<input checked="" type="checkbox"/> This is a non-moving event. |
| | 3.7 Traffic management requirements unique to this event | <input type="checkbox"/> Description of unique traffic management requirements attached
<input checked="" type="checkbox"/> There are no unique traffic requirements for this event |
| | 3.8 Contingency plans | <input checked="" type="checkbox"/> Contingency plans attached
- IF RAINING - HELD IN HALL |

Class 1	Class 2	<p>3.9 Heavy vehicle impacts</p> <p><input type="checkbox"/> Impacts heavy vehicles - RTA to manage</p> <p><input checked="" type="checkbox"/> Does not impact heavy vehicles</p>
		<p>3.10 Special event clearways</p> <p><input type="checkbox"/> Special event clearways required - RTA to arrange</p> <p><input checked="" type="checkbox"/> Special event clearways not required</p>
<p>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES</p>		
Class 1	Class 2	<p>4.1 Access for local residents, businesses, hospitals and emergency vehicles</p> <p><input type="checkbox"/> Plans to minimise impact on non-event community attached</p> <p><input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes</p>
		<p>4.2 Advertise traffic management arrangements</p> <p><input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <i>LOCAL PRESS</i></p> <p><input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached</p> <p><input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required</p>
Class 1	Class 2	<p>4.3 Special event warning signs</p> <p><input checked="" type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s</p> <p><input type="checkbox"/> This event does not require special event warning signs</p>
		<p>4.4 Permanent Variable Message Signs</p> <p><input type="checkbox"/> Messages, locations and times attached</p> <p><input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs</p>
		<p>4.5 Portable Variable Message Signs</p> <p><input type="checkbox"/> The proposed messages and locations for portable VMS are attached</p> <p><input checked="" type="checkbox"/> This event does not use portable VMS</p>
<p>5 PRIVACY NOTICE</p> <p>The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.</p> <p>I declare that the details in this application are true and complete. I understand that:</p> <ul style="list-style-type: none"> The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document. I must supply the information under the Road Transport Legislation (as defined in the <i>Road Transport (General) Act 1999</i> and the <i>Roads Act 1993</i>). Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding. The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information". The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event. The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation. 		

6 **APPROVAL**

TMP Approved by: Event Organiser Date

7 **AUTHORISATION TO *REGULATE TRAFFIC**

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Sub Regional Council Date

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: RTA Date


* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

Schedule 1 Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I <u>MARCUS HANNEY</u> (name) of <u>8 BEL ST STUART TOWN</u> (address) on behalf of <u>STUART TOWN ADJUTANT ASS. INC</u> (organisation) notify the Commissioner of Police that on the <u>25</u> (day) of <u>4</u> (month), <u>2018</u> (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, not being a procession, of approximately <u>200</u> (number) persons, which will assemble at <u>rolong ST STUART TOWN</u> (Place) at approximately <u>11</u> am/pm, and disperse at approximately <u>12</u> am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately (number) persons, which will assemble at approximately am/pm, and at approximately am/pm the procession will commence and shall proceed</p> <p>.....</p> <p>.....</p> <p>(Specify route, any stopping places and the approximate duration of any stop, and the approximate time of termination. A diagram may be attached.)</p>
2	<p>The purpose of the proposed assembly is <u>2018 ANZAC DAY</u> <u>SERVICE</u></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly <i>(strike out whichever is not applicable)</i>:</p> <p>(i) There will be (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(ii) There will be (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly:</p> <p>.....</p> <p>.....</p> <p>(iv) Other special characteristics of the proposed assembly are as follows:</p> <p><u>ANZAC DAY SERVICE</u></p> <p>.....</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p><u>Marcus Hanney</u></p> <p><u>8 Bell ST STUART TOWN</u></p> <p><u>NSW</u> Postcode <u>2820</u></p> <p>Telephone No. <u>0417 467 459</u></p>
6	<p>Signed <u></u></p> <p>Capacity/Title <u>PRESIDENT - STAA</u></p> <p>Date <u>21-1-2018</u></p>

EVENT MANAGEMENT PLAN		Stuart Town Anzac Day Service	
Do tasks or activities involve any of the following?		No	Yes
All Activities and Tasks			
High risk work activities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Deviation from a current safe operating procedure or risk assessment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Biological Hazards			
Contact with needles or syringes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Chemicals or Hazardous Substances			
Use, storage or transport of hazardous substances or chemicals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Electricity			
Use of electrical equipment or leads?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All electrical leads will be safely secured so there will be no trip hazards.
Generators?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Environmental Conditions			
Potential for air, water or ground pollution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disposal of waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disturbance to the community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Driving vehicles or operating equipment in potentially unsuitable ground conditions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

EVENT MANAGEMENT PLAN		Stuart Town Anzac Day Service	
Do tasks or activities involve any of the following?	No	Yes	If YES, provide details
Fire Risk / Burns			
Hot objects or surfaces?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Flammable materials or sources of ignition?			
Hazardous Manual Tasks			
Pushing, pulling, lifting, carrying or otherwise moving objects manually?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All persons will follow correct manual handling procedures
Human Interaction			
Work with Children?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Service of alcohol?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Machinery and Equipment			
Refuelling vehicles or equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Hand tools or small powered equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment that may cause flying objects? (e.g. Brush cutters, high pressure equipment, mowers, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Noise			
Exposure to noise from equipment or tools?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Slips, Trips or Falls			
Potential for people to fall from one level to another?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

EVENT MANAGEMENT PLAN		Stuart Town Anzac Day Service		
Do tasks or activities involve any of the following?	No	Yes	If YES, provide details	What control measures are required or have been implemented to minimise the risk?
Slippery surfaces?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Obstructions or items which may be a trip hazard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Traffic				
People moving around or passing through the work area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Vehicles moving around or passing through the work area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Work Conditions				
Work outdoors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Water will be on offer if everyone encouraged to wear hats & sun screen
Change in weather conditions (hot or cold) or working in wet weather?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Housekeeping issues including storage of materials or goods?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Work at Height or Depth				
Work at a height greater than 1.5m?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Use ladders to access tasks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Potential for falling objects onto people below?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Use of elevated work platforms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other Hazards				

Risk_Management_Plan_Template

Page 3 of 4

EVENT MANAGEMENT PLAN		Stuart Town Anzac Day Service		
Do tasks or activities involve any of the following?	No	Yes	If YES, provide details	What control measures are required or have been implemented to minimise the risk?
1.	<input type="checkbox"/>	<input type="checkbox"/>		
2.	<input type="checkbox"/>	<input type="checkbox"/>		
3.	<input type="checkbox"/>	<input type="checkbox"/>		

EMERGENCY EVACUATION PROCEDURE

Emergency Evacuation point will be the Stuart Town Railway Station. This will be communicated to all people on the day.

**Business Insurance
Certificate of Currency**

Policy Number EBA833364BPK

Client Number EB029265

Client Name STUART TOWN ADVANCEMENT ASSOC

STUART TOWN ADVANCEMENT ASSOC
C/- BARBARA EADE
16 CANOBLA ROAD
STUART TOWN NSW 2820

Elders Insurance
ELDERS INSURANCE WESTERN PLAIN
ABN: 15 159 270 970
ATTN:DAVID GRANT
PO BOX 1013 DUBBO NSW 2830
(P) 0268814777 (F) 0268814750
(E) eldersdubboinsurance@elders.com.au

Period of Insurance
From 11/01/2018 To 11/01/2019 at 4pm

Issued By
Elders Insurance (Underwriting Agency) Pty Limited

This certificate acknowledges that the policy referred to is in force for the period shown.
Details of the cover are listed below.

The Insured

STUART TOWN ADVANCEMENT ASSOC INC SUB COMMITTEES

Cover Details

Location	MOLONG STREET STUART TOWN NSW 2820	Risk Number 1
Business	CLUB, COMMUNITY ASSOC. OPERATI	
Interested Party	None Noted	

Broadform Liability Section

Particulars	Total Sum Insured	Limit
Limit of liability, any one occurrence		\$20,000,000
Products liability, in aggregate		\$20,000,000
Property in Your physical and legal control	\$250,000	
Excess	\$1,000 for property damage claims only \$0 for personal injury claims	

Clauses

B40: ORGANISERS

The Broadform Liability Section of this Policy does not cover
liability for claims in respect of:

1. Personal injury or damage to property of persons actually participating in any performance, sport, game, contest or display involving athletic, acrobatic, military or equestrian skill or the use of firearms, missiles of any kind, explosives or combustibles.
2. Personal injury or damage to property of persons caused by the use of mechanical amusement devices.

**Business Insurance
Certificate of Currency**

Policy Number EBA833364BPK

Client Number EB029265

Client Name STUART TOWN ADVANCEMENT ASSOC

Cover Details *continued*

Location MOLONG STREET STUART TOWN NSW 2820
Business CLUB, COMMUNITY ASSOC. OPERATI

Risk Number 1

Clauses *continued*

Your Business

Your Business specified in the Schedule is more fully described as:

ART STUDIO
TENNIS CLUB
ANNUAL EASTER FESTIVAL WHICH INCLUDES A BBQ,
DANCE, EGG HUNT, BILLY BOILING, BAND, BALL
AND TRACTORS.
ANZAC DAY

Horse Riding

The Broadform Liability Section of this Policy does not cover liability in respect of Personal Injury to any person where such Personal Injury occurs whilst riding any horse owned by You or in Your physical or legal control.

PARTICIPANTS ENDORSEMENT

Exclusion 23. Participants is amended to note the following additional activities:

Amusement involving bodily contact with persons, machines or devices (amusement includes but is not limited to sumo wrestling, bar flying, arm wrestling and mud wrestling.)
Machines or devices means machines or devices designed to challenge the user to contests of strength and/or other physical skills.

PRINCIPALS ENDORSEMENT

The following is an Insured under The Broadform Liability Section of this policy to the extent described in; Words with special meaning to this Section; You, Your; point 4

Dubbo Regional Council
Roads & Maritime Services
NSW Police Department

ENDORSEMENT NOTING THIRD PARTY AGREEMENT TO ALLOW

We hereby agree to indemnify:

DUBBO REGIONAL COUNCIL, ROADS & MARITIME SERVICES AND NSW POLICE in respect of liability arising from Your Business and only in relation to the permit described below:

Reference:

Description: Street closures for Anzac Day Parade and Celebrations

**Business Insurance
Certificate of Currency**

Policy Number EBA833364BPK

Client Number EB029265

Client Name STUART TOWN ADVANCEMENT ASSOC

Cover Details *continued*

Location MOLONG STREET STUART TOWN NSW 2820

Risk Number 1

Business CLUB, COMMUNITY ASSOC. OPERATI

Clauses *continued*

Man from Iron Bark Festival

Subject always to the terms, conditions and exclusions of the policy.

End of Certificate.

Special Event Resources

Special Event Transport Management Plan Template

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

I EVENT DETAILS

I.1 Event summary

Event Name: ANZAC CEREMONY
 Event Location: MUMBIL COMMUNITY HALL
 Event Date: 25.4.18 Event Start Time: 9am Event Finish Time: 10:00
 Event Setup Start Time: 7am Event Packdown Finish Time: 10:30am
 Event is ☐ off-street ☒ on-street moving ☐ on-street non-moving
☐ held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * MUMBIL DISTRICT PROGRESS ASSOCIATION
0432 791131 Phone: 0432 791131 Fax: 0432 791131 Mobile: dizzy kelly 53@gmail.com E-mail: dizzy kelly 53@gmail.com

Event Management Company (if applicable):

Phone: Fax: Mobile: E-mail:

Police N/A

Phone: Fax: Mobile: E-mail:

Council Dubbo Regional Council
68014000 Phone: 68014000 Fax: 68014000 Mobile: 0413 244352 E-mail: council@dubbo.nsw.gov.au

Roads & Traffic Authority (if Class 1) dennis.valentine@dubbo.nsw.gov.au

Phone: Fax: Mobile: E-mail:

*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

I.3 Brief description of the event (one paragraph)

2 RISK MANAGEMENT - TRAFFIC

<div> <div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div> </div>	2.1 Occupational Health & Safety - Traffic Control
	<input type="checkbox"/> Risk assessment plan (or plans) attached
	2.2 Public Liability Insurance
	<input type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	2.3 Police
	<input type="checkbox"/> Police written approval obtained
	2.4 Fire Brigades and Ambulance
	<input type="checkbox"/> Fire brigades notified
	<input type="checkbox"/> Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

<div> <div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div> </div>	3.1 The route or location
	<input checked="" type="checkbox"/> Map attached
	3.2 Parking
	<input checked="" type="checkbox"/> Parking organised - details attached
	<input type="checkbox"/> Parking not required
	3.3 Construction, traffic calming and traffic generating developments
	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4 Trusts, authorities or Government enterprises
	<input checked="" type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached <i>MBPA</i>
<input type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise	
3.5 Impact on/of Public transport	
<input type="checkbox"/> Public transport plans created - details attached	
<input checked="" type="checkbox"/> Public transport not impacted or will not impact event	
3.6 Reopening roads after moving events	
<input checked="" type="checkbox"/> This is a moving event - details attached.	
<input checked="" type="checkbox"/> This is a non-moving event <i>At Mumbil Hall & Lane Pine Memorial</i>	
3.7 Traffic management requirements unique to this event	
<input type="checkbox"/> Description of unique traffic management requirements attached	
<input checked="" type="checkbox"/> There are no unique traffic requirements for this event	
3.8 Contingency plans	
<input type="checkbox"/> Contingency plans attached	

Class 1	Class 2	3.9 Heavy vehicle impacts
		<input checked="" type="checkbox"/> Impacts heavy vehicles - RTA to manage <i>See TCP.</i> <input type="checkbox"/> Does not impact heavy vehicles
Class 1	Class 2	3.10 Special event clearways
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required
4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES		
Class 1	Class 2	4.1 Access for local residents, businesses, hospitals and emergency vehicles
		<input checked="" type="checkbox"/> Plans to minimise impact on non-event community attached <input type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
Class 1	Class 2	4.2 Advertise traffic management arrangements
		<input type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
Class 1	Class 2	4.3 Special event warning signs
		<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input checked="" type="checkbox"/> This event does not require special event warning signs
Class 1	Class 2	4.4 Permanent Variable Message Signs
		<input type="checkbox"/> Messages, locations and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs
Class 1	Class 2	4.5 Portable Variable Message Signs
		<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS
5 PRIVACY NOTICE		
<p>The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.</p> <p>I declare that the details in this application are true and complete. I understand that:</p> <ul style="list-style-type: none"> The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document. I must supply the information under the Road Transport Legislation (as defined in the <i>Road Transport (General) Act 1999</i>) and the <i>Roads Act 1993</i>. Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding. The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information". The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event. The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation. 		

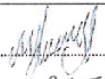
Schedule I Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I, <u>Dianne Kelly</u> (name) of <u>Po Box 7, Mumbil 8820</u> (address) on behalf of <u>Mumbil District Progress Ass</u> (organisation) notify the Commissioner of Police that on the <u>19</u> (day) of <u>1</u> (month), <u>18</u> (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, not being a procession, of approximately <u>300</u> (number) persons, which will assemble at <u>Mumbil Hall & Lone Pine Memorial</u> (Place) at approximately <u>9</u> am/pm, and disperse at approximately <u>10</u> am/pm</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately <u>30</u> (number) persons, which will assemble at approximately <u>8.30</u> am/pm, and at approximately <u>9</u> am/pm the procession will commence and shall proceed <u>from the corner of Railway Parade</u> <u>and Barendse way to proceed</u> <u>to Mumbil Hall</u></p> <p><small>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</small></p>
2	<p>The purpose of the proposed assembly is <u>hold</u> <u>a community event to mark</u> <u>Anzac Day & service in</u> <u>Mumbil</u></p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly <i>(strike out whichever is not applicable)</i>:</p> <p>(i) There will be <u>0</u> (number) of vehicles and/or <u>0</u> (number) of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(ii) There will be <u>0</u> (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p><u>Music recorded</u></p> <p>(iii) The following number and type of animals will be involved in the assembly:</p> <p><u>1 horse</u></p> <p>(iv) Other special characteristics of the proposed assembly are as follows:</p> <p><u>Nil</u></p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p><u>Po Box 7</u></p> <p><u>Wellington 2820</u></p> <p>..... Postcode.</p> <p>Telephone No. <u>0432 791 131</u></p>
6	<p>Signed <u>D. Kelley</u></p> <p>Capacity/Title <u>SECRETARY, MDPA</u></p> <p>Date <u>19.01.18</u></p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly <i>(strike out whichever is not applicable)</i>:</p>
	<p>(i) There will be (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>.....</p> <p>.....</p> <p>.....</p>
	<p>(ii) There will be (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p>
	<p>(iii) The following number and type of animals will be involved in the assembly:</p> <p>.....</p> <p>.....</p>
	<p>(iv) Other special characteristics of the proposed assembly are as follows:</p> <p>ANZAC DAY SERVICE</p> <p>.....</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>Marcus Hanney</p> <p>8 Bell St STUART TOWN</p> <p>NSW Postcode. 2820</p> <p>Telephone No. 0417 467 457</p>
6	<p>Signed </p> <p>Capacity/Title PRESIDENT - STAA</p> <p>Date 21-1-2018</p>

**Business Insurance
Certificate of Currency**

Policy Number EBA736554BPK

Client Number EB036738

Client Name MUMBIL DISTRICT PROGRESS ASSOC

MUMBIL DISTRICT PROGRESS ASSOC
PO BOX 7
WELLINGTON NSW 2820

Elders Insurance
ELDERS INSURANCE WESTERN PLAIN
ABN: 15 159 270 970
ATTN:DAVID GRANT
PO BOX 1013 DUBBO NSW 2830
(P) 0268814777 (F) 0268814750
(E) eldersdubboinsurance@elders.com.au

Period of Insurance

From 15/05/2017 **To** 15/05/2018 at 4pm

Issued By
Elders Insurance (Underwriting Agency) Pty Limited

This certificate acknowledges that the policy referred to is in force for the period shown.
Details of the cover are listed below.

The Insured

MUMBIL DISTRICT PROGRESS ASSOCIATIO

Cover Details

Location	BURRENDONG WAY MUMBIL NSW 2820	Risk Number 3
Business	CLUB, COMMUNITY ASSOC. OPERATI	
Interested Party	None Noted	

Broadform Liability Section

Particulars	Total Sum Insured	Limit
Limit of liability, any one occurrence		\$20,000,000
Products liability, in aggregate		\$20,000,000
Property in Your physical and legal control	\$250,000	
Excess	\$500 for property damage claims only	
	\$0 for personal injury claims	

Clauses

ENDORSEMENT NOTING THIRD PARTY AGREEMENT TO ALLOW
We hereby agree to indemnify:
DUBBO REGIONAL COUNCIL, ROADS & MARITIME SERVICES AND NSW POLICE
in respect of liability arising from Your Business and only in
relation to the permit described below:
Reference:
Description: Street closures for Anzac Day parade and celebrations
Black Wattle Fair
Subject always to the terms, conditions and exclusions of the policy.

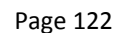
End of Certificate.

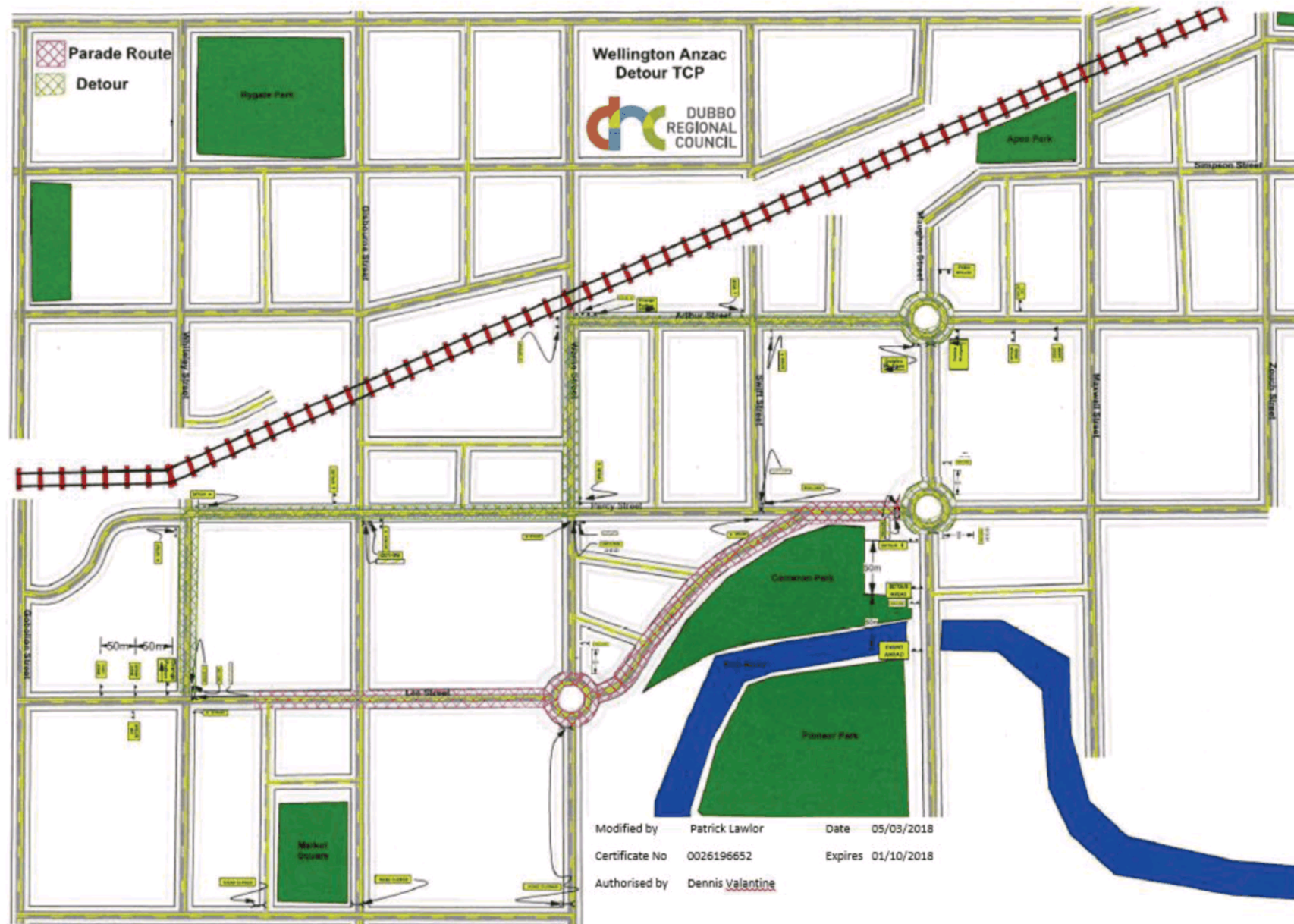
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Underwritten by QBE Insurance (Australia) Limited ABN 78 003 191 035 AFS Licence 239545 Level 5, 2 Park Street Sydney NSW 2000
Date Printed 13/02/2018 12:08:03 Page 1 of 1

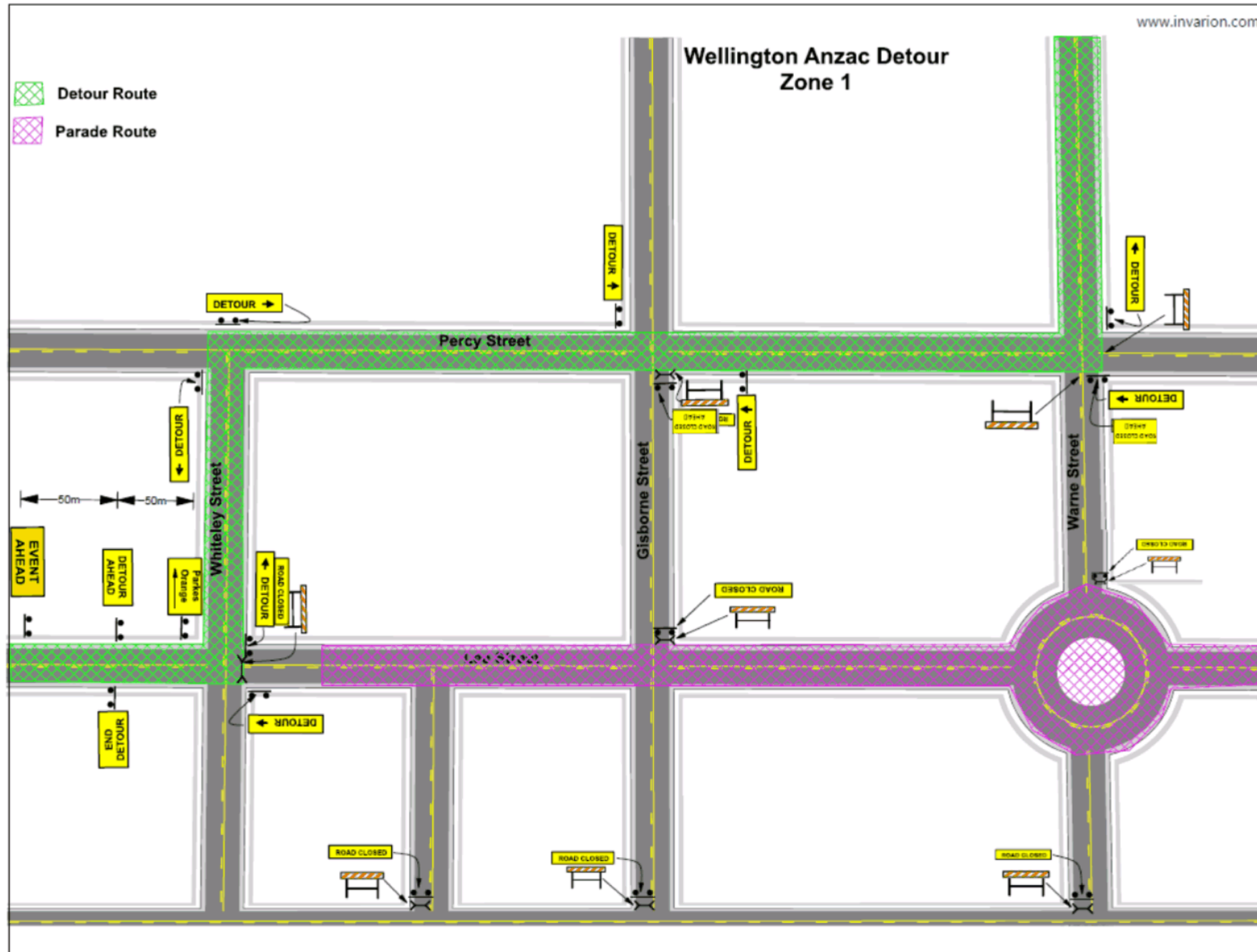
Risk Assessment											
Organisation	Mumbil Progress Association				Date	Anzac Day Services – Mumbil					
Function					Event						
Section											
Risk Type	Safety and WHS										
Risk	Risk Category	L	C	Inherent Level of Risk	Inherent Priority Rating	Control Measures	L	C	Residual Level of Risk	Residual Priority Rating	
Placement of barricades	Person not seen by passing traffic	Rare	Minor	Low	3	Barricades will be placed during low vehicle traffic periods.	Rare	Possible	Low	3	
Seating	Attendees tripping and falling whilst climbing to their seat.	Possible	Minor	Low	3	Reflective/fluorescent vests to be worn Volunteers will be on site to assist	Insignificant	Possible	Low	3	
Horse presence	The rider/s could fall off the horse.	Rare	Moderate	Low	3	The likelihood of this happening is extremely rare, as the rider is experienced	Rare	Moderate	Low	3	
Horse presence	Potential 'spooking' of the horse by crowd or noise.	Rare	Moderate	Low	3	Members of the public will not be permitted within close proximity of the	Rare	Moderate	Low	3	

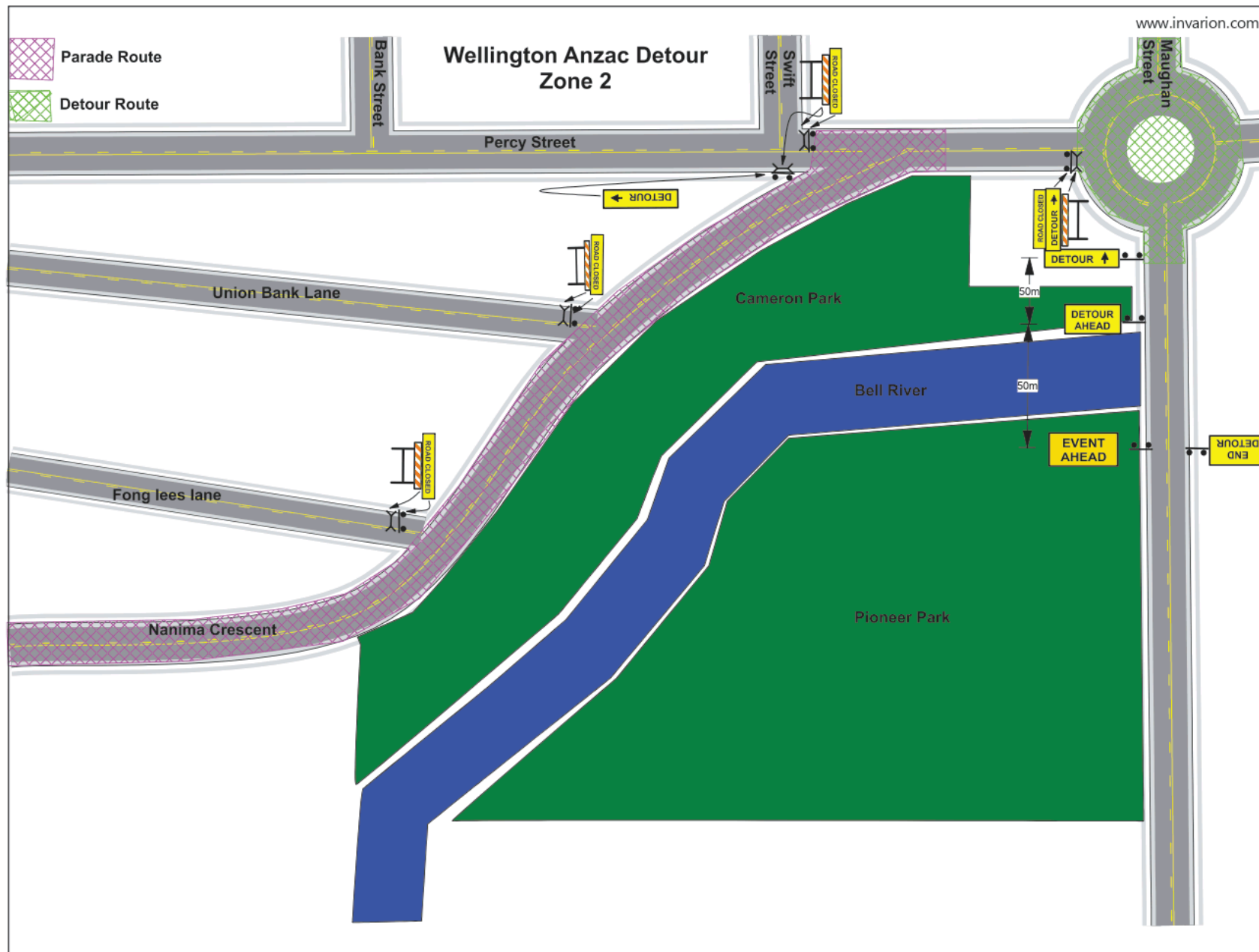
Cable covering	Projector cables to be covered to prevent trips and falls	Possible	Minor	Low	3	horse. The horse is used to being around noise.	Unlikely	Minor	Low	3
1 vehicle	Risk of attendee being hit by a car	Possible	Severe	High	1	Members of the public will not be permitted within close proximity of the car.	Rare	Severe	High	3
High Number of attendees expected	Someone falling over or fainting or injuring themselves	Rare	Minor	Low	3	St Johns Ambulance? Volunteer is trained in First Aid??	Rare	Minor	Low	3
High number of attendees expected	If the crowd needs to escape quickly	Rare	Moderate	Low	3	No seating is fenced in, and the only barricades present are short and can easily be knocked over should attendees need to escape in a hurry.	Rare	Moderate	Low	3
Marchers	Becoming affected by heat or emotion and fainting on parade	Insignificant	Insignificant	Low	3	Chairs will be provided on the Cenotaph for elderly marchers who arrive by vehicle. Emergency seating is also allocated for	Insignificant	Insignificant	Low	3

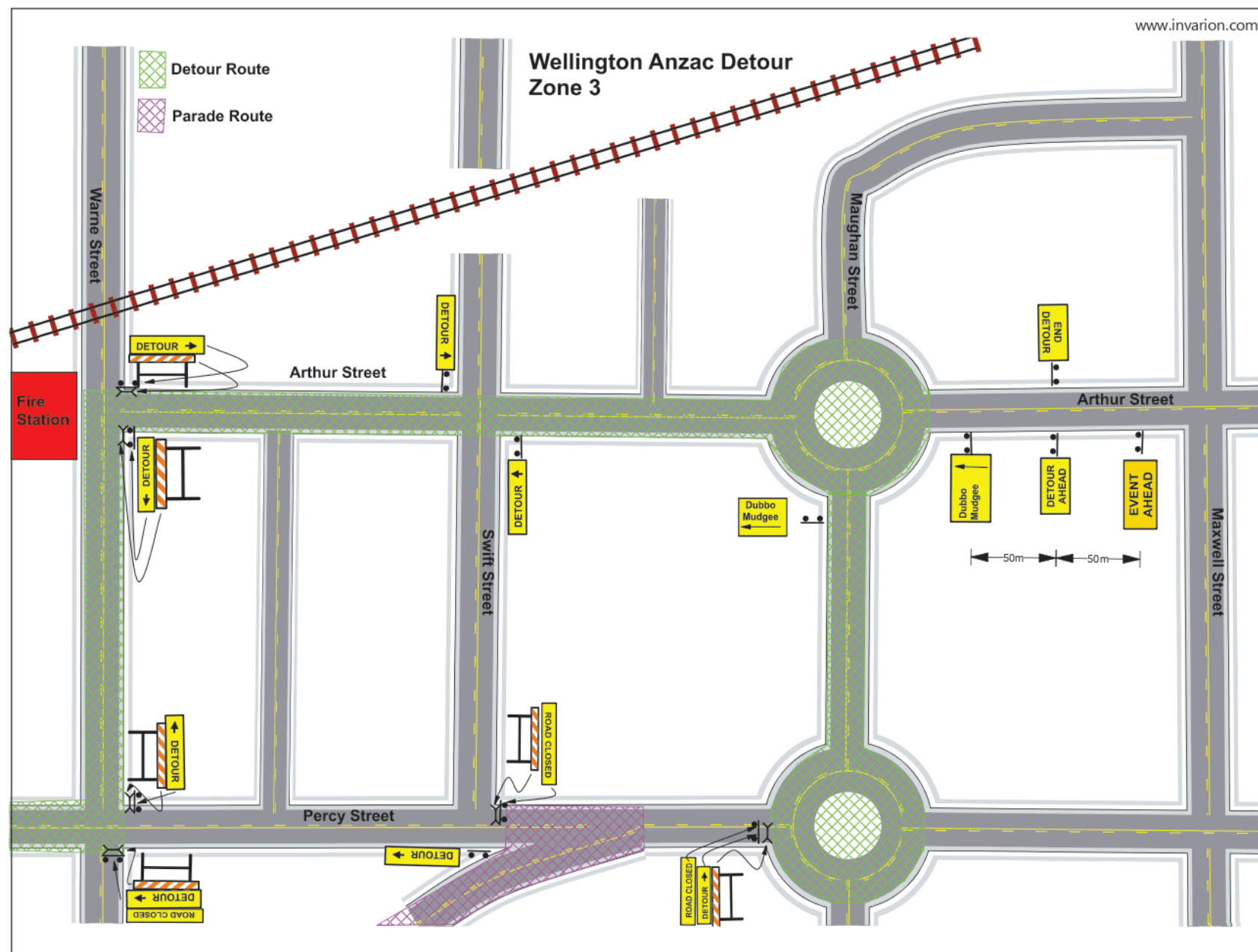
<p>marchers as need dictates.</p> <p>Cold water is also available for the marchers should they suffer in the heat.</p> <p>St Johns Ambulance / First Aid Officer has been arranged.</p>	

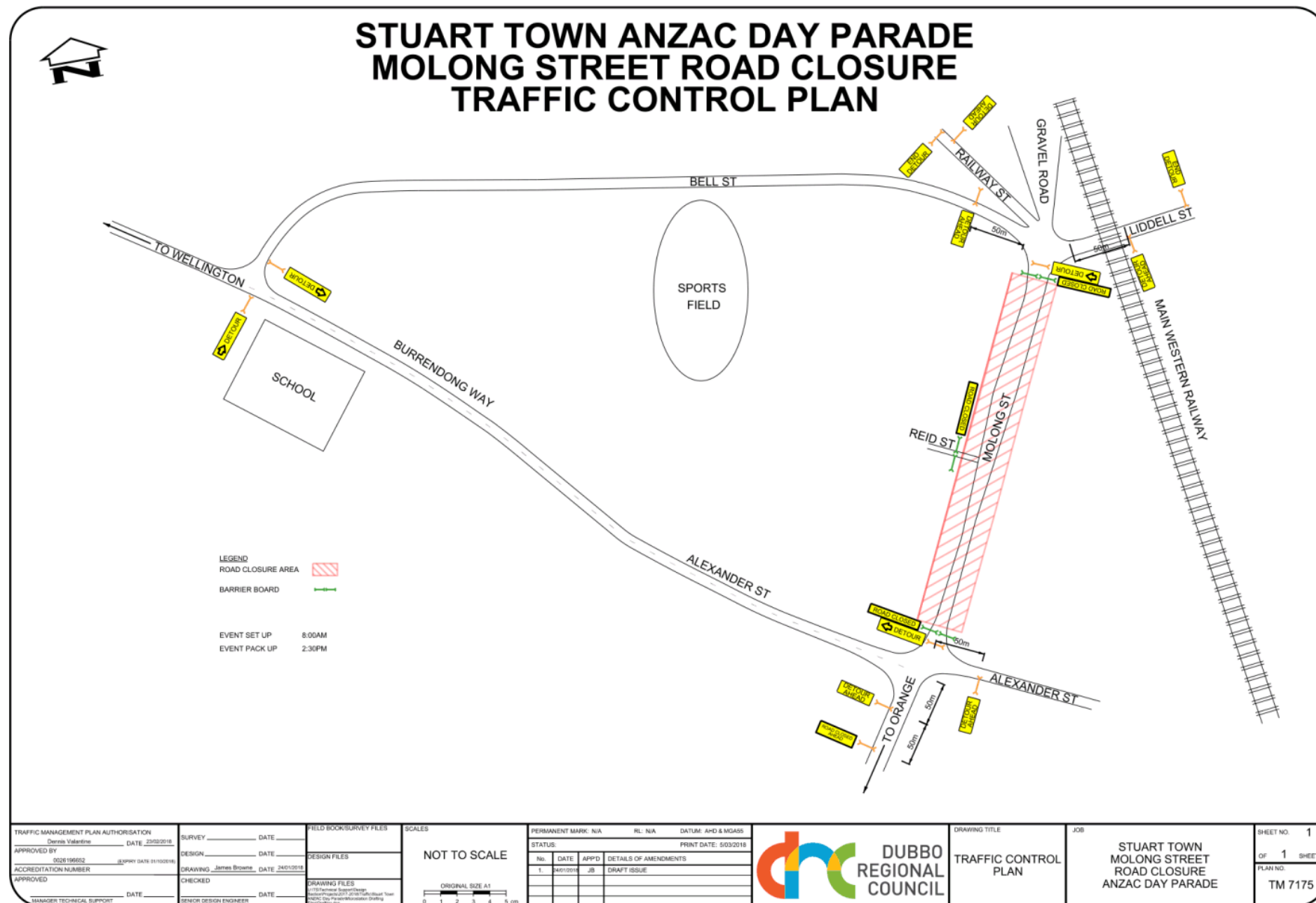












MUMBIL BURRENDONG WAY ROAD CLOSURE ANZAC DAY CEREMONY TRAFFIC CONTROL PLAN

LEGEND

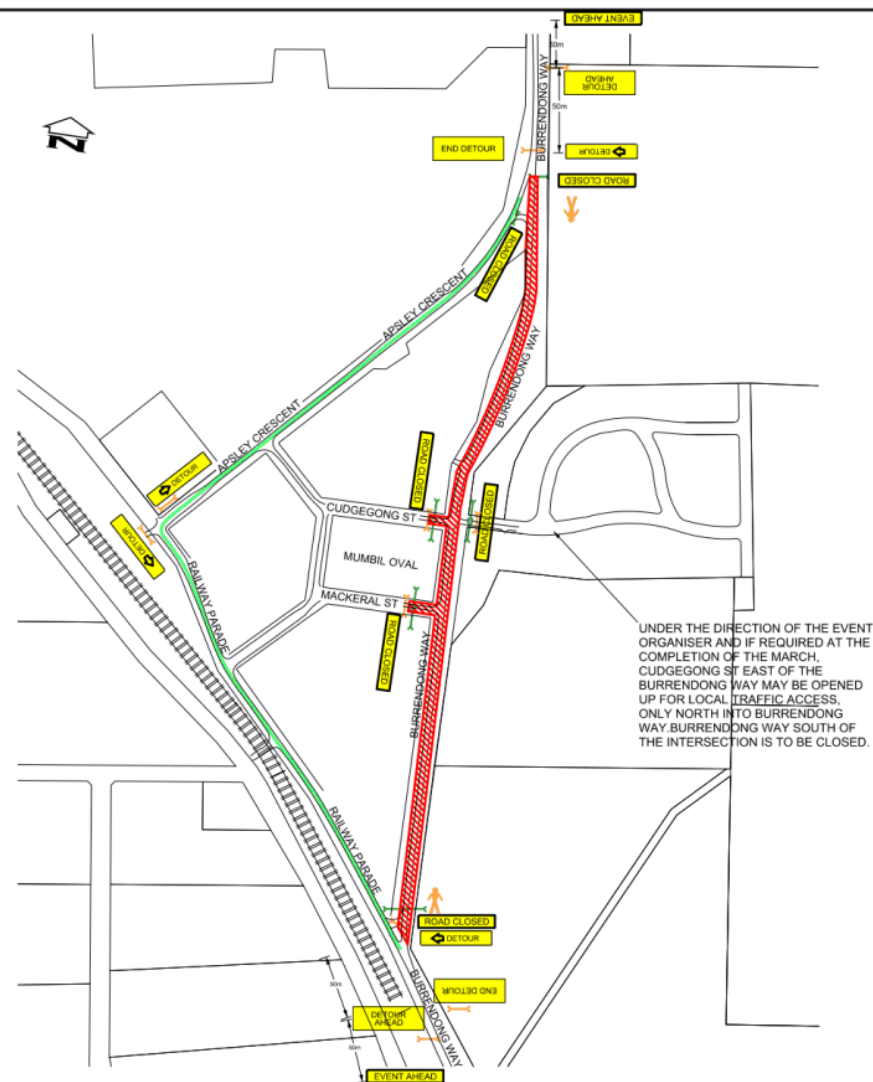
DETOUR ROUTE		
ROAD CLOSURE AREA		
BARRIER BOARD		
DETOUR LEFT		T5-1(L) X 2
DETOUR RIGHT		T5-1(R) X 2
ROAD CLOSED		T2-4 X 5
ROAD CLOSED AHEAD		RCA X 0
END DETOUR		T2-23A X 2
DETOUR AHEAD		T2-23A X 2

COUNCIL-APPROVED
TRAFFIC CONTROLLER
MARSHALL



GENERAL NOTES

1. EVENT SET UP START TIME 8:00AM.
2. EVENT PACK UP AND FINISH TIME 2:30PM.
3. ANZAC MARCH AND CEREMONY 11:00AM - 12:30PM.



TRAFFIC MANAGEMENT PLAN AUTHORIZATION APPROVED BY: Dennis Valentine DATE: 23/03/2018		SURVEY: DATE: 23/03/2018		FIELD BOOK/SURVEY FILES		SCALES NOT TO SCALE ORIGINAL SIZE A3 0 1 2 3 4 5 cm		PERMANENT MARK: GNSS RL: N/A DATUM: AHD & MGA55 STATUS: 1. 23/03/2018 PL DRAFT ISSUE		DUBBO REGIONAL COUNCIL		DRAWING TITLE TRAFFIC CONTROL PLAN		JOB MUMBIL BURRENDONG WAY ROAD CLOSURE ANZAC DAY CEREMONY		SHEET NO. 1 OF 1 SHEETS PLAN NO. TM 7127	
ACCREDITATION NUMBER: 002616602 (EXPIRY DATE: 31/03/2018)		DESIGN: Dennis Valentine DATE: 23/03/2018		DESIGN FILES													
APPROVED: _____		CHECKED: _____		DRAWING FILES													
MANAGER TECHNICAL SUPPORT		SENIOR DESIGN ENGINEER		DRAWING FILES													



REPORT: Special Events Lazy River Estate

AUTHOR: Senior Traffic Engineer
REPORT DATE: 14 March 2018
TRIM REFERENCE: ID18/505

EXECUTIVE SUMMARY

This report deals with the approval procedures required for the undertaking of Special Events at the Lazy River Estate in Dubbo. The Lazy River Estate currently facilitates grape growing, with an approved ancillary café/venue. The Estate is located on Old Dubbo Road and has quickly grown to become a major function and events centre with regular events ranging in size from 500 to 5,000 people. This has prompted the need for the developer/applicant to submit a Development Application (DA) for the intensified use of the facility and for the entirety of the Lazy River Estate to feature as an approved function centre land use that would have a variable number and scale of events incorporating weddings, markets, concerts and music festivals.

The events that have occurred are contained within the site, however it is only recently where the larger scale events have exposed deficiencies with parking, access management and road safety implications on Old Dubbo Road, and to a much lesser extent Angle Road. Due to the number and scale of the events it is considered that an annual approval can be granted to the Estate to implement the required traffic management for each event. The developer/applicant has previously provided a Statement of Environmental Effects with the DA that provides details and plans of the events and traffic management proposals, including traffic control plans (**Appendices 1 to 4**).

It is recommended that an annual approval be granted to the Lazy River Estate to implement traffic management on Old Dubbo Road and Angle Road to facilitate the variable scale of events that are undertaken at the Estate in accordance with the Event and Transport Management as detailed within the report.

ORGANISATIONAL VALUES

Customer Focused: Approval for the conduct of events at the Lazy River Estate is an important social and recreational experience for the communities of Dubbo and outer areas of the Local Government Area.

Integrity: The approval meets all statutory requirements of other government agencies.

One Team: N/A.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION TO THE LOCAL TRAFFIC COMMITTEE

That Council approval be granted to the Lazy River Estate to implement the traffic management for Old Dubbo Road and Angle Road as required to facilitate the variable scale of events that are undertaken at the Estate during 2018 in accordance with the Events Detail and Traffic Management Plan as conditioned by the Roads and Maritime Services, NSW Police and Council's conditions of consent as follows:

1. The Traffic Management for the pop-up markets, small, medium and large events shall be undertaken in accordance with the plans: Geolyse 117203, TP01, 02, 03, 04 and 05 dated 11 December 2017 and Dubbo Traffic Control Plans Lazy River Estate 2500 and Lazy River Estate 5000 dated 1 March 2018.
2. Submission of Traffic Management and Traffic Control Plans for each of the scaled events to Council for approval with the Traffic Control Plan submitted a minimum three (3) weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS1742.3 and the Roads and Maritime Service Guide to Traffic Control at Worksites and prepared by an accredited person.
3. Traffic Controllers and/or trained Marshalls are to be provided at all locations as identified in the Event and Traffic Management Plan.
4. Council's Administration Officer must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, Roads and Maritime Service and the NSW Police are specifically noted to be indemnified against any action resulting from the event.
5. The applicant is responsible for the provision of all traffic controls required for the event (ie Traffic Controllers, Marshals, traffic barriers and signs).
6. The applicant is required to seek an annual approval for the proposed traffic management on the Old Dubbo Road and Angle Road to facilitate the variable scale of events at the Lazy River Estate. An Event Management Plan for each event and Special Event Transport Management Plan including Traffic Control Plans, Risk Management and Public Liability insurance must be submitted to Council three (3) months prior to the first event. If the situation occurs that a proposed new event falls outside of the approved events criteria then a separate application will be required for that event three (3) months prior to the event date.
7. The applicant is to forward a letter to Dubbo Regional Council with all the required documentation accepting the above conditions before final approval will be granted.

LOCAL TRAFFIC COMMITTEE CONSIDERATION

This matter was considered by the Local Traffic Committee at its meeting held on Friday, 9 March 2018. The Committee had unanimous support for the adoption of the recommendation shown below.

RECOMMENDATION

That Council approval be granted to the Lazy River Estate to implement the traffic management for Old Dubbo Road and Angle Road as required to facilitate the variable scale of Class 2 events that are undertaken at the Estate during 2018 in accordance with the Events Detail and Traffic Management Plan as stipulated by the Roads and Maritime Services, NSW Police and Council in the following conditions of consent:

1. The Traffic Management for medium and large Class 2 events shall be undertaken in accordance with the plans: Geolyse 117203, TP01, 02, 03, 04 and 05 dated 11 December 2017 and Dubbo Traffic Control Plans Lazy River Estate 2500 and Lazy River Estate 5000 dated 1 March 2018.
2. Submission of Traffic Management and Traffic Control Plans for each of the scaled events to Council for approval with the Traffic Control Plan submitted a minimum three (3) weeks prior to the event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS1742.3 and the Roads and Maritime Service Guide to Traffic Control at Worksites and prepared by an accredited person.
3. Traffic Controllers and/or trained Marshalls are to be provided at all locations as identified in the Event and Traffic Management Plan.
4. Council's Administration Officer must sight a copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council and the NSW Police are specifically noted to be indemnified against any action resulting from the event.
5. The applicant is responsible for the provision of all traffic controls required for the event (ie Traffic Controllers, Marshals, traffic barriers and signs).
6. The applicant is required to provide a calendar of dates for all Class 2 Events and seek an annual approval for the proposed traffic management on the Old Dubbo Road and Angle Road to facilitate the variable scale of these events at the Lazy River Estate. An Event Management Plan for each event and Special Event Transport Management Plan including Traffic Control Plans, Risk Management and Public Liability insurance must be submitted to Council three (3) months prior to the first event. If the situation occurs that a proposed new event falls outside of the approved events criteria then a separate application will be required for that event three (3) months prior to the event date.
7. The applicant is to satisfy Council of the provisions of sufficient on-site parking for each event which reasonably avoids spillage onto the public road area.
8. The applicant is to forward a letter to Dubbo Regional Council with all the required documentation accepting the above conditions before final approval will be granted.

Dennis Valentine
Senior Traffic Engineer

BACKGROUND

The Estate land use activities incorporate agricultural (grape growing), with an approved café/event centre. In recent years there has been an increase in the frequency and type of events that attract a range of patrons from 500 to 5,000. The Estate events have grown to a point where there is the requirement for event and transport management to maintain the onsite amenity for patrons and the road safety environment of the adjoining public road network and visitors to the Estate.

REPORT

The developer/applicant had submitted a DA in 2017, seeking approval for the Lazy River Estate to operate entirely as a function centre allowing temporary uses and events such as weddings, markets, concerts and music festivals. The DA is currently progressing into consent conditions. A Statement of Environmental Effects (SEE) was submitted with the application that provides some event management details and plans of the traffic management proposals, including traffic control plans (**Appendix 1**)

The Lazy River Estate caters for a variety and scale of events that require different levels of management for access and transport. Road safety conflict has been experienced with previous events, particular to parking and access and through local traffic along the Old Dubbo Road and Angle Road frontage to the Estate, prompting the need to develop an onsite management plan that caters for the parking and access needs of the events. The first major event for this year is the 'Red Hot Summer Tour' concert at the end of April with an expected attendance up to 5,000 people.

Events

A Statement of Environmental Effects has been provided with the DA that provides details and plans of the events and Traffic Control Plans (extracts have been provided as appendices to the report).

Historical Event use

Corporate events: Seminars, conferences and dinners of 30 to 100 people approximately three (3) per week.

Celebratory events: Birthdays, anniversaries, engagement parties of 30 to 100 people approximately four (4) per month.

Weddings: Vary from 50 to 150 people occur most weekends between February and April and September to November.

Pop up Markets: Approximately 2,500 people occur twice a year operating from 10.00am to 2.00pm with approximately 1,500 people onsite at any one time.

Annual event: Riverfest, live music, food vans approximately 2,500 people.

Annual event: 'Red Hot Summer Tour', live concert approximately 5,000 people.

Events Proposed

Small Events: 20 to 150 approximately five (5) per week. Plan No117203_ TP03

Pop up Markets: 1,000 onsite at once two (2) per year. Plan No117203_ TP04

Medium Event: 2,500 one (1) per year. Plan No117203_ TP05 and TCP Lazy River Estate 2,500.

Large Event: 5,000, one (1) per year. Plan No117203_ TP05 and TCP Lazy River Estate 5,000

Proposed Traffic Management

The Event Management and associated Traffic Management has been developed to address the impacts of the larger events on the road safety environment. Old Dubbo Road is a 100kmh speed zone and is not conducive with the parking and access activities associated with the larger events. A reduced speed zone will be required for the larger events. Parking along the Lazy River frontage to Old Dubbo Road and Angle Road will be restricted, removing the conflict of parking activity along the road frontage for the larger events of 1,000 to 5,000 people. Through traffic will be unimpeded. A new separated entry and exit will be provided directly off Angle Road approximately 180m from Old Dubbo Road for access to the major car parking areas and managed under Traffic Control conditions. The onsite parking caters for some 1,000 vehicles.

Traffic Control Plans have been developed to cater for the scale of events that will incorporate the following:

Pop-up markets: 1,000 people car parking directional signage off Old Dubbo Road to the Angle Road, and the onsite car parking area with marshals assisting access and enforcing the parking restriction along Old Dubbo Road.

Medium Event: 2,500 people (TCP Lazy River Estate 2500) a reduced speed zone to 40kmh will be implemented in Old Dubbo Road to maintain a low speed environment prior to and in the immediate area of the Estate, with car parking directional signage and marshals at the entry/exit access to the car parking area, including enforcement of the parking restrictions on Old Dubbo Road.

Large Event: 5,000 people (TCP Lazy River Estate 5000) a 40kmh speed zone will also be implemented that includes traffic controllers to assist with the bus drop off area on the northern end of the Estate, intersection of Angle Road and car parking area access with marshals assisting with pedestrian access and at other locations. No pedestrian access will be permitted along the road corridor.

The Lazy River Estate facilitates a variable number and scale of events of less than 500 to 5,000 people requiring appropriate event and traffic management to ensure the safe and efficient running of the events and minimise the road safety conflict on the adjacent road network. Event detail and a Traffic Management Plan incorporating Traffic Control Plan have been developed to adequately address the road safety environment and that generally incorporates speed zone reduction on Old Dubbo Road, traffic control and Marshals co-

ordinated parking direction and designated bus drop off area under traffic control conditions. The developer/organiser will be required to submit an annual Special Event Transport Management Application for the Lazy River Estate events and will be required three (3) months prior to the first event. If the situation occurs that a proposed new event falls outside of the approved event's criteria then a separate application will be required for that event three (3) months prior to the event date.

It is recommended that an annual approval be granted to the Lazy River Estate to implement the traffic management on Old Dubbo Road and Angle Road to facilitate the variable scale of events that are undertaken at the Estate in accordance with the Event and Transport Management as detailed within the report.

Appendices:

- 1 [↓](#) Statement of Environmental Effects
- 2 [↓](#) Lazy River Estate - Small Event Traffic Control Plan
- 3 [↓](#) Lazy River Estate - Medium Event Traffic Control Plan
- 4 [↓](#) Lazy River Estate - Large Event Traffic Control Plan

**STATEMENT OF ENVIRONMENTAL
EFFECTS**

FUNCTION AND EVENTS CENTRE

29R OLD DUBBO ROAD, DUBBO

Lazy River
Estate

PREPARED FOR:

LAZY RIVER ESTATE PTY LTD

AUGUST 2017



POSTAL ADDRESS PO Box 1842 Dubbo NSW 2830
LOCATION 1ST FLOOR, 62 WINGEWARRA STREET Dubbo NSW 2830
TELEPHONE 02 6884 1525 FACSIMILE 02 6884 1470
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STATEMENT OF ENVIRONMENTAL EFFECTS
FUNCTION AND EVENTS CENTRE
LAZY RIVER ESTATE PTY LTD

The Site & Its Locality

2.1 THE SITE

The site which forms the subject of this DA is known as Lot 100 in DP 1111882 and is located at 29R Old Dubbo Road, Dubbo and is known as Lazy River Estate.

Lot 7007 in DP 1020034 dissects the site into two portions of the subject site; with the northern portion of Lot 100 consisting of 1.36ha, and the remainder of Lot 100 to the south comprising 11.63ha. Lot 7007 provides access to the subject land and is leased by the owner of Lot 100.

The site as a whole is bound by Old Dubbo Road and Angle Road to the east, and the Macquarie River to the west. The main use of the land is grape growing; the Lazy River cafe/venue Development Consent D2002-380, located to the north of the site, operates as ancillary to the agricultural operation. The owner/operator of the land resides on site in a dwelling located to the south west.

There is a shed located to the northern portion of the site adjoining the Lazy River venue. Once used for storing agricultural equipment, the shed is now vacant.



Figure 1: Aerial view of the subject site and locality (source: Google Earth 2017)

2.2 THE LOCALITY

The site is located south of central Dubbo, to an area characterised by large lot residential development, agricultural land, and areas of public reserve to the Macquarie River.



STATEMENT OF ENVIRONMENTAL EFFECTS
FUNCTION AND EVENTS CENTRE
LAZY RIVER ESTATE PTY LTD

The Development

3.1 SITE HISTORY & LAND USE

It has been brought to light that the 'Lazy River Estate' is emerging as a function and events centre with continual weddings and corporate functions in the existing building on the site, and regular events ranging in size from 500 people through to 5,000 people. These functions and events vary in both frequency and size (patron numbers), and are detailed as follows:

- Corporate events (seminars, conferences, dinners, etc.), varying in numbers from 30 to 120 people, and occur approximately 3 times per week;
- Celebratory events (birthdays, anniversaries, engagement parties, hen's nights, etc.), varying in numbers from 30 to 120, and occur approximately 4 times per month (1 a week on average);
- Weddings, vary in numbers from 50 to 150 people, and generally occur most weekends during February to April, and September to November;
- Pop up markets, attract approximately 2,500 people and occur twice a year, operating from 10:00am to 2:00pm. (Given the nature of the event, only 1,000 people are on-site at any one time, and spend approximately 1 – 1.5 hrs at the event)
- Annual event being the 'Riverfest' festival (live music, food vans and produce from the area) to occur in September each year, attracting approximately 2,500 people, (with room for growth if the demand is there, however limiting to 5,000 people);
- Annual event being the Red Hot Summer Tour (live concert featuring various musical artists) attracting approximately 5,000 people.

3.2 PROPOSED DEVELOPMENT

In light of the above, the development forming the subject of this application is for the entirety of the Lazy River Estate site to feature as an approved 'function centre' land use. The Dubbo Local Environmental Plan 2011 defines a 'function centre' as:

"a building or place used for the holding of events, functions, conferences and the like, and includes convention centres, exhibition centres and reception centres, but does not include an entertainment facility."

Given the above detail and associated events, functions and conferences (and the like), occurring on the subject site, it is considered Lazy River Estate, alongside its existing agricultural (viticulture) land use, and approved cellar door/restaurant building, is a function centre. It is therefore proposed that Lazy River Estate has a function centre land use approved over the site, allowing temporary uses, and events to occur.

Variety of information and detail is being provided as part of the subject Development Application, including the following:

- Existing function centre / cellar door / restaurant: Site Plan, building, car parking, overflow areas, floor plan, etc.
- Site Plans (showing land use areas: car parking, vehicle and pedestrian manoeuvring aisles, toilets, disabled parking and amenities, bars, food stalls, stage, buildings, setbacks from the river, other site features, etc.
- Traffic Management, Parking and Traffic Control Plans



STATEMENT OF ENVIRONMENTAL EFFECTS
FUNCTION AND EVENTS CENTRE
LAZY RIVER ESTATE PTY LTD

The 3.1 below table provides a summary of the proposed uses, frequency and associated Plans.

Table 3.1 – Function Centre Uses

Function	Approximate Patron Numbers	Frequency	Associated Plans
Small Events	20 to 150	Approximately five (5) times per week	- 117203_01C_TP03 - D2002-380, Cellar Door Floor Plan, attached as Appendix A
Pop-up Markets	1,000 (on-site at once)	Biannual, two (2) times per year	- 117203_01C_TP04 - Traffic Control Plan, attached as Appendix B
Medium Event: - (Riverfest)	2,500	Annual event, one (1) time per year	- 117203_01C_TP05 - Traffic Control Plan, attached as Appendix B
Large Event: - (Red Hot Summer Tour)	5,000	Annual event, one (1) time per year	- RHST Site Plan, attached as Appendix C - Traffic Management & Parking Plan, attached as Appendix D - Traffic Control Plan (5,000 patrons), attached as Appendix E - RHST Emergency / Evacuation Plan, attached as Appendix F



STATEMENT OF ENVIRONMENTAL EFFECTS
FUNCTION AND EVENTS CENTRE
LAZY RIVER ESTATE PTY LTD

Impacts

5.1 INTRODUCTION

Pursuant to Schedule 1 of the EP&A Regulation, this section of the report outlines the environmental impacts of the proposed development and any measures required to protect the environment or lessen the harm to the environment.

The impacts have been identified through an assessment of the proposed development against the provisions of section 79C(1)(b) and the former NSW Department of Urban Affairs and Planning's (nd) *Guide to Section 79C*.

5.2 CONTEXT AND SETTING

Lazy River Estate Pty Ltd seeks approval for the entirety of the Lazy River Estate site to feature as an approved 'function centre' land use. The subject site is formally known as Lot 100 in DP 1111882 at 29R Old Dubbo Road, Dubbo.

A variety of functions and events to occur over the site include weddings and corporate functions in the existing building on the site, and regular events ranging in size from 500 people through to 5,000 people. These functions and events vary in both size and frequency. It is considered Lazy River Estate, alongside its existing agricultural (viticulture) land use, and approved cellar door/restaurant building, is a function centre. It is therefore proposed that Lazy River Estate has a function centre land use approved over the site, allowing temporary uses, and events to occur.

5.3 SERVICING

The Lazy River Estate site features all required connections to services. These service connections would be utilised as required for the variety of functions and events to be held on site. If additional electricity is required, temporary event organisers would utilise generators.

5.4 ACCESS, TRAFFIC AND CAR PARKING

5.4.1 ACCESS & TRAFFIC MANAGEMENT APPROACH

The proposed function centre land use will be based around a variety of event and function types and sizes (patron numbers). All functions have their own vehicle characteristics and management techniques, with functions attracting groups of patrons as small as 30 and as large as 5,000.

As previously established in **Table 3.1**, the proposed functions and events have been split in to four (4) main categories, stipulating patronage, and frequency and associated detailing Plans. As such, each category is listed below for detail surrounding traffic and car parking management.

Small Events (20 to 150 patrons)

Small events are quite frequent, with an average of occurring five (5) times per week. The majority of the time these small events occur within the parameters of the existing cellar door premises, as approved under Development Consent D2002-380, and in accordance with Drawing Reference 117203_01C_TP03, and **Appendix A**, being a copy of the approved stamped plan of the Floor Plan for the cellar door premises. Existing approved access arrangements allow access from Angle Road to the east, with sufficient existing on-site parking catering for these smaller events.



STATEMENT OF ENVIRONMENTAL EFFECTS
FUNCTION AND EVENTS CENTRE
LAZY RIVER ESTATE PTY LTD

- Pop-up Markets (1,000 patrons)

Pop-up markets currently occur twice per year, and run from 10:00am to 2:00pm, with approximately 1,000 people being on-site at any one time. Vehicular access, manoeuvrability and parking associated with the pop-up markets would occur in accordance with Drawing Reference 117203_01C_TP04. Vehicular access to the site would be gained along the southern boundary of the site, with an additional access being provided along Angle Road to the east, for disabled access and parking, and taxi access.

- Medium Events (2,500 patrons)

Medium events, such as 'Riverfest', would be an annual event, with a maximum of 2,500 patrons. The site would be managed in accordance with Drawing Reference 117203_01A_TP05, showing vehicle access and circulation, car parking, bus parking, disabled access and associated parking, stage and use area, VIP area, toilet facilities, etc. In addition, a Traffic Control Plan (TCP) in relation to the site and Old Dubbo Road has been prepared by Dubbo Traffic Control for an event of this size. The TCP is attached as **Appendix B**, and is titled 'Lazy River Estate 2500'.

- Large Events (5,000 patrons)

Large events, such as the 'Red Hot Summer Tour', would also be an annual event, with a maximum of 5,000 patrons. There is ample room over the subject site for events of this magnitude, however it is considered from a traffic management perspective that 5,000 patrons, or up to approximately 1,091 vehicles, as the maximum.

Large events would be managed in accordance with **Appendix C**, which is the Site / Event Plan for the Red Hot Summer Tour, and equivalent 5,000 patron event, and in conjunction with **Appendix D**, which is the on-site vehicle and site management plan and the TCP, both prepared by Dubbo Traffic Control.

5.4.2 MANAGEMENT TECHNIQUES

Medium sized and larger events would adopt a variety of traffic management techniques, with significant events preparing a traffic management plan to be included in their Event Plan. These management techniques are in addition to, but operated alongside **Appendices B, D & E**. Specific Traffic Management Plans would be prepared by the respective event organiser, but may include the following:

- Hiring of traffic marshalls and parking staff.
- Advertising transport options, including email and hard copy versions of site layout, transport, parking and traffic routing arrangements.
- Organisation of public transport, including transport options that would be advertised, which would include shuttle buses to specific pickup/drop off locations.
- Designated pickup/drop off locations for separate uses, including buses, taxis, disabled access, general vehicle admission and pedestrian traffic. These would all be separated areas to reduce traffic congestion.
- Reserved disabled access and parking area.

5.5 DISABLED ACCESS

In addition Chapter 3.1 of the Dubbo DCP 2013 previously addressed in this report, disabled patrons to the subject function centre and associated temporary larger events would be supported by the following:

- Access through the main gate
- Dedicated parking area and parking spaces
- Signage and traffic marshals directing traffic to the appropriate area
- Dedicated disabled viewing area, with own amenities including food and bar area
- Disabled toilet facilities in close proximity



STATEMENT OF ENVIRONMENTAL EFFECTS
FUNCTION AND EVENTS CENTRE
LAZY RIVER ESTATE PTY LTD

Conclusion

6.1 SUITABILITY OF THE SITE

The subject site is considered suitable for the proposed function and events centre for the following reasons:

- The land use is defined as 'function centre', which is permitted with consent within the RU4 zone;
- The proposed function centre land use and associated events to be held is considered to provide an additional land use on the subject site, that would be of economic and community benefit;
- The complex is of an appropriate scale to continue to facilitate the economic sustainability of the existing viticulture use on the site, and managed as such to not cause adverse conflict between land uses; and;
- The proposed development would not have an adverse environmental, social, or economic impact upon the surrounding locality.

6.2 CONCLUSION

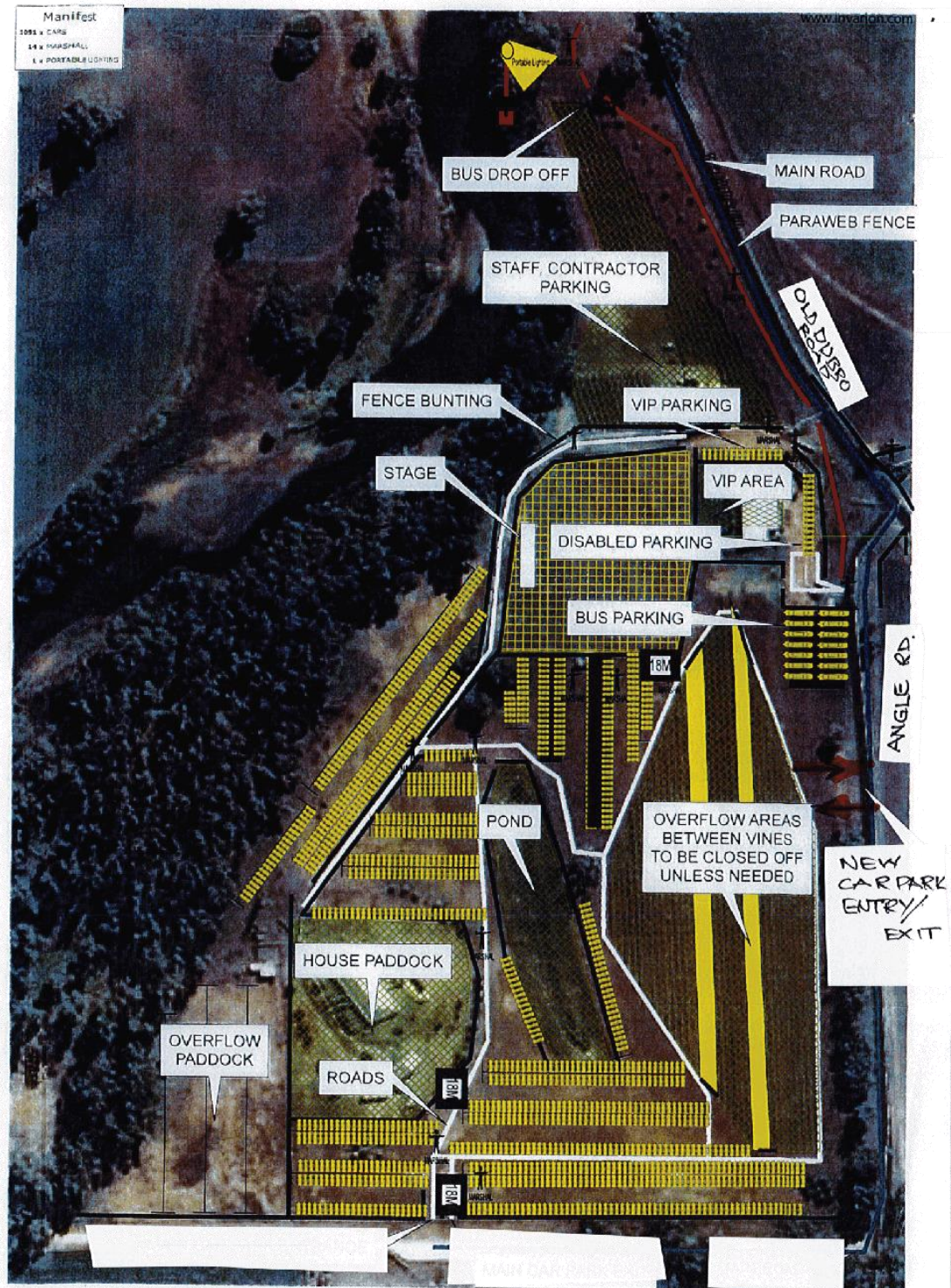
The applicant, Lazy River Estate Pty Ltd, propose a function centre land use over the subject site, being Lot 100 in DP 1111882, Lot 7007 in DP 1020034, part of Lot 7002 in DP 1023461 and part Lot 7001 in DP 1019524. This would allow Lazy River Estate to host a variety of functions and events, including weddings, celebratory events, corporate functions in the existing building on the site, and regular events ranging in size from 500 people through to 5,000 people, including pop-up markets and concerts.

Lazy River Estate features its existing agricultural (viticulture) land use, and approved cellar door/restaurant building. It is therefore proposed that Lazy River Estate has a function centre land use approved over the site, allowing temporary uses, and events to occur, in conjunction with the existing approvals.

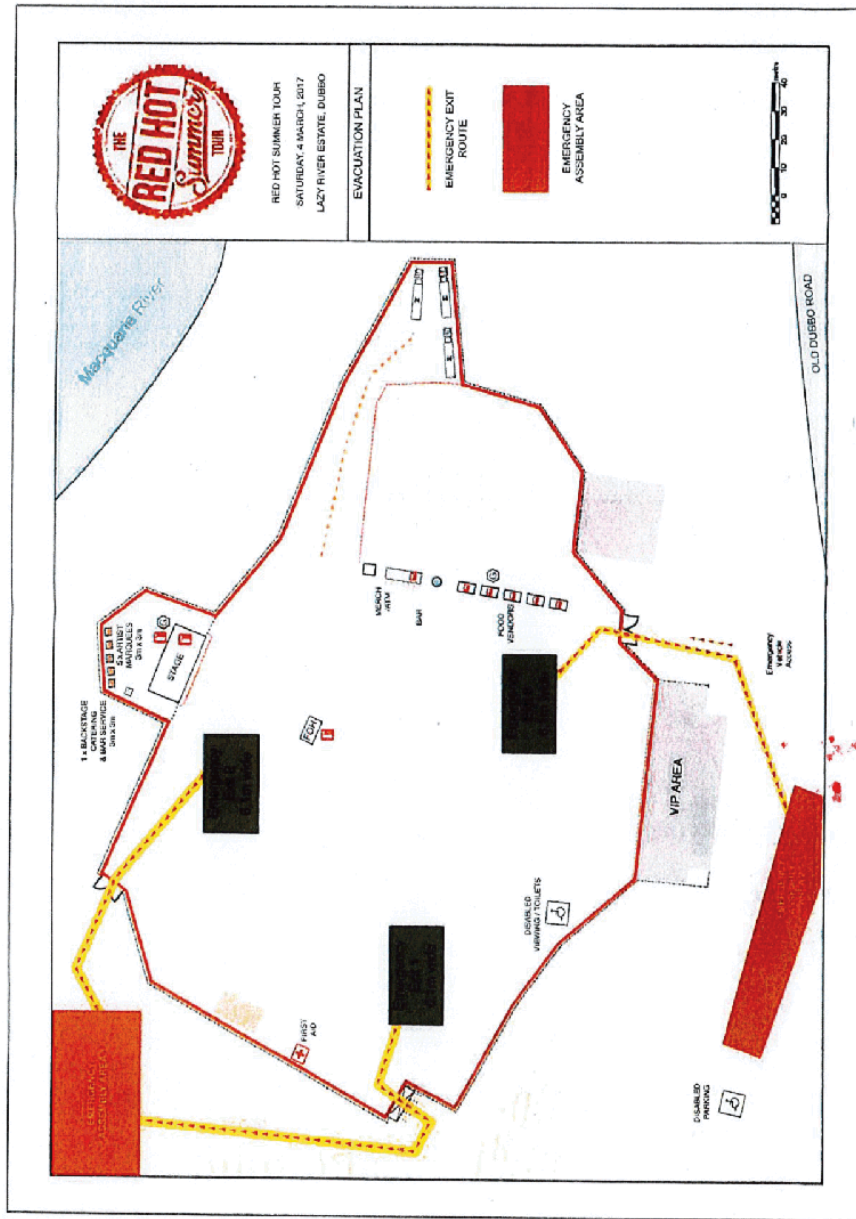
The temporary use clause of the *Dubbo Local Environmental Plan 2011* would involve the restriction of larger scale, significant events, (1,000 to 5,000 people), on the subject site to four (4) events per year (within a 12 month period). This is to ensure functions and events on the site do not adversely impact on any adjoining land or the amenity of the neighbourhood.

The development has been assessed against all applicable legislation including State Environmental Planning Policies, the *Dubbo Local Environmental Plan 2011*, and the *Dubbo Development Control Plan 2013* and has been found to be compliant with the aims, objectives, performance criteria, and development standards of this legislation.

In view of the above, the development is considered to be acceptable.



Evacuation Plan
Lazy River Estate, Dubbo NSW



RED HOT SUMMER TOUR 2016

EVENT PLAN - APPENDIX 47

LAZY RIVER ESTATE PROPOSED FUNCTION CENTRE LOT 100 IN DP 1111882 OLD DUBBO ROAD, DUBBO CIVIL DEVELOPMENT APPLICATION FOR FUNCTION CENTRE AT LAZY RIVER ESTATE

SCHEDULE OF DRAWINGS	
DRAWING	TITLE
TP01	LOCALITY PLAN
TP02	OVERALL PROPOSED SITE PLAN
TP03	PROPOSED SITE PLAN (SMALL EVENTS)
TP04	PROPOSED SITE PLANS (POP-UP MARKETS)
TP05	PROPOSED SITE PLAN (MEDIUM EVENTS)



SITE LOCALITY
NOT TO SCALE



REV	DATE	BY	CHKD	DETAILS
A	10/08/17	J.B.M.	MT	ISSUED TO CLIENT
B	20/01/17	MT	MT	ISSUED FOR APPROVAL
C	15/04/17	MT	MT	ISSUED FOR APPROVAL
D	17/12/17	MT	MT	ISSUED FOR APPROVAL

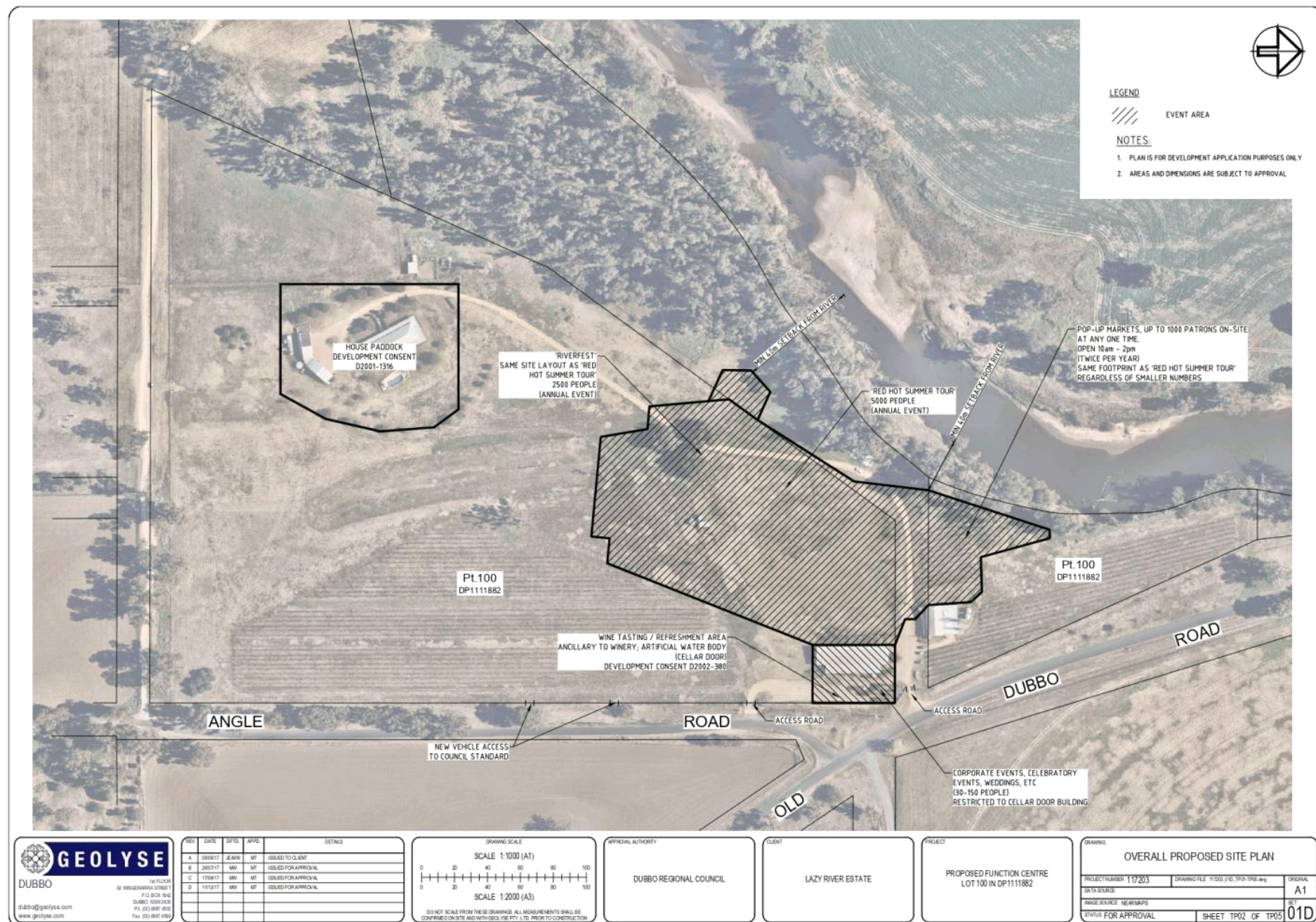
DRAWING SCALE
DO NOT SCALE FROM THESE DRAWINGS. ALL MEASUREMENTS SHALL BE CONFIRMED ON SITE AND WITH GEOLYSE PTY LTD PRIOR TO CONSTRUCTION.

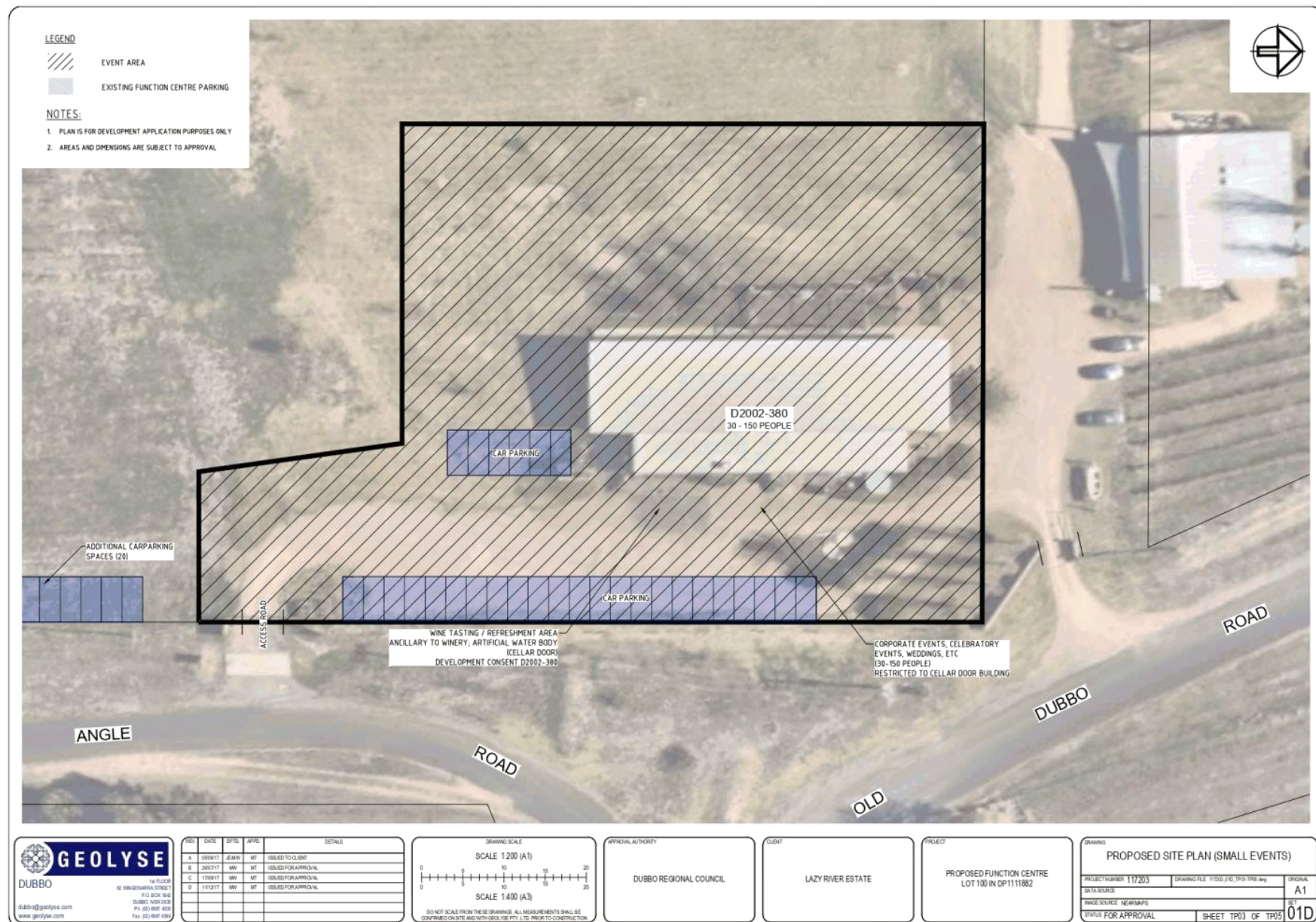
APPROVAL AUTHORITY
DUBBO REGIONAL COUNCIL

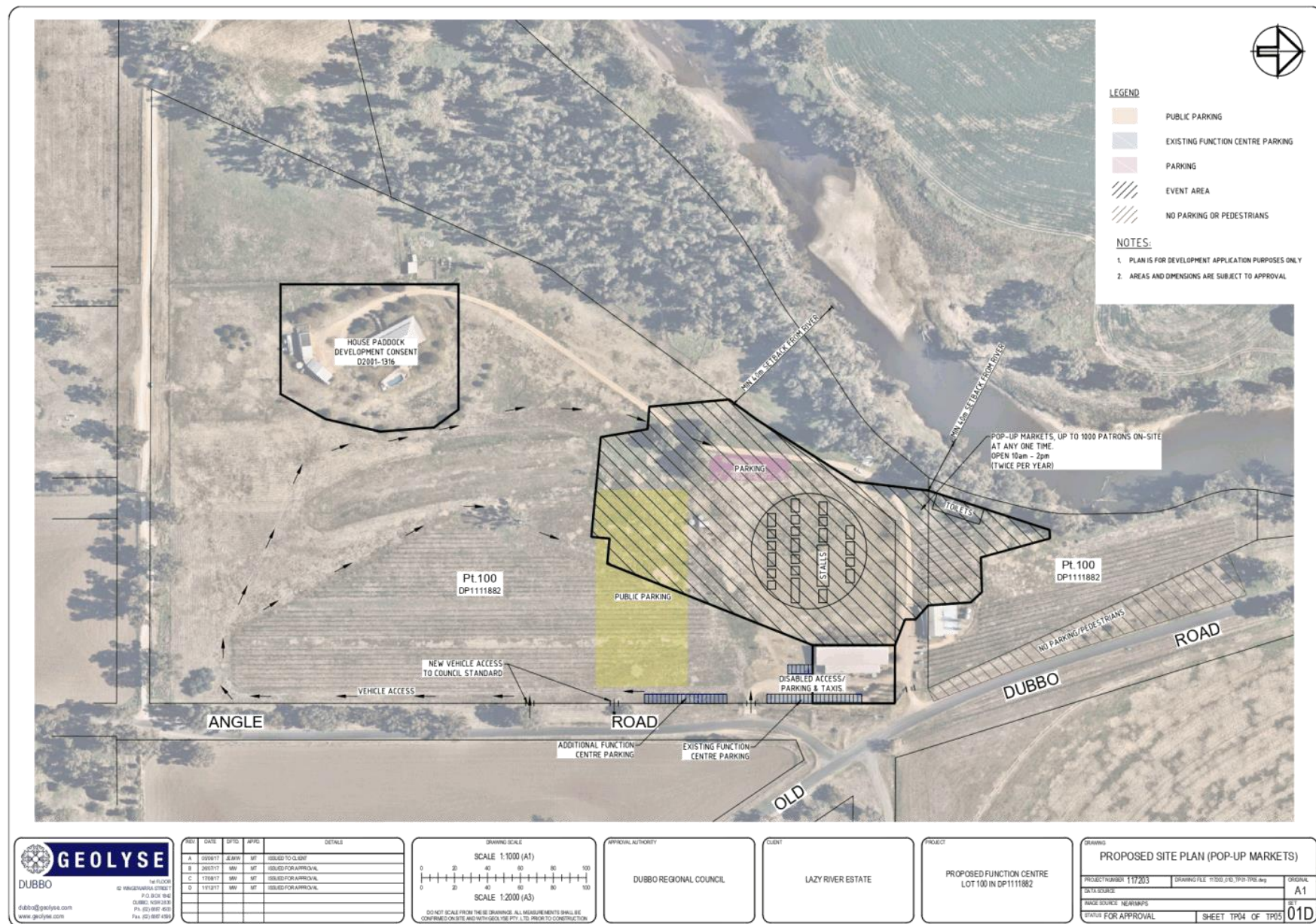
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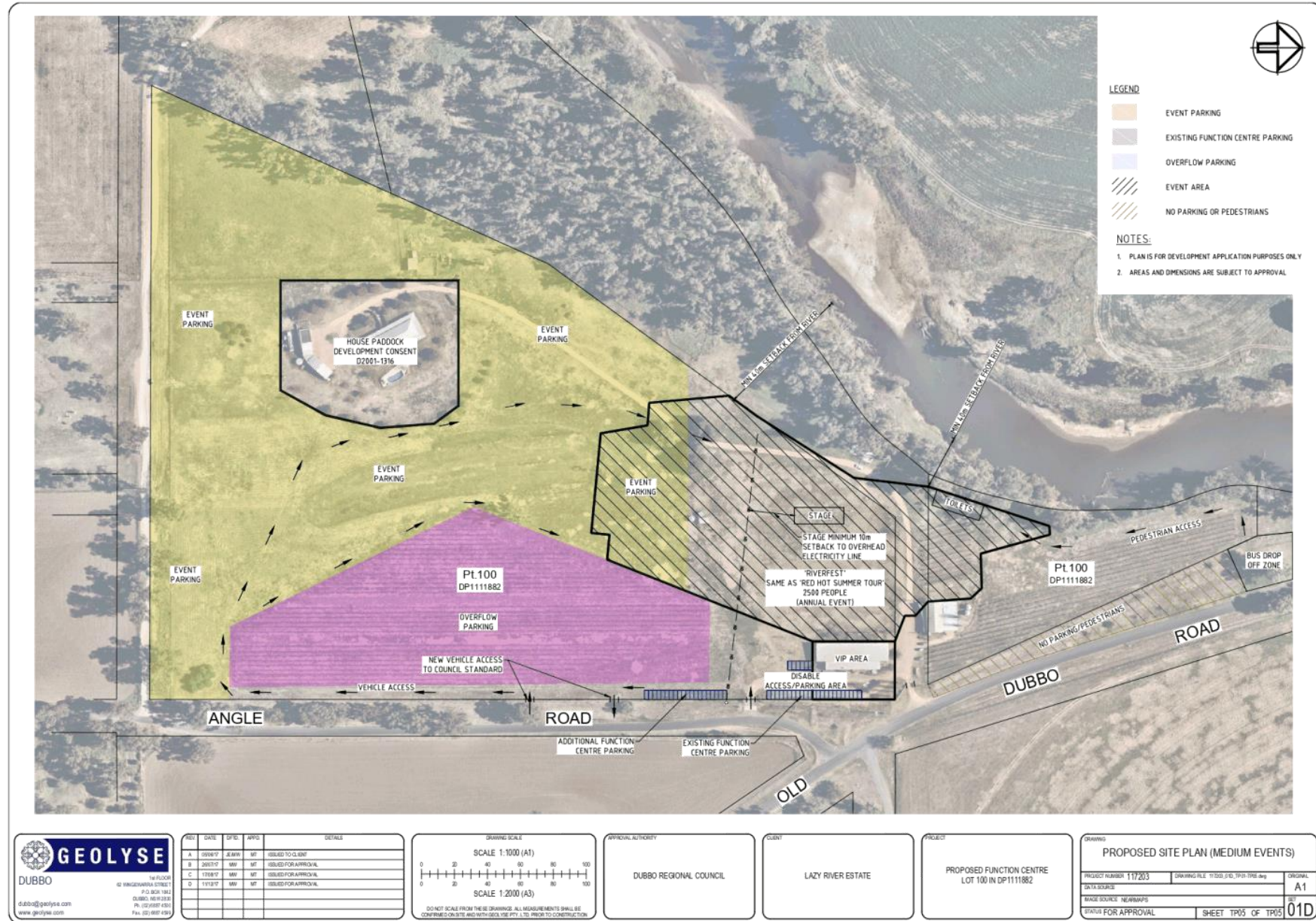
PROJECT
PROPOSED FUNCTION CENTRE LOT 100 IN DP 1111882

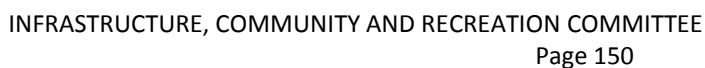
LOCALITY PLAN	
PROJECT NUMBER 117203	DRAWING FILE 117203_LRP_TPS18.dwg
DATE ISSUED	ORIGINAL
DRAWN SOURCE NEWHAMPS	A1
STATUS FOR APPROVAL	SHEET TP01 OF TP05

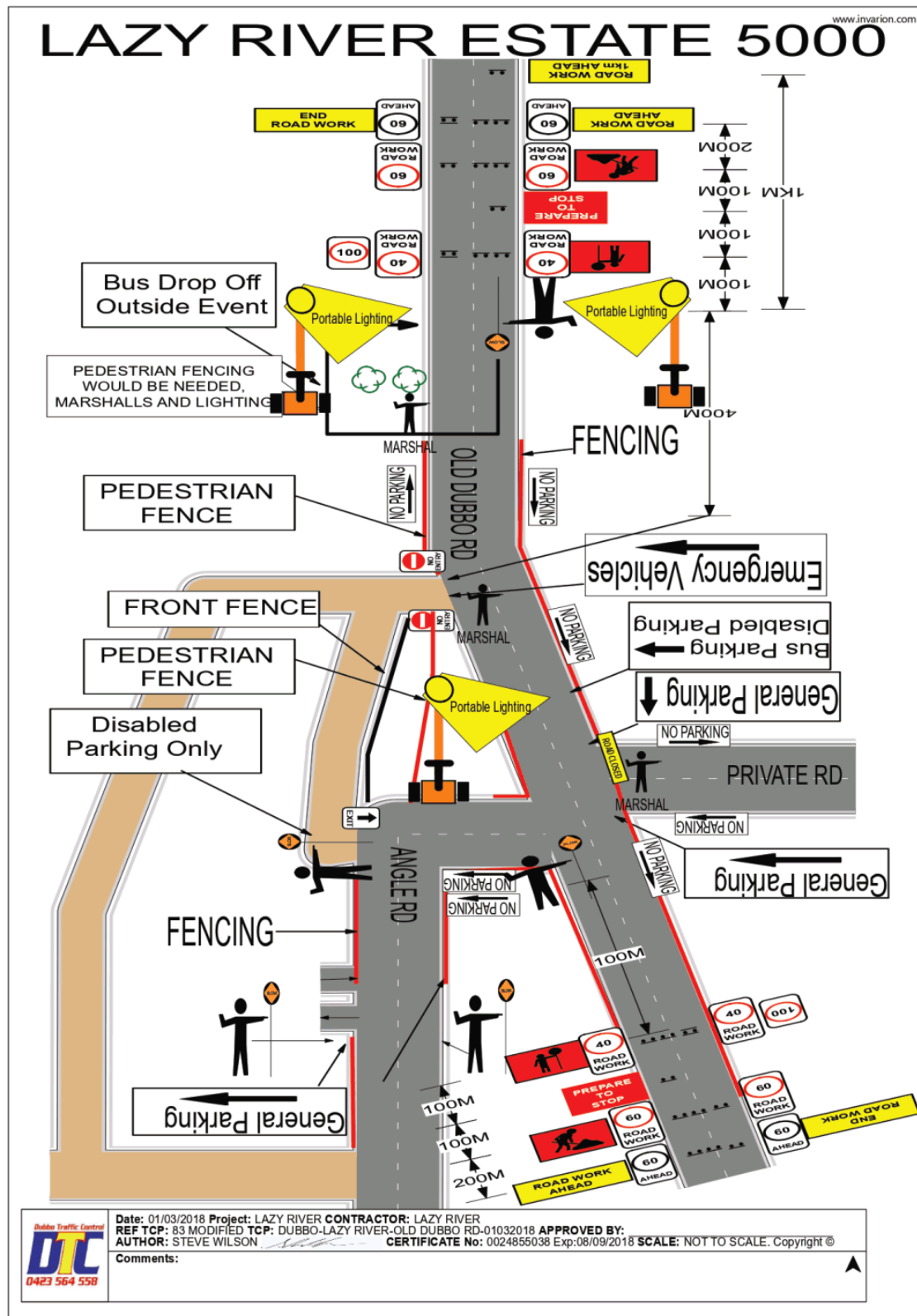














Report of the Victoria Park Redevelopment Advisory Committee - meeting 27 February 2018

AUTHOR: Administration Officer - Governance
REPORT DATE: 22 February 2018

The Committee had before it the report of the Victoria Park Redevelopment Advisory Committee meeting held 27 February 2018.

RECOMMENDATION

That the report of the Victoria Park Redevelopment Advisory Committee meeting held on 27 February 2018, be adopted.

Appendices:

- 1 [Victoria Park Redevelopment Advisory Committee - 27 February 2018 - Reports](#)



REPORT
VICTORIA PARK REDEVELOPMENT
ADVISORY COMMITTEE
27 FEBRUARY 2018

PRESENT: Councillors A Jones and B Shields, the General Manager, the Director Community and Recreation, the Sporting Assets Coordinator, the Recreation Coordinator, Dubbo Regional Sports Council (Neil Webster), Dubbo Cycle Club (Alex Russell), Dubbo Rugby Union (Graeme Board), Dubbo Junior Rugby Union (Adam Willner) and Cricket NSW (Dee Brock – via teleconference).

ALSO IN ATTENDANCE:

Dubbo Junior Rugby Union (J Blake), Dubbo Rugby Club (F Newman and G Webster), Dubbo District Cricket Association (A Wells), Upright Management (W Harris), the Administration Officer – Community and Recreation.

Councillor B Shields assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.40pm.

VPR18/1 A REVIEW OF THE PROJECT BUDGET AND A PRIORITISATION WORKSHOP
(ID18/227)

The Committee had before it the report dated 8 February 2018 from the Director Community and Recreation regarding A review of the project budget and a prioritisation workshop.

RECOMMENDATION

1. That the information contained within the report of the Director Community and Recreation dated 8 February 2018 be noted.
2. That the outcomes of the prioritisation workshop inform the initial design that shows the spatial arrangement of new infrastructure and details asset renewal works proposed for existing infrastructure.
3. That the timeframe for the development of the new Cycling Facility project be noted and that Council shall explore opportunities for the concurrent construction of elements located at Victoria No. 1 Oval site.
4. That the construction method as agreed upon by the Victoria Park Redevelopment Advisory Committee be Option 2 as detailed in the report of the Director Community and Recreation.
5. That the Prioritisation List created by the Advisory Committee (Appendix 1) be reviewed and costed by Council and the result be presented to the Committee for further discussion.

6. That the Recreation Coordinator identify in the Prioritisation List alternate grant funding opportunities for the smaller items.

VPR18/2 LEAVE OF ABSENCE

Requests for leave of absence were received from Councillors J Diffey and D Grant, the Manager Open Space and Recreation, Dubbo District Cricket Association (Matt Skinner) who were absent from the meeting for personal reasons. Such leave of absence were accepted by the Committee and the members concerned were granted leave of absence for this meeting.

The meeting closed at 7.00pm.

.....
CHAIRMAN

VICTORIA PARK REDEVELOPMENT ADVISORY COMMITTEE
27 FEBRUARY 2018

VPR18/1



REPORT: A review of the project budget and a prioritisation workshop

AUTHOR: Director Community and Recreation
REPORT DATE: 8 February 2018
TRIM REFERENCE: ID18/227

EXECUTIVE SUMMARY

A key part of successful large scale recreation infrastructure projects undertaken by the former Dubbo City Council is having a stakeholder workshop to establish priorities for development. This has historically taken the form of:

- Must Have - critical infrastructure that must be delivered at the new facility to enable competition to take place in accordance with current standards.
- Should Have – infrastructure that is the second highest priority. Not critical but is necessary to meet current standards and enable major events to take place.
- Could Have – acknowledged by stakeholders that this would add value to the facility but is not critical in nature.

The workshop should not be regarded as a final decision point rather as the first step to developing a detailed list of infrastructure and related detailed designs that will allow Council to deliver this project in conjunction with stakeholders.

As per the grant submission, an expanded playing surface is a non-negotiable outcome of the project. However, there are two distinct methods Council staff have investigated with the sporting field industry. This represents a key consideration point for the Committee.

Option 1:

- A playing surface that is the same as Apex Oval's main field being a reinforced sand based profile.
- Estimated cost between \$2,000,000 and \$2,500,000.

Option 2:

- A playing surface with drainage infrastructure but not a reinforced sand profile.
- Estimated cost approximately \$1,500,000.

The construction of the playing field is expected to take 25 weeks depending on the time of year the field is built. Option 2 would provide a substantially upgraded playing surface compared to the current Victoria Park No. 1 Oval playing surface. It is assessed by staff that it would meet the needs of Dubbo sporting communities.

In regards to the program for delivery, the provision of the New Cycling Facility Program shows the timelines for delivery of that element of the Victoria Park Oval's redevelopment. There are potentially items of the Victoria No. 1 Oval body of work that can run concurrently

VICTORIA PARK REDEVELOPMENT ADVISORY COMMITTEE
27 FEBRUARY 2018

VPR18/1

however, a detailed project program shall be provided to the Committee after Council have gained an understanding as to the scope of possible works arising from the prioritisation process.

ORGANISATIONAL VALUES

Customer Focused: The Victoria Park Redevelopment Advisory Committee is structured to ensure the local and the relevant state sporting organisations are able to contribute to the design and prioritise expenditure of the \$3.1 million Stronger Communities Grant.

Integrity: This project represents a continued focus on obtaining and delivering on grant funding for strategic projects that have been endorsed by a Council resolution and Council's adopted master plans. It is also consistent with sporting stakeholder consultation held by the Dubbo Regional Sports Council.

One Team: Successful grant funded projects require significant input from a number of branches of Council and external stakeholders.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

1. That the information contained within the report of the Director Community and Recreation dated 8 February 2018 be noted.
2. That the outcomes of the prioritisation workshop inform the initial design that shows the spatial arrangement of new infrastructure and details asset renewal works proposed for existing infrastructure.
3. That the timeframe for the development of the new Cycling Facility project be noted and that Council shall explore opportunities for the concurrent construction of elements located at Victoria No. 1 Oval site.

Murray Wood
Director Community and Recreation

VICTORIA PARK REDEVELOPMENT ADVISORY COMMITTEE
27 FEBRUARY 2018

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BACKGROUND

The former Dubbo City Council at an Extraordinary meeting held 2 May 2011 resolved:

"2. That Council proceed to submit funding applications under the RDAF, round one for Barden Park Athletic Facilities development as priority one and Victoria Park Master Plan as priority two."

The Victoria Park Master Plan project included the development of a regional centre of excellence for cycling and triathlon at Regand Park. Council was notified later in 2011 that it had been unsuccessful in Round 1 of the Regional Development Australia Fund (RDAF) grant funding. Council took a very proactive approach to understanding the weak points of the Round 1 applications and seeking to improve those areas of the Barden Park application. Subsequently Council selected Barden Park for submission under Round 2 of RDAF program and that was ultimately successful.

In a similar manner Council continued to develop the concept and the business case for redeveloping Victoria No.1 Oval and developing a new cycling facility at Regand Park in accordance with Council's adopted master plan. In this regard a revised business case and grant proposal was submitted to the NSW Government under the Stronger Communities funding program in the 2016/2017 financial year.

Whilst not initially successful with being allocated monies under this program, the project was announced as the recipient of \$7.10 million for Stage 1 on 7 August 2017, by the Member for Dubbo, the Hon. Troy Grant MP. This brings to fruition a significant project of the former Dubbo City Council and enables Council to create genuine regional centres for rugby union/rugby league/cricket and cycling that are capable of holding provincial level tournaments and representative fixtures.

The grant allocated expenditure to two (2) distinct projects:

- | | |
|---|-------------|
| 1. New cycling facility at a new site | \$3,950,000 |
| 2. Expansion of Victoria Park No.1 Oval and new assets such as canteen, fencing | \$3,100,000 |

The larger items of the project, as articulated in the February 2017 submission for Victoria Oval's Redevelopment document are reproduced below.

"Removal of the bike track at Victoria Park No.1 Oval to enlarge the playing surface to allow higher level cricket, league and union fixtures"

Victoria Park No.1 Oval is widely recognized throughout the Orana Region as a premier facility for cricket, cycling, rugby union and rugby league and has hosted many finals and other sporting events throughout its long history (originally gazetted in 1903). With the installation of the cycling track around the edge of the playing surface (1904) this effectively reduced the

VICTORIA PARK REDEVELOPMENT ADVISORY COMMITTEE
27 FEBRUARY 2018

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diameter of the playing surface by 14 metres. For the most part this has not had a major effect on the hosting of lower grade sporting events at the Complex.

However, as neither the cricket ground nor the rugby union and rugby league fields comply with recognized standards for their specific codes, it is unlikely that the Complex will be considered to host future higher grade fixtures, such as Sheffield Shield, if this situation is not remedied.

According to Law 19.1 of ICC Test Match Playing Conditions "The playing area shall be a minimum of 150 yards (137.16 meters) from boundary to boundary square of the **pitch**, with the shorter of the two square boundaries being a minimum 65 yards (59.43 meters)."

From Figure 1 below it is seen that both the northern and southern square boundaries fall well short of this minimum requirement of 137 metres as they total only 126 metres, and the south west boundary also failing to comply individually with the minimum distance by approximately one (1) metre.

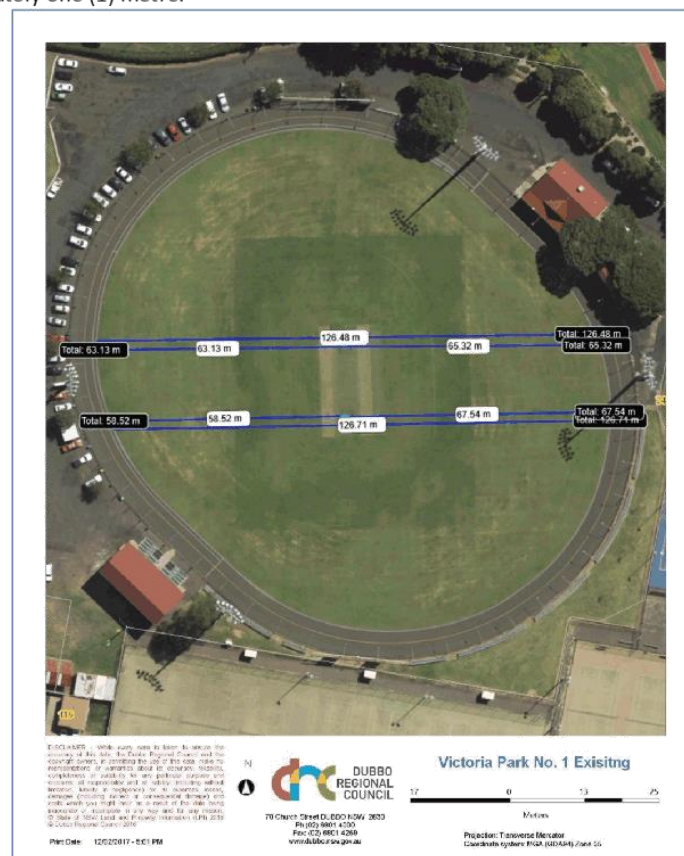


Figure 1: Existing dimensions of Victoria Park No. 1 Oval illustrating the shortfall in distance to the boundaries across the square of the wicket.

VICTORIA PARK REDEVELOPMENT ADVISORY COMMITTEE
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However, with the removal of the bike track and the reinstatement of the turf surface to the existing fence line, the playing surface then complies as the square boundaries now exceed 140 metres, and the south west boundary is also now compliant. This is illustrated in figure 2 below.

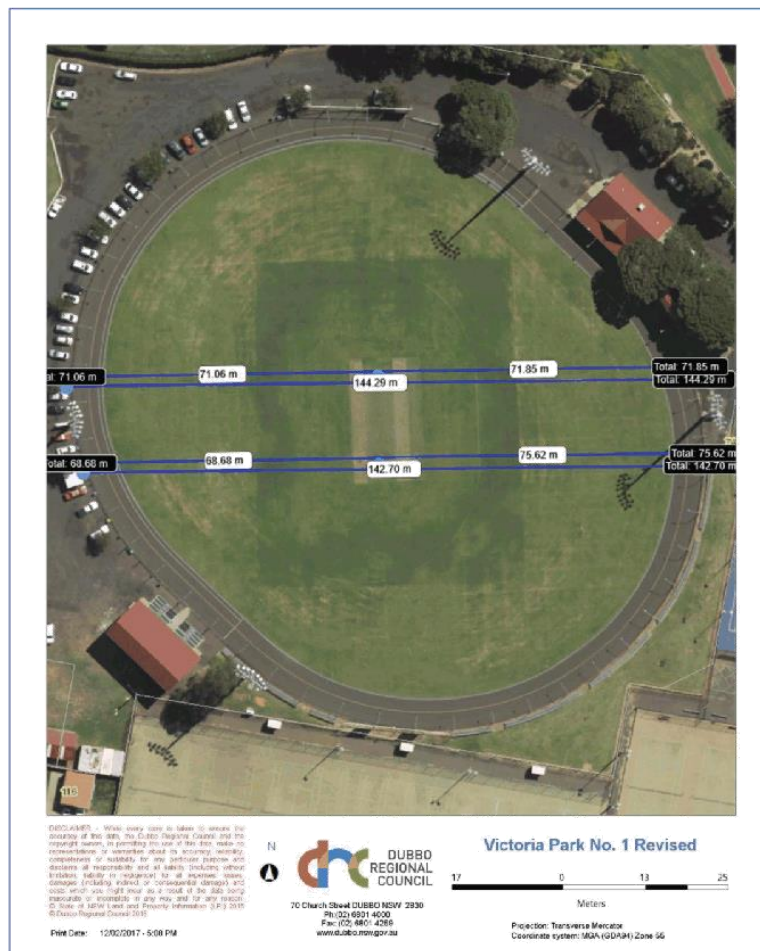


Figure 2: Victoria Park No. 1 dimensions illustrating compliance with ICC Law 19.1 of a minimum distance of 137 metres to the boundaries across the square of the wicket.

This boundary adjustment would provide the opportunity for Dubbo Regional Council and the Dubbo and District Cricket Association to work together to encourage high level cricket fixtures to the Complex and provide regional communities the opportunity to experience these games. For Dubbo the last international match held at Victoria Park No.1 Oval was back 1994 when Zimbabwe played the Western Regional squad.

**VICTORIA PARK REDEVELOPMENT ADVISORY COMMITTEE
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REPORT

When developing recreational infrastructure the former Dubbo City Council had a practice of holding workshops that worked through infrastructure and embellishment elements that were placed in a 'must have, should have, could have' category. This enabled concepts and detailed designs to be built around what stakeholders agreed was required. The latest major recreational infrastructure project that utilised this methodology was the Barden Park Athletics Centre (**Appendix 1**).

MUST HAVE/ SHOULD HAVE/COULD HAVE

Victoria Park No.1 Oval Playing Surface

As per the grant submission this is a non-negotiable outcome of the project. However, there are two (2) distinct methods Council staff have investigated with the sporting field industry.

Option 1:

- A playing surface that is the same as Apex Oval's main field being a reinforced sand based profile
- Estimated cost between \$2,000,000 and \$2,500,000.

Option 2:

- A playing surface with drainage infrastructure but not a reinforced sand profile
- Estimated cost approximately \$1,500,000.

The construction of the playing field is expected to take 25 weeks depending on the time of year the field is built.

Option 2 would provide a substantially upgraded playing surface compared to the current Victoria No. 1 Oval playing surface. It is assessed by staff that it would meet the needs of Dubbo sporting communities.

Victoria Park No.1 Canteen

Budget estimate is \$460,000.

The grant submission articulated a canteen facility to replace the arguably dilapidated drop in canteen sheds currently in place and that were provided by individual sporting groups. Canteens can enable sports bodies to be more sustainable particularly for competitions that attract consumers to a home ground match. The design for the canteen is to Construction Certificate level.

The design was done in consultation with all user groups of Victoria Park. The canteen is spilt so that alcoholic drinks can be served separately which is a requirement under licencing regulations. The building design also ensures it fits within the heritage look of Victoria Park No.1 Oval precinct (**Appendix 3**).

**VICTORIA PARK REDEVELOPMENT ADVISORY COMMITTEE
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Victoria Park No. 2 and 3 Carpark and Lighting

This element is arguably the last significant part of the entire Victoria Park precinct not to have an upgrade befitting of the major CBD open space in the Dubbo urban area. The gravel/earth carpark as it currently stands, is more likely to be found at a village sports field than a major sporting precinct in a regional city.

Lighting and Car Park Design has been completed and the total car park budget estimate for construction is \$470,000. Please note the costs were provided by Council's Internal Works Branch in 2016 and a public tender shall be required should this work proceed.

Victoria Park No.1, 2 and 3 Fencing

The budget estimate is \$88,000 for supply and another \$88,000 installed, so in total \$180,000. The fencing is a PVC picket style and it comes with a 50 year warranty.

Such fencing though largely aesthetic would prevent many cricket balls going beyond the boundary into carparks (Men's Shed) and crowds at places such as the WPCC when they hold events.

Refurbishing Amenities in Grandstand (including female block at rear of the grandstand)

This would bring male and female facilities to the same location underneath the grandstand and ensure two change rooms are provided. The current female toilets would be converted to storage. It is estimated at this very preliminary conceptual stage that this would cost \$500,000.

Refurbishing amenities located underneath the Rugby Clubhouse

These are structural sound but feedback from some stakeholders is that the fit out requires substantial upgrading. This is similar to works that have been carried out in other Dubbo sporting assets such as Pioneer Oval. Typical cost is approximately \$180,000.

Refurbishing Grandstand Seating

This would see the replacement of hardwood boards with plastic seating as Council has installed at the Barden Park athletics facility and the Bruce Neads Grandstand at Apex Oval. There is no accurate estimate at the time of writing as an engineering assessment is required to understand how metal beams can be installed to which plastic seating can be affixed.

With other elements brought forward to the meeting by members of the Advisory Committee, an outcome of the meeting shall be placing each infrastructure item in a prioritised list similar to the format below. It should be recalled that the expansion of the oval surface is a must have item of infrastructure but the Advisory Committee needs to determine what is the priority in terms of Option 1 or 2.

**VICTORIA PARK REDEVELOPMENT ADVISORY COMMITTEE
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MUST HAVE (high priority)	SHOULD HAVE (moderate priority)	COULD HAVE (low priority at this time)
Victoria Park No.1 Oval Playing Surface Expansion Option 2 (for example)	Victoria Park No.1 Oval Playing Surface Expansion Option 1 (for example)	

PROGRAM OF CONSTRUCTION

Attached to this report as **Appendix 2**, is the current Master Program for the delivery of a new cycle facility. The stage listed as “Delivery Phase” is a high level view of the construction milestones. It is proposed to commence in November 2018 and be completed in December 2019. However, as both the new cycle facility and Victoria Park No.1 Oval scope of works become more defined there is the potential for works to be undertaken concurrently. Furthermore, given a new cycle facility is based on an asphalt seal, the likely installation period shall be spring or autumn. Again there is the potential that should asphalt works be completed in spring, the commissioning of the track infrastructure be completed over winter. This would then change the program of works at the Victoria Park No.1 Oval site.

A subsequent report shall be provided to the Victoria Park Advisory Committee that articulates a first cut of a project delivery master program.

To ensure maximum efficiency in project delivery it would be ideal if both the concept design for the new cycle facility and the concept designs for the Victoria No.1 Oval are endorsed at the same time. That would mean that by 28 March 2018 the Victoria Park Advisory Committee has agreed to the scope of works as defined in concept designs. This will enable suitably qualified detailed designers to be appointed to enable construction at the earliest opportunity.

Appendices:

- 1.** Minutes Barden Park Steering Committee for the Construction of the Barden Park Regional Centre of Excellence for Athletics Meeting 10/09/2012
- 2.** Victoria Park Redevelopment Project Master Program Version A Cycle facility
- 3.** Victoria Park Number 1 Canteen Design
- 4.** Victoria Park Ovals Number 2 and 3 Car Park Design

**Barden Park Steering Committee
for the construction of the
Barden Park Regional Centre of Excellence for Athletics**

GENERAL MEETING

5:30pm Monday, 10 September 2012

**Dubbo City Council
Civic Administration Building
Conference Room Ground Floor Central
Church Street, Dubbo**

Meeting commenced at 5:35pm

ATTENDANCE:

Councillor Mathew Dickerson (Mayor)	Director Parks & Landcare - Murray Wood	Project Manager - Mick Wilson
Parks & Landcare Secretarial Services Officer - Mickaela Fairall	Manager Sporting Facilities - Wes Giddings	Manager Recreational Services - James McKechnie
Dubbo City Sports Council - Craig Gale	Dubbo Combined Athletics - Peter Bass	RSL Athletics - Christine Peacock
Dubbo Athletics - David Williams	Schools/PSSA - Amanda Thorpe	

APOLOGIES:

Councillor Allan Smith
Mark Riley

WELCOME:

Murray welcomed all to the meeting.

12/10 Workshop - "must have, should have, could have" session

Discussion ensued.

Google Maps of Glendale (Newcastle), Campbelltown, Sydney Olympic Park
(Homebush) & Blacktown Athletics Centres (handout given)

The following "must have, should have and could have" were listed:

**Barden Park Steering Committee
for the construction of the
Barden Park Regional Centre of Excellence for Athletics**

GENERAL MEETING

MUST HAVE	SHOULD HAVE	COULD HAVE
500 seat grandstand	800 seat grandstand (additional 300 above "must have")	BBQ area
Accommodation girls/boys	Double "D" – synthetic surface fill in at ends	Bus drop off on the sides (managed by signs)
Synthetic track & field to standard to Country Championships IAAF	Coolroom/kitchen	Lockers
Admin accommodation for a Development Officer	Function room (multi-purpose)	Lighting on street side of grandstand
Connection to Broadband/NBN	Baby change room	Shaded marshalling area – track & field
Separate toilet/accommodation for teachers/children supervisors	Part of seating capacity is terraces for deck chair BYO	Additional capacity for mobile catering/toilet access
Canteen	Track perimeter fence	Electronic score board
Sufficient storage equipment/club admin	Soccer field in middle	
Event management space (see function room)		
Secure perimeter fence		
Entry control point (like pool)		
First Aid facility		
Grandstand in line with finish line		
Long jump x 2 in front of grandstand (use existing)		
Boom gates blocking lanes 1&2		
Good quality PA system (modify)		
Standard between pre training & highest comp (college tracks)		

Dubbo Combined Athletics has submitted their layout (handout given)

**Barden Park Steering Committee
for the construction of the
Barden Park Regional Centre of Excellence for Athletics**

GENERAL MEETING

- 6:30pm Councillor Mathew Dickerson (Mayor) left the meeting
- 6:40pm Christine Peacock left the meeting
- 6:45pm Wes Giddings left the meeting

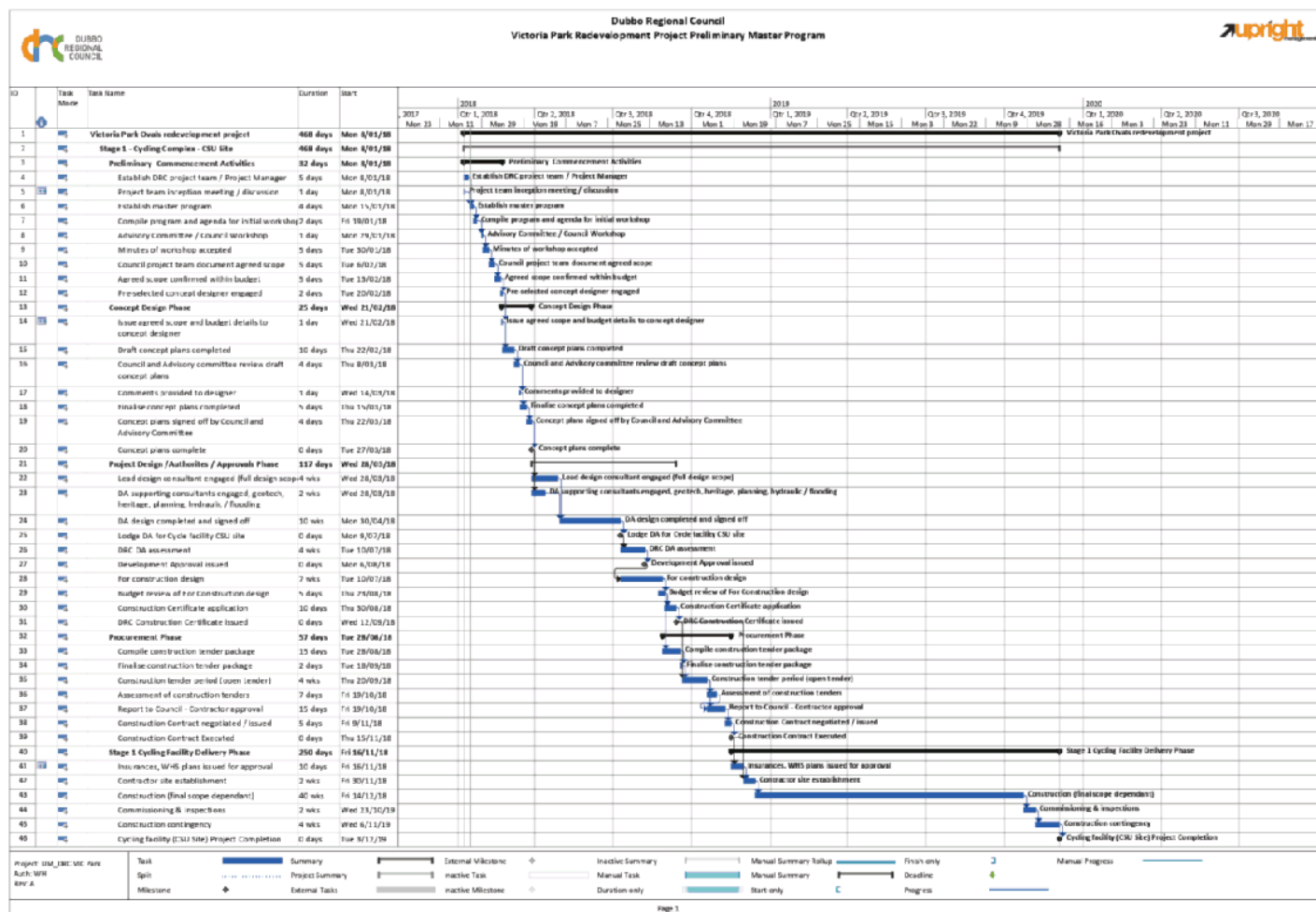
12/11 Funding Agreement

Funding Agreement draft has been received from Federal Government – yet to be signed off formally.

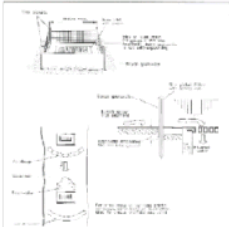
12/12 General Business

- Operations of the facility & equipment – to be placed on the November Agenda.
- Murray to advise Mick the name of a person to contact in regards to a suitable/correct track.

There was no further business. This meeting closed at 7:08pm.



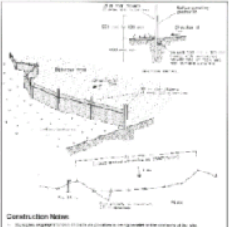
EROSION AND SEDIMENT CONTROL MEASURES



Construction Notes

1. Establish a silt fence along the perimeter of the construction site.
2. Establish a sediment pond at the end of the construction site.
3. Establish a silt fence along the perimeter of the construction site.
4. Establish a sediment pond at the end of the construction site.

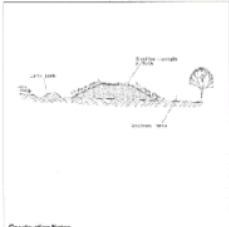
SEDIMENT FENCE SD 6.4.3



Construction Notes

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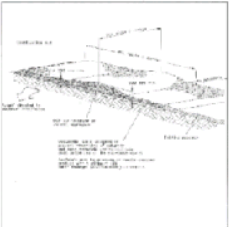
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SEDIMENT FENCE SD 6.4.3



Construction Notes

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SEDIMENT FENCE SD 6.4.3

GENERAL NOTES

THE DRAWINGS IN THIS SET ARE FOR TENDER PURPOSES ONLY & ARE NOT AUTHORIZED FOR CONSTRUCTION.

ALL WORKSHOPS, MATERIALS SHALL COMPLY WITH THE REQUIREMENTS OF THE RELEVANT AUSTRALIAN STANDARDS.

THE DRAWING TO BE READ IN CONJUNCTION WITH ALL OTHER DRAWINGS & DOCUMENTATION COMPRISING THE SET INCLUDING THE SPECIFICATION AND OTHER GENERAL NOTES IS SHOWN HEREIN.

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PAINTING

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LANDSCAPE

APPROVED

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FOR APPROVAL

NEW CANTEN

No 1 VICTORIA PARK OVAL

GENERAL NOTES

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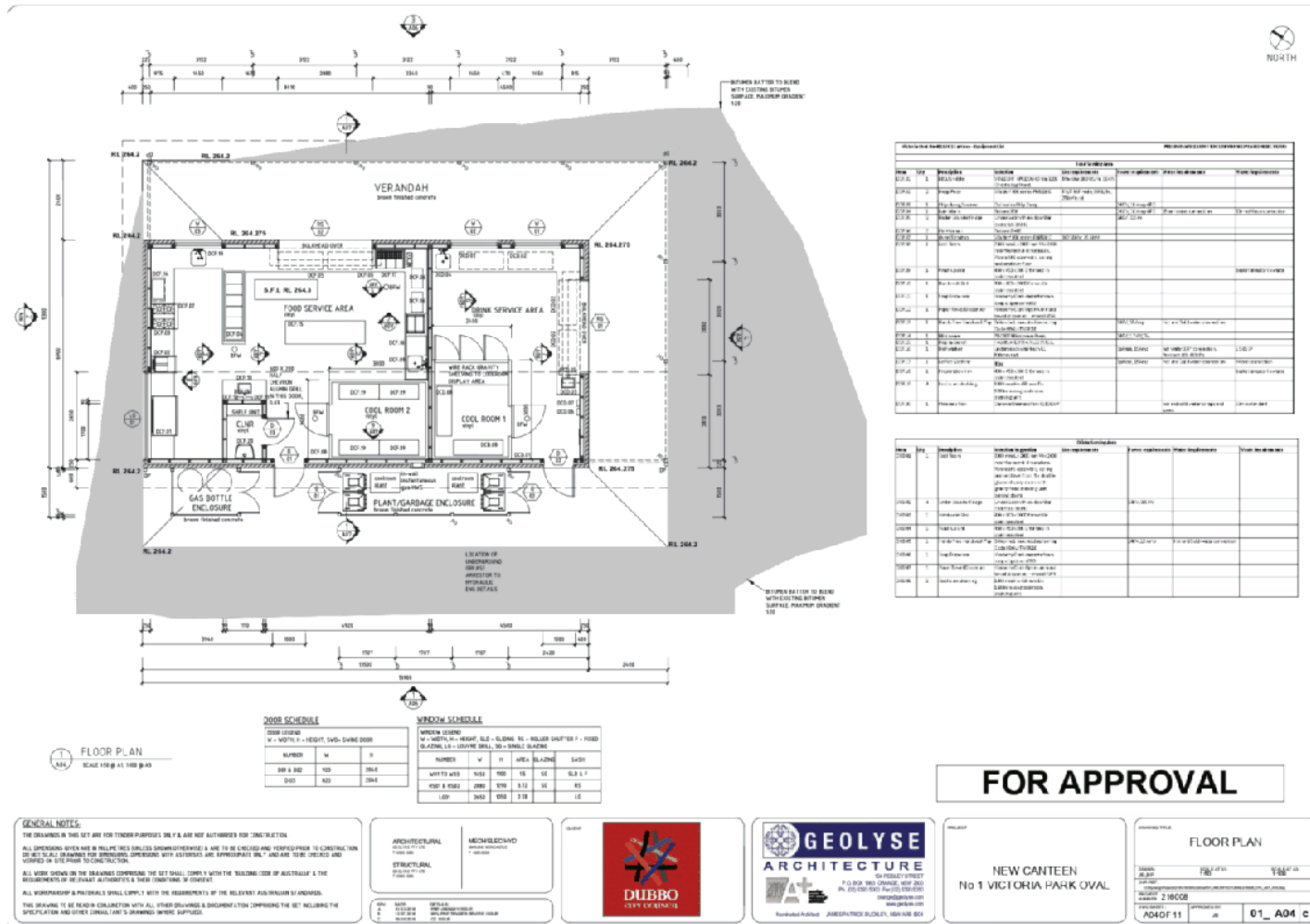
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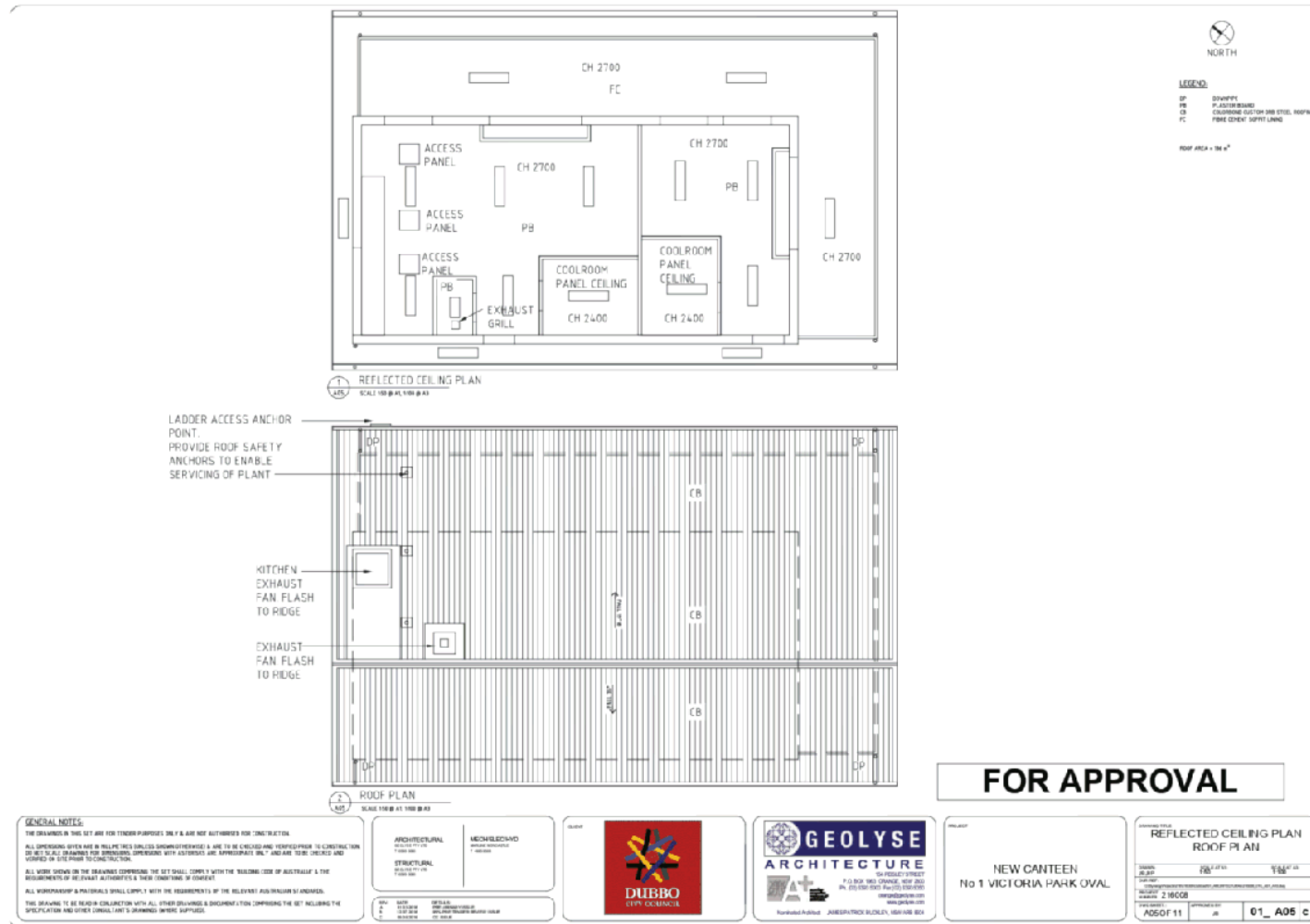
APPENDIX NO: 3 - VICTORIA PARK NUMBER 1 CANTEN DESIGN

ITEM NO: VPR18/1



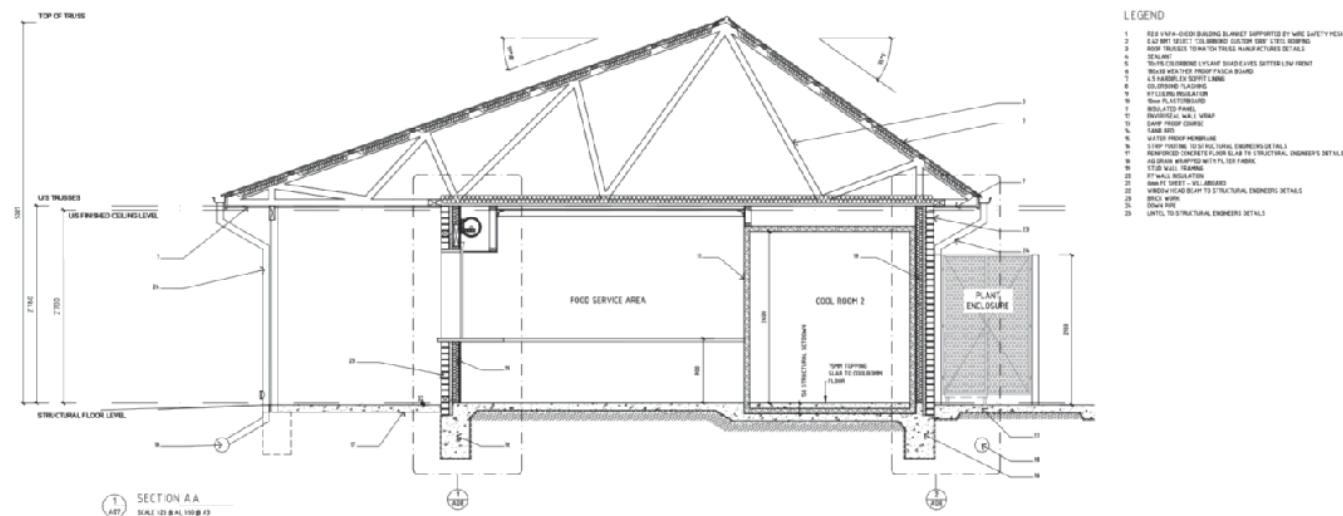
APPENDIX NO: 3 - VICTORIA PARK NUMBER 1 CANTEN DESIGN

ITEM NO: VPR18/1



APPENDIX NO: 3 - VICTORIA PARK NUMBER 1 CANTEEN DESIGN

ITEM NO: VPR18/1

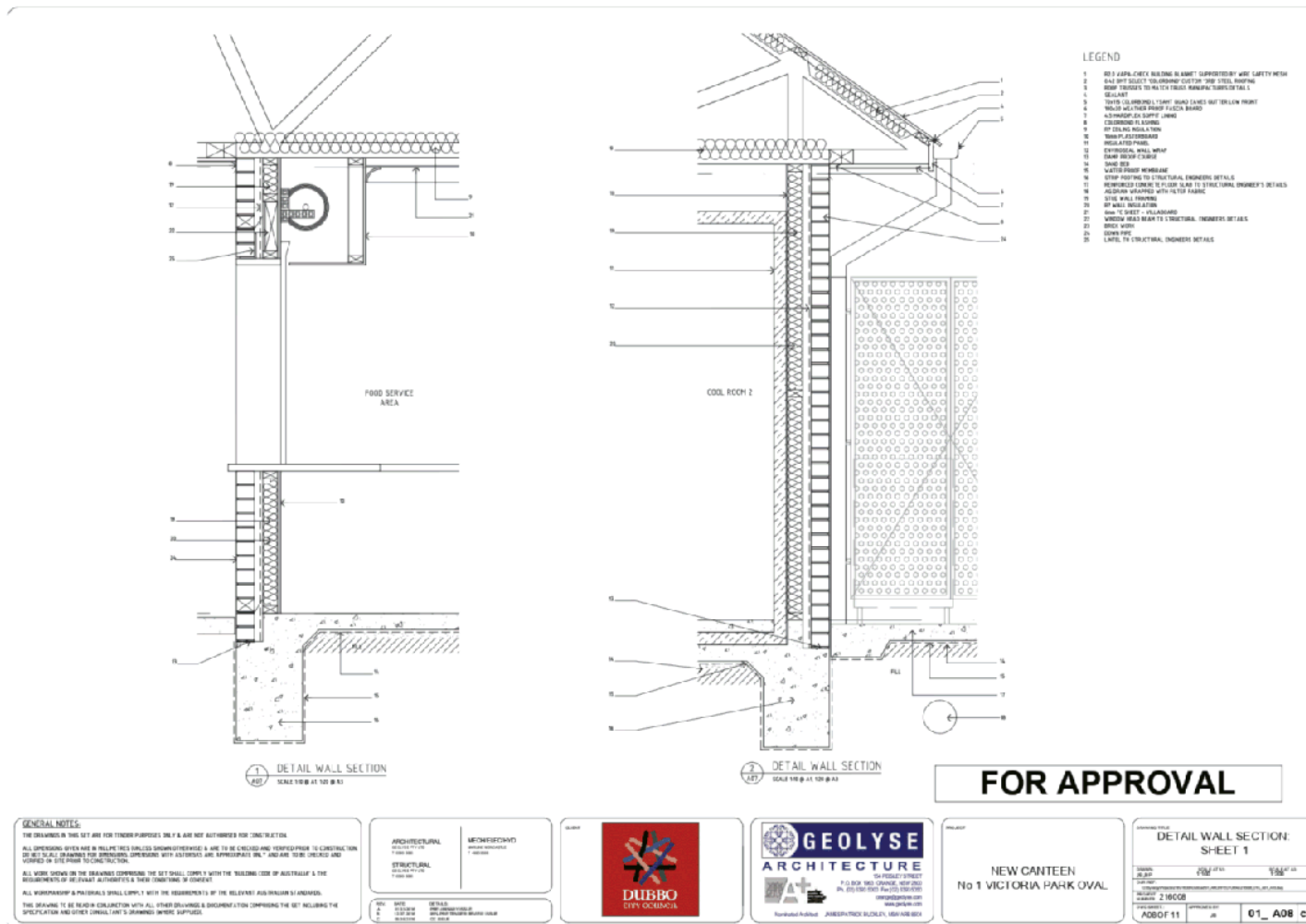


FOR APPROVAL

<p>GENERAL NOTES:</p> <p>THE DRAWINGS IN THIS SET ARE FOR TENDER PURPOSES ONLY & ARE NOT AUTHORIZED FOR CONSTRUCTION.</p> <p>ALL DIMENSIONS GIVEN ARE IN MILLIMETRES (UNLESS OTHERWISE STATED) & ARE TO BE CHECKED AND VERIFIED PRIOR TO CONSTRUCTION.</p> <p>ALL WORK SHOWN ON THE DRAWINGS COMPLETES THE SET SHALL COMPLY WITH THE REQUIREMENTS OF AUSTRALIA & THE REQUIREMENTS OF THE LOCAL AUTHORITY'S AT THE TIME OF CONSTRUCTION.</p> <p>ALL WORKSHOPS & MATERIALS SHALL COMPLY WITH THE REQUIREMENTS OF THE RELEVANT AUTHORITY AT ALL TIMES.</p> <p>THE DRAWING TO BE READ IN CONJUNCTION WITH ALL OTHER DRAWINGS & DOCUMENTATION COMPRISING THE SET INCLUDING THE SPECIFICATION AND OTHER CORRELATION SHEETS (DRAWINGS, SPECIFICATIONS, ETC.).</p>	<p>ARCHITECTURAL</p> <p>DESIGNED BY: [Name]</p> <p>STRUCTURAL</p> <p>DESIGNED BY: [Name]</p>	<p>MECHANICAL</p> <p>DESIGNED BY: [Name]</p>	<p>DUBBO CITY COUNCIL</p>	<p>GEOLYSE ARCHITECTURE</p> <p>14 HOSLEY STREET PO BOX 1000 DUBBO NSW 2880 PH: 02 9291 5000 FAX: 02 9291 5001 www.geolyse.com.au</p>	<p>NEW CANTEEN</p> <p>No 1 VICTORIA PARK OVAL</p>	<p>TYPICAL SECTION</p> <p>SECTION: [Name]</p> <p>DATE: [Date]</p> <p>SCALE: [Scale]</p> <p>PROJECT NO: [Project No]</p> <p>ADT OF 11</p>
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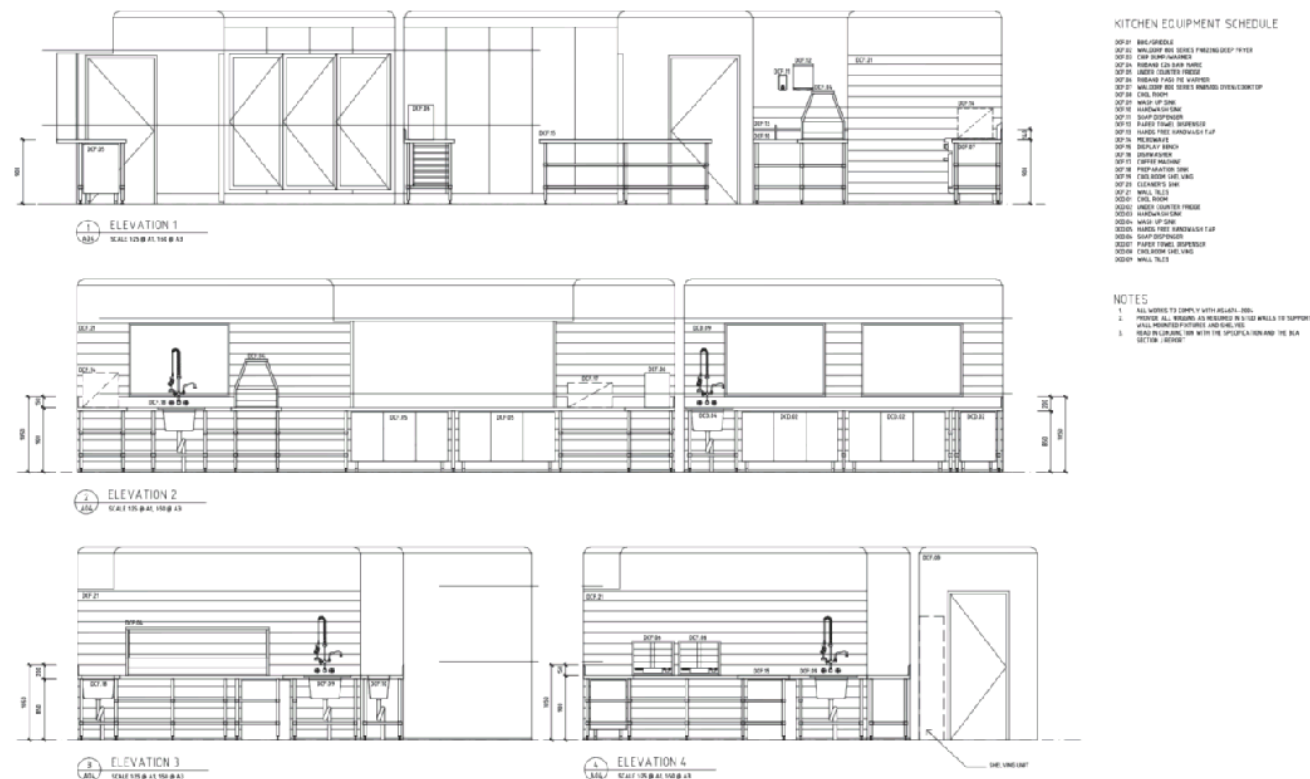
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ITEM NO: VPR18/1



APPENDIX NO: 3 - VICTORIA PARK NUMBER 1 CANTEEN DESIGN

ITEM NO: VPR18/1



FOR APPROVAL

GENERAL NOTES:

THE DRAWINGS IN THIS SET ARE FOR TENDER PURPOSES ONLY & ARE NOT AUTHORIZED FOR CONSTRUCTION.

ALL WORKSHOPS SHOWN ARE IN COMPLIANCE WITH THE REQUIREMENTS OF THE BUILDING CODE OF AUSTRALIA & THE REQUIREMENTS OF THE LOCAL AUTHORITY'S TENDER CONDITIONS OF TENDERS.

ALL WORKSHOPS & MATERIALS SHALL COMPLY WITH THE REQUIREMENTS OF THE RELEVANT AUSTRALIAN STANDARDS.

THE DRAWINGS TO BE READ IN CONJUNCTION WITH ALL OTHER DRAWINGS & DOCUMENTATION COMPRISING THE SET INCLUDING THE SPECIFICATION AND OTHER CORRELATION SHEETS (NOT SHOWN) SHOWN.

ARCHITECTURAL

DESIGN & DRAWING

STRUCTURAL

DESIGN & DRAWING

MECHANICAL

DESIGN & DRAWING

DESIGN & DRAWING

GEOLYSE ARCHITECTURE

15 HOSLEY STREET

SYDNEY NSW 2015

PH: 02 9551 5551 FAX: 02 9551 5551

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DUBBO CITY COUNCIL

NEW CANTEEN

No 1 VICTORIA PARK OVAL

INTERNAL ELEVATIONS. SHEET 1

DATE: 21/02/18

SCALE: A1

PROJECT: 210008

ADDIT 11

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APPENDIX NO: 3 - VICTORIA PARK NUMBER 1 CANTEN DESIGN

ITEM NO: VPR18/1

EXTERNAL FINISHES			
ELEMENT	SUPPLIER	PRODUCT	CLOUR
ROOFING FLASHINGS & TRIM	COLEBROOK	CLUST-DRS	TR
VERANDAH SOFFIT	JAMES HARDIE OR EQUAL	ANF FIBRE CEMENT SHEET	TO MATCH DULUX VIVID WHITE
DRAINPIPES	-	SEWER GRADE UPVC	IRONSTONE
GUTTER	STRAKAT	QUAD GUTTER	IRONSTONE
DOOR/WINDOW FRAME	GLEWATTE COMMERCIAL	ROTER DOOR & WINDOW SCHEDULE	CLEAR ANODISED
TIMBER DOOR PANEL	HUME DECKING OR EQUAL	SOLID CORE PAINT GRADE VENEER	TO MATCH DULUX PLOUGHED EARTH
VERANDAH FLOOR	MOBAL CONCRETE OR EQUAL	BROOM FINISHED CONCRETE	N/A
FACE BRICKS	TO BE PROPOSED BY CONTRACTOR	TO BE PROPOSED BY CONTRACTOR	TO BE CLOSE MATCH TO GRANDSTAND - TO CLIENT'S APPROVAL

INTERNAL FINISHES			
ELEMENT	SUPPLIER	PRODUCT	CLOUR
FLOORS	RESILIENT FLOORING	X	CONCRETE "ACCELADE GATE PLUS COVE" TOP OF WALLS - Colour: Cappuccino
SKIRTING	COVERED VINYL SKIRTING	X	CONCRETE "ACCELADE GATE PLUS COVE" TOP OF WALLS - Colour: Cappuccino
WALLS	WALL PAINT TYPICAL	X	NUMBER THREE COATS OF DULUX WHISPER WHITE, LOW SHEEN
	CERAMIC TILE	X	JOHNSON TILES OR WHITE GLOSS KOLL
	COOLROOM PANELS	X	BONDER OR EQUIVALENT, WHITE
CEILINGS	CEILING PAINT	X	NUMBER THREE COATS OF DULUX MATT, COLOUR: VIVID WHITE
	COOLROOM PANELS	X	BONDER OR EQUIVALENT, WHITE
CORNICE	STANDARD 90mm COVE	X	THREE COATS OF DULUX MATT, COLOUR: VIVID WHITE
DOOR	SOLID CORE DOOR	X	NUMBER THREE COATS OF DULUX PAINT, COLOUR: PLOUGHED EARTH
DOOR FRAME	STEEL DOOR FRAME	X	NUMBER THREE COATS OF DULUX PAINT, COLOUR: CALF SKIN

FINISH SCHEDULE NOTE

1. ALL FLOOR, WALL AND CEILING FINISHES ARE TO COMPLY WITH THE R-1.0 FLOOR FINISHES.
2. FINISHES TO BE USED WITHIN THE BUILDING ARE TO BE USED WITHIN THE BUILDING.
3. FINISHES TO BE USED WITHIN THE BUILDING ARE TO BE USED WITHIN THE BUILDING.

FINISHES NOTES

- ALL INTERIOR & EXTERIOR FINISHES ARE TO BE USED WITHIN THE BUILDING.
- UPPERMOST COAT SHALL BE USED BETWEEN
- DOOR LEAF AND DOOR FRAME
- DOOR FRAME AND ADJACENT WALL

FOR APPROVAL

GENERAL NOTES

THE DRAWINGS IN THIS SET ARE FOR TENDER PURPOSES ONLY & ARE NOT AUTHORIZED FOR CONSTRUCTION.

ALL DIMENSIONS GIVEN ARE IN MILLIMETRES UNLESS OTHERWISE STATED & ARE TO BE CHECKED AND VERIFIED PRIOR TO CONSTRUCTION.

DO NOT SCALE DIMENSIONS FOR DIMENSIONS. DIMENSIONS ARE GIVEN IN METRES AND ARE TO BE CHECKED AND VERIFIED ON SITE PRIOR TO CONSTRUCTION.

ALL WORK SHOWN ON THE DRAWINGS IS TO BE DONE IN ACCORDANCE WITH THE REQUIREMENTS OF AUSTRALIA & THE REQUIREMENTS OF THE LOCAL AUTHORITY'S (THE COUNCIL OF THE CITY OF DUBBO).

ALL WORKMANSHIP & MATERIALS SHALL COMPLY WITH THE REQUIREMENTS OF THE RELEVANT AUSTRALIAN STANDARDS.

THE DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER DRAWINGS & DOCUMENTATION COMPRISING THE SET INCLUDING THE SPECIFICATION AND OTHER LEGAL INSTRUMENTS (SUCH AS THE LOCAL ACTS, BY-LAWS, ETC.).



GENERAL NOTES:

- FOUNDATION NOTE

- CONCRETE NOTES:

[illegible]

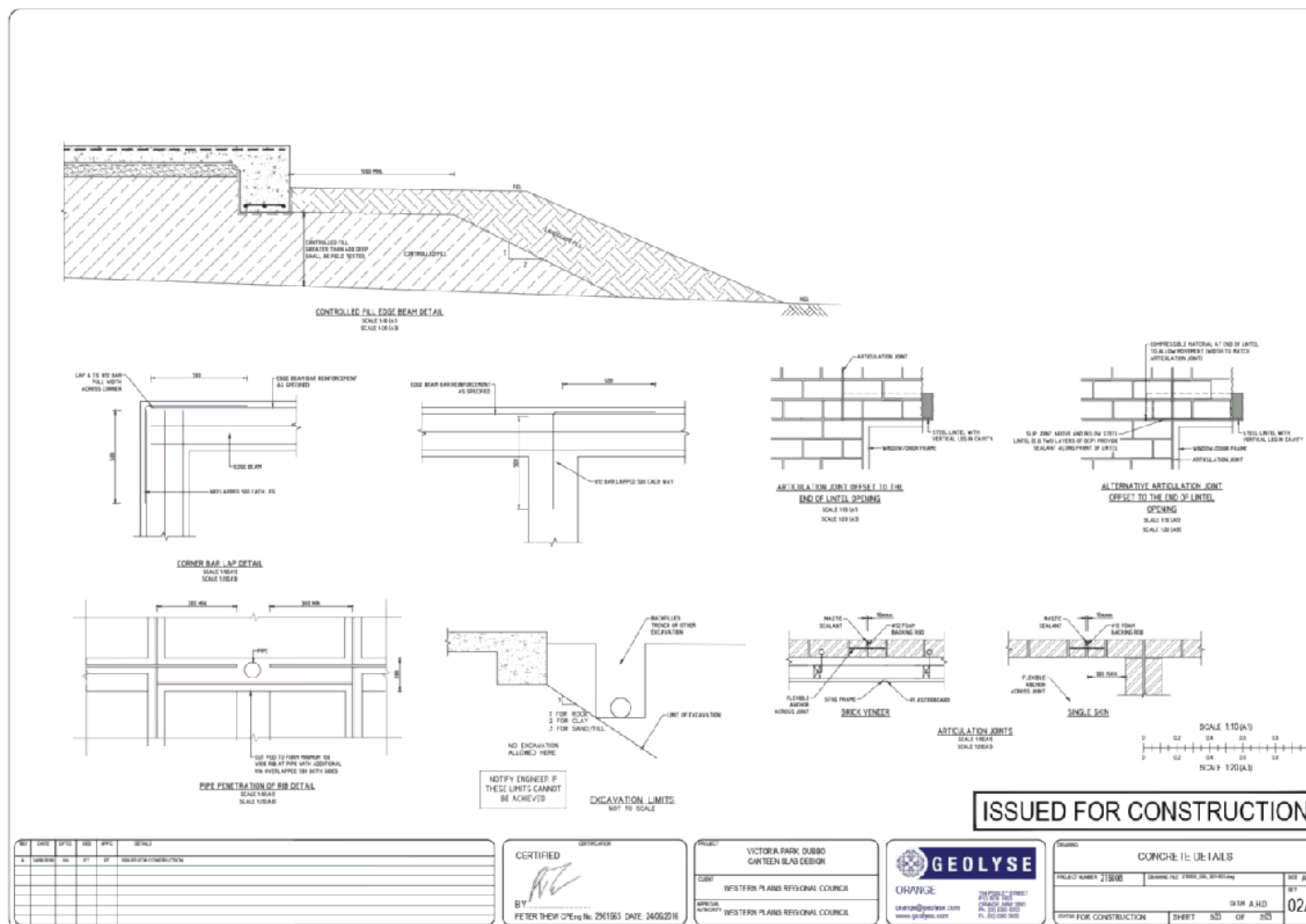
- REINFORCEMENT NOTES

- DRAFTING ABBREVIATIONS

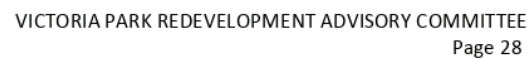


APPENDIX NO: 3 - VICTORIA PARK NUMBER 1 CANTEN DESIGN

ITEM NO: VPR18/1



VICTORIA PARK REDEVELOPMENT ADVISORY COMMITTEE
Page 27





Report of the Social Justice and Crime Prevention Working Party - meeting 28 February 2018

AUTHOR: Administration Officer - Governance
REPORT DATE: 22 February 2018

The Committee had before it the report of the Social Justice and Crime Prevention Working Party meeting held 28 February 2018.

RECOMMENDATION

That the report of the Social Justice and Crime Prevention Working Party meeting held on 28 February 2018, be adopted.



REPORT
SOCIAL JUSTICE AND CRIME PREVENTION
WORKING PARTY
28 FEBRUARY 2018

PRESENT: Councillors A Jones, S Lawrence, J Ryan and B Shields.

ALSO IN ATTENDANCE:

The General Manager, the Director Community and Recreation, the Manager Social Services and the Administration Officer – Community and Recreation.

Councillor B Shields assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.55pm.

SJCP18/5 DRAFT COLLECTIVE IMPACT POLICY (ID18/279)

A general discussion was held to inform the development of the draft policy.

RECOMMENDATION

1. That the Director Community and Recreation continue to develop a draft policy with the input from industry experts such as the Australian Centre for Social Innovation (TACSI).
2. That the Director Community and Recreation distribute to the members of the Working Party a draft policy document by Friday 9 March 2018.

SJCP18/6 RESIDENTIAL DRUG REHABILITATION OPERATIONAL OPTIONS (ID18/278)

The Working Party had before it the report dated 21 February 2018 from the Director Community and Recreation regarding Residential Drug Rehabilitation Operational Options.

RECOMMENDATION

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)).

RECOMMENDATION

1. That the information contained within the report of the Director Community and Recreation dated 21 February 2018 be noted.
2. That the outcomes of the preliminary investigation be noted.
3. That a draft detailed business case be put before the Social Justice and Crime Prevention Working Party in August 2018 to allow for detailed analysis by the Working Party prior to submission to the NSW government in September 2018.
4. That Council continue to work collaboratively with stakeholders such as members of the Dubbo Integrated Drug, Alcohol and Mental Health Project and the Cooperative Legal Service Delivery (CLSD) group to identify the requirements of a Dubbo Regional LGA based rehabilitation centre including:
 - Client target base
 - Need for detox to be part of the rehabilitation facility given Dubbo Hospital developments
 - Suitable location options.
5. That a total of \$100,000 be allocated by Council in the 2018/2019 draft budget for costs associated with the engagement of consultants and any potential planning proposals as elements of the business case development.
6. That the documents and considerations in regard to this matter remain confidential to Council.

SJCP18/7 LEAVE OF ABSENCE

A request for leave of absence was received from Councillor D Grant who was absent from the meeting for personal reasons. Such leave of absence was accepted by the Working Party and the member concerned was granted leave of absence for this meeting.

The meeting closed at 6.23pm.

.....
CHAIRMAN



DUBBO REGIONAL
COUNCIL

Report of the Street Tree Advisory Committee - meeting 8 March 2018

AUTHOR: Administration Officer - Governance
REPORT DATE: 9 March 2018

The Committee had before it the report of the Street Tree Advisory Committee meeting held 8 March 2018.

RECOMMENDATION

That the report of the Street Tree Advisory Committee meeting held on 8 March 2018, be noted.

Appendices:

1 [↓](#) Street Tree Advisory Committee - 8 March 2018 - Reports



REPORT STREET TREE ADVISORY COMMITTEE 8 MARCH 2018

PRESENT: Councillors V Etheridge, J Ryan and B Shields, the General Manager, the Director Community and Recreation, Mr M Gardner (Community Representative), Mrs N Grant (Community Representative) and Mrs B Sutherland (Community Representative).

ALSO IN ATTENDANCE:

Councillor D Gumley, the Director Planning and Environment, the Manager Infrastructure Delivery, the Manager Transport and Emergency, the Manager Operations, the Manager Recreation and Open Space, Administration Officer – Infrastructure.

STC18/7 ELECTION OF CHAIR

Councillor J Ryan was elected Chairman of the Street Tree Advisory Committee until period ending September 2018.

STC18/1 PRESENTATION ON THE STREET TREE MASTERPLAN (ID18/299)

The Committee was addressed by the Manager Recreation and Open Space regarding the Street Tree Masterplan.

MOTION

That the presentation by the Manager Recreation and Open Space regarding the Street Tree Masterplan be noted.

Councillors D Gumley, S Lawrence and B Shields and the General Manager left the meeting, the time being 6.40 pm.

STC18/2 TREE REPORT - 7 BELLBIRD WAY, DUBBO (ID18/151)

The Committee had before it the report dated 24 January 2018 from the Manager Operations regarding Tree Report - 7 Bellbird Way, Dubbo.

MOTION

That the information contained within the report of the Manager Operations dated 28

January 2018 be noted.

STC18/3 TREE REPORT - 253 WINGEWARRA STREET, DUBBO (ID18/152)

The Committee had before it the report dated 24 January 2018 from the Manager Operations regarding Tree Report - 253 Wingewarra Street, Dubbo.

MOTION

1. That the information contained within the report of the Manager Operation dated 24 January 2018 be noted.
2. That the tree be removed and an offset planting considered for an appropriate location nearby at Jubilee Oval.

STC18/4 STREET TREES IN ERSKINE STREET, DUBBO (ID18/215)

The Committee had before it the report dated 6 February 2018 from the Operations Engineer (West) regarding Street Trees in Erskine Street, Dubbo.

MOTION

That option 3 be undertaken subject to a further report to the Committee that identifies a suitable location for large trees and proposed species of tree.

Mr M Gardner (Community Representative) left the meeting, the time being 7.15pm.

STC18/5 PROPOSED KURRAJONG TREE REMOVAL IN SWIFT STREET WELLINGTON (ID18/302)

The Committee had before it the report dated 1 March 2018 from the Manager Transport and Emergency regarding Proposed Kurrajong Tree Removal in Swift Street Wellington.

MOTION

1. That the information contained within the report of the Manager Transport and Emergency dated 1 March 2018 be noted.
2. That the Kurrajong tree located in Swift Street (Arthur Street to Railway Station) be removed to facilitate Telstra cable relocation works being carried out as a pre-requisite to the Swift Street Redevelopment Project.
3. That the proposed Swift Street Redevelopment Landscaping Plan currently being developed, be presented to a future meeting of the Street Tree Advisory Committee.

GENERAL BUSINESS

The Director Community and Recreation drew the Committee's attention to the 'Street Tree Advisory Committee Terms of Reference' document.

MOTION

- 1. That the Street Tree Advisory Committee does not require 'post mortem' reports on individual tree removals.**
- 2. That Committee members shall request a report should there be community concern regarding a specific street tree that has been removed.**

STC18/6 LEAVE OF ABSENCE

Requests for leave of absence were received from Mrs B Edmondson (Community Representative) and the Director Infrastructure and Operations who were absent from the meeting for personal reasons. Such leave of absence were accepted by the Committee and the members concerned were granted leave of absence for this meeting.

The meeting closed at 7.15pm.

.....
CHAIRMAN

STREET TREE ADVISORY COMMITTEE
8 MARCH 2018

STC18/2



REPORT: Tree Report - 7 Bellbird Way, Dubbo

AUTHOR: Manager Operations
REPORT DATE: 24 January 2018
TRIM REFERENCE: ID18/151

EXECUTIVE SUMMARY

Council received a complaint from a resident of west Dubbo regarding a Council street tree causing damage to their property.

Council's arborist inspected and confirmed the tree was a Claret Ash (*Fraxinus angustifolia* 'Raywood') and that not only was the tree invading the foundations of the adjacent dwelling, but it had also impacted the water main located near to its base as indicated in the photographs within this report.

The water main is accessed by NSW Fire and Rescue in the event of a house fire. With the impact of the tree, it is uncertain whether the main would be functioning if needed.

The tree was removed, by Council arborists, including the obvious invasive roots in February 2018. After consultation with the adjacent resident he has requested to not have another tree planted.

Repair to the water main will be carried out by Council's Infrastructure and Operations staff.

ORGANISATIONAL VALUES

Customer Focused: Council has focused on responding to the concerns of a local resident and resolving the issue through consultation and best practice principles.

Integrity: All work undertaken in accordance with best practice principles, qualified arborist inspection and judgement, all work undertaken in accordance with tree removal standards and work, health and safety obligations in consultation with the local residents.

One Team: Repair to the water hydrant is being programmed to be undertaken by Infrastructure and Operations.

FINANCIAL IMPLICATIONS

The cost of the removal of the tree at 7 Bellbird Way is \$920.46. The cost of the water main repair is estimated at \$350. These works have been funded from the respective budgets.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

STREET TREE ADVISORY COMMITTEE
8 MARCH 2018

STC18/2

RECOMMENDATION

That the information contained within the report of the Manager Operations dated 28 January 2018 be noted.

Craig Arms
Manager Operations

**STREET TREE ADVISORY COMMITTEE
8 MARCH 2018**

STC18/2

BACKGROUND

Council's Natural Resources Team consists of one Lead Arborist and one Arborist. This team is responsible for the inspection and maintenance of all street and park trees within the local government area.

All subject trees are viewed from a Tree Risk Assessment approach in line with the latest qualification via the International Society of Arboriculture (ISA).

If removal is recommended and if there is an appropriate location for the planting of a street tree, then a replacement is chosen in consultation with the local resident and consistent with the Dubbo Regional Council Street Tree Master Plan.

REPORT

The tree was inspected in response to a Customer Service Request received from the resident of 7 Bellbird Way, Dubbo. He complained that the street tree adjacent to his property was causing damage to the structure of his residence and to nearby public infrastructure.

Council's arborist inspected the site and confirmed the tree to be a Claret Ash (*Fraxinus angustifolia* 'Raywood') of mature age, in good condition with good structure.

The dimensions of the tree are as follows:

- Height – 10.5 metres
- Crown Spread – 10 metres
- Diameter Breast Height (DBH) @ 1.2 Metres – 39cm

The tree was situated in the lawn area/footpath section north of the customer's residence, approximately 5m from the kerb and guttering. A fire hydrant is situated 6m to the east of the tree and has lifted considerably on the tree side by approximately 200mm. This may make it difficult to access the water from the hydrant in an emergency situation.

In addition, several tree roots were exposed and visible, travelling extensively through the lawn area. The tree roots measure approximately 10cm in diameter. These roots were doing damage to the resident's property and brick edging. The furthest edging being damaged was located approximately 11 metres from the tree.

No soil heaving/movement was evident in the ground which shows good stability. There was no evidence of pests and diseases in the tree, but a great deal of suckering/branches from the base of the tree and these would have been ongoing for its remaining life.

STREET TREE ADVISORY COMMITTEE
8 MARCH 2018

STC18/2



Although the tree was in good condition, the damage being caused to Council assets (in this case the fire hydrant), and the resident's property had to be taken into consideration. Retaining good trees in the city is paramount but on this occasion the most appropriate course of action was to remove the tree so no further damage could be done to infrastructure and property.

The tree was removed and shall be replaced with a more suitable species in accordance with the Street Tree Masterplan and Street Tree Planting Standard.

STREET TREE COMMITTEE
8 MARCH 2018

STC18/3



REPORT: Tree Report - 253 Wingewarra Street, Dubbo

AUTHOR: Manager Operations
REPORT DATE: 24 January 2018
TRIM REFERENCE: ID18/152

EXECUTIVE SUMMARY

The Natural Resources Team of the Community and Recreation Division received a report from Council's Infrastructure and Operations, Water and Sewer Branch that a large street tree adjacent to 253 Wingewarra Street, Dubbo is causing damage to public infrastructure.

The tree is a Lemon-scented Gum (*Corymbia citriodora*). The tree is situated in the narrow space between the footpath and the roadside curb.

Several tree roots are exposed and visible, travelling beneath and lifting the pedestrian pathway. Also, gas warning tape is now exposed due to tree root interaction and the integrity of the gas pipe itself could be compromised if any further interference occurs.

A bark inclusion in a large lateral branch on the southern side of the tree and overhanging private property is evident. It is likely that the branch will fail if the inclusion deteriorates further.

ORGANISATIONAL VALUES

Customer Focused: Council has consulted with the resident adjacent to the tree and they are concerned the tree will fall on their home. Their concerns triggered an inspection by Council's Lead Arborist. The residents have been kept up to date with the process at least to the point of this report.

Integrity: Council staff have undertaken all inspections using the best practice principals, qualified Arborist inspection and judgement. Council has also engaged a pipe/service location service to confirm the location of services to further ensure there is no immediate danger to the community.

One Team: The initial report was provided to Community and Recreation Operations from Council's Infrastructure and Operations Water and Sewer Branch. The Co-operation between council teams will be necessary if the tree is recommended for removal to ensure the continuance of services such as water and gas to neighbouring residences.

FINANCIAL IMPLICATIONS

A Dial Before You Dig (DBYD) inspection has been carried out on the site at a cost of \$450.

Council has received two quotations for the removal of this tree with the least expensive quote being \$2,400 including Traffic Control.

**STREET TREE COMMITTEE
8 MARCH 2018**

STC18/3

No allowance has been made in the case of a rupture of a service such as water or gas. Advice will be sought from both Council's Water and Sewer branch and Jemena before and during the removal process.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

1. That the information contained within the report of the Manager Operation dated 24 January 2018 be noted.
2. That the tree be removed and an offset planting considered for an appropriate location nearby at Jubilee Oval.

Craig Arms
Manager Operations

**STREET TREE COMMITTEE
8 MARCH 2018**

STC18/3

BACKGROUND

Council's Natural Resources Team consists of one Lead Arborist and one Arborist. This team is responsible for the inspection and maintenance of all street and park trees within the local government area.

All subject trees are viewed from a Tree Risk Assessment approach in line with the latest qualification via the International Society of Arboriculture (ISA).

If there is an appropriate location for the planting of a street tree, then a replacement will be chosen in consultation with the local resident and consistent with the Dubbo Regional Council Street Tree Master Plan.

REPORT

The Natural Resources Team received a report from Council's Infrastructure and Operations Water and Sewer branch that a street tree adjacent to 253 Wingewarra Street, Dubbo is causing damage to public infrastructure.

The owner of the subject property has informed Council of their concern regarding the tree and would like Council to address the risk.

Inspection and Assessment

Inspection of the site confirmed the tree is a Lemon-scented Gum (*Corymbia citriodora*). It is of mature age, in good condition with good structure.

The dimensions of the tree are as follows:

- Height – 24 metres
- Crown Spread – 17 metres
- Diameter Breast Height (DBH) 54cm.

The tree is situated in the parkway/footpath 13cm from the kerb and 21cm from the pedestrian path.

Several tree roots are exposed and visible, travelling beneath and lifting the pedestrian pathway by 50mm. The tree roots vary in diameter.

Gas warning tape is now exposed due to tree root interaction, as indicated in the photographs and the integrity of the gas pipe itself could be compromised if any further interference occurs. A bark inclusion in a large lateral branch on the southern side of the tree and overhanging private property was evident. It is likely that the branch will fail if the inclusion deteriorates further.

No soil heaving/root plate movement was evident in the ground. There was no evidence of pests and diseases in the tree.

STREET TREE COMMITTEE
8 MARCH 2018

STC18/3



STREET TREE COMMITTEE
8 MARCH 2018

STC18/3



Due to the unsuitable location of the tree and the interference with major services and infrastructure, it shall be a recommendation of this report that the tree be removed and an offset planting at Jubilee Oval considered.

STREET TREE ADVISORY COMMITTEE
8 MARCH 2018

STC18/4



REPORT: Street Trees in Erskine Street, Dubbo

AUTHOR: Operations Engineer (West)
REPORT DATE: 6 February 2018
TRIM REFERENCE: ID18/215

EXECUTIVE SUMMARY

Council proposes to plant a total of 12 (twelve) trees in the road reserve of Erskine Street, between Darling and Brisbane streets, as part of a program for replacement of trees previously removed at this location. To date seven (7) trees have been planted on the northern side of Erskine Street. However, following further site investigation by Council's engineering and horticultural staff, the proposed five (5) tree plantings for the southern side of Erskine Street are considered impractical and unsustainable. This report provides an explanation of this assessment, and offers alternatives for consideration by the Street Tree Advisory Committee. This report requests a determination from the Committee on a way forward for the southern side tree planting project.

Council remains committed to replacement of trees within the Erskine Street precinct and to replacing trees that were previously removed.

ORGANISATIONAL VALUES

Customer Focused: Council responding to the community's desire for a greener streetscape.
Integrity: Council making informed decisions to enable appropriate/sustainable street tree planting strategies to be developed.
One Team: Council engaging with interested community representatives on street tree matters.

FINANCIAL IMPLICATIONS

There is sufficient funding available in the current budget to undertake these works.

POLICY IMPLICATIONS

This report is placed before the Committee for consideration in accordance with Terms of Reference for the Street Tree Advisory Committee. It is noted that the Advisory Committee has a delegation to commit expenditure to a maximum of \$15,000, the recommendation of the committee shall be forwarded to Council for determination.

STREET TREE ADVISORY COMMITTEE
8 MARCH 2018

STC18/4

RECOMMENDATION

The Committee is requested to recommend one of the three options listed in the report, with respect of tree plantings for the southern side of Erskine Street.

Robert Flakelar
Operations Engineer (West)

**STREET TREE ADVISORY COMMITTEE
8 MARCH 2018**

STC18/4

BACKGROUND

Eleven (11) London Plane trees were removed from the road reserve of the Newell Highway (Erskine Street), from Darling to Brisbane streets in 2015. The trees were removed to facilitate essential road safety improvements, and to repair the road pavement on the Newell Highway.

Council gave an undertaking to replace these trees, with the tree planting program currently underway at this location being part of that undertaking.

REPORT

With regard to potential tree planting on the southern side of Erskine Street it was identified that the road shoulder (that section of road between the outer painted edge line and the kerb and gutter) was an unsuitable location due to existing underground sewer mains, water mains and stormwater pipeline utilities. In terms of using the footpath for tree planting, it was identified that it may be possible to use smaller below ground tree pits (800 mm x 1000 mm) to encase the tree root and prevent root entanglement with existing services.

Recently, more detailed site investigations of the footpath option has identified the following underground services:

- High voltage electricity mains
- 50 mm gas main
- Telstra and NBN communications
- Stormwater (encroaching behind the kerb)

There is also overhead electricity mains behind the footpath.

The location of these existing utilities under the footpath makes it impractical, without costly utilities relocation, to construct a suitable below ground tree planting pit on the footpath. To undertake such work in the current site conditions would breach utility authority clearance distances, and potentially involve unsafe work practices to achieve the outcome. As a result there is not enough physical room to plant trees in-ground on the footpath.

The following alternatives are reported for consideration.

Option 1

Plant no trees in the road reserve on the southern side of Erskine Street between Darling and Brisbane streets.

Option 2

Following consultation with adjacent business owners, construction and placement of five (5) above ground tree planter boxes at suitable locations on the footpath on the southern side of

**STREET TREE ADVISORY COMMITTEE
8 MARCH 2018**

STC18/4

Erskine Street (Darling to Brisbane streets) to be planted with suitable tree species. These trees would be a smaller version of those placed in front in front of Sporties (Erskine Street).

Option 3

Do not plant trees on the southern side of Erskine Street on the road shoulder, or the footpath. Plant five (5) trees in a nearby side street, using techniques similar to those used for Erskine Street northern side planting. Potential alternative locations, pending further investigations, include Brisbane Street (north of Erskine Street) and Park Street (north of Erskine Street).

SUMMARY

The southern side of the Newell Highway (Erskine Street) road reserve, including road shoulder and footpath, is congested with existing underground utilities. Council is unable to plant trees in-ground at this location without compromising the services and staff safety. A number of options have been included in this report for consideration by the Committee.

STREET TREE ADVISORY COMMITTEE
8 MARCH 2018

STC18/5



REPORT: Proposed Kurrajong Tree Removal in Swift Street Wellington

AUTHOR: Manager Transport and Emergency
REPORT DATE: 1 March 2018
TRIM REFERENCE: ID18/302

EXECUTIVE SUMMARY

Under the approved Urban Construction Program for 2017/2018, Swift Street (Arthur Street to Railway Station), Wellington, is to be redeveloped involving full boundary to boundary reconstruction, and the incorporation of a beautification landscaping treatment which extends from the already beautified section to the west of Arthur Street.

The design of the street redevelopment is currently in progress and to expedite preliminary site works it has been established that an existing Telstra cable needs to be relocated and deepened. The location of the cable realignment will run within 1 metre of an existing Kurrajong tree. This tree is proposed to be removed as part of the street redevelopment to make way for a new planting scheme of more street compatible species type, and to accommodate a new roadway and parking area layout for the street.

This report foreshadows the need to remove one Kurrajong tree as shown on the Plan attached as **Appendix 1** ahead of street reconstruction works. The tree will obstruct necessary Telstra cabling relocation and assessed from a risk perspective that its early removal is necessary. The Landscaping Plan for the street redevelopment, which details street tree planting, will be the subject of a future report to the Street Tree Advisory Committee following completion of the design plans to final draft stage.

ORGANISATIONAL VALUES

Customer Focused: Council is currently undergoing a community consultation with businesses and residents in the street to make them aware of Council's development of a street redevelopment concept plan and the streetscape improvements to be implemented.

Integrity: Council has deemed that preliminary trenching for cable relocations adjacent to an existing tree has potential safety implications where the early removal of the tree is necessary to minimise public risk.

One Team: Advice in regard to the safety impact of trenching work beside the tree has been obtained from the Community and Recreation Division as to the risk of severing structural tree roots as a consequence of the Telstra cable installation, and the risk of destabilising the tree.

FINANCIAL IMPLICATIONS

The subject street redevelopment works are being carried out as part of a project fully funded within the Urban Construction Program for 2017/2018 and 2018/2019.

STREET TREE ADVISORY COMMITTEE
8 MARCH 2018

STC18/5

POLICY IMPLICATIONS

There are no policy implications arising from this report.

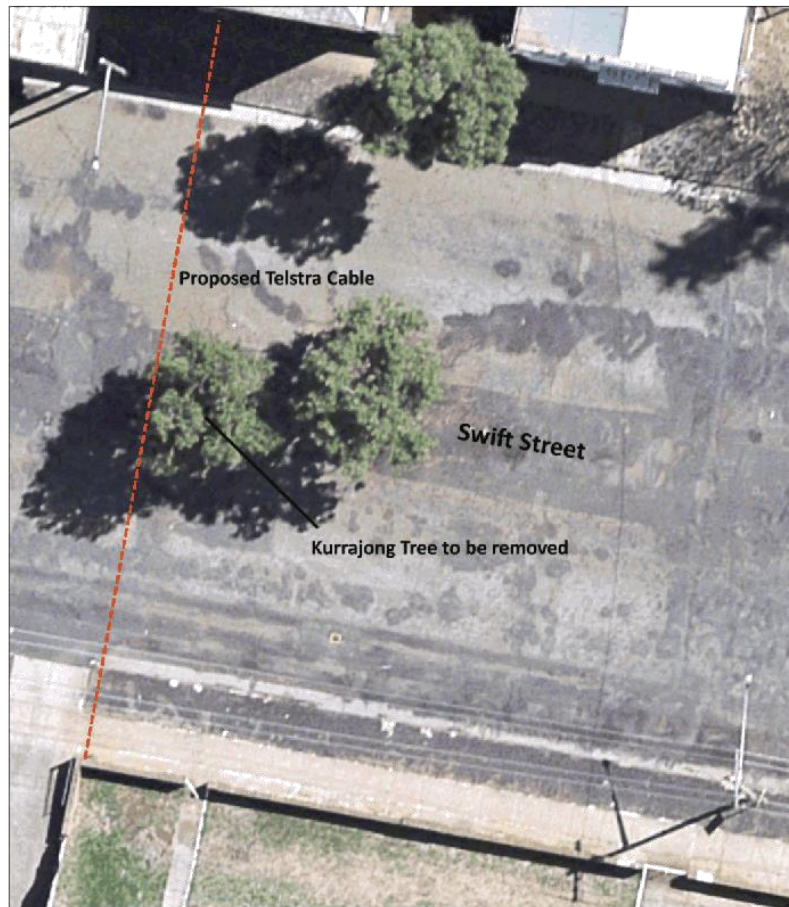
RECOMMENDATION

1. That the information contained within the report of the Manager Transport and Emergency dated 1 March 2018 be noted.
2. That the Kurrajong tree located in Swift Street (Arthur Street to Railway Station) be removed to facilitate Telstra cable relocation works being carried out as a pre-requisite to the Swift Street Redevelopment Project.
3. That the proposed Swift Street Redevelopment Landscaping Plan currently being developed, be presented to a future meeting of the Street Tree Advisory Committee.

Stephen Clayton
Manager Transport and Emergency

Appendices:

1. [1](#) Kurrajong Tree Removal Plan - Swift Street Wellington

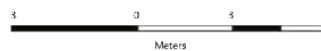


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Print Date: 5/03/2018 3:17 PM

 DUBBO
REGIONAL
COUNCIL
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Fax (02) 6801 4255
www.dubbo.nsw.gov.au

Swift Street - Proposed Telstra



Meters

Projection: Transverse Mercator
Coordinate system: MGA (GDA94) Zone 55



**DUBBO REGIONAL
COUNCIL**

Report of the Cycling Facility Working Party - meeting 14 March 2018

AUTHOR: Administration Officer - Governance
REPORT DATE: 14 March 2018

The Committee had before it the report of the Cycling Facility Working Party meeting held 14 March 2018.

RECOMMENDATION

That the report of the Cycling Facility Working Party meeting held on 14 March 2018, be adopted.

Appendices:

- 1** [1](#) Cycling Facility Working Party - 14 March 2018 - Reports



REPORT CYCLING FACILITY WORKING PARTY 14 MARCH 2018

PRESENT: Councillor B Shields, the General Manager (M McMahon), the Director Community and Recreation (M Wood), the President Dubbo Cycle Club (M Gilbert), the Vice President Dubbo Cycle Club (J Farr), and the Dubbo Cycle Club Redevelopment Sub Committee (S Grounds, A Russell, S Fitzgerald, A Asimus).

ALSO IN ATTENDANCE:

Dubbo Cycle Club members (Y Aubusson-Foley, J Canobie, G Dawson, C Foley), K Gleeson (Barnson Pty Ltd) and W Harris (Upright Management) and the Administration Officer – Community and Recreation (M Fairall).

Councillor B Shields assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 6.03pm.

CF18/3 OPTIONS FOR EXPENDITURE OF THE STRONGER COMMUNITIES GRANT FUNDING FOR THE NEW CYCLING FACILITY (ID18/483)

The Working Party had before it the report dated 6 March 2018 from the Director Community and Recreation regarding Options for Expenditure of the Stronger Communities Grant Funding for the new Cycling Facility.

RECOMMENDATION

1. That the Cycling Facility Working Party select Option 1 as the preferred priority for Stage 1 that utilises the \$3.94 million provided to Council under the Stronger Communities Major Projects grant funding stream with further investigation into a 600 lux lighting system for the track to take place by Council.
2. That it be noted that Option 1 requires an additional funding contribution of \$500,000, not including possible further increases for lighting infrastructure costs.
3. That the infrastructure that is not able to be built under Stage 1 shall be identified in the concept plan and subsequent master plan as Stage 2.
4. That Stage 2 infrastructure be the subject of future grant funding applications and/or budget allocations by Council.
5. That the proposed location of the flat track velodrome, the criterium circuit and associated infrastructure as identified in the report be adopted.

CF18/2 LEAVE OF ABSENCE

Requests for leave of absence were received from the Manager Open Space and Recreation and Cycling NSW (T Dawson) who were absent from the meeting for personal reasons. Such leave of absence were accepted by the Committee and the members concerned were granted leave of absence for this meeting.

The meeting closed at 7.25pm.

.....
CHAIRMAN

**CYCLING FACILITY WORKING PARTY
14 MARCH 2018**

CF18/3



REPORT: Options for Expenditure of the Stronger Communities Grant Funding for the new Cycling Facility

AUTHOR: Director Community and Recreation
REPORT DATE: 6 March 2018
TRIM REFERENCE: ID18/483

EXECUTIVE SUMMARY

There are two options that have been designed and independently costed in accordance with feedback from the Working Party held on 29 January 2018. As has been discussed previously the costs of the desired infrastructure first requested by the Dubbo Cycle Club exceeded the available budget that was applied for under the Stronger Communities Major Projects round.

The exploration of two options has been undertaken to ensure the Cycling Facility Working Party has two distinct choices as to what are the priorities for expenditure of the \$3.94 million grant funding.

Option 1 is consistent with the design intent of the revised list of requested infrastructure put forward by the Dubbo Cycle Club on the 29 January 2018. Option 1 includes a grandstand/amenity/ canteen building facility to the approximate scale that was requested by the Dubbo Cycle Club, a criterium track, carparking and a maintenance/ storage shed.

Under current independent costing analysis this project is approximately \$500,000 over the available \$3.94 million available budget. Therefore Option 1, should it be selected as the preferred option by necessity, involves a choice between building the criterium track OR building the grandstand building. The current budget is not sufficient to do both.

Option 2 shows a reduced grandstand amenity building with seating space for 50 people, a significantly reduced scale of amenities that is similar in scale to the Dubbo Touch Clubhouse that services a sporting association that has approximately 1,000 members. This reduction in the scope of the building infrastructure allows for the construction of criterium track, carparking and a maintenance/ storage shed. The complete scope of works has been assessed independently as being able to be delivered within the available budget of \$3.94 million.

Each option has differing strengths and weaknesses, providing a distinct choice in terms of what infrastructure is delivered with the Stronger Communities Fund monies available. Unfunded infrastructure shall be identified on the concept plan and subsequent master plan

**CYCLING FACILITY WORKING PARTY
14 MARCH 2018**

CF18/3

ORGANISATIONAL VALUES

Customer Focused: The Cycling Facility Working Party is structured to ensure the local cycle and the state cycling organisation are able to contribute to the design and prioritise expenditure of the \$3.94 million Stronger Communities Grant.

Integrity: This project represents continued focused efforts on obtaining and delivering on grant funding for strategic projects that have been endorsed by Council resolution and Council adopted master plans. It is also consistent with sporting stakeholder consultation held by the Dubbo Regional Sports Council.

One Team: Successful grant funded projects require significant input from a number of branches of Council and external stakeholders including in this specific case the Dubbo Cycle Club and Cycling NSW.

FINANCIAL IMPLICATIONS

There is currently no other available funds to allocate to this project beyond the \$3.94 million Stronger Communities Fund - Major Projects funds. Given the breadth of capital works currently being undertaken by Council, there is a risk that a number of projects may require additional funding to meet unforeseen costs. In this regard it is important for project managers to be disciplined in delivering projects such as the new Cycling facility within available budgets.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

1. That the Cycling Facility Working Party select Option 1 or 2 as the preferred priority for Stage 1 that utilises the \$3.94 million provided to Council under the Stronger Communities Major Projects grant funding stream.
2. That the infrastructure that is not able to be built under Stage 1 shall be identified in the concept plan and subsequent master plan as stage 2
3. That Stage 2 infrastructure be the subject of future grant funding applications and/or budget allocations by Council.
4. That the proposed location of the flat track velodrome, the criterium circuit and associated infrastructure as identified in the report be adopted.

Murray Wood
Director Community and Recreation

**CYCLING FACILITY WORKING PARTY
14 MARCH 2018**

CF18/3

BACKGROUND

This project timetable for delivery sees the project complete, including commissioning, by 3 December 2019. This timeline is consistent with discussions held with the Office for Local Government in regards to the funding agreement.

In order to meet the timelines it was explained to the Working Party that they will be required through February and March 2018 to work through the concept design phase and ultimately sign off on a concept plan by 28 March 2018. The concept plan shall enable Council to go to tender for detailed design.

In regards to the above deadline requirements the Cycling Facility Working Party at its meeting of 29 January 2018 recommended to Council that:

1. *That Council, in the immediate short term, appoint Barnson Pty Ltd as a suitably experienced designer to develop the concept plan in conjunction with the Cycling Facility Working Party.*
2. *That the prioritisation of elements to be constructed with the Stronger Communities Fund monies and the development of a Master Plan for unfunded elements be undertaken concurrently.*
3. *That the outcomes of the prioritisation workshop inform both the initial concept design and draft Master Plan.*
4. *That the Master Plan be utilised in the short term to obtain further grant funding.*
5. *That it be noted that the Dubbo Cycle Club requested that a 400 m track be built (8 degrees - this was specified by Cycling NSW). Noting that Cycling NSW added that a 250/300 m track is too expensive and juniors struggle to ride on them due to the degrees.*
6. *That the Dubbo Cycle Club be requested to provide a list of current cycle tracks and criterium tracks, including both positives and negatives in regard to each track/facility to be included.*
7. *That the Dubbo Cycle Club be requested to provide information in regard to:*
 - *Weekly use of track for training (winter and summer).*
 - *Weekly use of track for Tuesday competition (summer) and approximate ages if possible e.g. on average 50 competitors on a Tuesday night.*
 - *Use during peak periods such as Junior State Track Titles/Dubbo Open – number of competitors and approximate ages.*
 - *If Dubbo was to host a Junior State Criterium Championships – approx. number of competitors.*

The recommendation was subsequently endorsed at the February 2018 Ordinary meeting of Council. The participant numbers and styles of tracks were supplied by the Dubbo Cycle Club and were utilised during the concept design development. In accordance with Council resolution two options have been developed for consideration by the Cycling Facility Working Party. Dependent on which option is selected the concept plan documentation shall be further developed to identify works to be undertaken as stage 1 and works that shall be targeted for future funding as stages 2 and beyond.

CYCLING FACILITY WORKING PARTY
14 MARCH 2018

CF18/3

REPORT

There are two options that have been designed and independently costed in accordance with feedback from the Working Party held on 29 January 2018. As has been discussed previously the costs of the originally proposed infrastructure first requested by the Dubbo Cycle Club exceeded the available budget that was applied for under the Stronger Communities Major Projects round. A subsequent scaled back list of infrastructure was provided to Council at the Cycling Facility Working party meeting of the 29 January 2018.

The exploration of two options has been undertaken to ensure the Cycling Facility Working Party has two distinct choices as to what are the priorities for expenditure of the \$3.94 million available grant funding. It should be noted that neither option includes items such as timing equipment as they are typically able to be funded through standard and relatively low level grant funding streams such as the annual sport and recreation grants for each NSW government electorate.

Option 1 is consistent with the design intent of the revised list of requested infrastructure put forward by the Dubbo Cycle Club on the 29 January 2018. Option 1 includes a grandstand/amenity/ canteen building facility to the approximate scale that was requested by the Dubbo Cycle Club, a criterium track, carparking and a maintenance/ storage shed.

Under current independent costing analysis this project is approximately \$500,000 over budget. Therefore Option 1, should it be selected as the preferred option by necessity, involves a choice between building the criterium track OR building the grandstand building. The current budget is not sufficient to do both.

Option 2 shows a reduced grandstand amenity building with seating for 50 people, a significantly reduced scale of amenities that is similar in scale to the Dubbo Touch Clubhouse that services a sporting association that has approximately 1,000 members. This reduction in the scope of the building infrastructure allows for the construction of criterium track as the complete scope of works has been assessed independently as being able to be delivered within the available budget of \$3.94 million. Again should Option 2 be selected this is a choice to reduce the scale of the building at this time to enable the criterium track to be delivered. There would be capacity for the building infrastructure to be added to as a future stage of development for the Dubbo Cycle Club and Council to target future funding opportunities.

The following table (Table 1) illustrates what infrastructure is available under each option with the exception that Option 1 requires an immediate choice as to what is built.

CYCLING FACILITY WORKING PARTY
14 MARCH 2018

CF18/3

Table 1: Comparison of infrastructure for current and proposed options for cycling facilities

Infrastructure type	The availability of the infrastructure now and under each option		
	Victoria No. 1 Oval	New Site Option 1	New Site Option 2
Canteen	Nil	Yes	Yes
Grandstand	600 seats on timber	136 aluminium Yes/no (choice point)	60 concrete tiers – suitable for camp chairs
Toilets	Yes	Yes	Yes
Change rooms	Yes	Yes/no (choice point)	No
Meeting room	No	Yes	Yes
Permanent storage facilities	Yes but inadequate	Yes	Yes
Criterium track	No	Yes/no (choice point)	Yes
Flat track velodrome	Yes	Yes	Yes

For the Cycling Facility Working Party to consider what option is the better priority for immediate construction and what should be the focus of future grant applications a strengths and weaknesses review is provided below.

OPTION 1 – Budget \$4,390,000**The choice between the building infrastructure and the criterium track as stage 1****Strengths**

- Immediately the Dubbo Cycle Club and broader community shall have access to better supporting infrastructure than the current flat track velodrome at Victoria No.1 Oval.
- Should the Working Party recommend to Council and be it subsequently resolved that the building shall be built rather than the criterium circuit this would increase the chances of future grant funding application success. Why? Under normal funding regimes it is potentially more difficult to obtain grant funding for grandstand and amenity facilities than infrastructure directly related to undertaking the sport or recreation activity such as the criterium circuit. Furthermore there is the potential to target road safety style grant funding for a criterium circuit.
- The new track shall have slight variation to slope on the bends (8 degrees) when compared to the straight (4 degrees) in line with Cycling NSW feedback. This is not available at Victoria Park No.1 Oval facility.
- It provides a grandstand that caters for both club based utilisation – spectators and participants – and events such as the junior state titles based on grandstand utilisation in 2018.
- The new grandstand is more appropriately placed than the Victoria No. 1 grandstand to shelter spectators.

Weaknesses

- The lack of criterium track means there is not a new recreation activity made available to the community and the Dubbo Cycle Club members.
- Dubbo Cycle Club criterium riders are still reliant on under-developed industrial estates to undertake their activity. Therefore this does not resolve the concerns of

**CYCLING FACILITY WORKING PARTY
14 MARCH 2018**

CF18/3

the Dubbo Cycle Club regarding medium to long term security of access to a criterium circuit.

- There is a risk that NSW government funding bodies shall view the decision not to build a criterium track in accordance with the previous grant application as a choice by Council/ Dubbo Cycle Club. Because funding has previously been supplied there maybe a view that to ask for grant funding again is not appropriate.

OPTION 2 – Budget \$3,910,000

Reduced building infrastructure as stage 1

Strengths

- That both track riders and criterium circuit riders have access to undertake their chosen activity.
- The community shall have access to a road type riding experience without the interaction with vehicles.
- The criterium track creates new economic opportunities though bringing new events and is more consistent with the grant application.
- The new track shall have slight variation to slope on the bends (8 degrees) when compared to the straight (4 degrees) in line with Cycling NSW feedback. This is not available at Victoria Park No.1 Oval facility.
- The new grandstand is more appropriately placed than the Victoria No. 1 grandstand to shelter spectators.
- The building infrastructure provides a canteen, seating, meeting rooms, office and toilets that suit club based competitions. The canteen would be suitable for major events.
- Local suppliers are available to provide temporary amenities/ showers/ changerooms if required for major events. Over time this builds a genuine business case to support future grant applications/ decisions by Council.
- Council has event support funding programs that could subsidise the expenditure for major events reducing the Dubbo Cycle Club's exposure to increased costs.

Weaknesses

- It is potentially more difficult to obtain grant funding for expansion of amenities and changerooms as under normal funding streams evidence is required showing it shall bring new activity to the Dubbo community OR population/ participation data shows demand is currently not being met.
- For major events temporary infrastructure in the forms of showers and changerooms would need to be brought in, with a subsequent increase in costs.

LOCATION WITHIN THE SITE

In regards to location and the interaction with Troy Creek and other stormwater flows, Barnson and Council's design engineers have been reconciling a proposed stormwater strategic plan to create new channels through the public open space and the siting of the new cycling facility.

In this regard the image below shows a conceptual engineering layout of a large flat bottomed earthen channel that has changed alignment to adequately cater for the installation of cycling facilities outside of the drainage channel. Both Options 1 and 2 shows

CYCLING FACILITY WORKING PARTY
14 MARCH 2018

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the flat track velodrome and the criterium circuit able to be designed to sit within the available envelope. The flexibility to change the criterium circuit is therefore significantly reduced however the concept design has taken into consideration the requirements put forward by the Dubbo Cycle Club and Cycling NSW.

This solution provides significant security over the long term that the new cycling facility shall not be impacted by Troy Creek. The challenge for the project is that it requires a longer road access length than previous costings. This has been reflected in the costing of both options put before the Cycling Facility Working Party.



Figure 1: Conceptual diagram of the earthen channel

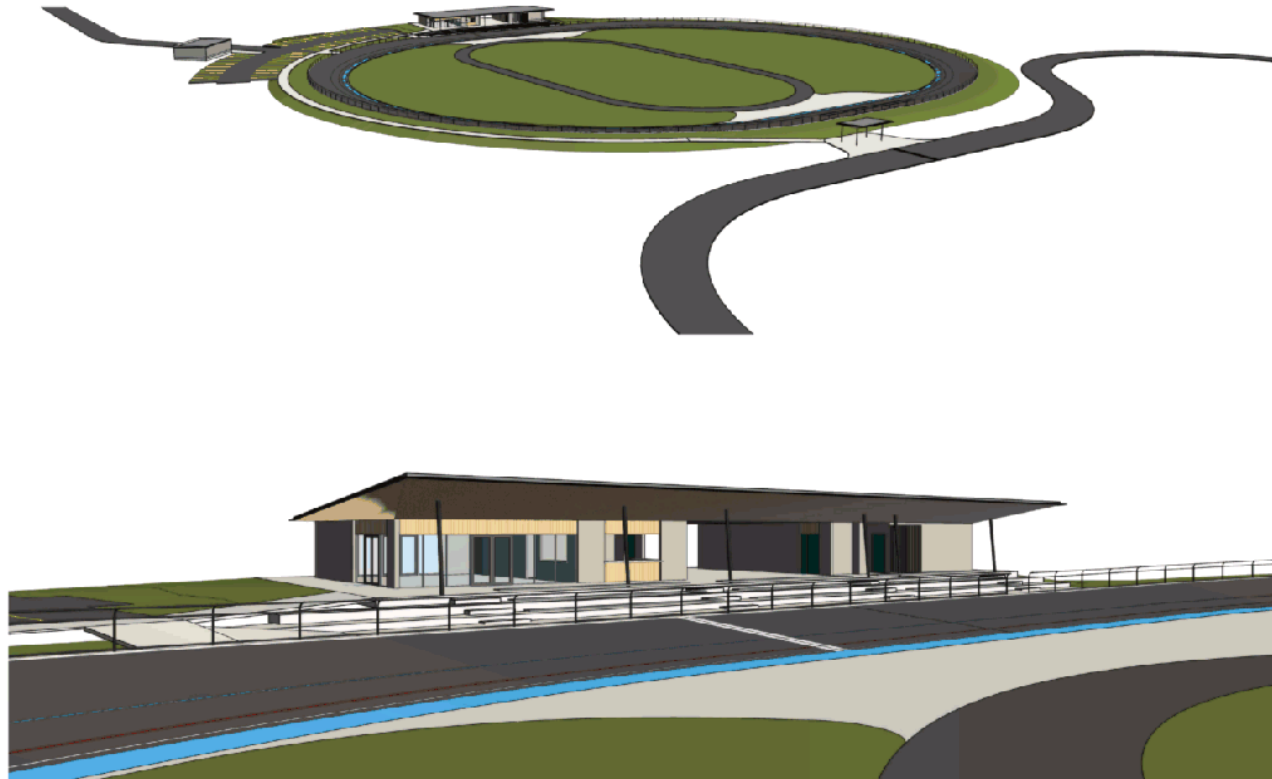
Appendices:

1. [Estimate of Option 1 costs of new cycling facility concept design](#)
2. [Concept design New Cycling facility Option 1](#)
3. [Estimate of Option 2 costs of new cycling facility concept design](#)
4. [Concept design New Cycling facility Option 2](#)

Estimate Summary [Option 1]

Job Name : <u>DUBBO - CYCLING 2A</u>		Job Description	
Client's Name: <u>Barnson's</u>		Concept Design Estimate	
		New Cycling Facility [Option 1]	
		River Street - Dubbo	

Trd No.	Trade Description	Trade %	Cost/m2	Trade Total
1	Demolition	0		20,000
2	Criterium Track [1 km]	10		425,070
3	Velodrome [400 m]	21		901,838
4	External Concrete Pathways to Velodrome	2		83,375
5	External Concrete Pathways to Site	2		75,870
6	Roadworks & Car Park [47 Spaces]	15		652,825
7	External Works			
8	Site Services & Infrastructure	5		217,500
9	Soft Landscaping	1		30,000
10	Subtotal - Civil & Early Works			2,405,478
11	Amenities Block [Option 1]	24		1,037,450
12	Bike Storage Shed	2		97,500
13	Marshalling Area	1		57,600
14	Subtotal - Contract Building Works			1,192,550
15	Design Contingency	4		175,000
16	Construction Contingency	4		175,000
17	Locality Index			
18	Cost Escalation [Until June 2018]	1		60,000
19	Council/Design Consultant Fees	9		380,000
20	Subtotal - Project Contingencies			790,000
21	* Estimate Notes & Exclusions			
		100		4,389,028
Final Total : \$				4,389,028



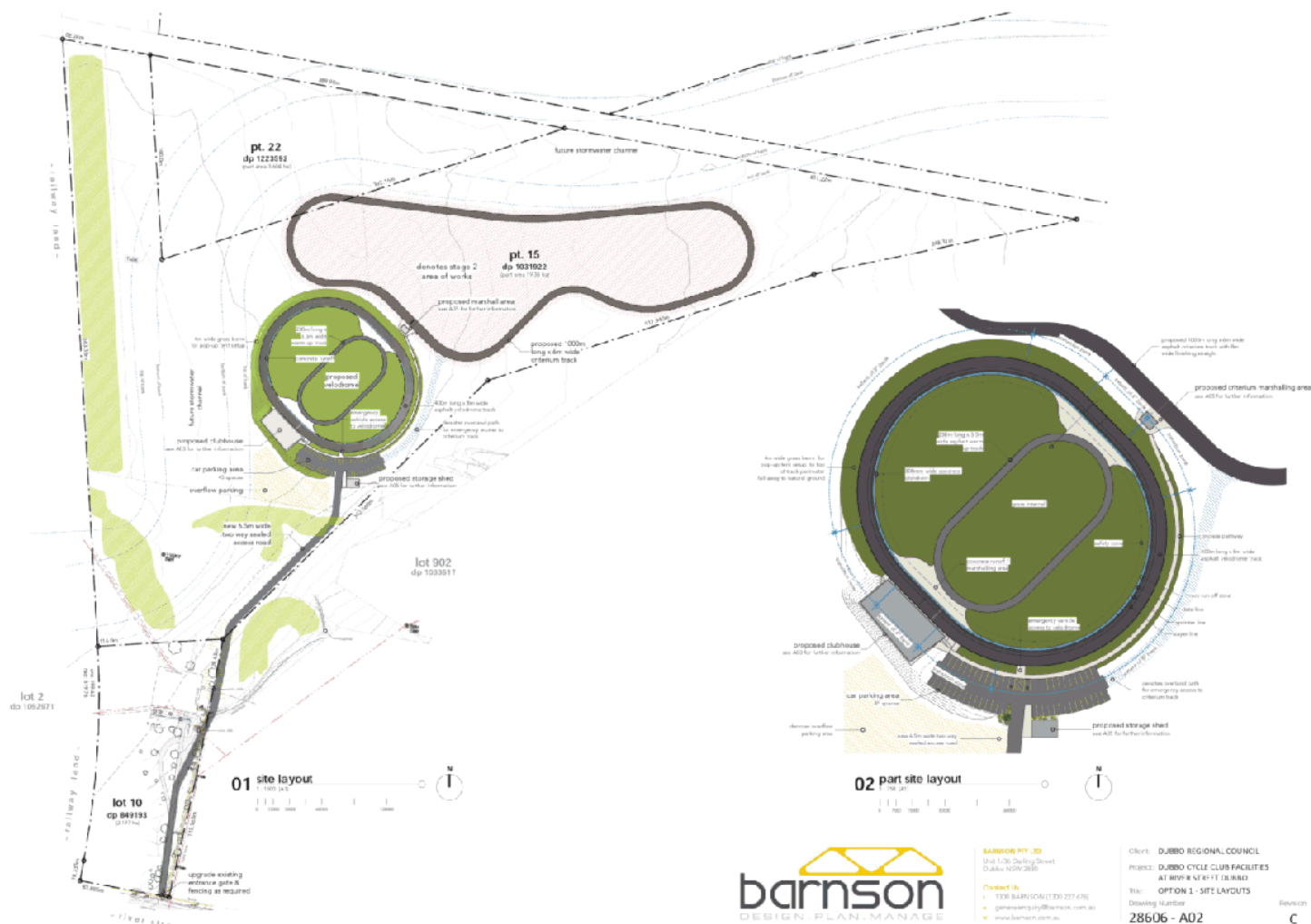
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Dubbo NSW 2860

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W www.barnson.com.au

Client: DUBBO REGIONAL COUNCIL
Project: DUBBO CYCLE CLUB FACILITIES
AT 8000 & 1000 FT (DUBBO)
Title: OPTION 1 - PERSPECTIVE VIEWS
Drawing Number: 28606 - A01
Revision: C

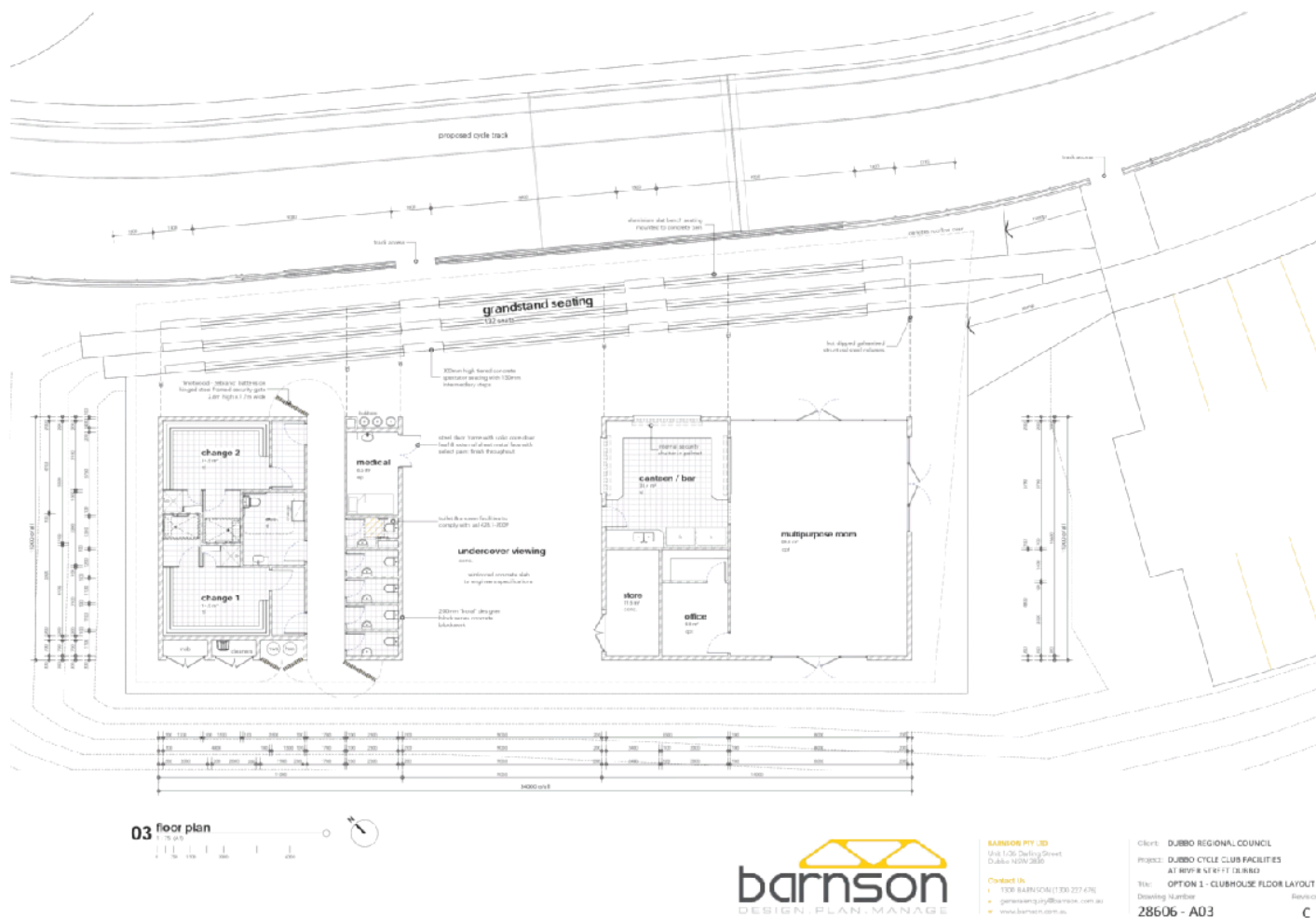
APPENDIX NO: 2 - CONCEPT DESIGN NEW CYCLING FACILITY OPTION 1

ITEM NO: CF18/3



CYCLING FACILITY WORKING PARTY

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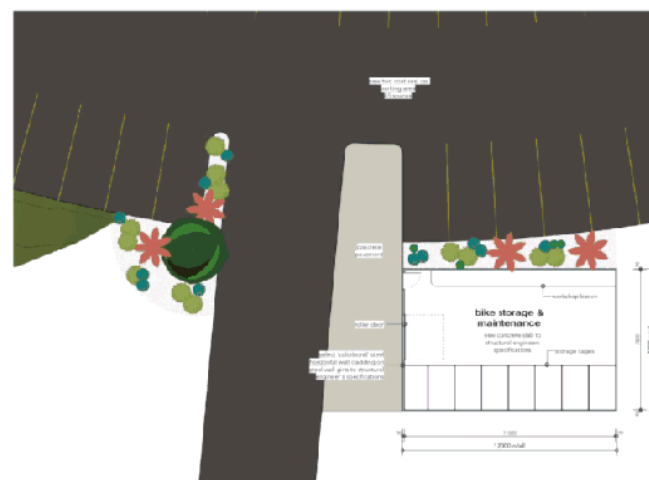
APPENDIX NO: 2 - CONCEPT DESIGN NEW CYCLING FACILITY OPTION 1

ITEM NO: CF18/3



CYCLING FACILITY WORKING PARTY

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08 storage shed
1:100 (A3)

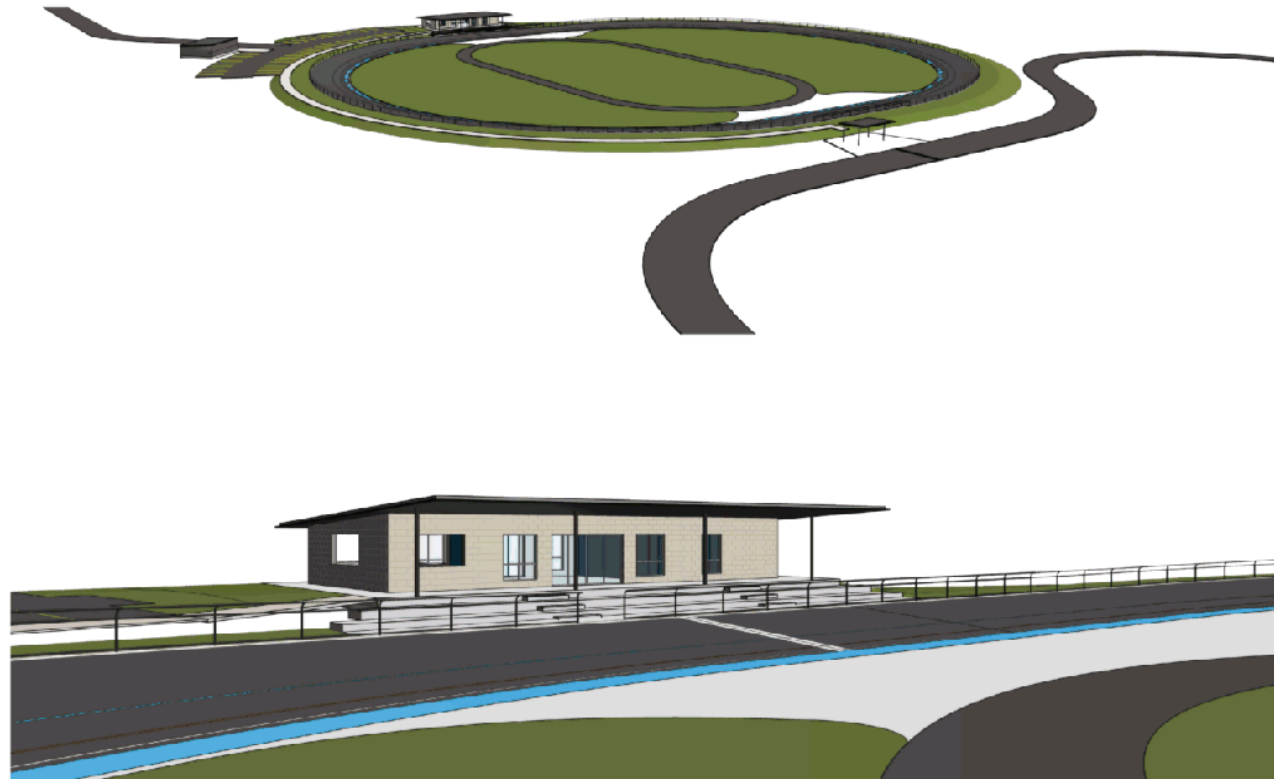


09 criterium marshall area
1:100 (A3)

Estimate Summary [Option 2]

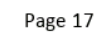
Job Name : DUBBO - CYCLING 2B		Job Description	
Client's Name: Bamsons's		Concept Design Estimate	
		New Cycling Facility [Option 2]	
		River Street - Dubbo	

Trd No.	Trade Description	Trade %	Cost/m2	Trade Total
1	Demolition	1		20,000
2	Criterium Track [1 km]	11		425,070
3	Velodrome [400 m]	23		901,838
4	External Concrete Pathways to Velodrome	2		83,375
5	External Concrete Pathways to Site	2		75,870
6	Roadworks & Car Park [47 Spaces]	17		652,825
7	External Works			
8	Site Services & Infrastructure	6		217,500
9	Soft Landscaping	1		30,000
10	Subtotal - Civil & Early Works			2,405,478
11	Amenities Block [Option 2]	16		619,050
12	Bike Storage Shed	2		97,500
13	Marshalling Area	1		57,600
14	Subtotal - Contract Building Works			774,150
15	Design Contingency	4		150,000
16	Construction Contingency	4		150,000
17	Locality Index			
18	Cost Escalation [Until June 2018]	1		50,000
19	Council/Design Consultant Fees	10		380,000
20	Subtotal - Project Contingencies			730,000
21	* Estimate Notes & Exclusions			
		100		3,910,628
Final Total : \$				3,910,628



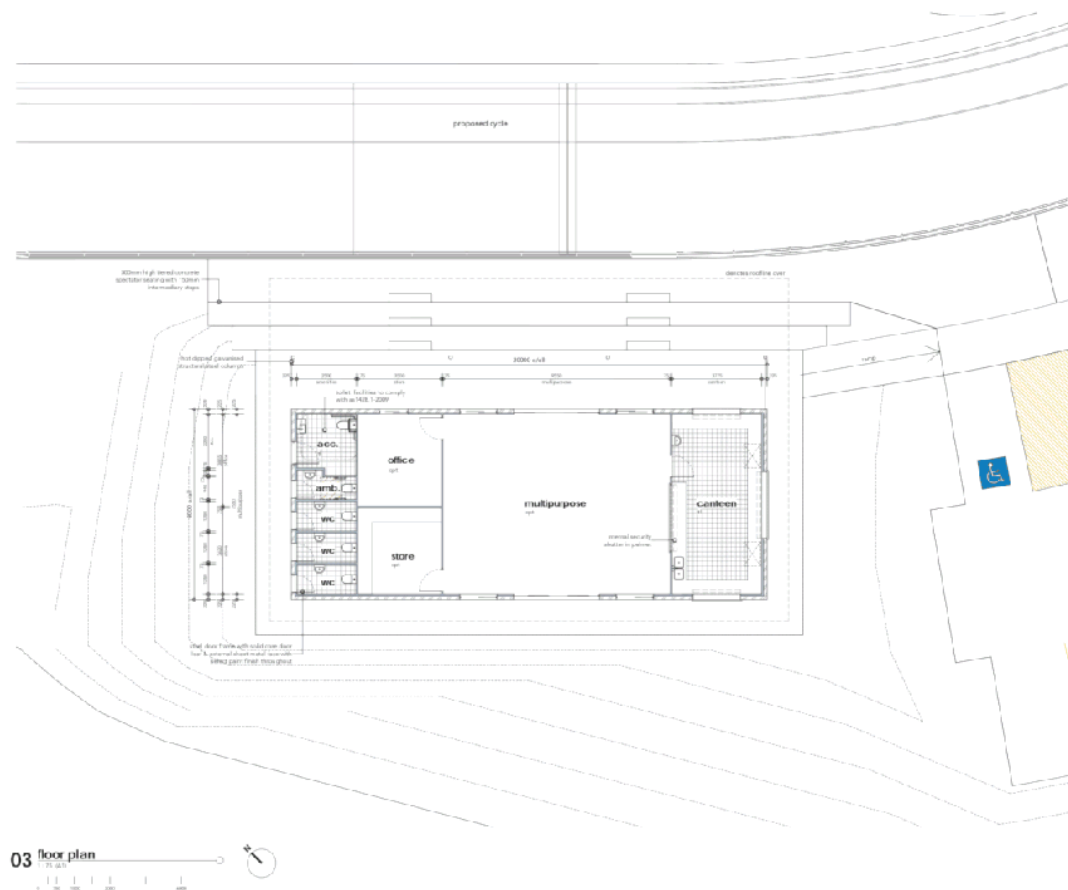
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 W: www.barnson.com.au

Client: DUBBO REGIONAL COUNCIL
 Project: DUBBO CYCLE CLUB FACILITIES
 AT 8000 & 15 4111 (DUBBO)
 Title: OPTION 2 - PERSPECTIVE VIEWS
 Drawing Number: 28606 - A101
 Revision: A



APPENDIX NO: 4 - CONCEPT DESIGN NEW CYCLING FACILITY OPTION 2

ITEM NO: CF18/3



barnson
DESIGN.PLAN.MANAGE

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Client: DUBBO REGIONAL COUNCIL
Project: DUBBO CYCLE CLUB FACILITIES
AT 8890 & ST 4717 (BUND)

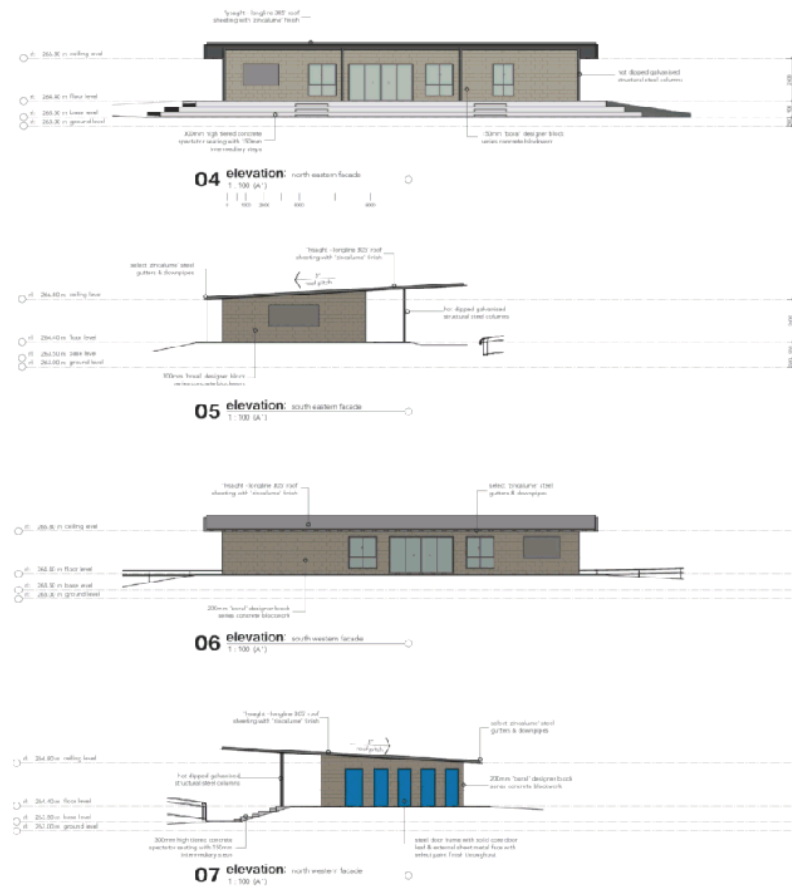
Title: OPTION 2 - CLUBHOUSE FLOOR LAYOUT
Drawing Number: 28606 - A103
Revision: A

CYCLING FACILITY WORKING PARTY

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APPENDIX NO: 4 - CONCEPT DESIGN NEW CYCLING FACILITY OPTION 2

ITEM NO: CF18/3



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Dubbo NSW 2860

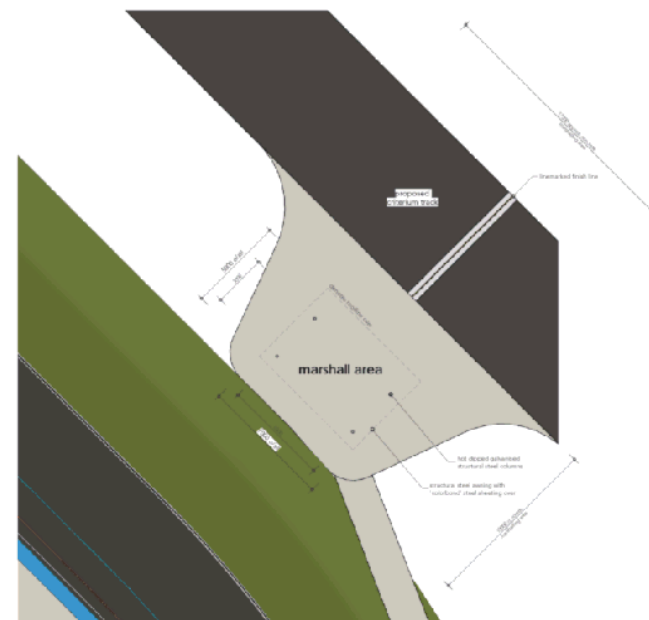
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• www.barnson.com.au

Client: DUBBO REGIONAL COUNCIL
Project: DUBBO CYCLE CLUB FACILITIES
at 800-8 & 14-17 (BUND)

Title: OPTION 2 - CLUBHOUSE ELEVATIONS
Drawing Number: 28606 - A104
Revision: A

CYCLING FACILITY WORKING PARTY

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REPORT: Update - Macquarie Regional Library and Service Model

AUTHOR: Manager Macquarie Regional Library
REPORT DATE: 13 March 2018
TRIM REFERENCE: ID18/502

EXECUTIVE SUMMARY

Macquarie Regional Library (MRL) is a consortium of three (3) Local Government areas, Dubbo Regional Council (DRC), Narromine Shire Council and Warrumbungle Shire Council. The Councils have entered into a binding legal Agreement for the provision of library services to the member Council communities, for the management of the library services by an Executive Council (DRC) and the staffing of the library service.

The current MRL Agreement expires in June 2018. As identified in the 2014/2018 MRL Delivery program, a review of the MRL Agreement is to be completed by March 2018. It should be noted that the framework for the delivery of library services to the member Council communities is embodied in the MRL Agreement.

Council membership of the MRL Service has proven to be extremely successful. Involvement in a regional library service provides the opportunity for enhanced library service standards and efficiencies for Council's communities through opportunities such as, but not limited to:

- Taking advantage of economies of scale particularly in relation to shared library management systems, centralised purchasing and program development and reduced overheads;
- Resource sharing and eliminating duplication of physical, financial and staffing resources;
- Enhanced planning, coordination and access to high quality library services and programs.

It shall be a recommendation of this report that Council continues its membership of the regional library service and also continues its Executive Council role for the period of the new Agreement from 1 July 2018 until 30 June 2021.

ORGANISATIONAL VALUES

Customer Focused: The participation in a regional library service allows for economies of scale thereby increasing resources available for the residents and customers of the library service.

Integrity: The oversight by the MRL Committee allows each member Council to participate in setting the strategic direction of MRL and have confidence that the needs of their community are being met.

One Team: As the Executive Council, DRC provides the professional leadership to a truly

regional service delivery model, ensuring all staff are treated as members of one team.

FINANCIAL IMPLICATIONS

Financial implications are considered in draft forward four (4) year budgets.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

1. That the information contained within the report of the Manager Macquarie Regional Library dated 13 March 2018 be noted.
2. That Council enter into a new Regional Library Agreement with Narromine Shire Council and Warrumbungle Shire Council effective from 1 July 2018 until 30 June 2021.

John Bayliss

Manager Macquarie Regional Library

BACKGROUND

The MRL Service was established in October 1969 between Dubbo City Council, Wellington Shire Council and the former Talbragar Shire Council. The regional library service officially began operating in January 1970. The library service has expanded in the past forty eight years to include Narromine Shire Council, Coonabarabran Shire Council and now Warrumbungle Shire Council, following the amalgamation of Coonabarabran and Coolah Shire Councils in 2006. Library services are provided to ten communities, supporting a population of 67,933, with currently 35,266 members or 52% of the population, and covers an area of 25,185 square kilometres.

The MRL is currently now a consortium of three (3) Local Government areas, Dubbo Regional Council, Narromine Shire Council and Warrumbungle Shire Council. The Councils have entered into a binding legal Agreement for the provision of library services to the member Council communities, for the management of the library services by an Executive Council (DRC) and the staffing of the library service. It should be noted that the framework for the delivery of library services is embodied in the MRL Agreement.

The current 2014-2018 MRL Agreement expires in June 2018 and a review of the Agreement and preparation of a new Agreement is required to be completed by March 2018.

The MRL Agreement is based on the State Library NSW Regional Library Agreement template. The Agreement incorporates key delivery areas identified in *Living Learning Libraries; standards and guidelines for NSW public libraries*, 5th edition 2014, published by the State Library of NSW for the Library Council of NSW.

The MRL Service is not incorporated and therefore, DRC, as the Executive Council, administers the funding provided from the member Councils in accordance with the adopted budget.

A Regional Library Committee has been formed with representatives of all the participating Councils. All Councils have equal representation on this Committee. An annual budget and a Revenue [Fees and Charges] Policy are approved by the Committee which in turn are presented to the participating Councils for comment, public display and adoption. All expenditure pertaining to the Regional Library budget is authorised by the Committee following the adoption of the annual budget.

All the functions associated with the organisation of the regional library service are centralised within the regional headquarters. The MRL Regional Office is located in Dubbo at the Dubbo Branch Library. The Regional Office is responsible for the management of the library collection which includes the selection, acquisition, cataloguing and processing of new stock for the region; rotation of the stock throughout the region, the provision and maintenance of a computerised library management system and a range of support services to the region including training of staff, reference and information services, children's and youth services and administration and business support.

The delivery of library services embodied in the MRL Agreement also provides on behalf of the member Councils, asset management planning, business continuity provision, IT current and future needs and the marketing and promotion of the library service.

All MRL library staff are employed by the Executive Council and are subject to the policies and procedures (including the Salary Structure System) of the Administering Council. The salaries and overheads for the regional staff are funded from the member Councils' annual allocations and from the annual State Library NSW Library Council subsidy. Each member Council provides funding for the staff engaged in their branch libraries and service points but the staff are employees of the Executive Council.

Each member Council is responsible for the provision and maintenance of a building or buildings that serve as the branch libraries and service points within their Council areas. The library buildings remain the sole property of each Council and are exempt from the other provisions of the Agreement.

Whilst the responsibility for provision of library services to the residents of each member Council lies with MRL, each Council should monitor the performance of the MRL Service in providing library services to its own communities.

REPORT

MRL member Councils adoption

The MRL Committee adopted the draft new MRL Agreement and circulated this to the MRL member Councils for final review. Narromine Shire Council and Warrumbungle Shire Council have agreed to the terms of the new Agreement which will commence from 1 July 2018 for 3 years.

Funding Provisions

In September 2017, the member Councils' General Managers and staff met to discuss the preparation of a draft new Agreement and the method for determining MRL member Councils annual contributions. Options of a 2%, 3%, 4% and 5% increase of the annual contributions were presented. The meeting agreed that the annual contribution should be 4% based on:

- Currently the contribution is 9% per annum (and has been increasing over the 4 years of the current Agreement to fund the library service relevant to the current levels of service provided) and a sharp fall in the contribution would be to the detriment of the service in the medium to long term.
- 4% allows for no (forecast) shortfalls and no (estimated) additional funding requirements by any member Council over the three (3) year period of the new Agreement.
- 4% is considered an appropriate increase when combined with the agreed 15% (rather than the originally proposed 20%) book vote contribution.
- 4% increase is for three (3) years only.

Schedule C of the Agreement - *Annual Contributions, Income and Operating Costs*, indicates the estimated Annual Contributions and Annual Book Vote contributions 2018 – 2021.

	2018/ 2019 Budget	2019/ 2020 Budget	2020/ 2021 Budget
CONTRIBUTIONS			
Dubbo Regional Council	796,336	828,190	861,318
Narromine Shire Council	107,582	111,885	16,360
Warrumbungle Shire Council	177,874	184,989	192,389
BOOK VOTE CONTRIBUTIONS			
Dubbo Regional Council	179,450	184,229	189,198
Narromine Shire Council	16,137	16,783	17,454
Warrumbungle Shire Council	26,681	27,748	28,858

Confirmation of the proposed new terms of the Agreement is required by March 2018 for the preparation of the 2018/2019 MRL estimate budget and also for the member Councils preparation of their own 2018/2019 and forward years estimate budgets.

New MRL Agreement – Significant Changes/Clause References

The review of the MRL Agreement provided the opportunity to refine the provision of library services process for the member Council communities. The proposed new MRL Agreement continues to be based on the State Library NSW (SLNSW) Regional Library Agreement template. The new Agreement embodies the principles of the current Agreement but also contains several major changes/updates including:

- It has been agreed that the term of the new Agreement will be from July 2018 until June 2021. This is to take the Agreement past the next round of scheduled local government elections to be held in September 2020.
- The annual contributions made by each participating Council for the financial years 2018/2019 to 2020/2021 is 4% each year.
- The funding provisions for the three (3) year term of the Agreement are based upon delivering a balanced budget and the contributions to be made by each participating Council for the financial years 2018/2019 to 2020/2021 inclusive, as set out in **Schedule C** of the Agreement. Any variations to the contributions by Participating Councils detailed in Schedule C (a) must be approved by all Participating Councils.

Note: There is no change to the book stock/library resources contribution on the current 15% of the annual contributions allocation.

- To reduce the number of Council representatives from two (2) per Council to one (1) per Council. [CI 5.3]
- To reduce the number of meetings from four (4) to two (2) per year and for both meetings to be held in Dubbo. [CI 5.10]

- Quarterly financial statements and quarterly reports on the annual Operational Plan to still be provided to the member Councils in February, April, August and November each year. [See also Schedule B - Service Level Agreement - 1.5 Reporting]. **[CI 4.8]**
- The full cost for additional staff access computer work stations, online (catalogue) public access computers (OPAC) and the public access computer work stations held at each Participating Council branch library or service point may be applied to the Participating Council. **[Schedule E – Information Technology provisions]**.
- Branch Librarians employed at the Dubbo, Narromine and Coonabarabran Branches of the Participating Councils are required to have qualifications recognized by the Australian Library and Information Association (ALIA) and be eligible for ALIA Associate Membership, with demonstrated relevant experience to meet the selection criteria for the position. **[CI 9.3]**
- The Service Level Agreement **[Schedule B]** has been revised and continues to reference the key areas as identified in *Living Learning Libraries; standards and guidelines for NSW public libraries*. Services are provided in accordance with National and State legislation, Australian Library and Information Association policies and guidelines, Library Council of New South Wales Guidelines, industry best-practice and the conditions set down by the relevant funding bodies.

SUMMARY

Council membership of the MRL Service has proven to be extremely successful. Involvement in a regional library service provides the opportunity for enhanced library service standards and efficiencies for Councils communities by:

- Taking advantage of economies of scale particularly in relation to shared library management systems, centralised purchasing and program development and reduced overheads;
- Resource sharing and eliminating duplication of physical, financial and staffing resources;
- Enhanced planning, coordination and access to high quality library services and programs;
- Providing the opportunity for each of the libraries to have access to a larger, expanded collections of resources than could be purchased independently;
- The sharing of experienced and specialised library staff with a wider range of technical expertise which would be beyond the financial capacity of any individual library;
- The provision of supplementary services and collections beyond the financial capacity of individual libraries and;
- Facilitating the provision of Information Technology and communications capabilities than could be achieved by individual member Councils.

It is recommended that Council continue its membership of the regional library service and also continue its Executive Council role for the period of the new Agreement from 1 July 2018 until 30 June 2021.



REPORT: South Dubbo Tavern - Gaming Machine Threshold Increase

AUTHOR: Manager Social Services
REPORT DATE: 12 March 2018
TRIM REFERENCE: ID18/499

EXECUTIVE SUMMARY

Dubbo Regional Council has received a gaming machine threshold application from the South Dubbo Tavern to increase their gaming machines from 21 machines to a maximum of 23 machines. Council, along with other interested parties can make a submission on this application up until 8 April 2018.

Council has delegated authority to the General Manager to make a submission for Dubbo Regional Council. However given the 'Social Justice' strategic direction of the Council this has been elevated to the elected body for their consideration. It should be noted that Council is not the decision making body rather it can make a submission that is "no objection" or a substantiated "objection".

ORGANISATIONAL VALUES

Customer Focused: Council utilises all available information to ensure that the outcome of this application is in the best interest of the community.

Integrity: This application is considered through appropriate legislative processes.

One Team: This application is considered through the inclusion of the concerns of a range of stakeholders.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That the information contained within the report of the Manager Social Services dated 12 March 2018 be noted.**
- 2. That Council determine its position and make a recommendation to Liquor and Gaming NSW in relation to the South Dubbo Tavern proposed increase of gaming machines from 21 to a maximum of 23 accordingly.**

John Watts
Manager Social Services

REPORT

Dubbo Regional Council has received a gaming machine threshold application from the South Dubbo Tavern to increase their gaming machines from 21 machines to a maximum of 23 machines. Council, along with other interested parties can make a submission on this application up until 8 April 2018.

A Local Impact Assessment has also been prepared by the applicant which proposes a donation of \$20,000 sponsorship to the Macquarie Raiders Rugby League Football Club. This will be paid on an annual basis.

The Independent Liquor and Gaming Authority is required to classify each LGA in NSW into one of three 'bands' – Band 1, Band 2, or Band 3 (s.33, *Gaming Machines Act 2001*). The methodology that has been adopted classifies LGAs as part of a ranking process, with all LGAs ranked according to:

- per capita gaming machine expenditure;
- gaming machine density, and
- the ABS Socio-Economic Indexes for Areas (SEIFA) score.

Scores for all three measures are equally weighted for each LGA, and scores are then ranked in order of value. Ranks for each of these measures are combined to give a final score for each LGA. LGAs are then divided into country or metropolitan regions with the top 25% by region classified as Band 3, the next 25% as Band 2, and the remainder as Band 1.

A Band 3 LGA has a high number of gaming machines per capita, high gaming machine profit per capita, and a low index of socio-economic relative disadvantage score, and thus is considered to have a relatively high risk of gambling-related harm. A Band 2 LGA has less risk, and a Band 1 LGA has relatively the least risk of gaming-related harm.

Dubbo Regional Council has been classified as a Band 2 LGA. The LGA has been allocated a moderate gaming machine density rating, along with moderate gaming machine expenditure and a moderate SEIFA score.

Council is required to determine its position in relation to the application and lodge a submission accordingly.

Appendices:

- 1 [South Dubbo Tavern - Gaming Machine Threshold Increase Where Local Impact Assessment Required](#)



Twin Willows Hotel (Head Office)
739 Hume Highway, Bass Hill 2197
T: 02 9724 0637 | F: 02 9728 1987
www.laundy.com.au

8 March 2018

Dubbo Regional Council
PO Box 81
DUBBO NSW 2830

South Dubbo Tavern Gaming Machine Threshold Increase where LIA required;

This letter is to notify that a gaming machine threshold increase application has been made to Liquor and Gaming NSW and that a Local Impact Assessment (LIA) was provided with that application. The application is for an increase from 21 gaming machines up to a maximum of 23 machines. A copy of the application and LIA is attached.

The LIA can be inspected at the LIA Public Register:

<https://www.liquorandgaming.nsw.gov.au/Pages/gaming/local-impact-assessment-public-register.aspx>.

Any person may make a submission on this notice within thirty calendar days of the displaying of this notice by posting the submission to:

Business Licensing

Liquor & Gaming NSW

GPO Box 7060

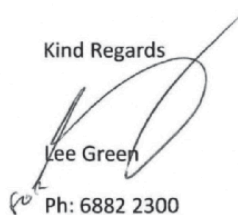
Sydney NSW 2001

Or by email to:


gaming.applications@liquorandgaming.nsw.gov.au

The Licensee Lee Green is available at any time to discuss any queries regarding this application.


Kind Regards


Lee Green
Ph: 6882 2300

Event	23870
Asset	HSS
Date	12 MAR 2018
File	12/1276



Gaming machine threshold increase where LIA required



Department
of Industry
Liquor & Gaming

Before you complete this form

What this form is for
If you are a club or hotel and

- you wish to apply for a gaming machine threshold increase, and
- a local impact assessment is required.

You need to lodge this application form and attach either a Class 1 or Class 2 local impact assessment (LIA).

What you need to know
A Class 1 LIA is required for venues seeking a threshold increase of:

- up to 40 in a Band 1 local government area (LGA)
- up to 20 in a Band 2 LGA.

A Class 2 LIA is required for venues seeking a threshold increase of:

- more than 40 in a Band 1 LGA
- more than 20 in a Band 2 LGA
- any increase in a Band 3 LGA

How to lodge this form

@ gamingapplications@justice.nsw.gov.au
Include 'GML000 Gaming machine threshold increase where LIA required' in the subject line.

✉ Liquor & Gaming NSW
GPO Box 7060
Sydney NSW 2001

📍 Liquor & Gaming NSW
Level 6, 323 Castlereagh Street
Haymarket NSW 2000
Monday–Friday, 9am–5pm

Please provide all pages of this application and your payment. There's no need to attach this introduction page.

Note

You **don't** need to submit an LIA if:

- You're seeking a threshold increase to accommodate gaming machine entitlements (GMEs) that are to be transferred to your venue from other venues in your LGA and you lodge your threshold increase application with this transfer application.
- Your venue is in a Band 1 LGA, you lodge your threshold increase application with an application to transfer GMEs to your venue, and the increase sought plus any other increases granted to you over the last 12 months is less than 21.

You may need to complete a different application form. Look for gaming licence forms and applications at liquorandgaming.nsw.gov.au

Cost

- With a Class 1 LIA, the fee payable for this application is \$1,650.
- With a Class 2 LIA, the fee payable for this application is \$6,000.

Fees paid for by credit card will include a 0.4% surcharge. GST is included. Fees are subject to change without notice.

Need more information?

📞 liquorandgaming.nsw.gov.au
@ gamingapplications@justice.nsw.gov.au
☎ 1300 024 720

Your privacy

We will handle your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*. It is being collected by Liquor & Gaming NSW and will be used for the purpose of processing your application and may be disclosed to other Government agencies for this purpose. All LIAs (both pending and determined) can be viewed on the LIA public register available online at liquorandgaming.nsw.gov.au. You have the right to request access to and correct details of, your personal information held by us. You can access further information on privacy at liquorandgaming.nsw.gov.au.

Before you complete this form *continued*

Pre-lodgement checklist

Please ensure you have filled out the relevant sections and attached the required documents. If information is missing, processing this application will be delayed and the application may be withdrawn.

- ☒ I have answered all questions in Parts 1 to 4.
- ☒ I have ensured that the declaration in Part 5 has been read and signed.
- ☒ I have completed my credit card details or enclosed payment.
- ☒ I have attached all documents required (see below).

Attachments

- ☒ A Class 1 or Class 2 LIA as required

How this request will be processed


When this request has been processed, all parties named on this form will receive a copy of the updated licence documents by email

Explanation of terms

Term	Definition
Applicant	The person or organisation qualified to make this application. The applicant may nominate a legal or other representative to be their contact person regarding this application.
Gaming machine	A gaming machine, also known as a poker machine or a 'pokie', is an electronic device designed for gambling.
Gaming machine entitlement / poker machine permits	A venue must hold a gaming machine entitlement (GME) or poker machine permit (PMP) (hotels only) for each gaming machine operated.
Gaming machine threshold	The gaming machine threshold (GMT) is a number which limits how many gaming machine entitlements (GMEs), and for hotels, poker machine permits (PMPs) – that a club or hotel licence can hold. A venue must have a GME or PMP for each gaming machine operated. A hotel's GMT cannot exceed 30.
Local impact assessment	A local impact assessment (LIA) may be required when a hotel or registered club applies to increase its gaming machine threshold to operate more gaming machines, or where a hotel or club changes location.
LIA public register	Details of determined and pending local impact assessments are available on the LIA public register on the L&GNSW website. The register contains a list of LIAs that clubs and hotels have lodged, together with an application to increase the GMT.

GML000

Gaming machine threshold increase where LIA required



Department of Industry
Liquor & Gaming

OFFICE USE ONLY GML000

By ☐ Email ☐ Mail ☐ OTC

Date lodged

Amount paid \$

Receipt no.

Application no.

Finalised by

Date finalised

Notification issued

Part 1 About the premises

Liquor licence
LQ

Premises name

Premises address

Suburb/town/city

State Postcode

Local government area (LGA)

Daytime phone

Email

What is the total internal floor space of the new premises in square metres?

Is the premises part of a retail shopping centre or proposed retail shopping centre as defined in section 4 of the *Gaming Machines Act 2001*?

No ☒

Yes ☐

If Yes, what is the name and address of the current or proposed shopping centre?

Is the application for a new premises?

☐ Yes

☒ No

Are the new premises within 200 metres of a school, place of public worship or hospital?

No ☒

Yes ☐

If Yes, please provide a map showing the location of the relevant premises and the location of any school, place of public worship or hospital within 200 metres of the premises.

Part 2 Gaming machine threshold (GMT)

GMT for current premises?

Proposed GMT threshold for the premises?

continue overleaf

Part 3 Local impact assessment (LIA)
Information

Type of LIA being lodged.

For information on what type of LIA is required, see the information sheet on the new LIA process at liquorandgaming.nsw.gov.au.

What type of Local Impact Assessment (LIA) labeling lodged? (tick one only)

☒ Class 1

☐ Class 2

Lodge the applicable LIA submission with this form. See the information sheets at liquorandgaming.nsw.gov.au for guidelines on what the LIA submission needs to contain.

Part 4 Notification of application result

Do you wish to be notified of the result of this application by email?

No ☐

Yes ☒

If Yes, print the email address:

jarrod@icundy.com.au

Part 5 Applicant declaration

- ☒ I declare that I am 18 years or older and I am authorised to lodge this application.
- ☒ I declare that the contents of this application including attachments are true, correct and complete and that I have made all reasonable inquiries to obtain the information required to complete the application.
- ☒ I undertake to immediately notify Liquor & Gaming NSW of any change to the information in this application, if the information changes before the application is determined.
- ☒ I acknowledge that under section 35 of the *Gaming and Liquor Administration Act 2007* and section 307A of the *Crimes Act 1900* it is an offence to provide false or misleading information in this application.
- ☒ I acknowledge that failure to provide all required information may result in refusal of the application.
- ☒ I understand that specific details I have supplied in this application may be 'personal information' under the *Privacy and Personal Information Protection Act 1998*. Personal information is any information or opinion that identifies an individual, or enables someone to identify an individual.
- ☒ I acknowledge that Liquor & Gaming NSW is collecting information to enable processing of the application. I also understand that they will use the information for its intended purpose only, store the information securely, and allow me to access and update the information. When processing this application, they may need to disclose personal information to other Government agencies.

Name of club secretary/hotel licensee

LEE THOMAS GREEN

Signature of club secretary/hotel licensee

L. Green

Date

DD/MM/YYYY

6/03/2018

continue overleaf

If the application is lodged by a legal or other representative, tell us:

Name of representative

JARROD KENNEDY

Representative's business name

LAUNDY HOTELS

Email

jarrod@laundy.com.au

Contact phone daytime

0 4 3 0 1 1 1 9 0 7

Address for correspondence

739 HUME HIGHWAY

Suburb/town/city

BASS HILL

State

N S W

Postcode

2 1 9 7

Part 6 Payment for this application

☒ Credit card ☒ Cheque ☐ Cash ☐ Money order

Payment amount

☒ \$1,650 (with Class 1 LIA) *\$800 already paid by cheque*
☐ \$6,000 (with Class 2 LIA) *\$850 by cred card.*

Credit card payments

A surcharge of 0.4% will be added to credit card payments.

Card type

☐ MasterCard ☒ Visa

Card number

4 5 6 4 6 8 0 1 1 2 9 9 1 9 2 1

Name on card

JARROD R KENNEDY

Expiry date

MM / Y 202Y 04 / 2020

Cardholder signature

Date

DD / MM / Y 2018 07 / 03 / 2018

Cheque and money order payments

- ▲ Make payable to 'Liquor & Gaming NSW'.
- ▲ For cheques, please cross and mark 'Not negotiable'.

Cheque drawer name

Class 1 Local Impact Assessment

SOUTH DUBBO TAVERN

328 Fitzroy Street, Dubbo, NSW, 2830.

Hotel Liquor Licence No. LIQH400112130

Prepared by Steve Grove-Jones
GJ Consulting
PO Box 515, Gympie, NSW 2227.
steve@gjconsulting.com.au

PROPOSAL IN DETAIL

South Dubbo Tavern (Hotel Liquor Licence No LIQH400112130)

two (2) The South Dubbo Tavern is seeking to increase its Gaming Machine Threshold by ~~one (1)~~ from the existing twenty one (21) to twenty ~~two (22)~~ ^{two (2)}. This Class 1 Local Impact Assessment (LIA) is to be read in conjunction with the accompanying application for a gaming machine threshold increase.

The hotel is located at 328 Fitzroy Street, Dubbo, in the Dubbo Regional Council Local Government Area (LGA). This LGA is now classified as Band 2 by The Independent Liquor & Gaming Authority.

The hotel has a focus on food and families with a total floor space of approximately 2,500 square metres. This consists of a Bistro, large outdoor Beer Garden and Children's Play Area, along with a Sports Bar, Saloon Bar, TAB, Gaming Room and Drive Thru Bottleshop. The operation of the gaming machines does not detract unduly from the character of the hotel or from the enjoyment of patrons utilising other areas and facilities of the premises.

The Hotel Licensee is an active member of the Dubbo Liquor Accord, and organised and coordinated the 2017 Annual Dubbo Liquor Accord Golf Day raising funds for local charity.

Local Community

For the purpose of this application, the local community consists mainly of the residents of the Regional City of Dubbo itself, along with the residents of the adjacent villages of Eumungerie, Mogriguy, Brocklehurst, Wongarbon, Toongi, and Rawsonville. The majority of hotel patrons are from this local area, with some additional tourist patronage.

Positive Contribution to Local Community

The hotel is to make a donation by way of sponsorship of \$20,000 to the Dubbo Macquarie Raiders Rugby League Football Club, and this donation demonstrates that the increase in the gaming machine threshold is a positive contribution to the community. The donated funds will be used to purchase team uniforms and equipment, ground upkeep, and for the payment of registration fees for underprivileged families and their children in the community. This enables these children to participate in sport in an inclusive team environment and contributes to a healthy lifestyle.

Responsible Conduct of Gambling

The hotel Licensee, management and staff are all suitably trained and well aware of their responsibilities regarding the conduct of gambling activities on the premises, and this situation will continue if this application is granted.

The hotel has a number of responsible gambling strategies in place which are not limited to but include the following;

- Gaming machines are unable to be played between 12am (midnight) and 10am Monday to Saturday, and 10pm and 10am on Sunday
- The relevant restrictions regarding the advertising of gaming machines are complied with at all times
- All gaming machines are located within the premises in a manner that they do not attract the attention of members of the public passing by the hotel
- Prohibition on the offering of promotional prizes in the form of cash, a promotional prize that exceeds \$1,000 in value, on the exchange of a promotional prize for cash, or any bonus or reward points accumulated under a player reward scheme to be redeemed for cash (except where permitted by the legislation)
- Problem gambling counselling services are available and promoted
- Refusal to accept prize winning cheques
- Prohibition on the issuing of prize winning cheques unless the patron is identified in accordance with the Gaming Machines Act and Regulations
- No cash dispensing facilities offered capable of providing cash from a credit card account
- Related limitations regarding the cashing of cheques adhered to
- Compliance with the AUSTRAC anti-money laundering legislation requirements
- Compliance with the industry code of practice in that the hotel has adopted the Australian Hotels Association Gamecare Self-Exclusion Programme, and the display of the related Code of Conduct in the Gaming Room.
- Patron access to a self-exclusion scheme and the availability of information explaining the scheme on hand
- Minors (persons aged under 18) not permitted to play gaming machines or enter the Gaming Room
- Information available and on display to patrons regarding the chances of winning a major prize through the operation of gaming machines
- All signage and notices displayed throughout the hotel and in particular in the Gaming Room as prescribed in the Gaming Machines Act and Regulations
- Clock clearly visible, in good working order, set to the correct time, and on display in the Gaming Room
- No gambling inducements are provided
- All staff associated with gaming machines have completed an approved Responsible Conduct of Gambling Course and have a current Competency Card

Community Concerns

The hotel Owners, Licensee and Management are unaware of any specific concerns within the community, however any issues that may arise as a result of the advertising and notification requirements that are associated with this application, will be addressed in a suitable and timely manner.

Conclusion:

1. The hotel has demonstrated that gambling activities within the South Dubbo Tavern are and will continue to be conducted in a responsible manner.
2. By providing \$20,000 for provision of services and the promotion of sport in the local community, the increase in the gaming machine threshold will provide a positive contribution towards the local community.

 28/2/18

Lee Thomas Green
Licensee
South Dubbo Tavern
Date:



REPORT: Dubbo Regional Sports Council - Playing Field Improvement Fund Application - Dubbo Junior Rugby Club

AUTHOR: Recreation Coordinator
REPORT DATE: 9 March 2018
TRIM REFERENCE: ID18/496

EXECUTIVE SUMMARY

Prior to the amalgamation of Dubbo and Wellington councils on 12 May 2016, the Dubbo Sports Council Playing Field Improvement Fund was administered by the Dubbo Sports Council. Twenty five percent (25%) of the sporting organisation fees collected by Council, were contributed to the Playing Field Improvement Fund which was held in a Restricted Asset account. As of 30 June 2017 some \$55,000 remains in the Playing Field Improvement Fund restricted asset. These funds are only available to the Dubbo sporting organisations as they were set aside prior to the merger and are now administered through the newly formed Dubbo Regional Sports Council.

An application for \$1,435 from the Playing Field Improvement Fund has been submitted by the Dubbo Junior Rugby Club to assist in the installation of power and lighting to the BBQ area at Victoria Park 2/3 ovals. The Dubbo Junior Rugby Club have indicated they will contribute \$1,435 of their own funds towards the project.

The Dubbo Regional Sports Council Management Committee met on 6 March 2018, at Apex Oval Function Room where the application from Dubbo Junior Rugby Club for the Playing Field Improvement Fund was tabled. The Dubbo Regional Sports Council Management Committee endorsed the Dubbo Junior Rugby Club's application for \$1,435.

It is recommended that the Dubbo Sports Council Playing Field Improvement Fund application from Dubbo Junior Rugby Club and the funds as endorsed by the Dubbo Regional Sports Council Management committee be adopted by Council.

Furthermore, it is recommended the Dubbo Junior Rugby Club be notified of the outcome and the Sporting Asset Coordinator work with the Club to complete the project.

ORGANISATIONAL VALUES

Customer Focused: Dubbo Regional Council provides funding to assist and support sporting organisations in the local government area to improve sporting facilities.

Integrity: The funding is administered by the Dubbo Regional Sports Council Management Committee and all applications must be endorsed by the committee.

One Team: A collaboration between the community being sporting organisations and the Dubbo Regional Council to improve sporting facilities in the local government area.

FINANCIAL IMPLICATIONS

The 9.07 Recreation Planning and Programs – Playing Field Improvement Fund will be reduced by \$1,435.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

1. That the information contained within the report of the Recreation Coordinator dated 9 March 2018 be noted.
2. That the Dubbo Junior Rugby Club, Dubbo Sports Council Playing Field Improvement Fund application for \$1,435 be approved and the Club be formally notified of the outcome of their application.
3. That the Sporting Asset Coordinator work with the Dubbo Junior Rugby Club to complete the project.

Tracey Whillock
Recreation Coordinator

BACKGROUND

Prior to the merger of the Dubbo City Council and Wellington Council the Dubbo Sports Council Playing Field Improvement Fund was administered by the Dubbo Sports Council. Twenty five percent (25%) of the sporting organisation fees collected by Council were contributed to the Playing Field Improvement Fund Restricted Asset. Sporting organisations could then apply for matching funds from the Restricted Asset to assist in funding various projects to upgrade or develop new facilities.

As a result of the amalgamation, the Dubbo Regional Sports Council at the first AGM held in February 2017 adopted that only the Dubbo sporting organisations would be eligible to apply for funds contributed to the Dubbo Sports Council Playing Field Improvement Fund until 30 June 2017. Following the completion of the December 2017 quarterly reviews the balance of the fund is approximately \$55,000.

After 1 July 2017 a separate Dubbo Regional Sports Council Playing Field Improvement Fund restricted asset was established of which twenty five percent (25%) of sporting organisation fees collected by Council from Dubbo and Wellington will be contributed. Sporting organisations from Dubbo and Wellington who meet the criteria would then be eligible to apply for this funding thereafter.

REPORT

Dubbo Regional Sports Council received a Playing Field Improvement Fund application from Dubbo Junior Rugby Club.

Dubbo Junior Rugby Club submitted a Playing Field Improvement Fund application to install power and lighting to the BBQ area at Victoria Park 2/3 ovals. Currently the BBQ area has no power and lighting available requiring extensions leads to be used from an outlet 15m away causing Work Health and Safety issues with high volumes of children utilising the area at the same time.

Dubbo Junior Rugby Club have indicated they will contribute \$1,435 of their own funds. The Dubbo Junior Rugby Club have requested \$1,435 from the Dubbo Sports Council Playing Field Improvement Fund to contribute to this project.

The Dubbo Regional Sports Council Management Committee met on 6 March 2018, at Apex Oval Function Room where the application for funds through the Playing Field Improvement Fund was tabled. The Dubbo Regional Sports Council Management Committee determine that the application had merit and met the criteria.

The Committee endorsed the application by the Dubbo Junior Rugby Club, Dubbo Sports Council Playing Field Improvement Fund application for \$1,435 for the installation of power and lighting at the BBQ area at Victoria Park 2/3 Ovals.

SUMMARY

With the Dubbo Regional Sports Council Management Committee endorsing the Playing Field Improvement Fund Application received from the Dubbo Junior Rugby Club, it is recommended that the application be adopted by Council. It is also recommended that the Dubbo Junior Rugby Club be notified of the outcome and the Sporting Asset Coordinator work with the Club to complete the project.



REPORT: New Waste Contract Commencing 1 July 2018

AUTHOR: Manager Solid Waste
REPORT DATE: 5 March 2018
TRIM REFERENCE: ID18/427

EXECUTIVE SUMMARY

Council has entered into a long term waste contract for the provision of waste services that will commence in early July 2018. This service includes the new three (3) bin services that will apply in urban areas across the local government area.

Other two (2) bin waste services are also being supplied to different communities and to different types of residential and commercial properties.

There is a need to harmonise all waste services across the entire local government area, removing the different types of services and charges that has been evident between the two (2) former local government areas.

This report seeks to outline a consistent model for waste charges and to have Council adopt the recommendations that will deliver this approach.

In order for Council to be compliant with the Local Government Act 1993, this report provides for the delineation of clear waste collection zones that identify properties falling within these zones. This will enable charges to be applied uniformly to any properties within that zone.

There are other waste management charges that Council must apply and rate consistently across the entire area.

This report also provides a level of general information that outlines this new waste contract and how it will be applied to the customers using this service. A detailed communication strategy is being prepared for the expected increase in calls as this service is promoted, which will be provided to Council's Customer Service Centre, as the commencement date approaches.

ORGANISATIONAL VALUES

Customer Focused: The delivery of waste services to as many residents/customers as possible, at the most affordable cost has been a longstanding local government function. The types of waste services provided must be considered having regard for the targets established that seek to reduce the amount of waste going to landfill.

Integrity: A formal tender process with appropriate evaluation of tender submissions has resulted in a contract being awarded. Council has further resolved to address concerns of its

constituents by varying the contract to allow for the weekly continuation of mixed waste collection in a smaller 140 litre wheelie bin. There is a need to harmonise the waste charges across the local government area so that the levels of service are consistent with the levels of charges across the different communities.

One Team: There has been collaboration with neighbouring councils to implement a consistent type of service that will allow for one purpose built facility to process organics. This has provided for competitive pricing for these waste services being offered by the waste management contractors. Council will offer its own in-house waste services alongside the successful appointed contractor requiring a joint single focus to ensure services are delivered in a professional manner.

FINANCIAL IMPLICATIONS

The waste services to be delivered and infrastructure to be constructed under this new waste contract, in conjunction with Council's own in-house waste service delivery, is contained within the 10 Year Waste Management Services budget. There will be a fresh re-evaluation of the adopted four year budget 2018 to 2022 once the proposed changes have been adopted by Council.

The current variables relating to waste charges that are not completed at this stage are the vacant land charges and the rural charge.

The target to be achieved is for the harmonising of all waste charges to be consistently applied across the local government area and culminating in a standardised method of charges that is supported by one charge for each of the categories.

The previous reports to Council have provided indicative charging models applying to the three (3) bin and two (2) bin areas. It is proposed to maintain these identified charges and the rationale provided to index an increase at 3% annually within the 10 Year Budget.

Council's draft Revenue Policy 2018/2019 will include these Waste Management Service Charges. The two (2) Waste Management functions must remain financially sustainable.

POLICY IMPLICATIONS

The Waste Management Charges applicable to all properties are contained within the Revenue Policy. The various waste charges applying to the various waste categories will be included in the draft Revenue Policy 2018/2019, which will be considered for adoption by Council following a public consultation process.

The adoption of Defined Waste Collection Zones and the harmonising of the various categories, permits the clear delineation of properties into the various applicable waste management categories for charging.

RECOMMENDATION

1. That the provision of Domestic Waste Services be supplied to all residents within the Defined Waste Collection Zones in accordance with the designated three (3) bin and two (2) bin services.
2. That the maps as attached to the report of the Manager Solid Waste dated 5 March 2018 as Appendix 1 be adopted to designate these specific waste collection zones.
3. That there shall be no 'opt in' or 'opt out' basis provided within these defined zones.
4. That Commercial Services may be supplied to properties that fall within the Defined Waste Collection zones applying to the Domestic Services for three (3) bin and two (2) bin areas.
5. That the Waste Management Vacant Land Charges be applied to all vacant properties within all the Defined Waste Collection zones as applicable for residential purposes to which the provision of a Domestic Waste Management Service is available.
6. That the Waste Management Service Rural Charge be applied to all areas outside the Domestic Waste Defined Collection zones where a residence occurs on the subject property only.
7. That all transfer stations and landfills be secured and subject to open hours in order to control the disposal of waste at these facilities and that this program be progressively implemented until all waste facilities are secured.
8. That properties affected by the introduction of new services or discontinuing existing services be advised by Council accordingly of Council's decision in this matter.

Mark Giebel
Manager Solid Waste

BACKGROUND

This new waste contract has been the subject of previous Council discussion and resolutions. At the July 2017 Meeting of Council, a report on “Proposed Expansion of Domestic Waste Management Service Levels to Dubbo and Wellington” was considered. The following resolution of Council was adopted:

“In respect of this report, Council resolved as follows:

1. *That subject to the acceptance by Council of a tender in respect of Request for Tender T16-036 for the Regional Waste Services contract (including Waste Collection Services, Recycling Processing Services and Organics Processing Services), Council commence an expanded level of waste collection and processing services to the Dubbo Regional Council Local Government Area from 1 July 2018 incorporating both “two bin” (fortnightly Recycling and weekly Mixed Solid Waste) and “three bin” (fortnightly Recycling, weekly Organics and fortnightly Mixed Solid Waste) service levels to be delivered to the following areas (as shown in **Appendix 1** of the report of the Manager Civil Infrastructure and Solid Waste dated 13 July 2017) by way of a combination of in-house resources and services provided under Contract T16-036 as follows:*

Two Bin Area

1. *The villages of Eumungerie, Ballimore, Mogriguy, Bodangora, Dripstone, Mumbil, Stuart Town, Cadonia Estate and North Yeoval.*
2. *The other rural and urban fringe areas of the Dubbo and Wellington Collection Districts currently with a Council provided kerbside collection service.*
3. *Multiple Unit Dwellings within Dubbo and Wellington.*

Three Bin Area

The urban areas of Dubbo, Wellington, Geurie, Brocklehurst and Wongarbron (excluding Multiple Unit Dwellings such as retirement villages, gated estates and apartment blocks)

2. *That a community education programme be undertaken prior to the commencement of the new services with specific attention given to the collection areas recommended to receive the “three bin” service including Dubbo, Brocklehurst, Wongarbron, Wellington and Geurie, and to all other areas within the current Wellington kerbside collection district, recommended to receive a “two bin” service for the first time.*
3. *That the draft 2018/2019 Revenue Policy include a Domestic Waste Management Charge for the “two bin” service of \$308 and for the “three bin” service of \$378 with such charges to apply uniformly to the whole of the Local Government Area receiving these respective service levels.*
4. *That the draft 2018/2019 and ongoing budgets for Domestic Waste Management Services provide for a \$50 per year rebate for all eligible pensioner occupied households receiving the “three bin” service.*

5. *That the proposed Mixed Solid Waste collection frequency to apply from 1 July 2018 be “fortnightly” (as the default level of service in respect of the “three bin” service) and include an upgrade option to “weekly” collection at an additional cost of \$40 per annum, as requested by the customer.*
6. *That negotiations be entered into with the current Recycling Services Contractor to provide a fortnightly recycling service to all properties within the Wellington Waste Collection District commencing 1 July 2018, as a variation to the current contract due to expire 30 June 2020.*
7. *That Council offer to enter into agreements with the Narromine Shire Council and Mid-Western Regional Council for the acceptance of uncontaminated green waste that is supplementary to the quantity collected in the Food and Garden Organics kerbside collection contract, at a 10% discount to the standard tipping fee for this class of material.”*

Further discussion on this new waste contract occurred when a report titled “Review of Service Delivery Model for ‘Three Bin’ Waste Services Contract was presented at the Meeting of Council held on 18 December 2017. The following resolution of Council was adopted:

- “1. *That the provision of a ‘weekly’ Mixed Waste collection, utilising a 140 litre bin as the standard level of service, be adopted as a variation under clause 10.1 of the existing Regional Waste Services Contract (including Waste Collection Services, Recycling processing Services and Organics Processing Services) on the basis of this service being provided to all residences in the Three Bin service areas.*
2. *The Domestic Waste Management Charge for this level of service, as proposed in the draft 2018/2019 Revenue Policy, remain at \$378 whereby the default level of service becomes:*

<i>Food and Garden Waste</i>	<i>240 litre bin</i>	<i>Collected Weekly</i>
<i>Recycling</i>	<i>240 litre bin</i>	<i>Collected Fortnightly</i>
<i>Mixed Waste</i>	<i>140 litre bin</i>	<i>Collected Weekly</i>
3. *That subject to the adoption of the ‘weekly’ Mixed Waste service delivery model, all properties in the Three Bin service areas be supplied with a new red lid, 140 litre bin from 1 July 2018 to be delivered in conjunction with the roll out of new green lid FOGO bins and kitchen caddies (and yellow lid recycling bins to properties in Wellington and Geurie receiving recycling for the first time).*
4. *That the Mixed Waste service include an option to provide a weekly 240 litre bin service, with this enhanced service to be approved by the Manager Solid Waste in accordance with guidelines to be developed to manage the provision of this service*
5. *That proposed variations of the contract be formalised by the Manager Solid Waste under the relevant clauses in the existing contract.”*

This report provides an update on the implementation of the new waste services. There are a number of key decisions that are required to progress this implementation. There is a need to harmonise the services and charges strategy across the entire local government area. These matters are discussed further in this report.

REPORT

This report provides an update on the provision of services under the new Waste Contract due to commence on 1 July 2018. As a part of this process, there are a number of points that need to be clarified and new recommendations adopted to enable the fundamentals of these services and service levels to flow through to the 2018/2019 Draft Revenue Policy.

Defined Domestic Waste Collection Zones

There is a requirement under the Local Government Act 1993 to define where Council intends to provide waste services within the local government area. Section 496 states “A Council must make and levy an annual charge for the provision of domestic waste management services for each parcel of land for which the service is available.” There is a further need in the Dubbo Regional Council case to clearly denote the three (3) bin (Recycling/Food and Garden Organics [FOGO]/Mixed Waste) waste collection areas as distinct from the two (2) bin (Recycling/Mixed Waste) waste collection zones.

Clear designated zones have been prepared and are attached as **Appendix 1** as part of the review process for the Draft Revenue Policy 2018/2019, any matters arising from the defined domestic waste management collection zones will be considered prior to final adoption of the Revenue policy.

Once these zones are formalised by Council’s resolution, it is a requirement for all eligible properties within these zones to be provided with the relevant service. This is not an ‘opt in’ or ‘opt out’ scenario. All properties will then be levied the corresponding charges under Council’s Revenue Policy for 2018/2019. It is estimated that approximately 250 affected properties across the local government area will receive waste collection services for the first time. Once Council adopts these zones, letters outlining these services will be forwarded to affected property owners.

In order to clarify the current zones, the following summary sets out where the waste collection services are scheduled to be provided. This summary will be included in the recommendations to be adopted by Council.

Three (3) Bin Waste Collection Services consisting of the following:

- 1 x 240 Litre Food and Garden Organics (FOGO) lime green lidded wheelie bin collected weekly
- 1 x 240 Litre Recycling yellow lidded wheelie bin collected fortnightly
- 1 x 140 Litre Mixed Waste red lidded wheelie bin collected weekly

Services will be provided to the following urban areas:

- Dubbo
- Wellington
- Geurie

- Brocklehurst
- Wongarbron

This will only apply to single residences and duplex properties. It will not apply to multiple unit dwellings such as retirement villages, gated communities and apartment/unit blocks of more than two (2) units. These properties will be serviced as outlined below:

Two (2) Bin Waste Collection Services consisting of the following:

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

Will be provided to:

- The villages of Eumungerie, Ballimore, Mogriguy, Bodangora, Dripstone, Mumbil and Stuart Town.
- Note: North Yeoval is not included and will continue to be collected by Cabonne Shire Council as per the existing arrangement).
- The rural and urban fringe areas of Dubbo, Wellington, Geurie, Brocklehurst and Wongarbron, including Wellington Caves, Cadonia Estate and Ponto Falls.
- Multiple unit dwellings such as retirement villages, gated communities and apartment blocks of more than two (2) units

In a limited number of cases, due solely to service issues relating to where the waste collection vehicles can reliably travel, there will be some residents who currently get a waste service, but will no longer be able to get this service. An identified instance of this is at Wellington Caves. Residents living across the Bell River currently bring their bins to a point near the Caves to be serviced. As it is not possible for the waste collection vehicles to service these bins at their property at all times, the service will no longer be provided. This impacts four (4) current properties receiving the service in this area.

It is proposed to harmonise domestic waste charges in the 2018/2019 Revenue Policy. While it is not the intention of this report to set these charges, it is considered appropriate to restate that the following charges will be included in the draft revenue policy:

- Domestic three (3) bin charge \$378.00
- Domestic two (2) bin charge \$308.00

These harmonised waste charges have been included in previous Council resolutions (that considered this new waste contract and new services) dated 11 December 2017 and 13 July 2017.

Note: The following provides context to the current service and charge:

- Proposed Three (3) Bin areas:
 - The current charge in the former Dubbo area is \$294.96 for Recycling and Mixed Waste Service.
 - The current charge in the former Wellington area is \$347.00 for Mixed Waste only.
- Proposed Two (2) Bin areas:
 - The current charge in the former Dubbo area is \$294.96 for Recycling and Mixed Waste Service.
 - The current charge in the former Wellington area is \$347.00 for Mixed Waste only.

Defined Non-domestic (Commercial) Waste Collection Zones

Commercial property owners can make a choice as to the type of waste service that suits their particular needs. They can choose to have a bulk bin service with a number of private waste companies that can deliver this service. However, wheelie bin collections will suit some businesses more.

Under Section 501 of the Local Government Act 1993, *“A council may make an annual charge for any of the following services provided, or proposed to be provided, on an annual basis:*

- *Waste management services (other than domestic waste management services).”*

There is no issue with providing a commercial waste service within the same areas where the Three (3) Bin and Two (2) Bin domestic waste services are provided. As such, it is appropriate that this combined area be designated as a Non-Domestic (Commercial) Waste Management zone.

The first combination of wheelie bins to be provided to a commercial property will be as follows:

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

The supply of one (1) recycling bin is considered appropriate as the business will generate recycling either from their lunch room, or in the form of cardboard. After this combination has been provided, the property owner can determine any other of combinations of bins that suit the business's operations.

There will be no provision for a commercial property to request a FOGO wheelie bin in the domestic two (2) bin waste zone. However, a FOGO wheelie bin will be optional for a commercial property within the domestic three (3) bin zone. This includes the urban areas of Dubbo, Wellington, Geurie, Brocklehurst and Wongarbron. This food and garden organics service may suit some operators such as restaurants.

The current commercial properties will receive a letter that will outline these options. They will be requested to reconsider the services to be provided from 1 July 2018 taking into account that at least one (1) recycling bin will be mandatory as part of the service. This is seen as an opportunity for the commercial property owners to re-evaluate their service needs.

Any commercial waste service will be provided on the normal service day set down for the domestic waste service in that corresponding area. Only in an exceptional circumstance within the main urban area of Dubbo or Wellington, and after the agreement with the waste contractor has been granted, will the day of service be modified.

It is proposed to harmonise non-domestic waste charges in the 2018/2019 Revenue Policy. While it is not the intention of this report to finalise these charges, it is considered appropriate to indicate that the following charges will be included in the draft revenue policy:

- Initial Non-Domestic (Commercial) Waste Management Service Two (2) Bin Charge - \$320.00 which will consist of:
 - 1 x 240 Litre Recycling yellow lidded wheelie bin collected fortnightly
 - 1 x 240 Litre Mixed Waste red lidded wheelie bin collected weekly.
- Each and every additional Non-domestic Mixed Waste Collection Service Charge = \$195.00
- Each and every additional Non-domestic Recycling Collection Service Charge = \$115.00
- Each and every additional Non-domestic Food and Garden Organic (FOGO) Collection Service Charge = \$115.00

Note: The current charge in the former Dubbo area is \$310.00 and former Wellington area is \$347.00. There will be a review of these charges in subsequent years. It may be that this charge is further harmonised to be the same as the domestic waste two (2) bin charge. Further analysis is required to determine this.

Vacant Land Waste Charges

Dealing with vacant land charges within these defined domestic waste service areas has been dealt with differently in the two (2) former local government areas. The former Wellington area includes a vacant land charge while the former Dubbo area does not.

Under the Local Government Act 1993, it is a requirement to charge all residential properties, whether built on or vacant. The intention in order to comply with the legislation is to impose a vacant land charge across the entire local government area. This again will harmonise the charges within the Revenue Policy 2018/2019.

In terms of these charges, the former Wellington area charge for a vacant property is \$140.00. The aim in harmonising the charges will be to reduce this former Wellington charge, however it will mean that vacant land in the former Dubbo area will receive a new waste charge.

It is not possible to provide a definitive figure that will be included in the draft Revenue Policy 2018/2019 at this stage. However, the range is anticipated to be between \$75.00 and \$100.00.

This vacant land charge will not be applied to non-domestic premises.

Waste Management Rural Charge

There is currently a different methodology used to levy a rural waste management charge between the two (2) former local government areas:

- The former Dubbo area has only charged properties outside the defined waste collection area that has a residence on them. This charge is currently \$129.50.
- In the former Wellington area, a more blanket approach was applied to all properties whether there was a residence or not. This charge is currently \$96.00.

It is proposed to harmonise these charges and to set a clear rationale for this charge being applied across the local government area. This cannot be viewed in isolation from the provision of rural transfer stations/landfills. These rural transfer stations are covered later in this report.

However, in order to provide context to this Waste Management Rural Charge and rationale for it being applied, it is necessary to view this charge as being provided for the rural residence to take their domestic household component of their waste to these rural transfer station type facilities. These facilities are not to enable such examples as the demolition of a house or shed, the disposal of farm chemical containers or old fencing off properties, or other non-domestic (commercial) waste from shops. They are certainly not for disposal of asbestos, oil, tyres, or other hazardous wastes.

Therefore, the intention for this Waste Management Rural Charge will be to levy only residences identified in this rural zone. This charge only provides for the disposal of domestic waste attributed solely to the normal running of the household and residence.

The Waste Management Rural Charge of \$135.00 will be the harmonised charge applied consistently across the local government area to those properties that have a residence in the rural areas not receiving a kerbside collection service. This charge will be identified in the draft Revenue Policy 2018/2019.

Pensioner Rebates

This matter was included in the previous confidential report provided to Council in December 2017. There is to be provision for a \$50.00 per year rebate for all eligible pensioner occupied households receiving the “three (3) bin” service.

While this matter was not included in the Resolution from this meeting in December 2017, it had been included in the Resolution from the Meeting held in July 2017.

In accordance with Section 575 of the Local Government Act 1993, eligible pensioners are provided with a concession on their ordinary rates and domestic waste management services. Eligible ratepayers are entitled to receive half of the total ordinary rates and domestic waste management service charge, up to a maximum of \$250.00.

In addition to the mandatory rebate granted to eligible pensioners in accordance with Section 575 of the Act, Council may voluntarily reduce rates or charges due by any person prescribed by the regulations who is in receipt of a pension, benefit or allowance with the specific conditions of the voluntary rebate being at Council's discretion. Any voluntary rebate granted by Council is not applicable for a subsidy from the State government.

This is highlighted again here to confirm that this will be included in the draft Revenue Policy 2018/2019, and the intent is to continue this rebate in subsequent years. It will only be applied to those pensioners receiving the "three (3) bin" service.

Collection Services

The following is a breakdown of the services provided and by who.

Former Dubbo Local Government Area Three (3) Bin areas

FOGO – Council

Recycling – Contractor

Mixed Waste – Contractor

Former Dubbo Local Government Area Two (2) Bin areas

Recycling – Contractor

Mixed Waste – Contractor

Former Dubbo Local Government Area Commercial

Recycling – Contractor

Mixed Waste – Contractor

FOGO (Three (3) Bin area only) - Council

Former Wellington Local Government Area Three (3) Bin areas

FOGO – Council

Recycling – Contractor

Mixed Waste – Contractor

Former Wellington Local Government Area Two (2) Bin areas

Recycling – Contractor

Mixed Waste – Council

Former Wellington Local Government Area Commercial Three (3) Bin area

Recycling – Contractor

Mixed Waste – Contractor

FOGO (Three (3) Bin area only) – Council

Former Wellington Local Government Area Commercial Two (2) Bin area

Recycling – Contractor

Mixed Waste – Council

The Council collection vehicles are collecting the FOGO bins in all three (3) bin locations. Additionally, Council is providing the mixed waste service in the former Wellington two (2) bin areas. The Council collection vehicles will be operating as one (1) group and will be mobilised where needed, to ensure the most efficient and effective service is provided. Ongoing discussions are occurring to ensure Council's in-house services are coordinated.

Bin Deliveries

The proposed bin rollout across the three (3) council areas (Dubbo, Narromine and Mid-Western) will be scheduled from mid-May through June. Once the final details of this delivery have been set, there will be scheduled advertising of this roll out occurring as part of the media campaign.

Each delivered set of bins will receive an information pack that will provide details specific to the service to be provided. What is included will vary slightly, depending on where they are and the service being provided.

Properties receiving the FOGO service will also receive the kitchen caddy plus the initial roll of caddy bin liners. All three (3) councils (Dubbo, Narromine and Mid-Western) will provide the liners, which will be a specific type of liner that will be able to be composted. This will occur for the full period of the contract, and not just in the initial roll out. Property owners will be able to order these liners on an ongoing basis. A number of avenues for people to order or pickup these new rolls of liners will be available.

Residents will be instructed and encouraged only to use these liners that are provided by councils as part of this service. Material placed in other types of bags will be rejected prior to processing as it will not be possible to determine whether the bags are compostable or not.

Once the bin delivery has been completed, every property receiving a kerbside collection service will have council owned wheelie bins. There will be no need for property owners to buy wheelie bins. This applies to all domestic and non-domestic services.

The property owner will have the choice:

- Of keeping their current bins that they have purchased and own, and using them for some other purpose; or
- They will have the option to voluntarily surrender the bin to Council.

Council will not be offering any buy back arrangement. If the property owner chooses to surrender their old bins, an organised collection of these will occur.

There will be no service provided to any old bin presented for collection. Only Council provided bins will be serviced. The new bins will all be delivered to the properties at one

time. The bins will be delivered by a contractor 'geared up' specifically for this role. Each bin has a serial number and will have a corresponding label with the property address and a bar code. When the bins are delivered, there is also a GPS location taken of where the bins were placed and the time of delivery. This reduces the potential for bins going missing, or being taken by the wrong owner.

As an added measure, each bin will have a microchip installed at the time of manufacture. The capacity to install further readers within the collection vehicles, or other aids such as cameras will be investigated as a longer term strategy.

Existing properties with Council provided recycling bins will not see these bins changed in this rollout.

The following is a summary of what property owners can expect to receive in terms of new bins:

Former Dubbo Local Government Area Three (3) Bin areas (single dwelling and duplex)

- 240 Litre FOGO
- 140 Litre Mixed Waste

Multiple unit developments greater than two (2) units:

- 240 Litre Mixed Waste

Former Dubbo Local Government Area Two (2) Bin areas

- 240 Litre Mixed Waste

Former Dubbo Local Government Area Commercial

- 240 Litre Mixed Waste
- 240 Litre FOGO (optional service only)

Former Wellington Local Government Area Three (3) Bin areas (single dwelling and duplex)

- 240 Litre FOGO
- 240 Litre Recycling
- 140 Litre Mixed Waste

Multiple unit developments greater than two (2) units:

- 240 Litre Recycling
- 240 Litre Mixed Waste

Former Wellington Local Government Area Two (2) Bin areas

- 240 Litre Recycling
- 240 Litre Mixed Waste

Former Wellington Local Government Area Commercial Three (3) Bin area

- 240 Litre Recycling (minimum of one (1) recycling)
- 240 Litre Mixed Waste
- 240 Litre FOGO (optional service only)

Former Wellington Local Government Area Commercial Two (2) Bin area

- 240 Litre Recycling (minimum of one (1) recycling)
- 240 Litre Mixed Waste

The bins delivered to the specific property will remain with the property. The bins are the property of Council and will remain as, and be recognised as, an asset of Council. This provides Council with an avenue to better monitor and control the waste management behaviours of the community that use this service.

External Customer Service Support

It is anticipated with the introduction of these new waste services, there will be an increase in calls to Council's Customer Services. In order to deal with these calls, an external service provider will be engaged to support our current Customer Service Centre. This provider will be engaged through to a period after the service has commenced and the level of calls have declined to an amount that can be handled by Council's Centre.

Another component of the new waste service that may lead to calls above the capacity of the Customer Service Centre are with the continual request for new kitchen caddy liners replacements.

As indicated previously, there are multiple avenues being explored to make this process simpler and easier for customers to request these liners.

There is now a regular internal meeting between the Customer Service Centre, Stakeholder Engagement and Waste sections, with input from other sections as required, to ensure that the information is shared across the sections and to work through policies and procedures to ensure customers receive the correct information. This is a project that falls across multiple sections of Council, and requires a 'one team' approach to implement these waste services and changes.

Communications, Promotions and Education

An extensive community engagement campaign will be conducted to outline the services to our communities. This will be coordinated through Envirocom, NetWaste and Council's Solid Waste Services, and Communications and Stakeholder Engagement sections.

This Communication Strategy will be funded partially under the new waste contract and through a grant received to assist with this initial start-up of this new three (3) bin service.

This start-up Communication Strategy will be based on the following three stages:

1. 'Awareness' – mid-March/May
2. 'Bins Arriving' – May/June
3. 'Service Starts' – July/August.

Coordinated releases across various media and online platforms will be provided.

There are further strategies planned for Dubbo Regional Council areas that will inform individual communities more specifically about changes impacting their areas.

Further information and updates will be provided as this plan rolls out.

Transfer Stations

Across the local government area, Council is currently operating two (2) main landfills at Whylandra and Wellington. These facilities are locked and controlled when open.

Apart from these two (2) facilities, there are other facilities that are described as small landfills, transfer stations or bin stations. These facilities are located at Eumungerie, Ballimore, Toongi, Elong Elong, Wongarboon (recycling wheelie bins), Geurie, Mumbil, Stuart Town and Euchareena.

Of these additional facilities, only Geurie and Mumbil are locked and controlled. Whilst these facilities may not be NSW Environment Protection Authority (EPA) licenced, Council has a requirement to monitor and control the type and quantity of waste delivered to these facilities. Council must mitigate the risk to the public and the environment for inappropriate dumping of material at these sites, and in such circumstances, pay for the clean-up associated with this indiscriminate dumping. The community will pay for this cost as it is unlikely that the responsible party will be identified.

There is clear evidence that:

- Inappropriate dumping is occurring at these facilities
- Waste from other localities is being transported to these uncontrolled facilities
- The types of waste being dumped is not appropriate for these facilities
- Non-domestic waste including commercial, industrial and farm waste are being dumped at these facilities
- These facilities are used to avoid landfill charges
- Significant other health and safety risks have been identified at these sites
- The sites are only intended for the low volume of domestic household waste from the immediate surrounding locality, and not for the large volumes and range of domestic, commercial/industrial and farm waste that is being deposited at these sites.

A few examples in recent times of issues being dealt with at these sites include:

- A 30 cubic metre roll-on/roll-off bin was unable to be lifted off the ground. It was found to be full of concrete, rubble and bricks probably from a building site.
- Chemical drums, oil, tyres and other 'prohibited' materials being indiscriminately dumped among the other general waste spread over wide areas of the site.
- EPA officers doing a follow up on an asbestos complaint and requesting a site inspection at one facility.

While some short term strategies will be provided at some sites to make it more acceptable for residents to use the bins instead of dumping waste on the ground, a full review of these

sites, and operating arrangements will be conducted over the next 12 months with a view to controlling the waste entering these facilities.

Council is exposed to significant environmental and personal safety risks if it continues to operate these facilities in the current fashion.

A grant application to assist with the rehabilitation of old landfills and conversion of sites to transfer stations has been lodged by Council. To date the notification on the outcome of this application has not been received.

Additional Processing Cost for Recycling

As a result of China's National Sword Policy that essentially stopped the importation of any recycling material into China that had a contamination level greater than 0.5%, Visy Recycling have now enacted the 'Force Majeure' clause of its contract with JR Richards. Dubbo Regional Council and other NetWaste councils have all been impacted significantly by this global event.

Visy Recycling is a dominant player in Australia for the receipt and processing of recycling material. Visy Recycling receives most of the recycling material from NetWaste councils as a result of the third party agreement with JR Richards.

The NetWaste councils only received this advice from Visy Recycling, through JR Richards, on 28 February 2018. The advice was that Visy Recycling would not receive further recycling from 15 March, 2018.

Through ongoing discussions, Visy Recycling has now provided written advice that an additional \$60/tonne in processing fees is required for them to continue to receive this material. This letter has only been received on Friday 9 March 2018. For Dubbo Regional Council, the annual impact has been estimated at \$240,000 to \$300,000 in additional processing costs.

Council has little short term options available to it. There are no other sources for this material. It has been indicated that other receivers of recycling material have been requesting up to \$165/tonne extra to remain viable. This is a global issue with Europe and America also heavily reliant on China for the reprocessing of recycling material.

The NetWaste councils have indicated that they will accept this subject to further resolutions by the individual councils, once such a variation request is formally received from JR Richards. NetWaste are also seeking urgent discussions with the EPA for a support package to help councils fund these additional costs.

SUMMARY

Council has entered into a contract with JR Richards for the provision of waste services, scheduled to commence on 1 July 2018. There is information provided to further outline the services being rolled out, and the likely impacts to the various communities across the local government area. There is a need to harmonise service provision across the local government area. This is proposed to be implemented in the 2018/2019 financial year.

For the domestic services, residents will receive either the three (3) bin or two (2) bin service depending on the type of property they live in, and which community the resident lives in.

The services have been divided into the categories based on maps for the defined waste collection zones. These maps are to be adopted by Council to provide clarity for waste service delivery, and for rating purposes, as required under the Local Government Act 1993. There will be properties within these zones that have previously not had a waste collection service. These properties will now receive the designated waste service.

For non-domestic waste services, the services for these properties are limited to the area where the domestic waste services are able to be provided. This can be in the domestic three (3) bin or two (2) bin areas. Wellington businesses will receive at least one (1) recycling bin as part of their initial service. The FOGO service is optional for non-domestic customers only in the three (3) bin zones.

The vacant land charges will be consistently applied across the local government area. This has not been applied within the former Dubbo area previously. It is proposed to apply this charge uniformly to vacant properties within the domestic waste collection zones in both the three (3) bin and two (2) bin zones.

It is proposed to harmonise the charges for the Waste Management Rural Waste area across the entire local government area. This will be applied only to properties where a residence is on the rural property. The former Wellington area has charged most properties irrespective of whether there was a residence on the property.

Small transfer stations and landfills have been provided for use by rural residents. It is proposed that all these facilities be locked up with controlled opening hours at each facility. This program will be implemented over the next twelve (12) months.

Appendices:

1 [↓](#) Maps - Waste Collection Zones









