



# AGENDA

## CULTURE AND COMMUNITY COMMITTEE

### 11 MAY 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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<b>CCC23/28 LEAVE OF ABSENCE (ID23/839)</b>	
<b>CCC23/29 CONFLICT OF INTEREST (ID23/842)</b> In accordance with their Oath/Affirmation under the Act, and Council's Code of Conduct, Councillors must disclose the nature of any pecuniary or non-pecuniary interest which may arise during the meeting, and manage such interests accordingly.	
<b>CCC23/30 REPORT OF THE VILLAGES COMMITTEE - MEETING 15 FEBRUARY 2023 (ID23/907)</b> The Committee had before it the report of the Villages Committee meeting held 15 February 2023.	3
<b>CCC23/31 REPORT OF THE SISTER CITY COMMITTEE - MEETING 18 APRIL 2023 (ID23/904)</b> The Committee had before it the report of the Sister City Committee meeting held 18 April 2023.	7
<b>CCC23/32 REPORT OF THE SOCIAL JUSTICE ADVISORY COMMITTEE - MEETING 18 APRIL 2023 (ID23/906)</b> The Committee had before it the report of the Social Justice Advisory Committee meeting held 18 April 2023.	11
<b>CCC23/33 REPORT OF THE RECONCILIATION ACTION PLAN WORKING GROUP - MEETING 26 APRIL 2023 (ID23/902)</b> The Committee had before it the report of the Reconciliation Action Plan Working Group meeting held 26 April 2023.	14

<b>CCC23/34</b>	<b>REPORT OF THE YOUTH COUNCIL - MEETING 2 MAY 2023 (ID23/908)</b>	17
	The Committee had before it the report of the Youth Council meeting held 2 May 2023.	
<b>CCC23/35</b>	<b>REPORT OF THE PUBLIC SPACES TREE COMMITTEE - MEETING 3 MAY 2023 (ID23/901)</b>	20
	The Committee had before it the report of the Public Spaces Tree Committee meeting held 3 May 2023.	
<b>CCC23/36</b>	<b>NSW TOUCH JUNIOR STATE CUP - EVENT REPORT (ID23/504)</b>	23
	The Committee had before it the report dated 28 April 2023 from the Manager Regional Events regarding NSW Touch Junior State Cup - Event Report.	
<b>CCC23/37</b>	<b>EVENT ATTRACTION - BOWLS NSW STATE CHAMPIONSHIPS (ID23/888)</b>	28
	The Committee had before it the report dated 28 April 2023 from the Events and Partnerships Team Leader regarding Event attraction - Bowls NSW State Championships.	
<b>CCC23/38</b>	<b>RIVER REPAIR BUS - OZFISH FUNDING REVIEW (ID23/109)</b>	33
	The Committee had before it the report dated 24 January 2023 from the Manager Recreation and Open Space regarding River Repair Bus - OzFish Funding Review.	
<b>CCC23/39</b>	<b>MACQUARIE REGIONAL LIBRARY PERFORMANCE REPORT JANUARY TO MARCH 2023 (ID23/731)</b>	54
	The Committee had before it the report dated 5 April 2023 from the Manager Macquarie Regional Library regarding Macquarie Regional Library Performance Report January to March 2023.	



DUBBO REGIONAL  
COUNCIL

## Report of the Villages Committee - meeting 15 February 2023

**AUTHOR:** Governance Team Leader  
**REPORT DATE:** 2 May 2023

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The Council had before it the report of the Villages Committee meeting held 15 February 2023.

### RECOMMENDATION

**That the report of the Villages Committee meeting held on 15 February 2023, be noted.**



**REPORT**  
**VILLAGES COMMITTEE**  
**15 FEBRUARY 2023**

**PRESENT:** Councillor R Ivey, the Director Strategy, Partnerships and Engagement, K Charlton (Community Representative), F Doughty (Community Representative), R Wykes (Community Representative), L Hennessy (Community Representative), M Hanney (Community Representative), P Wykes AFSM (Community Representative), S O'Leary (Community Representative), P Holmlund (Community Representative), E Blackburn (Community Representative), B Lesslie (Community Representative), E Walker-Manson (Community Representative) and M Cox.

**ALSO IN ATTENDANCE:**

The Director Infrastructure and the Corporate Strategy and Performance Coordinator.

Councillor R Ivey assumed the Chair of the meeting.

The proceedings of the meeting commenced at 3.01pm.

**VC23/1 ACKNOWLEDGEMENT OF COUNTRY (ID23/191)**

The Director Infrastructure delivered an Acknowledgment of Country.

**VC23/2 LEAVE OF ABSENCE (ID23/196)**

An apology was received from the Chief Executive Officer.

F Doughty, L Hennessy, M Hanney, S O'Leary, E Blackburn and E Walker-Manson attended the meeting via audio-visual link.

**VC23/3 CONFLICT OF INTEREST (ID23/201)**

There were no conflicts of interest declared.

**VC23/4 WELCOME NEW COMMITTEE MEMBERS (ID23/208)**

The Committee welcomed the new Committee members.

**OUTCOME**

**That contact email addresses for all Committee Members be re-shared for the purposes of discussing committee business.**

**VC23/5 REPORT OF THE VILLAGES COMMITTEE - MEETING 9 NOVEMBER 2022 (ID22/2394)**

The Committee had before it the report of the Villages Committee meeting held 9 November 2022.

**OUTCOME**

**That the report of the Villages Committee meeting held on 9 November 2022, be noted.**

**VC23/6 ANZAC DAY SERVICES (ID23/209)**

The Committee had before it the report dated 7 February 2023 from the Governance Team Leader regarding ANZAC Day Services.

**OUTCOME**

- 1. That the information contained within the report of the Governance Team Leader dated 7 February 2023, be noted.**
- 2. That representatives from villages who host ANZAC Day services seek the information on the contact details of the organising committees of such services.**
- 3. That Committee members complete the contact details form attached as Appendix 1 to the report of the Governance Team Leader dated 7 February 2023 and return to Council.**
- 4. That Council staff investigate options to further support ANZAC Day services in the Villages.**

**VC23/7 UPDATE ON OPERATIONAL PLAN ACTIONS (ID23/213)**

The Committee gave consideration to the presentation provided by the Director Strategy, Partnerships and Engagement.

**OUTCOME**

- 1. That the presentation of the Director Strategy, Partnerships and Engagement be emailed to the Committee.**
- 2. That the documents tabled by P Wykes AFSM in relation to Operational Plan action items 1.2.2.1-2, be noted, with such documentation to be provided to the Manager Growth Planning.**
- 3. That the Committee be notified via email of the commencement of the Public Exhibition period of the Ballimore Flood Study.**
- 4. That the Director Infrastructure provide a presentation regarding the Parks and Bushcare Program (including maps and service levels) to the next Villages Committee meeting to be held on 17 May 2023.**
- 5. That Council staff consult with the Manager Resource Recovery and Efficiency regarding Drummuster, and explore an advocacy role on behalf of community for additional drum collection points.**

**VC23/8 2023/2024 DRAFT DELIVERY PROGRAM, OPERATIONAL PLAN, BUDGET AND ASSOCIATED DOCUMENTS (ID23/215)**

The Committee gave consideration to the presentation provided by the Director Strategy, Partnerships and Engagement.

**OUTCOME**

- 1. That the presentation provided by the Director Strategy, Partnerships and Engagement be emailed to the Committee.**
- 2. That it be noted that the draft Fees and Charges contained within the presentation are draft only and amendments may be made prior to the Public Exhibition period, pending further community consultation, consultation with Councillors and the outcome of future reports to Council.**
- 3. That it be noted that Committee members are encouraged to commence conversations with their community regarding draft 2023/2024 Fees and Charges and actions in the draft 2023/2024 Delivery Program and Operational Plan.**
- 4. That with regard to the previous suggestion of “free access for school children for swimming training/lessons to swim” for Geurie Pool, the suggestion be extended to all pools and be provided to the relevant staff member for consideration as part of the 2023/2024 Fees and Charges.**

**VC23/9 GENERAL BUSINESS, CORRESPONDENCE AND QUESTIONS ON NOTICE (ID23/216)**

The Committee gave consideration to the presentation provided by the Director Strategy, Partnerships and Engagement.

**OUTCOME**

- 1. That the presentation provided by the Director Strategy, Partnerships and Engagement be emailed to the Committee.**
- 2. That updates on the items contained in the presentation be provided via email to the Committee as required.**
- 3. That the Committee members continue to email matters and agenda items for consideration and inclusion in the next Villages Committee meeting to be held 17 May 2023.**
- 4. That consideration be given to an additional audio-visual meeting room located in Dubbo for future meetings.**
- 5. That it be noted that the matter of the Geurie ‘next residents meeting’ and other matters that are operational will be handled via Council’s CRM system and not via the Villages Committee.**

The meeting closed at 4.27pm.

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CHAIRPERSON



DUBBO REGIONAL  
COUNCIL

## Report of the Sister City Committee - meeting 18 April 2023

**AUTHOR:** Governance Team Leader  
**REPORT DATE:** 2 May 2023

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The Council had before it the report of the Sister City Committee meeting held 18 April 2023.

### RECOMMENDATION

**That the report of the Sister City Committee meeting held on 18 April 2023, be noted.**



DUBBO REGIONAL  
COUNCIL

**REPORT  
SISTER CITY COMMITTEE  
18 APRIL 2023**

**PRESENT:** Councillor S Chowdhury, the Director Organisational Performance, the Sister Cities Officer, G Mann (Community Representative), G Knight (Community Representative), B Palmer (Community Representative), K Hyland (Community Representative), P Priest (Community Representative), C Bray (Community Representative), R Mutton (Community Representative) and J Wilson (Community Representative).

**ALSO IN ATTENDANCE:**

The Manager Regional Experiences, the Cultural Development Coordinator, K Sutherland (former Sister Cities Officer) and the Administration Officer Regional Experiences.

Councillor S Chowdhury assumed the Chair of the meeting.

The proceedings of the meeting commenced at 5.28pm.

**SCC23/6 ACKNOWLEDGEMENT OF COUNTRY (ID23/760)**

The Director Organisation Performance delivered an Acknowledgement of Country.

**SCC23/7 LEAVE OF ABSENCE (ID23/761)**

Apologies were received by Councillor J Gough and B Brebner (Community Representative).

**SCC23/8 CONFLICTS OF INTEREST (ID23/762)**

There were no Conflicts of Interest declared.

**SCC23/9 REPORT OF THE SISTER CITY COMMITTEE - MEETING 27 FEBRUARY 2023 (ID23/763)**

The Committee had before it the report of the Sister City Committee meeting held 27 February 2023.

**OUTCOME**

**That the report of the Sister City Committee meeting held on 27 February 2023, be noted.**

**SCC23/10 INTRODUCTION OF NEW SISTER CITY OFFICER – DAISY WANG (ID23/769)**

The Committee was addressed by the Manager Regional Experiences and Sister City Officer regarding this matter.

**OUTCOME**

1. That the address from the Manager Regional Experiences and Sister City Officer be noted.
2. The Committee formally acknowledges Kylie's contributions to the Sister City function of Dubbo Regional Council.

**SCC23/11 SISTER CITY FUNCTION MOVE TO REGIONAL EXPERIENCES - CULTURAL DEVELOPMENT TEAM (BENEFITS AND OPPORTUNITIES) (ID23/770)**

The Committee was addressed by the Cultural Development Coordinator regarding this matter.

**OUTCOME**

**That the address from the Cultural Development Coordinator be noted.**

**SCC23/12 OVERVIEW OF THE UPCOMING PROGRAM (JAPANESE EXCHANGE PROGRAM BOTH AUGUST AND OCTOBER) (ID23/771)**

The Committee was addressed by the Cultural Development Coordinator regarding this matter.

**OUTCOME**

**That the address from the Cultural Development Coordinator be noted.**

**SCC23/13 GENERAL BUSINESS (ID23/821)**

The following items of General Business were discussed:

- Cultural Development Coordinator - Senior Government Representative Exchange in 2024 to Wujiang
- Manager Regional Experiences - Signage for Shoyuen Gardens

**OUTCOME**

1. That the request from the Wujiang Sister City delegates for a Senior Government Representative Exchange in 2024 to Wujiang will be formally extended to Council be noted.
2. That when considering the minutes of this Committee that Council considers this request and the endorsement by the Sister City Committee.
3. That it be noted the signage request for Shoyuen Gardens will be included in the

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**development of an overall signage plan for Elizabeth Park.**

The meeting closed at at 5:53pm.

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CHAIRPERSON



DUBBO REGIONAL  
COUNCIL

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## Report of the Social Justice Advisory Committee - meeting 18 April 2023

**AUTHOR:** Governance Team Leader  
**REPORT DATE:** 2 May 2023

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The Council had before it the report of the Social Justice Advisory Committee meeting held 18 April 2023.

### RECOMMENDATION

That the report of the Social Justice Advisory Committee meeting held on 18 April 2023, be noted.



**REPORT**  
**SOCIAL JUSTICE ADVISORY COMMITTEE**  
**18 APRIL 2023**

**PRESENT:** Councillors P Wells, V Etheridge, the Director Community, Culture and Places, the Manager Community Services, the Director Organisational Performance, S Talbot (Community Representative), E Davis (Community Representative), N Bramble (Community Representative) and F Schubert (Community Representative).

**ALSO IN ATTENDANCE:**

The Administration Officer, Community Culture and Places.

Councillor P Wells assumed the Chair of the meeting.

The proceedings of the meeting commenced at 5.15pm.

**SJAC23/6 ACKNOWLEDGEMENT TO COUNTRY (ID23/754)**

Councillor P Wells delivered an Acknowledgement of Country.

**SJAC23/7 CONFLICTS OF INTEREST (ID23/755)**

There were no Conflicts of Interest declared.

**SJAC23/8 LEAVE OF ABSENCE (ID23/756)**

A request for leave of absence was received from Councillor J Gough.

N Bramble attended via Audio-Visual Link

**SJAC23/9 REPORT OF THE SOCIAL JUSTICE ADVISORY COMMITTEE - MEETING 14 FEBRUARY 2023 (ID23/757)**

The Committee had before it the report of the Social Justice Advisory Committee meeting held 14 February 2023.

**OUTCOME**

**That the report of the Social Justice Advisory Committee meeting held on 14 February 2023, be noted.**

**SJAC23/10 INFORMATION REGARDING THE CRIME PREVENTION STRATEGY (ID23/758)**

The Committee was addressed by the Manager Community Services regarding this matter.

**OUTCOME**

1. That the address from the Manager Community Services be noted.
2. That a workshop be held Monday 22 May 2023 at 5:15 pm, with Social Justice Advisory Committee, Youth Council, NSW Police and other associated services, to focus on a crime prevention strategy.

**SJAC23/11 UPDATE TO THE LOCAL HOMELESSNESS ISSUES (ID23/759)**

The Committee was addressed by the Manager Community Services regarding this matter.

**OUTCOME**

That the address from the Manager Community Services be noted.

**SJAC23/12 GENERAL BUSINESS (ID23/828)**

The following items of General Business were discussed:

- Councillor P Wells - Prevention of domestic violence and child protection
- Councillor P Wells - Drug and Alcohol Centre

**OUTCOME**

1. That at the next meeting of the Social Justice Advisory Committee, the following items be placed on the Agenda:
  - a. Drug and Alcohol Rehabilitation Centre in Dubbo Update. Invitation to be given to Western NSW Local Health District
  - b. Family Safety Project in Dubbo and Wellington - Invitation to be given to The Department of Communities and Justice and Association of Children's Welfare Agencies.
2. That it be noted that the next meeting of the Social Justice Advisory Committee is scheduled for 5.15pm on 16 May 2023.

The meeting closed at 6.12pm.

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CHAIRPERSON



DUBBO REGIONAL  
COUNCIL

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## Report of the Reconciliation Action Plan Working Group - meeting 26 April 2023

**AUTHOR:** Governance Team Leader  
**REPORT DATE:** 2 May 2023

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The Council had before it the report of the Reconciliation Action Plan Working Group meeting held 26 April 2023.

### RECOMMENDATION

**That the report of the Reconciliation Action Plan Working Group meeting held on 26 April 2023, be noted.**



**REPORT  
RECONCILIATION ACTION PLAN WORKING  
GROUP  
26 APRIL 2023**

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**PRESENT:** Councillors L Burns, the Director Community, Culture and Places (C Arms), the Manager Community Services, D Stewart (Dubbo Aboriginal Community Working Party), A Parker (Community Representative), the Library Assistant, the Building and Development Certifier and the Customer Experience Coordinator.

**ALSO IN ATTENDANCE:** S Kelly (Community Representative).

Councillor L Burns assumed the Chair of the meeting.

The proceedings of the meeting commenced at 4.00pm.

**RAP23/6 ACKNOWLEDGEMENT TO COUNTRY (ID23/530)**

Councillors L Burns delivered an Acknowledgement of Country.

**RAP23/7 LEAVE OF ABSENCE (ID23/531)**

There were requests for leave of absence received from the Aboriginal Liaison Officer, the Communities for Children Officer and the Manager Corporate Governance (S Wade).

S Kelly (Community Representative) attended via Audio-Visual Link

**RAP23/8 CONFLICTS OF INTEREST (ID23/532)**

There were no Conflicts of Interest declared.

**RAP23/9 REPORT OF THE RECONCILIATION ACTION PLAN WORKING GROUP - MEETING  
28 FEBRUARY 2023 (ID23/533)**

The Committee had before it the report of the Reconciliation Action Plan Working Group meeting held 28 February 2023.

**OUTCOME**

**That the report of the Reconciliation Action Plan Working Group meeting held on 28 February 2023, be noted.**

**RAP23/10 DRAFT REFLECT RECONCILIATION ACTION PLAN UPDATE (ID23/782)**

The Committee was addressed by the Manager Community Services regarding this matter.

**OUTCOME**

**That the address from the Manager Community Services be noted.**

**RAP23/11 GENERAL BUSINESS (ID23/783)**

The following items of General Business were discussed:

- Third draft - Reflect Reconciliation Action Plan
- Styling and branding of the future endorsed Reconciliation Action Plan.
- Terms of reference - members who have not attended meetings.
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**OUTCOME**

3. **If the Reflect Reconciliation Action Plan is not endorsed by Reconciliation Australia, a phone call between the Chair of the Reconciliation Action Plan Working Group and a representative from Reconciliation Australia is to be organised.**
4. **That members of the Reconciliation Action Plan Working Group provide samples of different Reconciliation Action Plan's. Sample to be sent via email to the working group and included with the next agenda.**
5. **An audit of attendance for members of the Reconciliation Action Plan Working Group to be completed by Governance or Administration and details shared at next meeting.**
6. **That it be noted that the next meeting of the Reconciliation Action Plan Working Group is scheduled for 4.00pm on 23 May 2023.**

The meeting closed at 4:27 pm.

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CHAIRPERSON



**DUBBO REGIONAL  
COUNCIL**

## **Report of the Youth Council - meeting 2 May 2023**

**AUTHOR: Governance Team Leader  
REPORT DATE: 2 May 2023**

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The Council had before it the report of the Youth Council meeting held 2 May 2023.

### **RECOMMENDATION**

**That the report of the Youth Council meeting held on 2 May 2023, be noted.**



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**PRESENT:** Councillor P Wells, the Youth Development Officer, J Bayliss (Youth Member), E Mules (Youth Member), J Ross (Youth Member) and A Somerville (Youth Member).

**ALSO IN ATTENDANCE:** The Director Community, Culture and Places.

Director Community, Culture and Places assumed the Chair of the meeting.

The proceedings of the meeting commenced at 5.10pm.

**YC23/6 ACKNOWLEDGEMENT OF COUNTRY (ID23/370)**

Councillor P Wells delivered a Welcome to Country

**YC23/7 APOLOGIES (ID23/367)**

Apologies were received from M Jeffrey, T Smith and E Hyde (Youth Members) who were absent due to personal reasons.

Councillor P Wells attended via Audio-Visual Link.

**It was at this point that it was determined that Quorum had not been met and the meeting could not proceed.**

**YC23/8 CONFLICTS OF INTEREST (ID23/368)**

**YC23/9 REPORT OF THE YOUTH COUNCIL - MEETING 7 FEBRUARY 2023 (ID23/369)**

The Committee had before it the report of the Youth Council meeting held 7 February 2023.

**RECOMMENDATION**

**That the report of the Youth Council meeting held on 7 February 2023, be noted.**

**YC23/10 REGIONAL YOUTH INSIGHTS REPORT (ID23/373)**

The Committee was addressed by the Manager Community Services regarding this matter.

**OUTCOME**

**That the address from the Manager Community Services be noted.**

**YC23/11 UPDATE ON YOUTH FORUM 2023 (ID23/374)**

The Committee was addressed by the Manager Community Services regarding this matter.

**OUTCOME**

**That the address from the Manager Community Services be noted.**

**YC23/12 YOUTH WEEK 2023 - EVENT 19 APRIL 2023 11AM-2PM (ID23/375)**

The Committee was addressed by the Manager Community Services regarding this matter.

**OUTCOME**

**That the address from the Manager Community Services be noted.**

**YC23/13 YOUTH SURVEY UPDATE (ID23/376)**

The Committee was addressed by the Manager Community Services regarding this matter.

**OUTCOME**

**That the address from the Manager Community Services be noted.**

**YC23/14 YOUTH COUNCIL MEMBERSHIP – EXPRESSIONS OF INTEREST RECEIVED (ID23/377)**

The Committee was addressed by the Manager Community Services regarding this matter.

**OUTCOME**

**That the address from the Manager Community Services be noted.**

The meeting closed at 5.15pm.

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CHAIRPERSON



DUBBO REGIONAL  
COUNCIL

## Report of the Public Spaces Tree Committee - meeting 3 May 2023

**AUTHOR:** Governance Team Leader  
**REPORT DATE:** 2 May 2023

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The Council had before it the report of the Public Spaces Tree Committee meeting held 3 May 2023.

### RECOMMENDATION

That the report of the Public Spaces Tree Committee meeting held on 3 May 2023, be noted.



**REPORT  
PUBLIC SPACES TREE COMMITTEE  
3 MAY 2023**

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**PRESENT:** Councillors M Dickerson, the Chief Executive Officer, the Director Community, Culture and Places, the Director Infrastructure, the Director Development and Environment, W Browne (Community Representative), E Holmes (Community Representative), NG Grant (Community Representative) and Emma Webster (Community Representative).

**ALSO IN ATTENDANCE:**

The Governance Team Leader.

Councillor M Dickerson assumed the Chair of the meeting.

The proceedings of the meeting commenced at 4.31pm.

**PSTC23/10 ACKNOWLEDGEMENT TO COUNTRY (ID23/791)**

The Mayor delivered an Acknowledgement of Country.

**PSTC23/11 LEAVE OF ABSENCE (ID23/792)**

Requests for leave of absence were received from Councillors J Gough, J Black, R Ivey, B Sutherland (Community Representative) and B Edmondson (Community Representative) who were absent due to personal reasons.

**PSTC23/12 CONFLICTS OF INTEREST (ID23/793)**

There were no conflicts of interest declared.

Introduction of New Director Community Culture and Places, Craig Arms to the Committee and a brief discussion about his role and difference with operations and strategic parts of council.

**PSTC23/13 AMENDMENT TO TERMS OF REFERENCE (ID23/775)**

The Committee had before it the report dated 13 April 2023 from the Governance Team Leader regarding Amendment to Terms of Reference.

**OUTCOME**

**That the amendment to Terms of Reference (Appendix 1) to Section 8 be noted.**

**PSTC23/14 REPORT OF THE PUBLIC SPACES TREE COMMITTEE - MEETING 28 MARCH 2023 (ID23/794)**

The Committee had before it the report of the Public Spaces Tree Committee meeting held 28 March 2023.

**OUTCOME**

**That the report of the Public Spaces Tree Committee meeting held on 28 March 2023, be noted.**

**PSTC23/15 CORRESPONDENCE (ID23/883)**

The Committee had before it the report dated 27 April 2023 from the Governance Team Leader regarding Correspondence.

**OUTCOME**

**That the correspondence provided by community members be noted and responded to accordingly.**

**That committee members use the opportunity to comment and lodge submissions for Council's budget which is currently on display. Link provided below, and has been emailed to committee members as well.**

The meeting closed at 5.19pm.

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CHAIRPERSON



DUBBO REGIONAL  
COUNCIL

## REPORT: NSW Touch Junior State Cup - Event Report

**DIVISION:** Community, Culture and Places  
**REPORT DATE:** 28 April 2023  
**TRIM REFERENCE:** ID23/504

### EXECUTIVE SUMMARY

<b>Purpose</b>	Provide review	
<b>Issue</b>	<ul style="list-style-type: none"><li>Overview of the NSW Touch Junior State Cup held in Dubbo from 24 – 26 February 2023.</li><li>Economic value of the event was estimated to be \$4M</li></ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"><li>To advise Council that a tender submission to host the NSW Touch Junior State Cup for 3 years (2024, 2025 and 2026) has been submitted.</li></ul>	
<b>Financial Implications</b>	Budget Area	Sporting and Recreation
	Funding Source	Operational budget
	Proposed Cost	\$85,000 per year for 3 years
	Ongoing Costs	Nil
<b>Policy Implications</b>	Policy Title	Nil
	Impact on Policy	Nil

### 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 Council note the tender submission for NSW Touch Junior State Cup (2024-2026).**

*Craig Arms*  
Director Community, Culture and Places

*LC*  
Manager Regional Events

### REPORT

## The 2023 Event

On Friday 24, Saturday 25 and Sunday 26 February 2023, Dubbo hosted the NSW Touch Junior State Cup Northern Conference. The event was a collaboration with NSW Touch Football Association, Dubbo Touch Association and Dubbo Regional Council. This was the first time the NSW Touch Junior State Cup Northern Conference had been held outside Port Macquarie for more than a decade and Dubbo was able to achieve a highly successful event delivery with the feedback overwhelmingly positive and supportive.

Across the three days of the NSW Touch Junior State Cup Northern Conference the Lady Cutler Sporting Precinct saw 187 teams from Under 10 to Under 18 compete in the Junior State Cup Northern Conference. It was estimated that visitation to attend the event would be 7,000 people with junior players from across the state joining local players in competition.

Accommodation in Dubbo was sold out in approximately 24hrs with the Visitor Information Centre undertaking the task of assisting touch football teams to find group accommodation where possible. The team assisted by finding accommodation for all group enquiries that registered either within the Dubbo Regional area (including Wellington) or surrounding locations such as Narromine and Gilgandra. The NSW Touch Junior State Cup Northern Conference saw all commercial accommodation in Dubbo and Wellington at 100 per cent occupancy.

The playing fields were at an exceptionally high standard with many clubs and players commenting on social media, as well as to staff. Medical injuries were significantly less and were attributed to the high quality fields. Some challenges with timing of bump-in were managed and will be addressed in future years. The hired temporary scoreboard did not operate for part of the first day due to overheating but was rectified, however, grant funding for a scoreboard in this location would be an option.

'Unique' visitors to the event were counted via a phone tracking system facilitated by Behavioural Analytics Pty Ltd. The software provided statistics for the number of mobile phones in the specified event area. Unique visitors are classed as visiting at least once during the period of time (ie: if the mobile phone was identified in the morning and again in afternoon it is only counted once as a unique visitor). Day one identified 9,663 unique visitors to the event area, day two identified 8,517 visitors and day three was 7,136. Overall, the number of unique visitors to event across the event was 13,475 which demonstrates the large number of locals that attended the 3-day event.

Council worked closely with businesses to identify opportunities to leverage from the influx of visitation. Hospitality venues were encouraged to offer set menus and sittings for Thursday through to Saturday for clubs. In addition, clubs were encouraged to pre-book group bookings to ensure efficient service at a set price, as per recommended by NSW Touch Football. A special offers program promoting the Great Big Adventure Pass and inviting attractions and activities to participate was also created by Council. A post event survey was distributed and of the 53 businesses that completed the survey, 61 per cent experienced an increase in revenue compared to the same period in previous years.

Overall, NSW Touch Football acknowledged the tremendous work of Council and Dubbo Touch Association to ensure the success of the event. Whilst NSW Touch Football identified some teething problems that were expected in a new venue, no problems were noted as insurmountable.

Media around the event was strong with the words 'Dubbo' and 'Touch' and either 'Junior State Cup' or 'Northern Conference' were mentioned 229 times in the media between February 1 and March 10 (Media Monitors). Social media comments were overwhelmingly positive on both the corporate council channels and on NSW Touch Football social media regarding the event.



In addition to the operational success, the Junior State Cup, the social outcomes of the event included the support of two significant not-for-profit organisations. Ronald McDonald House received a donation of \$12,188 from coffee sales at the McCafe Van. Local organisation, LeaderLife, managed the event car parking and raised \$5,000 that will be put towards developing the Agroforestry on their licenced area.

The economic benefit to the region has been estimated at more than \$4 million. This is significant given that February is historically one of the lowest months for accommodation capacity and hospitality in the region.

### Issues raised by stakeholders

There were four key issues raised by stakeholders during consultation after the event. They are:

- The need for increased communication with some local suppliers. Some local suppliers either were not aware of the event or were not prepared for the scale of the event.
- Changes to the site plan for increased efficiency. This is to be expected from a first time event.
- Availability and pricing of accommodation. This is perhaps the biggest issue from the 2023 event. Council will be discussing with accommodation providers items such as competitive pricing during a high-season period and understanding the level of service the participants/visitors require.

### Consultation

The below groups were consulted as part of Council's 2023 event debrief:

- Internal staff (Open Space and Recreation, Greenspace Operations, Regional Events, Communication Services and Infrastructure Delivery).
- Key External Stakeholders (NSW Touch Football, Dubbo Touch Association).
- Dubbo and Wellington businesses – a face-to-face meeting was arranged with accommodation providers.

- A post event survey was sent to primary visitor touchpoints such as take-away shops, supermarkets and retailers.

### Accommodating Future NSW Junior State Cup Events

The NSW Junior State Cup is run each year. In order for Dubbo Regional Council to be considered for events 2024, 2025 and 2026, a tender was required to be lodged by 6 April 2023. This has been done. A decision on the host for the next three years is expected during May 2023.

### Resourcing Implications

The costs for the 2023 event (*'Current year'*) and, should the tender be successful, the expected cost for years 2024, 2025 and 2026 (year+1, year +2 and year +3 respectively) are provided below.

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	15,000	0	0	0	0	0
b. Operating expenses	84,627	85,000	85,000	85,000	0	0
c. Operating budget impact (a – b)	- 69,627	- 85,000	- 85,000	- 85,000	0	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	-69,627	-85,000	-85,000	-85,000	0	0
Does the proposal require ongoing funding?	Yes					
What is the source of this funding?	Recreation and Open Spaces					

**Table 1.** Ongoing Financial Implications

- In-kind resourcing for the event was provided by Recreation and Open Spaces, Greenspace Operations, Regional Events, Infrastructure Delivery, Communication Services, and Marketing and Creative Services.
- Should Council be successful for the 2024-2026 tender the in-kind resourcing is expected to be similar.

The submission of the tender for years 2024, 2025 and 2026 followed assessment of the following benefits and risks:

**Benefits**

- Procurement of a major sporting event for three years with an annual economic impact of approximately \$4 million.
- Elevation of our City's capacity to attract and retain major event activity.
- Perpetuate Dubbo's reputation as a destination for major events.
- Create opportunity for building and developing local youth in the sport of touch football.
- Local businesses will be provided with the opportunity to benefit from visitation to the event.
- Sporting and charitable organisations will have the opportunity to benefit financially via support/services provided to the event.

**Risks**

- Loss of significant economic impact to the Dubbo Regional Council LGA and surrounding regional towns.
- Reputational loss in choosing not to support an event of state significance.
- Future opportunities may be lost by not submitting a bid to host the event.
- Negative feedback from the community in response to Council's decision not to submit a bid.



## REPORT: Event attraction - Bowls NSW State Championships

**DIVISION:** Community, Culture and Places  
**REPORT DATE:** 28 April 2023  
**TRIM REFERENCE:** ID23/888

### EXECUTIVE SUMMARY

<b>Purpose</b>	<ul style="list-style-type: none"> <li>Seek a decision.</li> <li>To determine an application for financial support to attract Bowls NSW State Championships to Dubbo for 2024, 2026 and 2028.</li> </ul>	
<b>Issue</b>	<ul style="list-style-type: none"> <li>Council has an opportunity to support the local hosting of the Bowls NSW State Championships for three years based on a hosting fee of \$25,000 per year.</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>This event will attract \$1.8M in economic benefits</li> </ul>	
<b>Financial Implications</b>	Budget Area	Regional Events' Operational Budget
	Funding Source	Currently no budgeted funds.
	Proposed Cost	\$25,000 in 2023/2024 \$25,000 in 2025/2026 \$25,000 in 2027/2028
	Ongoing Costs	Nil
<b>Policy Implications</b>	Policy Title	Financial Assistance Policy
	Impact on Policy	This report aligns with the Policy and is seeking Council's determination of funding requests over \$20,000.

### 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**

- 1. That Council not provide financial assistance to the amount of \$25,000 each year in 2024, 2026 and 2028 to host the State Championships as per the request from Bowls NSW.**
- 2. That it be noted that should Council resolve to provide financial assistance, Council's ability to support other events in those years will be financially limited.**

*Craig Arms*  
Director Community, Culture and Places

*LW*  
Events and Partnerships  
Team Leader

## BACKGROUND

Council allocates funding annually under the Destination Events Fund – Stream 2. The aim of this fund is to attract major events to the Local Government Region (LGA) with a significant economic impact.

When considering funding support for major events, a risk/benefit assessment is carried out. This assists Council to prioritise events for consideration and to better demonstrate a consistent approach to determining funding applications.

Key aspects of the assessment include:

<b>Budget Alignment</b>	Requests for funding are considered in line with funding available under the Regional Events' Operational Budget – Destination Events Fund – Stream 2.
<b>Policy Alignment</b>	Requests for funding under \$20,000 determined by the Chief Executive Officer. Requests for funding over \$20,000 determined by Council.
<b>Timing of the Event</b>	Events that are held outside school holidays are favourably considered as these events help increase visitation numbers during low visitation periods.
<b>Economic benefits</b>	Events that generate \$400,000 or more are eligible to apply for funding under the Destination Events Fund – Stream 2
<b>Multiple Years</b>	Events must pledge to return over multiple years. These do not need to be consecutive.
<b>Reputational Benefits</b>	Events that are of national or state significance with the likelihood of attracting strong media coverage.
<b>Alignment to destination marketing activity</b>	Events that include junior competitions have an increased yield through accompanying family and friends. Junior competition events attract visitation of families with children aged 7-12 years. Council's destination marketing activity targets this demographic. The spread of visitor spend extends to the region's tourism and hospitality sectors.
<b>Events held at Council venues</b>	Events held at Council venues are highly regarded as these events return revenue to the Organisation via fees and charges.

Major events that have been secured under this fund in recent years include:

Table 1

<b>Event</b>	<b>Hosting Fee</b>	<b>Council Venue</b>	<b>Economic Impact</b>	<b>Council's Return on Investment</b>	<b>Years secured</b>
Cricket NSW Youth Championships	\$10,837	√	\$871,000	\$1 : \$80	4 years: 2022 – 2025
Little Athletics Region 3	\$3,000	√	\$428,000	\$1 : \$142	4 years: 2023-2026
Little Athletics NSW Combined Carnival	\$10,000	√	\$1,400,000	\$1 : \$140	3 years: 2023; 2026; 2029
Athletics NSW Country Championships	\$11,200	√	\$1,200,000	\$1 : \$98	2 years: 2023; 2026

**REPORT**

Council has received an application for sponsorship from Bowls NSW. Sponsorship in terms of ‘hosting fees’ of \$25,000 have been requested to assist their attempt to secure the State Championships in March 2024, 2026 and 2028. The State Championships have been held for 128 years. This event is anticipated to attract 1,700 people over 13 days. Competition will be held in Dubbo, with a ‘satellite event’ proposed for Narromine. The economic impact is calculated at \$1.8 million.

Assessment of Bowls NSW Event:

<b>Budget Alignment</b>	No. Funding is currently <u>not</u> available under Destination Events Fund – Stream 2.	X
<b>Policy Alignment</b>	Yes. Requests for funding over \$20,000 determined by Council.	√
<b>Timing of the Event</b>	Yes. Outside of school holidays	√
<b>Economic Benefits</b>	Yes. Event will generate \$1.8 million. The event can expect to generate 7,650 bed night (1700 people x 4.5 nights).  Note: Venues hosting the event are likely to be sponsors and there will be an expectation that players and supporters eat and drink at supporting clubs. This will reduce the spread of visitor spend throughout Dubbo’s hospitality, retail and tourism sectors.  Accommodation sector and bowling clubs will be the primary benefactors.	√
<b>Multiple Years</b>	Yes. Bowls NSW has pledged to bring this event to Dubbo in 2024, 2026 and 2028.	√
<b>Reputational Benefits</b>	Yes. The event is of state significance and will continue to build on Dubbo’s impressive major event portfolio	√
<b>Alignment to destination marketing activity</b>	No. Event does not include a junior competition.	X
<b>Events held at Council venues</b>	No. Events will be held at bowling clubs in Dubbo and Narromine	X

**Consultation**

- Discussions were held with Bowls NSW including the issue of lack of funding in the current operational budget to support a request of \$70,000.
- Bowls NSW reduced the hosting fee from \$70,000 to \$25,000.

### Resourcing Implications

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	0	25,000	0	25,000	0	
c. Operating budget impact (a – b)	0	-25,000		-25,000	0	
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	0	-25,000	0	-25,000	0	0
Does the proposal require ongoing funding?	No					
What is the source of this funding?	Currently no budgeted funds. Council to make a determination.					

**Table 1.** Ongoing Financial Implications

### Discussion

There are key aspects of the Bowls NSW application that rate low within the assessment.

- There is no available budget to support the application at this time.
- The event is not held at a Council venue, therefore, no revenue is returned to Council via fees and charges.
- The event does not align with Council’s destination marketing activity.
- It is an event with a narrow economic footprint.
- Committing funds to this event may reduce flexibility in securing higher scoring applications in the future.

### Planned Communications

The Regional Events Branch will advise Bowls NSW of Council’s determination.



DUBBO REGIONAL  
COUNCIL

## REPORT: River Repair Bus - OzFish Funding Review

**DIVISION:** Community, Culture and Places  
**REPORT DATE:** 24 January 2023  
**TRIM REFERENCE:** ID23/109

### EXECUTIVE SUMMARY

<b>Purpose</b>	Addressing Council resolution Provide review or update	
<b>Issue</b>	<p>Provided detail on how the work previously carried out by the 'River Repair Bus' organisation is being undertake now by council and current costs</p> <p>That options for re-funding the 'River Repair Bus' are detailed.</p>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>Understand prior year funding arrangements with Ozfish</li> <li>Provide information on how the work previously carried out by Ozfish is to be complete by Council.</li> </ul>	
<b>Financial Implications</b>	Budget Area	Open Space - Landcare
	Funding Source	Restricted Assets
	Proposed Cost	\$0
	Ongoing Costs	\$0
<b>Policy Implications</b>	Policy Title	N/A
	Impact on Policy	N/A
<b>Consultation</b>	OzFish	Meeting with OzFish with representatives from various internal Stakeholders

### 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: 4 Leadership

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

Delivery Program Strategy: 4.1.2 Council's decision-making processes are open, transparent and accountable

**RECOMMENDATION**

**That it be noted that no funding has been provided to the River Repair Bus in 2022/2023 Financial Year or in the Draft 2023/2024 Budget that is currently on display.**

*Craig Arms*  
Director Community, Culture and Places

*IM*  
Manager Recreation and  
Open Space

## BACKGROUND

OzFish Unlimited approached council to support the continuing operations of the OzFish River Repair Bus in Dubbo into the financial year (2021-2022). After a motion was passed by the Council on the 28 June 2021, funds were allocated to a total of \$45,000 for the 2021/2022 financial year.

Greenspace Operations were tasked with managing the work OzFish was to conduct and fit their mission intent in with Greenspace Operations objectives/service levels. A MoU between Council and OzFish Unlimited was created to form an agreement (attached), and the River Repair Bus Operation Plan including detailed scope of work was developed to define all works to be completed during the year.

Greenspace Operations being an operational division of council, had the team leader of the River Repair Bus conducting work in relation to litter control, weed control, mowing and maintaining volunteer planted trees solely in Reserves on the river, as per the MoU and River Repair Bus Operational Plan.

### Previous Resolutions of Council

21 September 2022	<i>1. That the Chief Executive Officer provide a report detailing how the work carried out by the 'River Repair Bus' organisation under council's previous funding arrangements is now being done, and the current costs to council for that work.</i> <i>2. That options for re-funding the 'River Repair Bus' are detailed.</i>
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## REPORT

OzFish Unlimited addressed council for ongoing funding of \$45,000 in the 2022/2023 at its Ordinary Council meeting on the 23 June 2022. No funding has been allocated to the 2022/2023 budget.

Various meetings have been held internally and with representatives of OzFish, to understand current modelling and possible projects that would be more suitable for an ongoing partnership. Staff met with Ms B Powell on 16 September 2022, to understand current funding shortfalls and future projects, staffing ability for river care education programs for Sporting Groups, upcoming tree planting projects council will be undertaking and the capability of OzFish assisting and their limitations. OzFish would only consider tree planting projects that was within the River Corridor. There have been some issues with the previous MoU, for example - Mowing is not OzFish core function.

Currently the work that River Repair bus has been conducting for council is being completed to our maintenance service levels by Greenspace Operations staff and funded from its recurrent budget. This includes:

- i. Natural Resources Weeds Officers team controlling weeds in line with their commitments.

- ii. The Parks and Bushcare Officer conducting the mowing and spraying.
- iii. Litter being collected by staff when required.

The Manager Greenspace Operations recommended that council review what maintenance and environmental objectives it wishes to achieve and consider business models to achieve that; rather than trying to retro-fit activities to satisfy a not for profit service provider request.

#### **Consultation**

- Internal Stakeholders – Director Infrastructure, Director Community Culture and Places, Manager Greenspace Operations, Manager Recreation and Open Space, understand of background of funding and work done, reporting requirements. Options for work required, how it will be complete if funding for Ozfish was not to continue.
- Ozfish - meeting with Ozfish to discuss, future funding and projects or works that Ozfish could be able to deliver, with current resources. As well as any Grant Funding opportunities.

Consideration has been given to allocation of funding to Ozfish for the River Repair bus as detailed below in the two options, however at this stage, no funding has been provided to the River Repair Bus in 2022/2023 Financial Year or in the Draft 2023/2024 Budget that is currently on display.

#### **Option A – Additional Funding provided to Ozfish of \$45,000**

Additional Funding of \$45,000 is provided to OzFish for the ongoing support of the River Repair Bus

- (Con) Increase in service levels, mowing of Reserves that previously were lower more natural levels of service.
- (Pro) additional rubbish removal that Council supports and funds.
- (Con) no current support for other river care groups volunteering time to maintain and restore the river.

#### **Option B – No funding additional Funding provided to Ozfish**

No additional Funding is provided to Ozfish for the ongoing operations of the River Repair Bus, but work with Ozfish on other opportunities to partner on specific projects and seek grant funding.

Council has also considered what support can be provided other than financial assistance which could include:

- Licence agreement for storage of equipment used to care for the river, at a convenient location on the river, in the form of a container or shed (Funded from Grant Funding).

#### **Planned Communications**

- Consult with OzFish regarding additional Funding and future projects.
- Greenspace Operations on proposed projects.

**APPENDICES:**

1 [↓](#) Memorandum of Understanding 2020 2021 - DRC and Ozfish bus

# Memorandum of Understanding



## Between Dubbo Regional Council (DRC) and OzFish Unlimited

August 2020

### Background

This memorandum between Dubbo Regional Council (DRC) and OzFish Unlimited (OzFish) aims to establish a collaborative agreement to promote strategic management of open area reserves owned and/or managed by DRC. The parties to this memorandum have come together in partnership characterised by collaboration, clearly defined goals, frequent and effective communication.

Ozfish approached DRC to support the continuing operations on the Dubbo River Repair bus on 25 May 2020. DRC discussed the Project Brief and endorsed the allocation funds to a total of \$45,000 in 2020/2021 budget on 22 June 2020.

DRC Liveability Division will facilitate the release of funds on a monthly basis under this Memorandum of Understanding (MOU) for the 2020/2021 financial year, subject to receipt of a monthly report (template supplied in Appendix E).

### Aims

This partnership aims to establish mutually beneficial activities in the areas of public land access, tree planting, minor environmental restoration, education, community engagement, capacity building and social inclusion. The purposes of this memorandum are:

- To ensure clear, effective and frequent communication among the parties;
- To create a point of reference for the proposed activities;
- To offer opportunities for the parties to meet, exchange ideas and set collaborative goals.
- To set out how work will be planned, conducted and reported.

DRC Parks and Bushcare Program Volunteer Guidelines are also relevant to this MOU.

# Memorandum of Understanding



## Provisions

### 1. Nature of Professional Partnership

*Community Engagement:* The parties are committed to collaborate in community engagement activities for improving the appreciation and knowledge of river and riparian and other natural area environments.

*Strategic Planning:* Staff from the parties will be involved in the development of strategic planning documents for Council managed reserves and the implementation of collaborative activities.

### 2. Insurances

The following insurance policies are required:

#### *Comprehensive Insurance (Motor Vehicle)*

OzFish shall maintain Comprehensive Insurance of any vehicle approved to access Council managed lands in accordance with this MoU. Details are to be provided in Appendix D.

Only those vehicles nominated in Appendix C are permitted to access Council managed land.

#### *Driver Licence*

Only agreed personnel with current Class C Drivers Licence are permitted to drive agreed vehicles on Council managed lands. (See Appendix C)

#### *Public Liability Insurance*

OzFish shall effect a Public Liability Policy covering liabilities to third parties including liability for loss or damage to property or death or bodily injury to any person arising out of an accident occurring during the period of hire, and caused by the negligence of the insured, or by any persons for whose negligence the insured are or could become legally liable in the course of activities with a limit of indemnity of not less than \$20 million.

# Memorandum of Understanding



## *Voluntary Workers Insurance*

That all plant and equipment be appropriately insured/registered for use within a public space, voluntary workers insurance be in place for all persons volunteering on the projects.

A policy schedule and product disclosure statement is required for each insurance requirement.

Summary of insurance details is outlined in Appendix D.

### **3. Agreed Statement of Roles and Responsibilities**

DRC will:

- Provide operational and strategic planning documentation to guide activities on council managed land. The operational plans will detail the approved works.
- Assess and ultimately approve all works on Council owned and managed land, including risk management documentation.
- Provide a location whereby small scale litter can be disposed.
- Assist with the removal of larger items.
- Release funds on a monthly basis on receipt of an invoice and monthly report.
- Supply Chemical Application Record book.
- Provide reserve operation plans.

OzFish will:

- Provide DRC with a schedule of activities each week or as otherwise agreed.
- Follow works described in the operational plans.
- Manage their work, health and safety obligations in line with *WHS Act 2010* and present to DRC the necessary documentation for approval and for viewing upon request.
- Maintain a daily diary of work completed to aid in completing end of month reports.
- Provide a monthly report and invoice covering completed works.
- Provide an end of financial year final report.

### **4. Management**

#### **4.1 Communications**

The parties agree to meet monthly, or as otherwise agreed, to propose, review and consider activities;

# Memorandum of Understanding



The primary point of Contact for DRC will be:

Craig Arms  
Manager Operations  
Community and Recreation  
Dubbo Regional Council  
P. 68014710  
E. [craig.arms@dubbo.nsw.gov.au](mailto:craig.arms@dubbo.nsw.gov.au)

The primary point of contact for OzFish Unlimited project management will be:

Cassie Price  
OzFish Unlimited Ltd  
P: 0402408791  
E: [cassieprice@ozfish.org.au](mailto:cassieprice@ozfish.org.au)

The primary point of contact for OzFish River Repair Bus operations will be:

David Harris  
River Repair Bus Supervisor  
P: 0428 820 214  
E: [davidharris@ozfish.org.au](mailto:davidharris@ozfish.org.au)

## **4.2 Strategic Planning**

All activities must be consistent with the respective Plan of Management and Operational Plan. If there is not an operational plan in place for an open space reserve, any activities beyond litter collection must be approved by DRC before the activity commences.

## **4.3 Chemical Application and Record Keeping**

All management and application of registered chemical is governed by the *Pesticides Act 2009* and *Pesticides Regulation 2017*.

# Memorandum of Understanding



Copies of all obtained qualifications that relate to chemical application are to be provided to Council and will be stored within Council's corporate record keeping files. It is the relevant OzFish staff members' responsibility to maintain relevant qualification and provide any updates to DRC.

Any application of registered chemical is to be approved as part of Scope of Work agreements for respective reserves.

Both parties agree that all use of registered herbicides and pesticides must be accompanied by a 'usage record' regardless of the quantity used.

Chemical application records must be presented to DRC monthly.

All chemical application, storage and transport for activities on Council managed land is to be covered in risk management documentation.

DRC may supply OzFish with additional chemical appropriate for the agreed Scope of Works and the specific location, noting that chemical purchase by OzFish was part of their funding request.

Chemical concentrate may be supplied in maximum 5 litre containers. Refill may be arranged via an appointment at which time copies of the Chemical Use Record sheets can be provided.

#### **4.4 Risk management**

In accordance with the *Work, Health and Safety Act 2011*, all parties will provide a safe working environment.

All OzFish personnel accessing Council managed land in accordance with this MoU are first required to be Inducted into DRC Parks and Bushcare Program by Council before undertaking agreed activities.

OzFish Bus will demonstrate risk management due diligence by preparing a Safe Work Method Statement (SWMS) (or equivalent) for activities it undertakes. Alternatively OzFish can use the DRC provided Parks and Bushcare SWMS. That documentation will demonstrate:

- Hazard identification;
- Risk assessment;

# Memorandum of Understanding



- Control Measures; and
- All parties will sign off.

All accidents, near misses and any situation where there is potential for incident, injury, damages or environmental harm must be reported to DRC as soon as practicable. The report may be presented using the DRC Safety Report Form (Parks and Bushcare Program Guidelines Appendix 4). DRC Work Health and Safety Reporting procedures are attached as Appendix A to this MOU.

In the vast majority of situations 'as soon as practicable' means 'immediately'.

The respective SWMS (or equivalent) must be presented to DRC for approval and upon request for review.

No use of chainsaws is permitted.

#### **4.4 Council Keys**

DRC will provide a single key for the respective locks to access agreed areas. The keys are not to be copied or lent to any person outside of this agreement. Lost keys may be re-supplied at cost to OzFish.

#### **5. Reserve Access**

Only registered vehicles and attachments are permitted to access Council managed lands.

Only those reserves listed in Appendix B are permitted to be accessed for purposes outlined in this MoU.

Only those vehicles and attachments recorded in this MoU are permitted access (see Appendix C). Updates to vehicle and drivers' licence details will reported to DRC as a variation to the MoU as and when they occur.

All DRC managed reserves are Alcohol Free Zones.

No vehicle access is permitted onto soft or wet pathways. Any damage to pathways caused by vehicle access will be repaired at cost to OzFish.

# Memorandum of Understanding



## 6. Grievance Procedures

The following are the agreed procedures for preventing and/or settling disputes concerning this agreement:

Where disagreement arises, the nominated representatives of each organisation will make every effort to resolve the dispute.

If a matter cannot be resolved, it will be referred to the Director of each body, who will determine a suitable dispute resolution procedure in accord with the relevant policies of each party.

## 7. Media

Media releases or media activities that result as part of the activities under this Memorandum of Understanding will be approved by the primary contacts of each party. Such media activities will recognise the collaboration of all parties.

## 8. Term

This Memorandum of Understanding shall come into place on the first date appearing on this document. It will remain in place until 30 June 2021.

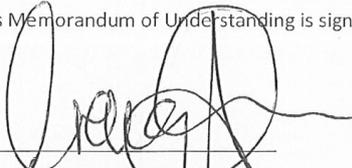
Variations of the Memorandum of Understanding may occur from time to time with the written agreement of all parties.

# Memorandum of Understanding



## SIGNATORIES

This Memorandum of Understanding is signed by the parties:

 _____ <i>Signature</i>	 _____ <i>Signature</i>
17/11/20 _____ <i>Date</i>	16/10/2020 _____ <i>Date</i>

Craig Arms  
Manager Operations  
Community and Recreation  
Dubbo Regional Council

Cassie Price  
Director - Habitat Programs  
OzFish Unlimited

Appendix A – WHS Reporting Procedures – Safety Report Form

## WHS Reporting Procedures



### Safety Report Form

It is essential Council has a systematic process implemented which guides Council staff in responding to ALL incidents in a standardised, professional and coordinated manner. This procedure applies to ALL Council workers, (that is, employees, contractors, visitors, councillors and volunteers). Workers have duties under the Work Health and Safety (WHS) Act 2011 to co-operate with Council Management, including reporting of all incidents in the workplace.

It is a legal requirement under the WHS Act 2011 for Council to ensure so far as reasonable practicable, the health and safety of their workers and others in the workplace. These reports also assist Council meet obligations under of the WHS Regulation 2017 for risk management in the workplace.

In meeting Council's legal requirements for incident reporting, notification to Council's Safety and Risk Team or Injury Management Coordinator **MUST** occur as soon after the incident as possible. Managers, supervisors, workers, contractors, and visitors all have Work Health and Safety duties for reporting and maintaining a safe workplace.

The Safety Report Form, or direct input to WHS Monitor, **must** be used to record any situation where there is *potential* for incident, injury, damages or environmental harm. This includes **all**:

- Incidents.
- Near misses.
- Hazards.
- Environmental harm.
- Damages to plant, property, or vehicles.

Where it is identified there is a high potential for risk to health and safety, or the incident is notifiable, further investigations shall be carried out to determine root causes and contributing factors in consultation with the work teams and relevant manager and supervisor. Corrective actions required following the investigation will be prepared and distributed for implementation. Further monitoring or actions may be required.

## WHS Reporting Procedures



When an issue is identified, the following process MUST be followed, even if the issue has been rectified.

The following diagram indicates the five step process.



<b>Step 1</b>	When an incident or near miss occurs or a hazard is identified, the supervisor, manager or next person in charge should be informed immediately. The incident site should not be disturbed until clearance has been given from and a Regulating Authority or Council's Safety and Risk Team. <b>Ensuring the health and safety of all workers is the priority.</b>
<b>Step 2</b>	The supervisor or person involved should then notify Council's Safety and Risk team and the next level of management. From this step, other processes will be enacted such as injury management or notifications to relevant authorities or insurers (where relevant). Injuries must be notified to start injury management processes.
<b>Step 3</b>	All incidents MUST be documented as soon as practical following the event, either on a Safety Report Form emailed to <a href="mailto:safety@dubbo.nsw.gov.au">safety@dubbo.nsw.gov.au</a> or via direct input to WHS Monitor. This shall be completed wherever possible by the end of the current working shift.
<b>Step 4</b>	Investigation or other evidence gathering may be necessary to determine the cause of the incident, near miss or to prevent future recurrence of the issue. The focus of this step is to determine what, where, when, why and how something has occurred which guide the actions for fixing or preventing.
<b>Step 5</b>	Actions will be required to correct an issue or prevent it recurring in the future. Workers and managers should participate in processes to manage a safe workplace for everyone. This may include ongoing injury management, review of documents or procedures and worker consultation.

# Memorandum of Understanding



## Appendix B – DRC owned or managed reserves available for access, in accordance with this MoU

### Dubbo

Bril Bral Reserve      Dundullimal

Butlers Falls

Pilchers Reserve

Caroline's Reserve

Regand Park Reserve

Sandy Beach

Golf Links

Sir Roden Cutler

Biddybungie

Riverbank Park

Wiradjuri Park

Police paddock

Devils Elbow

Troy Bridge

Talbragar Mission

Terramugamine Park

Redbank

North Burrabadine Reserve

Dickygundy Reserve

~~Troy Gully~~

~~Mugge Hill~~

~~Keswick~~

### Wellington

River Road

Bell and Macquarie River Junction

John Oxley Park

The Falls

Ponto Falls

# Memorandum of Understanding



## Appendix C - Registered Vehicles, attachments and driver licence details authorised for access in accordance with this MoU

### Vehicle Details

Vehicle Make	Model Name	Colour	Registration	Expiry Date
Toyota	Hiace	Blue/green with fish	DJJ 41X	25/2/2021
Toyota	Prado	Silver	BLA 59V	30/6/2021
Trailer	Work trailer	Blue/green with fish	TA81NU	12/6/2021
Trailer	Box Trailer	Grey	FT55EG	6/1/2021

### Driver Licence Details

Drivers Name	Licence Class	Licence No.	Expiry Date
David Harris	Class C	3848BW	Expires 07/09/21

# Memorandum of Understanding



## Appendix D – Insurance Summary – to be updated

### OzFish – River Repair Bus

#### COMPREHENSIVE INSURANCE (Motor Vehicle)

Company	Allied World Assurance Company, Ltd (Australia Branch)
Policy No	100173247
Maximum Cover	\$30,000,000
Renewal Date	14/10/2020

#### PUBLIC LIABILITY INSURANCE

Company	Offshore Market Placements
Policy No	SPL151282
Maximum Cover	\$20,000,000
Renewal Date	17/06/2021

#### VOLUNTEER WORKERS INSURANCE

Company	Chubb Insurance Australia Limited
Policy No	04PP012016
Maximum Cover	\$1,000,000
Renewal Date	17 June 2021

# Memorandum of Understanding



## OzFish Monthly Report 2020/2021

### Summary

This report details activities undertaken on DRC owned and or managed reserves for the month of

\_\_\_\_\_ month \_\_\_\_\_ year

Details of any highlights for the month:

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### OUTCOMES AND ACTIVITIES

Please add additional lines as required

#### Rubbish removal

Reserve	Date	Time	amount	Tonnage (if known)
<i>i.e. Dundullimal</i>	1/7/20	Xx hrs	2 trailer loads	150kgs
<i>Insert extra rows as required</i>				
Total				

#### Tree planting

Reserve	Date	Time	Activity	Area
<i>i.e. Regand</i>	3/7/20	Xx hrs	30 Acacia saligna planted	0.5 ha
Total				

# Memorandum of Understanding



## Weed control

Reserve	Date	Time	Activity	Area
i.e. Regand	3/7/20	Xx hrs	Johnson grass spraying	0.5 ha
Total				

## Bush regeneration maintenance – mow whip prune replace

Reserve	Date	Time	Activity	Area
i.e. Regand	3/7/20	Xx hrs	Plantings maintained by whipping	0.5 ha
Total				

## Workforce

Organisation	Date	Number of participants	Time	Activity
i.e. Skillset		8	45 hrs	Bush regeneration activities
Total				

## Education Activities

Organisation	Date	Number of participants	Time	Activity
i.e. MAGS		8	45 hrs	Bush regeneration activities
Total				

# Memorandum of Understanding



**Other Activities**

Event/activity	Date	Number of participants	Time	Activity
Total				

**Media and / or Promotions**

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**Work Health and Safety**

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**Referral to DRC**

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## REPORT: Macquarie Regional Library Performance Report January to March 2023

**DIVISION:** Community, Culture and Places  
**REPORT DATE:** 5 April 2023  
**TRIM REFERENCE:** ID23/731

### EXECUTIVE SUMMARY

<b>Purpose</b>	MRL Quarterly Report	
<b>Issue</b>	<ul style="list-style-type: none"> <li>Library Performance Report</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li><i>Local Government Act 1993</i></li> <li>Library Act 1939</li> <li>Library Regulation 2018</li> <li>NSW Standards and Guidelines for NSW public libraries (2020)</li> </ul>	
<b>Financial Implications</b>	Budget Area	Community, Culture and Places – Library Services
	Funding Source	Dubbo Regional Council Warrumbungle Shire Council Narromine Shire Council NSW Government Subsidies and Grants Other Income (Fees and Charges)
	Annual Estimate Income (Revised)	\$3,706,747
	Expenditure (YTD Actual)	\$2,604,206
<b>Policy Implications</b>	Policy Title	Macquarie Regional Library Strategic Plan 2021-2024
	Impact on Policy	Operational oversight
<b>Consultation</b>	MRL Regional Library Service	Council Community Needs Survey 2021 Library Customer Survey 2021 Annual public exhibition MRL planning documents

### 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: 5.3.2 A variety of youth activities and entertainment is available

Theme: 5 Liveability

CSP Objective: 5.4 Our community has access to a full range of educational opportunities

Delivery Program Strategy: 5.4.3 Access to a high standard of library services and facilities is available

Theme: 5 Liveability

CSP Objective: 5.4 Our community has access to a full range of educational opportunities

Delivery Program Strategy: 5.4.1 Access to a variety of high quality education facilities, opportunities and choice is available

#### RECOMMENDATION

**That the Macquarie Regional Library Quarterly Performance Report for January to March 2023 be noted.**

*Craig Arms*  
Director Community, Culture and Places

*KM*  
Manager Macquarie  
Regional Library

## BACKGROUND

The Macquarie Regional Library (MRL) performance report provides a quarterly update on the library's delivery and operational plans drawn from the Community Strategic Plan and the MRL Delivery and Operational Plans. The update report provides quarterly results for various indicators, including a financial snapshot, memberships, loans, visitations and regional initiatives.

## REPORT

The Macquarie Regional Library continued to undertake a wide range of activities and opportunities during the January to March 2023 quarter, including the following:

### **AI in Focus: Artificial Intelligence (AI) – ChatGPT and libraries**

Public Libraries are increasingly watching the next level in AI, ChatGPT (Generative Pre-trained Transformer) language model and its use in supporting the information needs of library customers, delivery of library services and librarian competencies required to utilise Artificial Intelligence effectively. Other recent areas of interest include developing AI games with digital humanities for library user education, AI and Audiovisual collections, and ethical issues relating to AI as part of generational change.

### **Public Library Infrastructure Grants**

The State Government's \$6 million funding (2022/2023) for public libraries grant program assists NSW councils in improving public library infrastructure, including buildings and information technology systems. The grants awarded are up to a maximum of \$500,000 with two funding categories: up to \$200,000 and \$200,001 to \$500,000.

Successful grant recipients in 2022/2023 included Lithgow Council's Library future-proofing (\$452,940), Richmond Valley Library Multi-purpose Meeting Rooms (\$173,803) and Sutherland Council Library Technology and Community Hub (\$250,000). Grant submissions for 2023/2024 will be called later this year and generally close in October annually.

The Infrastructure Grant (SLNSW) is potentially an opportunity to apply for up to \$200,000 to develop the Dubbo Library community need and consultation process, concept designs and a detailed business case on a preferred future library location.

### **Public libraries co-design project**

The State Library of NSW and Charles Sturt University continue their work with three libraries, Albury, Fairfield and Yass (selection criteria), as case studies for a two-year project to investigate community co-design, re-develop, and plan new library spaces. The project aims to provide an online guide that libraries can use for community participation in the planning and designing of new and refurbished library buildings. This will prove valuable for council

when planning library services and facilities for the future. Charles Sturt University was awarded an Australian Research Council Project grant of \$200,000 for this project.

### Early childhood literacy

The NSW Public Libraries Association launched a new campaign, *Birth to Five – Read and Thrive* <https://readandthrive.com.au/> to address the early childhood literacy crisis and support public libraries. NSW ranks 6<sup>th</sup> in Australia in reading literacy and has fallen below Australia's national reading average, with over 20% of preschool-aged children in NSW now developmentally vulnerable.

The decline put NSW at risk of significant and long-term negative social and economic consequences. Children from Aboriginal and Torres Strait Islander backgrounds, those from language backgrounds other than English and those from low-socio-economic backgrounds are even more vulnerable and face a greater risk of developing literacy and learning difficulties. The campaign site includes a *Take Action* section where messages can be sent to NSW MPs. The full report on the NSW crisis in early childhood literacy is also available.

### NSW Libraries to spearhead new campaign and tackle early childhood literacy crisis

BY FREYA LUCAS MARCH 23, 2023

RESEARCH+



The New South Wales Public Libraries Association (NSW PLA) will drive a new campaign designed to tackle the early childhood literacy crisis in NSW.

Macquarie Regional Library currently participates in two early literacy programs noting previous studies have shown that literacy levels have steadily declined in recent years.

1. The Dolly Parton Imagination Library Literacy Program
2. 1,000 Books Before School Early Literacy Program

### State Library of NSW (SLNSW) services to public libraries

The State Library of NSW, via its NSW.net service, assists councils (libraries) with faster and more cost-effective access to its digital connectivity. NSW.net provides services that help

make internet connectivity, eResources and training more affordable and accessible, particularly for regional and rural communities.

NSW.net is funded by the NSW Government's Public Library Grants and Subsidies allocation to offer NSW libraries and councils subsidised internet connectivity and associated services.

NSW.net provides public libraries free access to state-wide online authoritative databases covering various topics, including news, the arts, science, literature and health. In addition, the SLNSW e-content platform **Indyreads** provides public libraries free access to eBooks and eAudio. MRL customers well-utilise the platform with 1,053 loans between January 2022 to February 2023. The free service provided the equivalent e-content cost of \$39,636 had the library service purchased the items.

### **Central West Zone (CWZ) Councils' Libraries Meeting**

The Central West Zone Councils met at Parkes Library on 10 March 2023. Twenty-six councils form the Central West Zone, with councillors and library managers discussing various library-related plans and activities. The Manager of Macquarie Regional was elected to the Central West Zone Executive as Secretary for a two-year term. The next meeting will be held on Friday, 15 September 2023, in Molong. Participating CWZ councils cover a wide geographic area from Broken Hill to Lithgow and from Bourke to Grenfell.

### **FINANCIAL IMPLICATIONS**

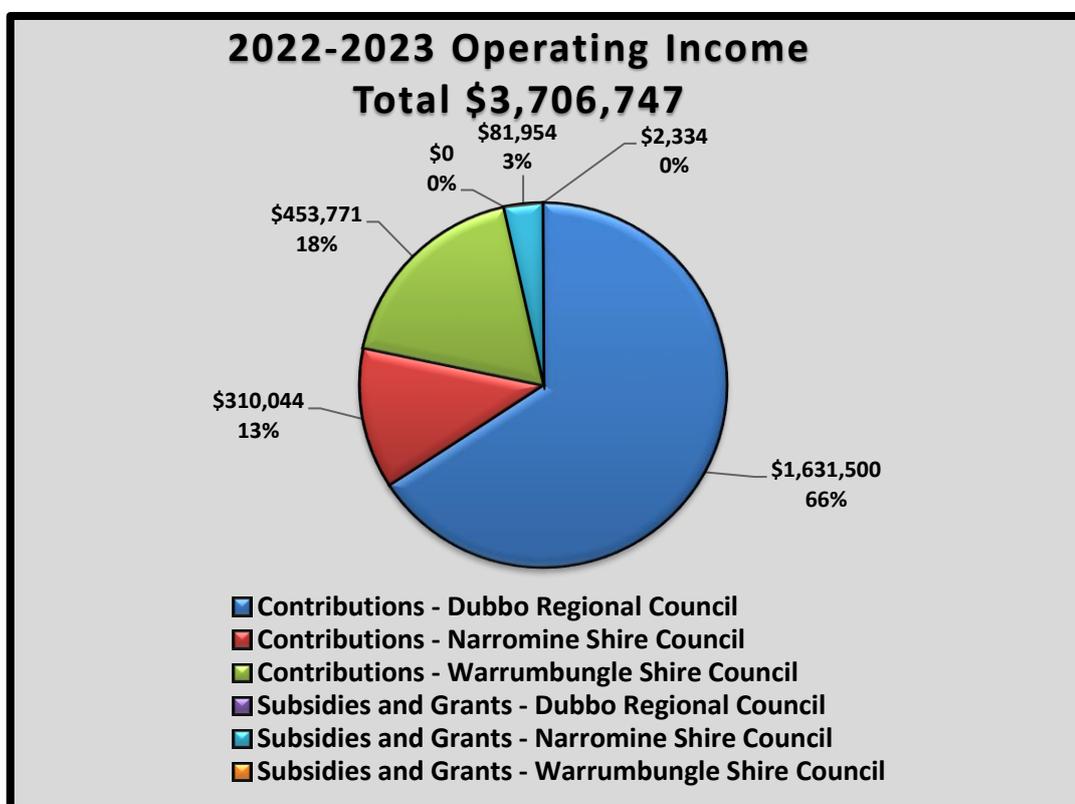
Macquarie Regional Library has a balanced budget for the March 2023 quarter and is estimated to meet all financial obligations by 30 June 2023.

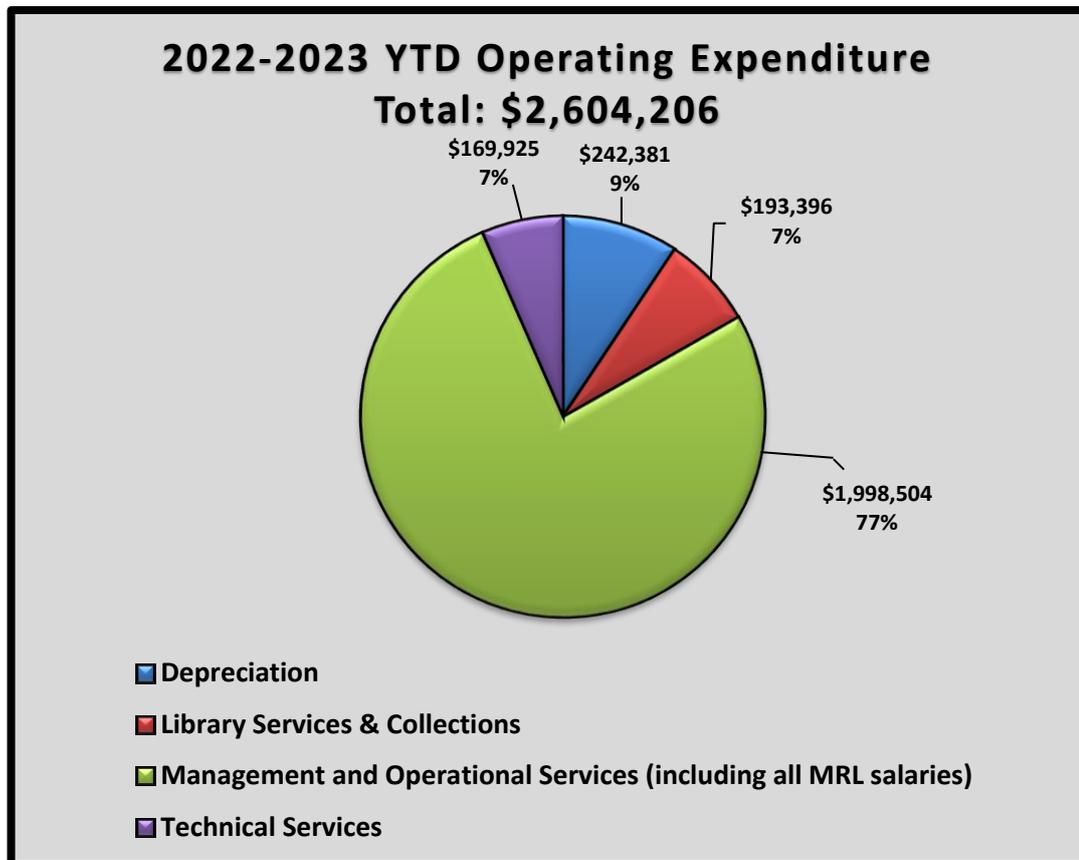
The NSW State Government 2022/2023 Library Subsidy payment is \$2.85 per capita. A further subsidy adjustment payment comprises a flat rate allocation, with an additional portion of funding allocated based on need, as identified using each council's Socio-Economic Index (SEIFA) score. The funds are paid to all NSW councils annually upon council funding application approval.

### **SUMMARY**

The MRL Quarterly Performance Report provides an overview of the operational performance of the regional library service, encompassing seven libraries and three service points across three local government areas. The quarterly results align with the library's estimated budget for 2022/2023.

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. NSW Government Subsidy/Grants (revenue)	384,597	0	0	0	0	0
b. Operating revenue	3,322,150	0	0	0	0	0
c. Operating expenses	3,702,916					
d. Operating budget impact (a + b – c)	3,831	0	0	0	0	0
e. Capital Expenditure	274,922	0	0	0	0	0
f. Total net impact (d – e)	271,091	0	0	0	0	0
Does the proposal require ongoing funding?	No					
What is the source of this funding?	N/A					





Note: Dubbo Regional Council and Warrumbungle Shire Council Subsidies and Grants (income) not received by the end of March 2023.

**MACQUARIE REGIONAL LIBRARY 2022-2023 Operational Plan – July 2022 to March 2023**

Objective - Provide quality services to Macquarie Regional Library communities		
Key Measures of Success		
<ul style="list-style-type: none"> <li>95% of customers view their library as satisfactory</li> <li>Percentage of registered users to the total population</li> </ul>	<ul style="list-style-type: none"> <li>Visits to the library per capita</li> <li>Number of transactions (loans and reference enquiries)</li> <li>Operating expense per transaction (loans and reference enquiries)</li> </ul>	
Legend:	Completed                  On Track                  Delays                  Not yet Commenced                  No progress	
Action	Date	Status
<b>Strategy</b>		
<b>1. GOVERNANCE</b>		
1.1 Governance procedures for provision of professional and effective services are appropriate		
1.1.1 Review regional service delivery model to ensure that the most appropriate level of service.	March 2023	
1.1.2 Review the MRL Service Agreement	March 2023	
1.1.4 Produce an MRL Annual Report including the audited statement of accounts	September 2023	
1.2 Financial resources for provision of professional and effective services are sufficient		
1.2.1 Submit draft budget to MRL member councils	April 2023	
1.2.2 Undertake quarterly budget reviews	Quarterly	
1.2.3 Seek grant and subsidy opportunities to obtain full benefits for the Library Service	Ongoing	
1.2.4 Review MRL Revenue Policy [fees and Charges]	March 2023	
1.3 Evaluation and planning for strategically managed services		
1.3.2 Develop MRL Annual Operation Plan	March 2023	
1.3.3 Complete annual SLNSW Public Libraries Statistical Return	September 2023	
1.3.4 Complete the biennial report against the <i>SLNSW Living Learning Libraries: Standards &amp; Guidelines</i>	November 2022	
1.3.5 Review MRL policies for consistency with policy, legislation, and best practice	March 2023	
<b>2. PEOPLE MANAGEMENT</b>		
2.1 Professional and effective services delivered by skilled and informed staff		
2.1.1 Develop annual staff training program	September 2022	
2.1.2 Conduct an all staff development and training day	November 2022	
2.1.3 Review the MRL organisational structure	March 2023	
<b>3. SERVICES &amp; PROGRAMS</b>		
3.1 Customers have access to a full range of high-quality programs and services		
3.1.2 Review member database annually	July 2022	
3.1.3 Collate visitation and attendance at programs and events at each branch	Monthly	
3.1.4 Review provision of services, programs and collections, particularly for target and diversity groups	September 2022	
3.1.7 Review MRL website and branding	December 2022	
3.1.8 Produce comprehensive quarterly statistical reports on library activities.	Quarterly	
3.1.9 Compile a quarterly overview report on programs, services and special events	Quarterly	
<b>4. COLLECTIONS</b>		
4.1 Customers have access to current and relevant library collections		
4.1.1 Undertake analysis and report on annual statistics, collection profiles and usage	August 2022	
4.1.2 Review Library Management System and database integrity biennially	June 2023	
4.1.4 Review the MRL Collection Management Policy biennially	April 2023	
<b>5. MARKETING</b>		
5.1 Customers have access to current services, programs and resources		
5.1.1 Review and develop an annual Marketing Plan	December 2022	
<b>6. INFORMATION TECHNOLOGY</b>		
6.1 Information technology enables staff and customers to access required information and library processes		
6.1.2 Report annually on current and future information technology needs	November 2022	
6.1.4 Review business continuity, technology plans and strategies	April 2023	
<b>7. LIBRARY SPACES</b>		
7.1 Branches are welcoming, safe, accessible and responsive to community needs and building standards & guidelines		
7.1.1 Undertake annual inspection of buildings to ensure WHS compliance	October 2022	
7.1.2 Review equipment requirements for branches and service points	October 2022	
<b>8. SUSTAINABILITY</b>		
8.1 Library services meet sustainability needs of the community		
8.1.1 The Library supports sustainability	Ongoing	

## MRL Loans, Membership and Visitation Statistics

JANUARY - MARCH 2023



46,005 visitors



5,186 hours of internet use



12,458 online database searches



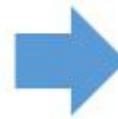
573 new borrowers including eMemberships



4,216 information requests



67,418 items borrowed



This includes 11,737 eBooks, eMagazines eFilms and eAudio

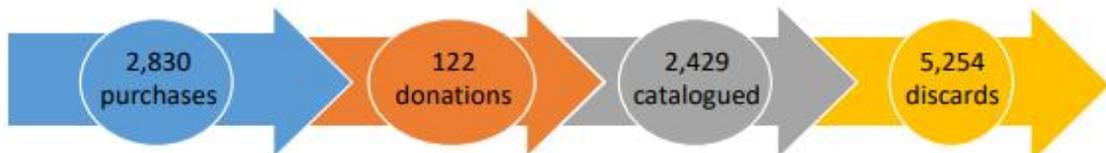


5,761 logins



4,110 participants attended 312 programs and events

### RESOURCES



86 posts  
2,512 followers  
1,477 engagements



59 tweets  
1,009 followers  
56 engagements



62 posts  
1,104 followers  
325 engagements