



AGENDA

CULTURE AND COMMUNITY COMMITTEE

12 OCTOBER 2023

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

The meeting is scheduled to commence at 5.30pm.

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CCC23/79 ELECTION OF CHAIRPERSON (ID23/2453)	
CCC23/80 LEAVE OF ABSENCE (ID23/2330)	
CCC23/81 CONFLICTS OF INTEREST (ID23/2331)	
CCC23/82 REPORT OF THE PUBLIC SPACES TREE COMMITTEE - MEETING 13 SEPTEMBER 2023 (ID23/2297)	3
The Committee had before it the report of the Public Spaces Tree Committee meeting held 13 September 2023.	
CCC23/83 REPORT OF THE WELLINGTON TOWN COMMITTEE - MEETING 4 SEPTEMBER 2023 (ID23/2299)	6
The Committee had before it the report of the Wellington Town Committee meeting held 4 September 2023.	
CCC23/84 COMMUNITY SERVICES FUND 2023/2024 - ROUND 1 - COMMUNITY BENEFIT FUNDING IN ACCORDANCE WITH SECTION 356 LOCAL GOVERNMENT ACT 1993 (ID23/2233)	10
The Committee had before it the report dated 7 September 2023 from the Manager Community Services regarding Community Services Fund 2023/2024 - Round 1 - Community Benefit Funding in Accordance with Section 356 Local Government Act 1993.	
CCC23/85 2023/2024 EVENT ASSISTANCE PROGRAM (ID23/2347)	28
The Committee had before it the report dated 21 September 2023 from the Events and Partnerships Team Leader regarding 2023/2024 Event Assistance Program.	

**CCC23/86 TWO YEAR PARTNERSHIP PROPOSAL - WESTERN SYDNEY
WANDERERS FOOTBALL CLUB (ID23/2362)**

The Committee had before it the report dated 25 September 2023 from the Events and Partnerships Team Leader regarding Two Year Partnership Proposal - Western Sydney Wanderers Football Club.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason: commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council (Section 10A(2)(d)(ii)).



DUBBO REGIONAL
COUNCIL

Report of the Public Spaces Tree Committee - meeting 13 September 2023

AUTHOR: Governance Officer
REPORT DATE: 20 September 2023

The Council had before it the report of the Public Spaces Tree Committee meeting held 13 September 2023.

RECOMMENDATION

That the report of the Public Spaces Tree Committee meeting held on 13 September 2023, be adopted.



REPORT
PUBLIC SPACES TREE COMMITTEE
13 SEPTEMBER 2023

PRESENT: Councillors J Gough, M Dickerson, R Ivey, the Director Community, Culture and Places, the Director Development and Environment, W Browne (Community Representative), B Sutherland (Community Representative), E Webster (Community Representative) and G Avery (Community Representative).

ALSO IN ATTENDANCE: The Manger Recreation and Open Spaces, the Manager Greenspace Operations, the Administration Officer Community Culture and Places, the Manager Customer Experience and Engagement, the Engagement and Customer Insights Coordinator.

Councillor M Dickerson assumed the Chair of the meeting.

The proceedings of the meeting commenced at 4.30pm.

PSTC23/22 ACKNOWLEDGMENT OF COUNTRY (ID23/2205)

Councillor M Dickerson delivered an Acknowledgement of Country

PSTC23/23 LEAVE OF ABSENCE (ID23/2206)

A request for leave of absence was received from B Edmondson.

E Holmes and N Grant attended via Audio-Visual Link

PSTC23/24 CONFLICTS OF INTEREST (ID23/2207)

There were no Conflicts of Interest declared.

PSTC23/25 REPORT OF THE PUBLIC SPACES TREE COMMITTEE - MEETING 2 AUGUST 2023 (ID23/2208)

The Committee had before it the report of the Public Spaces Tree Committee meeting held 2 August 2023.

OUTCOME

That the report of the Public Spaces Tree Committee meeting held on 2 August 2023, be noted.

**PSTC23/26 UPDATE FROM MANAGER RECREATION AND OPENS SPACES ON TREENET
24TH ANNUAL TREENET SYMPOSIUM 2023 (ID23/2209)**

The Committee was addressed by the Manager Recreation and Open Spaces regarding this matter. The group was encouraged to ask the Manager of Recreation and Open Spaces questions in regard to his Treenet symposium presentation.

OUTCOME

That the address from the Manager Recreation and Open Spaces be noted

**PSTC23/27 TREE PRESERVATION ORDER – QUESTION AND ANSWER FOR THE
COMMITTEE (ID23/2210)**

The Committee was addressed by the Manager Recreation and Open Spaces regarding this matter.

OUTCOME

That the address from the Manager Recreation and Open Spaces be noted

The meeting closed at 5.30pm.

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CHAIRPERSON



DUBBO REGIONAL
COUNCIL

Report of the Wellington Town Committee - meeting 4 September 2023

AUTHOR: Governance Officer
REPORT DATE: 20 September 2023

The Council had before it the report of the Wellington Town Committee meeting held 4 September 2023.

RECOMMENDATION

That the report of the Wellington Town Committee meeting held on 4 September 2023, be adopted.



DUBBO REGIONAL
COUNCIL

REPORT
WELLINGTON TOWN COMMITTEE
4 SEPTEMBER 2023

PRESENT: Councillors J Gough, R Ivey, the Chief Executive Officer, the Director Strategy, Partnerships and Engagement, R Whiteley (Community Representative), D Ramsland (Community Representative), D Mitchell (Community Representative), T Kelly (Community Representative), R Murray (Community Representative), K Unwin (Community Representative) and T Dray (Community Representative)

ALSO IN ATTENDANCE: The Director Infrastructure, the Manager Strategic Partnerships and Investment, the Team Leader Economic Development and Visitor Services, the Economic Development Services Officer, the Corporate Strategy and Performance Coordinator and the Executive Officer Strategy Partnerships and Engagement

Councillor Ivey assumed the Chair of the meeting.

The proceedings of the meeting commenced at 5.30pm.

WTC23/23 ACKNOWLEDGEMENT OF COUNTRY (ID23/1201)

The Director of Strategy, Partnerships and Engagement delivered an Acknowledgement of Country.

WTC23/24 CONFLICT OF INTEREST (ID23/1207)

There were no Conflicts of Interest declared.

WTC23/25 LEAVE OF ABSENCE (ID23/1212)

There were requests for leave of absence received from the Manager Community Services, Community Representatives M Griggs and J Wykes.

WTC23/26 REPORT OF THE WELLINGTON TOWN COMMITTEE - MEETING 5 JUNE 2023 (ID23/2165)

The Committee had before it the report of the Wellington Town Committee meeting held 5 June 2023.

OUTCOME

That the report of the Wellington Town Committee meeting held on 5 June 2023, be noted.

**WTC23/27 UPDATE ON IMPLEMENTATION OF OPERATIONAL PLAN (WELLINGTON)
(ID23/1518)**

The committee was addressed by Director Strategy, Partnerships and Engagement, the Director Infrastructure and Economic Development and Visitor Services Team Leader.

OUTCOME

1. That the address by the Director Strategy, Partnerships and Engagement and the Director Infrastructure be noted.
2. That the presentation from Economic Development and Visitor Services Team Leader regarding the Wellington CBD research project be noted, and that future report on findings from the project be presented back to the Committee.

WTC23/28 REGIONAL RHINO ART PROGRAM (ID23/1519)

The committee as addressed by Manager Strategic Partnerships and Investment regarding this item. <https://yoursay.dubbo.nsw.gov.au/rhino-renewal-project-dubbo-region>

OUTCOME

1. That the address by the Manager Strategic Partnerships and Investment be noted.
2. That committee members to be advised when the Your Say project page is active and seeking feedback from Wellington community members on potential replacements of the current Rhino.

WTC23/29 UPDATE FROM DIRECTOR INFRASTRUCTURE (ID23/1514)

The committee was provided an update on the nature strip mound between Montefiores and Mitchell Highway, shoulder sealing works in Gisborne Street Wellington and the shared pathway Pioneer Park to Brennan's Way, by the Director Infrastructure.

OUTCOME

That the address by the Director Infrastructure be noted.

WTC23/30 WELLINGTON CBD FACADE ENHANCEMENT (ID23/2166)

The Committee was addressed by Committee Member D Mitchell along with E Knowles – Dry Stone Wall expert.

OUTCOME

1. That it be noted that Macquarie Correctional Centre is unable to provide services to support painting or maintenance of privately owned buildings in the CBD.
2. That the presentation be noted.
3. That the CEO provide E Knowles details to appropriate stakeholders within Council, regarding the idea of a Dry Stone Trail festival in Wellington.

**WTC23/31 GENERAL BUSINESS, CORRESPONDENCE AND QUESTION ON NOTICE
(ID23/2167)**

The following items of General Business were discussed:

- Toilet block Cameron Park.
- Public rubbish bin located at the Plaza in Percy Street Wellington, ongoing investigation into concerns raised regarding safety, use and service levels. Discussion identified that the issue was being caused by community members accessing and damaged bins to get cans for recycling.
- Other CRM level matters were responded to within the presentation which is to be provided to the Committee.



OUTCOME

1. **That the Committee recommends that the Manager of Recreation and Open Spaces consider options regarding the toilet block in Cameron Park. Options should take into consideration the number of toilets and/or urinals available for community use.**
2. **That consideration be given to the value of the future presentation to the Committee regarding current levels of service of CBD waste collection and cleaning.**

The meeting closed at 7.21pm.

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CHAIRPERSON



REPORT: Community Services Fund 2023/2024 - Round 1 - Community Benefit Funding in Accordance with Section 356 Local Government Act 1993

DIVISION: Community, Culture and Places
REPORT DATE: 7 September 2023
TRIM REFERENCE: ID23/2233

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> • Seek endorsement • Adopt funding 	
Issue	Recommendation report for applications received under Round 1 of 2023/2024 Community Services Fund.	
Reasoning	There were 25 applications totalling \$213,145 for available funds of \$120,205 (50% current year allocation + roll over from 22/23)	
Financial Implications	Budget Area	Community Services
	Funding Source	Budgeted Operational Expense
	Proposed Cost	\$101,800.99 (total of recommended applications)
	Ongoing Costs	\$150,000 per year ongoing.
Policy Implications	Policy Title	Financial Assistance Policy
	Impact on Policy	Alignment

STRATEGIC DIRECTION

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

Theme: 5 Liveability
 CSP Objective: 5.3 The lifestyle and social needs of the community are supported
 Delivery Program Strategy: 5.3.1 The social service issues and requirements of our community are identified and met

RECOMMENDATION

1. That Council allocate \$101,800.99 to the community based organisations in accordance with Section 356 of The Local Government Act 1993 and notification to be sent to each recommended applicant:
 - Orana Education & Training Co Operative - \$ 993.89
 - Dubbo Legacy/Division of Orange Legacy - \$ 5,000.00
 - Orana Arts Inc - \$15,556.00
 - Boys to the Bush Ltd - \$12,800.00
 - Creative Community Concepts - \$16,000.00
 - Tubba-Gah Wiradjuri Aboriginal Corporation - \$11,220.00
 - City of Dubbo Turf Club - \$16,859.80
 - Orana Broadcasters Inc - \$ 8,716.60
 - Comobella Hall Trust - \$ 3,307.70
 - Orana Support Services - \$ 4,726.00
 - Dubbo Rivercare Group - \$ 1,856.00
 - Dubbo View Club - \$ 1,395.00
 - Western Region Academy of Sport - \$ 3,370.00
2. That all not recommended applicants be advised of Council's Grants Hub, as well as other funding opportunities and any advice to assist future applications for council financial assistance.
3. That surplus funds remaining from the 2023/2024 Round One be rolled over to 2023/2024 Round Two of the Community Services Fund.

Craig Arms
Director Community, Culture and Places

CW
Manager Community
Services

BACKGROUND

The framework under which Council considers and determines donations relates to the requirements of Section 356 of the Local Government Act 1993 (the Act) whereby Council may contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

Previous Resolutions of Council

27 July 2023 CCL23/200	<ol style="list-style-type: none">1. <i>That it be noted that the first round of 'Community Services Fund' and 'Community Assistance Fund' for financial year 2023/2024 has been paused pending consideration of this report.</i>2. <i>That it be noted that under the current framework the Community Services Fund is for all community organisations including Not For Profits, whilst the Community Assistance Fund is for Not-for-Profit organisations only.</i>3. <i>That to enable access to the budgeted funds by community groups as soon as possible Council resolve to:</i><ol style="list-style-type: none">a. <i>Create one funding pool under the Community Services Fund noting it allows for Not for Profits community based organisations to apply.</i>4. <i>That Council maintain a maximum of two rounds per financial year noting the administration and governance required for grant programs that distribute public monies to external organisations.</i>
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REPORT

Following the resolution of CCL23/200 on 27 July 2023 at Council's Ordinary Council meeting, The Community Assistance Fund and Community Services Fund were combined and titled the 'Community Services Fund'. On 1 August 2023, Round 1 of the 2023/2024 Community Services Fund was opened and closed 31 August 2023 via the Smarty Grants online program.

This grant provides funding opportunities to community organisations to support projects or activities that deliver social, cultural or environmental outcomes to the Dubbo Regional Council local government area and help create, enhance or build community well-being and amenity

The 2023/2024 Community Services Fund Round 1 received 25 applications to the value of \$213,145. The below table outlines recommended total or partial funding to 13 applications. Some recommended applications included costs that cannot be met by Council (e.g. rates, coffee machine).

2023/2024 Community Services Fund Round 1 – Recommended Applicants				
Organisation	Project/Activity	Funding Request	Eligibility / CSF Guidelines	Recommended
Orana Education and Training Co-Operative Ltd	Community Garden Rates and Garden Maintenance	\$1,000	Full funding for garden equipment and soil, as per quotes received. Did not cover rates.	\$993.89
Dubbo Legacy/Orange Legacy Appeals Fund	Support Widows and Wards to remain in own homes	\$5,000	Full funding for yard maintenance and cleaning for Widows and Wards	\$5,000
Orana Arts Inc	Kumi Taiko	\$22,036	Partial funding for major part of TAIKO program and venue hire	\$15,556
Boys to the Bush Ltd	Off to a Flying Start: Boys to the Bush (BttB) School Programs	\$12,800	Full funding for program to be delivered within Dubbo LGA to large cross section of at risk youth.	\$12,800
Creative Community Concepts	The Dulli Project	\$31,768	Partial funding for positive intergenerational, Elders program. Did not fund staff travel, vehicle costs or coffee machine.	\$16,000
Tubba-Gah (Maing) Wiradjuri Aboriginal Corporation	Jinchilla Gardens becomes wheelchair accessible	\$23,045	Partial funding for creation of concrete ramp to increase access and inclusion in open community garden. Did not pay for other works and administrative costs.	\$11,220
City of Dubbo Turf Club	Merrilea Road Flashing Lights System	\$16,859.80	Full funding for flashing lights to be placed on Merrilea Road. Installation of lights will provide community safety for all road users (horses and cars) along Merrilea Rd and enhance community well-being whilst meeting an identified community need. Dubbo Turf Club are a not for profit organisation.	\$16,859.80
Orana Broadcasters Inc	UPS The addition of a UPS system	\$8,716.60	Full funding to assist community volunteer service to be able to keep broadcasting during emergency situations and reduce impact on equipment	\$8,716.60
Comobella Hall Trust	Shade Sail	\$3,307.70	Full funding for shade sail that had been damaged during storms.	\$3,307.70
Orana Support Service Inc	Dubbo Region Food Van Set-up	\$4,726	Full funding for tables and chairs for Dubbo Region Food Van. Supporting homeless and vulnerable	\$4,726
Dubbo Rivercare Group Inc	Purchase equipment and Volunteer Training	\$1,856	Full funding for needed equipment and volunteer training. Supporting full volunteer programs	\$1,856

Dubbo View Club	Office Equipment	\$1,400	Funded for the actual value of the quote provided for equipment being sourced locally.	\$1,395
Western Region Academy of Sport	2023/2024 support for Dubbo Jnr athletes and coaches in WRAS sports development program	\$3,370	A not for profit organisation who relies on volunteers and sponsorships to provide expert support (coaches) and opportunities for 27 local athletes to excel in their chosen sport.	\$3,370
Total				\$101,800.99

2023/2024 Community Services Fund Round 1 – Assessed and ineligible applications

Organisation	Project/Activity	Funding Request	Ineligibility / CSF Guidelines	Recommendation
Binjang Community Radio Incorporated	Audio Visual Operational Equipment Upgrade for Volunteer Broadcasting & Training	\$5,292	Ineligible - As per Community Services Fund guidelines. 6.1 Applicants with an overdue acquittal or who have failed to appropriately acquit a previous Council grant. - Financial Assistance Program 2022/2023 R1	Not Recommended
ORISCON INC	ORISCON Harmony Week Gala Night	\$3,000	Ineligible - 6.7. Events (other streams of financial assistance are available).	Not Recommended
Challenge Community Services	Foster Care Celebrations - Foster Care Week 2023	\$2,160	Ineligible - 6.7. Events (other streams of financial assistance are available). 6.8. Social activities for members of the organisation exclusively.	Not Recommended
Walter T Seniors Social Club	Seniors Social Card Club; hall hire, Christmas party	\$6,740	Ineligible - 6.1 Applicants with an overdue acquittal or who have failed to appropriately acquit a previous Council grant. - Community Services Fund 2021/2022 R1.	Not Recommended
Australian Red Cross Society	Hot Water Heater for Kiosk at the Wellington Show Ground	\$1,100	Ineligible - 6.1 Applicants with an overdue acquittal or who have failed to appropriately acquit a previous Council grant. - Community Services Fund 2022/2023 R2, Bodangora Wind Farm Community Benefit Fund Round 8 2023.	Not Recommended
Lifeline Central West Ltd	Crisis Supporter Training and Community Training	\$15,000	Ineligible - 6.1 Applicants with an overdue acquittal or who have failed to appropriately acquit a previous Council grant. - Community Services Fund 2022/2023 R1	Not Recommended
Wellington Senior Citizens Club Inc	Repair to seating at the Senior Citizens	\$3,256	Ineligible - 6.1 Applicants with an overdue acquittal or who have failed to appropriately acquit a previous Council	Not Recommended

	Hall		grant. - Bodangora Wind Farm Community Benefit Fund Round 7 (2022)	
ORISCON INC	Empowering Hearts and Minds Project	\$10,000	Ineligible - Unsubmitted (incomplete). Application did not meet Community Services Fund guidelines regarding assessment criteria / budget requirements.	Not Recommended
Dubbo Indian Myna Control Program	Dubbo Indian Myna Control Program	\$10,608	Ineligible - Withdrawn / Unsubmitted (incomplete)	Not Recommended
Fortem Organisation	Bridge of Support; Strengthening First Responders. Mental health through Social Connectivity	\$9,000	Event Aspect ineligible. Not enough information to show program serviced in Dubbo LGA.	Not Recommended
The Dubbo Support Centre Job Ready Program for Aboriginal Communities	Indian support centre providing a program for Job Ready programs	\$10,522	Unclear the true use of funding. Indian Support Centre in Dubbo is already State Funded project. Budget for CS funding outlines costs for an event	Not Recommended
Mumbil District Progress Association	Annual Hire Fee of Mumbil Hall	\$584	Ineligible. Application seeking funds for payment of debt and/ or insurance premium (hire fee)	Not Recommended

An assessment panel of Director Community, Culture and Places, Manager Community Services, Coordinator Family Day Care and the Parks and Bushcare Officer assessed each application independently on the following key criteria:

- The project / activity must address an identified community need.
- Demonstrate how the funding will enable the organisation to deliver social, cultural or environmental outcomes to the community.
- Demonstrate collaboration between members and/or volunteers to contribute to the program / activity.
- Demonstrate the capacity to manage funds and deliver the project / activity within twelve (12) months.

The panel met on the 6 September 2023 to further discuss individual assessments and consider eligibility.

All recommended applications (Table 1) meet the required eligibility and governance requirements, as reviewed and approved by the assessment panel.

Acquittals

The Community Services Fund opens for two rounds each financial year (July and February). The Bodangora Wind Farm opens for an annual round in February until the budget has been exhausted, as determined by the Bodangora Wind Farm Community Consultative Committee.

An acquittal report is required within two (2) months of the completion of each project, as per the date listed on each application, or twelve (12) months from date of funding payment, whichever arises first. The Executive Support Team contacts organisations with outstanding acquittals every six (6) months, prior to each new round opening. Additional reminders are also automated within the SmartyGrants platform and are scheduled one (1) month prior and the day of the completion date advised.

Some community organisations struggle to acquit within the designated twelve (12) months and require administrative support to achieve the agreed outcomes.

Outstanding Acquittal Reports

Currently there are twenty-two (22) outstanding acquittals, totalling \$151,856 for the Community Services Fund and twenty-one (21) outstanding, totalling \$61,686 for the previous Financial Assistance Program, across seven (7) rounds spanning 2018 through to 2023.

There are also eighteen (18) outstanding acquittals totalling \$107,464 for the Bodangora Wind Farm Community Benefit Fund, across eight (8) rounds spanning 2017 through to 2023.

Altogether across the funding streams there is a total of \$321,006 to be acquitted by community bodies as per the conditions of the grant.

Consultation

- Manager Community Services, Director Community Culture and Places, Executive Officer Community Culture and Places, Coordinator Family Day Care and Parks and Bush Care Officer were involved in review and approval of fund eligibility criteria and guidelines (**Appendix 1**).
- Consultation with other internal divisions of council and Chief Executive Officer.
- Email notification to all past applicants– 31/07/2023
- Weekly Council column – 09/08/2023, 16/08/2023, 23/08/2023, 30/08/2023
- Social media post – 4/08/2023
- Media release – 4/08/2023
- Newspaper ads – Photo news 10/08/2023, Rural Press 11/08/2023 and Wellington District Leader 10/08/2023

Resourcing Implications

- Annual budget allocation of \$150,000.

- Round One makes available 50% of the annual budget plus the unspent roll over from last financial year. Round One available total \$120,205.
- The recommendations from the assessment process total \$101,800.99.
- The remainder of the funding allocated for 2023/2024 Round 1 to be carried over to 2023/2024 Round 2.

Next Steps

- All successful recipients of funding shall be advised in writing and the requirements of fund provisions including expenditure and acquittal timeframe, as well as acquittal form.
- All unsuccessful recipients shall be advised in writing and informed of ineligibility if relevant, provided links to the Dubbo Grant Hub and any advice to assist future applications for council financial assistance, or other lines of funding.

APPENDICES:

- [1](#) Guidelines - Community Services Fund - V3 Round 1 - 2023/2024

COMMUNITY SERVICES FUND

GUIDELINES





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THIS DOCUMENT HAS BEEN ELABORATED BY THE COMMUNITY CULTURE AND PLACES DIVISION OF DUBBO REGIONAL COUNCIL



1. What is the Community Services Fund?

The Community Services Fund relates to the requirements of Section 356 of the Local Government Act 1993 whereby Council may contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions. Funding is determined by Council annually and allocated as part of the Organisation's annual budget

This grant provides funding to community organisations to support projects or activities that deliver social, cultural or environmental outcomes to the Dubbo Regional Council local government area and help create, enhance or build community well-being and amenity.

Definitions

Community organisation means:

- A. an entity that carries on activities for a public purpose; or
- B. another entity whose primary object is not directed at making a profit.

Community well-being is the combination of social, economic, environmental, cultural, and political conditions identified by individuals and their communities as essential for them to flourish and fulfil their potential.

Community amenity means any public benefit, improvement or contribution that can enhance the quality of life for a community and includes, but is not limited to, public spaces, land or an interest in land, affordable and/or special needs housing, and facilities, which meet a range of social, environmental, cultural, recreational and infrastructure needs of the community.

All grants are governed by Dubbo Regional Council's Financial Assistance Policy.

2. Key Contacts

Community Culture and Places Executive Support Team

E: ccp.admin@dubbo.nsw.gov.au

P: 02 6801 4000



3. Key Dates

There are two rounds per year – opening in February and July.

The funding is time limited and will cover projects or activities that are able to be completed within a twelve (12) month timeframe from the date of funding.

Applications are scheduled for endorsement at a Council meeting approximately one (1) month after the application deadline of each round.

Round	Opening Date	Closing Date	Notification of Outcome	Project Start Date*
1	1 July	31 July	Approximately 4 weeks after closing date	15 September
2	1 February	28 February		15 April

* Projects / activities must commence on or after this date.

4. Expected Outcomes

Each application is required to address the following:

- i. The project / activity must address an identified community need.
- ii. Demonstrate how the funding will enable the organisation to deliver social, cultural or environmental outcomes to the community.
- iii. Demonstrate collaboration between members and/or volunteers to contribute to the program / activity.
- iv. Demonstrate the capacity to manage funds and deliver the project / activity within twelve (12) months.

5. Eligibility

- i. Organisations must be based and operate within the Dubbo Regional Council local government area.
- ii. The project / activity must be undertaken within the Dubbo Regional local government area.
- iii. Only one application per organisation, per financial year.



6. The following are ineligible

- i. Applicants with an overdue acquittal or who have failed to appropriately acquit a previous Council grant.
 - a. An Acquittal Report is required within two (2) months of the completion of each project / activity, as per the date listed on each application, or twelve (12) months from date of funding payment, whichever arises first.
- ii. Applicants with outstanding projects / activities due to extension or have not expended their prior funding within the allocated twelve (12) months of provision.
- iii. Applicants can not apply for funding via the Community Services Fund if funding has already been provided by another funding stream within Dubbo Regional Council for the same project / activity in the same financial year.
- iv. Late or incomplete applications.
- v. Proposals from Government Departments, agencies or any Council.
- vi. Proposals from sporting agencies (these organisations have other avenues for financial assistance).
- vii. Events (other streams of financial assistance are available).
- viii. Social activities for members of the organisation exclusively.
- ix. Expenditure for equipment not related to the specific project / activity proposed.
- x. Projects or activities with a religious, political or sectarian purpose.
- xi. Applications seeking funds for retrospective projects and activities commencing, or items purchased, prior to end of the grant closing date.
- xii. General fundraising appeals.
- xiii. Existing projects or activities that require additional, continuous and/or top-up funding.
- xiv. Applicants in a position to self-fund the project or activity.
- xv. Proposals that duplicate a project or activity already existing within the local government area.
- xvi. A project or activity which primarily benefits a single individual or business.
- xvii. Applications seeking funds for prize money, prizes, trophies and gift vouchers.
- xviii. Applications seeking funds for payment of debt and/or insurance premiums.



- xix. Applications seeking funds for personal benefit such as travel, meal or accommodation costs including costs to undertake projects / activities outside of the region.
- xx. Applicants with gaming machines and/or trade regularly with a liquor licence most days of the week.
- xxi. Proposals that are for funding the core business of the organisation. This includes purchase of capital equipment.
- xxii. Works to building or property.
- xxiii. Routine maintenance or works to Council owned buildings that are a lease obligation.
- xxiv. Purchase of land or buildings.
- xxv. Applications seeking funds for existing salaried or waged positions.
- xxvi. Applications that have safety and/or environmental hazards that are not addressed by acts under a Risk Management Plan to mitigate risk.
- xxvii. Proposals that do not reflect community standards and denigrates, excludes or offends community groups.
- xxviii. A project or program which in the opinion of the assessment panel would be better funded by State or Federal Government, or by corporate sponsorship.



7. Insurances

All applicants should consider conducting a risk assessment process for their proposed project / activities to address any necessary insurance implications. Organisations should check their current insurance arrangements to determine if any extra cover is required. Applicants should ensure that all staff and volunteers associated with the project / activity have the appropriate mandatory clearances.

8. Assessment Criteria

Each application will be assessed as follows:

- i. Project / activity idea – Application addresses an identified community need and demonstrates achievable social, cultural or environmental outcomes for the community.
- ii. Sustainability – The project / activity has a clear beginning and demonstrates where practical that any ongoing or recurrent costs can be met by the applicant once funding has been expended.
- iii. Capacity of the applicant to successfully complete the project / activity.
- iv. Budget – The project / activity budget is comprehensive and realistic. Demonstrates all co-contributions (organisation, sponsors, and other grant funding sources) and required quotes are provided with value for money demonstrated.

As funding is limited, not every application that meets the assessment criteria will necessarily be successful with being allocated funding or the full funding amount requested.



9. How to Apply

Council uses SmartyGrants administration software to manage its grants programs. Applications must be submitted via the Dubbo Regional Council SmartyGrants webpage.

Applications must meet the eligibility requirements and no late applications will be accepted. Hard copy applications are not accepted.

Documents may be uploaded to the application as required. Please include:

- Current quotes to support the budget; and
- Relevant approvals, insurances and plans.

Other examples of supporting documents that may strengthen your application are:

- Location map;
- Site plan and/or photos;
- Letter(s) of support from organisations your application identifies as partners in the project / activity.

All applications will be assessed by an Assessment Panel and recommendations presented to Council for endorsement.



10. Conditions of Funding

Successful applicants are required to comply with the following terms and conditions associated with Council's financial support.

- i. All recipients of funding are required to return to the Community Culture and Places Division:
 - a. An Acquittal Report within two (2) months of the completion of the project / activity, as per the date listed on each application, or twelve (12) months from date of funding payment, whichever arises first.
 - b. Receipts for all purchases must be included.
- ii. Funds are to be acquitted within twelve (12) months of the grant being provided. Failure to do so without written request and approval for an extension from Dubbo Regional Council may result in the donation amount being reduced or cancelled requiring the return of funds to Council.
- iii. Failure to provide an Acquittal Report will prohibit future funding opportunities.
- iv. Applications include time frames and list of items identified for purchase from funding.
- v. Funds granted can only be used for the purpose as specified in the application, unless written permission for a variation is obtained from Dubbo Regional Council.
- vi. Dubbo Regional Council must be advised in writing if there are any significant changes to the project / activity as described in the application, or to the contact details of the recipient.
- vii. Should the project / activity be cancelled, all funding received is to be repaid to Dubbo Regional Council.
- viii. All Dubbo Regional Council and other requisite permits, approvals, insurances etc. relating to the program or project must be obtained or funding may be withdrawn.
- ix. Where possible, the organisation will source goods and services for the project / activity from within the Dubbo Regional Council local government area.
- x. Dubbo Regional Council reserves the right, as part of the assessment process, to request further information or documentation.
- xi. Dubbo Regional Council reserves the right to conduct a financial audit of the funding either during the financial year or on completion of the financial year.



- xii. Dubbo Regional Council and its officers shall not be responsible for any liabilities incurred or entered into by the recipient organisation as a result of, or arising out of that organisations responsibilities under the Funding Agreement.
- xiii. The recipient organisation shall indemnify the Council and its officers against any claim, demand, liability suit costs, expenses, action arising out of or in any way connected with the activities of the organisations or agents in consequence of the Funding Agreement except where the claim, demand, liability, costs or action are caused by Dubbo Regional Council and its officers.
- xiv. Unless agreed in writing at the time of funding approval, Dubbo Regional Council has no obligations regarding ongoing funding, maintenance or renewal of assets created by the project / activity.

11. Notification and Payment

- i. All applicants will be notified of the outcome of their application.
- ii. Successful applicants are required to adhere to any special conditions referred to in the letter of notification. Dubbo Regional Council reserves the right to withhold funding if stipulated conditions are not met.
- iii. Recipients of funding will be required to have a representative attend a civic ceremony at which novelty cheques will be presented for media and marketing purposes, or provide suitable advice to Dubbo Regional Council of inability to attend.
- iv. Applicants who do not have a current creditor account number will be required to complete and submit a Supplier Details Form prior to payment being made.
- v. Requests for variations or extensions must be submitted in writing to Dubbo Regional Council for approval.
- vi. The organisation will provide to Dubbo Regional Council an acquittal report. This report is due within two (2) months of the end of the project / activity, as per the application, or twelve (12) months from date of payment, whichever arises first.



DUBBO REGIONAL
COUNCIL

REPORT: 2023/2024 Event Assistance Program

DIVISION: Community, Culture and Places
REPORT DATE: 21 September 2023
TRIM REFERENCE: ID23/2347

EXECUTIVE SUMMARY

Purpose	For information	
Issue	<ul style="list-style-type: none"> Provide Council with the determination of funding based on applications received under the 2023/2024 Event Assistance Program – Community Events Fund and Destination Events Fund. 	
Reasoning	<ul style="list-style-type: none"> Endorsement by Council 	
Financial Implications	Budget Area	Regional Events
	Funding Source	Adopted Regional Events Operational budget
	Proposed Cost	\$40,000
	Ongoing Costs	Annual allocation by Council
Policy Implications	Policy Title	Financial Assistance Policy
	Impact on Policy	Alignment
Consultation	Regional Events	Broad and targeted communications of the opportunity to apply for funding

STRATEGIC DIRECTION

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

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

RECOMMENDATION

That each applicant be advised of the outcome of their application in accordance with the Financial Assistance Policy.

Craig Arms
Director Community, Culture and Places

LW
Events and Partnerships
Team Leader

BACKGROUND

Under Council's Financial Assistance Policy there are two (2) channels of funding which are open on a cyclic, annual basis:

Community Events Fund

To assist not-for-profit events that deliver social and cultural benefits to the Dubbo Regional LGA. Organisers must demonstrate that the event has broad community appeal and that it provides entertainment or engagement value. Events that provide a specific cultural or social outcome aligned with the 2040 Community Strategic Plan are also considered highly.

Applications for funding up to \$3,000 are invited.
Funding allocated by Council in 2023/2024 \$10,000.

Destination Events Fund

To assist events that deliver significant economic and reputational benefits to the Dubbo Region LGA.

Applications for funding up to \$10,000 are open annually.
Funding allocated by Council in 2023/2024 \$30,000.

REPORT

The Community Events Fund was open for applications for up to \$3,000 from 17 July 2023 to 15 September 2023. To be eligible for funding the event needed to be not-for-profit and held prior to 30 June 2024.

The Destination Events Fund was open for applications for up to \$10,000 from 17 July 2023 to 15 September 2023. To be eligible for funding the event must deliver significant economic benefits and be held between 1 January 2024 and 31 December 2024.

Consultation

- The opportunity to apply for funding was communicated directly to a database of local event organisers (Dubbo Region Events Network) via email and social media.
- Invitations were invited over nine (9) weeks and broadly communicated via e-newsletters, social media, print advertising and radio editorial.

Resourcing Implications

- Total funding of \$40,000 is available under Council's 2023/2024 Regional Events Branch's operational budget to support applications under:

Community Events Fund	Allocated funding:	\$10,000
Destination Events Fund	Allocated funding:	\$30,000

- Council received 18 applications totalling \$101,405
- 10 applications – Community Events Fund \$26,500
- 8 applications – Destination Events Fund \$74,905

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	0	0	0	0	0	0
b. Operating expenses	\$40,000	0	0	0	0	0
c. Operating budget impact (a – b)	\$40,000	0	0	0	0	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	\$0.00	0	0	0	0	0
Does the proposal require ongoing funding?	Yes, in line with Council’s Financial Assistance Policy					
What is the source of this funding?	Regional Events Adopted Operating Budget					

Table 1. Ongoing Financial Implications

Assessment

An assessment panel comprised of Council’s *Events and Partnerships Team Leader*, *Educational Officer* and *Community Development Officer*. An interest was declared by Council’s *Events and Partnerships Team Leader*, therefore, Council’s *Manager Regional Events* assessed the application submitted by Dubbo MotorFest.

Each Council Officer assessed each application in line with the Program’s terms, conditions and guidelines. Each individual answer to each question was assessed and scored accordingly. Council uses Smarty Grants to manage applications and assessments under the Event Assistance Program.

Community Events Fund [allocated funding \$10,000]

Aim: Support locally organised events that create social connections and improve the liveability and well-being of local residents.

Ten (10) applications totalling \$26,500

2023/2024 Event Assistance Program Community Events Fund [allocated funding \$10,000]				
Event	Date of Event	Funding Request	Alignment to guidelines Key consideration: <i>Broad social and cultural benefits</i>	Determined
NSW Veterans Golf Ladies Stableford Championships	18-25 Sept 2023	\$3,000	Lacked activities and entertainment to appeal to a broad audience.	0
Stuart Town Multicultural Festival	1 Oct 2023	\$3,000	Celebrating diversity of cultures and offering a broad range of family entertainment.	\$1,300
Under Western Skies Festival	21 Oct 2023	\$3,000	Live music and children's entertainment.	\$1,300
Global Fusion	11 Nov 2023	\$3,000	Celebrating diversity of cultures and good range of family entertainment.	\$1,100
Stuart Town Christmas Tree	3 Dec 2023	\$1,000	Christmas Carols and Wellington Band.	\$300
Carols by Candlelight	10 Dec 2023	\$1,500	Christmas Carols and variety of performances.	\$600
Wellington Rotary Vintage Fair	2-3 Mar 2024	\$3,000	Solid mix of activities and entertainment including a street parade.	\$1,400
Harmony Week Gala Night	23 Mar 2024	\$3,000	Sharing of cuisine and entertainment across various cultures.	\$500
Man from Ironbark Festival	30 Mar 2024	\$3,000	Celebrating the history of Stuart Town and offering good range of family entertainment.	\$1,300
Wellington Show	3-4 May 2024	\$3,000	Showcase of local and regional agriculture and including a wide range of entertainment including live music and a fireworks display.	\$2,200
Total Funding Requested		\$26,500		
Total Funding Recommended				\$10,000

As Council's allocation to support events under the Community Events Fund (\$10,000) has been exhausted under Round 1, Round 2 which was due for release in the first quarter of 2024, will not proceed.

Destination Events Fund [allocated funding \$30,000]

Aim: To support events delivering significant economic benefits.

Eight (8) applications totalling \$74,905

2023/2024 Event Assistance Program Destination Events Fund [allocated funding \$30,000]				
Organisation	Date of Event	Funding Request	Alignment to guidelines Key consideration: <i>Economic benefits and marketing activity</i>	Determined
The Great Australian Stone Festival	25-26 Mar 2024	\$10,000	Economic benefit: \$460,000 As this event has not been held previously the economic benefit cannot be quantified Funding provided in line with levels under the Community Events Fund.	\$3,000
Burrendong Fishing Classic	29-31 Mar 2024	\$10,000	Economic benefit: \$1,600,000 Funding level based on lack of event and destination marketing activity.	\$5,000
Stock Route Music Festival	20 Apr 2024	\$9,480	Economic benefit: \$338,000 Provided details of strong marketing activity to help build audience appeal and drive visitation to the Region.	\$5,000
Dubbo Eisteddfod	1 – 30 Jun 2024	\$10,000	Economic benefit: \$156,000 Provided details of strong marketing activity to help build audience appeal and drive visitation to the Region.	\$5,000
Dubbo Winter Whisky Festival	14-15 Jun 2024	\$7,500	Economic benefit: \$97,500 Provided details of strong marketing activity to help build audience appeal and drive visitation to the Region.	\$3,000
Dubbo MotorFest	31 Aug 2024	\$8,000	Economic benefit: \$780,000 First event demonstrated potential for rapid growth.	\$5,000
Cross Cultural Carnivale	23 Sep 2024	\$10,000	Economic benefit: \$130,000 Provided details of strong marketing activity to help build audience and drive visitation to the Region.	\$4,000
Under Western Skies Festival	19 Oct 2024	\$9,925	Economic benefit: \$39,000 The panel agreed that this event has great potential but is not of the scope and capacity to attract Destination Event Funding. Panel agrees that the application did not demonstrate that the committee has a strong marketing plan to build audience appeal and visitors to Dubbo.	0
Total Funding Requested		\$74,905		
			Total Funding Recommended	\$30,000

Planned Communications

- Each applicant will be contacted via email and advised of the outcome of their application.
- All applicants will be provided with the opportunity to seek feedback on their applications. Council’s Manager Regional Events is also arranging workshops in early 2024 for local event organisers to help them garner optimum opportunities for funding.
- All funding will be covered via an agreement whereby the applicant agrees to terms and conditions as set under the Event Assistance Program.

Timeframe

Key Date	Explanation
1 November 2023	Applicants advised of the outcome of their applications.
31 December 2023	All funding agreements are duly executed and funding provided to applicants.