



# AGENDA

## CULTURE AND COMMUNITY COMMITTEE

### 9 NOVEMBER 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 5.30 pm.

---

	Page
<b>CCC23/87 LEAVE OF ABSENCE (ID23/2618)</b>	
<b>CCC23/88 CONFLICTS OF INTEREST (ID23/2619)</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>CCC23/89 REPORT OF THE WELLINGTON TOWN COMMITTEE - MEETING 4 SEPTEMBER 2023 (ID23/2622)</b> The Committee had before it the report of the Wellington Town Committee meeting held 4 September 2023.	3
<b>CCC23/90 REPORT OF THE PUBLIC SPACES TREE COMMITTEE - MEETING 13 SEPTEMBER 2023 (ID23/2623)</b> The Committee had before it the report of the Public Spaces Tree Committee meeting held 13 September 2023.	7
<b>CCC23/91 2023 SISTER CITY STUDENT EXCHANGE VISIT BY DUBBO STUDENTS TO MINOKAMO (ID23/2541)</b> The Committee had before it the report dated 23 October 2023 from the Cultural Development Coordinator regarding 2023 Sister City Student Exchange visit by Dubbo Students to Minokamo.	10
<b>CCC23/92 2023 ROUND ONE - SPARC GRANT ASSESSMENT REPORT (ID23/2509)</b> The Committee had before it the report dated 17 October 2023 from the Cultural Development Coordinator regarding 2023 Round One - SPARC Grant Assessment Report.	15

- CCC23/93 PUBLIC MEMORIALS AND DONATION OF FURNITURE AND TREES POLICY (ID23/2548) 22**  
The Committee had before it the report dated 27 October 2023 from the Manager Recreation and Open Space regarding Public Memorials and Donation of Furniture and Trees Policy.
- CCC23/94 MACQUARIE REGIONAL LIBRARY CUSTOMER POLICIES - CUSTOMER INFORMATION PRIVACY AND CHILD SAFE STANDARDS UPDATES (ID23/2284) 33**  
The Committee had before it the report dated 12 October 2023 from the Director Community, Culture and Places regarding Macquarie Regional Library Customer Policies - Customer Information Privacy and Child Safe Standards updates.
- CCC23/95 MACQUARIE REGIONAL LIBRARY PERFORMANCE REPORT JULY TO SEPTEMBER 2023 (ID23/2467) 50**  
The Committee had before it the report dated 30 October 2023 from the Director Community, Culture and Places regarding Macquarie Regional Library Performance Report July to September 2023.
- CCC23/96 DESTINATION EVENTS FUND - STREAM 2 - APPLICATION - NSW CRICKET (ID23/2546) 59**  
The Committee had before it the report dated 24 October 2023 from the Events and Partnerships Team Leader regarding Destination Events Fund - Stream 2 - Application - NSW Cricket.



DUBBO REGIONAL  
COUNCIL

## Report of the Wellington Town Committee - meeting 4 September 2023

**AUTHOR:** Governance Team Leader  
**REPORT DATE:** 1 November 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 noted.



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.

.....  
CHAIRPERSON



DUBBO REGIONAL  
COUNCIL

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

**AUTHOR:** Governance Team Leader  
**REPORT DATE:** 1 November 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 noted.**



**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.

.....  
CHAIRPERSON



## REPORT: 2023 Sister City Student Exchange visit by Dubbo Students to Minokamo

**DIVISION:** Community, Culture and Places  
**REPORT DATE:** 23 October 2023  
**TRIM REFERENCE:** ID23/2541

### EXECUTIVE SUMMARY

<b>Purpose</b>	Provide update	
<b>Issue</b>	<ul style="list-style-type: none"> <li>To provide Council on an update on the Dubbo Regional Council Student Exchange Program to Minokamo</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>The program returned in 2023 after a three year hiatus and this report provides a summation of the returned program and the students who participated.</li> </ul>	
<b>Financial Implications</b>	Budget Area	Community Culture and Places/Regional Experiences/Cultural Development/Sister City Budget
	Funding Source	Annual Operational budget
	Proposed Cost	\$65,858.00
	Ongoing Costs	Continued operational funding to support at current levels.
<b>Policy Implications</b>	Policy Title	n/a
	Impact on Policy	n/a
<b>Consultation</b>	Community	<ul style="list-style-type: none"> <li>Sister City Committee</li> <li>Participants, Families, Chaperones</li> <li>Cultural Development Team</li> </ul>

### 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: 5.4 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**

1. That the report from the Sister City Officer dated 24 October 2023, be noted.
2. That the presentation by students Jim Richardson and Abigail Pearse, be noted.

*Craig Arms*  
Director Community, Culture and Places

*JM*  
Cultural Development  
Coordinator

## BACKGROUND

Dubbo first participated in a student exchange with Minokamo in approximately 1990. The exchange continued to run until 2020. Due to Covid-19 Global Pandemic, all overseas visits were halted by Federal Government order. The program remained on hiatus until all travel bans and restrictions were lifted. In 2023 travel between Australia and Japan was re-opened and the program could recommence.

All the participants of both Sister City student exchanges are home stayed with local families from the host Sister City. The host city facilitates and funds a full itinerary of tours, school visits, cultural experiences, official function and other activities for the visiting student delegates

## REPORT

During October 2023, ten students and two chaperones visited Japan and Minokamo on student exchange. They spent three nights in Tokyo and eight nights in Minokamo. Students, Jim Richardson and Abigail Pearse, have prepared a presentation and will report to Council on behalf of the group for the information of Council.

The Minokamo Student Exchange program was advertised in July 2023, with 33 students applying. This round of applications was assessed by an internal DRC Panel and reduced to 15 students for interview. From the interview process, 10 students were selected for the Exchange Program. The students selected are listed below.

- Elizabeth Butcherine\* (15) Dubbo College South Campus
- Lucy Eather (15) Dubbo College Delroy Campus
- Noah Randell (15) Central West Leadership Academy
- Madelyn Leggett (16) Central West Leadership Academy
- Jessica Bywater (16) St John's College
- Yousef Ridha (16) Dubbo Senior Campus
- Imogen Bassett (15) Central West Leadership Academy
- Brenton Richards (18) Dubbo Christian School
- Abigail Pearse (17) Dubbo College Delroy Campus
- Jim Richardson (16) Dubbo College Senior Campus

Council staff would like to acknowledge Elizabeth Butcherine and Sophie Eastburn.

- Elizabeth hosted additional students and the Japanese Chaperones
- Sophie (15) of St John's College did not travel to Japan but hosted Japanese Students during their visit to Dubbo.

The exchange to Japan was chaperoned by Kim Rice-Harland and Stuart Harland.

The students first hosted a delegation of 10 Students and 2 Chaperones from Minokamo in July with the visitors from Japan experiencing visits to Old Dubbo Gaol, a Caves tour at

Wellington Caves, Art workshop at Western Plains Cultural Centre, and visits to Taronga Western Plains Zoo and The Royal Flying Doctor Service. The students also spent a number of days with their host student at their local High Schools.

The Dubbo Exchange Students then visited Minokamo, Japan between 28 September and 6 October 2023. During their visit to Minokamo the students spent time attending school, visiting INUYAMA Castle and SANSYU Museum where they dressed in Kimono and watched swordsmanship demonstration. The Students also got to visit Tokyo.

The level of hospitality extended to the Dubbo exchange groups during their visits Minokamo was exceptional and all the students and chaperone were full of praise for the efforts of their host sister cities, host schools and host families. Once again, the student exchange program has provided our Dubbo students with a window into the lives of a fellow Japanese student.

### Consultation

The Exchange program was offered to the community for participation through communications plan presented across DRC Social Media, Website, Print Media and Radio. This promotion took place between Monday 1 and Friday 26 of May 2023.

Consultation also took place with

- Sister City Committee
- Participants, Families, Chaperones
- Cultural Development Team

### Resourcing Implications

- This project included financial resources to support exchange participant airfares from Dubbo to Japan (10 Students/2 Chaperones) - \$15,300.00
- Project Administration Costs including Advertising and printing and hosting costs for the Japanese Delegation in Dubbo, including transport and entertainment costs - \$9,300.00
- Staff time (wages) in managing and facilitating the exchange program between Dubbo and Japan including all co-ordination and planning of program - \$41,258.00
- Full Sister City wages have been included above, it should be noted that this wage includes the Exchange programs but also includes work on supporting other aspects of the Sister City program such as managing each relationship, communication between Sister Cities, management of the Sister City Collection and managing incoming requests for potential new Sister City Relationships.

Total Financial Implications	Current year (\$)(YTD)	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	\$65,858	\$106,298	\$107,949	\$109,665	\$111,450	0

c. Operating budget impact (a – b)	\$65,858	\$106,298	\$107,949	\$109,665	\$111,450	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	\$65,858	\$106,298	\$107,949	\$109,665	\$111,450	0
Does the proposal require ongoing funding?			Yes – Ongoing program funding			
What is the source of this funding?			General Rates and Revenue.			

**Table 1.** Ongoing Financial Implications

**Note:** Budget figures includes all costs associated with the Sister City Program

**Planned Communications**

- A survey following the 2023 Exchange program has been sent to all students, host families and chaperones for their feedback on the exchange program.



DUBBO REGIONAL  
COUNCIL

## REPORT: 2023 Round One - SPARC Grant Assessment Report

**DIVISION:** Community, Culture and Places  
**REPORT DATE:** 17 October 2023  
**TRIM REFERENCE:** ID23/2509

### EXECUTIVE SUMMARY

<b>Purpose</b>	For Information	
<b>Issue</b>	<ul style="list-style-type: none"> <li>Provide Council with the determination of funding based on applications received under the 2023/2024 SPARC Support Grant Program – Round 1</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>All applications were assessed individually by members of the assessment panel and in line with the Program’s guidelines.</li> </ul>	
<b>Financial Implications</b>	Budget Area	Regional Experiences
	Funding Source	Operational Budget
	Proposed Cost	\$10,000.00
	Ongoing Costs	As per the Financial Assistance Policy and annual Regional Events funding budget.
<b>Policy Implications</b>	Policy Title	Financial Assistance Policy
	Impact on Policy	Alignment
<b>Consultation</b>	Regional Experiences	Broad and targeted communications to community of 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:** 5 Liveability

**CSP Objective:** 5.6 The diversity of our heritage, cultural services and facilities are maintained and promoted

**Delivery Program Strategy:** 5.6.1 Our community participates in and celebrates the high quality of cultural services and facilities available

**RECOMMENDATION**

1. That Council allocate \$10,000 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:
  - ORISCON Dubbo - \$1,600.00
  - Dubbo and Districts Family History - \$2,000.00
  - University of the Third Age - \$4,000.00
  - Spare Parts, Wellington - \$2,400.00
2. That all unsuccessful 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.

*Craig Arms*  
Director Community, Culture and Places

*JM*  
Cultural Development  
Coordinator

## BACKGROUND

With the adoption of the SPARC Cultural Plan, Dubbo Regional Council developed a Partnership Program to provide financial support for creative and cultural programs that helped enact actions in the 2020-2025 Cultural Plan. To support increased transparency, equity and accountability, this program moved to a more formalised process supported via a biannual grant program the "SPARC Support Grant Program". This change will ensure that community stakeholders and Council can have increased clarity and transparency around how financial support is distributed, reporting obligations and the ability for recipients to plan programs and projects in advance. The Grant Program will align directly with SPARC: Dubbo Regional Cultural Plan and supports projects and programs that are collaborative in nature, which show measured and sustainable approaches to development and respond directly to community need.

This clear and open grant program ensures greater clarity for the public and facilitates a timelier and direct distribution of funds. This standardized program increases the ability to more accurately report to Council the need, demand and outcomes of those projects that have been supported by DRC.

The SPARC Support Grant Program supports cultural organisations and individuals to initiate and develop projects that support regional creative diversity, innovation and growth. Founded in the Values, Goals and Actions of the 2020 Dubbo Regional Council Cultural Plan (SPARC).

Funding is capped at \$10,000 per round. Applicants may apply for up to the full \$10,000, however funding will be distributed based on the quality and viability of the application and the number of applications, so successful applications may not be funded to the full requested amount.

## REPORT

This report provides for the consideration of Council, funding allocations under the biannual SPARC Fund aimed at supporting cultural organisations and individuals to initiate and develop projects that support regional creative diversity, innovation and growth. Founded in the Values, Goals and Actions of the 2020 Dubbo Regional Council Cultural Plan (SPARC) An amount of \$20,000 was allocated to this channel of funding, which sees two rounds each year of \$10,000 each round.

Applications opened on 18 September 2023 and closed 23 October 2023. Council received 8 applications with a total requested of \$64,029.

The funding allocated will support 4 programs to be held in the Dubbo Local Government Area (LGA) in the 2024 calendar year.

To be eligible for funding the event needed to be not-for-profit, be held in or directly benefit the community of the LGA and held within the next 12 months.

**Consultation**

- The opportunity to apply for funding was communicated directly to the SPARC Community Committee, a database of local Cultural Groups and Committees via email and social media.
- Invitations were invited over 6 weeks and broadly communicated via eDMs, social media and print advertising.
- An information session on the grant was held on 12 September at the Western Plains Cultural Centre and streamed via Teams for online engagement.
- Cultural Development Co-Ordinator met with two community groups to give specific overview and introduction to the Grant and its application requirements
- Community feedback was received that the funding levels were to low considering the number and scope of cultural groups and programs being run in the community.

**Resourcing Implications**

- Total funding of \$20,000 is available under Council’s 2023/2024 Cultural Development Operational Budget to support applications under;
  - Round One September 2023 - \$10,000
  - Round Two March 2024 - \$10,000

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	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	0
c. Operating budget impact (a – b)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	0

Does the proposal require ongoing funding?	Yes
What is the source of this funding?	Cultural Development Operating Budget

**Table 1.** Ongoing Financial Implications

**Assessment**

An assessment panel comprised of Council’s Cultural Development Officer, Manager Regional Experiences and Community, Culture and Places Finance Partner.

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

2023/2024 Round One SPARC Support Grant Fund Assessment

Organisation and Project Location	Funding Request	Project	Alignment to guidelines and key considerations	Determination
Orana Arts – Wellington	\$6,982	<b>Kumi Taiko:</b> A youth-led Taiko drumming company that builds skills in playing, performance and leadership and makes real the Sister City Relationship	Assessment considered that the program didn't demonstrate broad community value or engagement.	Nil
ORISCON - Dubbo	\$10,000	<b>Community Creations:</b> Four Community events promoting unit and understanding	Funding provided to support the costs associated with engaging creative professionals	\$1,600
Dubbo and Districts Family History - Dubbo	\$10,000	<b>Dubbo and Districts Family History Society:</b> Support to provide history resources (both local and global) to interested parties.	Application was assessed to have demonstrated broad community impact	\$2,000
University of the Third Age - Dubbo	\$5,000	<b>Required U3A Dubbo Chapter Lifelong Learning Programs for Retirees:</b> support participation courses from Exercise and Balance, to musical accomplishment, singing, dancing, artistic/creative pursuits, academic subjects and community/environment awareness and sustainability.	Application demonstrated clear alignment between SPARC outcome identified and the program developed to support.	\$4,000
Dundullimal - Dubbo	\$10,000	<b>Digitisation of the Dundullimal Homestead Collection:</b> generate high-quality digital content to improve public access to collections, archives and interpretation at the site, and promote access and discovery of the cultural heritage of the Dubbo region.	Application unsuccessful. It is the continuation of a project already commenced. Panel felt that other projects yet to commence would more directly benefit from support.	Nil

Spare Parts - Wellington	\$4,350	<b>Residency of Spare Parts Invests in Arts Cuban music and dance group:</b>	Funding provided to support the costs associated with engaging	\$2,400
--------------------------	---------	--	--	---------

		Work with local schools to conduct workshops and one performance for the Vintage Festival Drumming workshop at Stuart Town Public School includes students from Mumbil and Wongarbon and introduction to Latin dance for over 55s to encourage socialisation.	creative professionals	
Indian Support Centre Inc / Subba Rao Varigonda – Dubbo	\$15,940	<b>"Wakarla: Embracing Aboriginal Arts"</b> : Three hour event aimed at preserving and promoting the vibrant heritage of Aboriginal communities in Dubbo.	Application did not demonstrate any support from local Aboriginal community.	Nil
Erifili Davis – Dubbo	\$1,655	<b>Show development: "Aunty Kate, Queen of the Underworld"</b> : "Aunty Kate, Queen of the Underworld" is a musical about Dubbo's infamous daughter, Kate Leigh. The musical will be a fictionalised retelling based on historical records. This show development project will include workshops with local creatives to develop ideas, writing of a detailed outline and consultation with a dramaturg to provide the basis to write the complete script.	Application was assessed to have not provided enough details on the project outcomes.	Nil
Maliyan Cultural Centre – Wellington	Ineligible - did not complete or submit application No details provided due to lack of final submission			
Michele Peak - Unknown	Ineligible - did not complete or submit application No details provided due to lack of final submission			
<b>Total Requested</b>	<b>\$63,927</b>		<b>Total Funded</b>	<b>\$10,000</b>

Unsuccessful applications, or those that were unable to receive the full value of their request, Council staff will be providing additional information to identify appropriate alternate funding opportunities. Applicants will also be encouraged to utilise the “RDA Grants Hub” that Dubbo Regional Council supports through Regional Development Australia.

#### 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.

- Cultural Development Co-Ordinator is supporting an initiative of the Regional Events Team to provide DRC facilitated grant application training for the community in 2024 to support increased aptitude in writing grant applications and support the community to garner optimum opportunities for funding.

**Timeframe**

<b>Key Date</b>	<b>Explanation</b>
27 November	Applicants advised on the outcome of their applications
30 January	All funding agreements executed and funding provided to applicants



## REPORT: Public Memorials and Donation of Furniture and Trees Policy

**DIVISION:** Community, Culture and Places  
**REPORT DATE:** 27 October 2023  
**TRIM REFERENCE:** ID23/2548

### EXECUTIVE SUMMARY

<b>Purpose</b>	Addressing Council resolution Seek endorsement Rescind a Management Policy to transition to Council Policy	
<b>Issue</b>	Transition current Management Policy to Council Policy to make it more accessible to our public.	
<b>Reasoning</b>	Addressing a previous Council resolution That the “Management Policy – Memorial Plaques and Donation of Park Furniture and Trees” be rescinded and amended to be a Council Policy	
<b>Financial Implications</b>	Budget Area	Community Culture and Places – Recreation and Open Space
	Funding Source	General Revenue
	Proposed Cost	<\$500
	Ongoing Costs	N/A
<b>Policy Implications</b>	Policy Title	“Management Policy – Memorial Plaques and Donation of Park Furniture and Trees”
	Impact on Policy	Rescission and replacement with a more accessible Council Policy

### 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: 5.3.3 People have access to a range of burial and interment options
- Theme: 5 Liveability
- CSP Objective: 5.5 Our community has access to a diverse range of recreational opportunities

Delivery Program Strategy: 5.5.1 Passive and active open space is located to maximise access and use by the community

**RECOMMENDATION**

- 1. That this report be noted.**
- 2. That the Draft Council Policy - Public Memorials and Donation of Furniture and Trees Policy be adopted.**

*Craig Arms*  
Director Community, Culture and Places

*IM*  
Manager Recreation and  
Open Space

**BACKGROUND**

A Notice of Motion was tabled at the Ordinary Meeting of Council held on 9 February 2023 by Councillor Gough for the development of a policy position to enable community members the opportunity to donate furniture and/or trees and erect memorial plaques for family or community members that have made a significant contribution to our communities.

**Previous Resolutions of Council**

<p><i>Ordinary Meeting of Council</i> 9 February 2023 CCL23/11</p>	<ol style="list-style-type: none"> <li>1. <i>That the CEO provide a report to Council investigating the development of a Council Policy that provides the public the opportunity to plant trees, donate park benches and other approved structures or furniture, and have them dedicated to family or members of our community who have made a significant contribution.</i></li> <li>2. <i>That an assessment criteria for the donation to be made of seat, structure, furniture or planting of a tree be established and approved to ensure that the values and standards of our community are upheld.</i></li> <li>3. <i>That the associated costs in the purchase, installation and ultimate replacement of the memorial are not borne by Dubbo Regional Council.</i></li> <li>4. <i>That identifies that the cost in maintaining and/or replacement of the plaque remains with the family or group establishing the memorial.</i></li> </ol>
<p><i>Ordinary Meeting of Council</i> 27 April 2023 CCL/109</p>	<ol style="list-style-type: none"> <li>1. <i>That a draft Council Policy – Plaques and Donation of Park Furniture and Trees Policy, based on the existing Management Policy, be placed on public exhibition for a period of 28 days during the first quarter 2023/2024 financial year.</i></li> <li>2. <i>That a subsequent report be provided to Council detailing the results of public exhibition.</i></li> </ol>
<p><i>Executive Leadership Team</i> 24 October 2023 ELT23/214</p>	<ol style="list-style-type: none"> <li>1. <i>That the information contained within the report of the Manager Recreation and Open Space dated 16 October 2023, be noted.</i></li> <li>2. <i>That the existing Memorial Plaques and Donation of Park Furniture and Trees Policy be rescinded.</i></li> <li>3. <i>That the new Public Memorials and Donation of Furniture and Trees Policy be considered for adoption by Council at the November 2023 Standing Committees, noting that the review period will be three years not two.</i></li> <li>4. <i>That the Manager Recreation and Open Space explore, with other internal stakeholders, to have a program that contributes to tree funding, including but not limited to memorials.</i></li> <li>5. <i>That a register be established to manage the locations of memorial trees and furniture, including maintenance, with a potential overlay on the GIS system.</i></li> </ol>

## REPORT

Dubbo Regional Council had an existing Management Policy – “Memorial Plaques and Donation of Park Furniture and Trees” that provided a framework and process path for members to make donations of park furniture, plant memorial trees and install suitably sized plaques to recognise prominent people from our community. The original Policy was a Management Policy and it was proposed to transition it to a Council Policy to make it more accessible to our community.

In accordance with the Council Resolution (1) a revised draft “Public Memorials and Donation of Furniture and Trees Policy” was placed on public exhibition, through Council’s YourSay platform, seeking the community views on the new policy.

As there were no objections to from the community at the conclusion of the public exhibition period, a report was prepared for Executive Leadership Team (ELT) recommending that the old Policy be rescinded, with a new policy included for consideration.

In accordance with the determination of ELT some minor amendments have been made to the new Public Memorials and Donation of Furniture and Trees Policy for consideration by Council at the November Ordinary Meeting of Council.

In addition, and in accordance with the determination of ELT further clarification of the development and maintenance of a register of trees and memorials, with a potential overlay on the GIS system, has been included. Opportunities to develop a program that contributes to tree funding will also be explored.

### Consultation

Information on the Public Memorials and Donation of Furniture and Trees Policy was placed on public exhibition from 1 September to 29 September 2023.

A summary of the engagement activities, and the level of community awareness and participation, is shown below.

### How we reached you



**29 Days** of engagement  
1 September - 29 September 2023



**41** Visits to Your Say page  
• 17 downloads of document library  
• No submissions received



**1** Email Campaign  
• **110** Recipients  
• **63** recipients opened the email

### Resourcing Implications

It is anticipated that the transition of the Management Policy to a more community focused document and its implementation will not require any additional resources.

### Planned Communications

Once adopted by Council the Public Memorials and Donation of Furniture and Trees Policy will be placed on the Council website.

A register of memorial trees and furniture will be developed and maintained, and made available to internal and external stakeholders.

### Timeframe

Key Date	Explanation
November 2023	Community and Culture Committee
November 2023	Ordinary Meeting of Council
December 2023	Upload to Council portal
June 2025	Review of the Public Memorials and Donation of Furniture and Trees Policy

### APPENDICES:

[1↓](#) Public Memorials and Donation of Park Furniture and Tree Policy - October 2023



DUBBO  
REGIONAL  
COUNCIL

## COUNCIL POLICY

# Public Memorials and Donation of Park Furniture and Trees Policy

**Date** 30 October 2023  
**Council Resolution Date** Xx November 2023  
**Clause Number** xx

**Responsible Position** Manager Recreation and Open Space  
**Branch** Recreation and Open Space  
**Division** Community, Culture and Places  
**Version** 1  
**TRIM Reference Number** xx  
**Review Period** 2 years following 2025  
**Review Date** June 2025  
**Consultation**

Document Revision History	
Description	Date
Redraft of Policy for public exhibition	25/07/2023
Amendments following ELT	30/10/2023

## **POLICY**

### **PURPOSE**

The purpose of this Policy is to establish a framework and process path for members of the public to make donations of park furniture, trees and install suitably sized memorial plaques to recognise prominent people from our community of family members

The Policy aims to:

- Provide a framework for the application and installation of all public memorials on footpaths, in parks, gardens, streets or other public places.
- Establish guidelines for the application and installation of public memorials.
- Define the criteria that applications must meet.
- Provide an equitable decision-making approach which is clear and transparent.
- Ensure that proposals are assessed and managed in a timely manner.
- Minimise the risks and environmental impact of memorials and memorial plaques; and
- Ensure that public open spaces serve their intended purpose and do not become dominated by memorials.

### **BACKGROUND AND RELATED LEGISLATION**

Memorials and plaques to commemorate the life of a family member that may not have any significance to the broader community. However, the appearance of such memorials and plaques may also be offensive to other members of the community and can have the effect of creating a cemetery appearance on public land. Council has powers pursuant to the *Local Government Act 1993* to regulate the use of its public lands.

### **SCOPE**

This Policy applies to all requests for memorial plaques and donation of park furniture and trees.

This policy does **NOT** apply to the installation of historical markers, commemorative plaques, public art, statues, interpretative signage, the naming of public places and buildings, the scattering of cremated remains and roadside tributes.

### **DEFINITIONS**

A **Memorial** is any object, not including visible wording or dedication, in public open space for the purpose of acknowledging a deceased person or recognising an association or event which may take the form of

- Park furniture (seat/table/bench/shelter)
- A garden
- A tree or shrub
- A drinking fountain
- Other approved item

A **Plaque** is a flat tablet of metal or other durable material which includes text and/or images to commemorate an individual which is attached to a memorial or immediately adjacent plinth.

A **Historical Link** is where the nominated person has a long standing (more than 25 years) connection to a locality.

A **Significant contribution** is defined as a deceased individual that has gone above and beyond what would reasonably be expected through their dedication, exemplary service or voluntary contribution to the region or has left a tangible legacy to the municipality as part of their life's achievements for a minimum of 25 years

A person of **good repute** a person with a good reputation and known to honest, true and forthright.

**Public land** means any land (including a public reserve) vested in or under the control of the council, but does not include a public road.

#### **APPLICATION OF POLICY**

##### **1. Consideration of Applications**

A request will be considered where a person is deceased and meets the following 3 criterion:

- a. is widely known and respected within the local community;
- b. has a recognised historical link specifically with the locality or is generally acknowledged as having made a significant contribution to the social, economic, sporting and/or cultural development of the community; and
- c. is of good repute and not likely to be the subject of controversy

Under special circumstances, consideration may be given to a living person where the naming is deemed to be in accordance with (a) or (b) and (c) and the recognition is considered appropriate by the Chief Executive Officer.

##### **2. Applications for Memorial Plaques**

Applications for Memorial Plaques must be made via the Memorials Application Form. Applications must include a supporting statement for the nominee detailing how the nominee meets the conditions as stated in this policy.

The application must be supported in writing by a minimum of three (3) third parties, one of which must be a local community group. The documentation must be validated by Statutory Declaration and signed by a Justice of the Peace.

In those circumstances where an application for a memorial plaque is potentially controversial or questionable, the application will be advertised for a period of twenty one (21) days to provide opportunity for community comment. Advertisements calling for comment may be coordinated to occur quarterly to streamline the application and feedback process. Applications and community feedback received, will be given careful consideration prior to being presented to Council with recommendation(s) for review and decision.

Memorial plaques will be limited to a maximum of A5 in size (148mm high x 210mm wide) and A6 in size for tree plantings (105mm high x 148mm wide), and may only be installed in a concrete base around the park furniture or tree, or affixed directly to the park furniture as deemed appropriate by the Branch Manager. Memorial plaques will not be attached to any existing Council furniture.

Donated memorials or acknowledgements for the promotion or advertising of commercial businesses, political or religious groups will not be considered.

Corporate branding or logos for groups or businesses will not be considered.

Wording would follow a simple and standard format and avoid terminology used in cemeteries. The wording would recognise the nominee and their qualities / attributes or an appropriate phrase as outlined in the application, and must be approved by the Branch Manager.

##### **3 Applications for Donation of Park Furniture and Trees**

Applications for the donation of park furniture and trees must be made via the Memorials Application Form. Council will permit the donation of park furniture and trees (exclusive of memorial plaques) subject to Council's direction with respect to appropriateness, location, standards of park furniture type and style, or tree species choice. This may be done without the requirement for written references as outlined in Section 2.

The donated park furniture or tree(s) may be placed as near as possible to the position requested by the applicant. Consideration will need to be given to relevant plans of management, master plans, capital works programs, maintaining safe passage for pedestrians and other park users, avoidance of any damage to the natural environment whilst ensuring the donation meets with general community expectations for the area, including due consideration of any indigenous connection with the site.

Requests for new memorial park seats will only be approved where space is available for additional park/street furniture. The location of the seat will be determined by Council, and any seat must be in keeping with existing facilities in the public space and not conflict with Council's Strategies or any Plan of Management for the area.

The type of park furniture would be consistent with other park furniture or infrastructure in the locality. Other preferred styles may be approved at the discretion of Council.

The donation of park furniture may be recognised with a memorial plaque. Consistent with the requirements outlined in Section 2.

The type of tree would be consistent with the following Memorial Tree List and must be a minimum 25 litres in size and planted in accordance with the adopted Tree Planting Standards. The following list of exotic and indigenous plants are attributed to different plant communities in Dubbo Regional Council and as such need further research on specific planting based on the locality of the proposed memorial tree planting.

The planting of a memorial tree, or trees, must be sympathetic with the existing amenity, locality and other plant communities of the immediate area.

<b>Exotic trees</b>	
<b>Botanical name</b>	<b>Common name</b>
<i>Lagerstroemia indica</i>	Crepe Myrtle (various cultivars)
<i>Malus</i>	Crab Apple (various cultivars)
<i>Michelia doltsopa</i>	Michelia
<i>Liriodendron tulipifera</i>	Tulip tree
<i>Nyssa sylvatica</i>	Tupelo
<i>Quercus</i>	Oak (various species)
<i>Liquidamber straciflua</i>	Liquidambar
<i>Tabebuia chrysoricha</i>	Golden Trumpet Tree
<i>Zelkova serrata</i>	Zelkova
<i>Jacaranda mimosifolia</i>	Jacaranda
<i>Magnolia</i>	Magnolia (various cultivars)
<i>Acer palmatum</i>	Japanese Maple (various cultivars)
<b>Indigenous trees</b>	
<b>Botanical name</b>	<b>Common name</b>
<i>Acacia pendula</i>	Weeping Myall
<i>Agathis robusta</i>	Kauri Pine
<i>Angophora floribunda</i>	Rough Barked Apple
<i>Brachychiton populneus</i>	Kurrajong
<i>Brachychiton populneus x acerifolius</i>	Jerilderie Red
<i>Callistemon vimalis</i>	Weeping Bottlebrush
<i>Eucalyptus sideroxylon</i>	Mugga Ironbark
<i>Eucalyptus microcarpa</i>	Grey Box
<i>Eucalyptus mellidora</i>	Yellow Box
<i>Banksia serrata</i>	Old Man's Banksia
<i>Corymbia eximia</i>	Yellow Bloodwood
<i>Tristaniaopsis laurina</i>	River Gum
<i>Corymbia maculata</i>	Spotted Gum
<i>Ficus microcarpa "hillii"</i>	Hills Fig

#### **4 Costs**

The applicant is required to meet all costs associated with the purchase, delivery and installation of the approved memorial plaques and/or the approved park furniture and tree(s). A Memorials Application Form is to be completed and payment made at Council's Customer Experience service points. The form details the applicable fees and charges.

#### **5 Works**

Works will only be undertaken once Council has approved the type and placement of the donation and receives the agreed amount. All works are to be carried out by Council employees or pre-selected contractors.

Council will co-ordinate the purchase and installation of the park furniture or tree(s) and will arrange for the installation of memorial plaques with approved wording that have been provided to it.

#### **6 Maintenance**

The donated park furniture or tree(s) would be subject to the same level of maintenance as other infrastructure located in the park or reserve. The donation would remain in place as long as it remained in good condition and complied with council standards.

Should the seat or plaque be damaged, removed or stolen, repair and replacement costs would remain the responsibility of the applicant, and the applicant must seek Council permission to replace the plaque and/or the park seat in accordance with the Public Memorials Policy and these Guidelines. Council takes no responsibility for contacting the applicant if the seat is damaged, removed or stolen.

Council shall accept no responsibility or obligation for repair or damage to or theft of the structure.

Applicants may re-apply should the park furniture or tree(s) need to be removed or replaced.

#### **7 Timeframe for Memorial Plaques**

At the end of its useful life, the furniture, tree and plaque will be removed. Council has no obligation to replace the memorial.

#### **IMPLEMENTATION**

All applications will be processed as follows:

- The application will be initially assessed by the Council Manager responsible for the area against the guidelines provided in this Policy.
- The applicant will be advised if the proposal is deemed inappropriate.
- If deemed appropriate, the Council Manager will submit the application to Manager Recreation and Open Space who will prepare a quarterly report to Executive Leadership Team (ELT) for approval. If the memorial and/or plaque is on Crown land under the control of Council, advise the State Government Department administering the *Crown Lands Management Act 2016*.
- The Manager Recreation and Open Space will advise the Branch Manager responsible for the management of the site in which the memorial is to be placed of the outcome of the report.
- The Branch Manager is responsible of advising the applicant of the outcome of the decision by ELT / Council or by the relevant State Government Department.
- The appropriate Branch Manager will consult with the applicant of a proposal deemed appropriate to implement the memorial and/or plaque.

- Memorials or plaques which have been placed on public land without Council approval will be removed. Prior to removal, all reasonable efforts will be made to identify and contact the persons responsible for placing the item to advise them of this policy, and the proposed removal. Reasonable attempts will be made to hold a removed item for collection by the persons responsible for its placement.
- Opportunities to develop and extend tree planting programs within the urban areas, but not specifically linked to memorial planting, will be investigated.
- Council, through the Recreation and Open Space Branch, will maintain a register of donated trees, park furniture and memorial plaques, and make them available to internal and external parties.



## REPORT: Macquarie Regional Library Customer Policies - Customer Information Privacy and Child Safe Standards updates

**DIVISION:** Community, Culture and Places  
**REPORT DATE:** 12 October 2023  
**TRIM REFERENCE:** ID23/2284

### EXECUTIVE SUMMARY

<b>Purpose</b>	Policy Update	
<b>Issue</b>	<ul style="list-style-type: none"> <li>Macquarie Regional Library - customer policies require updating</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>Office of the Children’s Guardian Child Safe Standards</li> </ul>	
<b>Financial Implications</b>	Budget Area	Macquarie Regional Library
	Funding Source	N/A
	Proposed Cost	N/A
	Ongoing Costs	N/A
<b>Policy Implications</b>	Policy Title	Library Services for Young People Online Information and Internet Use Policy
	Impact on Policy	Once adopted will become MRL Policy
<b>Consultation</b>	MRL Member Councils of Warrumbungle Shire and Narromine Shire (10 January 2023). DRC Child Safe Committee (14 March 2023).	

### 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
- 
- 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:	5.3 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

#### RECOMMENDATION

- 1. That the Macquarie Regional Library Young People’s Policy (updated) be adopted for implementation.**
- 2. That the Macquarie Regional Library Online Information and Internet Use Policy (updated) be adopted for implementation.**
- 3. That it be noted that these policies are consistent with Dubbo Regional Council policy, as the Administrative Council.**

*Craig Arms*  
Director Community, Culture and Places

*KM*  
Director Community,  
Culture and Places

## BACKGROUND

Macquarie Regional Library recently reviewed the library's customer policies for adherence to contemporary customer information collection, privacy and child safety standards.

## REPORT

Macquarie Regional Library (MRL) recently reviewed two of the Library's long-standing customer policies. Minor policy changes have been made based on the recommendations of the Council's Child Safety Committee and a review of the library's information privacy statement.

The member councils of Warrumbungle Shire and Narromine Shire Councils were consulted and support the revised policies.

As a result, minor changes to two (2) customer policies were made and are now proposed for adoption and implementation:

- **Library Services for Young People** – This policy ensures that library facilities are safe and welcoming space for young people and protects the rights, safety and well-being of members, customers, staff and volunteers.
- **Online Information and Internet Use Policy** – This policy outlines the provisions of online services, copyright and user-related matters, including privacy and access to materials.

New Child Safe Standards inclusion in Library Services for Young People Policy:

*“MRL is committed to the Child Safe Standards introduced by the Office of the Children’s Guardian. A child Safe Organisation is one that systematically; reduces the likelihood of harm occurring against a child, increases the likelihood of identifying and reporting harm and provides adequate support to a child when harm has occurred or is alleged to have occurred.*

*The Child Safe Standards are:*

- 1. Child safety is embedded in institutional leadership, governance and culture.*
- 2. Children participate in decisions affecting them and are taken seriously.*
- 3. Families and communities are informed and involved.*
- 4. Equity is upheld and diverse needs are taken into account.*
- 5. People working with children are suitable and supported.*
- 6. Processes to respond to complaints of child sexual abuse are child focused.*
- 7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.*
- 8. Physical and online environments minimise the opportunity for abuse to occur.*

9. *Implementation of the Child Safe Standards is continuously reviewed and improved.*
10. *Policies and procedures document how the institution is child safe."*

The Library will provide training to all staff to provide them with the skills and understanding necessary to implement the policies. All MRL staff are responsible for implementing the policies consistently.

### Consultation

- MRL Member Councils - Warrumbungle Shire and Narromine Shire Councils (10 January 2023).
- DRC Child Safe Committee (14 March 2023).

### Planned Communications

- Revised policies will be uploaded to the library's website for customer information
- The library's electronic newsletter will provide customer advise on policy updates
- Copies of the policies will be available in all library branches (7) and service points (3).

### Timeframe

Key Dates	
November 2023	Adoption by MRL Executive Council - Dubbo Regional Council
December 2023	Policy implementation across the library service region.

### APPENDICES:

- 1 [↓](#) MRL Library Services for Young People Policy 2023
- 2 [↓](#) MRL Online Information and Internet Use Policy 2023



## COUNCIL POLICY

### LIBRARY SERVICES FOR YOUNG PEOPLE

**Date** 13 August 2023

**Adopted**

**Responsible Position** Manager Macquarie Regional Library  
**Branch** Library Services  
**Division** Community Culture and Places  
**Version** 3  
**TRIM Reference Number** TBA  
**Review Period** Three (3) years  
**Review Date** August 2026  
**Consultation** Member Councils

Document Revision History	
Description	Date
This policy describes the conditions under which young people may use Library facilities, services and resources.	July 2022
<b>Notes:</b> Policies reviewed in accordance with NSW legislation, Regulation and State Library of NSW policy guidelines. Member council consultation 2022.	

## 1. Introduction

The Macquarie Regional Library (MRL) is committed to providing an inclusive, welcoming, child-safe environment for young people to access and enjoy library spaces, resources, and services.

MRL is committed to the Child Safe Standards the Office of the Children's Guardian introduced. A child-safe organisation systematically reduces the likelihood of harm occurring against a child, increases the possibility of identifying and reporting harm and provides adequate support to a child when harm has occurred or is alleged to have occurred.

The Child Safe Standards are:

1. Child safety is embedded in institutional leadership, governance and culture.
2. Children participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved.
4. Equity is upheld, and diverse needs are taken into account.
5. People working with children are suitable and supported.
6. Processes to respond to complaints of child sexual abuse are child-focused.
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8. Physical and online environments minimise the opportunity for abuse to occur.
9. Implementation of the Child Safe Standards is continuously reviewed and improved.
10. Policies and procedures document how the institution is child-safe.

## 2. Policy purpose

In providing services for young people, MRL acknowledges child-safe and child-friendly policies and practices. These are defined as follows:

- **Child-safe** means taking steps to keep children safe from physical, sexual or emotional abuse.
- **Child-friendly** means children are valued, respected and included, so they feel confident they will be listened to.

The purpose of this policy is to:

- Ensure library facilities are safe and welcoming spaces for young people
- Protect the rights, safety and well-being of staff, volunteers, members and customers

This policy applies to:

- Facilities controlled and operated by MRL member Councils
- Persons entering MRL facilities
- MRL organised events and programs irrespective of where they are conducted

### 3. Background and related legislation

The Manager, Macquarie Regional Library, has delegated authority from the Chief Executive Officer of Dubbo Regional Council to authorise action to be taken to comply with Council policy, resolution or any provision of the *Local Government Act, 1993* and the Regulations thereunder or any other law or rule, statutory or otherwise, affecting services and operations of MRL.

The Library Regulation 2018 (under the *Library Act 1939, No 40*) provides guidance and authority for MRL to develop and implement local standards and policies to determine an acceptable code of conduct for customers and procedures to manage non-compliance with the policy.

The Regulation allows MRL staff to exclude customers who interfere with another person's library use. This policy is publicly available on the MRL website.

The following legislation and publications are related to this policy:

- *Local Government Act 1993 (NSW)*
- *Library Act 1939, No 40 (NSW)*
- *Library Regulation 2018 (NSW)*
- *Children and Young Persons (Care and Protection) Act 1998 (NSW)*
- *Child Protection (Working with Children) Act 2012 (NSW)*
- *Classification (Publications, Films and Computer Games) Act 1995. (Cth)*
- Library Council of New South Wales *Children's Policy Guidelines for NSW Public Libraries*
- Dubbo Regional Council *Customer Experience Charter*
- Dubbo Regional Council *Child Safe Standards Policy*

### 4. Related MRL policies & documents

- MRL Membership Policy
- MRL Online Information and Internet Use Policy
- MRL Customer Code of Conduct Policy
- MRL Privacy Statement

### 5. Definitions

- **Member Councils** are Dubbo Regional Council, Narromine Shire Council and Warrumbungle Shire Council.
- **Governing Body** is the relevant local authority, Dubbo Regional Council.

- MRL operates seven (7) libraries at Dubbo, Wellington, Narromine, Trangie, Coonabarabran, Coolah, and Dunedoo and three (3) service points at Baradine, Binnaway and Mendooran.
- **MMRL** refers to the Manager of Macquarie Regional Library.
- **Customer** means any person, whether or not a member, who visits a library or service point of MRL to use library resources or facilities.
- **Member** means anyone with a valid membership card who has fulfilled the membership requirements.
- **Guarantor** means a parent or guardian who has legal responsibility for a person under the age of 16.
- **Young People, Youth or children** means any person under 16.

#### 6. Membership

Youth membership is available to individuals under the age of 16. A membership form must be completed and signed by a guarantor who accepts responsibility for resources borrowed, fees and charges incurred, and the young person's behaviour when using library services, including their use of library spaces, library PCs and online services.

See the MRL Membership Policy for more details.

#### 7. Parental responsibility

In all circumstances, their guarantor monitors or supervises a youth member's use of library resources, services and spaces. This responsibility lies with their legal guardians for youth who are not members and use library resources, services and spaces.

#### 8. Access to resources

The Library provides physical public spaces for young people to access monitored and child-safe resources.

The Library promotes and supports young people's access to information, including electronic data, through its internet facilities. Library staff are available to assist young people in using the Internet and to recommend websites on particular subjects. Appropriate resources will be selected for inclusion in the Library's collections.

The MRL's collection contains publications that have been classified "Unrestricted" and films and audio-visual items that have been classified "G" (General), "PG" (Parental Guidance), "M" (Mature) or 'MA' (Mature Accompanied) in accordance with the *Classification (Publications, Films and Computer Games) Act 1995 (Cth)*. Non-MA classified material is available to all persons, including young persons, without restriction. Youth memberships are restricted to disallow borrowing of MA-classified physical items.

MRL also provides film access via streaming services, which may include films classified as 'MA' or 'R'. Members under the age of 18 are not permitted to access movies with an 'R'

rating, and members under the age of 15 may only access films rated 'MA' with the consent of their guarantor.

Guarantors are responsible for ensuring that their child's selection and use of materials from the Library's collections accords with any restrictions the family may wish to set. Macquarie Regional Library encourages parents and guardians to consult with their children to develop clear rules regarding access to resources that align with the family's values and beliefs.

The Library provides free PC and Wi-Fi access for all visitors, including young people. Their guarantor is responsible for monitoring or supervising a youth member's use of these services. This responsibility lies with their legal guardian for youth who are not members and use these services. Library PCs and Wi-Fi login screens display conditions of use for young people.

See MRL Online Information and Internet Use Policy for more details.

### **9. Unattended children**

Children under the age of 8 in the Library must be supervised by a responsible adult over 16 at all times.

Public libraries offer a range of services that support young people's information, literacy, education and recreational needs. Libraries do not provide care facilities for children as part of that service. They are not to be used by parents, guardians or carers as an alternative to children's services that provide licensed care facilities, such as care by an agency or a daycare facility. Parents, guardians or carers that attempt to do so are potentially putting their child at risk of harm, may be committing an offence under s.228 of the *Children and Young Persons (Care and Protection) Act 1998 (NSW)* and, therefore, may be reported to the relevant government services.

If Library staff become aware that a child under the age of 8 years of age is left unsupervised in the Library, attempts will be made to contact their guarantors or a legal guardian to arrange appropriate supervision and advise them of Library policy. The police may be contacted to assist if necessary.

Unattended children up to Year 10 or under 17 years of age within a library facility or attending a library event during regular school hours, excluding designated Pupil Free days and home-schooled pupils, will be asked to identify themselves and their school and will be asked to return to school or their home. Their school and guarantor or legal guardian will be contacted.

### **10. Code of Conduct**

Young people are expected to follow the MRL Customer Code of Conduct Policy. Youth who carry out any breaches of the MRL Code of Conduct Policy will be subject to the actions and

penalties in that policy. In all circumstances, responsibility for monitoring or supervising a youth's use of library resources, services, and spaces remains with the guarantor/legal guardian.

See the MRL Customer Code of Conduct Policy for more details.

### **11. Reporting incidents**

Any person can report harm or risk of harm to a child or young person under section 24 of the Children and Young Persons (Care and Protection) Act 1998 (NSW). Some have a legal obligation to do so under section 27 of that Act in respect of children under 16. If library staff deliver education, training or other services to children, section 27 may apply. Where Library staff reasonably suspect that a child has been harmed or is at risk of harm, a report will be directed to the relevant government services as per this Act.

Staff will also comply with all reportable obligations from Member Council policies and procedures as are in force.

### **12. Working with Children Checks**

Work in public libraries may be identified as 'child-related employment'. Library staff who work face-to-face with children will have a current and valid check under the *Children and Young Persons (Care and Protection) Act 1998 (NSW)*. Staff who only have incidental contact with children may not.

### **13. Privacy**

Dubbo Regional Council (Macquarie Regional Library) may collect your personal information to process your application for library membership and provide you with library services. The supply of this information is voluntary; however, if you do not agree to provide the information requested, it may not be possible to process your membership application or provide you with some services otherwise available to library members.

Your information may be disclosed to third parties contracted by Council to provide information management/Information Technology services to the Library, but only for the third party providing those services and only as permitted by NSW privacy laws. Your information will not otherwise be provided to a third party unless for law enforcement purposes or if otherwise required by law.

Membership information is stored on a secure electronic database. You can request access to your personal data held by Dubbo Regional Council (Macquarie Regional Library). You may request amendment of your personal information to ensure that it is accurate, relevant, up to date and not misleading. Any inquiries regarding access or modification to your data should be directed to the Manager of Macquarie Regional Library.

**14. Responsibilities**

All MRL staff are responsible for implementing this policy consistently.

The Library will train all staff to provide them with the skills and understanding necessary to implement this policy.



# COUNCIL POLICY

## ONLINE INFORMATION AND INTERNET USE POLICY

**Date** 13 August 2023

**Adopted**

**Responsible Position** Manager Macquarie Regional Library  
**Branch** MRL Library Services  
**Division** Community Culture and Places  
**Version** 2  
**TRIM Reference Number** TBA  
**Review Period** Three (3) years  
**Review Date** August 2026  
**Consultation** Member Councils

Document Revision History	
Description	Date
The purpose of this policy is to inform users of the Macquarie Regional Library's (MRL) commitment to the provision of online information as well as related copyright, risk management, and use issues to ensure the Library operates legally, efficiently and effectively to benefit the whole community.	July 2022
<b>Notes:</b> Policies reviewed in accordance with NSW legislation, regulation and State Library of NSW policy guidelines. Member council consultation 2022.	

### **1. Introduction**

The Macquarie Regional Library (MRL) is committed to serving the information and recreation needs of the community. The Library provides free public access to the Internet and online resources to support lawful access to information and services.

### **2. Policy purpose**

The purpose of this policy is to inform users of the Library's commitment to the provision of online information as well as related copyright, risk management, and use issues. Users of library computers and Wi-Fi services at MRL sites and online resources provided by MRL are expected to abide by the following policy, and the Library reserves the right to terminate relevant privileges of any person abusing this policy as per the MRL Customer Code of Conduct policy.

The purpose of this policy is to:

- Ensure library facilities are safe and welcoming spaces for customers
- Provide equitable access to online information for all in the community
- Protect the rights, safety and well-being of staff, volunteers, members and customers

This policy applies to:

- Facilities controlled and operated by MRL member Councils
- Online resources purchased by MRL for customer use
- Persons using MRL facilities and services
- MRL organised events and programs irrespective of where they are conducted

### **3. Background and related legislation**

The Manager, Macquarie Regional Library, has delegated authority from the Chief Executive Officer of Dubbo Regional Council to authorise action to be taken to comply with Council policy, resolution or any provision of the Local Government Act, 1993 and the Regulations thereunder or any other law or rule, statutory or otherwise, affecting services and operations of MRL.

The Library Regulation 2018 (under the *Library Act 1939, No 40*) provides guidance and authority for MRL to develop and implement local standards and policies to determine an acceptable code of conduct for customers and procedures to manage non-compliance with the policy.

The regulation allows MRL staff to exclude customers who interfere with another person's library use.

The following legislation and publications are related to this policy:

- *Local Government Act 1993 (NSW)*
- *Library Act 1939, No 40 (NSW)*
- *Library Regulation 2018 (NSW)*
- *Children and Young Persons (Care and Protection) Act 1998 (NSW)*
- *Child Protection (Working with Children) Act 2012 (NSW)*
- *Privacy & Personal Information Protection Act 1988 (NSW)*
- *Health Records and Information Privacy Act 2002 (NSW)*
- Library Council of New South Wales *Internet Policy Guidelines for NSW Public Libraries*
- Library Council of New South Wales *Children's Policy Guidelines for NSW Public Libraries*
- Australian Library and Information Association *ALIA Library privacy guidelines for eBook lending and digital content provision*
- *Copyright Act 1968 (Commonwealth)*
- Dubbo Regional Council *Customer Experience Charter*
- Dubbo Regional Council *Code of Conduct*
- Dubbo Regional Council *Child Safe Standards Policy*

#### 4. Related MRL policies & documents

- MRL Membership Policy
- MRL Library Services for Young People Policy
- MRL Customer Code of Conduct Policy
- MRL Privacy Statement

#### 5. Definitions

- **Member Councils** are Dubbo Regional Council, Narromine Shire Council and Warrumbungle Shire Council.
- **Governing Body** is the relevant local authority, Dubbo Regional Council.
- **MRL sites.** MRL operates seven (7) libraries at Dubbo, Wellington, Narromine, Trangie, Coonabarabran, Coolah, and Dunedoo and three (3) service points at Baradine, Binnaway and Mendooran.
- **MMRL** refers to the Manager Macquarie Regional Library.
- **Designated staff** refers to a Library Coordinator or any MRL staff with delegated authority to represent the Library Manager.
- **Customer** means any person, whether or not a member, who visits a branch or service point of MRL to use library resources or facilities.

- **Member** means anyone who has fulfilled the membership requirements and has a valid membership card.
- **Guarantor** means a parent or guardian who has legal responsibility for a person under the age of 16.
- **Young People, Youth or Children** means any person under 16.

#### **6. Free public access to the Internet**

Free public access to the Internet in NSW public libraries is a core service. A public library's informational and recreational roles are a longstanding and essential element of a library service. Free internet access supports these roles and healthy communities by providing access to information, services, recreational material, and avenues for community engagement and participation.

The Library treats information available via the Internet no differently than print-based information. The Library endeavours to provide access to comprehensive and balanced collections that meet the community's needs as far as budget, space and availability of materials allow and includes a range of online services and collections.

#### **7. Young people using the Internet and online resources**

MRL is committed to the Child Safe Standards the Office of the Children's Guardian introduced. A child-safe organisation systematically reduces the likelihood of harm occurring against a child, increases the possibility of identifying and reporting harm and provides adequate support to a child when harm has occurred or is alleged to have occurred.

The Child Safe Standards are:

1. Child safety is embedded in institutional leadership, governance and culture.
2. Children participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved.
4. Equity is upheld, and diverse needs are taken into account.
5. People working with children are suitable and supported.
6. Processes to respond to complaints of child sexual abuse are child-focused.
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8. Physical and online environments minimise the opportunity for abuse to occur.
9. Implementation of the Child Safe Standards is continuously reviewed and improved.
10. Policies and procedures document how the institution is child-safe.

The Library provides physical public spaces for young people to access monitored and child-safe resources.

The Library promotes and supports young people's access to information, including electronic information, through its internet facilities. Library staff are available to assist young people

in the use of the Internet and to recommend websites on particular subjects. Appropriate resources are selected for inclusion in the Library's collections.

Guarantors are responsible for ensuring that their child's selection and use of materials from the Library's collections accords with any restrictions the family may wish to set. Macquarie Regional Library encourages parents and guardians to consult with their children to develop clear rules regarding access to resources that align with the family's values and beliefs.

The Library provides free PC and Wi-Fi access for all visitors, including young people. Their guarantor is responsible for monitoring or supervising a youth member's use of these services. This responsibility lies with their legal guardian for youth who are not members and use these services. Library PCs and Wi-Fi login screens display conditions of use for young people.

See MRL Services for Young People Policy for more details.

#### **8. Indigenous people**

It is acknowledged that some online information may contain references to Aboriginal people and Torres Strait Islanders that are considered culturally inappropriate or offensive.

#### **9. Universal access**

The Library recognises the right of all people, including those with disabilities or special needs, to have equal access to online information. The Library will investigate and implement assistive software, hardware, equipment and facilities to ensure inclusive and equitable access is provided.

#### **10. Pornography and illegal material**

In line with recommendations from the Library Council of NSW, MRL does not support censoring software as it inhibits free access to information and does not provide adequate protection for children from all material that may be harmful on the Internet.

Library customers are expected to be sensitive to the values and beliefs of others when displaying potentially controversial information or images on computer screens in public areas. The Library takes a strong position on customers using library computers and Wi-Fi services to access pornographic, offensive material or for any unlawful purpose. Customers who breach the MRL Customer Code of Conduct Policy in these areas will be subject to the actions and penalties identified in that policy.

The Library uses firewalls, spam blockers and other filters to restrict access to some material that is illegal or could reasonably be judged as a threat to the integrity of library systems or the privacy of its members. Anyone denied access to lawful information because of a filter

may request unfiltered access from Designated Staff. See the MRL Customer Code of Conduct Policy for more details.

**11. Copyright**

MRL purchases the right to access a range of online resources and services for its customers' use from several resource providers. All customers are expected to abide by the Copyright Act 1968 (Commonwealth) regarding the access, use, copying and distribution of electronic information and any conditions of use specified by a provider.

**12. Privacy**

Dubbo Regional Council (Macquarie Regional Library) may collect your personal information to process your application for library membership and provide you with library services. The supply of this information is voluntary; however, if you do not agree to provide the information requested, it may not be possible to process your membership application or provide you with some services otherwise available to library members.

Your information may be disclosed to third parties contracted by Council to provide information management/Information Technology services to the Library, but only for the third party providing those services and only as permitted by NSW privacy laws. Your information will not otherwise be provided to a third party unless for law enforcement purposes or if otherwise required by law.

Membership information is stored on a secure electronic database. You can request access to your data held by Dubbo Regional Council (Macquarie Regional Library). You may request amendment of your personal information to ensure that it is accurate, relevant, up to date and not misleading. Any inquiries regarding access or modification to your data should be directed to the Manager of Macquarie Regional Library.

**13. Risk Management**

Clients are personally responsible for using library computers and Wi-Fi facilities to access online information, and the Library does not assume responsibility for any loss of data, funds, or identity theft that may result from such use. Library clients are encouraged to log out of services and to refrain from entering highly sensitive information (e.g. tax file numbers, banking details) while using library computers and Wi-Fi.

**14. Responsibilities**

All MRL staff are responsible for implementing this policy consistently.



## REPORT: Macquarie Regional Library Performance Report July to September 2023

**DIVISION:** Community, Culture and Places  
**REPORT DATE:** 30 October 2023  
**TRIM REFERENCE:** ID23/2467

### EXECUTIVE SUMMARY

<b>Purpose</b>	Quarterly Reporting	
<b>Issue</b>	<ul style="list-style-type: none"> <li>Performance and Activity Report</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li><i>Local Government Act 1993</i></li> <li><i>Library Act 1939</i></li> <li>Library Regulations 2018</li> <li>NSW Standards and Guidelines for NSW public libraries</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 Income	\$3,655,871 (estimated per annum)
	Ongoing Costs	\$3,653,146 (estimated per annum)
<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 Performance Report for July to September 2023 be noted.**

*Craig Arms*  
Director Community, Culture and Places

*KM*  
Director Community,  
Culture and Places

## 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.

### Winter Reading Program

Over the eight-week program, a total of 268 participants aged from birth to 65 completed 2,881 logs with 61,374 total minutes of reading logged.

The Winter Reading Program was an all-ages reading incentive program hosted by the online platform Beanstack. Participants log their reading minutes to earn badges and be eligible to win a weekly family prize hamper containing a mix of fun items.

### National Library of Australia - Trove Collaborative Services Partner Spotlight

In September, Macquarie Regional Library was featured in a Trove Partner Experiences spotlight highlighting the digitisation of the *Dubbo Dispatch* January to December 1492 newspaper issues, making them freely available and accessible on Trove to a broad audience.

This is just one of the digitised newspapers MRL has been able to contribute as a Trove Partner. Previous contributions include digitising issues of *The Bligh Watchman and Coonabarabran Gazette* (NSW: 1898 – 1910) and the *Coonabarabran Times* (NSW: 1950-1954).

Trove is a single-point entry to a treasure trove of artefacts, curiosities and stories from Australia's cultural, community and research institutions. Trove connects people to digital collections from hundreds of Trove Partners across Australia, including libraries, museums, galleries, media, government and community organisations.

### Navigating Book challenges – banning books!

The NSW Public Libraries, the Australia Library and Information Association and the State Library of NSW presented a workshop on Navigating Book Challenges in August. The workshop was attended by over 40 library managers across NSW. The workshop also focussed on ensuring the library and staff are informed, supported and well-positioned to respond to potential censorship challenge.



Kathryn McAlister (Macquarie Regional Library), LGNSW Director, Cr Romola Hollywood and Vickey Edmunds, ALIA President, at the recent *Navigating Book Challenges* seminar held at the State Library of NSW.

### Promoting local authors

Dubbo Library partnered with the Outback Writers' Centre to host a 2023 Dubbo Writers' Festival event. A highlight was an In-Conversation event with Australian crime author Candice Fox and local filmmaker Kellie Jenner. An Author Showcase with a 'meet and speak' with authors from Dubbo, Narromine, and Mudgee was also popular.

A Home-Grown Local Author display highlights books from the talented writers within the region. The Book Connection also participated in providing books for purchase, with Candice Fox's books proving popular.

### Media Spotlight

Weekend Liberal – Saturday, August 05, 2023

Macquarie Regional Library *1,000 Books Before School* participant Theodore, pictured with his mother Melissa Dunkerley. The program aims to address declining literacy levels and support child literacy development.



Daily Liberal – Tuesday, August 22, 2023

Macquarie Regional Library hosted the Australian Ballet, and more than 30 seniors attended the session. Each session explored classical ballet movements and stories.



Daily Liberal – Tuesday, September 5, 2023. Page 12

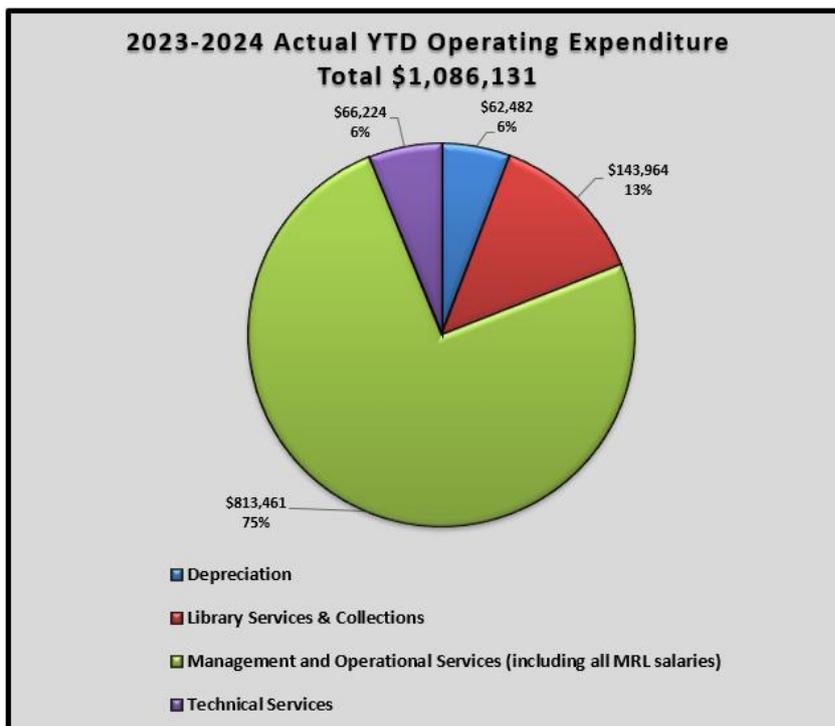
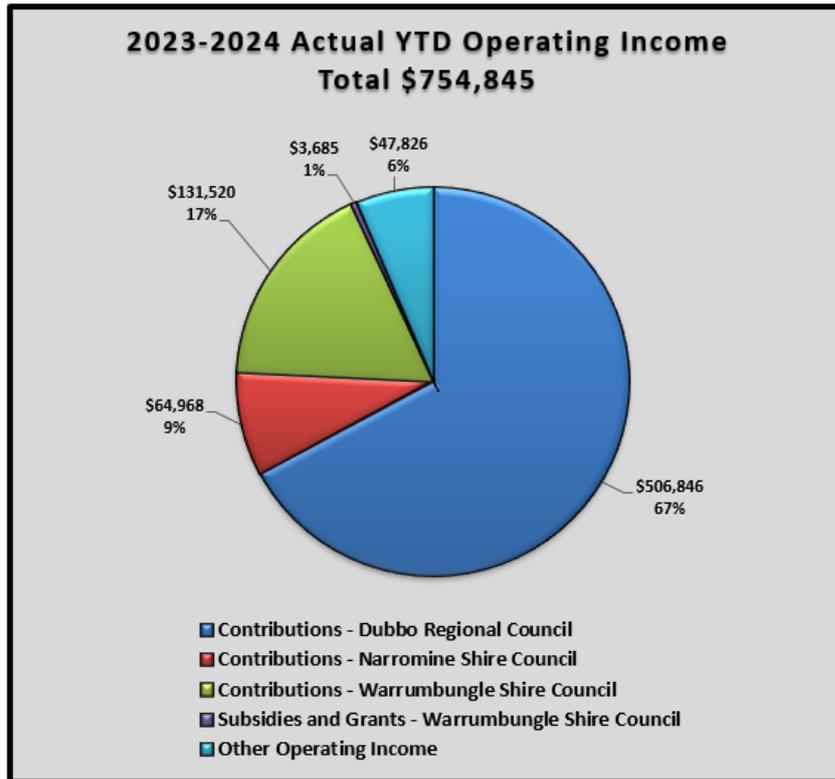
Macquarie Regional Library – Children enjoyed ballet sessions at the Dubbo Library, with the Australian Ballet teaching different movements.

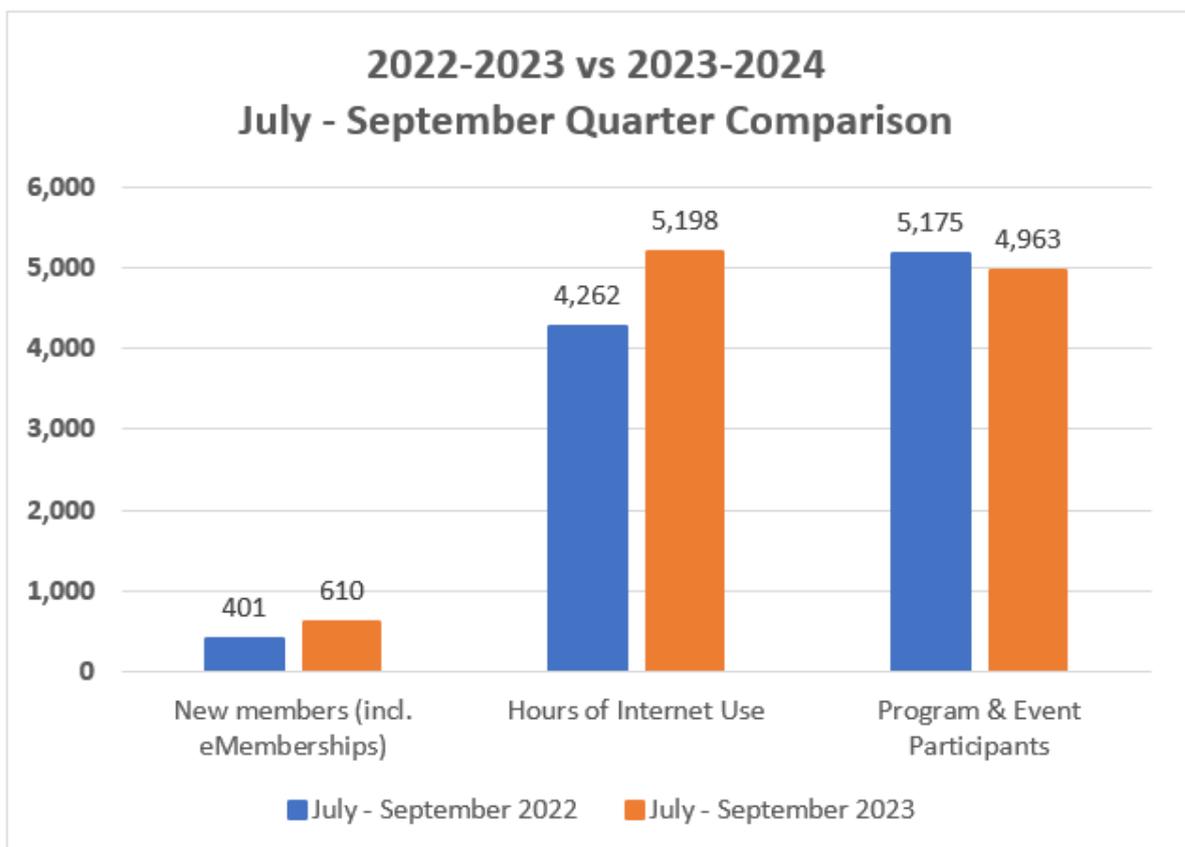
### Community Recycling Centre – Drop off station

Dubbo Regional Council partnered with NetWaste to bring Community Recycling Centre small drop-off stations to council locations, including the Dubbo Library.

The station in the library foyer is specifically for collecting household batteries, power tool batteries, smoke alarms, printer/ink cartridges and mobile phones. Metals and chemicals in these items damage the environment if sent to landfill, putting strain on the resources industry to replace them. Members of the public are utilising the station.

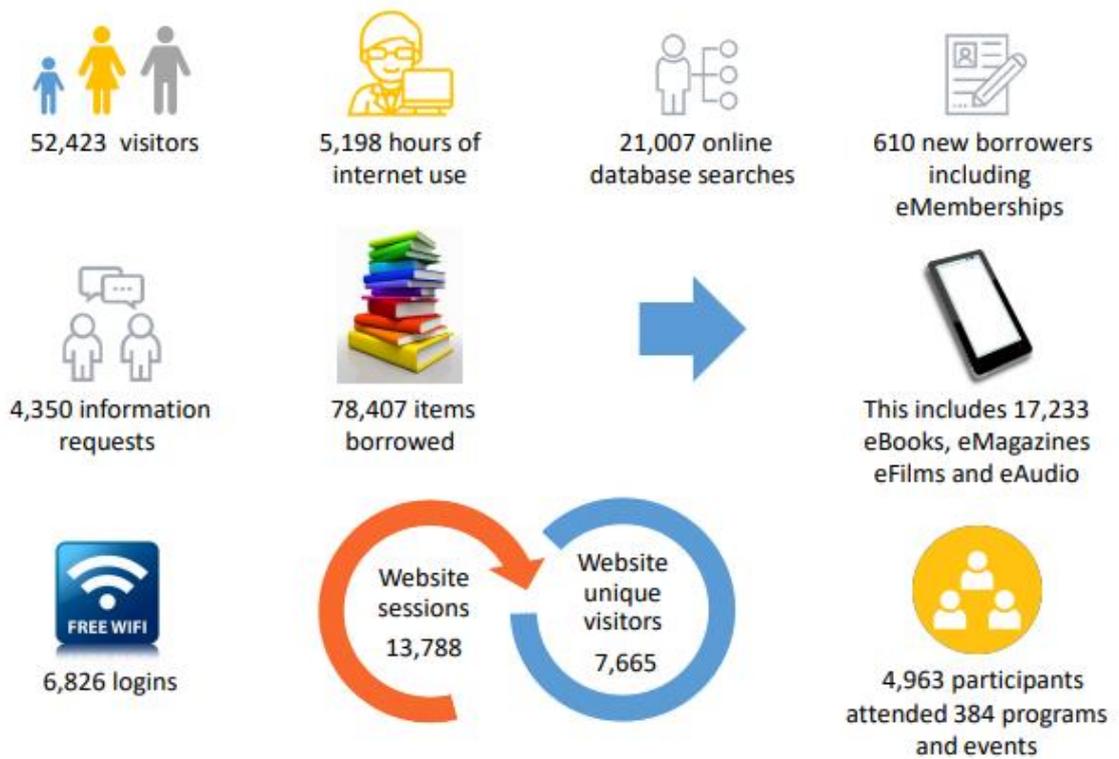
**First Quarter Statistics**



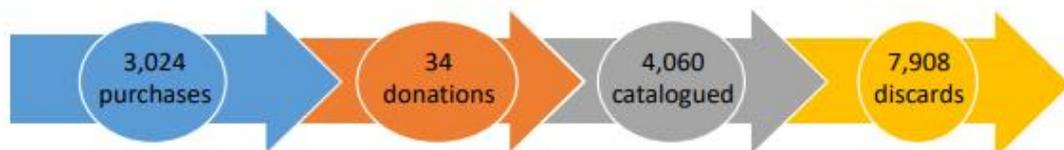


## MRL Loans, Membership and Visitation Statistics

JULY 2023 – SEPTEMBER 2023



### RESOURCES



2023-2024 Operational Plan - July 2023 to September 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>	
<b>Legend:</b>	Completed            On Track            Delays            Not yet Commenced            No progress	
Action	Date	Status
<b>Strategy</b>		
<b>1. MANAGEMENT SERVICES</b>		
1.1 Governance procedures for provision of professional and effective services are appropriate		
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 2024	
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 2024	
1.3 Evaluation and planning for strategically managed services		
1.3.1 Review the MRL 2021 – 2024 Strategic Plan and Delivery Program	March 2024	
1.3.2 Develop MRL Annual Operational Plan	March 2024	
1.3.3 Complete annual SLNSW Public Libraries Statistical Return	September 2023	
1.3.5 Review MRL policies for consistency with policy, legislative, and best practice	March 2024	
<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 2023	
2.1.2 Conduct an all staff development and training day	November 2023	
2.1.4 Review and report biennially on the Operational Capability [staff numbers and staff hours]	October 2023	
<b>3. SERVICES &amp; PROGRAMS</b>		
3.1 Customers have access to a full range of high-quality programs and services		
3.1.1 Review the opening hours of all branches/service points biennially	October 2023	
3.1.2 Review member database annually	July 2023	
3.1.3 Collate visitation and attendance at programs and events at each branch and service point	Monthly	
3.1.4 Review provision of services, programs, and collections, particularly for target and diversity groups	September 2023	
3.1.6 Review biennially Local and Family History Services	May 2024	
3.1.7 Review MRL website and branding	December 2023	
3.1.8 Produce comprehensive quarterly statistical reports on library activities at branches and service points	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 2023	
4.1.3 Review shelf-ready services biennially	March 2024	
4.1.5 Complete collection stocktake	April 2024	
<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 2023	
<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 2023	
6.1.3 Undertake biennial review of the Information Technology Plan	November 2023	
6.1.4 Review business continuity, technology plans and strategies	April 2024	
<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 compliance with Work Health Safety (WHS) requirements	October 2023	
7.1.2 Review equipment requirements for branches and service points	October 2023	
7.1.3 Undertake a comprehensive review of MRL buildings against SLNSW building standards and guidelines	October 2023	
7.2.1 Undertake a biennial review of the MRL Emergency & Disaster Response Plans	April 2024	
<b>8. SUSTAINABILITY</b>		
8.1 Library services meet sustainability needs of the community		
8.1.1 The Library supports sustainability	Ongoing	





## REPORT: Destination Events Fund - Stream 2 - Application - NSW Cricket

**DIVISION:** Community, Culture and Places  
**REPORT DATE:** 24 October 2023  
**TRIM REFERENCE:** ID23/2546

### EXECUTIVE SUMMARY

<b>Purpose</b>	Seek direction or decision	Determine outcome of funding application received from NSW Cricket in support of its State Challenge in January 2024.
<b>Issue</b>	<ul style="list-style-type: none"> <li>Council has received an application for funding under its Destination Events Fund – Stream 2 from Cricket NSW in the amount of \$34,585.</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>This report aligns to Council’s Financial Assistance Policy requiring a determination by Council of requests \$20,000 or more.</li> </ul>	
<b>Financial Implications</b>	Budget Area	Regional Events’ Operational Budget
	Funding Source	Allocated annually by Council
	Proposed Cost	2023/2024: \$6,000 2024/2025: \$7,000 2025/2026: \$8,000
	Ongoing Costs	Nil
<b>Policy Implications</b>	Policy Title	Financial Assistance Policy
	Impact on Policy	This report aligns to Council’s Financial Assistance Policy requiring a determination by Council of requests \$20,000 or more
<b>Consultation</b>	Consultation with Council’s Open Space and Green Space regarding the timing of the event and appropriate resources to support the event.	

### 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  
CPS 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 negotiate with Cricket NSW to enter into a three-year agreement to secure its State Challenge in 2024, 2025 and 2026 in return for hosting fees of \$6,000 in 2023/2024; \$7,000 in 2024/2025 and \$8,000 in 2025/2026.

## 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) that deliver 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.

## REPORT

Council has received an application under its Destination Events Fund – Stream 2 from Cricket NSW for funding support for its State Challenge, 22-24 January 2024. Their application indicates a return in 2025. Council seeks to enter into multi-year agreements with a preferred minimum of three years.

Cricket NSW is seeking a hosting fee for January 2024 event totalling \$34,585 made up as follows:

- I. Funds to meet Council's fees and charges: \$5,585
- II. Catering at the event and accommodation: \$29,000

The application states that the event will attract 540 people staying for 4 nights. The economic benefit will be \$537,840.

ASSESSMENT			
Criteria/notations	Assessment	Weighting /100	Score /100
<p><b>Economic benefits</b> Events that generate \$400,000 or more are eligible to apply for funding under the Destination Event's Fund – Stream 2</p>	<p>Alignment.</p> <p><b>Economic benefit</b> 540 visitors x 4 nights x \$249 = \$537,840</p> <p>*TRA June quarter average overnight spend</p>	20	20
<p><b>Timing of the event</b> Events that are held outside school holidays are favourably considered as these events help increase visitation number during low visitation periods.</p>	<p>This event is being held during a school holiday period, however, the summer school holidays is not a peak visitation holiday period.</p>	20	10
<p><b>Multiple years</b> Events must pledge to return over multiple years. Timing does not need to be over consecutive years.</p>	<p>Alignment.</p> <p>Alignment will be subject to NSW Cricket signing a multi-year hosting agreement.</p> <p>Background: this event has been held in Dubbo for some eight (8) years.</p>	20	20
<p><b>Reputational benefits</b> Events are of national or state significance with the likelihood of attracting strong media coverage.</p>	<p>Alignment.</p> <p>This is a state-level event. It will attract solid media attention. The return of the event will help amplify Council's reputation for providing high-quality playing fields and Dubbo's reputation as a destination for major sporting events.</p>	20	15
<p><b>Alignment to destination marketing activity</b> Events that include junior competitions have an increased yield through accompanying family and friends and share Council's targeted destination marketing activity.</p>	<p>Players will be U14 and U15 male and female aligning to our destination marketing activity.</p>	10	10
<p><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.</p>	<p>The event will be held at No 1 Oval and Lady Cutler Ovals.</p>	10	10

<i>Assessment score</i>	100	85
-------------------------	-----	----

### Return on Investment

Return on investment has been compared to recently secured events under Council's Destination Events Fund – Stream 2.

<i>Event</i>	<i>Hosting Fee</i>	<i>Council Venue</i>	<i>Economic Impact</i>	<i>Council's Return on Investment</i>	<i>Years secured</i>
Cricket NSW State Challenge	\$34,585	√	\$537,840	\$1 : \$16	Any funding provided will need to be subject to an agreement of a multi-year hosting arrangement.
Bowls NSW	\$15,000	X	\$1,800,000	\$1 : \$120	2024, 2026, 2028
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

### Risks and Benefits

#### **Benefits:**

- The event delivers strong economic, social and cultural benefits.
- The event will help support the growth and development of the sport of cricket in the region.
- It will attract sold media attention.
- The return of the event will amplify Dubbo's reputation for its offering of high-quality playing fields and amenities as well as the standard of Council's stakeholder engagement.
- The event will add to the City's expanding major event portfolio.
- Cricket NSW has booked the playing fields for the January 2024 event.

#### **Risks**

- The requested funding (\$34,585) is not available under the current financial year's Operational Budget.
- Cricket NSW may look to other hosting venues if the requested amount is not matched.

#### **Consultation**

Council's Greenspace Operations has advised Regional Events that the venues are available to host the 2024, 2025 and 2026 NSW Cricket State Challenge.



### Resourcing Implications

The amount of funding requested, \$34,585, is not available under the current financial year's Operational Budget.

However, an amount of \$6,000 is available to assist Cricket NSW to meet Council's fees and charges.

Further, and in line with Council's Destination Event Fund – Stream 2, there is funding under the 2024/2025 and 2025/2026 operational budget to secure the event for a further two years.

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	6,000	7,000	8,000	0	0	0
c. Operating budget impact (a – b)	6,000	7,000	8,000	0	0	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	6,000	7,000	8,000	0	0	0
Does the proposal require ongoing funding?	No					
What is the source of this funding?	Regional Events' Operational Budget					

**Table 1.** Ongoing Financial Implications <Only Governance may delete>

### Discussion

Based on the assessment of the funding application, support for Cricket NSW to the amount of \$6,000 in order to meet Council's fees and charges in January 2024, is a good investment. This can be respectively continued into 2025 and 2026 as per the above financial table.

Should Cricket NSW commit beyond January 2024, this funding will support an event worth in excess of \$537,000, ideally for three (3) years and provide Council with returns on investment: \$1:90 (2024); \$1:\$77 (2025) and \$1:\$67 (2026).

### Planned Communications

- Regional Events would advise NSW Cricket and manage the execution of a hosting agreement duly signed by Dubbo Regional Council and NSW Cricket with the intent to secure the State Challenge for years 2024, 2025 and 2026.