



# AGENDA

## ORDINARY COUNCIL MEETING

### 26 MAY 2022

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

The meeting is scheduled to commence at 5.30 pm.

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#### **PRAYER:**

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

#### **ACKNOWLEDGEMENT OF COUNTRY:**

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

Thursday, 26 May 2022 is National Sorry Day, a day of remembrance and acknowledgement of the mistreatment of Aboriginal and Torres Strait Islander people who were forcibly removed from their families, communities and culture. Dubbo Regional Council is committed to reconciliation as a step towards healing for the Stolen Generations, their families and communities.

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**CCL22/108 LEAVE OF ABSENCE (ID22/939)**

**CCL22/109 CONFLICTS OF INTEREST (ID22/940)**

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.

**CCL22/110 PUBLIC FORUM (ID22/941)**

**CCL22/111 PRESENTATION OF EMERITUS MAYOR - ANNEMARIE JONES OAM (ID22/968)**

- CCL22/112 CONFIRMATION OF MINUTES (ID22/942) 7**  
Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 28 April 2022.

**MAYORAL MINUTES:**

- CCL22/112a FORMAL FINALISATION OF PERFORMANCE IMPROVEMENT ORDER (ID22/1032) 25**  
The Council had before it the Mayoral Minute regarding Formal Finalisation of Performance Improvement Order

**INFORMATION ONLY MATTERS:**

- CCL22/113 MAYORAL APPOINTMENTS AND MEETINGS (ID22/900) 41**  
The Council had before it the report dated 6 May 2022 from the Chief Executive Officer regarding Mayoral Appointments and Meetings.

- CCL22/114 ANNUAL REPORT OF THE AUDIT AND RISK MANAGEMENT COMMITTEE FOR 2021 (ID22/933) 47**  
The Council had before it the report dated 10 May 2022 from the Internal Auditor regarding Annual Report of the Audit and Risk Management Committee for 2021.

- CCL22/115 UPDATE TO FUNCTIONS OF STANDING COMMITTEES (ID22/948) 55**  
The Council had before it the report dated 11 May 2022 from the Administration Officer - Governance and Internal Control regarding Update to Functions of Standing Committees.

- CCL22/116 RESPONSE TO NOTICE OF MOTION - DUBBO REGIONAL COUNCIL ROADS (ID22/965) 60**  
The Council had before it the report dated 17 May 2022 from the Manager Infrastructure Delivery regarding Response to Notice of Motion - Dubbo Regional Council Roads.

**MATTERS CONSIDERED BY COMMITTEES:**

- CCL22/117 REPORT OF THE AUDIT AND RISK MANAGEMENT COMMITTEE - MEETING 3 MAY 2022 (ID22/937) 65**  
The Council had before it the report of the Audit and Risk Management Committee meeting held 3 May 2022.

**CCL22/118**    **REPORT OF THE INFRASTRUCTURE, PLANNING AND ENVIRONMENT COMMITTEE - MEETING 12 MAY 2022 (ID22/943)**    71  
The Council had before it the report of the Infrastructure, Planning and Environment Committee meeting held 12 May 2022.

**CCL22/119**    **REPORT OF THE CULTURE AND COMMUNITY COMMITTEE - MEETING 12 MAY 2022 (ID22/944)**    75  
The Council had before it the report of the Culture and Community Committee meeting held 12 May 2022.

**CCL22/120**    **REPORT OF THE CORPORATE SERVICES COMMITTEE - MEETING 12 MAY 2022 (ID22/945)**    79  
The Council had before it the report of the Corporate Services Committee meeting held 12 May 2022.

**NOTICES OF MOTION:**

**CCL22/121**    **3D PRINTED HOUSING TRIAL (ID22/990)**    83  
Council had before it a Notice of Motion dated 19 May 2022 from Councillor M Wright regarding the 3D Printed Housing Trial.

**CCL22/122**    **DASHBOARD REPORTING (ID22/993)**    85  
Council had before it a Notice of Motion dated 19 May 2022 from Councillor D Mahon regarding the Dashboard Reporting.

**REPORTS FROM STAFF:**

**CCL22/123**    **MARCH 2022 QUARTERLY BUDGET REVIEW STATEMENTS (ID22/964)**    87  
The Council had before it the report dated 13 May 2022 from the Chief Executive Officer regarding March 2022 Quarterly Budget Review Statements.

**CCL22/124**    **DELEGATION OF AUTHORITY TO THE CHIEF EXECUTIVE OFFICER (ID22/913)**    113  
The Council had before it the report dated 9 May 2022 from the Executive Manager Governance and Internal Control regarding Delegation of Authority to the Chief Executive Officer.

<b>CCL22/125</b>	<b>COUNCIL POLICY - USE OF THE COMMON SEAL OF COUNCIL (ID22/947)</b>	122
	The Council had before it the report dated 11 May 2022 from the Governance Team Leader regarding Council Policy - Use of the Common Seal of Council.	
<b>CCL22/126</b>	<b>TROY RAIL DEVIATION PROJECT (ID22/717)</b>	129
	The Council had before it the report dated 19 April 2022 from the Property Specialist regarding Troy Rail Deviation Project.	
<b>CCL22/127</b>	<b>DUBBO REGIONAL COUNCIL - IMPLEMENTATION OF CHILD SAFE STANDARDS (ID22/904)</b>	138
	The Council had before it the report dated 6 May 2022 from the Director Liveability regarding Dubbo Regional Council - Implementation of Child Safe Standards.	
<b>CCL22/128</b>	<b>DRTCC PHOTOGRAPHY POLICY REVIEW (ID22/960)</b>	143
	The Council had before it the report dated 11 May 2022 from the Director Culture and Economy regarding DRTCC Photography Policy Review.	
<b>CCL22/129</b>	<b>EVENT ASSISTANCE PROGRAM - 2021/2022 ROUND 2 (ID22/876)</b>	158
	The Council had before it the report dated 2 May 2022 from the Manager Regional Events regarding Event Assistance Program - 2021/2022 Round 2.	
<b>CCL22/130</b>	<b>MEMORANDUM OF UNDERSTANDING (MOU) - DUBBO REGIONAL COUNCIL AND CHARLES STURT UNIVERSITY (ID22/991)</b>	173
	The Council had before it the report dated 19 May 2022 from the Director Liveability regarding Memorandum of Understanding (MOU) - Dubbo Regional Council and Charles Sturt University.	
<b>CCL22/131</b>	<b>REFLECT RECONCILIATION ACTION PLAN (ID22/902)</b>	183
	The Council had before it the report dated 6 May 2022 from the Manager Community Services regarding Reflect Reconciliation Action Plan.	

- CCL22/132**    **UPDATED PARTNERSHIP AGREEMENT BETWEEN DUBBO REGIONAL COUNCIL AND DUBBO ABORIGINAL COMMUNITY WORKING PARTY (ID22/905)**    200
- The Council had before it the report dated 6 May 2022 from the Manager Community Services regarding Updated Partnership Agreement Between Dubbo Regional Council and Dubbo Aboriginal Community Working Party.
- CCL22/133**    **RECOMMENDATIONS FOR WIND FARM COMMUNITY BENEFIT FUND 2021/2022 ROUND 7 (ID22/967)**    216
- The Council had before it the report dated 13 May 2022 from the Manager Community Services regarding Recommendations for Wind Farm Community Benefit Fund 2021/2022 Round 7.
- CCL22/134**    **COMMUNITY SERVICES FUND 2021/2022 - COMMUNITY BENEFIT FUNDING IN ACCORDANCE WITH SECTION 356 LOCAL GOVERNMENT ACT 1993 (ID22/977)**    228
- The Council had before it the report dated 16 May 2022 from the Manager Community Services regarding Community Services Fund 2021/2022 - Community Benefit Funding in Accordance with Section 356 Local Government Act 1993.
- CCL22/135**    **FINANCIAL ASSISTANCE 2021/2022 ROUND ONE (ID22/979)**    248
- The Council had before it the report dated 16 May 2022 from the Manager Community Services regarding Financial Assistance 2021/2022 Round One.
- CCL22/136**    **COMMENTS AND MATTERS OF URGENCY (ID22/946)**

**CONFIDENTIAL COUNCIL:**

- CCL22/137**    **TENDER FOR PROJECT MANAGEMENT AND QUANTITY SURVEYOR SERVICES - CREATION OF PANEL (ID22/914)**
- The Council had before it the report dated 9 May 2022 from the Manager Major Projects regarding Tender for Project Management and Quantity Surveyor Services - Creation of Panel.

*In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason: information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).*



## Confirmation of Minutes

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Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 28 April 2022.

### RECOMMENDATION

**That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 28 April 2022 comprising pages 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23 of the series be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.**

### APPENDICES:

- [1](#) Minutes - Ordinary Council Meeting - 28/04/2022



**REPORT  
ORDINARY COUNCIL MEETING  
28 APRIL 2022**

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**PRESENT:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, P Wells and D Mahon.

**ALSO IN ATTENDANCE:**

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Governance Team Leader, the Administration Officer Governance, the Director Organisational Performance, the Manager Property and Land Development, the Director Culture and Economy, the Manager Dubbo Regional Airport, the Director Infrastructure, the Director Development and Environment (D Quigley), the Manager Growth Planning, the Senior Planner, and the Director Liveability.

Councillor M Dickerson assumed the Chair of the meeting.

The proceedings of the meeting commenced at 5.30 pm at the Dubbo Civic Administration Building, Council Chamber, with a prayer read by Councillor Etheridge and a Welcome to Country delivered by Councillor P Wells.

**CCL22/79 LEAVE OF ABSENCE (ID22/667)**

A request for leave of absence was received from Councillors L Burns and M Wright who were absent from the meeting due to personal reasons.

Moved by Councillor J Black and seconded by Councillor D Mahon

**MOTION**

**That such requests for Leave of Absence be accepted and Councillors L Burns and M Wright be granted leave of absence from this meeting.**

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

ORDINARY COUNCIL MEETING - 28 APRIL 2022  
REPORT**CCL22/80 CONFLICTS OF INTEREST (ID22/668)**

The following conflicts of interest were declared:

- Director Culture and Economy declared a pecuniary interest in item CCL22/106. The reason for such declaration is that the Director Culture and Economy may purchase a block at Keswick Stage 5 Release 2.
- Councillor J Black declared a non-pecuniary, less than significant interest in item CSC22/15 (CCL22/86). The reason for such declaration is that Councillor J Black is employed by Berakah Christian Education where the purchase of land was finalised by the Chief Executive Officer under Power of Attorney prior to Councillor Black's election as a Councillor and that such interest would not influence his decision making.
- The Chief Executive Officer declared a pecuniary interest in item CCL22/83. The reason for such declaration is that the item relates directly to the Chief Executive Officer's contract and remuneration.

**CCL22/81 CONFIRMATION OF MINUTES (ID22/669)**

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held 24 March 2022.

Moved by Councillor S Chowdhury and seconded by Councillor R Ivey

**MOTION**

**That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 24 March 2022, comprising pages as attached under separate cover, be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.**

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CCL22/82 PUBLIC FORUM (ID22/670)**

The Council reports having heard from the following persons during Public Forum:

- Mr Andrew McClelland – CCL22/89 – Use of Wellington Aerodrome and Recreation Park - Via Audio-Visual Link
- Ms Stephanie Huysmans – CCL22/89 – Use of Wellington Aerodrome and Recreation Park
- Mr Bob Berry, REINSW Orana Division – CCL22/106 – Proposed Method of Sale and Pricing of Lot Release at Keswick Estate – Stage 5, Release 2
- Mr Brad Acheson – CCL22/87 – Release of Residential Land
- Mr Mark Conn – CCL22/89 – Use of Wellington Aerodrome and Recreation Park
- Senator Deborah O'Neill – Visit to the region
- Mr Wayne Gilbert – CCL22/89 – Wellington Aerodrome and Recreation Park

ORDINARY COUNCIL MEETING - 28 APRIL 2022  
REPORT**MAYORAL MINUTES:****CCL22/83 CHIEF EXECUTIVE OFFICER'S PERFORMANCE AGREEMENT (ID22/722)**

The Council had before it the Mayoral Minute regarding Chief Executive Officer's Performance Agreement.

Moved by Councillor M Dickerson

**MOTION**

**That the Mayor be authorised to execute the Chief Executive Officer's Performance Agreement.**

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

*The Chief Executive Officer declared a pecuniary, significant interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that the item relates directly to the Chief Executive Officer's contract and remuneration.*

**MATTERS CONSIDERED BY COMMITTEES:****CCL22/84 REPORT OF THE INFRASTRUCTURE, PLANNING AND ENVIRONMENT COMMITTEE - MEETING 14 APRIL 2022 (ID22/671)**

The Council had before it the report of the Infrastructure, Planning and Environment Committee meeting held 14 April 2022.

Moved by Councillor J Black and seconded by Councillor V Etheridge

**MOTION**

**That the report of the Infrastructure, Planning and Environment Committee meeting held on 14 April 2022, be adopted.**

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

ORDINARY COUNCIL MEETING - 28 APRIL 2022  
REPORT**CCL22/85 REPORT OF THE CULTURE AND COMMUNITY COMMITTEE - MEETING 14 APRIL 2022 (ID22/672)**

The Council had before it the report of the Culture and Community Committee meeting held 14 April 2022.

Moved by Councillor J Gough and seconded by Councillor S Chowdhury

**MOTION**

**That the report of the Culture and Community Committee meeting held on 14 April 2022, be adopted, save and except item CCC22/14, which will be dealt with separately.**

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CCC22/14 WELLINGTON AERODROME AND RECREATION PARK - 12 MONTH REVIEW (ID22/509)**

The Committee had before it the report dated 21 March 2022 from the Manager Dubbo Regional Airport regarding Wellington Aerodrome and Recreation Park - 12 Month Review.

Moved by Councillor J Gough and seconded by Councillor S Chowdhury

**MOTION**

- 1. That the information contained within this report, including financial impacts and corporate risk related to operation of the facility be noted.**
- 2. That Council continue to manage the Wellington Aerodrome and Recreation Park as a multi-use facility in partnership with key user groups.**
- 3. That Council consider the separate report regarding grant opportunities and funding strategies for renewal of the sealed runway at Wellington Aerodrome and Recreation Park.**

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CCL22/86 REPORT OF THE CORPORATE SERVICES COMMITTEE - MEETING 14 APRIL 2022 (ID22/673)**

The Council had before it the report of the Corporate Services Committee meeting held 14 April 2022.

Moved by Councillor D Mahon and seconded by Councillor J Black

ORDINARY COUNCIL MEETING - 28 APRIL 2022  
REPORT

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**MOTION**

**That the report of the Corporate Services Committee meeting held on 14 April 2022, be adopted, save and except item CSC22/15.**

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CSC22/15      QUARTERLY REPORT ON DOCUMENTS EXECUTED UNDER POWER OF ATTORNEY (ID22/644)**

The Council had before it the report dated 4 April 2022 from the Governance Team Leader regarding Quarterly Report on Documents Executed Under Power of Attorney.

Moved by Councillor D Mahon and seconded by Councillor J Gough

**MOTION**

**That the information contained within the report of the Governance Team Leader, dated 4 April 2022, be noted.**

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

*Councillor J Black declared a non-pecuniary, less than significant interest in the matter now before the Council and remained in the room during the Council's consideration of this matter. The reason for such interest is that Councillor J Black is employed by Berakah Christian Education where the purchase of land was finalised by the Chief Executive Officer under Power of Attorney prior to Councillor Black's election as a Councillor and that such interest would not influence his decision making.*

**NOTICES OF MOTION:**

**CCL22/87      RELEASE OF RESIDENTIAL LAND (ID22/715)**

Council had before it a Notice of Motion dated 11 April 2022 from Councillor S Chowdhury regarding the Release of Residential Land.

Moved by Councillor S Chowdhury and seconded by Councillor P Wells

**MOTION**

**That the CEO be requested to prepare a report for the June 2022 Council meeting, outlining**

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current activity at Keswick Estate and implications of accelerating the current programmed release of land for residential Housing.

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CCL22/88 COUNCIL MEETINGS TO BE HELD IN WELLINGTON FOR THE REMAINDER OF THE COUNCIL TERM (ID22/714)**

Council had before it a Notice of Motion dated 12 April 2022 from Councillor R Ivey regarding the Council Meetings to be Held in Wellington for the Remainder of the Council Term.

Moved by Councillor R Ivey and seconded by Councillor S Chowdhury

**MOTION**

1. **That Council resolve to hold Ordinary Council meetings in Wellington on the following dates, commencing at 5.30 pm:**
  - 26 May 2022
  - 22 September 2022
  - 25 January 2023 (date to be confirmed)
  - 25 May 2023
  - 24 August 2023
2. **That the dates for subsequent meetings to be held in Wellington be determined in October 2023.**

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CCL22/89 USE OF WELLINGTON AERODROME AND RECREATION PARK (ID22/721)**

Council had before it a Notice of Motion dated 21 April 2022 from Councillor R Ivey regarding the Use of Wellington Aerodrome and Recreation Park.

Moved by Councillor R Ivey and seconded by Councillor J Black

**MOTION**

That Council temporarily withhold permission for the Dubbo City Car Club (DCCC) to use the Wellington Aerodrome and Recreation Park for the purposes of holding drag meetings, pending resolution of the following:

- An assessment of the actual cost of wear and tear on the airfield tarmac which results from the use of the facility for drag racing, be undertaken.

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- Subsequent agreement being reached between Dubbo Regional Council (DRC) and the DCCC for a reasonable level of cost recovery to be paid by the DCCC to DRC in relation to that assessed wear and tear.

LOST

**For:** R Ivey**Against:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, D Mahon and P Wells.**REPORTS FROM STAFF:****CCL22/90 MAYORAL APPOINTMENTS AND MEETINGS (ID22/703)**

The Council had before it the report dated 12 April 2022 from the Chief Executive Officer regarding Mayoral Appointments and Meetings.

Moved by Councillor S Chowdhury and seconded by Councillor P Wells

**MOTION**

**That the information contained in the report be noted.**

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CCL22/91 ADDITIONAL SPECIAL VARIATION 2022/2023 (ID22/685)**

The Council had before it the report dated 11 April 2022 from the Chief Financial Officer regarding Additional Special Variation 2022/2023.

Moved by Councillor S Chowdhury and seconded by Councillor J Gough

**MOTION**

1. That Council apply for a permanent special variation under section 508(2) of the Local Government Act 1993.
2. That Council note the additional \$642,574 income that will be received if the special variation is approved.
3. That Council note the special variation is required as a financial need to improve Council's General Fund Operating Performance Ratio and for existing asset renewal.
4. That Council has considered the impact on ratepayers and the community in 2022/2023 and in future years if the special variation is approved and considers that it is reasonable.

**CARRIED**

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**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CCL22/92 DRAFT 2022/2023 BUDGET AND FEES/CHARGES (ID22/701)**

The Council had before it the report dated 12 April 2022 from the Chief Executive Officer regarding Draft 2022/2023 Budget and Fees/Charges.

Moved by Councillor S Chowdhury and seconded by Councillor P Wells

**MOTION**

1. That the 2022/2023 draft Dubbo Regional Council Budget (including Fees and Charges) and Forward Budgets for 2023/2024, 2024/2025 and 2025/2026 be adopted by Council for the purposes of public exhibition only.
2. That the 2022/2023 draft Dubbo Regional Council Budget (including Fees and Charges) and Forward Budgets for 2023/2024, 2024/2025 and 2025/2026 be placed on public exhibition from Monday, 2 May 2022 until 5 pm Monday, 30 May 2022.
3. That the 2022/2023 draft Macquarie Regional Library Budget (including Fees and Charges) and Forward Budgets for 2023/2024, 2024/2025 and 2025/2026 be adopted by Council for the purposes of public exhibition only.
4. That the 2022/2023 draft Macquarie Regional Library Budget (including Fees and Charges) and Forward Budgets for 2023/2024, 2024/2025 and 2025/2026 be placed on public exhibition from Monday, 2 May 2022 until 5 pm Monday, 30 May 2022.
5. That community and stakeholder engagement be undertaken in accordance with the community engagement principles included in this report.
6. That the interest rate on overdue rates and charges be the maximum, as advised by the Minister for Local Government for the 2022/2023 year.
7. That the annual pensioner rebates on both water and sewerage charges be maintained at \$100.00 each for the 2022/2023 financial year.
8. That the annual pensioner rebate on the Domestic Waste Management Service Charge – Three Bin Service be maintained at \$52.00 for the 2022/2023 financial year.

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CCL22/93 DRAFT 2022/2023 DELIVERY PROGRAM AND OPERATIONAL PLAN (ID22/596)**

The Council had before it the report dated 28 March 2022 from the Team Leader Growth Planning Projects regarding Draft 2022/2023 Delivery Program and Operational Plan.

Moved by Councillor J Black and seconded by Councillor J Gough

**MOTION**

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1. That the draft 2022/2023 Delivery Program and Operational Plan (attached in Appendix 1), draft Macquarie Regional Library 2022/2023 Operational Plan (attached in Appendix 2), draft Long Term Financial Plans (attached in Appendix 3 and Appendix 4) and draft Interim Workforce Management Plan (attached in Appendix 5) be adopted by Council for the purposes of public exhibition only.
2. That the draft 2022/2023 Delivery Program and Operational Plan, draft Macquarie Regional Library 2022/2023 Operational Plan, draft Long Term Financial Plans and draft Interim Workforce Management Plan be placed on public exhibition from Monday, 2 May 2022 until 5 pm Monday, 30 May 2022.
3. That community and stakeholder engagement be undertaken in accordance with the community engagement principles included in this report.
4. That following completion of the public exhibition, a further report be presented to Council for consideration, addressing the outcomes of the public exhibition.

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CCL22/94 RESULTS OF PUBLIC EXHIBITION - COUNCIL POLICY - CODE OF MEETING PRACTICE (ID22/467)**

The Council had before it the report dated 11 April 2022 from the Executive Manager Governance and Internal Control regarding Results of Public Exhibition - Council Policy - Code of Meeting Practice.

Moved by Councillor R Ivey and seconded by Councillor V Etheridge

**MOTION**

**That the draft Council Policy – Code of Meeting Practice, as attached as Appendix 1 to this report, be adopted.**

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CCL22/95 AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION CONFERENCE 2022 (ID22/640)**

The Council had before it the report dated 29 March 2022 from the Governance Team Leader regarding Australian Local Government Women's Association Conference 2022.

Moved by Councillor J Black and seconded by Councillor S Chowdhury

**MOTION**

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**That Councillor J Gough and Councillor V Etheridge attend the Australian Local Government Women's Association Conference as Council's representatives.**

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CCL22/96 COUNCILLOR REPRESENTATIVES TO EXTERNAL COMMITTEES (ID22/684)**

The Council had before it the report dated 11 April 2022 from the Governance Team Leader regarding Councillor Representatives to External Committees.

Moved by Councillor D Mahon and seconded by Councillor S Chowdhury

**MOTION**

1. **That Councillor R Ivey be nominated is Council's representative to the Bodangora Wind Farm Community Consultative Committee.**
2. **That Councillor J Gough be nominated is Council's representative to the Burrendong Wind Farm Community Consultative Committee.**
3. **That Councillor R Ivey be nominated is Council's representative to the Uungula Wind Farm Community Consultative Committee.**
4. **That Councillor S Chowdhury be nominated is Council's representative to the Dubbo Project Community Consultative Committee.**
5. **That Councillor P Wells be nominated is Council's representative to the Tony McGrane Memorial Scholarship Committee.**

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CCL22/97 HOUSING IN THE DUBBO REGIONAL LOCAL GOVERNMENT AREA (ID22/695)**

The Council had before it the report dated 11 April 2022 from the Manager Growth Planning regarding Housing in the Dubbo Regional Local Government Area.

Moved by Councillor J Black and seconded by Councillor R Ivey

**MOTION**

1. **That Council notes the current status and composition of the Housing Markets in both Dubbo and Wellington and the issues around the current availability across the whole housing spectrum.**
2. **That a Housing Roadmap be developed to guide the undertaking of Council actions and initiatives in respect of housing and that a report in respect of the Housing Roadmap be provided to Council for consideration at the June 2022 Council meeting.**

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3. That the Housing Solutions contained in the report be noted and included in the Housing Roadmap for the consideration of Council.
4. That a further report be provided to Council in respect of the results of the Short Term Accommodation Plan.
5. That Council continue industry engagement and consultation through the Dubbo Housing Supply Reference Group and the NSW Government in respect of housing issues and the recommendations of the Regional Housing Taskforce.

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CCL22/98      D21-818 - DWELLING - LOTS 45, 46, 49, 50, 52, 138 & 213 DP 754287 & LOT 1 DP 1112666, 112L DUNEDOO ROAD DUBBO (ID22/676)**

The Council had before it the report dated 13 April 2022 from the Senior Planner regarding D21-818 - Dwelling - Lots 45, 46, 49, 50, 52, 138 & 213 DP 754287 & Lot 1 DP 1112666, 112L Dunedoo Road DUBBO.

Moved by Councillor V Etheridge and seconded by Councillor P Wells

**MOTION**

1. That Development Application D21-818 – Dwelling, 112L Dunedoo Road Dubbo be approved, subject to the recommended conditions (Appendix 2).
2. That Council seek concurrence from the Secretary of the Department of Planning, Industry and Environment.
3. That Council grant the Chief Executive Officer delegation to issue development consent upon receipt of the Secretary of the Department of Planning Industry and Environment’s concurrence.

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CCL22/99      ADOPTION OF EUMUNGERIE FLOOD RISK MANAGEMENT PLAN (ID22/702)**

The Council had before it the report dated 14 April 2022 from the Manager Infrastructure Strategy and Design regarding Adoption of Eumungerie Flood Risk Management Plan.

Moved by Councillor P Wells and seconded by Councillor V Etheridge

**MOTION**

**That the Eumungerie Floodplain Risk Management Plan be adopted.**

ORDINARY COUNCIL MEETING - 28 APRIL 2022  
REPORT**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CCL22/100 DRAFT GEURIE FLOOD RISK MANAGEMENT PLAN FOR PUBLIC EXHIBITION (ID22/713)**

The Council had before it the report dated 14 April 2022 from the Manager Infrastructure Strategy and Design regarding Draft Geurie Flood Risk Management Plan for Public Exhibition.

Moved by Councillor J Gough and seconded by Councillor D Mahon

**MOTION**

**That the Geurie Floodplain Risk Management Plan be placed on public exhibition for four weeks in May/June 2022.**

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CCL22/101 ROAD SAFETY IMPROVEMENTS - NANIMA VILLAGE ROAD, WELLINGTON (ID22/658)**

The Council had before it the report dated 4 April 2022 from the Safe Roads Engineer regarding Road Safety Improvements - Nanima Village Road, Wellington.

Moved by Councillor J Gough and seconded by Councillor V Etheridge

**MOTION**

**That Council approval be granted for the implementation of the proposed road safety improvements on Nanima Village Road in Wellington incorporating advanced 'Grid/One Lane' warning signs, 'Give Way' sign, directional signs for Wellington Waste Transfer Station, side intersection warning signs and line marking in accordance with Council Plan TM 7507.**

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**ORDINARY COUNCIL MEETING - 28 APRIL 2022  
REPORT**

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**CCL22/102 TEMPORARY TRAFFIC MANAGEMENT - SHERATON ROAD, DUBBO (ID22/659)**

The Council had before it the report dated 4 April 2022 from the Safe Roads Engineer regarding Temporary Traffic Management - Sheraton Road, Dubbo.

Moved by Councillor P Wells and seconded by Councillor J Black

**MOTION**

**That Council approval be granted for the implementation of the proposed temporary traffic management on Sheraton Road south of the schools, approximately 40 m south of the existing informal U-turn area, incorporating a formalised U-turn facility, 'No Stopping' zones, associated pavement widening, signs and line marking in accordance with Council plan TM 7503 (Appendix 1).**

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CCL22/103 COMMENTS AND MATTERS OF URGENCY (ID22/666)**

There were no matters recorded under this clause.

**CONFIDENTIAL COUNCIL**

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

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

- CCL22/104 – Dubbo Regional Livestock Markets - Business Structure Review  
*Section 10A(2)(c) – Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*
- CCL22/105 – Dubbo Groundwater Security - engagement of PTS Group Boring and Drilling Contractors for Macquarie River underbore  
*Section 10A(2)(d)(i) – Information that would, if disclosed, confer a commercial position of the person who supplied it.*
- CCL22/106 – Proposed Method of Sale and Pricing of Lot Releases at Keswick Estate - Stage 5, Release 2  
*Section 10A(d)(ii) – Information that would, if disclosed, confer a commercial advantage on a competitor of the Council*
- CCL22/107 – Tender for the Construction of Keswick Estate Landscaping, Stage 5 Release 1 - Non-Acceptance of any Tender

ORDINARY COUNCIL MEETING - 28 APRIL 2022  
REPORT

*Section 10A(2)(c) – Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

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

At this junction it was moved by Councillor P Wells and seconded by Councillor S Chowdhury that the Council resolves into Closed Session, the time being 6.57 pm.

The Open Session resumed at 7.21 pm.

The Executive Manager Governance and Internal Control read out the following resolutions made in the closed session of council.

**CCL22/104 DUBBO REGIONAL LIVESTOCK MARKETS - BUSINESS STRUCTURE REVIEW (ID22/476)**

The Council had before it the report dated 16 March 2022 from the Director Culture and Economy regarding Dubbo Regional Livestock Markets - Business Structure Review.

Moved by Councillor P Wells and seconded by Councillor S Chowdhury

**MOTION**

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

**CARRIED**

Moved by Councillor R Ivey and seconded by Councillor V Etheridge

**MOTION**

- 1. That the information in the report be noted.**
- 2. That a workshop be held with Councillors to define the next stage of the service review scope of works.**

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

ORDINARY COUNCIL MEETING - 28 APRIL 2022  
REPORT**CCL22/105 DUBBO GROUNDWATER SECURITY - ENGAGEMENT OF PTS GROUP BORING AND DRILLING CONTRACTORS FOR MACQUARIE RIVER UNDERBORE (ID22/704)**

The Council had before it the report dated 12 April 2022 from the Manager Major Projects regarding Dubbo Groundwater Security - engagement of PTS Group Boring and Drilling Contractors for Macquarie River underbore.

Moved by Councillor P Wells and seconded by Councillor S Chowdhury

**MOTION**

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

**CARRIED**

Moved by Councillor J Black and seconded by Councillor V Etheridge

**MOTION**

That Director Infrastructure be approved to engage PTS Group directly to drill and install a non-potable pipeline under the Macquarie River at Devil's Hole.

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

**CCL22/106 PROPOSED METHOD OF SALE AND PRICING OF LOT RELEASES AT KESWICK ESTATE - STAGE 5, RELEASE 2 (ID22/720)**

The Council had before it the report dated 21 April 2022 from the Manager Property and Land Development regarding Proposed Method of Sale and Pricing of Lot Releases at Keswick Estate - Stage 5, Release 2.

Moved by Councillor P Wells and seconded by Councillor S Chowdhury

**MOTION**

The Council recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council (Section 10A(2)(d)(ii)).

**CARRIED**

ORDINARY COUNCIL MEETING - 28 APRIL 2022  
REPORT

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Moved by Councillor P Wells and seconded by Councillor J Black

MOTION

1. That Council authorise the Chief Executive Officer to:
  - a. facilitate, negotiate and finalise the sale of 52 registered lots within Stage 5, Release 2 of Keswick Estate (Lot) in accordance with:
    - i. the sales method, being auction; and
    - ii. the reserve price, as identified within this Report;
 and
  - b. sign any documentation related to the sale of any Lot, including any contract with a purchaser of a Lot, by Power of Attorney.

Moved by Councillor S Chowdhury and seconded by Councillor J Gough

AMENDMENT

1. **That Council authorise the Chief Executive Officer to:**
  - a. **facilitate, negotiate and finalise the sale of 52 registered lots within Stage 5, Release 2 of Keswick Estate (Lot) in accordance with:**
    - i. **the sales method, being auction; and**
    - ii. **the reserve price, as identified within this Report;****and**
  - b. **sign any documentation related to the sale of any Lot, including any contract with a purchaser of a Lot, by Power of Attorney.**
2. **That each buying entity, including any related entity, be limited to the purchase of two lots from the fifty-two lots.**

The amendment on being put to the meeting was carried.

**CARRIED**

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

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

*The Director Culture and Economy declared a pecuniary interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that the Director Culture and Economy may purchase a block at Keswick Stage 5 Release 2.*

ORDINARY COUNCIL MEETING - 28 APRIL 2022  
REPORT

---

**CCL22/107 TENDER FOR THE CONSTRUCTION OF KESWICK ESTATE LANDSCAPING, STAGE 5 RELEASE 1 - NON-ACCEPTANCE OF ANY TENDER (ID22/471)**

The Council had before it the report dated 1 April 2022 from the Property Development Officer regarding Tender for the Construction of Keswick Estate Landscaping, Stage 5 Release 1 - Non-Acceptance of any Tender.

Moved by Councillor P Wells and seconded by Councillor S Chowdhury

**MOTION**

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

**CARRIED**

Moved by Councillor J Black and seconded by Councillor P Wells

**MOTION**

1. That Council resolve not to accept any of the tenders received for proposed contract T22-007 for the construction of Keswick Estate Landscaping, Stage 5 Release 1, in accordance with Local Government (General) Regulation 2021, section 178(1)(b).
2. That Council resolve to invite fresh tenders for the construction of Keswick Estate Landscaping, Stage 5 Release 1, based on different details in accordance with Local Government (General) Regulation 2021, section 178(3)(b).

**CARRIED**

**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and P Wells .

**Against:** Nil

The meeting closed at 7.25 pm.

.....  
CHAIRPERSON



DUBBO REGIONAL  
COUNCIL

## MAYORAL MINUTE: Formal Finalisation of Performance Improvement Order

**DIVISION:** Executive Services  
**REPORT DATE:** 26 May 2022  
**TRIM REFERENCE:** ID22/1032

To the Council  
Ladies and Gentlemen

Office of the Mayor  
Civic Administration Building  
Church Street, Dubbo

On 29 June 2021, a Performance Improvement Order (PIO) was served upon Dubbo Regional Council by the former Minister for Local Government, The Hon. Shelley Hancock MP, during the previous elected term.

Within the PIO, the following actions were required to be complied with:

1. *Council formally consider the changes made to the Payment and Provision of Expenses for the Mayor and Councillors Policy under 226(d) of the Act that were endorsed at its meeting of 24 May 2021 (CCL21/96), and as indicated in the report CCL21/136 to Council's meeting of 28 June 2021, as there is no evidence of a Council resolution to rescind or remove these changes.*
2. *Council provides a report on the outcome of the public exhibition of its amended Payment and Provision of Expenses for the Mayor and Councillors Policy, to the Office of Local Government, following the completion of that process.*
3. *Council must continue to implement the communication between senior staff and councillors process identified in its submission dated 15 June 2021 at paragraph 2 and report to the temporary advisor and the Office of Local Government should there be any breaches of this process.*
4. *The communication between senior staff and councillors process is to remain in place until such time as Council adopts a formal councillor request policy/system.*
5. *Council must within one month of the commencement of this order ensure that the General Manager reviews (if one exists) or develops a councillor request system to manage email requests from councillors that incorporates rules about the use of the councillor request system with a focus on ensuring that communications are respectful, the number of requests are reasonable and include provisions permitting the General Manager to impose limitations where disrespectful or excessive use of the system occurs.*
6. *Each councillor enters into a written undertaking, attached and forming part of this order, in the following terms:*
  - a. *To conduct themselves in a manner that does not constitute bullying or harassment of Council staff.*
  - b. *Refrain from any action that is, or could be seen to be, an action of reprisal against any member of Council staff for performing their functions and duties.*
  - c. *Refrain from making public statements or public allegations of wrongdoing, or*

- implying wrongdoing, by any other Council official.*
- d. *Use the current regulated processes for making of allegations of wrongdoing against any other Council official.*
  - e. *Refrain from interference in the consideration of matters under Council's code of conduct.*

On 2 September 2021, the Chief Executive Officer, Murray Wood, submitted a Final Compliance Report on the PIO to Minister Hancock. A copy of this submission is attached as **Appendix 1**. As detailed in the attached report, a large body of work was committed to, and complied with, by the former Council to ensure Council complied with the PIO.

I am pleased to advise that Council has now received a letter from the Minister for Local Government, The Hon. Wendy Tuckerman MP, advising that the PIO is now finalised. A copy of this letter is attached as **Appendix 2**.

Given this pleasing result, I would like to take this opportunity to formally thank the former Mayor, Stephen Lawrence, and the former Councillors for responding to the PIO and adopting the policies and practices that ensured Council met the requirements of the Order. Additionally, I would like to give recognition to the current Councillors for their commitment in attending workshops and participation in an intensive on-boarding program which ensures that Council meets, and continues to meet, the standards required by the Office of Local Government, legislation and community expectations.

## RECOMMENDATION

1. **That the letter from the Minister for Local Government, The Hon. Wendy Tuckerman MP, attached as Appendix 2, finalising the Performance Improvement Order, be noted.**
2. **That the previous Mayor, Stephen Lawrence, and Councillors be formally thanked for responding to the Performance Improvement Order and adopting the policies and practices that ensured Council met the requirements of the Order.**
3. **That the current Councillors be recognised for their commitment in attending workshops and participation in an intensive on-boarding program which ensures that Council meets, and continues to meet, the standards required by the Office of Local Government, legislation and community expectations.**

*Mathew Dickerson*  
Councillor

*MD*  
Councillor

## APPENDICES:

- 1 [↓](#) Performance Improvement Order - Final Compliance Report
- 2 [↓](#) Letter from Minister for Local Government - Performance Improvement Order Finalised

FILE21/222  
ED21/167619  
MW:lg

2 September 2021



The Hon. Shelley Hancock MP  
Minister for Local Government  
GPO Box 5341  
SYDNEY NSW 2001

Dear Minister

**PERFORMANCE IMPROVEMENT ORDER  
YOUR REF: A779419**

I refer to the Performance Improvement Order served upon Dubbo Regional Council on 29 June 2021 and note the provision of the following reports to your office:

- Compliance Report One – submitted 5 July 2021
- Compliance Report Two – submitted 29 July 2021
- Compliance Report Three – submitted 17 August 2021

As per Schedule 2 of the Performance Improvement Order, Council is required to submit a *Final Compliance Report* by 3 September 2021. The *Final Compliance Report* requires Council to report on Council's compliance with Actions contained within the Performance Improvement Order Schedule 2. In this regard, I provide the following information:

**ACTIONS 1 AND 2**

1. Council formally consider the changes made to the *Payment and Provision of Expenses for the Mayor and Councillors Policy* under 226(d) of the Act that were endorsed at its meeting of 24 May 2021 (CCL21/96), and as indicated in the report CCL21/136 to Council's meeting of 28 June 2021, as there is no evidence of a Council resolution to rescind or remove these changes.
2. Council provides a report on the outcome of the public exhibition of its amended *Payment and Provision of Expenses for the Mayor and Councillors Policy*, to the Office of Local Government, following the completion of that process.

**Details of Compliance with Actions:**

The Policy required to be rescinded was the "*Temporary Policy Pending Code of Conduct Processes Upon the Mayor's Return to Official Duties*", of which rescission of such Policy was only noted by Council as part of Council Report CCL21/136 - *Payment of Expenses and Provision of Facilities for the Mayor and Councillors*.



All communications to: CHIEF EXECUTIVE OFFICER

ABN 53 539 070 928

PO Box 81 Dubbo NSW 2830

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W [dubbo.nsw.gov.au](http://dubbo.nsw.gov.au)

As addressed in Compliance Report 2, Council considered at its Ordinary meeting held 26 July 2021 a Rescission Motion of the Temporary Policy and resolved as follows:

1. *That Council determine this Notice of Motion of Rescission.*
2. *That the Temporary Policy Pending Code of Conduct Processes Upon the Mayor's Return to Official Duties be rescinded.*

In regard to other changes to *Payment and Provision of Expenses for the Mayor and Councillors Policy*, and as addressed in Compliance Reports 2 and 3, Council undertook the following action:

Council Report CCL20/136 – *Payment of Expenses and Provision of Facilities for the Mayor and the Councillors* was considered by Council at its Ordinary meeting held 28 June 2021 and it was resolved as follows:

1. *That the Draft Payment of Expenses and Provision of Facilities for the Mayor and Councillors policy, as attached at Appendix 1 to the report of the Executive Manager CEO Services dated 16 June 2021, be placed on Public Exhibition for a period of 28 days inviting the public to make submissions.*
2. *That it be noted that the Temporary Policy Pending Code of Conduct Processed Upon the Mayor's Return to Official Duties, created under Section 226(d) of the Local Government Act 1993 (NSW) on 6 May 2021 and endorsed by Council on 24 May 2021, was rescinded on 4 June 2021.*
3. *That prior to being placed on public exhibition the draft policy be amended to reflect current Dubbo Regional Council Fleet Policy; 2.1.4 A motor vehicle for official (civic duties) and private use as follows: The provision to the Mayor of a suitable and appropriate official vehicle, to the value of up to \$55,000 (excl GST), fully serviced and maintained, for both civic and private use, with such vehicle type to be at the discretion of the Mayor at the time of changeover, with changeover to occur at not less than 60,000 km or three years or following a Mayoral election that results in the change of the Mayor, whichever occurs first.*
  - *The motor vehicle provided for use by the Mayor may be used by the Mayor for private purposes.*
  - *The annual fee payable to the Mayor will be reduced by the value of the private use benefit taken up.*
  - *The value of the private use benefit will be determined by applying the rate per kilometre published by Local Government NSW from Time to time which is recommended for use by councils when costing motor vehicle benefits in remuneration packages to the number of private use kilometres travelled.*
  - *The Mayor will keep a log of all private use kilometres travelled and submit such log at the end of each month.*
4. *That a further report be prepared for Council following the public exhibition period.*

The draft Policy was then placed on public exhibition for a period of twenty eight (28) days which closed on 2 August 2021, seeking submissions from the public, with two submissions received during the public exhibition period.

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At its meeting held 23 August 2021, Council considered the details of the two public submissions to the Draft Policy. It was noted in the staff report that neither submission was such that any further changes to the Policy were required, and the recommendation to Council was as follows:

1. *That the Policy for the Payment of Expenses and Provision of Facilities for the Mayor and Councillors as attached as Appendix 1 to the report of the Governance Team Leader dated 5 August 2021, be adopted.*
2. *That those who made a submission be acknowledged and advised of Council's determination.*

Subsequently, Council resolved as follows:

1. *That the Policy for the Payment of Expenses and Provision of Facilities for the Mayor and Councillors as attached as Appendix 1 to the report of the Governance Team Leader dated 5 August 2021, be adopted.*
2. *That those who made a submission be acknowledged and advised of Council's determination.*

A copy of the minutes for this meeting are attached as **Appendix 1**.

#### **ACTIONS 3 AND 4**

3. *Council must continue to implement the communication between senior staff and councillors process identified in its submission dated 15 June 2021 at paragraph 2 and report to the temporary advisor and the Office of Local Government should there be any breaches of this process.*
4. *The communication between senior staff and councillors process is to remain in place until such time as Council adopts a formal councillor request policy/system.*

#### **Details of Compliance with Actions:**

Council continued to operate according to the communication process whereby email communication must be via the Chief Executive Officer. There was one minor instance of a Councillor replying all to an email that was forwarded to the Temporary Advisor when another Councillor raised a concern. This was an error from the Organisation as managers and Councillors should not have been recipients of the same email, which was an update on Dubbo Regional Council mentions in the media.

No staff raised any concerns with the question raised by the Councillor and I checked on the welfare of the communications staff who did not perceive any wrongdoing. I raised with the Councillor that he responded 'Reply All' rather than forward me a question, and his obligations under the signed undertakings.

#### **ACTION 5**

5. *Council must within one month of the commencement of this order ensure that the General Manager reviews (if one exists) or develops a councillor request system to manage email requests from councillors that incorporates rules about the use of the councillor request system with a focus on ensuring that communications are respectful, the number of requests are reasonable and include provisions permitting the General Manager to impose limitations where disrespectful or excessive use of the system occurs.*

**Details of Compliance with Action:**

In regard to developing a formal framework for Councillor requests, as provided in Compliance Report 2, Council formally considered CCL21/158 – Draft Council Policy – Councillor and Staff Interaction at its Ordinary meeting held 26 July 2021, and resolved as follows:

1. *That Council endorse the following changes to the Councillor and Staff Interaction Policy:*
  - *Title, formatting, language and grammatical changes to align Council's Policy with the Office of Local Government draft Model Councillor and Staff Interaction Policy.*
  - *Inclusion of a Councillor request system.*
2. *That the draft Councillor and Staff Interaction Council Policy, attached as Appendix 1 of the report of the Chief Executive Officer, dated 13 July 2021, be placed on public exhibition for a period of 28 days inviting the public to make submissions.*
3. *That the draft Councillor and Staff Interaction Policy be referred to the Office of Local Government in accordance with the Performance Improvement Order.*
4. *That a report be provided to the September 2021 Ordinary Meeting of Council recommending the adoption of Councillor and Staff Interaction Policy, addressing public submissions and responses from the Office of Local Government.*
5. *That the Council Procedure Councillor Requests, attached as Appendix 2 of the report of the Chief Executive Officer, dated 13 July 2021, be adopted and referred to the Office of Local Government as required by the Performance Improvement Order.*
6. *That Council, taking into account the Performance Improvement Order and to assist in this period of consolidation during the transition to a new Council, delegate to the Chief Executive Officer authority to exercise the restrictions included in the draft Councillor and Staff Interaction Policy to impose limitations on, prioritise, or delay response to disrespectful or excessive use of the Councillor Requests system.*

The current COVID emergency response and lockdown within the Dubbo Regional Council Local Government Area has disrupted the roll-out of the new Councillor Request System. The first 'virtual' workshop with Councillors was held Monday 30 August 2021 and follow up detailed individual sessions will be held with Councillors familiarise them in using the DRC & Me application. It should be acknowledged that the virtual training was challenging for some of the more mature Councillors, and staff will be focused on providing extra support to build their comfort and skill levels.

**ACTION 6**

6. *Each councillor enters into a written undertaking, attached and forming part of this order, in the following terms:*
  - a. *To conduct themselves in a manner that does not constitute bullying or harassment of Council staff.*
  - b. *Refrain from any action that is, or could be seen to be, an action of reprisal against any member of Council staff for performing their functions and duties.*
  - c. *Refrain from making public statements or public allegations of wrongdoing, or implying wrongdoing, by any other Council official.*
  - d. *Use the current regulated processes for making of allegations of wrongdoing against any other Council official.*

- 
- e. *Refrain from interference in the consideration of matters under Council's code of conduct.*

**Details of Compliance with Action:**

In regards to the signed undertakings I provide the following advice that:

- a. I am not aware nor been notified of any instances of Councillors undertaking any bullying or harassment of Council staff since the PIO was issued.
- b. I am not aware of nor been notified of any action that is, or could be seen to be, an action of reprisal by Councillors against Council staff.
- c. There has been some commentary on social media by Councillor Greg Mohr against the remainder of the Councillors brought to my attention. The Office of Local Government has been aware of this instance. This has been forwarded to the Temporary Advisor for consideration. I have not been made aware of any other substantive allegations that could be considered as statements or allegations of wrongdoing against another Council official.
- d. All allegations of wrongdoing have been submitted in accordance with regulated processes.
- e. I am not aware nor been notified of any instances of a Councillor interfering in Code of Conduct considerations.

Please be advised that I have liaised with Council's Temporary Advisor, Mr John Rayner, with regard to this *Final Compliance Report*.

This letter will be submitted through the communication link on the Office of Local Government's Website, with a copy provided to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au), in addition to the original documents being sent via post.

I trust this letter satisfies the requirement for the *Final Compliance Report* and Dubbo Regional Council has complied fully with the Performance Improvement Order in this regard.

Yours faithfully



*Murray Wood*  
Chief Executive Officer



**REPORT  
ORDINARY COUNCIL MEETING  
23 AUGUST 2021**

---

**PRESENT:** Councillors J Diffey, D Grant, A Jones, S Lawrence, G Mohr, K Parker and J Ryan.

**ALSO IN ATTENDANCE:**

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Governance Team Leader, the Administration Officer Governance, the Communications Partner, the Director Organisational Performance, the Business Systems Partner, the Director Culture and Economy, the Director Infrastructure, the Director Development and Environment and the Director Liveability.

Councillor S Lawrence assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.32 pm with a prayer for Divine Guidance to the Council in its deliberations and activities. The acknowledgement of country was also read by Councillor D Grant. This meeting was held by video conference with live web streaming.

**CCL21/182 LEAVE OF ABSENCE (ID21/1355)**

A request for leave of absence was received from Councillor V Etheridge who was absent from the meeting due to personal reasons.

Moved by Councillor Diffey and seconded by Councillor Parker

**MOTION**

**That such request for Leave of Absence be accepted and Councillor V Etheridge be granted leave of absence from this meeting.**

**CARRIED**

**CCL21/183 PUBLIC FORUM (ID21/1356)**

There were no speakers during Public Forum.

**ORDINARY COUNCIL MEETING - 23 AUGUST 2021  
REPORT**

**CCL21/184 CONFIRMATION OF MINUTES (ID21/1335)**

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held 26 July 2021 and Extraordinary Council meeting held 10 August 2021.

Moved by Councillor A Jones and seconded by Councillor D Grant

**MOTION**

**That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 26 July 2021 comprising pages 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26 and 27 of the series, and the Extraordinary Council meeting held 10 August 2021 comprising pages 28, 29, 30, 31, 32 and 33 of the series, be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.**

**CARRIED**

**MAYORAL MINUTES:**

**CCL21/185 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR AUGUST 2021  
(ID21/1376)**

The Council had before it the Mayoral Minute regarding Mayoral Minute - Mayoral Appointments for August 2021.

Moved by Councillor S Lawrence and seconded by Councillor K Parker

**MOTION**

**That the information contained in the Mayoral Minute be noted.**

**CARRIED**

**CCL21/186 DUBBO REGION'S RESPONSE TO THE LATEST COVID-19 OUTBREAK  
(ID21/1462)**

The Council had before it the Mayoral Minute regarding Dubbo Region's Response to the Latest COVID-19 Outbreak.

Moved by Councillor S Lawrence and seconded by Councillor A Jones

**MOTION**

- 1. That Council acknowledge the exemplary community response to the COVID-19 outbreak.**
- 2. That Council thank the health workers who are putting their own lives at risk to provide essential public health services to the Dubbo Region and surrounding areas.**
- 3. That Council urges the community to keep going in the collective effort to comply**

**ORDINARY COUNCIL MEETING - 23 AUGUST 2021  
REPORT**

- with the public health order and stop the spread of COVID-19.
4. That Council notes the current public health messages and the work of staff in providing the necessary assistance in promoting these key messages to the community.
  5. That Council notes the following assistance provided to respond to the outbreak:
    - Provision of facilities and staff to testing sites at the Showground and Pioneer Park. This includes working with Police to reconfigure traffic management and ensure safe and orderly flow of vehicles and administration support.
    - Providing vehicles and logistics support as requested.
    - Development and roll out of non-branded communication materials to be shared by community groups, agencies and individuals. This includes a significant focus on helping get messages to the harder to reach parts of our community.

**CARRIED**

**INFORMATION ONLY MATTERS:**

**CCL21/187 AUDIT AND RISK MANAGEMENT COMMITTEE - MEETING MINUTES 15 JUNE  
2021 (ID21/1435)**

The Council had before it the report dated 9 August 2021 from the Administration Officer - Governance and Internal Control regarding Audit and Risk Management Committee - Meeting Minutes 15 June 2021.

Moved by Councillor A Jones and seconded by Councillor K Parker

**MOTION**

**That the report of the Audit and Risk Management Committee meeting held on 15 June 2021, be noted.**

**CARRIED**

**CCL21/188 DUBBO REGIONAL LIVESTOCK MARKETS TECHNICAL ADVISORY PANEL -  
MEETING MINUTES 3 AUGUST 2021 (ID21/1454)**

The Council had before it the report dated 13 August 2021 from the Administration Officer - Governance and Internal Control regarding Dubbo Regional Livestock markets Technical Advisory Panel - Meeting Minutes 3 August 2021.

Moved by Councillor J Diffey and seconded by Councillor K Parker

**MOTION**

**That the report of the Dubbo Regional Livestock Markets Technical Advisory Panel held on 3 August 2021, be noted.**

**CARRIED**

ORDINARY COUNCIL MEETING - 23 AUGUST 2021  
REPORT

REPORTS FROM STAFF:

**CCL21/189 PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR THE MAYOR AND COUNCILLORS - RESULTS OF PUBLIC EXHIBITION (ID21/1378)**

The Council had before it the report dated 5 August 2021 from the Governance Team Leader regarding Payment of Expenses and Provision of Facilities for the Mayor and Councillors - Results of Public Exhibition.

Moved by Councillor J Diffey and seconded by Councillor K Parker

MOTION

1. That the *Policy for the Payment of Expenses and Provision of Facilities for the Mayor and Councillors* as attached as Appendix 1 to the report of the Governance Team Leader dated 5 August 2021, be adopted.
2. That those who made a submission be acknowledged and advised of Council's determination.

CARRIED

**CCL21/190 SMALL TOWNS PRIMARY HEALTH REFERENCE GROUP - CALL FOR EXPRESSIONS OF INTEREST (ID21/1458)**

The Council had before it the report dated 13 August 2021 from the Governance Team Leader regarding Small Towns Primary Health Reference Group - Call for Expressions of Interest.

Moved by Councillor J Ryan and seconded by Councillor J Diffey

MOTION

1. That the report of the Governance Team Leader, dated 13 August 2021, be noted.
2. That Council endorse a relevantly qualified member of staff to put forward an Expression of Interest for the Small Towns Primary Health Reference Group.
3. That Council endorse one councillor to put forward an Expression of Interest for the Small Towns Primary Health Reference Group.
4. That, should a councillor be chosen to sit on the panel and cease to be a councillor, an alternative councillor be nominated to replace them.
5. That point 3 and 4 above be explicitly referred to in any Expression of Interest put forward by the nominated councillor.

Moved by Councillor J Ryan and seconded by Councillor J Diffey

AMENDMENT

1. That the report of the Governance Team Leader, dated 13 August 2021, be noted.
2. That Council endorse the Director Liveability to put forward an Expression of Interest for the Small Towns Primary Health Reference Group.

ORDINARY COUNCIL MEETING - 23 AUGUST 2021  
REPORT

3. That Council endorse Councillor D Grant to put forward an Expression of Interest for the Small Towns Primary Health Reference Group.
4. That Councillor A Jones be selected as a secondary Councillor representative, should it be required.
5. That, should a councillor be chosen to sit on the panel and cease to be a councillor, an alternative councillor be nominated to replace them.
6. That point 3, 4 and 5 above be explicitly referred to in any Expression of Interest put forward by the nominated councillor.

The amendment on being put to the meeting was carried.

CARRIED

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

CARRIED

**CCL21/191 INVESTMENTS UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - JULY 2021 (ID21/1366)**

The Council had before it the report dated 4 August 2021 from the Acting Chief Financial Officer regarding Investments Under Section 625 of the Local Government Act - July 2021.

Moved by Councillor A Jones and seconded by Councillor J Diffey

**MOTION**

**That the information contained within the report of the Chief Financial Officer, dated 4 August 2021, be noted.**

CARRIED

*Councillor K Parker declared a non-pecuniary, less than significant interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that Councillor K Parker works for the bank of Queensland, with whom Council has investments.*

**CCL21/192 BUILDING SUMMARY - JULY 2021 (ID21/1363)**

The Council had before it the report dated 5 August 2021 from the Director Development and Environment regarding Building Summary - July 2021.

Moved by Councillor K Parker and seconded by Councillor D Grant

**MOTION**

**That the information contained within the report of the Director Development and Environment, dated 5 August 2021, be noted.**

CARRIED

ORDINARY COUNCIL MEETING - 23 AUGUST 2021  
REPORT

**CCL21/193 NRL FIXTURE - 23 MAY 2021 (ID21/1375)**

The Council had before it the report dated 4 August 2021 from the Manager Regional Events regarding NRL Fixture - 23 May 2021.

Moved by Councillor K Parker and seconded by Councillor J Ryan

**MOTION**

**That the report of the Manager Regional Events, date 4 August 2021, be noted.**

**CARRIED**

**CCL21/194 AMENDMENT TO WELLINGTON AQUATIC LEISURE CENTRE 2021/2022  
SEASON OPENING HOURS (ID21/1354)**

The Council had before it the report dated 30 July 2021 from the Manager Aquatic Leisure Centres regarding Amendment to Wellington Aquatic Leisure Centre 2021/2022 Season Opening Hours.

Moved by Councillor A Jones and seconded by Councillor J Diffey

**MOTION**

1. **That the following seasonal opening times for Wellington Aquatic Leisure Centre are:**

- **Season: Saturday, 4 September 2021 – Sunday, 27 March 2022 (29 weeks)**
- **September, October, November 2021**
  - Monday-Thursday: 6.00am-6.30pm**
  - Friday 6.00am-7.30pm**
  - Saturday: 8.00am-6.30pm**
  - Sunday: 10.00am-6.30pm**
- **December 2021 and January 2022**
  - Monday-Thursday: 6.00am-7.00pm**
  - Friday 6.00am-7.30pm**
  - Saturday: 8.00am-7.00pm**
  - Sunday: 10.00am-7.00pm**
- **February and March 2022**
  - Monday-Thursday: 6.00am-6.30pm**
  - Friday: 6.00am-7.30pm**
  - Saturday: 8.00am-6.30pm**
  - Sunday: 10.00am-6.30pm**

**CARRIED**

*Councillor D Grant declared a non-pecuniary, less than significant interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that Councillor D Grant's daughter is a member of the Wellington Amateur Swim Club, who will benefit from the extended hours.*

**ORDINARY COUNCIL MEETING - 23 AUGUST 2021  
REPORT**

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**CCL21/195 COMMENTS AND MATTERS OF URGENCY (ID21/1357)**

There were no matters recorded under this clause.

The meeting closed at 5.55 pm.

.....  
CHAIRMAN



**The Hon. Wendy Tuckerman MP**  
Minister for Local Government

Our Ref: A791034

Councillor Matthew Dickerson  
Mayor  
Dubbo Regional Council

By email: [mayor@dubbo.nsw.gov.au](mailto:mayor@dubbo.nsw.gov.au)

Mr Murray Wood  
General Manager  
Dubbo Regional Council

By email: [Murray.Wood@dubbo.nsw.gov.au](mailto:Murray.Wood@dubbo.nsw.gov.au)

Dear Councillor Dickerson and Mr Wood

I write regarding the Performance Improvement Order (PIO) that the former Minister for Local Government, the Hon. Shelley Hancock MP, issued to Dubbo Regional Council (Council) on 29 June 2021.

As you would be aware, the PIO was issued following a deterioration in the relationships between some councillors, as well as the relationships between some councillors and members of Council's senior staff. Concerns about work health and safety were paramount in the former Minister's reasoning when issuing the PIO and appointing Mr John Rayner PSM as Temporary Advisor to oversee its implementation and compliance.

It is pleasing to note that Council complied with the required compliance actions associated with the PIO, and I thank Council and Mr Wood for ensuring that this was done in accordance with the prescribed timeframes, especially in light of the outbreak of COVID-19 during the second half of 2021.

Although Mr Wood submitted the final compliance report in September 2021, it was considered prudent to monitor councillor conduct in the lead up to and following recent local government elections. Given the public conduct of some of the now former councillors during the election campaign, that decision appears to have been justified.

Having regard to the election result there appears to be an opportunity for Council to move forward. While the Office of Local Government (OLG) will continue to monitor Council, the results of the election and the fact that Council has put in place the governance arrangements required under the PIO means that there is no reason for the PIO to be extended or modified. As such, I am satisfied the PIO should be finalised.

Please be advised that I have written to the Temporary Advisor, Mr John Rayner PSM, to advise him of my decision.

At my request, Karin Bishop, Director Sector Performance and Intervention is available on (02) 8275 1143 should you have any questions or wish to discuss this matter.

GPO Box 5341 Sydney NSW 2001 ■ P: (02) 8574 5280 ■ W: [nsw.gov.au/ministertuckerman](http://nsw.gov.au/ministertuckerman)

Thank you for your attention regarding this matter and I wish Council and its councillors all the best moving forward.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Wendy Tuckerman', with a long horizontal flourish extending to the right.

**The Hon. Wendy Tuckerman MP**  
Minister for Local Government

18 MAY 2022



DUBBO REGIONAL  
COUNCIL

## REPORT: Mayoral Appointments and Meetings

DIVISION: Executive Services  
REPORT DATE: 6 May 2022  
TRIM REFERENCE: ID22/900

### EXECUTIVE SUMMARY

<b>Purpose</b>	Provide review or update	
<b>Issue</b>	<ul style="list-style-type: none"><li>Details of Mayoral appointments and meetings for the period 17 April 2022 through to 14 May 2022.</li></ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"><li>To ensure transparency of Mayoral appointments and meetings.</li></ul>	
<b>Financial Implications</b>	Budget Area	There are no financial implications arising from this report.
<b>Policy Implications</b>	Policy Title	There are no policy implications arising from this report.

### STRATEGIC DIRECTION

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

Theme: 4 Community Leadership  
CSP Objective: 4.2 Our civic leaders represent the community  
Delivery Program Strategy: 4.2.1 The community acknowledges that Dubbo Regional Council is a representative and responsive Council

### RECOMMENDATION

**That the information contained in the report be noted.**

*Murray Wood*  
Chief Executive Officer

*MW*  
Chief Executive Officer

## REPORT

### Consultation

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

### Resourcing Implications

Nil

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

#### Monday 18 April 2022

- Attended Radio interview with Zoo FM.
- Attended the Morris Register National Rally Event, closing ceremony.
- Attended interview with Sarah Falson from ACM.
- Attended interview with Elizabeth Frias from ACM.
- Submitted Mayoral Memo to the Daily Liberal.

#### Wednesday 20 April 2022

- Attended Arthur Mortimer's Funeral.

#### Thursday 21 April 2022

- Attended Councillor Workshop along with Councillors Josh Black; Lewis Burns; Shibli Chowdhury; Vicki Etheridge; Jess Gough; Richard Ivey; Pam Wells; Matt Wright and Council's Chief Executive Officer Murray Wood – Increased Policing in Wellington with Inspector Danny Sullivan.
- Attended along with Councillors Vicki Etheridge; Shibli Chowdhury; Richard Ivey and Matt Wright and Superintendent Danny Sullivan a Citizenship Ceremony.
- Attended a meeting with Council's Chief Executive Officer, Murray Wood.
- Attended the Festival of Footy Launch along with Councillors Josh Black; Lewis Burns; Mathew Dickerson; Vicki Etheridge; Jess Gough; Richard Ivey; Pam Wells and Matt Wright and Member for Dubbo the Hon. Dugald Saunders MP.
- Attended Councillor Budget Workshop 2 along with Councillors Josh Black; Lewis Burns; Shibli Chowdhury; Vicki Etheridge; Jess Gough; Richard Ivey; Pam Wells; Matt Wright and Council's Chief Executive Officer Murray Wood.

#### Friday 22 April 2022

- Attended radio interview with 2DU.
- Attended radio interview with Binjang.
- Attended radio interview with DC FM.
- Attended along with Council's Chief Executive Officer, Murray Wood a meeting with James McKechnie from Charles Sturt University.
- Attended along with Council's Chief Executive Officer a meeting with Ross McDermott and others from Group XI.

- Attended a meeting with Peter Milling and Simon Martin from Shaw and Partners.

**Saturday 23 April 2022**

- Attended along with Councillors Josh Black; Shibli Chowdhury; Vicki Etheridge; Jess Gough; Richard Ivey and Matt Wright; Council's Chief Executive Officer Murray Wood; acting Director Liveability Ian McAlister; Member for Calare the Hon. Andrew Gee MP and Member for Dubbo the Hon. Dugald Saunders MP a Community Leaders Meet and Greet at the Rotary Markets in Wellington.
- Attended along with Councillors Josh Black; Shibli Chowdhury; Vicki Etheridge; Jess Gough; Richard Ivey and Matt Wright; Council's Chief Executive Officer Murray Wood; Acting Director Liveability Ian McAlister; Member for Calare the Hon. Andrew Gee MP and Member for Dubbo the Hon. Dugald Saunders MP a sod turn for the new pedestrian bridge at Cameron Park.
- Attended along with Councillors Josh Black; Shibli Chowdhury; Vicki Etheridge; Jess Gough; Richard Ivey and Matt Wright; Council's Chief Executive Officer Murray Wood; Manager Macquarie Regional Libraries Kathryn McAlister; Member for Calare the Hon. Andrew Gee MP and Member for Dubbo the Hon. Dugald Saunders MP the official opening of the Wellington Library Outdoor Living Room.

**Monday 25 April 2022**

- *Councillors Pam Wells and Matt Wright attended the Eumungerie Anzac Day Commemorative Service.*
- *Deputy Mayor Councillor Richard Ivey attended the Mumbil and Wellington Anzac Day Commemoratives.*
- *Councillor Jess Gough attended the Stuart Town Anzac Day Commemorative Service.*
- *Councillor Vicki Etheridge attended the Geurie Anzac Day Commemorative Service.*
- Attended the Dubbo Anzac Day Dawn Service.
- Attended along with Councillors, Josh Black and Shibli Chowdhury and Council's Chief Executive Officer, Murray Wood the Dubbo Anzac Day Commemorative Service.
- Submitted Mayoral Memo to the Daily Liberal.
- Attended interview with Steph Allen from Dubbo Photo News.

**Tuesday 26 April 2022**

- Attending along with Council's Chief Executive Officer, Murray Wood a meeting with Rachael Sweeney and Edwina Blackburn from Regional Cities NSW.
- Attended a meeting with Council's Chief Executive Officer, Murray Wood.

**Wednesday 27 April 2022**

- Attended radio interview with Triple M.
- Attended along with Deputy Mayor, Councillor Richard Ivey a morning tea at the Burrendong Botanic Garden and Arboretum.
- Attended a meeting with Councillor Jess Gough.
- Attended a meeting with Deputy Mayor, Councillor Richard Ivey.

**Thursday 28 April 2022**

- Attended along with Councillors Josh Black; Shibli Chowdhury; Richard Ivey; Damien Mahon; Pam Wells and Matt Wright; Council's Chief Executive Officer Murray Wood; Director Infrastructure Steven Colliver; Director Liveability John Watts; Manager Infrastructure Strategy and Design Chris Godfrey; former Mayor Allan Smith and former Director Stewart McLeod the official opening of Boundary Road.
- Attended a meeting with Council's Chief Executive Officer, Murray Wood and Director Infrastructure Steven Colliver.
- Attended radio interview with 2DU.
- Attended a meeting with Mick Etheridge.
- Attended a meeting with Jason Yelverton and Ashleigh Hull from Westview Drive-In.
- Attending Council Briefing.
- Attending Ordinary Council Meeting.

**Friday 29 April 2022**

- Attended radio interview with DC FM news.
- Attended radio interview with 2DU.
- Attended radio interview with DC FM.
- Attended along with Council's Chief Executive Officer, Murray Wood a meeting with Senator Deborah O'Neill.

**Saturday 30 April 2022**

- Attended along with Councillors Josh Black and Matt Wright the Mayor's Cup at Dubbo Greyhound Racing Club.

**Sunday 1 May 2022**

- Attended Rural Fire Service Volunteers' Family Day Lunch at Taronga Western Plains Zoo.

**Monday 2 May 2022**

- Attended radio interview with Zoo FM.
- Attended Wellington Public School; St Mary's Catholic School; Wellington Christian School and Nanima Preschool to drop off donated books by Wellington Australia Day Ambassador Corey Tutt.
- Attended along with Council's Chief Executive Officer Murray Wood a meeting with Peter Halyburton from Energy 21.
- Attended Australian Strategic Materials Ltd, Dubbo Project Community Consultative Committee Meeting at Toongi.
- Submitted Mayoral Memo to the Daily Liberal.

**Tuesday 3 May 2022**

- Attended along with Council's Chief Executive Officer, Murray Wood a Central-West Orana REZ Regional Reference Group Meeting.
- Attended meeting with Councillor Vicki Etheridge.
- Attended the Westpac Dubbo Branch Multi-Brand official opening.
- Attended a meeting with Sam Fitzgerald and Chris Davis from Dubbo Turf Club.

- Attended a meeting with Dr Mark Apthorpe, Electricity Infrastructure Jobs Advocate.

**Wednesday 4 May 2022**

- Attended DEVIOUS meeting.
- Attended a meeting with Council's Chief Executive Officer, Murray Wood.
- Attended a meeting with Councillor Josh Black.
- Attended along with Councillors Shibli Chowdhury; Vicki Etheridge; Matt Wright and Council's Chief Executive Officer Murray Wood the New Residents' Night at the Western Plains Cultural Centre.

**Thursday 5 May 2022**

- Attended along with Council's Director Liveability John Watts and Manager Community Services Christy White a tour of Orana Early Childhood Intervention Facility Dubbo.
- Attended interview with Prime 7.
- Attended a meeting with Ashley Davis.
- Attended a meeting with Council's Chief Executive Officer, Murray Wood, Executive Manager Governance and Internal Control, Abbey Rouse and Governance Team Leader, Susan Wade.
- Attended Councillor Workshop along with Councillor Josh Black; Shibli Chowdhury; Vicki Etheridge; Jess Gough; Richard Ivey; Pam Well and Council's Chief Executive Officer Murray Wood.

**Friday 6 May 2022**

- Attended radio interview with 2DU.
- Attended along with Council's Chief Executive Officer, Murray Wood, the repatriation of Ancestral Remains at the Wellington Caves.
- Attended St Mary's School Dubbo to talk to year 3 students.

**Saturday 7 May 2022**

- Attended the Multicultural Festival in Stuart Town along with Councillors Shibli Chowdhury and Richard Ivey.
- Attended the Motorbike Rally in Dubbo along with Deputy Mayor, Councillor Richard Ivey.
- Attended the Bangladesh Community Dinner in Dubbo along with Member for Parkes the Hon. Mark Coulton MP and Member for Dubbo the Hon. Dugald Saunders MP.

**Monday 9 May 2022**

- Attended radio interview with 2BS.
- Attended radio interview with 2WEB.
- Attended along with Council's Chief Executive Officer, Murray Wood a meeting with Rachael Sweeney and Edwina Blackburn from Regional Capitals Australia.
- Attended a meeting with Deputy Mayor, Councillor Richard Ivey.
- Submitted Mayoral Memo to the Daily Liberal.

**Tuesday 10 May 2022**

- Attended a meeting with Councillor Pam Wells
- Attended a meeting with Council's Chief Executive Officer, Murray Wood.
- Attended the Western Region Bike Forum Opening.
- Attended a meeting with Errin Williamson and Brittany Sultana from Dubbo Chamber of Commerce.
- Attended radio interview with 2DU.
- Attended the Western Region Bike Forum to speak about Tour de OROC.

**Wednesday 11 May 2022**

- Attended radio interview with Triple M.
- Attended a meeting with Eureka Villages.
- Attended a meeting with Councillor Shibli Chowdhury.
- Attended along with Council's Chief Executive Officer, Murray Wood the Regional Cities NSW Dinner in Sydney.

**Thursday 12 May 2022**

- Attended along with Council's Chief Executive, Officer Murray Wood, the Regional Cities NSW May Board meeting.

**Friday 13 May 2022**

- Attended radio interview with 2DU.
- Attended radio interview with Binjang Radio.
- Attended radio interview with Triple M.
- Attended radio interview with DC FM.



DUBBO REGIONAL  
COUNCIL

## REPORT: Annual Report of the Audit and Risk Management Committee for 2021

DIVISION: Executive Services

REPORT DATE: 10 May 2022

TRIM REFERENCE: ID22/933

### EXECUTIVE SUMMARY

<b>Purpose</b>	Provide review or update	Fulfil policy requirements
<b>Issue</b>	<ul style="list-style-type: none"><li>2021 Annual Report of the Audit and Risk Management Committee (ARMC) is tabled</li></ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"><li>The ARMC Chair has submitted the attached report</li><li>The ARMC meeting of 3 May 2022 endorsed the report and resolved it be forwarded to Council</li></ul>	
<b>Financial Implications</b>	Budget Area	There are no financial implications arising from this report.
<b>Policy Implications</b>	Policy Title	There are no policy implications arising from this report.

### STRATEGIC DIRECTION

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

Theme: 4 Community Leadership

CSP Objective: 4.3 The resources of Council are appropriately managed

Delivery Program Strategy: 4.3.1 The organisation displays the elements of sound management and strategic planning

### RECOMMENDATION

**That the 2021 Annual Report of the Audit and Risk Management Committee be noted.**

*Abbey Rouse*  
Executive Manager Governance and Internal Control

*PB*  
Internal Auditor

## BACKGROUND

Pursuant to the Audit and Risk Management Committee Charter 2022 (as resolved by Council), the Audit and Risk Management Committee (ARMC) provides minutes of its meeting to Council after each meeting and also provides an annual report on its activity.

Pursuant to s23A of the Local Government Act, Council must consider the advice of the Office of Local Government before making any audit related decision. The requirement is not applicable to this report because the current guidelines for Internal Audit and Audit Committees as issued by the Office of Local Government (September 2010) do not provide any advice on what should happen when receiving reports. The guidelines simply recommend that the Committee reports regularly to the governing body of Council.

## REPORT

The Annual Report of the ARMC for 2021 is attached at **Appendix 1**. Minutes of the Audit and Risk Management Committee meeting of 3 May 2022 can be found elsewhere in this Business Paper.

## APPENDICES:

- [1](#) Annual Report of ARMC 2021

## 1. Introduction

Utilising an audit committee is a common strategy in both public sector and private sector organisations for providing assurance to the governing body that it is getting accurate information about how the organisation is operating. These committees have various names and frequently include responsibilities in addition to pure audit. At Dubbo Regional Council the committee is named the Audit and Risk Management Committee. At many Councils it is named the Audit, Risk and Improvement Committee.

In October 2008, the Department of Local Government issued the first guidelines for Internal Audit. The covering circular (08-64) includes the following statement:

*The combination of an effective audit committee and internal audit function provide a formal means by which councillors can obtain assurance that risk management and internal controls are working effectively*

Audit Committees will be compulsory from June 2022, but were optional in 2021.

## 2. What does the Audit and Risk Management Committee do?

It is clear that the Office of Local Government intends to replace its voluntary guidelines with mandatory requirements, but during 2021 the responsibilities and duties of the Audit and Risk Management Committee are as determined by Council. The Council must however consider the recommendations of the Office of Local Government (OLG) as detailed in its "Internal Audit Guidelines" (September 2010) when determining the responsibilities and duties of the Committee.

The Audit and Risk Management Committee is an independent advisory Committee assisting the Council to fulfil its governance and oversight responsibilities. The primary duties and responsibilities of the ARMC are to assist the Council to discharge its responsibilities relating to:

- Financial reporting process
- Business ethics, policies and practices
- Management and internal controls
- Monitoring the integrity of the Council's financial reporting practices and finance and accounting compliance
- Reviewing internal controls, key corporate risks and all audit related matters
- Encouraging continuous improvement of Council's systems and practices
- Adoption of the Internal Audit Plan
- The Council's process for monitoring compliance with policies, laws and regulations and the Council code of conduct.

### 3. The World of 2021

2021 was not an average year for any part of Council. Like 2020, many plans had to be put on hold while resources were reallocated to keeping staff and the community safe from Covid. There were many significant events including:

- A continuously evolving Covid threat
- The retirement of Mr Michael McMahon from the position of CEO
- Temporary changes to structure and reallocation of responsibilities for audit with the appointment of acting CEOs
- Extensive press coverage of conflict between Councillors
- The resignation of the Mayor following a period of hospitalisation
- The Minister issued Council with a Performance Improvement Order in June
- The Office of Local Government issued draft guidelines on audit in August for comment
- There were elections for all NSW Councils

### 4. Membership and meetings

#### 4.1. Membership

The Council makes all appointments to the ARMC. In making those appointments consideration must be given to the recommendations of the OLG contained in the "Internal Audit Guidelines". The OLG recommends the majority of voting members of the Committee should be independent of Council (not Councillors or staff and not having major business arrangement with Council), and at least one member should have financial qualifications and experience.

The tables below shows the list of members, schedule of meetings held during the period and the number of meetings attended. Non-voting members of the Committee included the Mayor, Chief Executive Officer, Director Organisational Performance, and the Internal Auditor. Other staff members such as the Executive Manager Governance and Internal Control and the Chief Financial Officer were invited to attend meetings by the Chief Executive Officer.

Representatives of the NSW Audit Office also attend meetings on invitation from the Committee.

#### 4.2. Management Meetings

During the period under review, the Chair met with the Chief Executive Officer to discuss the operations of the ARMC Committee.

### 4.3. ARMC Meeting Attendance

The table below titled shows the attendance of voting members and other attendees at each scheduled meeting by Council for the period. Due to COVID, all participants had the option to attend via the "Microsoft Teams" video-conference system.

Meetings were held on 8 March 2021, 15 June 2021, 9 August 2021, and 19 October 2021 (online only). All meetings were chaired by Mr John Walkom.

	No. of meetings
<b>Voting members</b>	
J Walkom (Chair)	4
Mr T Breen	4
Clr A Jones	3
Clr K Parker	1
<b>Non-voting attendees</b>	
Mayor	0
Chief Executive Officer	4
Internal Auditor	4
Director Organisational Performance	4
<b>Others</b>	
Executive Manager Governance and Internal Control	1
Manager Governance and Internal Control	2
Executive Manager CEO	1
Chief Financial Officer	1
Statutory Reporting Accountant	1
Admin Officer Governance	1
Audit Office Representative (F. Ali, M Lee J Lam) – generally 2 people from the Audit Office attend ARMC meetings via teleconference	4

### 4.4. Matters considered by ARMC

The ARMC considered the following reports (excluding procedural items):

AUD21/32	New Risk Management and Internal Audit Framework for Councils and Joint Organisations (ID21/1513)
AUD21/31	Audit And Risk Management Committee Action Items - October 2021 (ID21/1622)
AUD21/30	Audit Office - Engagement Closing Report (ID21/1823) Annual Report on Suppliers Paid Over \$100,000 and Purchase Order After Invoice Date (ID21/1775)
AUD21/29	Presentation Of Council's Draft 2020/2021 Financial Statements (ID21/1763)
AUD21/28	Reputational Risk To Dubbo (ID21/1278)
AUD21/24	Covid-19 Impacts on 2021/2022 Budget Development (ID21/1277)
AUD21/23	Audit And Risk Management Committee Action Items(ID21/1253)
AUD21/22	

AUD21/21	Audit Of Drives <sup>24</sup> (ID21/1249)
AUD21/16	Audit And Risk Management Committee Action Items – May 2021 (ID21/845)
AUD21/15	Internal Audit Of Water (ID21/826)
AUD21/14	Auditor General's Report On Local Government 2020 (ID21/918)
	Annual Engagement Plan For Audit Of Dubbo Regional Council's Financial
AUD21/13	Statements For The Year Ending 30 June 2021 (ID21/846)
AUD21/9	Audit And Risk Management Committee Calendar (ID21/334)
AUD21/8	Annual Report Of The Audit And Risk Management Committee For 2020 (ID21/335)
AUD21/7	Audit And Risk Management Committee Action Items - January 2021 (ID21/19)
AUD21/6	Audit Program (ID21/17)
AUD21/5	Final Management Letter For The 2019/2020 Financial Statements (ID21/220)

## 5. ARMC Charter

Normal practice is for the Charter to be reviewed annually and where necessary changes recommended to Council. The ARMC Charter was reviewed by management in 2020, with relatively minor adjustments subsequently made by Council on 27 July 2020. With major changes to the legislative environment expected in 2022, further fine tuning in 2021 did not seem to be warranted.

## 6. Changes to the legislative environment

On 24 August 2021, the Minister announced the release of draft guidelines under the title "Mandatory Risk Management a Step Closer for NSW Councils". She went on to say:

*the draft Guidelines for Risk Management and Internal Audit for Local Councils in NSW provides the strongest framework in Australia for minimising financial risk, and preventing fraud and corruption in the sector*

The draft guidelines follow a discussion paper issued in September 2019. Council made submissions on both documents. The State Government clearly has an expanded role for the Audit and Risk Management Committee in mind, and intends to prescribe that role. We expect to see the final set of rules in 2022.

## 7. Internal audit

### 6.1 Internal Audit appointment

Mr Peter Browne BEd PMIIA CPA was appointed as Internal Auditor in March 2019 and remains in this role.

### 6.2 Internal Audit Performance

Clause 7.3 of the Internal Audit Activity Charter requires the Committee to review the effectiveness of the Internal Audit function and objectives, including compliance with The Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing*.

Best practice is for an external review of the Internal Audit Unit at least once every five years. During 2018 O'Conner Marsden and Associates were engaged to audit the auditor.

There was no external review of Internal Audit during 2021. Satisfaction of the Audit and Risk Management Committee members with Internal Audit performance was high.

### 6.3 Internal Audit Plan and Assignments

The ARMC is responsible to approve the Internal Audit Plan and amendments. The ARMC approved the scope of work covered by the internal audit function during the period. The internal audit plan was aligned with the enterprise wide risk management corporate risk register though, as noted above substantial work occurred in prior yearsto obtain an optimal audit plan.

Like 2020, 2021 experienced significant upheaval due to Covid-19. With much of the organisation in crisis management mode and then in recovery mode, priority moved from the original planned audit program to providing general governance, risk management and internal control assistance to the organisation.

### 6.4 Limitations on Internal Auditor

The committee is not aware of any restrictions placed on the work of the internal auditor.

### 6.5 Management Responses

The committee reviewed all audit reports including unplanned or special reports. Where it was not clear whether the management response was reasonable, the ARMC asked appropriate questions and obtained additional reports. The majority of issues arising have been resolved to the satisfaction of the ARMC.

## 8. External Audit

### 8.1. Audit of the Financial Statement including routine controls

- The ARMC reviewed the audit plan and has maintained contact with the Audit staff.
- The ARMC reviewed information provided by the NSW Audit Office related to weaknesses observed in other organisations and considered if Dubbo Regional Council was at risk of having similar weaknesses.
- The Committee has no concerns with the External Auditor's audit report on Council Financial Statements for the 2020/21 financial year. The Committee discussed the audit work with the Council External Audit Director from the Audit Office NSW and will continue to work with the Audit Office when matters are raised.

## 9. Risk Management

The ARMC monitors Council's risk management strategy. A key aspect of any risk management process is ensuring all risks are noted so that management can check that appropriate precautions are being taken. During 2019 concerns were raised that previous assessments of fraud risks and legislative compliance risks might not have been sufficiently comprehensive to ensure all precautions were properly documented and hence the precautions might not be routinely checked. Management is responding to these issues and the ARMC will continue to monitor progress.

**10. Conclusion**

The ARMC has overseen an internal audit and external audit program for the year under review in which the scope and approach to work undertaken has been appropriate and consistent with the current understanding of Council's enterprise wide risk framework.

The ARMC confirms that based on the information provided to the ARMC from management, internal audit and external audit, it is satisfied with the progress of Council's arrangements for governance, risk management, internal control and regulatory compliance.

The areas of responsibility of the ARMC set out in clause 7 of the Audit and Risk Management Committee Charter are managed in conjunction with the internal audit and external audit plans executed during the year.

John Walkom  
Chairman



DUBBO REGIONAL  
COUNCIL

## REPORT: Update to Functions of Standing Committees

DIVISION: Executive Services  
REPORT DATE: 11 May 2022  
TRIM REFERENCE: ID22/948

### EXECUTIVE SUMMARY

<b>Purpose</b>	For notation only	
<b>Issue</b>	<ul style="list-style-type: none"><li>With the upcoming restructure of Divisions of Council, some branches will be reporting to different Standing Committees.</li></ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"><li>Council is undergoing a restructure, with several branches changing Divisions.</li><li>As a result of this change, some branches will now report to a different Standing Committee that those outline in the report to Council on 23 December 2021.</li><li>Part 20.5 of Council's Code of Meeting Practice allows for the functions of Committees to be amended from time to time.</li></ul>	
<b>Financial Implications</b>	Budget Area	There are no financial implications arising from this report.
<b>Policy Implications</b>	Policy Title	Code of Meeting Practice
	Impact on Policy	In line with part 20.5, Council is notified of the amended functions of each of the Standing Committees, as outline in the report.

### STRATEGIC DIRECTION

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

Theme: 4 Community Leadership

CSP Objective: 4.4 Statutory requirements are met and services are provided to the organisation in a cost-effective and timely manner

Delivery Program Strategy: 4.4.1 The organisation meets all statutory requirements

### RECOMMENDATION

**That the amended functions of the Infrastructure, Planning and Environment Committee; the Culture and Community Committee; and the Corporate Services Committee, as outlined in the report, be noted.**

*Abbey Rouse*  
Executive Manager Governance and Internal Control

*HY*  
Administration Officer -  
Governance and Internal  
Control

**BACKGROUND**

**Previous Resolutions of Council**

<p>23 December 2021 (In part)</p>	<p>2. That the following Standing Committees be created:</p> <p>a. Infrastructure, Planning and Environment Committee, to deal with matters relating to Development and Environment and Infrastructure, as outlined in the report.</p> <p>b. Culture and Community Committee, to deal with matters relating to Culture and Economy and Liveability, as outlined in the report.</p> <p>c. Corporate Services Committee, to deal with matters relating to Organisational Performance and Executive Services, as outlined in the report.</p>
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Part 20 of council’s Code of Meeting Practice provides for the creation of Council Committees. Part 20 only applies to committees whose members are all Councillors. Such committees are to consist of the mayor and such councillors as the Council decides, with the quorum either to be decided by the Council, or set as the majority of members of the Committee. These committees are referred to Standing Committees.

Functions of any such committee must be specified when the Committee is established, but may be amended from time to time (Part 20.5, Code of Meeting Practice).

As a result of Council’s upcoming restructure, and the change of reporting lines for some branches, there is a need to adjust the functions of each Standing Committee as outline in this report.

**REPORT**

**Consultation**

- This report is submitted for notation in accordance with part 20.5 Council’s Code of Meeting Practice.

**Resourcing Implications**

Nil

**Preferred Option**

The functions of the current Standing Committees of Council be amended to the below, with changes noted in red.

**a. Infrastructure, Planning and Environment Committee**

To give consideration to and make recommendations to Council in relation to the following matters:

<p>Infrastructure (partial)</p>	<p>Infrastructure Delivery Infrastructure Strategy and Design</p>
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	Water Supply and Sewerage Fleet and Depot Services Major Projects (BILT)
Development and Environment	Resource Recovery and Efficiency Environmental Compliance Building and Development Services Growth Planning

comprising the 10 Councillors with a quorum of five members.

**b. Culture and Community Committee**

To give consideration to and make recommendations to Council in relation to the following matters:

Infrastructure (partial)	Green Space Operations (same Committee, new Division)
Community, Culture and Places	Regional Experiences (same Committee, new Division) Regional Events (same Committee, new Division) Recreation and Open Space (including Aquatic Leisure Centres) Community Services Macquarie Regional Library

comprising the 10 Councillors with a quorum of five members.

**c. Corporate Services Committee**

To give consideration to and make recommendations to Council in relation to the following matters:

Strategy, Partnerships and Engagement (new Committee)	Economic Development and Marketing (new Committee, same Division) Corporate Image and Communications (new Committee and Division) Information Services (new Committee and Division) Customer Experience (new Committee and Division) Integrated Planning and Reporting (new Branch) Business Improvement (new Branch)
Organisational Performance	Financial Operations Procurement Property and Land Development Building Assets Governance and Internal Control (same Committee, new Division) People, Culture and Safety (same Committee, new Division) Commercial (Dubbo Regional Airport and Dubbo Regional Livestock Markets) (new Committee and Division)

comprising the 10 Councillors with a quorum of five members.

**Planned Communications**

- Relevant staff within Council will be notified of the changes via e-mail.

**Timeframe**

Key Date	Explanation
6 June 2022	New divisional structure is implemented
9 June 2022	First Standing Committee meetings with new reporting lines



DUBBO REGIONAL  
COUNCIL

## REPORT: Response to Notice of Motion - Dubbo Regional Council Roads

DIVISION: Infrastructure  
REPORT DATE: 17 May 2022  
TRIM REFERENCE: ID22/965

### EXECUTIVE SUMMARY

<b>Purpose</b>	Addressing Council resolution	
<b>Issue</b>	• Road maintenance and repairs.	
<b>Reasoning</b>	• Providing information addressing a Notice of Motion in relation to the road network.	
<b>Financial Implications</b>	Budget Area	There are no financial implications arising from this report.
<b>Policy Implications</b>	Policy Title	There are no policy implications arising from this report.

### STRATEGIC DIRECTION

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

Theme: 2 Infrastructure  
CSP Objective: 2.2 Our road transportation network is safe, convenient and efficient  
Delivery Program Strategy: 2.2.3 Council's road network meets the transport needs of users in terms of traffic capacity, functionality and economic and social connectivity

### RECOMMENDATION

**That the information contained within the report of the Director Infrastructure, dated 17 May 2022, be noted.**

*Steven Colliver*  
Director Infrastructure

*LR*  
Manager Infrastructure  
Delivery

**BACKGROUND**

**Previous Resolutions of Council**

24 February 2022	<ol style="list-style-type: none"> <li>1. That Council notes community concerns about the state of roads in the Dubbo Regional Local Government Area.</li> <li>2. That the Chief Executive Officer provide an interim report to the 24 March 2022 Ordinary Council Meeting outlining relevant information in regard to road maintenance and repair, including but not limited to: <ul style="list-style-type: none"> <li>• Current budget and comparison to other similar local government areas.</li> <li>• Current schedule of repairs.</li> <li>• Funding received from other levels of government.</li> <li>• Rating system for assessing Dubbo Regional Council roads and the process of designating priority repairs, maintenance and upgrades.</li> <li>• Challenges unique to Dubbo Regional Council in road maintenance.</li> </ul> </li> </ol>
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**REPORT**

There are a number of points to be addressed and the following information relates to the points raised in the Notice of Motion.

• **Current budget and comparison to other similar local government areas**

Obtaining detailed budget information from other councils is difficult as there are many variables in the presentation of figures. In order to provide a high-level comparison, information has been obtained from the annual Local Government Grants Commission survey “*Tables of Local Road and Bridge Length Data for NSW Councils 1998-99 to 2021-2022*”. The information below shows the expenditure per kilometre of road for each of the listed councils:

Rank	Council	\$ per km	Local roads km
1	Bathurst Regional Council	8,185.91	1,159
2	Lithgow City Council	7,666.87	886
3	Orange City Council	7,049.55	482
4	Mid-Western Regional Council	4,900.37	1,922
5	Cowra Shire Council	4,560.19	1,199
6	Blayney Shire Council	4,510.55	687
7	Dubbo Regional Council	4,122.19	2,511
8	Oberon Council	3,112.06	869
9	Cabonne Council	2,841.85	1,709
10	Forbes Shire Council	2,387.50	1,744
11	Parkes Shire Council	1,887.72	1,931
12	Weddin Shire Council	1,399.86	957
13	Lachlan Shire Council	1,365.28	3,339
14	Bland Shire Council	1,046.73	2,982

Dubbo Regional Council sits midway in terms of expenditure per kilometre of road within the Central West group of councils.

• **Current schedule of repairs**

There are a number of program areas that are targeted at the management of the road infrastructure. These programs are shown below:

The unsealed road network is graded on a routine program. This currently involves the grading of each road on the unsealed network.

There is a Gravel Resheeting Program is where road material is placed and compacted on the unsealed road to provide a pavement. The current level of funding allows for approximately 35 km of roads to be resheeted annually, which is approximately 3.5% of the unsealed road network.

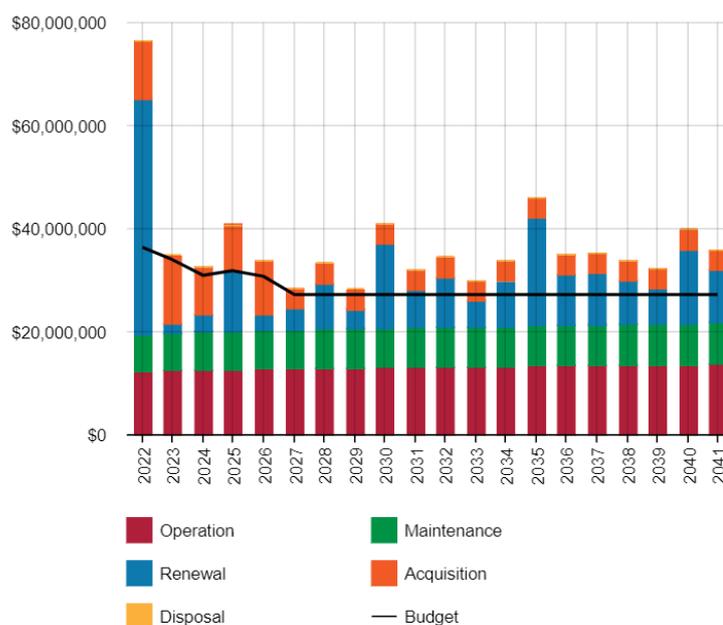
Council also undertakes a Heavy Patching Program aimed at removing defects within the pavement. These locations are determined based on the current condition of the roads.

Capital works on the road networks are currently occurring at the following locations:

- Old Mendooran Road with the sealing of just over 4 km of road
- Burrendong Way with the widening of selected areas of the road
- Replacement of bridges and associated road works at Terrabella Bridge (Terrabella Road) and Burrendong Bridge Number 2 (Fashions Mount Road).

• **Funding required**

High-level information extracted from the draft Asset Management Plan is outlined below. Essentially, there is a growing gap in the required funding to maintain the road network at a satisfactory level. This will be discussed in more detail at a future Councillor workshop.



The 20-year strategic outlook is:

Replacement Value	Operations and Maintenance	Renewals (per year)	Upgrade and New (per year)	Funding Gap	Backlog Year 1	Backlog Year 20
\$1,646m	\$20.75m	\$10.476m	\$5.663m	\$6.81m	\$41,269m	\$136.293m

The anticipated operations, maintenance and acquisition budget for roads infrastructure leaves a shortfall of \$6.81m on average per year when compared to the forecast lifecycle cost needs listed in the Long-Term Financial Plan.

A renewal backlog is described as 'Intended renewal works that is not able to be performed in the year planned'. The cumulative 20-year backlog of \$136.293M represents the intended works that would not be completed at the year being considered, including work deferred from previous years. This year-20 backlog percentage is 8.2%, which is not within the Office of Local Government Asset Backlog benchmark of being lower than 2.0%.

- **Funding received from other levels of Government**

Council reported the following funding received from other levels of Government in our 2021 Financial Statements:

Level	Amount
Federal	\$6.346m
State	\$9.254m
<b>TOTAL</b>	<b>\$15.600m</b>

Council continues to seek funding opportunities for renewal projects for the road network through the various Federal and State programs.

- **Rating system for assessing Dubbo Regional Council roads and the process of designating priority repairs, maintenance and upgrades**

Council has a database with information related to the road network. This information includes age of the asset, condition rating, segment information (for asset identification). This information is used to determine the listing of works that is listed in a 10-year plan. These will generally form the program of works that is presented in the budget documents as standalone projects.

There are also programs of works such as the resheeting, resealing and heavy patching programs that are determined at the beginning of the financial year and are based on visual inspections, customer complaints and staff knowledge of poor condition pavements. These are not fixed locations as the condition of the roads can vary to conditions such as rainfall and traffic movements.

For maintenance activities, the locations are determined through customer requests, inspections and known problem locations. These are programmed and undertaken based on the severity of the issue. To achieve the maximum time spent on works, these are

programmed so that they are undertaken in a planned manner rather than moving from location to location to remedy specific locations. The less time spent travelling allows more work on ground to be undertaken.

- **Challenges unique to Dubbo Regional Council in road maintenance**

Dubbo Regional Council faces a number of challenges in terms of maintaining the road network, with over 1,300 km of unsealed roads and roads within the sealed network diminishing due to the recent weather conditions. These roads are now routes for larger and heavier vehicles for which these roads were not necessarily designed for, however, these issues are not necessarily unique to Dubbo.

As a merged Council, the assets of the former Wellington Council have not been maintained effectively prior to the merger of Dubbo City and Wellington Councils. This reflects a lack of available resources at that time.

Dubbo Regional Council, in isolation, would not meet the category of a disadvantaged Council, however, data shows that the former Wellington Council would:

- Relative isolation;
- Small and declining populations;
- Limited capacity to raise revenue; and
- Financial responsibility for sizeable networks of local roads/infrastructure and diminishing financial resources.

Effectively, the merged entity's assets increased substantially with a 10% increase in population. This is an ongoing impact of the merger beyond the administration period.

**Consultation**

- Not required.

**Resourcing Implications**

- Not required

**Report of the Audit and Risk  
Management Committee - meeting 3 May  
2022**



**DUBBO REGIONAL  
COUNCIL**

**AUTHOR:**

**Administration Officer - Governance and  
Internal Control**

**REPORT DATE: 11 May 2022**

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The Council had before it the report of the Audit and Risk Management Committee meeting held 3 May 2022.

**RECOMMENDATION**

**That the report of the Audit and Risk Management Committee meeting held on 3 May 2022, be adopted.**



**REPORT  
AUDIT AND RISK MANAGEMENT  
COMMITTEE  
3 MAY 2022**

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**PRESENT:** Councillor R Ivey, Mr J Walkom (Independent Member and Council Appointed Chair) and Mr T Breen (Independent Member).

**ALSO IN ATTENDANCE:**

The Executive Manager Governance and Internal Control, the Internal Auditor, the Administration Officer Governance, the Director Organisational Performance, the Chief Financial Officer and Ms M Lee (Audit Office).

Mr J Walkom assumed the Chair of the meeting.

The proceedings of the meeting commenced at 11.02 am.

**AUD22/10 LEAVE OF ABSENCE (ID22/731)**

An apology was received from Councillor S Chowdhury and the Chief Executive Officer, who were absent from this meeting for personal reasons.

Councillor R Ivey and Ms M Lee attended the meeting via audio-visual link

**AUD22/11 CONFLICTS OF INTEREST (ID22/732)**

No conflicts of interest were declared.

**AUD22/12 REPORT OF THE AUDIT AND RISK MANAGEMENT COMMITTEE - MEETING 8 FEBRUARY 2022 (ID22/733)**

The Committee had before it the report of the Audit and Risk Management Committee meeting held 8 February 2022.

Moved by Mr T Breen and seconded by Mr J Walkom

**RECOMMENDATION**

That the report of the Audit and Risk Management Committee meeting held on 8 February 2022, be adopted.

**CARRIED**

**AUD22/13 ANNUAL ENGAGEMENT PLAN FOR AUDIT OF DUBBO REGIONAL COUNCIL'S FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2022 (ID22/683)**

The Committee had before it the report dated 11 April 2022 from the Chief Financial Officer regarding Annual Engagement Plan for Audit of Dubbo Regional Council's Financial Statements for the Year Ending 30 June 2022.

Moved by Mr T Breen and seconded by Councillor R Ivey

**RECOMMENDATION**

1. That the Annual Engagement Plan for Audit of Dubbo Regional Council's Financial Statements for Year Ending 30 June 2022, be noted.
2. That a copy of the submitted financial statements be provided to members of the ARMC at the time of submission.

**CARRIED**

**AUD22/14 AUDIT PROGRAM 2022 (ID22/645)**

The Committee had before it the report dated 29 March 2022 from the Internal Auditor regarding Audit Program 2022.

Moved by Mr T Breen and seconded by Councillor R Ivey

**RECOMMENDATION**

1. That the updated audit plan for 2022 be endorsed.
2. That an early planning and entry process is being established for internal audit.

**CARRIED**

**AUD22/15 AUDIT AND RISK MANAGEMENT COMMITTEE ANNUAL REPORT 2021 (ID22/699)**

The Committee had before it the report dated 12 April 2022 from the Internal Auditor regarding Audit and Risk Management Committee Annual Report 2021.

Moved by Mr J Walkom and seconded by Councillor R Ivey

**RECOMMENDATION**

**That the report of the Audit and Risk Management Committee Chair be endorsed and forwarded to Council.**

**CARRIED**

**AUD22/16 ARMC ACTION ITEMS - APRIL 2022 (ID22/662)**

The Committee had before it the report dated 5 April 2022 from the Internal Auditor regarding ARMC Action Items - April 2022.

Moved by Mr T Breen and seconded by Mr J Walkom

**RECOMMENDATION**

**That the report on ARMC Action Items dated 5 April 2022 be noted.**

**CARRIED**

**AUD22/17 PROPOSED SERVICE REVIEW PROGRAM (ID22/724)**

The Committee had before it the report dated 22 April 2022 from the Director Organisational Performance regarding Proposed Service Review Program.

Moved by Mr T Breen and seconded by Councillor R Ivey

**RECOMMENDATION**

- 1. That Council's Audit and Risk Management Committee endorse the Service Review Program as listed in this report.**
- 2. That Council's Audit and Risk Management Committee receive regular updates on the adopted program.**
- 3. That it be noted that performance improvement activities will still be delivered by functional areas of Council at an operational scale that is lesser in scope than service reviews.**

**CARRIED**

**AUD22/18 CORPORATE IMAGE AND COMMUNICATIONS - SERVICE REVIEW (ID22/700)**

The Committee had before it the report dated 12 April 2022 from the Executive Manager Governance and Internal Control regarding Corporate Image and Communications - Service Review.

Moved by Mr J Walkom and seconded by Councillor R Ivey

**RECOMMENDATION**

1. That the Committee note the contents of the report (Appendix 1).
2. That the Committee note and endorse the 42 recommendations.
3. That a further report be provided to the ARMC on the implementation of the recommendations.

**CARRIED**

**AUD22/19 RISK REGISTER UPDATE (ID22/706)**

The Committee had before it the report dated 13 April 2022 from the Internal Auditor regarding Risk Register Update.

Moved by Mr T Breen and seconded by Councillor R Ivey

**RECOMMENDATION**

**That the Audit and Risk Management Committee notes the updated Strategic Risk Register.**

**CARRIED**

**AUD22/20 UPDATE ON THE REVISED CORPORATE PURCHASE CARD POLICY (ID22/473)**

The Committee had before it the report dated 15 March 2022 from the Chief Financial Officer regarding Update on the revised Corporate Purchase Card Policy.

Moved by Mr J Walkom and seconded by Mr T Breen

**RECOMMENDATION**

**That changes to the Corporate Purchase Card Policy be noted.**

**CARRIED**

**AUD22/21 DRAFT PROCUREMENT POLICY AND PROCEDURES (ID22/725)**

The Committee had before it the report dated 22 April 2022 from the Manager Procurement regarding Draft Procurement Policy and Procedures.

Moved by Mr J Walkom and seconded by Councillor R Ivey

**RECOMMENDATION**

1. That Council's Audit and Risk Management Committee note the report provided by the Manager Procurement.
2. That the ARMC requests that Council review the delegations to approve tenders.

**CARRIED**

The meeting closed at 12.05 pm.

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CHAIRPERSON

**Report of the Infrastructure, Planning and  
Environment Committee - meeting 12**



**May 2022**

**DUBBO REGIONAL  
COUNCIL**

**AUTHOR:**

**Administration Officer - Governance and  
Internal Control**

**REPORT DATE:**

**11 May 2022**

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The Council had before it the report of the Infrastructure, Planning and Environment Committee meeting held 12 May 2022.

**RECOMMENDATION**

**That the report of the Infrastructure, Planning and Environment Committee meeting held on 12 May 2022, be adopted.**



**REPORT  
INFRASTRUCTURE, PLANNING AND  
ENVIRONMENT COMMITTEE  
12 MAY 2022**

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

**ALSO IN ATTENDANCE:**

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Administration Officer Governance, the Communications Partner, the Director Culture and Economy, the Director Infrastructure (L Ryan), the Manager Fleet and Depot Services, the Director Development and Environment, the Manager Resource Recovery and Efficiency and the Director Liveability.

Councillor R Ivey assumed the chair of the meeting.

The proceedings of the meeting commenced at 5.34 pm.

**IPEC22/18 LEAVE OF ABSENCE (ID22/886)**

A request for leave of absence was received from Councillor M Dickerson who was absent from the meeting due to personal reasons.

Councillor J Black attended the meeting via audio-visual link.

Moved by Councillor S Chowdhury and seconded by Councillor J Gough

**MOTION**

**That such request for Leave of Absence be accepted and Councillor M Dickerson be granted leave of absence from this meeting.**

**CARRIED**

**IPEC22/19 CONFLICTS OF INTEREST (ID22/889)**

There were no conflicts of interest declared.

Due to technical difficulties being experienced, item IPEC22/20 was delayed to be dealt with later.

**IPEC22/21 BUILDING SUMMARY - APRIL 2022 (ID22/723)**

The Committee had before it the report dated 30 April 2022 from the Director Development and Environment regarding Building Summary - April 2022.

Moved by Councillor V Etheridge and seconded by Councillor M Wright

**MOTION**

**That the report of the Director Development and Environment, dated 30 April 2022, be noted.**

**CARRIED**

Technical difficulties being resolved, the Committee then considered item IPEC22/20.

**IPEC22/20 PROPOSED APSLEY BATTERY ENERGY STORAGE SYSTEM (ID22/892)**

The Committee were provided with a presentation regarding this item from Mr D Wilkinson from Ace Energy and Mr D Walker of Premise.

**IPEC22/22 DRAFT ZERO EMISSIONS FLEET STRATEGY AND IMPLEMENTATION PLAN (ID22/734)**

The Committee had before it the report dated 26 April 2022 from the Organisational Sustainability Coordinator regarding Draft Zero Emissions Fleet Strategy and Implementation Plan.

The Manager Resource Recover and Efficiency gave a presentation regarding this item.

Moved by Councillor V Etheridge and seconded by Councillor S Chowdhury

**MOTION**

- 1. That the draft Dubbo Regional Council Zero Emissions Fleet Strategy and Implementation Plan be endorsed by Council for the purposes of public consultation.**
- 2. That the draft Dubbo Regional Council Zero Emissions Fleet Strategy and Implementation Plan be placed on public display for a period of 28 days.**
- 3. Following completion of public display a further report, including the results of the public consultation, be provided to Council for consideration.**

**CARRIED**

The meeting closed at 6.06 pm.

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CHAIRPERSON



## **Report of the Culture and Community Committee - meeting 12 May 2022**

**AUTHOR:** Administration Officer - Governance and  
Internal Control  
**REPORT DATE:** 11 May 2022

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The Council had before it the report of the Culture and Community Committee meeting held 12 May 2022.

### **RECOMMENDATION**

**That the report of the Culture and Community Committee meeting held on 12 May 2022, be adopted.**



**REPORT**  
**CULTURE AND COMMUNITY COMMITTEE**  
**12 MAY 2022**

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

**ALSO IN ATTENDANCE:**

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Administration Officer Governance, the Communications Partner, the Director Culture and Economy, the Director Infrastructure (L Ryan), the Director Development and Environment, and the Director Liveability.

Councillor J Gough assumed the chair of the meeting.

The proceedings of the meeting commenced at 6.07 pm.

**CCC22/16 LEAVE OF ABSENCE (ID22/887)**

A request for leave of absence was received from Councillor M Dickerson who was absent from the meeting due to personal reasons.

Councillor J Black attended the meeting via audio-visual link.

Moved by Councillor V Etheridge and seconded by Councillor R Ivey

**MOTION**

**That such request for Leave of Absence be accepted and Councillor M Dickerson be granted leave of absence from this meeting.**

**CARRIED**

**CCC22/17 CONFLICTS OF INTEREST (ID22/890)**

There were no conflicts of interest declared.

**CCC22/18 WELLINGTON MUSEUM - FACILITY REVIEW (ID22/508)**

The Committee had before it the report dated 21 March 2022 from the Manager Regional Experiences regarding Wellington Museum - Facility Review.

Moved by Councillor R Ivey and seconded by Councillor V Etheridge

**MOTION**

1. That Council note the report, including all options for consideration and associated financial implications, in context of the organisations existing and forecasted capital works and maintenance backlog.
2. That a workshop be held with Councillors to define the strategic intent of the Old Wellington Police Station building.
3. That the workshop also define the level of ongoing support to be offered to the Wellington Historical Society, support of a Wellington exhibition, and/or longer term display or storage options for the collection held by the Wellington Historical Society.
4. That Council dispose of the property at the corner of Warne and Percy Streets, Wellington (the former museum).
5. That following Council workshop, further discussions be undertaken with the Wellington Historical Society regarding long-term options for their consideration, and agreement of next steps be undertaken to establishing an agreeable long-term solution for their collection.

**CARRIED**

**CCC22/19 ALCOHOL AND OTHER DRUGS REHABILITATION FACILITY (ID22/873)**

The Committee had before it the report dated 2 May 2022 from the Director Liveability regarding Alcohol and Other Drugs Rehabilitation Facility.

Moved by Councillor P Wells and seconded by Councillor S Chowdhury

**MOTION**

1. That further discussion be undertaken with Western NSW Health on land options.
2. That further discussions be undertaken with Council's Property Services branch on land options.

**CARRIED**

**CCC22/20 TREE PRESERVATION ORDER - CONSIDERATION OF INTRODUCTION OF STATE ENVIRONMENTAL PLANNING POLICY (BIODIVERSITY AND CONSERVATION) 2021 (ID22/884)**

The Committee had before it the report dated 3 May 2022 from the Manager Recreation and Open Space regarding Tree Preservation Order - Consideration of Introduction of State Environmental Planning Policy (Biodiversity and Conservation) 2021. The Committee reports having met with Ms B Sutherland regarding this matter.

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Moved by Councillor D Mahon and seconded by Councillor S Chowdhury

**MOTION**

1. That Council considers the adoption of Chapter 2 of the State Environmental Planning Policy (Biodiversity and Conservation) 2021 to protect prescribed vegetation across defined areas of the local government area.
2. That
  - a. Council undertakes community consultation on the options including the *status quo*; and
  - b. This consultation takes place in July 2022 with a subsequent report to the relevant Standing Committee of Council in August 2022.

**CARRIED**

The meeting closed at 6.26 pm.

.....  
CHAIRPERSON



## **Report of the Corporate Services Committee - meeting 12 May 2022**

**AUTHOR:** Administration Officer - Governance and  
Internal Control  
**REPORT DATE:** 11 May 2022

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The Council had before it the report of the Corporate Services Committee meeting held 12 May 2022.

### **RECOMMENDATION**

**That the report of the Corporate Services Committee meeting held on 12 May 2022, be adopted, save except item CSC22/21 which will be dealt with separately.**



DUBBO REGIONAL  
COUNCIL

**REPORT**  
**CORPORATE SERVICES COMMITTEE**  
**12 MAY 2022**

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

**ALSO IN ATTENDANCE:**

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Administration Officer Governance, the Communications Partner, the Director Culture and Economy, the Director Infrastructure (L Ryan), the Director Development and Environment, and the Director Liveability.

Councillor D Mahon assumed the chair of the meeting.

The proceedings of the meeting commenced at 6.27 pm.

**CSC22/18 LEAVE OF ABSENCE (ID22/888)**

A request for leave of absence was received from Councillor M Dickerson who was absent from the meeting due to personal reasons.

Councillor J Black attended the meeting via audio-visual link.

Moved by Councillor P Wells and seconded by Councillor V Etheridge

**MOTION**

**That such request for Leave of Absence be accepted and Councillor M Dickerson be granted leave of absence from this meeting.**

**CARRIED**

**CSC22/19 CONFLICTS OF INTEREST (ID22/891)**

There were no conflicts of interest declared.

**CSC22/20 RESULTS OF PUBLIC EXHIBITION - COUNCIL POLICY - PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR THE MAYOR AND COUNCILLORS (ID22/510)**

The Committee had before it the report dated 21 March 2022 from the Executive Manager Governance and Internal Control regarding Results of Public Exhibition - Council Policy - Payment of Expenses and Provision of Facilities for the Mayor and Councillors.

Moved by Councillor R Ivey and seconded by Councillor V Etheridge

**MOTION**

**That the Council Policy, Payment of Expenses and Provision of Facilities for the Mayor and Councillors, as attached at Appendix 1, be adopted.**

**CARRIED**

**CSC22/21 RESULTS OF PUBLIC EXHIBITION - DRAFT TERMS OF REFERENCE - COMMUNITY COMMITTEES (ID22/682)**

The Committee had before it the report dated 8 April 2022 from the Administration Officer - Governance and Internal Control regarding Results of Public Exhibition - Draft Terms of Reference - Community Committees.

Moved by Councillor S Chowdhury and seconded by Councillor J Gough

**MOTION**

- 1. That the Terms of Reference, as attached as appendices to this report, be adopted, including the Aquatics Working Party.**
- 2. That the Expression of Interest process for determining community and/or industry representation to the committees, as outlined in the Terms of Reference, commence as soon as practicable.**
- 3. That Councillor representation for the community committees be determined at the May Ordinary Council meeting.**

**CARRIED**

**CSC22/22 INVESTMENT UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - APRIL 2022 (ID22/878)**

The Committee had before it the report dated 2 May 2022 from the Chief Financial Officer regarding Investment Under Section 625 of the Local Government Act - April 2022.

Moved by Councillor S Chowdhury and seconded by Councillor R Ivey

**MOTION**

**That the information contained within the Investment under Section 625 of the Local Government Act report, dated 2 May 2022, be noted.**

**CARRIED**

The meeting closed at 6.34 pm.

.....  
CHAIRPERSON



DUBBO REGIONAL  
COUNCIL

## NOTICE OF MOTION: 3D Printed Housing Trial

REPORT DATE: 19 May 2022

FILE: ID22/990

Council had before it a Notice of Motion dated 19 May 2022 from Councillor M Wright regarding the 3D Printed Housing Trial as follows:

1. *That Council set aside up to four residential blocks from the Stage 5 Release 3 of Keswick residential land release to enable a trial of 3D printed housing stock subject to regulatory guidelines.*
2. *That the CEO provide a report to the Ordinary Council Meeting in September 2022 that addresses:*
  - a. *Regulatory issues pertaining to 3D printed housing in NSW and Australia*
  - b. *Defines the framework by which Council would meet its legislative obligations, minimises costs to Council and attracts competitive proposals to use Council residential land to trial 3D printing technology suitable for the regional NSW housing market.*

### RECOMMENDATION

1. **That Council set aside up to four residential blocks from the Stage 5 Release 3 of Keswick residential land release to enable a trial of 3D printed housing stock subject to regulatory guidelines.**
2. **That the CEO provide a report to the Ordinary Council Meeting in September 2022 that addresses:**
  - a. **Regulatory issues pertaining to 3D printed housing in NSW and Australia**
  - b. **Defines the framework by which Council would meet its legislative obligations, minimises costs to Council and attracts competitive proposals to use Council residential land to trial 3D printing technology suitable for the regional NSW housing market.**

Matthew Wright  
Councillor

MW  
Councillor

### APPENDICES:

- 1 [Signed Notice of Motion - 3D Printed Housing Trial - Clr M Wright](#)

*Councillor Matt Wright*  
PO Box 81  
DUBBO NSW 2830

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19 May 2022

The Chief Executive Officer  
Dubbo Regional Council  
PO Box 81  
DUBBO NSW 2830

Dear Murray

**NOTICE OF MOTION – 3D PRINTED HOUSING TRIAL**

I would like to place the following notice of motion on the agenda for the May Ordinary meeting of Council.

1. *That Council set aside up to four residential blocks from the Stage 5 Release 3 of Keswick residential land release to enable a trial of 3D printed housing stock subject to regulatory guidelines.*
2. *That the CEO provide a report to the Ordinary Council Meeting in September 2022 that addresses:*
  - a. *Regulatory issues pertaining to 3D printed housing in NSW and Australia*
  - b. *Defines the framework by which Council would meet its legislative obligations, minimises costs to Council and attracts competitive proposals to use Council residential land to trial 3D printing technology suitable for the regional NSW housing market.*

Yours faithfully

  
Matt Wright  
Councillor



## NOTICE OF MOTION: Dashboard Reporting

REPORT DATE: 19 May 2022

FILE: ID22/993

Council had before it a Notice of Motion dated 19 May 2022 from Councillor D Mahon regarding the Dashboard Reporting as follows:

*That the Chief Executive Officer establish an effective mechanism of regular benchmarking reporting to Council on key facilities, major capital projects and strategic programs. The mechanism should be easy to interpret and utilise data that is already being collected for operational purposes.*

*Such dashboard reporting could include as relevant:*

- *comparative period reporting of facility/service usage and engagement,*
- *operational performance against budget,*
- *benchmarking to other Councils,*
- *high-level reasoning around positive or negative change in facility/service performance.*

### RECOMMENDATION

***That the Chief Executive Officer establish an effective mechanism of regular benchmarking reporting to Council on key facilities, major capital projects and strategic programs. The mechanism should be easy to interpret and utilise data that is already being collected for operational purposes.***

***Such dashboard reporting could include as relevant:***

- ***comparative period reporting of facility/service usage and engagement,***
- ***operational performance against budget,***
- ***benchmarking to other Councils,***
- ***high-level reasoning around positive or negative change in facility/service performance.***

Damien Mahon  
Councillor

DM  
Councillor

### APPENDICES:

[1](#) Signed Notice of Motion - Dashboard Reporting - Clr D Mahon

*Councillor D Mahon*  
PO Box 81  
DUBBO NSW 2830

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19 May 2022

The Chief Executive Officer  
Dubbo Regional Council  
PO Box 81  
DUBBO NSW 2830

Dear Murray

**NOTICE OF MOTION – DASHBOARD REPORTING**

I would like to place the following notice of motion on the agenda for the 26 May 2022 Ordinary meeting of Council.

*That the Chief Executive Officer establish an effective mechanism of regular benchmarking reporting to Council on key facilities, major capital projects and strategic programs. The mechanism should be easy to interpret and utilise data that is already being collected for operational purposes.*

*Such dashboard reporting could include as relevant:*

- *comparative period reporting of facility/service usage and engagement,*
- *operational performance against budget,*
- *benchmarking to other Councils,*
- *high-level reasoning around positive or negative change in facility/service performance.*

Yours faithfully



*Damien Mahon*  
Councillor



DUBBO REGIONAL  
COUNCIL

## REPORT: March 2022 Quarterly Budget Review Statements

**DIVISION:** Executive Services  
**REPORT DATE:** 13 May 2022  
**TRIM REFERENCE:** ID22/964

### EXECUTIVE SUMMARY

<b>Purpose</b>	Seek endorsement Adopt funding	Provide review or update Fulfil legislated requirement/Compliance
<b>Issue</b>	The quarterly review for the period ending 31 March 2022 of Council's 2021/2022 Budget Review Statements shows satisfactory implementation with the current financial position estimated to be a balanced budget.	
<b>Reasoning</b>	In accordance with the requirements of Section 203(2) of the Local Government (General) Regulations 2021, I now advise that the Chief Financial Officer, as the Responsible Accounting Officer of Dubbo Regional Council has reported that they consider the attached Quarterly Operational Plan Review Statements indicate that the financial position of the Council is satisfactory. This is on the basis that the "result" for the year is a balanced budget.	
<b>Financial Implications</b>	Budget Area	Organisational Performance
	Funding Source	Cost of proposed adjustments are within the adopted budget 2021/2022.
<b>Policy Implications</b>	Policy Title	There are no policy implications arising from this report.

### STRATEGIC DIRECTION

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

Theme: 4 Community Leadership

CSP Objective: 4.4 Statutory requirements are met and services are provided to the organisation in a cost-effective and timely manner

Delivery Program Strategy: 4.4.1 The organisation meets all statutory requirements

**RECOMMENDATION**

- 1. That the Quarterly Budget Review Statements as at 31 March 2022, as attached to the report of the Chief Executive Officer dated 13 May 2022, be adopted and such sums voted for such purpose.**
- 2. That the Statement of the Responsible Accounting Officer that Council is in a satisfactory financial position having regard to the changes herewith to the original budget, be noted.**
- 3. That the Mayor write to the local member requesting immediate reimbursement of Council's costs incurred as a result of our involvement in the emergency response to COVID-19 that was invoiced to Western NSW Local Health District**

*Murray Wood*  
Chief Executive Officer

*MW*  
Chief Executive Officer

## BACKGROUND

The Local Government (General) Regulation 2021 requires the Responsible Accounting Officer to submit, on a quarterly basis to Council, a budget review statement that shows a revised estimate of the income and expenditure for the year as follows:

Section 203 of the Local Government (General) Regulation 2021 provides as follows:

- (1) *“Not later than two months after the end of each quarter, the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council’s revenue policy including in the Operational Plan for the relevant year, a revised estimate of the income and expenditure for that year.*
- (2) *A budget review statement must include or be accompanied by:*
  - (a) *a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure; and*
  - (b) *if that position is unsatisfactory, recommendations for remedial action.*
- (3) *A budget review statement must also include any information required by the Code to be included in such a statement.”*

## REPORT

### Consultation

Quarterly Budget Review Statements (QBRS) are presented to Council for adoption following each quarter, allowing for public as well as Council scrutiny.

A detailed Councillor workshop was held on 19 May to discuss the results and any remedial action required.

### Resourcing Implications

Resourcing is appropriate for staff that ensure Council’s Financial Position is maintained and reviewed.

### March 2022 Quarterly Review

The Responsible Accounting Officer has reported in respect of the March 2022 Quarterly Review of Council’s Budget as follows:

*In accordance with the requirements of Section 203(2) of the Local Government (General) Section 2021, I now advise that, as the Responsible Accounting Officer of Dubbo Regional Council, it is considered that the attached Quarterly Financial Review Statements indicate that the financial position of the Council is satisfactory. This is on the basis that the forecast “**result**” for the year is a balanced budget.*

The Quarterly Budget Review Statement for the March 2021/2022 quarter (**Appendix 1**) includes:

- The adopted budget for 2021/2022.
- Year to date approved budget changes and revised current budget.
- The budget variations proposed for approval for the March 2022 quarter.

The key highlights of Council's third quarter for 2021/2022 are:

- Council's performance has been impacted by the COVID-19 pandemic restrictions since late March 2020. The financial impact of the pandemic continued into the third quarter of the 2021/2022 financial year with lower than anticipated trade over the January 2022 School holiday period and continued isolation requirements of the Public Health Orders into April 2022.
- The Income and Expenses Budget Review Statement shows that the surplus from operations (including capital grants and contributions) for the year is \$8.09M comprising Income of \$164.2M and Expenses of \$156.1M.
- After deducting \$29.5M of projected Grants and Contributions to be received for Capital Purposes the projected net operating deficit for the year is a \$21.3M.
- Projected full year Capital Expenditure is expected to be \$66.3M, which is \$18.2M lower than forecasted as at 31 December 2021
- Total Cash and Investments of \$217.2M at 31 March 2022 including a significant portion being restricted for specific purposes.

#### **Impact of COVID-19 on Revenue and Council's Response**

The COVID-19 pandemic has had a major impact on the facilities and services that Council delivers to the public. The closure of Council services and facilities has led to significant revenue losses that have put pressure on Council's financial position. The current full year forecast for COVID-19 related loss of revenue for 2021/2022 has been revised up by \$229K, to a total of \$2.4M.

The invoice for \$1.1M for costs incurred as a result of our involvement in the emergency response to COVID-19 that was submitted to Western NSW Local Health District in February 2022 remains unpaid. This was anticipated to be received during the March 2022 quarter.

#### **Budget Variations and Variances**

Variances identified during the third quarter bring the projected full year surplus from operations (including capital grants and contributions) to \$8.09M. **Table 1** provides the projected full year operating position, noting that the net operating deficit has increased from \$12.9M to \$21.3M. This is largely driven by depreciation impacts and property development sales not anticipating to be settled until the 2023 financial year. **Table 2** provides detail on underlying movements to the 2021/2022 operating budget.

	2021/22 ORIGINAL BUDGET	REVISED ESTIMATE AS AT 31 DEC. 2021	REVISED ESTIMATE AS AT 31 MARCH 2022
<b>CONSOLIDATED FUND</b>			
Income (including capital grants)	162,104,425	172,448,579	164,210,252
Capital grant income	18,386,990	33,427,332	29,455,372
Operating Expenditure	147,563,470	151,885,299	156,116,937
<b>Surplus / (Deficit) from Operations</b>	<b>14,540,955</b>	<b>20,563,280</b>	<b>8,093,315</b>
<b>Net Operating Surplus / (Deficit)</b>	<b>(3,846,035)</b>	<b>(12,864,052)</b>	<b>(21,362,057)</b>
Depreciation	44,135,922	44,924,700	48,066,795
<b>GENERAL FUND</b>			
Income (including capital grants)	112,575,571	119,963,356	113,997,795
Capital grant income	16,014,513	23,355,975	20,368,152
Operating Expenditure	111,846,501	114,939,071	119,130,392
<b>Surplus / (Deficit) from Operations</b>	<b>729,070</b>	<b>5,024,285</b>	<b>(5,132,597)</b>
<b>Net Operating Surplus / (Deficit)</b>	<b>(15,285,443)</b>	<b>(18,331,690)</b>	<b>(25,500,749)</b>
Depreciation	34,490,940	35,279,718	38,692,024
<b>SEWER FUND</b>			
Income (including capital grants)	20,720,472	20,685,537	21,181,413
Capital grant income	1,094,175	906,965	1,166,489
Operating Expenditure	14,502,326	14,727,623	14,519,054
<b>Surplus / (Deficit) from Operations</b>	<b>6,218,146</b>	<b>5,957,914</b>	<b>6,662,359</b>
<b>Net Operating Surplus / (Deficit)</b>	<b>5,123,971</b>	<b>5,050,949</b>	<b>5,495,870</b>
Depreciation	4,486,511	4,486,511	4,320,533
<b>WATER FUND</b>			
Income (including capital grants)	28,808,382	31,799,686	29,031,044
Capital grant income	1,278,302	9,164,392	7,920,731
Operating Expenditure	21,214,643	22,218,605	22,467,491
<b>Surplus / (Deficit) from Operations</b>	<b>7,593,739</b>	<b>9,581,081</b>	<b>6,563,553</b>
<b>Net Operating Surplus / (Deficit)</b>	<b>6,315,437</b>	<b>416,689</b>	<b>(1,357,178)</b>
Depreciation	5,158,471	5,158,471	5,054,238

Table 1. Projected full year operating result

Account Group	Explanation	\$ Increase/ (Decrease)
<i>Income</i>		
Capital grants and contributions	<p>Breakdown of major variances:</p> <ol style="list-style-type: none"> <li>\$1.27M increase in local infrastructure contributions</li> <li>\$667K increase for Building Better Regions Fund infrastructure projects</li> <li>\$1.04M grant income for Destination Dubbo is not anticipated to be received until the 2023 financial year</li> <li>\$3.62M grant income for Boothena Road, Twelve Mile Road, Burrendong and Benolong Bridge is not anticipated to be received until the 2023 Financial Year</li> <li>\$1.61M grant income for the Groundwater Infrastructure Project is not anticipated to be received until the 2023 financial year</li> <li>Other minor adjustments</li> </ol> <p>The above reductions are offset by a reduction in capital project expenditure as they are now anticipated to be completed in the 2023 financial year</p>	(\$3.972M)
Gain/(Loss) on Disposal Real Estate Assets	Sales for Keswick Stage 5, Release 2 are not anticipated to be settled until the 2023 financial year. Development costs for this and other land releases that were not anticipated until future financial years have been incurred earlier than anticipated	(\$4.981M)
Operating grants and contributions	<p>Breakdown of major variances:</p> <ol style="list-style-type: none"> <li>\$260K grant income expected for the Dubbo Regional Airport for Security Costs support</li> <li>\$100K from Create NSW through the Creative Capital Funding program for the Western Plains Digitisation Hub</li> <li>\$596K additional grant income expected for the Financial Assistance Grant</li> <li>Other minor adjustments</li> </ol>	\$1.073M
Other revenues	<p>Breakdown of major variances:</p> <ol style="list-style-type: none"> <li>\$335K additional income received from property sales</li> <li>\$39K additional lease/rental income</li> <li>Other minor adjustments</li> </ol>	\$431K
User charges and fees	<p>Breakdown of major variances:</p> <ol style="list-style-type: none"> <li>\$946K additional tipping fee income</li> <li>Income reduction of \$1.69M for water consumption across the local government area due to higher than anticipated rain</li> <li>Income reduction of \$229K due to COVID-19, mainly for Old Dubbo Goal, Wellington Caves Complex, Family Day Care, Rainbow Cottage and Western Plains Cultural Centre</li> <li>Other minor adjustments</li> </ol>	(\$610K)
Other revenue items	Minor adjustments	(\$179K)

	<b>Total Income Variation Increase/(Decrease)</b>	<b>(\$8.238M)</b>
<i>Expenses</i>		
Depreciation	Previous work in progress assets are now being materialised	\$3.142M
Employee benefits	Breakdown of major variances: 1. Year to date employee cost savings mainly from casual salaries as most Council services and venues were closed or had restricted trading due to COVID-19 2. Other minor adjustments	(\$168K)
Materials and contracts	Breakdown of major variances: 1. Additional expenses incurred for waste kerbside collections and disposal costs 2. Increased costs for water treatment plant operational costs 3. Other minor adjustments	\$1.28M
Other expense items	Minor adjustments	(\$23K)
	<b>Total Expense Variation Increase/(Decrease)</b>	<b>\$4.232M</b>
	<b>Net Increase (Decrease) to Operating Surplus</b>	<b>(\$12.47M)</b>

**Table 2.** Underlying movements to the 2021/2022 operating budget

Projected full year Capital Expenditure is expected to be \$66.3M, which is \$18.2M lower than forecasted as at 31 December 2021. The capital expenditure summary for 31 March 2022 is attached (**Appendix 1**). Project managers within Dubbo Regional Council have advised that the anticipated projects and any revised project timetables will be completed accordingly. The major adjustments (over \$1M) are as follows:

	<b>Original Budget</b>	<b>September Adjustment</b>	<b>December Adjustment</b>	<b>March Adjustment</b>	<b>Annual Forecast</b>
Old Dubbo Gaol Plaza	2,364,846	(222,746)	(1,000,000)	251,399	1,393,499
Macquarie Foreshore - Event Precinct	14,846	2,097,980	(1,300,000)	(376,597)	436,229
Groundwater Infrastructure	10,000,000	(7,736,600)	670,594	(1,033,994)	1,900,000
Non-Potable Pipeline	6,500,000	107,404	(4,251,391)	0	2,356,013
Wellington Bore and Pipeline	0	48,976	1,322,532	(921,508)	450,000
Terrabella Bridge	2,168,000	(46,000)	0	0	2,122,000
Burrendong Bridge No 2	2,120,000	1,205,686	0	(1,825,686)	1,500,000
Boothenba/Livestock Market Intersection	4,428,710	761,782	0	(2,534,492)	2,656,000
Old Mendooran Rd Seal Extension	0	1,782,685	236,626	(119,311)	1,900,000
Safer Roads Program - Old Dubbo Road	0	1,263,496	(73,340)	14,934	1,205,090
Safer Roads Program - Burrendong Way	2,262,000	(1,357,200)	0	(104,800)	800,000
Swift Street (Arthur to Railway Station)	1,269,276	455,842	(450,000)	204,882	1,480,000
Boundary Rd Extension Stage 2	2,747,533	1,148,189	0	666,576	4,562,298
Upgrade Sewer R (incl all component) (C)	1,000,000	3,408,636	0	(233,785)	4,174,851
Palmer/Pierce/Paringa St SPS Replace	0	1,639,535	0	321,028	1,960,563

**Monitoring and reporting on financial position**

Despite being in a strong financial position, staff are closely monitoring and controlling Council's financial position in light of the ongoing impact of COVID-19. Procedures include:

- Weekly assessment of cash balances.
- Fortnightly assessment of Actuals versus Budget.
- Monitoring of daily cash inflows from rates and other sources.
- Monthly monitoring of financial performance is provided to the Executive Leadership Team and Senior Leadership Team.
- Continuous monitoring of opportunities to reduce expenditure or increase revenue in order to close the forecast deficit.
- Review and discussion on the impact of any proposed budget adjustments or new initiatives.

Council will be informed on the financial position on an ongoing basis via:

- Quarterly budget reviews
- Ad-hoc briefings as required

**Other Items**

- The Financial Assistance Grant (FAG) for the year ended 2022/23 was paid in advance by 75%. In previous financial years, the paid in advance amount is 50% and Council has made the decision not to adjust and report the additional 25% amount (\$3,148,905) in the current quarterly budget report. This is because FAG grants paid in advance distort the key KPI "Operating result before capital income".

**APPENDICES:**

- [1](#) [1](#) QBRS - Quarterly Budget Review Statement - March 2022

**REPORT BY RESPONSIBLE ACCOUNTING OFFICER**

**DUBBO REGIONAL COUNCIL**  
**Quarterly Budget Review Statement - Quarter Ending 31 March 2022**

The following statement is made in accordance with Section 203(2) of the Local Government (General) Regulations 2021.

It is my opinion that the Quarterly Budget Review Statement for Dubbo Regional Council for the Quarter Ended 31 March 2022 indicates that Council's projected financial position at 30 June 2022 will be satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: *Michael Howlett*  
Name: Michael Howlett  
Responsible Accounting Officer  
Date: 13 May 2022

## CASH & INVESTMENTS

### DUBBO REGIONAL COUNCIL

#### Quarterly Budget Review Statement - Quarter Ending 31 March 2022

#### Comment on Cash and Investments Position

There have been no major impacts during the quarter that have impacted on Council's original budgeted cash and investments position.

#### Statements:

##### Investments

Restricted funds have been invested in accordance with Council's investment policies.

##### Cash

A reconciliation of cash with bank statements has been undertaken, with the 31 March 2022 Statement reconciliation being prepared on 1 April 2022.

##### Reconciliation

The YTD total Cash and Investments has been reconciled with funds invested and cash at bank

Signed: *Michael Howlett*

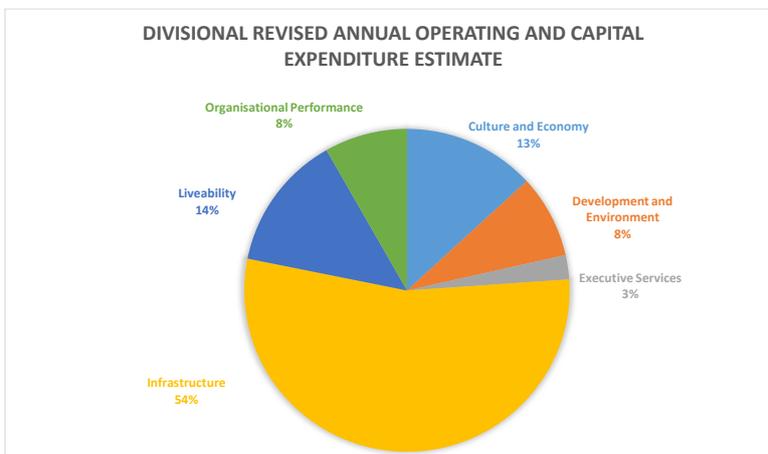
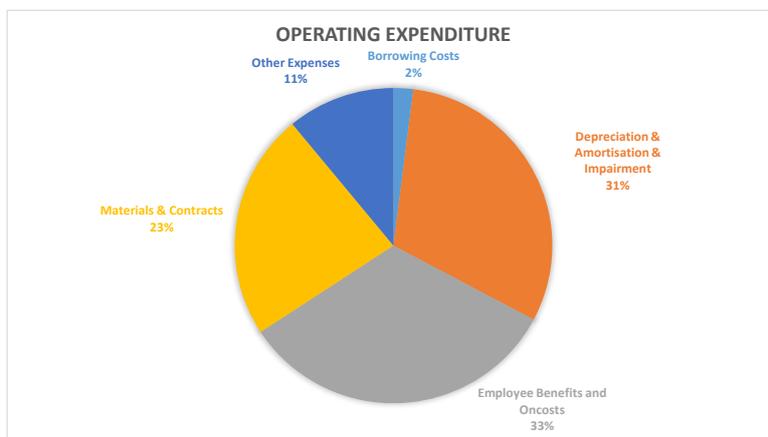
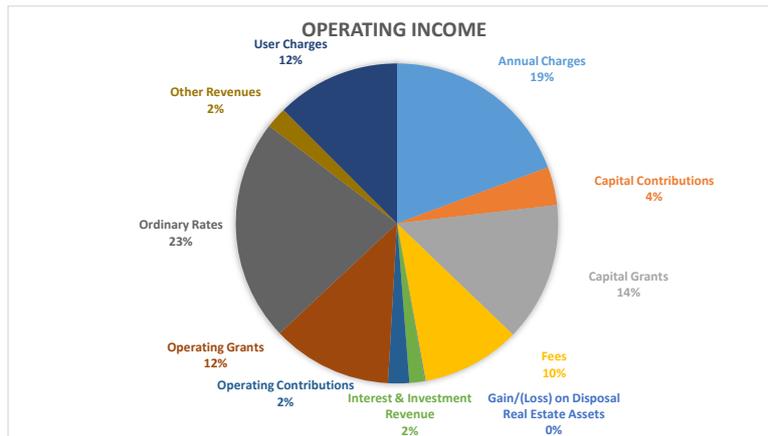
Name: Michael Howlett  
Responsible Accounting Officer

Date: 13 May 2022

Budget Review Statement - Quarter Ending 31 March 2022  
 Clause 203 Local Government (General) Regulation 2005

Function	Operating Revenue		Operating Expense		Surplus / (Deficit) from Operations		Capital Revenue				Capital Expense				Funds Transferred (To) / From Restricted Assets		Net Funds Available to / (Required from) Rates and General Revenue		
	Original	Revised	Original	Revised	Original	Revised	Expenses Not Involving Flows of Funds (Depr etc)		Loan Borrowings Assets Sold		Loan Repayment Principal		Assets Purchased		Original	Revised	Original	Revised	
							Original	Revised	Original	Revised	Original	Revised	Original	Revised					
<b>Culture and Economy</b>																			
Dubbo Regional Airport	3,822,093	3,814,489	(4,764,252)	(7,283,792)	(942,259)	(3,469,303)	1,493,549	4,310,906	-	-	-	-	(1,455,756)	(297,109)	(106,551)	(1,555,511)	(1,011,017)	(1,011,017)	
Dubbo Regional Livestock Markets	3,479,348	3,513,259	(3,848,716)	(4,631,824)	(369,368)	(1,118,565)	1,219,318	1,912,097	-	-	-	-	(1,900,000)	(153,574)	1,500,050	(189,958)	450,000	450,000	
Economic Development and Marketing	407,873	430,061	(2,291,382)	(2,569,672)	(1,883,509)	(2,139,611)	104,229	114,566	-	-	-	-	(35,747)	(35,747)	-	(1,779,280)	(1,779,280)	(1,779,280)	
Old Dubbo Gaol	944,968	598,608	(945,749)	(1,042,211)	(781)	(443,603)	135,523	168,927	-	-	-	-	(53,460)	(157,609)	-	(208,258)	(208,258)	(485,745)	
Regional Events	451,850	607,078	(1,239,851)	(1,236,518)	(788,001)	(629,440)	-	-	-	-	-	-	-	-	-	(152,733)	(788,001)	(782,173)	
Regional Experiences	136,476	222,976	(1,511,799)	(1,554,279)	(1,375,323)	(1,331,303)	-	-	-	-	-	-	(18,535)	-	-	(25,485)	(1,375,323)	(1,375,323)	
Regional Theatre and Convention Centre	1,763,804	1,453,042	(3,914,542)	(3,771,967)	(2,150,738)	(2,318,925)	1,142,396	1,046,928	-	-	(627,832)	(627,832)	(393,380)	(112,632)	554,050	415,755	(1,596,706)	(1,596,706)	
Showgrounds	330,346	605,975	(1,338,589)	(1,438,390)	(1,008,243)	(832,415)	806,978	827,031	-	-	-	-	(225,000)	(884,860)	-	463,979	(426,265)	(426,265)	
Strategic Culture and Economy	-	-	(241,175)	(241,175)	(241,175)	(241,175)	-	-	-	-	-	-	-	-	-	-	(241,175)	(241,175)	
Wellington Caves Complex	1,028,569	(379,002)	(1,393,940)	(1,664,288)	(365,371)	(2,043,290)	143,861	1,573,802	-	-	-	-	(345,000)	(252,856)	405,000	228,733	(161,510)	(493,611)	
Western Plains Cultural Centre	220,410	603,359	(1,453,454)	(2,030,896)	(1,233,044)	(1,427,537)	471,363	555,700	-	-	-	-	(209,000)	(397,902)	677,413	800,641	(662,187)	(838,017)	
Wiradjuri Tourism Centre	485,000	-	(735,000)	(250,000)	(250,000)	(250,000)	-	-	-	-	-	-	-	-	-	(250,000)	-	(250,000)	
<b>Development and Environment</b>	13,070,737	11,469,845	(23,678,549)	(27,715,012)	(10,607,812)	(16,245,167)	5,517,217	10,509,957	-	-	(996,751)	(996,751)	(4,871,136)	(2,206,675)	3,029,962	109,324	(7,928,520)	(8,829,312)	
Building and Development Services	1,692,520	2,154,979	(1,530,414)	(1,478,717)	162,106	676,262	-	2,210	2,984	-	-	-	(31,099)	-	-	92,887	164,316	741,034	
Compliance	428,181	391,423	(1,535,148)	(1,602,675)	(1,106,967)	(1,211,252)	54,365	37,254	-	-	(80,118)	(80,118)	(183,800)	(83,317)	-	(75,238)	(1,316,520)	(1,412,671)	
Environment and Health	114,863	156,696	(867,808)	(989,308)	(752,945)	(832,612)	2,431	2,687	-	-	-	-	(4,200)	-	-	148,035	128,846	(606,679)	
Growth Planning	90,000	79,500	(1,040,722)	(1,203,115)	(950,722)	(1,123,615)	-	-	-	-	597	-	-	-	-	80,000	252,296	(870,722)	
Resource Recovery and Efficiency	-	59,735	(278,748)	(217,594)	(278,748)	(157,859)	-	-	-	-	-	-	(137,062)	-	30,000	59,884	(248,748)	(235,037)	
Strategic Development and Environment	-	-	(738,071)	(738,071)	(738,071)	(738,071)	-	-	-	-	-	-	-	-	-	-	(738,071)	(738,071)	
Waste Management - Domestic	8,174,367	8,425,653	(7,271,721)	(8,249,575)	602,646	1,176,078	277,930	228,388	27,000	293,239	-	-	(82,329)	(854,632)	(1,125,247)	156,927	-	-	
Waste Management - Other	3,909,944	4,864,833	(2,938,319)	(3,701,371)	971,625	1,163,462	536,831	536,477	139,000	28,832	(25,820)	(25,820)	(675,517)	(104,270)	(946,119)	(1,598,681)	-	-	
<b>Executive Services</b>	14,409,875	16,132,819	(16,200,951)	(18,180,426)	(1,791,076)	(2,047,607)	871,557	804,806	168,210	325,652	(105,938)	(105,938)	(945,846)	(1,210,380)	(1,813,331)	(983,079)	(3,616,424)	(3,216,546)	
Corporate Image and Communications	-	-	(830,252)	(934,793)	(830,252)	(934,793)	-	-	-	-	-	-	-	-	-	-	51,700	(830,252)	(883,093)
Governance and Internal Control	1,000	18,000	(4,879,404)	(4,848,472)	(4,878,404)	(4,830,472)	-	68	-	-	-	-	(2,000)	-	335,091	335,091	(4,545,313)	(4,495,313)	
People Culture and Safety	100,000	130,618	(104,306)	(110,256)	(4,306)	(340,874)	4,306	4,694	-	-	-	-	-	-	-	(246,478)	-	-	
<b>Infrastructure</b>	101,000	148,618	(5,813,962)	(5,673,009)	(5,712,962)	(5,524,391)	4,306	4,672	-	-	-	(2,000)	-	-	335,091	141,313	(5,375,565)	(5,378,406)	
BILT	-	2,813,893	(91,147)	(17,039)	(17,039)	(2,796,854)	-	-	-	-	-	-	(2,409,384)	(2,176,820)	2,350,000	(770,565)	(150,531)	(150,531)	
Depot Services	15,461	15,882	(385,675)	(481,045)	(370,214)	(465,163)	338,459	369,351	-	-	-	-	(638,459)	(595,766)	670,214	691,578	-	-	
Fire and Emergency Services	1,173,239	2,477,806	(2,966,141)	(3,615,092)	(1,792,902)	(1,137,286)	618,293	1,154,622	-	207,641	-	-	(709,853)	(2,222,061)	163,259	275,881	(1,721,203)	(1,721,203)	
Fleet Services	328,962	770,818	36,381	703,636	365,343	1,474,454	2,664,578	2,006,680	1,228,785	1,351,951	-	-	(4,302,971)	(2,426,378)	353,227	(2,097,745)	308,962	308,962	
Infrastructure Strategy and Design	281,527	634,903	(300,779)	(650,943)	(19,252)	(16,140)	-	20,168	-	-	-	-	-	-	-	4,028	4,028	4,028	
Roads Network	18,171,488	13,804,766	(23,364,986)	(23,947,140)	(5,193,498)	(10,142,374)	15,392,598	15,653,348	-	-	(54,676)	(54,676)	(28,206,354)	(22,633,914)	8,060,794	7,176,480	(10,001,136)	(10,001,136)	
Roads State Network	630,876	1,693,950	(733,786)	(1,255,494)	(102,910)	438,456	-	-	-	-	-	-	-	-	102,910	(438,456)	-	-	
Sewerage Services	20,720,472	21,181,413	(14,502,326)	(14,519,054)	6,218,146	6,662,359	4,584,787	4,419,959	82,968	87,211	(2,220,663)	(2,220,663)	(7,053,942)	(8,880,966)	(1,611,296)	(67,900)	(1,611,296)	(67,900)	
Stormwater	1,698,805	1,835,957	(3,385,959)	(3,150,343)	(1,687,154)	(1,314,377)	2,090,855	2,167,186	-	-	(335,332)	(335,332)	(4,079,653)	(403,806)	3,600,846	(524,109)	(410,438)	(410,438)	
Strategic Infrastructure	-	-	(205,543)	(185,543)	(205,543)	(185,543)	-	-	-	-	-	-	-	-	(20,000)	(205,543)	-	-	
Street Lighting	163,378	167,499	(1,180,540)	(978,830)	(1,017,162)	(811,331)	-	-	-	-	-	-	-	-	-	(445,619)	(651,540)	(1,462,781)	
Traffic Management	1,214,148	1,715,037	(1,192,639)	(1,343,392)	21,509	371,645	28,660	29,582	-	-	(267,425)	(267,425)	-	-	(179,888)	(940,951)	(1,112,121)	(1,158,207)	
Water For The Future	-	6,500,000	(521,938)	-	5,978,062	-	-	-	-	-	-	-	(16,500,000)	(5,276,793)	16,500,000	(701,269)	-	-	
Water Supply	28,808,382	22,531,044	(21,214,643)	(21,945,553)	7,593,739	585,491	5,314,935	5,171,466	69,783	66,292	(1,263,766)	(1,263,766)	(9,610,556)	(6,472,229)	(2,104,135)	1,912,746	-	-	
<b>Leviable</b>	73,206,738	76,142,868	(69,487,783)	(71,907,761)	3,718,955	4,235,107	31,056,445	30,992,362	1,381,536	1,713,095	(4,141,862)	(4,141,862)	(73,511,172)	(51,268,621)	26,699,249	3,673,070	(14,796,849)	(14,796,849)	
Aquatic Leisure Centres	881,096	767,822	(2,678,838)	(2,603,299)	(1,797,742)	(1,835,477)	295,962	295,962	-	-	(45,203)	(45,203)	(87,100)	(362,229)	(70,566)	(258,354)	(1,704,649)	(1,688,593)	
Cemeteries	414,300	414,300	(611,421)	(687,629)	(197,121)	(273,329)	51,241	51,241	-	-	-	-	(40,000)	(21,206)	42,500	35,924	(143,380)	(207,370)	
Community Services	304,516	309,110	(2,090,060)	(2,083,776)	(1,778,544)	(1,774,666)	647,971	647,971	-	-	(1,371,920)	(1,371,920)	(165,797)	(627,500)	(533,558)	(1,881,993)	(1,826,073)		
Family Day Care	1,701,444	1,491,919	(1,704,161)	(1,611,161)	(2,717)	(119,242)	1,899	1,899	-	-	-	-	(10,000)	-	10,818	(27,182)	(144,525)		
Library Services	207,284	214,684	(2,759,511)	(2,775,256)	(2,552,227)	(2,560,572)	281,096	238,565	-	-	-	-	(77,600)	(394,925)	-	414,243	(2,348,689)		
Open Space	532,532	2,578,763	(6,944,376)	(7,128,948)	(6,411,844)	(4,550,185)	2,016,221	2,016,221	-	-	-	-	(1,632,544)	(2,571,008)	825,159	(143,036)	(5,203,008)	(5,248,008)	
Operations	111,000	113,959	(2,333,300)	(2,404,822)	(2,222,300)	(2,290,863)	3,978	3,978	-	-	-	-	-	-	92,720	161,283	(2,125,602)	(2,125,602)	
Rainbow Cottage	1,223,531	1,224,784	(1,547,940)	(1,553,693)	(324,409)	(328,909)	72,413	72,413	-	-	-	-	-	-	-	(251,996)	(256,496)		
Recreation and Sporting	294,244	1,847,948	(3,981,930)	(3,957,731)	(3,687,686)	(2,109,783)	1,564,586	1,564,586	-	-	(194,722)	(194,722)	(627,000)	(2,606,488)	500,000	978,816	(2,444,822)	(2,367,591)	
Strategic Leviable	-	-	(733,018)	(733,018)	-	-	-	-	-	-	-	-	-	-	-	-	(733,018)	-	
<b>Organisational Performance</b>	5,669,947	8,963,289	(25,384,555)	(25,539,333)	(19,714,608)	(16,576,044)	4,935,367	4,892,836	-	-	(239,925)	(239,925)	(3,846,164)	(6,121,653)	2,028,131	1,144,821	(16,837,199)	(16,899,965)	
Building Assets	350,000	382,536	(3,053,692)	(3,065,612)	(2,703,692)	(2,683,076)	834,397	897,019	-	-	(344,206)	(344,206)	-	(1,217,481)	-				

March 2022 Quarterly Review Income and Expenditure



**Dubbo Regional Council  
Detailed Financial Statement - Quarter Ending 31 March 2022**

	<b>2021/2022 Original Budget</b>	<b>September Adjustment</b>	<b>December Adjustment</b>	<b>March Adjustment</b>	<b>Revised Annual Estimate</b>	<b>YTD Actuals to 31 March 2022</b>
<b>Operating</b>						
<b>Income</b>						
Annual Charges	31,790,682	56,967	1,735	(131,704)	31,717,680	31,718,454
Capital Contributions	3,705,767	(480,648)	1,828,047	1,275,335	6,328,501	6,248,237
Capital Grants	14,681,223	15,040,868	(1,347,925)	(5,247,295)	23,126,871	13,782,152
Fees	18,333,788	(1,399,596)	(471,439)	(105,072)	16,357,681	13,557,467
Gain/(Loss) on Disposal Real Estate Assets	4,811,570	-	67,856	(4,981,344)	(101,918)	(2,698,492)
Interest & Investment Revenue	2,484,947	-	69,333	-	2,554,280	2,209,863
Operating Contributions	3,394,067	150,000	(28,333)	(14,144)	3,501,590	2,141,662
Operating Grants	17,884,485	478,900	395,054	1,087,921	19,846,360	9,804,814
Ordinary Rates	36,512,330	308,985	181,347	(47,549)	36,955,113	37,017,992
Other Revenues	2,543,970	184,931	310,001	431,349	3,470,251	2,072,022
User Charges	25,961,596	(5,000,000)	(1,929)	(505,824)	20,453,843	16,419,341
<b>Income Total</b>	<b>162,104,425</b>	<b>9,340,407</b>	<b>1,003,747</b>	<b>(8,238,327)</b>	<b>164,210,252</b>	<b>132,273,512</b>
<b>Expenditure</b>						
Borrowing Costs	3,129,824	-	-	-	3,129,824	1,978,882
Depreciation & Amortisation & Impairment	44,135,922	-	788,778	3,142,095	48,066,795	36,939,859
Employee Benefits and Oncosts	51,882,613	(263,200)	20,659	(167,720)	51,472,352	39,425,012
Materials & Contracts	32,068,532	2,839,057	103,332	1,280,293	36,291,214	20,139,135
Other Expenses	16,346,579	870,158	(36,955)	(23,030)	17,156,752	11,413,150
<b>Expenditure Total</b>	<b>147,563,470</b>	<b>3,446,015</b>	<b>875,814</b>	<b>4,231,638</b>	<b>156,116,937</b>	<b>109,896,038</b>
<b>Operating Total</b>	<b>14,540,955</b>	<b>5,894,392</b>	<b>127,933</b>	<b>(12,469,965)</b>	<b>8,093,315</b>	<b>22,377,474</b>

**Capital Budget Review  
Detailed Financial Statement - Quarter Ending 31 March 2022**

	Original Budget	September Adjustment	December Adjustment	March Adjustment	Annual Forecast	YTD Actuals to 31 March 2022
<b>Capital Expenditure</b>						
<b>Culture and Economy</b>						
<b>Dubbo Regional Airport</b>						
<b>01.09205 - Airport - Other Structures</b>						
6956 - Stormwater Upgrade	-	-	-	33,300	33,300	-
<b>01.09205 - Airport - Other Structures Total</b>	-	-	-	<b>33,300</b>	<b>33,300</b>	-
<b>01.09206 - Airport - Buildings</b>						
6953 - New Workshop in Compound	-	-	-	3,359	3,359	3,359
6962 - Security Screening Area Upgrades	-	1,900	-	-	1,900	1,900
<b>01.09206 - Airport - Buildings Total</b>	-	<b>1,900</b>	-	<b>3,359</b>	<b>5,259</b>	<b>5,259</b>
<b>01.09208 - Airport - Other Structures</b>						
6951 - CCTV Enhancement	9,000	-	-	-	9,000	720
<b>01.09208 - Airport - Other Structures Total</b>	<b>9,000</b>	-	-	-	<b>9,000</b>	<b>720</b>
<b>01.09212 - Airport - Infrastructure Pavements</b>						
6975 - NSRF - Stage 4 - Electricity/Comms	-	10,868	-	-	10,868	8,224
7000 - RPT - Southern Apron expansion	1,346,756	-	(1,296,756)	(11,318)	38,682	32,692
7002 - Northern Apron Expansion	-	1,900	1,296,756	(1,098,656)	200,000	25,945
<b>01.09212 - Airport - Infrastructure Pavements Total</b>	<b>1,346,756</b>	<b>12,768</b>	-	<b>(1,109,974)</b>	<b>249,550</b>	<b>66,461</b>
<b>01.09215 - Asset Renewal Airport - Buildings</b>						
6907 - Security Area	100,000	(100,000)	-	-	-	-
<b>01.09215 - Asset Renewal Airport - Buildings Total</b>	<b>100,000</b>	<b>(100,000)</b>	-	-	-	-
<b>Dubbo Regional Airport Total</b>	<b>1,455,756</b>	<b>(85,332)</b>	-	<b>(1,073,315)</b>	<b>297,109</b>	<b>72,440</b>
<b>Dubbo Regional Livestock Markets</b>						
<b>01.09167 - Livestock Markets - Other Structures</b>						
6946 - Shade Structures (Cattle Yards)	90,000	(90,000)	-	-	-	-
6951 - Cattle Yards Rubber Matting	50,000	-	10,000	45,000	105,000	98,547
<b>01.09167 - Livestock Markets - Other Structures Total</b>	<b>140,000</b>	<b>(90,000)</b>	<b>10,000</b>	<b>45,000</b>	<b>105,000</b>	<b>98,547</b>
<b>01.09176 - Livestock Markets - Buildings - Non Specialised</b>						
7000 - Canteen/amenities/office	1,590,000	(1,490,000)	(90,000)	-	10,000	3,915
<b>01.09176 - Livestock Markets - Buildings - Non Specialised Total</b>	<b>1,590,000</b>	<b>(1,490,000)</b>	<b>(90,000)</b>	-	<b>10,000</b>	<b>3,915</b>
<b>01.09177 - Livestock Markets - Other Structures</b>						
6895 - Security Cameras	20,000	12,690	2,730	-	35,420	35,420
6907 - Upgrade Sheep Paddock Fences	150,000	-	(150,000)	-	-	-
<b>01.09177 - Livestock Markets - Other Structures Total</b>	<b>170,000</b>	<b>12,690</b>	<b>(147,270)</b>	-	<b>35,420</b>	<b>35,420</b>
<b>01.09179 - Livestock Markets - Other Assets</b>						
6924 - Hard Hose Travelling Irrigator	-	-	-	3,154	3,154	3,154
<b>01.09179 - Livestock Markets - Other Assets Total</b>	-	-	-	<b>3,154</b>	<b>3,154</b>	<b>3,154</b>
<b>Dubbo Regional Livestock Markets Total</b>	<b>1,900,000</b>	<b>(1,567,310)</b>	<b>(227,270)</b>	<b>48,154</b>	<b>153,574</b>	<b>141,036</b>
<b>Economic Development and Marketing</b>						
<b>01.09489 - Tourism Promotion</b>						
2705 - Other Assets Purchased	-	-	-	9,000	9,000	9,000
7290 - Wellington VIC Driver Reviver Upgrade	-	26,747	-	-	26,747	23,071
<b>01.09489 - Tourism Promotion Total</b>	-	<b>26,747</b>	-	<b>9,000</b>	<b>35,747</b>	<b>32,071</b>
<b>Economic Development and Marketing Total</b>	-	<b>26,747</b>	-	<b>9,000</b>	<b>35,747</b>	<b>32,071</b>
<b>Old Dubbo Gaol</b>						
<b>01.09455 - Old Dubbo Gaol - Buildings</b>						
5916 - Padded Cell Upgrade	-	3,460	-	50,000	53,460	-
<b>01.09455 - Old Dubbo Gaol - Buildings Total</b>	-	<b>3,460</b>	-	<b>50,000</b>	<b>53,460</b>	-
<b>01.09456 - Infrastructure</b>						
5802 - Paving & Underground Infrastructure	100,000	150,000	(250,000)	-	-	-
5803 - Roof and Guttering	193,000	(193,000)	-	-	-	-
5804 - Gallery Wall Repointing	50,000	-	(50,000)	-	-	-
<b>01.09456 - Infrastructure Total</b>	<b>343,000</b>	<b>(43,000)</b>	<b>(300,000)</b>	-	-	-
<b>Old Dubbo Gaol Total</b>	<b>343,000</b>	<b>(39,540)</b>	<b>(300,000)</b>	<b>50,000</b>	<b>53,460</b>	-
<b>Regional Experiences</b>						
<b>01.09048 - Regional Experiences - Acquisition of Assets</b>						
1000 - Audio/Visual Exhibition	-	15,000	-	-	15,000	-
1001 - Stop Motion Adventure - Grant	-	3,535	-	-	3,535	-
<b>01.09048 - Regional Experiences - Acquisition of Assets Total</b>	-	<b>18,535</b>	-	-	<b>18,535</b>	-
<b>Regional Experiences Total</b>	-	<b>18,535</b>	-	-	<b>18,535</b>	-
<b>Regional Theatre and Convention Centre</b>						
<b>01.09551 - DRTCC - Furniture &amp; Fittings</b>						
9015 - Refrigeration	15,000	(15,000)	-	-	-	-
9018 - LED House Lights	-	-	-	110	110	110
<b>01.09551 - DRTCC - Furniture &amp; Fittings Total</b>	<b>15,000</b>	<b>(15,000)</b>	-	<b>110</b>	<b>110</b>	<b>110</b>
<b>01.09578 - DRTCC - Furniture &amp; Fittings</b>						
7302 - External LED Sign	300,000	(4,600)	-	(225,400)	70,000	31,331
7305 - Heating Water Boiler	30,000	(30,000)	-	-	-	-
7306 - Heating Water Pressurisation Tank	6,000	-	(6,000)	-	-	-

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	Original Budget	September Adjustment	December Adjustment	March Adjustment	Annual Forecast	YTD Actuals to 31 March 2022
7312 - Stage Grid	-	46,272	(3,750)	-	42,522	42,522
<b>01.09578 - DRTPC - Furniture &amp; Fittings Total</b>	<b>336,000</b>	<b>11,672</b>	<b>(9,750)</b>	<b>(225,400)</b>	<b>112,522</b>	<b>73,853</b>
<b>01.09582 - Wellington Civic Centre - Buildings</b>						
7000 - Wellington Civic Centre	42,380	(42,380)	-	-	-	-
<b>01.09582 - Wellington Civic Centre - Buildings Total</b>	<b>42,380</b>	<b>(42,380)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Regional Theatre and Convention Centre Total</b>	<b>393,380</b>	<b>(45,708)</b>	<b>(9,750)</b>	<b>(225,290)</b>	<b>112,632</b>	<b>73,963</b>
<b>Showgrounds</b>						
<b>01.08221 - Asset Renewals</b>						
7002 - Wellington Showground Upgrade	50,000	-	(50,000)	-	-	-
<b>01.08221 - Asset Renewals Total</b>	<b>50,000</b>	<b>-</b>	<b>(50,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>01.09290 - Showground - Furniture &amp; Fittings</b>						
7123 - Function Equipment	-	40,000	(40,000)	3,454	3,454	3,454
<b>01.09290 - Showground - Furniture &amp; Fittings Total</b>	<b>-</b>	<b>40,000</b>	<b>(40,000)</b>	<b>3,454</b>	<b>3,454</b>	<b>3,454</b>
<b>01.09292 - Showground - Buildings</b>						
7118 - DCP & DPIE - 50% Grant - Stables	-	225,000	-	-	225,000	218,620
7119 - Grant - Pavilion Piazza	-	495,264	(395,264)	-	100,000	-
<b>01.09292 - Showground - Buildings Total</b>	<b>-</b>	<b>720,264</b>	<b>(395,264)</b>	<b>-</b>	<b>325,000</b>	<b>218,620</b>
<b>01.09295 - Showground - Buildings</b>						
7122 - Showground CCTV Renewal	-	623	-	-	623	623
7130 - Wellington Showground - Disabled Access	50,000	-	(50,000)	-	-	-
7134 - Storage Shed Extension	-	30,000	-	-	30,000	-
<b>01.09295 - Showground - Buildings Total</b>	<b>50,000</b>	<b>30,623</b>	<b>(50,000)</b>	<b>-</b>	<b>30,623</b>	<b>623</b>
<b>01.09297 - Showground - Other Assets</b>						
7121 - Electricity Upgrade	-	-	-	75,724	75,724	-
7140 - Showground Master Plan	125,000	110,000	(235,000)	-	-	-
7141 - OEC Toilets (Grandstand)	-	60,000	-	-	60,000	-
7201 - PIRE Grant Phase 1 - Boundary Fence	-	29,658	-	(99)	29,559	29,559
7202 - Toilet Block - Grandstand	-	360,500	-	-	360,500	43,717
<b>01.09297 - Showground - Other Assets Total</b>	<b>125,000</b>	<b>560,158</b>	<b>(235,000)</b>	<b>75,625</b>	<b>525,783</b>	<b>73,276</b>
<b>Showgrounds Total</b>	<b>225,000</b>	<b>1,351,045</b>	<b>(770,264)</b>	<b>79,079</b>	<b>884,860</b>	<b>295,973</b>
<b>Wellington Caves Complex</b>						
<b>01.08150 - Caravan Park - Other Structures</b>						
5004 - Bin Storage Area	-	8,184	-	-	8,184	8,184
<b>01.08150 - Caravan Park - Other Structures Total</b>	<b>-</b>	<b>8,184</b>	<b>-</b>	<b>-</b>	<b>8,184</b>	<b>8,184</b>
<b>01.08153 - Caravan Park - Furniture &amp; Fittings</b>						
5100 - Cabin Furniture & Fittings	20,000	-	-	-	20,000	2,438
<b>01.08153 - Caravan Park - Furniture &amp; Fittings Total</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>2,438</b>
<b>01.08172 - Wellington Caves - Other Structures</b>						
7000 - Megafauna Education Zone	-	70,000	-	-	70,000	70,000
7002 - Caves Entrance Sign	-	132,379	-	-	132,379	34,134
<b>01.08172 - Wellington Caves - Other Structures Total</b>	<b>-</b>	<b>202,379</b>	<b>-</b>	<b>-</b>	<b>202,379</b>	<b>104,134</b>
<b>01.08200 - Land &amp; Buildings</b>						
7106 - Caravan Park Office	-	-	2,520	-	2,520	2,520
7107 - Park Cabin Family Units	150,000	-	(150,000)	-	-	-
7108 - Carvan Park - Irrigation	-	-	2,000	-	2,000	2,000
7109 - Thunder Caves Stairs	65,000	-	-	(65,000)	-	-
7110 - Garden Caves Hand Rails	40,000	-	-	(40,000)	-	-
7112 - Garage Removal and Landscaping	25,000	-	-	(20,424)	4,576	4,576
<b>01.08200 - Land &amp; Buildings Total</b>	<b>280,000</b>	<b>-</b>	<b>(145,480)</b>	<b>(125,424)</b>	<b>9,096</b>	<b>9,096</b>
<b>01.08202 - Plant and Equipment</b>						
7002 - Caravan Park - Security Upgrade	45,000	-	(45,000)	10,000	10,000	-
<b>01.08202 - Plant and Equipment Total</b>	<b>45,000</b>	<b>-</b>	<b>(45,000)</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>
<b>01.08203 - Infrastructure - Road &amp; Bridge &amp; Footpath</b>						
7002 - Access Road	-	3,197	-	-	3,197	3,197
<b>01.08203 - Infrastructure - Road &amp; Bridge &amp; Footpath Total</b>	<b>-</b>	<b>3,197</b>	<b>-</b>	<b>-</b>	<b>3,197</b>	<b>3,197</b>
<b>Wellington Caves Complex Total</b>	<b>345,000</b>	<b>213,760</b>	<b>(190,480)</b>	<b>(115,424)</b>	<b>252,856</b>	<b>127,049</b>
<b>Western Plains Cultural Centre</b>						
<b>01.09533 - WPCC - Furniture &amp; Fittings</b>						
7307 - Fan Coil Unit	50,000	-	-	(50,000)	-	-
7324 - Fire Dampers and Fire Rating	10,000	-	-	-	10,000	-
<b>01.09533 - WPCC - Furniture &amp; Fittings Total</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>(50,000)</b>	<b>10,000</b>	<b>-</b>
<b>01.09535 - WPCC - Other Structures</b>						
7054 - Security DVR Upgrade	100,000	139,728	-	-	239,728	141,009
7067 - Cafe Deck/ Rock Garden	-	45,000	(45,000)	-	-	-
<b>01.09535 - WPCC - Other Structures Total</b>	<b>100,000</b>	<b>184,728</b>	<b>(45,000)</b>	<b>-</b>	<b>239,728</b>	<b>141,009</b>
<b>01.09541 - WPCC - Furniture &amp; Fittings</b>						
7122 - Lockable Trolleys	8,000	-	-	-	8,000	-
<b>01.09541 - WPCC - Furniture &amp; Fittings Total</b>	<b>8,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,000</b>	<b>-</b>

**Capital Budget Review  
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	Original Budget	September Adjustment	December Adjustment	March Adjustment	Annual Forecast	YTD Actuals to 31 March 2022
<b>01.09542 - WPCC - Plant &amp; Equipment</b>						
7454 - Daikin Air Condition Unit - Staff Office	-	-	7,968	(7,968)	-	-
<b>01.09542 - WPCC - Plant &amp; Equipment Total</b>	-	-	<b>7,968</b>	<b>(7,968)</b>	-	-
<b>01.09545 - Cultural Facilities - Buildings</b>						
7415 - BMS System	41,000	45,000	4,971	-	90,971	1,415
7416 - Store & Music Facility WPCC	-	49,203	-	-	49,203	15,223
<b>01.09545 - Cultural Facilities - Buildings Total</b>	<b>41,000</b>	<b>94,203</b>	<b>4,971</b>	-	<b>140,174</b>	<b>16,638</b>
<b>01.09721 - WPCC - Land &amp; Buildings</b>						
7001 - Garden Upgrade	-	40,000	(40,000)	-	-	-
<b>01.09721 - WPCC - Land &amp; Buildings Total</b>	-	<b>40,000</b>	<b>(40,000)</b>	-	-	-
<b>Western Plains Cultural Centre Total</b>	<b>209,000</b>	<b>318,931</b>	<b>(72,061)</b>	<b>(57,968)</b>	<b>397,902</b>	<b>157,647</b>
<b>Culture and Economy Total</b>	<b>4,871,136</b>	<b>191,128</b>	<b>(1,569,825)</b>	<b>(1,285,764)</b>	<b>2,206,675</b>	<b>900,179</b>
<b>Development and Environment</b>						
<b>Building and Development Services</b>						
<b>01.09318 - Building Control - Office Equipment</b>						
7000 - e-Planning Portal Integration Software	-	68,000	-	(36,901)	31,099	31,099
<b>01.09318 - Building Control - Office Equipment Total</b>	-	<b>68,000</b>	-	<b>(36,901)</b>	<b>31,099</b>	<b>31,099</b>
<b>Building and Development Services Total</b>	-	<b>68,000</b>	-	<b>(36,901)</b>	<b>31,099</b>	<b>31,099</b>
<b>Compliance</b>						
<b>01.09365 - Compliance - Other Structures</b>						
7001 - Animal Shelter	100,000	-	-	(100,000)	-	-
7002 - Parking Sensors	70,000	60,000	(60,000)	2,000	72,000	-
<b>01.09365 - Compliance - Other Structures Total</b>	<b>170,000</b>	<b>60,000</b>	<b>(60,000)</b>	<b>(98,000)</b>	<b>72,000</b>	-
<b>01.09370 - Compliance - Plant and Equipment</b>						
7027 - CCTV system	-	-	-	11,317	11,317	11,317
<b>01.09370 - Compliance - Plant and Equipment Total</b>	-	-	-	<b>11,317</b>	<b>11,317</b>	<b>11,317</b>
<b>01.09373 - Compliance - Office Equipment</b>						
7000 - Minor Office Equipment	13,800	-	-	(13,800)	-	-
<b>01.09373 - Compliance - Office Equipment Total</b>	<b>13,800</b>	-	-	<b>(13,800)</b>	-	-
<b>Compliance Total</b>	<b>183,800</b>	<b>60,000</b>	<b>(60,000)</b>	<b>(100,483)</b>	<b>83,317</b>	<b>11,317</b>
<b>Environment and Health</b>						
<b>01.09305 - Environmental Control - Office Equip</b>						
7124 - Office Equipment	4,200	-	(4,200)	-	-	-
<b>01.09305 - Environmental Control - Office Equip Total</b>	<b>4,200</b>	-	<b>(4,200)</b>	-	-	-
<b>Environment and Health Total</b>	<b>4,200</b>	-	<b>(4,200)</b>	-	-	-
<b>Resource Recovery and Efficiency</b>						
<b>01.09410 - Acquisition of Assets - Other Structures</b>						
7200 - DRTPC - Roof Mounted Photovoltaics	-	4,735	-	(2,315)	2,420	-
7201 - Dubbo Library-Roof Mounted Photovoltaics	-	-	-	4,855	4,855	2,435
7202 - DALC - Roof Mounted Photovoltaics	-	-	-	2,420	2,420	-
7204 - WALC - Roof Mounted Photovoltaics	-	-	-	2,420	2,420	-
7206 - Dubbo S/Grnd -Roof Mounted Photovoltaics	-	-	-	2,420	2,420	-
7207 - WAB - Solar Renewable System	-	119,884	-	(97,157)	22,727	22,727
7208 - CAB - Solar Renewable System	-	-	-	99,800	99,800	99,800
<b>01.09410 - Acquisition of Assets - Other Structures Total</b>	-	<b>124,619</b>	-	<b>12,443</b>	<b>137,062</b>	<b>124,962</b>
<b>Resource Recovery and Efficiency Total</b>	-	<b>124,619</b>	-	<b>12,443</b>	<b>137,062</b>	<b>124,962</b>
<b>Waste Management - Domestic</b>						
<b>01.09103 - DWM - Plant &amp; Equipment Purchases</b>						
6728 - Truck (713)	-	389,230	-	-	389,230	389,230
6733 - Utility (122)	44,746	-	-	(44,746)	-	-
6739 - Truck (710)	-	389,230	-	-	389,230	389,230
6741 - Utility (2122)	37,583	-	-	(37,583)	-	-
6746 - Utility (091)	-	35,452	-	-	35,452	35,452
6747 - Utility (2121)	-	40,720	-	-	40,720	40,720
<b>01.09103 - DWM - Plant &amp; Equipment Purchases Total</b>	<b>82,329</b>	<b>854,632</b>	-	<b>(82,329)</b>	<b>854,632</b>	<b>854,632</b>
<b>Waste Management - Domestic Total</b>	<b>82,329</b>	<b>854,632</b>	-	<b>(82,329)</b>	<b>854,632</b>	<b>854,632</b>
<b>Waste Management - Other</b>						
<b>01.09114 - Other Waste - Plant &amp; Equipment</b>						
6760 - Utility (121)	40,229	-	-	12,653	52,882	-
6795 - Wheeled Loader (718)	380,000	-	(380,000)	-	-	-
6818 - Water Pump (980)	-	-	29,670	-	29,670	29,670
<b>01.09114 - Other Waste - Plant &amp; Equipment Total</b>	<b>420,229</b>	-	<b>(350,330)</b>	<b>12,653</b>	<b>82,552</b>	<b>29,670</b>
<b>01.09120 - Other Waste - Land Improvements</b>						
6784 - Landfill Rehabilitation - Wellington Tip	255,288	-	(205,288)	(28,282)	21,718	17,635
<b>01.09120 - Other Waste - Land Improvements Total</b>	<b>255,288</b>	-	<b>(205,288)</b>	<b>(28,282)</b>	<b>21,718</b>	<b>17,635</b>
<b>Waste Management - Other Total</b>	<b>675,517</b>	-	<b>(555,618)</b>	<b>(15,629)</b>	<b>104,270</b>	<b>47,305</b>
<b>Development and Environment Total</b>	<b>945,846</b>	<b>1,107,251</b>	<b>(619,818)</b>	<b>(222,899)</b>	<b>1,210,380</b>	<b>1,069,315</b>
<b>Executive Services</b>						
<b>Governance and Internal Control</b>						
<b>01.09660 - Admin Services - Office Equipment</b>						
7902 - Councillors Office Equipment	2,000	-	(2,000)	-	-	-
<b>01.09660 - Admin Services - Office Equipment Total</b>	<b>2,000</b>	-	<b>(2,000)</b>	-	-	-

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	Original Budget	September Adjustment	December Adjustment	March Adjustment	Annual Forecast	YTD Actuals to 31 March 2022
<b>Governance and Internal Control Total</b>	<b>2,000</b>	-	<b>(2,000)</b>	-	-	-
<b>Executive Services Total</b>	<b>2,000</b>	-	<b>(2,000)</b>	-	-	-
<b>Infrastructure</b>						
<b>BILT</b>						
<b>01.09353 - BILT - Wellington Pool Redevelopment</b>						
1000 - Wellington Pool Redevelopment	-	3,430	-	-	3,430	3,376
<b>01.09353 - BILT - Wellington Pool Redevelopment Total</b>	-	<b>3,430</b>	-	-	<b>3,430</b>	<b>3,376</b>
<b>01.09372 - Destination Dubbo</b>						
1000 - Old Dubbo Gaol Plaza	2,364,846	(222,746)	(1,000,000)	251,399	1,393,499	987,492
1001 - Wiradjuri Tourism Centre - Building	29,692	800,000	-	(486,030)	343,662	244,468
1002 - Macquarie Foreshore - Event Precinct	14,846	2,097,980	(1,300,000)	(376,597)	436,229	398,295
<b>01.09372 - Destination Dubbo Total</b>	<b>2,409,384</b>	<b>2,675,234</b>	<b>(2,300,000)</b>	<b>(611,228)</b>	<b>2,173,390</b>	<b>1,630,255</b>
<b>BILT Total</b>	<b>2,409,384</b>	<b>2,678,664</b>	<b>(2,300,000)</b>	<b>(611,228)</b>	<b>2,176,820</b>	<b>1,633,631</b>
<b>Depot Services</b>						
<b>01.09693 - Depot - Plant &amp; Equipment</b>						
7947 - Alarm System	-	5,951	-	-	5,951	5,951
7970 - Amaroo Dr Depot Key Security System	-	38,325	-	-	38,325	38,325
<b>01.09693 - Depot - Plant &amp; Equipment Total</b>	-	<b>44,276</b>	-	-	<b>44,276</b>	<b>44,276</b>
<b>01.09696 - Depot - Other Structures</b>						
7963 - General Staff Car Park	-	12,666	-	-	12,666	12,666
7971 - Hawthorn St Depot Bitumen Seal	-	1,586	358	-	1,944	2,241
<b>01.09696 - Depot - Other Structures Total</b>	-	<b>14,252</b>	<b>358</b>	-	<b>14,610</b>	<b>14,907</b>
<b>01.09697 - Depot - Buildings</b>						
7846 - Hawthorn St Build 15 - 5 Bay Ganger Shed	-	-	250,000	-	250,000	135,074
7847 - Hawthorn St Build14 Op's Plant Shelter	-	-	35,000	-	35,000	800
7849 - Hawthorn St Depot Inf Office Block	338,459	336,609	(250,000)	(325,068)	100,000	13,226
7852 - Hawthorn St Depot Stores Shed	-	1,880	-	-	1,880	1,880
7854 - Hawthorn St Depot Materials Storage Bays	-	-	-	150,000	150,000	-
7969 - Hawthorn St Depot Improvements	300,000	(46,156)	(35,000)	(218,844)	-	-
<b>01.09697 - Depot - Buildings Total</b>	<b>638,459</b>	<b>292,333</b>	<b>(35,000)</b>	<b>(393,912)</b>	<b>536,880</b>	<b>150,980</b>
<b>Depot Services Total</b>	<b>638,459</b>	<b>350,861</b>	<b>358</b>	<b>(393,912)</b>	<b>595,766</b>	<b>210,163</b>
<b>Fire and Emergency Services</b>						
<b>01.09156 - Fire Control - Plant &amp; Equipment</b>						
6840 - BFC Catalogue Items - Capital	-	-	1,396,904	-	1,396,904	1,396,904
<b>01.09156 - Fire Control - Plant &amp; Equipment Total</b>	-	-	<b>1,396,904</b>	-	<b>1,396,904</b>	<b>1,396,904</b>
<b>01.09164 - Fire Control - Buildings</b>						
6903 - NSW RFS Aviation Centre of Excellence	400,000	-	-	-	400,000	201,773
6904 - Bodangora Station	255,000	-	-	-	255,000	4,064
6905 - Dripstone Floor	-	43,049	-	(29,813)	13,236	13,236
6907 - Wuuluman Station	54,853	(43,883)	-	-	10,970	4,064
<b>01.09164 - Fire Control - Buildings Total</b>	<b>709,853</b>	<b>(834)</b>	-	<b>(29,813)</b>	<b>679,206</b>	<b>223,137</b>
<b>01.09168 - Emergency Management Facilities</b>						
6899 - NSW Emergency Operations Centre Upgrade	-	145,951	-	-	145,951	126,341
<b>01.09168 - Emergency Management Facilities Total</b>	-	<b>145,951</b>	-	-	<b>145,951</b>	<b>126,341</b>
<b>Fire and Emergency Services Total</b>	<b>709,853</b>	<b>145,117</b>	<b>1,396,904</b>	<b>(29,813)</b>	<b>2,222,061</b>	<b>1,746,382</b>
<b>Fleet Services</b>						
<b>01.09615 - Assets Purchased - Sundry Plant (\$5000 to \$9999) Total</b>						
	9,999	12,792	(17,091)	-	5,700	5,700
<b>01.09619 - Assets Purchased - Minor Plant (&gt;\$150 &amp; 000) Total</b>						
	254,037	59,000	(254,037)	6,212	65,212	65,212
<b>01.09621 - Assets Purchased - Major Plant (&gt;\$150 &amp; 000) Total</b>						
	1,475,368	28,115	(409,950)	(149,837)	943,696	943,696
<b>01.09623 - Assets Purchased - Light Vehicles Total</b>						
	2,361,409	188,558	(935,095)	(316,308)	1,298,564	1,036,208
<b>01.09625 - Assets Purchased - Small Plant (\$10000 to \$49999) Total</b>						
	202,158	40,342	(104,294)	(25,000)	113,206	62,766
<b>Fleet Services Total</b>	<b>4,302,971</b>	<b>328,807</b>	<b>(1,720,467)</b>	<b>(484,933)</b>	<b>2,426,378</b>	<b>2,113,582</b>
<b>Roads Network</b>						
<b>01.02694 - Private Works Expenditure</b>						
5121 - PW - South Lakes Order No 26885	-	-	-	-	-	463
<b>01.02694 - Private Works Expenditure Total</b>	-	-	-	-	-	<b>463</b>
<b>01.09004 - Paved Footpaths - Reconstruction</b>						
6689 - Brisbane St (Tamworth to Mitchell)	444,864	(444,864)	-	-	-	-
<b>01.09004 - Paved Footpaths - Reconstruction Total</b>	<b>444,864</b>	<b>(444,864)</b>	-	-	-	-
<b>01.09006 - Paved Footpaths - Construction</b>						
6527 - Wheelers Lane - Myall to Bass	-	55,720	-	-	55,720	55,720
6600 - Macquarie St	-	42,014	(29,301)	-	12,713	12,713
6604 - Fence various walkways	-	37,948	(35,418)	8,000	10,530	5,578
6605 - LRCI - Hennessy Dr Shared Pathway	480,000	(6,867)	-	152,238	625,371	588,653
<b>01.09006 - Paved Footpaths - Construction Total</b>	<b>480,000</b>	<b>128,815</b>	<b>(64,719)</b>	<b>160,238</b>	<b>704,334</b>	<b>662,664</b>
<b>01.09041 - Urban Road Construction &amp; Reconstruct</b>						
6668 - Sheraton Road (South of SH7)	-	-	-	50,000	50,000	20,170

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	Original Budget	September Adjustment	December Adjustment	March Adjustment	Annual Forecast	YTD Actuals to 31 March 2022
6677 - Purvis Lane Reconstruction	-	115,351	110,649	-	226,000	115,351
6685 - Swift Street (Arthur to Railway Station)	-	455,842	(450,000)	204,882	1,480,000	1,452,559
6690 - Urban Roads Backlog Construction	1,000,000	118,758	(155,000)	(863,758)	100,000	2,520
6697 - Boundary Rd Extension Stage 2	2,747,533	1,148,189	-	-	4,562,298	4,365,084
6702 - FLR - Wheelers/Keswick Roundabout 20/21	-	163,164	-	(161,397)	1,767	1,767
6703 - Fixing Local Roads Urban 2020 - 2021	-	156,775	-	(58,845)	97,930	61,210
6704 - Boundary Rd Shop Precinct Beautification	-	262,575	-	(62,575)	200,000	140,816
6709 - Wheelers Lane (Rail to Myall)	1,400,000	(950,000)	(350,000)	(90,000)	10,000	3,528
6710 - LRC1(2) Tamworth St(Fitzroy to Sterling)	704,000	344,725	(750,000)	(213,725)	85,000	71,634
6712 - Merrilea Rd Drainage Improvements	-	924	-	-	924	924
6713 - Buninyong Rd Drainage Improvements	-	17,991	-	-	17,991	17,991
6714 - Percy St - Warne to Swift	-	220,000	-	-	220,000	39,395
6715 - Victoria St Shop Precinct Beautification	42,831	-	-	(42,831)	-	-
6716 - Thornton St (Zouch to Hawkins)	-	-	55,000	(39,618)	15,382	15,382
<b>01.09041 - Urban Road Construction &amp; Reconstruct Total</b>	<b>7,163,640</b>	<b>2,054,294</b>	<b>(1,539,351)</b>	<b>(611,291)</b>	<b>7,067,292</b>	<b>6,308,331</b>
<b>01.09043 - Preconstruction</b>						
6617 - IS & Design - Preconstruction	200,000	(158,840)	-	(26,160)	15,000	8,947
<b>01.09043 - Preconstruction Total</b>	<b>200,000</b>	<b>(158,840)</b>	<b>-</b>	<b>(26,160)</b>	<b>15,000</b>	<b>8,947</b>
<b>01.09044 - Urban Roads - Renewals</b>						
6730 - Annual Reseal Program	615,519	-	-	(611,351)	4,168	4,168
6731 - Heavy Patching Program	400,000	-	-	100,000	500,000	65,408
<b>01.09044 - Urban Roads - Renewals Total</b>	<b>1,015,519</b>	<b>-</b>	<b>-</b>	<b>(511,351)</b>	<b>504,168</b>	<b>69,576</b>
<b>01.09053 - Public Transport Infrastructure Program</b>						
6638 - Bus Shelters	-	-	2,156	(2,156)	-	-
<b>01.09053 - Public Transport Infrastructure Program Total</b>	<b>-</b>	<b>-</b>	<b>2,156</b>	<b>(2,156)</b>	<b>-</b>	<b>-</b>
<b>01.09055 - K&amp;G Construct / Reconstruction</b>						
6677 - Gipps St (Wingewarra to Bulje)	-	-	-	-	-	247
6694 - Darling St (W) - Bulje to Wingewarra	-	132,426	(50,000)	(82,426)	-	-
6695 - Brisbane St (Tamworth to Mitchell)	170,000	(170,000)	-	-	-	580
<b>01.09055 - K&amp;G Construct / Reconstruction Total</b>	<b>170,000</b>	<b>(37,574)</b>	<b>(50,000)</b>	<b>(82,426)</b>	<b>-</b>	<b>827</b>
<b>01.09072 - Rural Road-Major Construction &amp; Reconstruction</b>						
6658 - Regional Roads Upgrading Program	800,000	(800,000)	-	-	-	-
6773 - Twelve Mile Road	1,510,404	(1,507,178)	-	-	3,226	3,226
6783 - Boothamba/Livestock Market Intersection	4,428,710	761,782	-	(2,534,492)	2,656,000	1,042,936
6785 - Burrendong Way - Safer Roads Program	2,262,000	(1,357,200)	-	(104,800)	800,000	475,739
6786 - Renshaw McGirr Way - Safer Roads Program	-	-	-	-	-	4,570
6787 - Fixing Local Roads Rural 2020 - 2021	-	-	-	58,845	58,845	58,845
6788 - FLR - Old Mendooran Rd Seal Extension	-	1,782,685	236,626	(119,311)	1,900,000	1,092,457
6791 - RMS - 20/21 MRS73 Burrendong Way	-	398,891	-	6,848	405,739	405,475
6792 - Safer Roads Program - Old Dubbo Road	-	1,263,496	(73,340)	-	1,205,090	1,205,090
6795 - Toorale Rd Drainage Improvements	-	451,020	48,000	226,309	725,329	725,329
6796 - RTR - Obley Rd Culvert Replacement	-	253,839	272,242	(150,283)	375,798	375,798
6809 - Boothamba/Old Mendooran Intersection	-	-	100,000	(20,000)	80,000	-
6810 - Cooreena Road	-	294,658	(4,753)	4,783	294,688	294,688
6818 - Burrendong Way - Dripstone Seg 50	-	800,000	-	-	800,000	183,746
6819 - FLR3 Ballimore Rd (Windora-Wongajong Rd)	-	300,000	(150,000)	(125,000)	25,000	11,389
6820 - Ballimore Rd (Wongajong to Westella Rd)	-	25,000	-	(10,000)	15,000	13,173
6821 - Ballimore Rd (Comabella to Windora Rd)	-	7,577	-	-	7,577	-
6823 - LRC1 3 - Eulalie Lane Stg 1	-	25,000	-	-	25,000	5,709
6828 - Eulalie Ln Stg 3 (Seal to Weonga Rd)	-	4,407	-	-	4,407	-
<b>01.09072 - Rural Road-Major Construction &amp; Reconstruction Total</b>	<b>9,001,114</b>	<b>2,703,977</b>	<b>428,775</b>	<b>(2,752,167)</b>	<b>9,381,699</b>	<b>5,898,170</b>
<b>01.09074 - Rural Road Construction - Preconstruction</b>						
6670 - IS & Design - Preconstruction	-	1,856	-	-	1,856	48
<b>01.09074 - Rural Road Construction - Preconstruction Total</b>	<b>-</b>	<b>1,856</b>	<b>-</b>	<b>-</b>	<b>1,856</b>	<b>48</b>
<b>01.09076 - Roads To Recovery Program</b>						
6680 - Planned Roads to Recovery Program	2,146,498	(1,707,138)	435,803	(671,639)	203,524	-
6681 - Village Sealing Program	-	-	50,000	(50,000)	-	-
<b>01.09076 - Roads To Recovery Program Total</b>	<b>2,146,498</b>	<b>(1,707,138)</b>	<b>485,803</b>	<b>(721,639)</b>	<b>203,524</b>	<b>-</b>
<b>01.09077 - Rural Roads - Renewals</b>						
6692 - Resheet Bellevue Rd	-	-	-	9,156	9,156	9,157
6695 - Annual Reseal Program	863,573	-	-	(857,400)	6,173	6,173
6697 - Rural Unsealed - Resheeting (West)	401,573	-	246,528	171,899	820,000	510,321
6698 - Rural Unsealed - Resheeting (East Zone)	531,573	-	-	(531,573)	-	-
<b>01.09077 - Rural Roads - Renewals Total</b>	<b>1,796,719</b>	<b>-</b>	<b>246,528</b>	<b>(1,207,918)</b>	<b>835,329</b>	<b>525,651</b>
<b>01.09078 - Extension Sealed Road Network</b>						
6722 - Village Sealing-Marthaguy St Brockhurst	-	-	-	25,096	25,096	23,383
<b>01.09078 - Extension Sealed Road Network Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,096</b>	<b>25,096</b>	<b>23,383</b>
<b>01.09079 - Rural Roads - Land Acquisition</b>						
6700 - Land Acquisition Costs	-	1,206	-	7,410	8,616	8,088
<b>01.09079 - Rural Roads - Land Acquisition Total</b>	<b>-</b>	<b>1,206</b>	<b>-</b>	<b>7,410</b>	<b>8,616</b>	<b>8,088</b>
<b>01.09082 - Bridge Improvements Program</b>						
6682 - Terrabella Bridge	2,168,000	(46,000)	-	-	2,122,000	1,578,404
6683 - Burrendong Bridge No 2	2,120,000	1,205,686	-	(1,825,686)	1,500,000	1,287,935

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	Original Budget	September Adjustment	December Adjustment	March Adjustment	Annual Forecast	YTD Actuals to 31 March 2022
6685 - Belongong Bridge Replacement	1,500,000	(993,837)	-	(286,163)	220,000	174,091
6686 - Burrendong Bridge No 1	-	65,000	-	(20,000)	45,000	29,895
6687 - Tara Rd	-	10,000	-	(10,000)	-	-
6688 - Molong St Stuart Town	-	20,000	-	(20,000)	-	-
<b>01.09082 - Bridge Improvements Program Total</b>	<b>5,788,000</b>	<b>260,849</b>	<b>-</b>	<b>(2,161,849)</b>	<b>3,887,000</b>	<b>3,070,325</b>
<b>Roads Network Total</b>	<b>28,206,354</b>	<b>2,802,581</b>	<b>(490,808)</b>	<b>(7,884,213)</b>	<b>22,633,914</b>	<b>16,576,473</b>
<b>Sewerage Services</b>						
<b>03.08051 - Pumps &amp; Equipment</b>						
5120 - Telemetry RTU Upgrades	-	19,256	-	36,589	55,845	10,103
5142 - Testing Equipment	-	52,000	-	-	52,000	-
<b>03.08051 - Pumps &amp; Equipment Total</b>	<b>-</b>	<b>71,256</b>	<b>-</b>	<b>36,589</b>	<b>107,845</b>	<b>10,103</b>
<b>03.08053 - Plant &amp; Equipment Purchases</b>						
5089 - Small Plant	-	4,636	-	-	4,636	4,636
5111 - Ford Courier Ute 4x4 (132)	36,576	-	-	-	36,576	-
5119 - Truck (164)	120,000	(42,972)	-	-	77,028	-
5149 - Trailer/Sega Unit (510)	35,000	-	-	(35,000)	-	-
5192 - Utility (142)	38,000	-	-	(38,000)	-	-
5205 - Dual Axel Trailer (504)	-	-	-	-	-	118
5207 - Cummins 600KVA Generator (989)	140,000	(5,550)	-	-	134,450	-
5214 - Perkins 100KVA Generator (999)	75,000	-	-	(75,000)	-	-
5221 - Utility (134)	33,827	-	-	(33,827)	-	-
5248 - Hilux Dual Cab (064)	-	-	38,658	-	38,658	38,658
5249 - Utility (037)	40,539	-	-	(40,539)	-	-
5261 - Light Vehicle (108)	-	-	36,907	-	36,907	36,907
<b>03.08053 - Plant &amp; Equipment Purchases Total</b>	<b>518,942</b>	<b>(43,886)</b>	<b>75,565</b>	<b>(222,366)</b>	<b>328,255</b>	<b>80,319</b>
<b>03.08055 - Other Structures</b>						
5148 - Trial and Demonstration of mCDI Device	-	21,687	-	-	21,687	17,407
<b>03.08055 - Other Structures Total</b>	<b>-</b>	<b>21,687</b>	<b>-</b>	<b>-</b>	<b>21,687</b>	<b>17,407</b>
<b>03.08071 - Augmentation</b>						
5002 - Augmentation Program	600,000	(11,275)	(173,498)	(364,111)	51,116	-
5833 - First Flush RM to S/W Detention Pond 2	-	8,700	-	5,000	13,700	8,700
5959 - U/Grd Sewer R-Christian St to St Jhn C	375,000	(375,000)	-	-	-	-
5989 - Upgrade Sewer R (incl all component) (C)	1,000,000	3,408,636	-	(233,785)	4,174,851	4,161,015
6055 - Sewer Intercept West Margaret Cres. (C)	50,000	-	-	(50,000)	-	-
6060 - Troy Gully Upgrade Switch Board	1,200,000	(454,617)	-	(621,194)	124,189	70,644
6068 - Nanima STP Upgrade(C)-Fund by Others	500,000	(500,000)	-	-	-	-
6100 - Inlet Channel Band Screen	-	-	135,000	-	135,000	29,738
6203 - Palmer/Pierce/Paringa St SPS Replace	-	1,639,535	-	321,028	1,960,563	1,968,022
6204 - DSTP - Digester	200,000	-	-	(164,000)	36,000	-
6206 - Boundary Rd East of Wheelers Lane	-	258,668	267	(1,015)	257,920	254,536
6212 - Huddle Street Pressure Sewer	-	2,575	8,498	1,015	12,088	12,088
6213 - Additional Effluent Discharge Pipework	-	-	-	43,083	43,083	43,083
6214 - Mumbil Pressure Sewer Main	-	-	30,000	-	30,000	6,139
<b>03.08071 - Augmentation Total</b>	<b>3,925,000</b>	<b>3,977,222</b>	<b>267</b>	<b>(1,063,979)</b>	<b>6,838,510</b>	<b>6,553,965</b>
<b>03.08073 - Asset Replacement/Refurbishment &gt;\$10K</b>						
6510 - Dubbo STP Grit Removal 2	-	65,000	-	(65,000)	-	-
6533 - Dubbo STP Switchboard	600,000	-	(600,000)	-	-	-
6614 - Mumbil AC Creek Crossing (C)	200,000	-	-	(200,000)	-	-
6617 - Mech/Elect Renewals	410,000	(65,000)	-	(178,363)	166,637	66,223
6620 - Bunglegumbie SPS - Marshalling Cabinet	-	-	18,032	-	18,032	18,032
<b>03.08073 - Asset Replacement/Refurbishment &gt;\$10K Total</b>	<b>1,210,000</b>	<b>-</b>	<b>(581,968)</b>	<b>(443,363)</b>	<b>184,669</b>	<b>84,255</b>
<b>03.08077 - Main Rehabilitation</b>						
5653 - Mains Rehabilitation	1,400,000	-	-	-	1,400,000	706,442
<b>03.08077 - Main Rehabilitation Total</b>	<b>1,400,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,400,000</b>	<b>706,442</b>
<b>Sewerage Services Total</b>	<b>7,053,942</b>	<b>4,026,279</b>	<b>(506,136)</b>	<b>(1,693,119)</b>	<b>8,880,966</b>	<b>7,452,491</b>
<b>Stormwater</b>						
<b>01.09127 - Asset Renewals/Maintenance</b>						
6800 - Boori Creek - 33 Jennings St Geurie	-	-	2,256	-	2,256	2,256
6807 - Gipps St - Wingewarra St to Bultje St	-	100,000	(100,000)	-	-	-
6819 - Devils Hole Outfall Reconstruction	-	592,873	(592,873)	-	-	-
6836 - Wellington Bridge Outfall Reconstruction	-	114,869	(114,869)	-	-	-
6837 - Simpson St Outfall Reconstruction	-	54,448	(54,448)	-	-	-
6840 - Pipe Relining	150,000	202,040	-	(352,040)	-	-
6849 - Other Infrastructure - Wellington	-	-	2,256	-	2,256	2,256
6880 - Wellington Bridge Outfall Reconstruction	120,000	-	-	(120,000)	-	-
6882 - South Dubbo Taylor St	75,000	-	(75,000)	-	-	-
6883 - Wellington Simpson St Outfall	70,000	-	-	-	70,000	60,208
7000 - West Dubbo Main Drain Reconstruction	150,000	-	(150,000)	-	-	-
7027 - Rosedale Rd Causeway Reconstruction	-	23,000	(7,037)	-	15,963	15,963
<b>01.09127 - Asset Renewals/Maintenance Total</b>	<b>565,000</b>	<b>1,087,230</b>	<b>(1,089,715)</b>	<b>(472,040)</b>	<b>90,475</b>	<b>80,683</b>
<b>01.09133 - Gross Pollutant Trap Installation</b>						
6820 - RAAF Base Outlet Headwall Grate	-	12,081	(8,911)	-	3,170	3,170
<b>01.09133 - Gross Pollutant Trap Installation Total</b>	<b>-</b>	<b>12,081</b>	<b>(8,911)</b>	<b>-</b>	<b>3,170</b>	<b>3,170</b>
<b>01.09135 - Drainage Extensions</b>						
6835 - Bourke Street - Myall St to River St	1,700,000	(1,600,000)	(40,000)	(40,000)	20,000	3,776

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6841 - Laughton St Extension	135,000	(130,000)	-	(5,000)	-	-
6845 - Taylor/Jubilee St Flooding Rectification	-	38,361	75,000	(106,583)	6,778	6,778
6849 - Elizabeth St Extension	-	496,253	53,747	(440,000)	110,000	12,285
6867 - Meislaicua Dr Montefiores Extension	-	-	-	-	-	15,392
<b>01.09135 - Drainage Extensions Total</b>	<b>1,835,000</b>	<b>(1,195,386)</b>	<b>88,747</b>	<b>(591,583)</b>	<b>136,778</b>	<b>38,231</b>
<b>01.09140 - Equipment</b>						
5603 - Survey Equipment	-	21,265	-	-	21,265	21,265
<b>01.09140 - Equipment Total</b>	<b>-</b>	<b>21,265</b>	<b>-</b>	<b>-</b>	<b>21,265</b>	<b>21,265</b>
<b>01.09142 - Hennessy Road Detention Basin Section 7.11</b>						
4620 - Hennessy Rd Detention Basin Construction	100,000	(100,000)	6,289	2,900	9,189	9,189
4670 - Technical Support - Preconstruction	-	100,000	(54,512)	-	45,488	-
<b>01.09142 - Hennessy Road Detention Basin Section 7.11 Total</b>	<b>100,000</b>	<b>-</b>	<b>(48,223)</b>	<b>2,900</b>	<b>54,677</b>	<b>9,189</b>
<b>01.09144 - Troy Basin</b>						
4627 - Purvis Lane	-	128,450	-	(65,388)	63,062	63,062
4628 - Troy Gully Floodplain Reconstruction	150,000	-	(70,000)	(50,000)	30,000	-
<b>01.09144 - Troy Basin Total</b>	<b>150,000</b>	<b>128,450</b>	<b>(70,000)</b>	<b>(115,388)</b>	<b>93,062</b>	<b>63,062</b>
<b>01.09145 - Wongarboon Drainage Scheme</b>						
4628 - Wongarboon Drainage Scheme	1,429,653	(1,029,653)	-	(396,222)	3,778	3,778
<b>01.09145 - Wongarboon Drainage Scheme Total</b>	<b>1,429,653</b>	<b>(1,029,653)</b>	<b>-</b>	<b>(396,222)</b>	<b>3,778</b>	<b>3,778</b>
<b>01.09147 - Keswick Estate Development - Section 7.11</b>						
4627 - Northern Stormwater Channel - Stage 5	-	20,606	-	(20,005)	601	601
<b>01.09147 - Keswick Estate Development - Section 7.11 Total</b>	<b>-</b>	<b>20,606</b>	<b>-</b>	<b>(20,005)</b>	<b>601</b>	<b>601</b>
<b>Stormwater Total</b>	<b>4,079,653</b>	<b>(955,407)</b>	<b>(1,128,102)</b>	<b>(1,592,338)</b>	<b>403,806</b>	<b>219,979</b>
<b>Traffic Management</b>						
<b>01.09022 - Traffic Management - Office Equipment</b>						
6588 - Survey Equipment	-	131,000	-	472	131,472	131,472
<b>01.09022 - Traffic Management - Office Equipment Total</b>	<b>-</b>	<b>131,000</b>	<b>-</b>	<b>472</b>	<b>131,472</b>	<b>131,472</b>
<b>01.09023 - Intersection Improvement Program</b>						
5002 - Stimulus Pedestrian Refuge Bulgie & Gipp	-	-	32,585	1,376	33,961	33,961
9668 - Windsor Pde Lights	-	14,455	-	-	14,455	-
<b>01.09023 - Intersection Improvement Program Total</b>	<b>-</b>	<b>14,455</b>	<b>32,585</b>	<b>1,376</b>	<b>48,416</b>	<b>33,961</b>
<b>Traffic Management Total</b>	<b>-</b>	<b>145,455</b>	<b>32,585</b>	<b>1,848</b>	<b>179,888</b>	<b>165,433</b>
<b>Water for the Future</b>						
<b>02.09701 - Acquisition of Assets</b>						
3000 - Groundwater Infrastructure	10,000,000	(7,736,600)	670,594	(1,033,994)	1,900,000	467,206
3001 - Non-Potable Pipeline	6,500,000	107,404	(4,251,391)	-	2,356,013	1,519,018
3362 - Consultants and Project Management	-	49,290	(49,290)	-	-	-
4500 - Geurie Bore and Pipeline	-	589,910	(69,130)	-	520,780	359,988
4502 - Wellington Bore and Pipeline	-	48,976	1,322,532	(921,508)	450,000	78,708
4504 - Northern Borefields	-	31,682	369,117	(350,799)	50,000	799
<b>02.09701 - Acquisition of Assets Total</b>	<b>16,500,000</b>	<b>(6,909,338)</b>	<b>(2,007,568)</b>	<b>(2,306,301)</b>	<b>5,276,793</b>	<b>2,425,719</b>
<b>Water for the Future Total</b>	<b>16,500,000</b>	<b>(6,909,338)</b>	<b>(2,007,568)</b>	<b>(2,306,301)</b>	<b>5,276,793</b>	<b>2,425,719</b>
<b>Water Supply</b>						
<b>02.08051 - Works Plant - Purchases</b>						
5039 - Truck (468)	155,000	-	-	(155,000)	-	-
5041 - Truck (474)	-	196,360	-	-	196,360	196,360
5045 - Ute T/Top Filtration Plant (136)	45,392	-	-	-	45,392	-
5097 - Howard (951)	10,000	-	-	(10,000)	-	-
5123 - Vehicle (064)	34,000	-	-	(34,000)	-	-
5126 - Utility (028)	34,000	-	-	4,890	38,890	38,890
5205 - Light Vehicle (077)	-	43,450	-	1,805	45,255	45,255
<b>02.08051 - Works Plant - Purchases Total</b>	<b>278,392</b>	<b>239,810</b>	<b>-</b>	<b>(192,305)</b>	<b>325,897</b>	<b>280,505</b>
<b>02.08055 - New House Services</b>						
5171 - Construction - House Services	20,000	(20,000)	-	-	-	-
<b>02.08055 - New House Services Total</b>	<b>20,000</b>	<b>(20,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>02.08059 - Land</b>						
5180 - 13R Nulla Road	-	-	-	700,000	700,000	-
<b>02.08059 - Land Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>700,000</b>	<b>700,000</b>	<b>-</b>
<b>02.08063 - Contributed Assets - Water Mains</b>						
5197 - Water Supply Mains	562,164	(562,164)	-	-	-	-
<b>02.08063 - Contributed Assets - Water Mains Total</b>	<b>562,164</b>	<b>(562,164)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>02.08069 - Augmentation Works</b>						
3050 - Automated Meter Reading Equipment	500,000	98,767	-	-	598,767	295,424
4100 - Shed WS Depot Materials Storage	-	-	-	-	-	800
5438 - Pipelines - Obbley/Newell (C)	800,000	(494,486)	(69,026)	-	236,488	270,141
5613 - Wheelers Lane Water Main and PRV	-	364,319	-	-	364,319	407,090
5713 - WTP Optimisation Control system	-	-	-	-	-	300
5717 - Future Augmentation	700,000	(614,509)	-	(45,750)	39,741	-
5718 - New Pipeline - Network	200,000	-	(200,000)	-	-	-
6210 - Lime Dosing Unit (C)	200,000	(200,000)	-	-	-	-
6212 - Pipeline Rifle Range-Chapmans to Minore	150,000	-	(150,000)	-	-	-

**Capital Budget Review  
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	Original Budget	September Adjustment	December Adjustment	March Adjustment	Annual Forecast	YTD Actuals to 31 March 2022
6228 - Boundary Rd Watermain East of Wheelers	-	530,349	-	(258,518)	271,831	292,807
6502 - Additional UV Treatment (Wellington)	-	523,770	-	-	523,770	494,863
6506 - Additional UV Treatment (Geurie)	-	500,000	-	-	500,000	435,728
6520 - Wellington-A/C Pipe Replacement	100,000	-	-	-	100,000	168,226
6521 - Mumbill Rising Water Main-200AC	800,000	-	(799,054)	-	946	12,546
6524 - Sedimentation Lagoon Wellington	-	-	-	-	-	59
6526 - Filter Upgrade JGWTP (C)	570,000	107,512	-	(644,166)	33,346	34,058
6527 - JGWTP Additional UV Treatment	850,000	(365,080)	(444,920)	(40,000)	-	-
6528 - Cathodic Protection Install 7 Res Dubbo	-	3,028	-	-	3,028	3,554
6535 - Geurie Water Treatment Plant upgrade	250,000	-	-	(200,000)	50,000	7,398
6542 - Lay St Wellington	-	-	-	-	45,750	-
<b>02.08069 - Augmentation Works Total</b>	<b>5,120,000</b>	<b>453,670</b>	<b>(1,663,000)</b>	<b>(1,142,684)</b>	<b>2,767,986</b>	<b>2,422,994</b>
<b>02.08071 - Asset Replacement / Refurbishment &gt;\$10 &amp; 000</b>						
5717 - Bore Asset Renewal	75,000	-	-	-	75,000	59,157
5719 - Booster Pump Stations	100,000	(50,000)	-	(44,600)	5,400	3,715
5720 - Reservoir Asset Renewals	70,000	(19,955)	-	(20,000)	30,045	388
5766 - SCADA RTU Upgrades	80,000	-	-	-	80,000	55,198
5809 - WTP Filter Valve Rehabilitation	600,000	(300,000)	(20,000)	(180,000)	100,000	49,865
5813 - WTP RW Pump #2 (elect)	25,000	-	-	(25,000)	-	-
6217 - Fencing	-	-	-	-	-	16,068
6502 - WTP Online Instrument Replacement	80,000	-	-	-	80,000	35,016
6559 - JGWTP Compressor replacement-No1&No2	150,000	-	-	-	150,000	-
6565 - Sand Filter No 6-media- Wellington	50,000	-	-	(50,000)	-	-
6575 - Powder Activated Carbon Unit	-	-	20,000	(20,000)	-	-
6609 - Dubbo Mech/Elect	200,000	-	(90,000)	-	110,000	37,527
6619 - Wellington WTP Electrical Renewals	50,000	-	-	(47,999)	2,201	2,201
6621 - Geurie Mech/Elect	-	-	-	10,250	10,250	10,250
6670 - Upgrade Flouride Dosing System	150,000	-	-	(114,550)	35,450	35,450
<b>02.08071 - Asset Replacement / Refurbishment &gt;\$10 &amp; 000 Total</b>	<b>1,630,000</b>	<b>(369,955)</b>	<b>(90,000)</b>	<b>(491,699)</b>	<b>678,346</b>	<b>304,835</b>
<b>02.08073 - Mains Replacement</b>						
5657 - Fitzroy - Cobra to Bulje	-	77,812	-	143	77,955	83,554
5673 - Jubilee and Sterling St	-	8,337	-	7,183	15,520	15,293
5701 - Allison St Main Replacement	-	73	88,710	-	88,783	86,959
5712 - Victoria St (33 Victoria to Whylandra)	-	136	-	-	136	136
5776 - North St (East to Bent St)	-	-	-	1,750	1,750	1,750
5781 - Macquarie St Main Replacement	-	154,009	-	65,675	219,684	225,632
5790 - Jubilee Street (Tamworth to Goode Sts)	-	455	-	630	1,085	1,092
6232 - Furney St - Gipps to Bourke	-	1,846	-	-	1,846	2,265
6546 - O'Donnell St	-	18,026	-	14,000	32,026	37,583
6689 - McDonald St (Gipps to Fitzroy)	-	33,453	-	11,670	45,123	49,992
6700 - Bulje St Main Replacement	-	4,288	-	8,808	13,088	13,088
6727 - Wheelers Lane	-	-	-	4,085	4,085	7,651
6742 - Kennedy St	-	8,990	-	4,785	13,775	13,775
6747 - Darling St (Wingewarra to Bulje)	-	28,689	-	1,508	30,197	50,025
6753 - Mains replacement	2,000,000	(449,702)	(88,710)	(270,094)	1,191,494	108,001
6757 - Bishop St Main Replacement	-	218	-	21,436	21,654	21,654
6759 - Birch Ave (Viceroy Ave and Sheraton Rd)	-	6,500	-	30,031	36,531	36,531
6760 - Tamworth St - Fitzroy to Brisbane Sts	-	5,220	-	1,160	6,380	6,380
6761 - East St (Wattle to Leavers)	-	90,000	-	-	90,000	-
6768 - Birch Ave (Kensington to Windsor)	-	6,650	-	-	6,650	6,650
6769 - Birch Ave & Windsor Pd trunk main	-	-	-	27,122	27,122	27,122
6771 - Bulje St (Darling to Bourke)	-	5,000	-	2,078	7,078	7,078
6772 - Flood Damage - Oxley Ave Creek Crossing	-	-	-	68,038	68,038	79,031
<b>02.08073 - Mains Replacement Total</b>	<b>2,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000,000</b>	<b>881,242</b>
<b>02.08074 - Mains Extensions</b>						
5707 - Mountbatten Drive Mains Extension	-	-	-	-	-	455
5953 - Hennessy Drive Main Extension	-	-	-	-	-	27,482
<b>02.08074 - Mains Extensions Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>27,937</b>
<b>Water Supply Total</b>	<b>9,610,556</b>	<b>(258,639)</b>	<b>(1,753,000)</b>	<b>(1,126,688)</b>	<b>6,472,229</b>	<b>3,917,513</b>
<b>Infrastructure Total</b>	<b>73,511,172</b>	<b>2,354,380</b>	<b>(8,476,234)</b>	<b>(16,120,697)</b>	<b>51,268,621</b>	<b>36,461,366</b>
<b>Liveability</b>						
<b>Aquatic Leisure Centres</b>						
<b>01.08041 - Aquatic Leisur - Asset Renewals - Office Equipment</b>						
6027 - ALC - Renew IT Operating System	-	57,192	(25,619)	840	32,413	32,413
<b>01.08041 - Aquatic Leisur - Asset Renewals - Office Equipment Total</b>	<b>-</b>	<b>57,192</b>	<b>(25,619)</b>	<b>840</b>	<b>32,413</b>	<b>32,413</b>
<b>01.09470 - Asset Renewal - Other Structures</b>						
7290 - Pool Lighting	-	36,000	-	(16,980)	19,020	19,020
7306 - Circulation Pump	-	32,000	-	-	32,000	24,604
7308 - Main ECB in Separate Room	-	23,659	-	14,281	37,940	37,940
7309 - DALC Expansion Joints	42,900	-	-	-	42,900	-
7316 - DALC Waterslide Staircase	20,000	-	(20,000)	-	-	-
7325 - DALC - Security System including locks	-	37,000	-	5,617	42,617	41,736
7326 - ALC - Pump Renewals	24,200	30,684	(10,048)	(10,166)	34,670	34,670
7328 - DALC - Gas Heater Replacement	-	-	127,886	(17,990)	109,896	20,000
<b>01.09470 - Asset Renewal - Other Structures Total</b>	<b>87,100</b>	<b>159,343</b>	<b>97,838</b>	<b>(25,238)</b>	<b>319,043</b>	<b>177,970</b>
<b>01.09472 - DALC - Acquisition of Assets - Other Structures</b>						
7318 - WALC - Entry Refurbishment	-	-	-	-	-	1,850
7320 - DALC - 50m Pool Connection to Sewer	-	-	-	725	725	725

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<b>01.09472 - DALC - Acquisition of Assets - Other Structures Total</b>	-	-	-	725	725	2,575
<b>01.09473 - DALC - Asset Renewal - Buildings</b>						
7298 - DALC - Building Improvements	-	-	10,048	-	10,048	10,048
<b>01.09473 - DALC - Asset Renewal - Buildings Total</b>	-	-	10,048	-	10,048	10,048
<b>01.09474 - DALC - Acquisition of Assets - Plant &amp; Equipment</b>						
7305 - DALC - PA System	-	-	-	-	-	5,550
<b>01.09474 - DALC - Acquisition of Assets - Plant &amp; Equipment Total</b>	-	-	-	-	-	5,550
<b>Aquatic Leisure Centres Total</b>	<b>87,100</b>	<b>216,535</b>	<b>82,267</b>	<b>(23,673)</b>	<b>362,229</b>	<b>228,556</b>
<b>Cemeteries</b>						
<b>01.09401 - Cemetery - Road Infrastructure</b>						
7170 - Road Reseal	20,000	-	(20,000)	-	-	-
<b>01.09401 - Cemetery - Road Infrastructure Total</b>	<b>20,000</b>	-	<b>(20,000)</b>	-	-	-
<b>01.09403 - Cemetery - Land Improvements</b>						
7180 - New Concrete Beams	20,000	26,206	-	(25,000)	21,206	6,083
<b>01.09403 - Cemetery - Land Improvements Total</b>	<b>20,000</b>	<b>26,206</b>	-	<b>(25,000)</b>	<b>21,206</b>	<b>6,083</b>
<b>Cemeteries Total</b>	<b>40,000</b>	<b>26,206</b>	<b>(20,000)</b>	<b>(25,000)</b>	<b>21,206</b>	<b>6,083</b>
<b>Community Services</b>						
<b>01.09415 - Community Services - Buildings (Renewals)</b>						
7218 - South Scout Hall Flooring	1,920	(1,920)	-	-	-	-
7240 - Wellington Public Halls	20,000	-	-	(20,000)	-	-
7245 - Disability Access Infrastructure Replace	1,030,000	(390,000)	(320,000)	(320,000)	-	2,200
7249 - Wellington Child Care Centre - Roof	290,000	-	(203,000)	(87,000)	-	-
<b>01.09415 - Community Services - Buildings (Renewals) Total</b>	<b>1,341,920</b>	<b>(391,920)</b>	<b>(523,000)</b>	<b>(427,000)</b>	-	<b>2,200</b>
<b>01.09502 - Community Services - Furniture &amp; Fittings</b>						
7300 - Wairarapa Tourism Experience -Wellington	-	38,779	(27,145)	(11,634)	-	15,125
7330 - Racecourse - Carpet	-	12,840	-	(1,167)	11,673	-
7331 - Racecourse - Tiling	-	11,400	-	(1,036)	10,364	-
<b>01.09502 - Community Services - Furniture &amp; Fittings Total</b>	-	<b>63,019</b>	<b>(27,145)</b>	<b>(13,837)</b>	<b>22,037</b>	<b>15,125</b>
<b>01.09507 - Community Services - Other Assets</b>						
7302 - CCTV Purchase & Installation	30,000	113,760	-	-	143,760	134,988
<b>01.09507 - Community Services - Other Assets Total</b>	<b>30,000</b>	<b>113,760</b>	-	-	<b>143,760</b>	<b>134,988</b>
<b>Community Services Total</b>	<b>1,371,920</b>	<b>(215,141)</b>	<b>(550,145)</b>	<b>(440,837)</b>	<b>165,797</b>	<b>152,313</b>
<b>Family Day Care</b>						
<b>01.09530 - Assets Purchased - Furniture &amp; Fittings</b>						
7353 - Shelving	10,000	(10,000)	-	-	-	-
<b>01.09530 - Assets Purchased - Furniture &amp; Fittings Total</b>	<b>10,000</b>	<b>(10,000)</b>	-	-	-	-
<b>Family Day Care Total</b>	<b>10,000</b>	<b>(10,000)</b>	-	-	-	-
<b>Library Services</b>						
<b>01.09442 - Library - Buildings Renewal</b>						
7245 - Building Improvements	30,000	(4,318)	-	-	25,682	-
7246 - Wellington Library Living Lounge Room	-	175,305	(17,556)	-	157,749	146,129
7271 - Bathrooms renovation	-	211,494	-	-	211,494	203,680
<b>01.09442 - Library - Buildings Renewal Total</b>	<b>30,000</b>	<b>382,481</b>	<b>(17,556)</b>	-	<b>394,925</b>	<b>349,809</b>
<b>01.09444 - Furniture and Fittings</b>						
7252 - Various Furniture & Fittings	5,000	(5,000)	-	-	-	-
<b>01.09444 - Furniture and Fittings Total</b>	<b>5,000</b>	<b>(5,000)</b>	-	-	-	-
<b>01.09447 - Library - Furniture and Fittings Renewal</b>						
7000 - Air Conditioning Unit	42,600	(42,600)	-	-	-	-
<b>01.09447 - Library - Furniture and Fittings Renewal Total</b>	<b>42,600</b>	<b>(42,600)</b>	-	-	-	-
<b>Library Services Total</b>	<b>77,600</b>	<b>334,881</b>	<b>(17,556)</b>	-	<b>394,925</b>	<b>349,809</b>
<b>Open Space</b>						
<b>01.09555 - Horticultural Services - Other Structures</b>						
7503 - Cameron Park Regional Playground	-	71,500	3,500	-	75,000	-
7515 - Lions Park Wellington playground	-	-	3,568	(545)	3,023	3,023
7518 - Wellington Osawano Japanese Garden	35,000	47,258	(24,677)	(17,581)	40,000	12,784
7520 - Southlake Playground	175,000	-	(175,000)	-	-	-
7557 - Drought Resilient - Warne St	-	-	-	46,054	46,054	-
7558 - Drought Resilient - Gipps St	-	-	-	43,176	43,176	-
7559 - Drought Resilient - Healey St	-	-	-	6,219	6,219	-
7560 - Drought Resilient - Plamer St	-	-	-	40,416	40,416	-
9017 - Elston Park Amenities (S7.11)	-	367,403	-	(53,846)	313,557	308,285
9019 - Victoria Park Shade & Equipment (S7.11)	150,000	-	-	-	150,000	-
9029 - Wairarapa Gardens - Dubbo	-	4,834	(4,834)	-	-	25,634
9427 - Drought Resilient Urban Landscapes Dubbo	-	188,809	44,000	(194,093)	38,716	2,765
9428 - Cameron Park Pedestrian Bridge	850,000	5,953	(55,953)	(160,000)	640,000	276,263
9429 - Cameron Park Outdoor Furniture	-	-	-	-	-	913
9465 - Dubbo CBD Macquarie River Bank Boardwalk	-	-	301,640	(181,640)	120,000	77,574
<b>01.09555 - Horticultural Services - Other Structures Total</b>	<b>1,210,000</b>	<b>685,757</b>	<b>92,244</b>	<b>(471,840)</b>	<b>1,516,161</b>	<b>707,241</b>
<b>01.09559 - Horticultural Services - Land</b>						
9426 - West Dubbo Water Scheme -Lions Park West	-	100,000	(100,000)	-	-	-
<b>01.09559 - Horticultural Services - Land Total</b>	-	<b>100,000</b>	<b>(100,000)</b>	-	-	-

**Capital Budget Review  
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	Original Budget	September Adjustment	December Adjustment	March Adjustment	Annual Forecast	YTD Actuals to 31 March 2022
<b>01.09563 - Horticultural Service- Other Structures (Renewals)</b>						
7453 - Macquarie Lions Park Playground Softfall	-	30,000	(30,000)	-	-	-
7456 - Wairoonga Park BBQ West	-	17,543	-	(17,543)	-	-
7460 - Victoria Park Irrigation	-	-	-	-	-	2,018
7463 - Victoria Park Duck Pond	70,000	-	20,000	-	90,000	19,616
7475 - Teresa Maliphant Playground	-	15,000	(15,000)	-	-	-
7476 - Teresa Maliphant Playground Softfall	-	30,000	(30,000)	-	-	-
7508 - Macquarie Lions Playground	-	127,185	-	(13,621)	113,564	108,415
7521 - Brocklehurst Playground (SCCF3)	40,000	1,163	29,163	(63,293)	7,033	653
7532 - Lions Park West Pedestrian Lights	25,000	-	(25,000)	-	-	-
7557 - Winged Victory Memorial	-	12,288	1,162	-	13,450	-
7558 - Cameron Park Fountain Restoration	-	46,866	10,432	-	57,298	56,738
8545 - Victoria Park-Playgrnd Equipment Replace	287,500	327,753	100,000	51,709	766,962	836,325
8548 - Victoria Park - Playground - Rocket	-	6,540	-	-	6,540	5,835
9010 - Renewals - Buildings	44	-	(44)	-	-	-
9017 - Daphne Park Irrigation Renewals	-	25,000	(25,000)	-	-	-
<b>01.09563 - Horticultural Service- Other Structures (Renewals) Total</b>	<b>422,544</b>	<b>639,338</b>	<b>35,713</b>	<b>(42,748)</b>	<b>1,054,847</b>	<b>1,029,800</b>
<b>01.09612 - Parks &amp; Landcare Operations - Other Structures</b>						
7852 - Shed - Victoria Park Number 1 Oval	-	-	-	-	-	677
<b>01.09612 - Parks &amp; Landcare Operations - Other Structures Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>677</b>
<b>Open Space Total</b>	<b>1,632,544</b>	<b>1,425,095</b>	<b>27,957</b>	<b>(514,588)</b>	<b>2,571,008</b>	<b>1,737,718</b>
<b>Recreation and Sporting</b>						
<b>01.09596 - Sporting Facilities - Other Structures</b>						
7545 - Netball Court Construction	-	1,600	211,798	(1,900)	211,498	182,361
7825 - Dubbo Cycle Facility	-	17,027	-	-	17,027	17,027
<b>01.09596 - Sporting Facilities - Other Structures Total</b>	<b>-</b>	<b>18,627</b>	<b>211,798</b>	<b>(1,900)</b>	<b>228,525</b>	<b>199,388</b>
<b>01.09600 - Sporting Fac. -Other Structures (Renewals)</b>						
7593 - Victoria Park No. 1 PA System	-	34,305	(3,076)	-	31,229	30,774
7772 - Lady Cutler East Soccer Goal Posts	-	12,000	-	-	12,000	-
7773 - Lights at Victoria Park No. 1	-	18,000	-	-	18,000	-
7774 - Rugby League Goal Posts Victoria PK No.1	15,000	(9,065)	-	-	5,935	5,935
7778 - Victoria Park No. 1 Grandstand Seating	112,000	-	100,000	(150,000)	62,000	-
7923 - John McGrath Sports Lighting	-	-	388,482	(378,915)	9,567	800
7924 - Nita McGrath Netball Courts (SCCF)	-	-	200,000	(200,000)	-	-
7925 - Nita McGrath Access Improvement	-	-	160,000	(160,000)	-	-
<b>01.09600 - Sporting Fac. -Other Structures (Renewals) Total</b>	<b>127,000</b>	<b>55,240</b>	<b>845,406</b>	<b>(888,915)</b>	<b>138,731</b>	<b>37,509</b>
<b>01.09601 - Sporting Facilities - Buildings - Amenities</b>						
7668 - Jubilee Oval Amenities	-	296,002	-	(283,558)	12,444	8,524
7728 - Apex Oval Grandstand Hot Water System	-	49,923	-	-	49,923	42,650
7742 - Kennard Park Amenities (SCCF R2)	-	433,747	-	-	433,747	292,766
7743 - South Dubbo Oval Amenities (SCCF R2)	-	390,993	-	-	390,993	467,352
7744 - Apex Oval Jnr Rugby Amenities (SCCF R2)	-	480,988	-	-	480,988	317,209
7746 - Battistels & Pavan Amenities	500,000	361,137	-	-	861,137	1,103,550
<b>01.09601 - Sporting Facilities - Buildings - Amenities Total</b>	<b>500,000</b>	<b>2,012,790</b>	<b>-</b>	<b>(283,558)</b>	<b>2,229,232</b>	<b>2,232,051</b>
<b>01.09618 - Sporting Facilities - Plant and Equipment</b>						
7000 - Dubbo Netball Assn - PA System	-	10,000	-	-	10,000	-
<b>01.09618 - Sporting Facilities - Plant and Equipment Total</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>
<b>Recreation and Sporting Total</b>	<b>627,000</b>	<b>2,096,657</b>	<b>1,057,204</b>	<b>(1,174,373)</b>	<b>2,606,488</b>	<b>2,468,948</b>
<b>Liveability Total</b>	<b>3,846,164</b>	<b>3,874,233</b>	<b>579,727</b>	<b>(2,178,471)</b>	<b>6,121,653</b>	<b>4,943,427</b>
<b>Organisational Performance</b>						
<b>Building Assets</b>						
<b>01.08280 - Wellington Administration Building - Asset Renewal</b>						
5911 - Refurbishment	-	-	-	8,000	8,000	310
5912 - WAB Refurbishment	-	64,000	-	(64,000)	-	-
<b>01.08280 - Wellington Administration Building - Asset Renewal Total</b>	<b>-</b>	<b>64,000</b>	<b>-</b>	<b>(56,000)</b>	<b>8,000</b>	<b>310</b>
<b>01.09665 - CAB - Furniture &amp; Fittings</b>						
7951 - CAB Hot Water Boilers	-	-	73,756	-	73,756	54,799
<b>01.09665 - CAB - Furniture &amp; Fittings Total</b>	<b>-</b>	<b>-</b>	<b>73,756</b>	<b>-</b>	<b>73,756</b>	<b>54,799</b>
<b>01.09668 - C.A.B. - Buildings</b>						
7945 - 139-141 Darling Street - Carpet Court	-	1,080,000	3,456	-	1,083,456	1,083,456
<b>01.09668 - C.A.B. - Buildings Total</b>	<b>-</b>	<b>1,080,000</b>	<b>3,456</b>	<b>-</b>	<b>1,083,456</b>	<b>1,083,456</b>
<b>01.09672 - Capital Renewals - Dubbo CAB</b>						
5002 - Foyer Refurbishment	-	-	-	2,215	2,215	2,215
5020 - Lift Replacement	-	38,077	(38,077)	-	-	-
5021 - BMS System	-	-	100,108	(50,054)	50,054	-
5022 - Additional Car Parks	-	3,044	(3,044)	-	-	-
<b>01.09672 - Capital Renewals - Dubbo CAB Total</b>	<b>-</b>	<b>41,121</b>	<b>58,987</b>	<b>(47,839)</b>	<b>52,269</b>	<b>2,215</b>
<b>Building Assets Total</b>	<b>-</b>	<b>1,185,121</b>	<b>136,199</b>	<b>(103,839)</b>	<b>1,217,481</b>	<b>1,140,780</b>
<b>Information Services</b>						
<b>01.09653 - Office Equipment</b>						
7860 - UPS Upgrade	10,000	-	(10,000)	-	-	-
7893 - Hardware Purchases - PC's/Laptops	150,000	-	(4,457)	-	145,543	70,656

**Capital Budget Review  
Detailed Financial Statement - Quarter Ending 31 March 2022**

	Original Budget	September Adjustment	December Adjustment	March Adjustment	Annual Forecast	YTD Actuals to 31 March 2022
7909 - Internal Comms Project - Intranet	-	60,000	-	(60,000)	-	-
7911 - LAN Network Upgrade	30,000	-	8,198	-	38,198	8,693
7912 - Hardware Purchases (Printer)	50,000	-	66,421	-	116,421	116,422
7928 - Hardware Purchases - Server	30,000	-	-	(13,337)	16,663	16,663
7935 - Software	30,000	-	-	27,259	57,259	57,259
7943 - Call Centre Upgrade	-	28,435	-	-	28,435	-
7950 - Hardware Purchases - Misc	25,000	-	-	-	25,000	2,599
7962 - Upgrade Network at Remote Sites	50,000	-	8,736	12,857	71,593	22,645
7970 - RPAS/Drone	50,000	-	(50,000)	-	-	-
<b>01.09653 - Office Equipment Total</b>	<b>425,000</b>	<b>88,435</b>	<b>18,898</b>	<b>(33,221)</b>	<b>499,112</b>	<b>294,937</b>
<b>01.09658 - Other Structures</b>						
1000 - Data Communications Conduit	-	-	-	13,735	13,735	4,950
<b>01.09658 - Other Structures Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,735</b>	<b>13,735</b>	<b>4,950</b>
<b>Information Services Total</b>	<b>425,000</b>	<b>88,435</b>	<b>18,898</b>	<b>(19,486)</b>	<b>512,847</b>	<b>299,887</b>
<b>Property and Land Development</b>						
<b>01.09234 - Assets Const - Land Development - Stormwater</b>						
7048 - Moffat Estate Stage 3	-	-	-	170,000	170,000	163,098
7076 - Keswick Stage 5 - Release 2	-	-	-	2,800,000	2,800,000	342,615
7080 - Keswick SSR3	336,000	-	-	(336,000)	-	-
<b>01.09234 - Assets Const - Land Development - Stormwater Total</b>	<b>336,000</b>	<b>-</b>	<b>-</b>	<b>2,634,000</b>	<b>2,970,000</b>	<b>505,713</b>
<b>01.09238 - Assets Const - Land Development - Water</b>						
7048 - Moffat Estate Stage 3	-	-	-	10,000	10,000	7,434
7076 - Keswick Stage 5 - Release 2	-	-	-	50,000	50,000	-
7080 - Keswick SSR3	177,000	-	-	(177,000)	-	-
<b>01.09238 - Assets Const - Land Development - Water Total</b>	<b>177,000</b>	<b>-</b>	<b>-</b>	<b>(117,000)</b>	<b>60,000</b>	<b>7,434</b>
<b>01.09240 - Assets Const - Land Development - Sewer</b>						
7048 - Moffat Estate Stage 3	-	-	-	32,000	32,000	30,930
7078 - Keswick Stage 5 - Release 2	-	-	-	170,000	170,000	-
7080 - Keswick SSR3 Sewer	195,000	-	-	(195,000)	-	-
<b>01.09240 - Assets Const - Land Development - Sewer Total</b>	<b>195,000</b>	<b>-</b>	<b>-</b>	<b>7,000</b>	<b>202,000</b>	<b>30,930</b>
<b>01.09242 - Assets Const - Land Development - Roads</b>						
7052 - Moffat Estate Stage 3	-	-	-	264,710	264,710	244,688
7089 - Keswick Stage 5 - Rel 2 - Works Services	-	-	-	1,987	1,987	1,987
7090 - Keswick Stage 5 - Release 2 - Final Seal	150,000	-	-	(80,000)	70,000	-
7095 - Keswick SSR3	1,300,000	-	-	(1,300,000)	-	2,776
<b>01.09242 - Assets Const - Land Development - Roads Total</b>	<b>1,450,000</b>	<b>-</b>	<b>-</b>	<b>(1,113,303)</b>	<b>336,697</b>	<b>249,451</b>
<b>01.09245 - Acquisition of Assets - Land</b>						
7000 - 10 Montefiores St Wellington	-	-	-	244,016	244,016	244,016
<b>01.09245 - Acquisition of Assets - Land Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>244,016</b>	<b>244,016</b>	<b>244,016</b>
<b>Property and Land Development Total</b>	<b>2,158,000</b>	<b>-</b>	<b>-</b>	<b>1,654,713</b>	<b>3,812,713</b>	<b>1,037,544</b>
<b>Organisational Performance Total</b>	<b>2,583,000</b>	<b>1,273,556</b>	<b>155,097</b>	<b>1,531,388</b>	<b>5,543,041</b>	<b>2,478,211</b>
<b>Expenditure Total</b>	<b>85,759,318</b>	<b>8,800,548</b>	<b>(9,933,053)</b>	<b>(18,276,443)</b>	<b>66,350,370</b>	<b>45,852,498</b>
<b>Capital Total</b>	<b>85,759,318</b>	<b>8,800,548</b>	<b>(9,933,053)</b>	<b>(18,276,443)</b>	<b>66,350,370</b>	<b>45,852,498</b>
<b>Total</b>	<b>85,759,318</b>	<b>8,800,548</b>	<b>(9,933,053)</b>	<b>(18,276,443)</b>	<b>66,350,370</b>	<b>45,852,498</b>

**CONSULTANCY AND LEGAL EXPENSES**

Quarterly Budget Review Statement - Quarter Ending 31 March 2022		
Expense	Expenditure YTD	Budgeted (Y/N)
Legal Expenses	\$462,416.92	Y
Consultant Services	\$1,160,016.64	Y

<b>CONTRACT LISTING</b>				
<b>Quarterly Budget Review Statement - Quarter Ending 31 March 2022</b>				
<b>Contractor</b>	<b>Details and Purpose</b>	<b>Contract Value</b>	<b>Commencement Date</b>	<b>Budgeted (Y/N)</b>
Drake Trailers Pty Ltd	Supply of one Drake Quad Axle Low Loader	\$ 324,723.03	06/01/2022	Y
TWS Evolution Pty Ltd	Bore Connection Contract - Drought Ancillary Works	\$ 2,699,500.00	07/02/2022	Y
CJC Management Pty Ltd	Airport - Project Management Engagement - Nothern RPT Expansion	\$ 145,000.00	09/02/2022	Y
Willis Brant and Associates Pty Ltd T/as Willis Brant Project Managers	Construction of Hawthorn Street Depot Gangas Shed	\$ 209,818.00	10/02/2022	Y
South Sydney District Rugby League Football Club Limited	Major Event Agreement - South Sydney Rugby League Football Club	\$ 350,000.03	14/02/2022	Y
Servco Australia Dubbo Pty Ltd T/as Dubbo City Toyota	Supply Plant	\$ 47,094.66	14/02/2022	Y
Thermo Fisher Scientific Australia Pty Ltd	Calibration and Service of Instruments at Dubbo STP for three years	\$ 91,467.18	16/02/2022	Y
AGH Demolition & Asbestos Removal Pty Ltd	Demolition and Site Remediation of 92 Maquarie Street	\$ 529,728.00	18/02/2022	Y
Servco Australia Dubbo Pty Ltd T/as Dubbo City Toyota	Supply Plant	\$ 52,882.32	21/02/2022	Y
Servco Australia Dubbo Pty Ltd T/as Dubbo City Toyota	Supply Plant	\$ 52,235.57	21/02/2022	Y
Moduplay Group Pty Ltd	Supply & install selected playground at Brocklehurst	\$ 73,990.01	08/03/2022	Y
Database Consultants Australia	Pinforce Sentinel Inground Carparking Sensors	\$ 83,250.00	09/03/2022	Y
Teleo Design Pty Ltd	Supply and install truss bridge over Bell River	\$ 1,164,526.12	15/03/2022	Y
Audio Plus Pty Ltd	DRTCC - House Lights Upgrade	\$ 56,780.01	16/03/2022	Y
Stanaway Pty Ltd T/as David Payne Constructions	NSW RFS Aviation Centre of Excellence	\$ 6,233,719.65	18/03/2022	Y
Colas New South Wales Pty Ltd	Supply, deliver and apply two coat bitumen sprayseal to Terrabella Road	\$ 59,281.68	31/03/2022	Y
Nearmap Australia Pty Ltd	Nearmap subscription	\$ 103,361.65	31/03/2022	Y

**Note:** Contracts listed are those entered into during the quarter and have yet to be fully performed (excluding preferred suppliers).



DUBBO REGIONAL  
COUNCIL

## REPORT: Delegation of Authority to the Chief Executive Officer

**DIVISION:** Executive Services  
**REPORT DATE:** 9 May 2022  
**TRIM REFERENCE:** ID22/913

### EXECUTIVE SUMMARY

<b>Purpose</b>	Seek endorsement	Fulfil legislated requirement/Compliance
<b>Issue</b>	<ul style="list-style-type: none"><li>Council is to determine Delegations of Authority to the Chief Executive Officer in accordance with Section 377(1) of the Local Government Act, 1993.</li><li>Revoke Power of Attorney for Chief Executive Officer.</li></ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"><li>Section 380 of the Local Government Act, 1993, requires that each Council must review all of its delegations during the first 12 months of each term of office.</li></ul>	
<b>Financial Implications</b>	Budget Area	There are no financial implications arising from this report.
<b>Policy Implications</b>	Policy Title	There are no policy implications arising from this report.

### STRATEGIC DIRECTION

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

Theme: 4 Community Leadership

CSP Objective: 4.4 Statutory requirements are met and services are provided to the organisation in a cost-effective and timely manner

Delivery Program Strategy: 4.4.1 The organisation meets all statutory requirements

### RECOMMENDATION

1. That the Delegation of Authority to the Chief Executive Officer, as attached at Appendix 1 of the report of the Executive Manager Governance and Internal Control dated 9 May 2022, be adopted to come into effect from 1 July 2022.
2. That the Power of Attorney issued to Chief Executive Officer, Murray Wood, being Book 4788 No. 549, be revoked on 30 June 2022.

*Abbey Rouse*  
Executive Manager Governance and Internal Control

*AR*  
Executive Manager  
Governance and Internal  
Control

## BACKGROUND

### Previous Resolutions of Council

3 June 2021 In part	<ol style="list-style-type: none"><li>3. That Council delegate to the interim Chief Executive Officer, Murray Alexander Wood, the prescribed power of attorney in accordance with the draft General Power of Attorney attached to the report as Appendix 1.</li><li>5. That Council rescind the power of attorney granted to the interim Chief Executive Officer upon appointment of a permanent Chief Executive Officer.</li><li>6. That the Chief Executive Officer report to Council every three months on all documents signed under the prescribed Power of Attorney.</li></ol>
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## REPORT

In accordance with Section 377(1) of the Local Government Act 1993, Council may, by resolution, delegate the Chief Executive Officer any functions of the Council with the exception of those listed in Section 377(1).

The delegation of functions to the Chief Executive Officer assists the role to understand his authority to make decisions on behalf of the Organisation. Delegating authority to the Chief Executive Officer provides the ability for the Chief Executive Officer to perform functions of Council and sets clear parameters to allow Council to concentrate on strategic issues, and also enables staff to be authorised to undertake functions under other legislation.

Additionally, Section 380 of the Local Government Act requires that each Council must review all of its delegations during the first 12 months of each term of office.

Accordingly, a review has been completed and the proposed delegations to the Chief Executive Officer are attached to this report as **Appendix 1**. It is also proposed to have the new delegations come into effect from 1 July 2022 to allow time to finalised any outstanding approvals.

As part of the above review, the Chief Executive Officer's Power of Attorney has been considered. In June 2021 Council granted, by resolution, Council's Power of Attorney to the interim Chief Executive Officer which allowed him to sign documents following formal resolutions by Council. In October 2021 the interim Chief Executive Officer was appointed permanently to the position and retained the Power of Attorney.

The benefits and practicality of the Power of Attorney (POA) were considered, including the fact that the holder of the POA cannot delegate it to anyone else. Following discussions, it is proposed that the Power of Attorney be revoked and that Council resume using the Council Seal for executing documents resolved by Council.

Accordingly, the recommendation to council is to revoke the current Power of Attorney issued to Mr Murray Alexander Wood, being Book 4788 No. 549 effective 30 June 2022, allowing time to finalise matters that have already been resolved by Council to execute under the Power of Attorney.

The Council Seal is like the signature of the Council, affixing the seal demonstrates approval of the content of a document and shows what a council has agreed to do. Council's seal can only be used following a resolution of Council.

#### **Consultation**

- This report has been prepared as per Section 380 of the Local Government Act, 1993, which requires that each Council must review all its delegations during the first 12 months of each term of office.
- A review has been completed and the proposed delegations to the Chief Executive Officer are attached to this report as **Appendix 1**. Such review was undertaken utilising information from law firm Kell Moore and also internally with staff.

#### **Resourcing Implications**

- This review was undertaken as part of routine tasks by staff.

#### **APPENDICES:**

- [1](#) Draft Delegations of Authority to the Chief Executive Officer - March 2022

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**DUBBO REGIONAL  
COUNCIL**

**DRAFT**

Delegation of Authority to the  
Chief Executive Officer

DRAFT

MAY 2022

<b>Document Revision History</b>	
<b>Description</b>	<b>Date</b>
Amended and adopted following merger of Dubbo City and Wellington councils	May 2016
Amended as a result of delegations with respect to the Defined Asset Management Policy as adopted August 2017	August 2017
Adopted by Council	26 February 2018
Updated title of General Manager to Chief Executive Officer	26 March 2018
Updated for Appointment of Acting Chief Executive Officer	22 February 2021
Reviewed for Appointment of permanent Chief Executive Officer	October 2021
Reviewed in accordance with Section 380 of the Local Government Act, within the first 12 months of the new term of office.	May 2022
<b>Notes</b>	

DRAFT

## PURPOSE

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In accordance with Section 377 of the Local Government Act 1993, Council may, by resolution, delegate the General Manager (Chief Executive Officer) any of the functions of the Council with the exception of those functions as listed below. Such delegations assist the Chief Executive Officer to understand his/her authority to make decisions on behalf of the organisation. Delegating authority to the Chief Executive Officer provides the ability for the Chief Executive Officer to perform functions of Council and sets clear parameters to allow Council to concentrate on strategic issues.

This document outlines what functions are, and are not, delegated to the Chief Executive Officer and thereby the Chief Executive Officer has delegation to undertake all other functions.

## DELEGATIONS

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The Chief Executive Officer does not have the delegation to undertake the following in accordance with Section 377 of the *Local Government Act 1993* (the Act):

1. The appointment of a General Manager (Chief Executive Officer).
2. The making of a rate.
3. A determination under section 549 as to the levying of a rate.
4. The making of a charge.
5. The fixing of a fee.
6. The borrowing of money.
7. The voting of money for expenditure on its works, services or operations.
8. The compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment).
9. The acceptance of tenders to provide services currently provided by members of staff of the council.
10. The adoption of an operational plan under section 405.
11. The adoption of a financial statement included in an annual financial report.
12. A decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6.
13. The fixing of an amount or rate for the carrying out by the council of work on private land.
14. The decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work.

15. The review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979.
16. The power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194.
17. A decision under section 356 to contribute money or otherwise grant financial assistance to persons.
18. A decision under section 234 to grant leave of absence to the holder of a civic office.
19. The making of an application, or the giving of a notice, to the Governor or Minister.
20. This power of delegation.
21. Any function under this or any other Act that is expressly required to be exercised by resolution of the council.

#### **Development Application Delegations**

The Chief Executive Officer cannot approve Development Applications where:

1. A petition with eight or more signatures from separate households within the notification area has been received and the application has not been refused.
2. Where eight or more valid planning objections to the development application have been received from separate households within the notification area and the application has not been refused.
3. Development where there is major variation (more than a 10%) from Council's Development Standards under Clause 4.6 of the Dubbo Regional LEP 2022 unless concurrence has been received from the State Government to determine particular matters under delegation.
4. Where two or more Councillors request a Development Application to be brought to Council.
5. Any matter subject to appeal where the matter has gone to a hearing or Section 34A Conference.
7. Applications where income is to be forgone such as a reduction in developer contributions levied under an adopted Section 94 Plan or Section 64 Policy.
8. In the case of development where the estimated value is higher than \$5 million, unless the Development Application is required to be determined by a Joint Regional Planning Panel.
9. Development Applications recommended for refusal must go to an Ordinary Meeting of Council for determination.

### Voluntary Planning Agreements

- The Chief Executive Officer does not have the delegation to enter into Voluntary Planning Agreements (VPAs).

These matters must be referred to either Council or the relevant Standing Committee where appropriate for determination.

### Other Matters

- **Writing Off Accounts**

The Chief Executive Officer does not have the delegation to approve the writing off of accounts greater than \$10,000. Write offs are reported to Council on an annual basis.

- **Writing Off Stores and Materials**

The Chief Executive Officer does not have the delegation to approve the write on and off stores and materials greater than \$10,000.

- **Awarding Tenders**

The Chief Executive Officer does not have the delegation to award Tenders above the value of \$250,000. A register of council contracts is available on the Dubbo Regional Council website.

- **Leases**

The Chief Executive Officer cannot approve on behalf of Council:

- (a) Any lease or licence of land classified operational pursuant to s26 of the Local Government Act 1993 where:
  - i. The initial term (including any option(s)) exceeds five years
  - ii. The rent is less than fair market rent, but excluding any lease of licence for which tenders are required under the Local Government Act 1993 to be invited by the Council
- (b) Any temporary lease and/or licence of Crown Land controlled or managed by Council where the term exceeds 12 months.



## REPORT: Council Policy - Use of the Common Seal of Council

DIVISION: Executive Services  
REPORT DATE: 11 May 2022  
TRIM REFERENCE: ID22/947

### EXECUTIVE SUMMARY

<b>Purpose</b>	Adopt a policy	
<b>Issue</b>	<ul style="list-style-type: none"> <li>The Council Policy, Use of the Common Seal of Council, needs to be updated to the Dubbo Regional Council template.</li> <li>With the revocation of the Power of Attorney of the Chief Executive Officer, this Policy needed to be updated as the Council Seal will be used more often.</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>With the revocation of the Power of Attorney of the Chief Executive Officer, this Policy needed to be updated as the Council Seal will be used more often.</li> <li>Local Government (General) Regulation 2021, section 400</li> <li>Interpretation Act 1987, section 50</li> </ul>	
<b>Financial Implications</b>	Budget Area	There are no financial implications rising from this report
<b>Policy Implications</b>	Policy Title	Use of the Common Seal of Council
	Impact on Policy	Revision of an existing Council Policy

### STRATEGIC DIRECTION

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

Theme: 4 Community Leadership  
 CSP Objective: 4.4 Statutory requirements are met and services are provided to the organisation in a cost-effective and timely manner  
 Delivery Program Strategy: 4.4.1 The organisation meets all statutory requirements

### RECOMMENDATION

**That the Council Policy, Use of the Common Seal of Council, as attached at Appendix 1, be adopted.**

Abbey Rouse  
Executive Manager Governance and Internal Control

SW  
Governance Team Leader

## BACKGROUND

### Previous Resolutions of Council

22 June 2016	That the draft Council Policy titled "Use of Council Common Seal" be adopted.
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Section 50(1)(b) of the Interpretations Act 1987 states that a statutory corporation shall have a seal.

A Council Common Seal is like the signature of a Council. Affixing the Seal demonstrates approval of the content of a document and shows what Council has done or agreed to do.

Council's Common Seal can only be used following a resolution of Council. However, not all documents created to implement decisions of Council require the affixing of a seal.

This policy sets out the situations in which a seal is required, and how the seal is to be used.

## REPORT

### Consultation

The policy is in line with section 400 of the Local Government (General) Regulation 2021, which reads:

- 1) *The seal of a council must be kept by the mayor or the general manager, as the council determines.*
- 2) *The seal of a council may be affixed to a document only in the presence of—*
  - a) *the mayor and the general manager, or*
  - b) *at least one councillor (other than the mayor) and the general manager, or*
  - c) *the mayor and at least one other councillor, or*
  - d) *at least 2 councillors other than the mayor.*
- 3) *The affixing of a council seal to a document has no effect unless the persons who were present when the seal was affixed (being persons referred to in subsection (2)) attest by their signatures that the seal was affixed in their presence.*
- 4) *The seal of a council must not be affixed to a document unless the document relates to the business of the council and the council has resolved (by resolution specifically referring to the document) that the seal be so affixed.*
- 5) *For the purposes of subsection (4), a document in the nature of a reference or certificate of service for an employee of the council does not relate to the business of the council.*

The policy is also in line with section 50(2) of the Interpretation Act 1987, which states:

- 2) *The seal of a statutory corporation (being a corporation that has 2 or more members) shall be kept by the president, chairperson or other principal officer of the corporation and shall be affixed to a document only—*
  - a) *in the presence of at least 2 members of the corporation, and*

- b) *with an attestation by the signatures of those members of the fact of the affixing of the seal.*

**Resourcing Implications**

Nil

**Preferred Option**

The attached draft Policy (Appendix 1) shows in red changes which have been suggested since the last revision of this policy, which took place after the amalgamation in 2016 and under the Administrator. Changes include:

- Update from Western Plains Regional Council template to Dubbo Regional Council template.
- Update reference to current legislation, such as the Local Government (General) Regulation which was updated in 2021.
- Changed wording referring to Council as a statutory corporation (under the Interpretations Act 1987), rather than a Body Corporate, which was not in line with the Local Government Act 1993.
- Updated titling from General Manager to Chief Executive Officer
- Update to the information regarding who can affix the Seal, to be brought in line with the Regulation.

**Planned Communications**

- Communication regarding the Common Seal will need to be shared with staff in conjunction with information regarding the withdrawal of the CEO's Power of Attorney.
- The Council Policy will be displayed on Council's website, in line with the Government Information (Private Access) Act 2009.

**APPENDICES:**

- 1 [↓](#) Draft Council Policy - Use of the Common Seal of Council



## USE OF COUNCIL COMMON SEAL

**Date** May 2022

**Council Resolution Date**

**Clause Number**

**Responsible Position** Executive Manager Governance and Internal Control  
**Branch** Governance and Internal Control  
**Division** Executive Services  
**Version** 1  
**TRIM Reference Number**  
**Review Period** 5 years  
**Review Date** May 2027  
**Consultation** Not applicable

Document Revision History	
Description	Date
Updated to Western Plains Regional Council	22 June 2016
Updated to Dubbo Regional Council	May 2022
<b>Notes</b>	
Brought in line with current Council template, slight amendments to who may sign documents, in line with legislation.	

## POLICY

### PURPOSE

A Council seal is like the signature of a Council. Affixing the seal demonstrates approval of the content of a document and shows what Council has done or agreed to do.

Council's seal can only be used following a resolution of Council. However, not all documents created to implement decisions of Council require the affixing of a seal.

This policy sets out the situations in which a seal is required, and how the seal is to be used.

### BACKGROUND AND RELATED LEGISLATION

#### Local Government Act 1993 (The Act)

~~Section 220 of the Act states that Council is a body corporate.~~ Section 377 of the Act allows Council to delegate any of its functions (except those enumerated in the section) to the General Manager (Chief Executive Officer) or any other person or body.

#### Interpretation Act 1987

Section 50 of Part 8 of the Interpretation Act requires Council to have a seal. This is because Council is a **statutory corporation**. In addition, it requires that the seal be kept by the president, chairperson or other principal officer of the corporation and affixed to a document only in the presence of at least two members of the corporation, and with an attestation by the signatures of those members of the fact of the affixing of the seal.

#### Local Government (General) Regulation 2021 (the Regulation)

Requirements in relation to Council's seal are further detailed in clause 400 of the Regulation, which states that:

1. *The seal of a council must be kept by the mayor or the general manager, as the council determines.*
2. *The seal of a council may be affixed to a document only in the presence of:*
  - *the mayor and the general manager, or*
  - *at least one councillor (other than the mayor) and the general manager, or*
  - *the mayor and at least one other councillor, or*
  - *at least 2 councillors other than the mayor.*

3. *The affixing of a council seal to a document has no effect unless the persons who were present when the seal was affixed (being persons referred to in subclause (2)) attest by their signatures that the seal was affixed in their presence.*
4. *The seal of a council must not be affixed to a document unless the document relates to the business of the council and the council has resolved (by resolution specifically referring to the document) that the seal be so affixed.*
5. *For the purposes of subclause (4), a document in the nature of a reference or certificate of service for an employee of the council does not relate to the business of the council.*

#### **SCOPE**

The Chief Executive Office is to arrange safekeeping of the Council Seal. The seal is to be kept under lock except when it is required for affixing to a document.

#### **POLICY**

In line with its legislative requirements, Council has determined that:

- A decision to affix Council's seal to a document can only be made by a resolution of Council. It is not a matter that can be delegated.
- Council's seal will be held by the **Chief Executive Officer**. Following a decision by Council that a document will be issued under seal, the **Chief Executive Officer** will ensure that the requirements of sections 400(2) and (3) of the Regulation are met whenever the Council Seal is to be affixed to a document.
- Council's seal will be used only for documents that relate to the business of Council, and without limiting the use of the seal, will normally only include specifically:
  - the exercise by Council of its functions in relation to the purchase, exchange, leasing, disposal of, and otherwise dealing with, real property, or
  - executing a contract of employment for the **Chief Executive Officer**, or
  - completing agreements or contracts from state or federal government departments where they have requested the agreements or contracts be under seal, or
  - entering into planning agreements.
- Council's seal will not be used for documents such as references or certificates of service for Council employees.
- The **Chief Executive Officer** will not witness the affixing of Council's seal to the contract of employment for the **Chief Executive Officer**.

- ~~Except in the case of emergency (as determined by the Mayor or Chief Executive Officer) or the contract of employment for the Chief Executive Officer, the seal shall be affixed only in the presence of the Mayor and the Chief Executive Officer.~~
- In accordance with section 440(2) of the Regulation, the seal of Council may be affixed to a document only in the presence of:
  - The Mayor and the Chief Executive Officer (preferred), or
  - At least one Councillor (other than the Mayor) and the Chief Executive Officer, or
  - The Mayor and at least one other Councillor, or
  - At least two Councillors other than the Mayor.

#### **PROCEDURE FOR USE OF THE SEAL**

If a document is to be sealed, the Council resolution that authorises the sealing must refer to the specific document.

However, this does not always mean that each document needs a separate resolution. If Council is authorising an activity or transaction eg the transfer of land, a single resolution could specify all of the documents that need to be executed under seal to carry out that activity or transaction.

Resolutions to use Council's seal must be in the following form:

**"That any necessary documentation be executed under the Common Seal of the Council."**

~~In the case of emergency (as determined by the Mayor or Chief Executive Officer), If required, the words 'Mayor' and or 'Chief Executive Officer' may be replaced as required by the Mayor or Chief Executive Officer, in compliance with sections 400(2) and (3) of the Regulation. In that event, the minutes are to record a description of the emergency, the reasons for the replacement, and who authorised the replacement.~~

In the case of the contract of employment for the Chief Executive Officer, the word 'Mayor' may be replaced, and the words 'Chief Executive Officer' must be replaced, as required by the Mayor, in compliance with sections 400 (2) and (3) of the Regulation.

#### **RESPONSIBILITIES**

The chief Executive Officer is responsible for ensuring the Council Seal is used in accordance with this Policy, except in the case of the contract of employment of the Chief Executive Officer, when the Director Organisational Performance is responsible.



## REPORT: Troy Rail Deviation Project

**DIVISION:** Organisational Performance  
**REPORT DATE:** 19 April 2022  
**TRIM REFERENCE:** ID22/717

### EXECUTIVE SUMMARY

<b>Purpose</b>	Seek endorsement Addressing Council resolution Seek direction or decision	Provide review or update Fulfil legislated requirement/Compliance
<b>Issue</b>	<ul style="list-style-type: none"> <li>Seeking approval to execute Contract of Sale to give finalise the land swap between Transport for NSW and Council as part of the Troy Rail Deviation Project.</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>This land swap has been all but finalised by Council at its meeting on 25 August 2014.</li> <li>The execution of the Contract of Sale is the final document required to be executed to finalise the swap.</li> </ul>	
<b>Financial Implications</b>	Budget Area	Property and Land Development
	Funding Source	
	Proposed Cost	\$400 exc. GST
	Ongoing Costs	N/A
<b>Policy Implications</b>	Policy Title	There are no policy implications arising from this report.

### STRATEGIC DIRECTION

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

- Theme: 2 Infrastructure
- CSP Objective: 2.4 Our transportation networks are planned to accommodate future growth and development of the Local Government Area
- Delivery Program Strategy: 2.4.1 Transportation Strategies are developed for the Local Government Area that facilitates access throughout the region and ensures residential growth areas are well-connected to employment areas and services

### RECOMMENDATION

- That the resolution of Council on 25 August 2014, as identified in the report, be noted.
- The Council enter into a Contract of Sale for the purchase of Lot 5 DP 1241494, Lot 8

DP 1241494, Lot 9 DP 1241494, Lot 10 DP 1241494, and Lot 12 DP 1241494.

3. That Council purchase the land from Transport for NSW ('TfNSW') for the amount specified within the report.
4. That the land be classified as Operational in accordance with the *Local Government Act 1993 (NSW)*.
5. That any necessary documents be executed under Power of Attorney or the Common Seal of Council.

*Dean Frost*  
Director Organisational Performance

*VR*  
Property Specialist

## BACKGROUND

### Previous Resolutions of Council

25 August 2014	<ol style="list-style-type: none"><li>1. That the contents of this report be noted.</li><li>2. That the Roads and Maritime Services' concurrence with the proposal for rail infrastructure procurement be sought.</li><li>3. That Council enter into a MOU/contract with Transport for NSW (TfNSW) to facilitate the Rail Infrastructure component of the Project.</li><li>4. That Council lease Lot 124 DP 1183385 to TfNSW until the transfer of the land to TfNSW.</li><li>5. That any necessary documents be executed under the Common Seal of the Council.</li><li>6. This requires that Council enter into agreements with Transport for NSW (TfNSW) which in effect will enable legal access by way of a lease, for John Holland Rail to conduct works on Council's land ahead of the eventual transfer of this land to TfNSW prior to the rail deviation being commissioned.</li></ol>
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On 25 August 2014, Council authorised works concerning the realignment Dubbo-Coonamble Railway Line at Troy Junction, north of Dubbo.

The realignment required a land swap between Council and TfNSW. The land to be swapped was valued to determine the overall value of both portions to ensure an equitable split. It was determined as a result of these valuations that the land that Council was to receive exceeded an equal division by \$29,000 (inc. GST) and therefore, Council were to pay consideration equalling this amount to TfNSW. This amount was transferred to Booth Brown Legal trust account as the solicitors representing Council in this transaction.

Council's land was transferred to TfNSW in 2019 however, TfNSW were awaiting Ministers consent to transfer the aforementioned Lots to Council.

Consent has now been sought, however, Council's Land and Property Development (PALD) team, responsible for facilitating the land swap, have been advised that the previous Council report did not expressly authorise Council to enter into a contract of sale to purchase the land.

This report seeks approval from Council to allow Property and Land Development to complete the land swap and finalise this matter.

## REPORT

As part of the Troy Rail Deviation Project, the alignment of the rail way was redesign to ensure the safest possible path. The realignment required land owned by Council to be acquired by TfNSW. In exchange for the land, TfNSW proposed a land swap whereby the land

that contained the existing railway would be transferred to Council and the land that was to be used for the new railway would be transferred to TfNSW. Please refer to the attached document and legend for a visual explanation of this proposal. The land swap has resulted in two Contracts being created that is, the transfer of land from Council to TfNSW (Council/TfNSW Contract) and the transfer of land from TfNSW to Council (TfNSW/Council Contract). These Contracts were created using the standard contract conditions of 2005 provided by the NSW Law Society.

To ensure the transaction reflected the true value of the land, valuations were sought which determined that the land to acquire by Council had a total value of \$304,000 and the land to be acquired by TfNSW had a total value of \$275,000 resulting in a payment required from Council to TfNSW of \$29,000 under the TfNSW/Council Contract.

This amount was transferred to Booth Brown Legal (BBL) in 2019 in anticipation of settlement and it currently remains there awaiting Council's further instruction.

Both contracts were created and executed in 2015 and the Council/TfNSW Contract was completed on 30 April 2019. TfNSW was awaiting Ministerial consent to authorise the disposal of the land under the Contract.

Consent has only recently been received however, the Law Society updated its standard contract conditions in 2018 and therefore the previously executed TfNSW/Council Contract was required to be updated.

It has now been determined that a new Council resolution is required to execute this contract and finalise settlement.

### **Consultation**

Council consulted TfNSW and our internal Governance division in relation to having the contracts executed and finalised.

It has been determined that in order to ensure Council is acting within its obligations of the *Local Government Act 1993* (NSW) it would be best to seek Councils consent through the adoption of a new report.

### **Resourcing Implications**

The only outstanding requirement to facilitate the land swap is the exchange of contracts. As the transaction is nearly at an end, Council have already paid \$8,500 (exc. GST) to BBL, who have confirmed that their costs to finalise the matter will be \$400 (exc. GST).

There are no additional resourcing implications as Council already maintains the area to be acquired.

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	400	0	0	0	0	0
<b>c. Operating budget impact (a – b)</b>	<b>-400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
d. Capital Expenditure	0	0	0	0	0	0
<b>e. Total net impact (c – d)</b>	<b>-400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Does the proposal require ongoing funding?			No			
What is the source of this funding?						

**Table 1.** Ongoing Financial Implications

**Next Steps**

- Contracts will need to be executed under Power of Attorney or Council Seal and exchanged.
- Consideration of \$29,000 will need to be transferred from BBL trust account to TfNSW solicitors.
- Contracts can then be settled and the matter will be finalised.

**APPENDICES:**

- 1↓ Proposed Land Swap

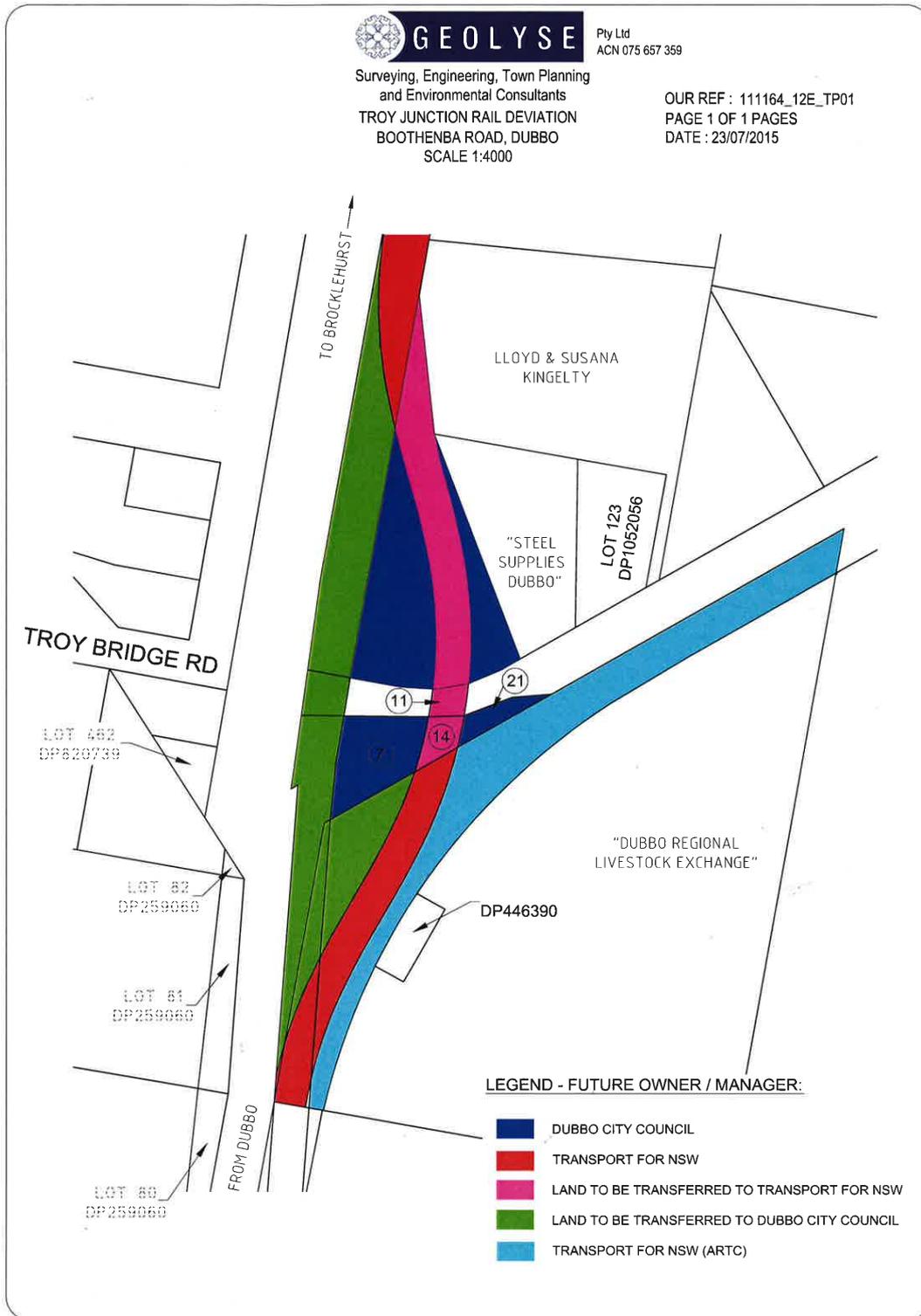


**GEOLYSE**

Pty Ltd  
ACN 075 657 359

Surveying, Engineering, Town Planning  
and Environmental Consultants  
TROY JUNCTION RAIL DEVIATION  
BOOTHENBA ROAD, DUBBO  
SCALE 1:4000

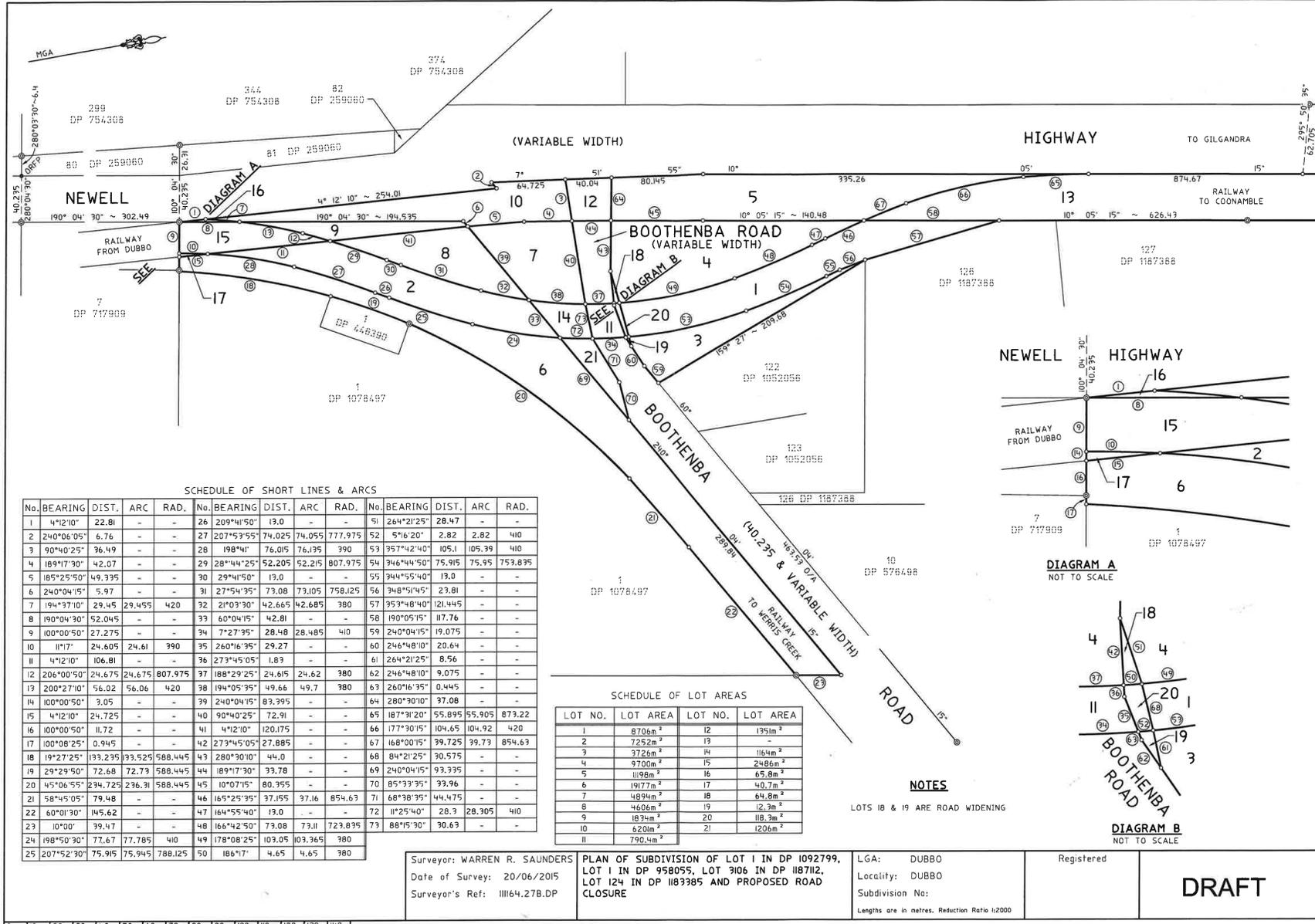
OUR REF : 111164\_12E\_TP01  
PAGE 1 OF 1 PAGES  
DATE : 23/07/2015



PLAN FORM 2 (A2)

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

Sheet 1 of 1 sheets



SCHEDULE OF SHORT LINES & ARCS

No.	BEARING	DIST.	ARC	RAD.	No.	BEARING	DIST.	ARC	RAD.	No.	BEARING	DIST.	ARC	RAD.
1	4°12'10"	22.81	-	-	26	209°41'50"	19.0	-	-	51	264°21'25"	28.47	-	-
2	240°06'05"	6.76	-	-	27	207°53'55"	74.025	74.055	777.975	52	5°16'20"	2.82	2.82	410
3	90°40'25"	36.49	-	-	28	198°41'	76.015	76.135	390	53	357°42'40"	105.1	105.39	410
4	189°17'30"	42.07	-	-	29	28°44'25"	52.205	52.215	807.975	54	346°44'50"	75.915	75.95	753.835
5	185°25'50"	49.335	-	-	30	29°41'50"	13.0	-	-	55	344°55'40"	13.0	-	-
6	240°04'15"	5.97	-	-	31	27°54'35"	73.08	73.105	758.125	56	348°51'45"	23.81	-	-
7	194°37'10"	29.45	29.455	420	32	21°03'30"	42.665	42.685	380	57	353°48'40"	121.445	-	-
8	190°04'30"	52.045	-	-	33	60°04'15"	42.81	-	-	58	190°05'15"	117.76	-	-
9	100°00'50"	27.275	-	-	34	7°27'35"	28.48	28.485	410	59	240°04'15"	19.075	-	-
10	11°17'	24.605	24.61	390	35	260°16'35"	29.27	-	-	60	246°48'10"	20.64	-	-
11	4°12'10"	106.81	-	-	36	273°45'05"	1.83	-	-	61	264°21'25"	8.56	-	-
12	206°00'50"	24.675	24.675	807.975	37	188°29'25"	24.615	24.62	380	62	246°48'10"	9.075	-	-
13	200°27'10"	56.02	56.06	420	38	194°05'35"	49.66	49.7	380	63	260°16'35"	0.445	-	-
14	100°00'50"	3.05	-	-	39	240°04'15"	83.395	-	-	64	280°30'10"	37.08	-	-
15	4°12'10"	24.725	-	-	40	90°40'25"	72.91	-	-	65	187°31'20"	55.895	55.905	873.22
16	100°00'50"	11.72	-	-	41	4°12'10"	120.175	-	-	66	177°30'15"	104.65	104.92	420
17	100°08'25"	0.945	-	-	42	273°45'05"	27.885	-	-	67	168°00'15"	39.725	39.73	854.63
18	19°27'25"	193.235	193.525	588.445	43	280°30'10"	44.0	-	-	68	84°21'25"	30.575	-	-
19	29°29'50"	72.68	72.73	588.445	44	189°17'30"	33.78	-	-	69	240°04'15"	93.335	-	-
20	45°06'55"	234.725	236.31	588.445	45	10°07'15"	80.395	-	-	70	85°33'35"	93.96	-	-
21	58°45'05"	79.48	-	-	46	165°25'35"	37.155	37.16	854.63	71	68°38'35"	44.475	-	-
22	60°01'30"	145.62	-	-	47	164°55'40"	13.0	-	-	72	11°25'40"	28.3	28.305	410
23	10°00'	39.47	-	-	48	166°42'50"	73.08	73.11	723.835	73	88°15'30"	30.63	-	-
24	198°50'30"	77.67	77.785	410	49	178°08'25"	103.05	103.365	380					
25	207°52'30"	75.915	75.945	788.125	50	186°17'	4.65	4.65	380					

SCHEDULE OF LOT AREAS

LOT NO.	LOT AREA	LOT NO.	LOT AREA
1	8706m <sup>2</sup>	12	1351m <sup>2</sup>
2	7252m <sup>2</sup>	13	-
3	3726m <sup>2</sup>	14	1164m <sup>2</sup>
4	9700m <sup>2</sup>	15	2486m <sup>2</sup>
5	1198m <sup>2</sup>	16	658m <sup>2</sup>
6	19177m <sup>2</sup>	17	40.7m <sup>2</sup>
7	4894m <sup>2</sup>	18	84.8m <sup>2</sup>
8	4466m <sup>2</sup>	19	12.3m <sup>2</sup>
9	1834m <sup>2</sup>	20	118.3m <sup>2</sup>
10	6201m <sup>2</sup>	21	1206m <sup>2</sup>
11	790.4m <sup>2</sup>		

DIAGRAM A  
NOT TO SCALE

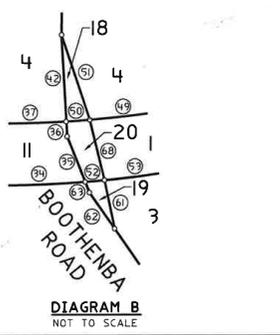


DIAGRAM B  
NOT TO SCALE

NOTES

LOTS 18 & 19 ARE ROAD WIDENING

Surveyor: WARREN R. SAUNDERS Date of Survey: 20/06/2015 Surveyor's Ref: 11164.27B.DP	PLAN OF SUBDIVISION OF LOT 1 IN DP 1097299, LOT 1 IN DP 958055, LOT 3106 IN DP 118712, LOT 124 IN DP 1183385 AND PROPOSED ROAD CLOSURE	LGA: DUBBO Locality: DUBBO Subdivision No: Lengths are in metres. Reduction Ratio 1:2000	Registered  DRAFT
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**111164 – TROY JUNCTION RAIL RE-ALIGNMENT SUBDIVISION & PROPOSED ROAD CLOSURE PLAN**

Current Lot No.	Proposed Lot No.	Current Owner (Land Administered by)	Future Owner (Administered By)	Actions / Subsequent Final Outcome
124/1183385	1	Dubbo City Council	Transport for NSW (JHR CRN)	Consolidate with Lots 2, 15, 16, 11, 14 & 20 to create 1 Lot
1/958055	2	Minister for Public Works (ARTC)	Transport for NSW (JHR CRN)	Consolidate with Lots 1, 15, 16, 11, 14 & 20 to create 1 Lot
124/1183385	3	Dubbo City Council	Dubbo City Council	No Action
124/1183385	4	Dubbo City Council	Dubbo City Council	Consolidate with Lot 5
3106/1187112	5	Transport for NSW (JHR CRN)	Dubbo City Council	Consolidate with Lot 4
1/958055	6	Minister for Public Works (ARTC)	Transport for NSW (ARTC)	No Action
Public Road (Boothenba Rd)	7	Public Road (Dubbo City Council)	Dubbo City Council	Road Closure Application & then consolidate with Lots 8, 9 & 10 to create 1 Lot
1/958055	8	Minister for Public Works (ARTC)	Dubbo City Council	Consolidate with Lots 7, 9 & 10 to create 1 Lot
1/1092799	9	Country Rail Infrastructure Authority	Dubbo City Council	Consolidate with Lots 7, 8 & 10 to create 1 Lot
3106/1187112	10	Transport for NSW (JHR CRN)	Dubbo City Council	Consolidate with Lots 7, 8 & 9 to create 1 Lot
Public Road (Boothenba Rd)	11	Public Road (Dubbo City Council)	Transport for NSW (JHR CRN)	Road Closure Application and then Consolidate with Lots 1, 2, 14, 15, 16 & 20 to create 1 Lot
3106/1187112	12	Transport for NSW (JHR CRN)	Public Road (Dubbo City Council)	Road Dedication by Subdivision Plan Registration
3106/1187112	13	Transport for NSW (JHR CRN)	Transport for NSW (JHR CRN)	No Action
Public Road (Boothenba Rd)	14	Public Road (Dubbo City Council)	Transport for NSW (JHR CRN)	Road Closure Application and then Consolidate with Lots 1, 2, 11, 15, 16 & 20 to create 1 Lot
1/1092799	15	Country Rail Infrastructure Authority	Transport for NSW (JHR CRN)	Consolidate with Lots 1, 2, 11, 14, 16 & 20 to create 1 Lot
3106/1187112	16	Transport for NSW (JHR CRN)	Transport for NSW (JHR CRN)	Consolidate with Lots 1, 2, 11, 14, 15, & 20 to create 1 Lot
1/1092799	17	Country Rail Infrastructure Authority	Transport for NSW (ARTC)	No Action
124/1183385	18	Dubbo City Council	Public Road (Dubbo City Council)	Road Dedication by subdivision plan registration
124/1183385	19	Dubbo City Council	Public Road (Dubbo City Council)	Road Dedication by subdivision plan registration
124/1183385	20	Dubbo City Council	Transport for NSW (JHR CRN)	Consolidate with Lots 1, 2, 11, 14, 15 & 16 to create 1 Lot
Public Road (Boothenba Rd)	21	Public Road (Dubbo City Council)	Dubbo City Council	Road Closure Application

**111164 – TROY JUNCTION RAIL RE-ALIGNMENT SUBDIVISION & PROPOSED ROAD CLOSURE PLAN****NOTES**

1. Registration of the Subdivision and Proposed Road Closure Plan will create all the required 21 Lots.
2. Lots 7, 11, 14 & 21 will require Road Closure Applications to be submitted by Dubbo Council.
3. Lots 12, 18 & 19 can be dedicated as road widening on the registration of the subdivision plan.
4. Once the new CT's have been issued the Solicitors acting for the various parties can then transfer these to the appropriate final entity.
5. Once the Road Closure Application has been approved and they have been advertised in the Government Gazette the CT's can be issued for Lots 7, 11, 14 & 21.
6. I have considered the consolidation of some of these Lots that have the same owner these into one Lot where appropriate (To be considered by the various Land owners). These subsequent plans would be simple compiled plans (Drafting exercise only) as we will have completed a full survey in producing the original subdivision plan.
7. Any easements required by the various owners/ utilities can be created by s88b on the registration of the original subdivision plan.



## REPORT: Dubbo Regional Council - Implementation of Child Safe Standards

**DIVISION:** Liveability  
**REPORT DATE:** 6 May 2022  
**TRIM REFERENCE:** ID22/904

### EXECUTIVE SUMMARY

<b>Purpose</b>	Seek endorsement Seek direction or decision	Fulfil legislated requirement/Compliance
<b>Issue</b>	<ul style="list-style-type: none"> <li>This report identifies the requirement for Dubbo Regional Council to implement Child Safe Standards in accordance to legislative requirements outlined within NSW Children’s Guardian Amendment (Child Safe Scheme) Bill 2021.</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>The Child Safe Standards came into effect from 1 February 2022. The Office Children’s Guardian have stipulated that organisations are required to ensure that they have commenced implementation strategies over the coming 12 months.</li> </ul>	
<b>Financial Implications</b>	Budget Area	There are no financial implications arising from this report.
<b>Policy Implications</b>	Policy Title	Multiple policies will be impacted.
	Impact on Policy	Commitment to Child Safe Standards and changes to existing policies to reflect legislative requirements and child safe standard requirements as necessary

### STRATEGIC DIRECTION

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

- Theme: 4 Community Leadership
- CSP Objective: 4.4 Statutory requirements are met and services are provided to the organisation in a cost-effective and timely manner
- Delivery Program Strategy: 4.4.1 The organisation meets all statutory requirements
- 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 services requirements of our community are met

**RECOMMENDATION**

- 1. That Dubbo Regional Council makes a commitment to the implementation of the Child Safe Standards.**
- 2. That nominated employees form a Child Safe Standards working group.**

*John Watts*  
Director Liveability

*JW*  
Director Liveability

## BACKGROUND

In 2021 the Children’s Guardian Amendment (Child Safe Scheme) Bill 2021 was passed by NSW Parliament. The object of this bill is to embed the Child Safe Standards as recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse as the main framework that guides child safe practices within organisations across New South Wales.

The Child Safe Standards provide a benchmark against which organisations can create a child safe culture, assess their child safe capacity and set performance targets. The standards provide tangible guidance for organisations to drive a child safe culture, adopt strategies and act to put the interests of Children first, to keep them safe from harm.

The 10 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 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 Office the Children’s Guardian (OCG) is an independent statutory body that promotes the interests, safety, and rights of children and young people in NSW. The OCG are responsible for providing support for organisations implementation and capacity building of the Child Safe Standards, as well as monitor and enforce compliance requirements if necessary.

In addition to the Child Safe Standards local government services under the Children’s Guardian Act 2019 are required to ensure that they have sound structures and practices in place regarding Reportable conduct that promote the wellbeing and safety of children as well and clear established guidelines for the reporting of any incidents that places children at risk of harm.

The Child Safe Standards came into effect from 01 February 2022. The OCG have stipulated that organisations that are required to ensure that they have commenced implementation strategies over the coming 12 months. From 01 February 2023 the OCG will commence monitoring and compliance checks and will issue non-compliance notices and infringement notices if required.

## REPORT

### Consultation

- Council's Family Day Care Service Manager consulted and linked in with networks and peak bodies (during 2021 and beginning of 2022) who were connected to the roll out of information and support for the implementation of the new Child Safe Standards and requirements.
- Throughout 2021 internal consultation within Dubbo Regional Council (DRC) regarding Child Safe Standards implementation requirements occurred between the Family Day Care Service Manager, the People and Culture Team Leader, the Director Liveability and the Acting Manager Community Services. These meetings established preliminary requirements for implementation of the Child Safe Standards as well ensuring that members within DRC were engaging with OCG and other agencies providing information, resources and training.
- In October 2021 managers within the Senior Leadership Team were contacted via phone or email consultation and were asked general questions about their understanding of what the Child Safe Standards were, what areas of their facility may be impacted by the implementation and for any general questions that they may have had regarding the upcoming requirements.

From this consultation it was evident that many council facilities that were working directly with children and the community already had a number of existing practices in place that would meet many of the ten child safe standards. All of these facilities were able to identify areas that they felt would need to explore further to meet requirements.

Many non-direct public engaging facilities of DRC were not as familiar with the Child Safe Standards requirements but were all willing to undertake whatever requirements were necessary for their team and DRC to meet legislative requirements.

The main areas identified from this preliminary consultation that managers requested additional information on included; will training and support be provided, what requirements will be expected for working with underage employees, how do we ensure that volunteers and contractors are aware of their requirements.

### Resourcing Implications

The implementation of the Child Safe Standards is a commitment made by every facility of Dubbo Regional Council, and as such resourcing will be dependent on each sections individual requirements. Resourcing could be sourced primarily through internal and existing staff.

In order to establish resourcing implications a number of key areas need to be addressed and determined by DRC for the direction that council will take for implementing the Child Safe Standards and reportable conduct requirements. These include:

A commitment and decision made across Dubbo Regional Council for:

- A clear framework of responsibility for the implementation of the Child Safe Standards and reportable conduct scheme needs to be established within organisational structured of council.

- Is the responsibility able to be facilitated within existing roles and delegations of council, or, does a new role need to be created with reporting delegation and oversight to a key leadership position?
- Development of Child Safe Standards working committee comprising of Child Safe champions from each division of council.

Once the delegation of responsibility within the organisation is established the following areas could/will need to be endorsed, facilitated and resourced across council:

- Creation of Action Plan and reporting resources – Child Safe Standards Action Plan for Dubbo Regional Council, Risk Assessment tools for each division of council, reporting framework and associated resources.
- Policy creation and review of existing policies to reflect requirements of Child Safe Standards including but not limited to; creation of Child Safe Policy, review of existing policies including Code of Conduct, Reportable Conduct, Complaints, Recruitment and Induction of employees.
- Creation of a dedicated Child Safe Standards space within Dubbo Regional Council’s website.
- Review of all positions descriptions and competencies to incorporate Child Safe Standards and reportable conduct requirements – existing and future positions across all divisions of council.
- Review and implementation of induction process to incorporate Child Safe Standards and reportable conduct requirements for all new employees.
- Mandatory training on Child Safe Standards and reportable conduct training for all employees of Dubbo Regional Council. Additional training may also need to include Mayor and councillors.

#### **Planned Communications**

- All employees of Dubbo Regional Council will need to be informed via internal communications of the legislative requirements regarding DRC’s implementation of the Child Safe Standards and reportable conduct requirements.
- Communications informing employees of their requirements in regards to training will need to provide once sourced.
- Dubbo Regional Council website should provide a dedicated space to provide information to employees and general public on DRC’s commitment to implementation of Child Safe Standards.
- External communications of DRC’s commitment to and implementation of Child Safe Standards to be provided to the community as required.



## REPORT: DRTCC Photography Policy Review

**DIVISION:** Culture and Economy  
**REPORT DATE:** 11 May 2022  
**TRIM REFERENCE:** ID22/960

### EXECUTIVE SUMMARY

<b>Purpose</b>	Seek direction or decision	
<b>Issue</b>	<ul style="list-style-type: none"> <li>The current Photography Policy which identifies two designated photography areas backstage is deemed too restrictive by some local performing arts groups who want to capture behind-the-scenes photographs and footage of their performers and other members of their group.</li> <li>Council has a responsibility to ensure children are protected under the guidelines of the Office of the Children’s Guardian and all users of the facility including staff.</li> <li>Council and members of the local performing arts community have a shared belief that the intent to protect children and manage corporate risk is important, but there is opportunity to review how that protection is provided.</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>Local hirers are seeking autonomy to operate independently when hiring the venue and be unrestricted to photograph and film on stage and backstage.</li> <li>By limiting photography areas to two spaces backstage hirers believe it restricts trade through the inability to market and share key elements of their businesses and events, particularly on social media, and support the region’s and Dubbo Regional Council’s performing arts profile.</li> <li>Local performance groups would like staged and candid photographs and footage before and after performances, real time moments in the wings and on stage, side stage and when performers are preparing for their performance backstage.</li> <li>As a facility of Dubbo Regional Council, protecting children’s right to privacy and safety is the core element when reviewing the policy.</li> <li>The policy is an operation level policy however given the high performing arts community interest in wanting change, and the sensitive matter of child safety, the outcomes of the review are being presented to Council for consideration.</li> </ul>	
<b>Financial Implications</b>	Budget Area	Regional Events
	Funding Source	DRTCC operational maintenance budget

	Proposed Cost	\$1,000.00 (new signage)
	Ongoing Costs	Nil
<b>Policy Implications</b>	Policy Title	Photography Policy
	Impact on Policy	Amendment

### STRATEGIC DIRECTION

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

Theme:	5 Liveability
CSP Objective:	5.7 The high profile of existing cultural services and facilities is maintained
Delivery Program Strategy:	5.7.1 The community participates in and celebrates the high quality of cultural services and facilities available

### RECOMMENDATION

1. That the Dubbo Regional Theatre and Convention Centre (DRTCC) Photography Policy be amended to allow for all areas on stage and backstage to be available for photography and filming for all hirers except dressing rooms and toilets.
2. That the DRTCC Photography Policy be amended to allow local and touring productions that have an adult cast and crew (all over 18 years old) opportunity to take photos and film in dressing rooms but not toilets, noting all persons being filmed or photographed must provide permission.
3. That complaints regarding child safety or inappropriate photographs and/or filming at DRTCC be directed to the Hirer in the first instance with the expectation any complaint will be dealt with in a satisfactory manner.
4. That the community and industry hirers are engaged on the intent and parameters of the amended policy.
5. That alignment of the DRTCC Photography Policy be considered as part of the Child Safe Standards being developed by Dubbo Regional Council, as part of the recommendations of the Royal Commission into Child Institutional responses to Child Sexual Abuse.
6. A further report be provided to Council in March 2023 summarising implementation and compliance to the policy.

*Natasha Comber*  
Director Culture and Economy

*NC*  
Director Culture and  
Economy

## BACKGROUND

The intent of the Photography Policy is primarily to protect children's right to privacy and safety, and to minimise the risk of images being taken, uploaded to social media platforms, from unauthorised areas with inappropriate content in the background. The secondary reason is to protect staff and others who are unwittingly captured in photos or filming during the course of their work and without their permission. The third reason is to manage Dubbo Regional Council's corporate risk in regards to level of responsibility to provide a safe environments for children. The policy applies to all hirers, local, state, national and international.

The DRTCC Photography Policy was developed in 2013 following a parent complaint about an inappropriate photo of their child, taken at DRTCC appearing on an external social media site. As a facility with a high range of industry and community members, staff, subcontractors, suppliers, performers and event hirers interacting, the Council also carries risk that with multiple stakeholders within a busy environment, it could unfortunately provide opportunity for images of people not providing permission, to be taken. The Policy intent was to minimise risk by restricting photos to certain areas and this intent was communicated to hirers at the time.

DRTCC can have between 2,500 – 3,500 children performing on stage each year mostly in child-related events although sometimes in mixed aged groups. There was a view that a blanket policy regarding photography and filming that applied to all hirers was the best way to protect all stakeholders. Initially, filming and photography were permitted in the back stage corridor and public areas such as theatre auditorium, foyers and external to the building. Hirers were also able to photograph and film their performance or rehearsal from an approved area in the auditorium for archival purposes, marketing and for commercial gain.

A survey conducted in 2017 with NSW theatre managers showed 43.75% had a No Photography Backstage Statement with 9% stating it was developed due to an incident. A number of theatre managers said the survey prompted them to review their obligation to ensure best practice. Commentary from theatre managers that did not have a policy in place noted it is difficult to monitor photography, particularly with local dance and theatre groups and they took the position that the responsibility and accountability should rest solely with the hirer.

Following endorsement of the Council executive at the time, a revised operational Photography Policy was again communicated to hirers and users of the facility by the following:

The Photography Policy prohibited photography and filming in the following areas:

- Backstage (with exception of the selfie wall and a section of the stage corridor)
- Onstage
- The wings
- In dressing rooms

This policy applies to dressing rooms, fixed and temporary, at DRTCC and Wellington Civic Centre. Communication methods included letters to hirers, Venue Hire Agreement signed by the client, associated client meetings, signage backstage and inductions by staff with signed acknowledgement by hirers.

Due to continual breaches, legal advice was sought in order to include specific consequences (bans) for non-compliance under Section 632 of the NSW Local Government Act 1993. There was a revision of the policy which was endorsed by Council in May 2021. Since 24 May 2021 there have been no serious breaches requiring investigation other than photos being taken in unauthorised areas and appearing on social media which were quickly addressed with the relevant hirer.

Whilst the Photography Policy, attached as **Appendix 1**, is prescriptive and not open to interpretation, it was deemed too restrictive by some local hirers.

Consistent application of the policy, responding to complaints about policy or images and monitoring for breaches has a resource impact for DRTCC staff, in addition to impacting relationships with hirers, and hirers with each other. DRTCC staff do not have the resources to monitor external social media platforms nor the resources to deal with members of the community sending non-compliant images or perceived breaches to staff outside of work hours requesting immediate recourse.

Consultation with local performing arts groups and internal stakeholders identified a desire to review the policy. The focus of the review prioritised child safety above policy impacts on performing arts businesses, however took a considered approach to levels of risk, controls and considered strong indications from local hirers that they were willing and capable to take increase share for the responsibility of child safety and compliance.

#### Previous Resolutions of Council

24 May 2021	<ol style="list-style-type: none"><li>1. That the report from Manager Dubbo Regional Theatre and Convention Centre dated 15 March 2021, be noted.</li><li>2. That the DRTCC Photography Policy be updated to reflect a penalty for policy breaches to a maximum of 14 month ban for the use of the DRTCC.</li><li>3. That communication with hirers be undertaken to advise of the policy breach penalties, and DRTCC hire agreements be updated to reflect this change.</li><li>4. That signage is erected in identified areas as per the Photography Policy specify that penalties apply.</li></ol>
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#### REPORT

##### Consultation

	Stakeholder	Discussion
Internal	Executive Leadership Team members	Striking a balance between, child safety, corporate risk and community connection with the theatre.

	DRTCC Staff	Balancing child privacy and safety and still ensuring the hirers have a positive theatre experience. Ensuring compliance and assurance that hirers will share this responsibility. Having a policy that can apply to all hirers of the venue.
	Child Safe Standards Working Party	Child Safe Standards, once implemented, will be guidelines for organisation to drive a child safe culture, adopt strategies and act to put the interests of children first, to keep them safe from harm. Discussions held with Community Services staff regarding need for consistency across the organisation and determining high risk areas such as change rooms, toilets and playgrounds.
	Manager, Recreation and Open Spaces	Advised photography/filming not permitted in Aquatic Centre change rooms and toilets.
External	Local performing arts groups	The need for a less restrictive policy to allow photography and filming backstage and onstage to be able to promote their business and/or event. Suggested changes to the policy. See co-signed letter <b>Appendix 3</b> .
	Eisteddfod Committee	Request for on stage photography by committee members and media sponsor. Sent an email with a formal request.
	Local Dance Studio	The need for flexibility of the policy and still maintain the intent which is to protect hirers, patrons and staff. Will nominate a designated photographer for their events.
	Office of the Children's Guardian	An independent statutory body that promotes the interests, safety and rights of children and young people in NSW. The safety of children is paramount and must not be overridden by the needs of adults with different agendas.
	Child Safe Team	A child must be provided with appropriate facilities to enable him or her to dress and undress in private. Suggested a common area for photography once the children are dressed and out of the dressing rooms is acceptable.
	Performing Arts Connections (Australia)	Acknowledged the challenges of managing community hirers and professional companies to ensure a safe and professionally managed venue.
	NSW and ACT Performing Arts Centres Network	Theatres vary in their position on photography backstage. Those that have experienced incidences generally have a photography policy in place.

**Resourcing Implications**

- DRTCC is not resourced appropriately to monitor hirers of child-related performances for compliance or non-compliance.
- Due to past incidences, the DRTCC staff harboured the responsibility of ensuring child safety through the Photography Policy. With an amended policy, the onus is shared with the hirer which is more sustainable in the long term. Any complaints raised regarding photography and filming will be directed to the hirer of each event to resolve.
- Whilst some hirers have stated they will engage a designated photographer, this is inconsequential as this cannot be enforced with all hirers. It is up to the individual hirer how the risk is managed for photography at the hirer’s event.

**Options Considered**

<p>1. Photography Policy remains unchanged with two designated safe areas for photography and filming.</p>	<p>Current policy is deemed unacceptable to a number of local performing arts groups who find the policy too restrictive. Policy management is taking up time managing perceived breeches and ongoing frustrations from industry which is impacting relationships.</p>
<p>2. Increase the number of safe areas for photography and filming.</p>	<p>Deemed unacceptable to a number of local performing arts groups who require autonomy for photography backstage during the hire period of the show. Monitoring would likely remain as challenging.</p>
<p>3. Make all of on-stage and backstage available for photography and filming except dressing rooms and toilets.</p>	<p>This is clear and reasonable, although some hirers and professional productions who have adult performers have indicated they would like backstage images in dressing rooms as they deem it low risk.</p>
<p>4. Make all of on-stage and backstage available for photography and filming including dressing rooms but not toilets.</p>	<p>This is what was requested by local hirers, however, the Office of the Children’s Guardian have deemed this unacceptable. It was noted that a child must be provided with appropriate facilities to enable him or her to dress and undress in private. The perception of the public seeing these images on-line will encourage others to take photos in dressing rooms in an uncontrolled situation opening children and Council to risk.</p>
<p>5. Have no restrictions at all. Make all areas on stage, backstage, dressing rooms and toilets available for photography and filming. No monitoring and no need for hirers to comply with a Policy.</p>	<p>Noted as unacceptable by all stakeholders consulted with.</p>

<p>6. Make all areas on stage, backstage available for photography and filming except dressing rooms and toilets. Have one room allocated for staged photography (only) with mirror and props to replicate a dressing room.</p>	<p>Was offered as an option previously but declined on the basis that the images would not be authentic and did not allow for candid images. This option also runs the risk of the general public (including parents) assuming that photos are allowed in dressing rooms and unaware of the controlled environment for the purposes of the photoshoot.</p>
<p>7. No photography at all backstage anywhere.</p>	<p>Minimises risk to children but denies the hirers the ability to use the images for marketing purposes or historical images of the shows. Would minimise monitoring as any breeches would be easily identifiable.</p>
<p>8. Make all areas on stage, backstage, available for photography and filming for all hirers except dressing rooms and toilets. Local and touring productions that have cast and crew over 18 years old permitted to take photos and film in dressing rooms but not toilets.</p>	<p>Provides appropriate facilities for a child to dress and undress in private. Easier to administer and monitor with clearer boundaries. Allows all hirers the opportunity to take photographs behind the scenes. Provide higher level of flexibility for performances with adults.</p>

**Preferred Option**

- Option 8 – On stage and backstage areas except dressing rooms and toilets are available for photography and filming for hirers. Productions where the cast and crew are all over the age of 18 are able to take photos and film in the dressing room as well. No photography or filming to occur in bathrooms and toilet areas. See **Appendix 2**.
- This will allow all hirers to have full autonomy to be able to photograph or film in the prescribed areas to capture behind the scenes experiences and to ensure the safety and privacy of children.
- It is the responsibility of the hirer to ensure photos and footage are not of an inappropriate nature, nor brings disrepute to Dubbo Regional Council.
- Any complaints of images shared on any platform will be directed to the hirer to resolve and advise DRTCC management how it was resolved.
- This option is in line with the Office of the Children’s Guardian with the intent to protect children’s right to privacy and safety by not allowing photographs and footage to be taken in dressing rooms or change rooms.
- This option is in line with the local performing arts groups who want to record behind the scene theatre experiences and comradery shared by performers at the event.
- This option is in line with dance businesses to be able to market and share key elements of their business and have the freedom to share these photos and footage with families privately and on social media.
- The option will increase the autonomy of hirers who now have the flexibility of more areas for photography and filming and the responsibility to be able to handle any

associated complaints. It also reduces the DRTCC staff resources in managing issues, concerns and queries relating to non-compliance brought to them by members of the public.

- As Council develops the Child Safety Standards as required by Law, the Photography Policy will be reviewed to ensure alignment to these Standards.

It is proposed that any policy breaches will follow the investigation process as outlined in the current adopted Council policy.

#### Planned Communications

- Immediate – email the Eisteddfod Committee the policy review outcome as The City of Dubbo Eisteddfod commences at DRTCC on 2 June 2022.
- Short term – Information session for local performing arts groups
- Short term – Email hirers and major professional companies
- Short term – Update on-site induction checklist
- Short term – Upload the adopted Photography Policy to drtcc.com.au
- Mid term – Update the photography signage on display

#### Timeframe

Key Date	Explanation
26 May 2022	Ordinary Council Meeting
March 2023	Reviewed by Council

#### APPENDICES:

- 1 [DRTCC - Photography Policy](#)
- 2 [DRTCC - DRTCC - Proposed area map](#)
- 3 [DRTCC - Co-signed Letter](#)



## PHOTOGRAPHY POLICY

### Including performing rights, copyright, photography, video recording and filming.

The Hirer shall not infringe or breach any copyright or performing rights or any other protected right in connection directly or indirectly with the Agreed Use. The payment of royalties to OneMusic Australia or any other like body or to any person entitled to be paid royalties shall be the obligation of the Hirer and the Hirer undertakes to pay all such royalties promptly as they fall due. DRTCC will NOT be held responsible in the event that the Hirer does not hold and maintain the appropriate licenses and permissions from the relevant copyright collecting societies at the time of the performance.

For the comfort and safety of all patrons and performers and observance of copyright laws, the use of video, photography and recording devices is prohibited on stage, from the wings and backstage except for the designated photo area known as the Selfie Wall located in the backstage corridor or the designated photo area in the stage crossover. There are signs stating PHOTOGRAPHY/FILMING IS NOT PERMITTED ON STAGE, BACKSTAGE OR IN DRESSING ROOMS. The Hirer acknowledges and agrees that Council notices are regulated under s. 632 of the NSW Local Government Act 1993. Failure to comply may result in a penalty.

The Owner is entitled to injunctive relief (as appropriate) as a remedy for any breach or threatened breach by the Hirer, in addition to any other remedies available at law or in equity and may seek to prevent publishing material or the removal of published material including social media, internet and web pages.

The Hirer will take all reasonable steps to:

- Ensure all attendees are made aware of and comply with Council's policy;
- Assist Council to investigate and resolve any breach of the policy.

Failure to comply with the policy by the Hirer or its attendees or to assist Council may result in:

- a) The Owner declining further applications for hire from the Hirer for a period of up to fourteen months; and/or
- b) Prohibitions on individuals attending events

Without limiting any other indemnity, the Hirer indemnifies Council for costs of any breach, investigation and enforcement, including legal costs on an indemnity basis, arising from any breach of the policy.

In the case of a Hirer wishing to record their event for archival reasons, exceptions may be made on the condition that a written request is made and approval is given by the Manager and the cameras are located only in allotted areas in the auditorium.





The Hirer is responsible for ensuring all Photography Release and/or Photography Consent forms for performers have been completed accurately and a record kept ensuring compliance during the event. If complaints are received due to a breach, these will be directed to, and dealt with, appropriately by the Hirer.

It is the understanding that the Hirer is fully familiar with the relevant laws pertaining to copyright and the Hirer will be solely responsible for any infringement of copyright laws.

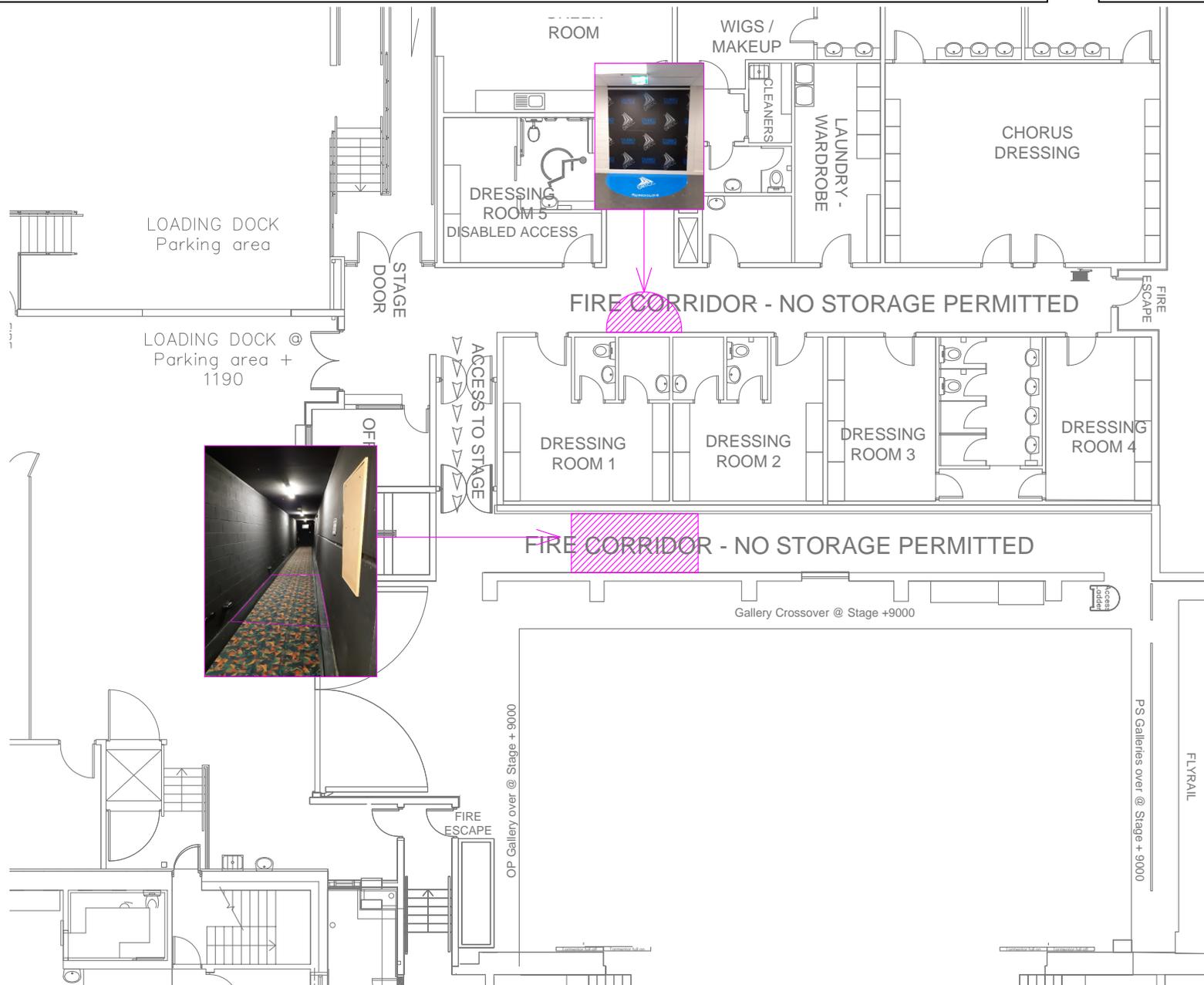
The Hirer will also need to obtain evidence of public liability insurance from the photographer in the case of injury or damage caused by the actions or equipment of personnel involved in filming or recording.

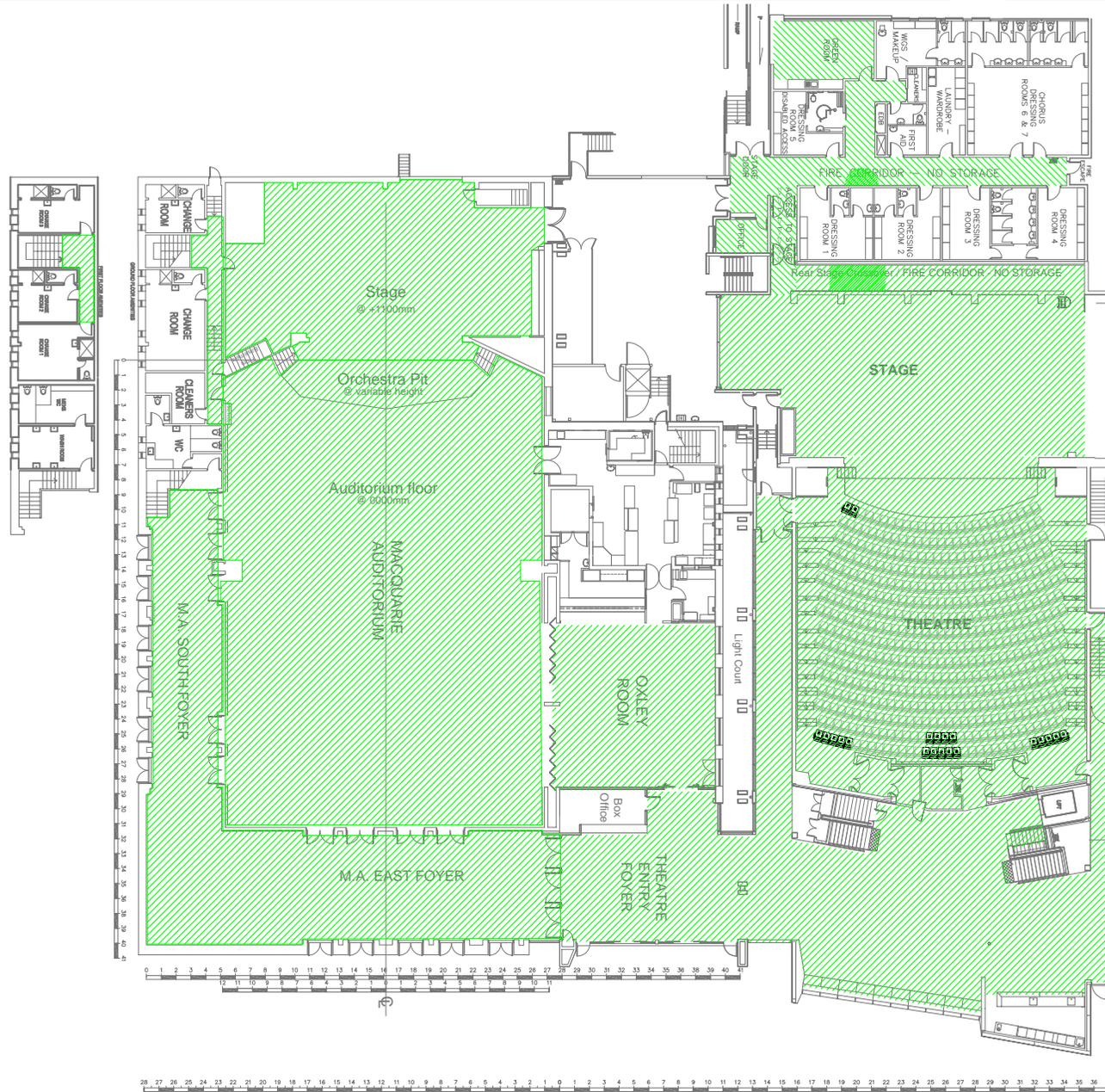
Policy created : 22.02.2013

Policy updated: 24.05.2021



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www.drtcc.com.au | A FACILITY OF DUBBO REGIONAL COUNCIL





Dear Kim,

Recently, a collective of Dubbo Performing Arts businesses and groups have united and had discussions, due to a need for change in policies and communications between the Dubbo Regional Theatre and Convention Centre (DRTCC) and local stakeholders.

A key policy that this collective strongly feels needs change, is the current photography policy included in the DRTCC's Venue Hire Agreement, *Performing Rights, Copyright, Photographs, Video, recording and Filming*. As outlined below.

*“The Hirer shall not infringe or breach any copyright or performing rights or any other protected right in connection directly or indirectly with the Agreed Use. The payment of royalties to the Australian Performing Rights Association or any other like body or to any person entitled to be paid royalties shall be the obligation of the Hirer and the Hirer undertakes to pay all such royalties promptly as they fall due. DRTCC will NOT be held responsible in the event that the Hirer does not hold and maintain the appropriate licenses from the relevant copyright collecting societies (including APRA and PPCA) at the time of the performance.*

*For the comfort and safety of all patrons and performers and observance of copyright laws, the use of video photography and recording devices is prohibited during a performance from the wings and backstage except for the designated photo area known as the Selfie Wall located in the backstage corridor. There are signs throughout backstage stating **PHOTOGRAPHY/FILMING IS NOT PERMITTED BACKSTAGE OR IN DRESSING ROOMS** and this will be closely monitored.*

*In the case of a Hirer wishing to record their event for archival reasons, exceptions may be made on the condition that a written request is made and approval is given by the Manager and the cameras are located only in allotted areas in the auditorium.*

*The Hirer is responsible for ensuring all Photography Release and/or Photography Consent forms for children have been completed accurately and a record kept ensuring compliance during the event. If complaints are received due to a breach, these will be directed to, and dealt with, appropriately by the Hirer.*

*It is the understanding that the Hirer is fully familiar with the relevant laws pertaining to copyright and the Hirer will be solely responsible for any infringement of copyright laws.*

*The Hirer will also need to obtain evidence of public liability insurance from the photographer in the case of injury or damage caused by the actions or equipment of personnel involved in filming or recording.”*

This collective recognises DRTCC & the policy's intent is to protect its hirers, patrons and staffs privacy and safety, and while we whole heartedly agree with the intention of the policy we also believe it doesn't mitigate risk effectively to ensure the safety or privacy of these people. In fact, not only does it not mitigate risk, it also removes autonomy of Hirer's to operate independently, denies Hirer's with child performers insufficient authority to fully protect the children they have been trusted to work with and care for (often for longer periods than they have hired the venue for) and restricts trade of the Hirers through the inability to market and share key elements of their businesses and events.

We hope, like us, the council can see a need for change, and can work with these stakeholders to develop a policy that works for both parties and allows the DRTCC and the performing arts community to create a space that fosters and celebrates the people that use and work in this venue, and inspire the Dubbo Community with the full magic it possesses including the behind the scenes moments.

Working to move forward, we would like to ask consideration of the following:

1. An interim policy for the upcoming 2022 Dubbo Eisteddfod, that allows the Eisteddfod permissions to allow nominated members of the eisteddfod committee to:

- to take photographs on stage with children and the Adjudicator after major sections and awards presentations
- to take photographs side stage and from the wings onto the stage. To allow the committee to catch candid moments to showcase the love, support, and the friendship between competitors
- to take photographs of eisteddfod volunteers, parents and studio staff to celebrate the people who support and foster the children and this special event
- and to continue to be able to take photographs in front of the selfie wall

The eisteddfod ensures they have appropriate permissions from parents/guardians for children to be photographed, and in the case of PRM children, that photographs are not taken without government's permission, and that no photographs will be taken when there is a person/s changing or of an inappropriate nature.

2. A full review of the photography policy in consultation with the community, especially key stakeholders, taking into consideration the following:

The Hirers would like autonomy over when and where it is appropriate to take photographs and videography, within guidelines from legislations of what ensures safety and privacy for the Hirer, their clients and the DRTCC staff. Examples of this include; staged moments from on the stage and in sets prior to and after performances, real time moments in the wings and on to the stage during performances, side stage captured moments prior to, during and after a performance and in the dressing rooms and corridor when performers are preparing for their performance.

Hirers would also like to continue to be able to have photography and videography from the audience for archival purposes.

Hirers would then like the freedom to share these photos with their families and communities, privately and on social media platforms and in any marketing or promotional material.

We would recommend the following is taken into consideration in regards to privacy and safety measures:

- That person/s to take photography and videography are nominated prior to the event and that DRTCC are informed of who these person/s are. These person/s should be clearly identifiable as the nominated photographer/ videographer with a badge or lanyard.
- When children (meaning any persons under the age of 18 years) are involved with the Hirer during the period of Hire, a Working With Children's Check (WWCC) must be obtained and verified by the hirer for any adults (meaning any persons over the age of 18 years) and supplied to the DRTCC prior to the event.
- All necessary public liability insurances are required to be up to date and supplied to DRTCC
- Responsibility remains on the Hirer to be fully familiar with the current photography and child protection laws and any complaints received will be directed to and dealt with by the hirer.

- No photography or videography is to be taken of, or include any DRTCC staff without their direct permission.
- The hirer is responsible for ensuring all photography release and/or photography consent forms for children have been completed accurately and a record kept ensuring compliance during the event
- That all nominated photographers/videographers are fully inducted and are aware of WHS protocol, including awareness of high traffic areas, fire corridors and exits, tripping hazards, etc
- Strictly no photography/videography on cameras, mobile phones or any other recording device is to be taken while any person is dressing, bathing, or using the bathroom. Recording devices must not include any explicit material, or any forms of nudity.
- Strictly no photography/videography is to be taken in bathrooms
- The original nominated selfie area remains available to parents, performers and volunteers to take photos.
- The nominated photographer/videographer will not take or share any photos that may bring the DRTCC into disrepute
- The Hirer is responsible for enforcing and upholding the policy, with any concerns of breach being brought to the hirers attention by DRTCC.

We look forward to working with Dubbo Regional Council (DRC) and DRTCC to work together to create a photography policy that benefits both hirer and DRTCC. We wish to work together with DRC and DRTCC to celebrate and promote DRTCC and the arts community within Dubbo and the surrounding areas.

We look forward to hearing from you.

Kind Regards,

Anna Bloomfield  
Dubbo Ballet Studio

Rikki Slack-Smith  
Stepping Out Dance Factory

Narelle Jeffery  
Dubbo Eisteddfod

Kalitha Goodwin  
Urban Edge Dance Studios

Zoey Sweeney  
Orana Dance Centre

Chris Bray  
Dubbo Theatre Company

Jo Gibb  
Dubbo Drama Club



## REPORT: Event Assistance Program - 2021/2022 Round 2

**DIVISION:** Culture and Economy  
**REPORT DATE:** 2 May 2022  
**TRIM REFERENCE:** ID22/876

### EXECUTIVE SUMMARY

<b>Purpose</b>	Seek endorsement	Adopt funding
<b>Issue</b>	<ul style="list-style-type: none"> <li>Provide Council with the determination of funding based on applications received under Round 2 of the 2021/2022 Emerging Events Fund and Community Events Fund.</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>All applications were assessed individually by the assessment panel members and in line with the Event Assistance Funding guidelines</li> </ul>	
<b>Financial Implications</b>	Budget Area	Regional Events
	Funding Source	Operational budget
	Proposed Cost	\$13,400
	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

### STRATEGIC DIRECTION

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

Theme: 3 Economy

CSP Objective: 3.1 Visitor economy growth is supported through product development, enhancement and strategic management

Delivery Program Strategy: 3.1.5 Events that provide for activities that foster cultural and recreational opportunities and community interaction are supported

### RECOMMENDATION

1. That event funding applicants be advised on the outcome of their applications.
2. That funding be determined and conditional to each event supplying COVID-19 Safety Plans and meeting any conditions and restrictions in place under Public Health Orders.
3. That should any events provided financial assistance under the Emerging and Community events not proceed, the funds be returned to Council, and applicants requested to reapply for future events.

*Natasha Comber*  
Director Culture and Economy

*KH*  
Manager Regional Events

## BACKGROUND

Council's 2021/2022 Event Assistance Program comprises of the following:

### Emerging Events Fund

To assist, support and grow local events and drive a mix of social, cultural and economic benefits to the region. Organisers must demonstrate that the events are attended or appeal to a broad section of the community. Alternatively, events provide specific cultural or social outcomes aligned with the 2040 Community Strategic Plan. Financial assistance as well as staff resources were open for application. Funding is for Not For Profit events in their first or second year.

Two annual rounds – July and February. Applications are up to a maximum of \$2,000.

### Community Events Fund

To assist and support events that deliver social and cultural benefits to the Dubbo Region LGA. Organisers must demonstrate that the events are to be attended or appeal to a broad section of the community. Alternatively, events provide specific cultural or social outcomes aligned with the 2040 Community Strategic Plan. Financial assistance as well as staff resources were open for application. Funding is for Not for Profit events held for three years or more.

Two annual rounds – July and February. Applications are up to a maximum of \$3,000.

This report relates to Round 2 of the Emerging Events Fund and Community Events Fund. Guidelines and details of Council's Event Assistance Program are attached at **Appendix 1**.

## REPORT

### Consultation

- The opportunity to apply for funding was communicated directly to a database of over 4,000 members of the Dubbo Region Events Network via eDMs and social media. The database also includes any previous applicants.
- Applications were also broadly communicated via eDMs, social media, print advertising and radio editorial.

### Resourcing Implications

- Funding in the amount of \$13,400 is available under Council's Regional Events Branch's operational budget.

Community Events                      \$1,900

Emerging Events                         \$11,500

The funds have been collated to enable a distribution of funding that is alighted to the elevations, as such the remaining \$270 will be returned to the organisation.

**Table 1** represents ongoing financial implications of both the Community and Emerging Events funds.

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	13,030	10,000	10,000	10,000	10,000	10,000
<b>c. Operating budget impact (a – b)</b>	<b>-13,030</b>	<b>-10,000</b>	<b>-10,000</b>	<b>-10,000</b>	<b>-10,000</b>	<b>-10,000</b>
d. Capital Expenditure	0	0	0	0	0	0
<b>e. Total net impact (c – d)</b>	<b>-13,030</b>	<b>-10,000</b>	<b>-10,000</b>	<b>-10,000</b>	<b>-10,000</b>	<b>-10,000</b>
Does the proposal require ongoing funding?	Yes, in line with the Financial Assistance Policy					
What is the source of this funding?	Regional Events Operating Budget					

**Table 1.** Ongoing Financial Implications

For a period of six weeks (4 March – 11 April 2022) applications were invited for funding under Round 2 of the Emerging Events Fund (up to \$2,000) and the Community Events Fund (up to 3,000). Applications were open to not-for-profit events held before 31 December 2022.

An assessment panel comprising of the Executive Officer Culture and Economy; Administration Officer Governance and Internal Control; and the Events and Partnerships Team Leader assessed each application in line with the funding program's terms, conditions and guidelines via Council's Smarty Grant Program.

<b>Emerging Events Fund</b>	<b>Application</b>	<b>Recommendation</b>
Dubbo Cycling Club Ladies Day	\$2,000	\$1,000
Macquarie River Platypus Survey*	\$2,000	Nil
NSW Veteran Golfers Association 54 Holes Stableford Championships	\$2,000	\$1,000
	<b>\$6,000</b>	<b>\$2,000</b>

<b>Community Events Fund</b>	<b>Application</b>	<b>Recommendation</b>
Burrendong Easter Fishing Classic	\$3,000	\$1,000
Michael Egan Memorial Book Fair	\$1,030	\$1,030
Stuart Town Multicultural Festival	\$3,000	\$2,000
Herefords Australia National Show and Sale Dubbo	\$3,000	\$1,000
Wellington Eisteddfod	\$3,000	\$3,000
Dubbo Sixes Soccer Tournament	\$3,000	\$3,000
Clean Up Australia Day*	\$3,000	Nil
	<b>\$19,030</b>	<b>\$11,030</b>

\*Applicants were deemed environmental programs rather than community or emerging event appeal.

### Options Considered

- Consider the Emerging Event fund and Community Event fund as a total funding on offer. This will allow more funds to be provided to community events which were oversubscribed and in many cases are established community events. Maintaining separate funds and current allocated funds would vastly reduce funds for community events.
- Provide only the top rated applicants their full amount. This would reduce the amount of events provided financial assistance. Having a considerable number of event not being funded may impact the organiser's ability to hold the community or emerging event in 2022.
- Provide all applicants the same amount of funding (except those who requested less). The funding application is scored based on a significant number of questions and information. Some questions are weighted higher such as the social benefits for the applicants applying for community funds. This allows the panel to determine the events that provide the greatest social and cultural benefits to the community.
- Provide all applicants their requested amount. The fund is currently oversubscribed and Council would be required to source additional funds.
- No funds allocated and returned to Council

Please note all applicants must receive an average score of more than 50% to be eligible for funding.

### Preferred Option

- Preferred option is to provide the top rated applicants their maximum funds requested. Remaining applicants would be provided financial assistance based on the total funds available.
- Non-successful applicants will be notified and the Events and Partnership team will provide additional feedback if requested.
- The application process has been developed significantly over the past three years to provide a transparent approach to provide funds. The application also provides the community the skills to apply for funds outside of Dubbo Regional Council (for example: NSW State Government funds)
- A broad range of community and emerging events have been provided with funds across a variety of interests and industries.

### Planned Communications

- Each applicant has been contacted and advised of the outcome of their application.
- Communications will include any terms or conditions required of successful applicants.

### Timeframe

Key Date	Explanation
30 May 2022	Applicants advised of the outcome of application
31 December 2022	All funded events to be complete

**APPENDICES:**

- 1 [↓](#) Event Assistance Program - 2021/2022 - Guidelines



## Event Assistance Program Guidelines

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### OVERVIEW

Dubbo Regional Council is committed to supporting the development, growth and sustainability of local events. Events play an important role in our community, providing a diverse range of vibrant experiences contributing the Region's social cohesiveness and wellbeing. Events heighten our community's pride of place and promote our Region as an attractive place to live and visit.

Events can deliver new dollars into the community; contributing to various sectors including tourism, retail, hospitality, services and professional sectors. This contributes to employment and a strong local economy.

Council's Event Assistance Program comprises:

- **Emerging Events Fund** | Supporting new and emerging community events
- **Community Events Fund** | Supporting local events that deliver social and cultural benefits
- **Event Support Program** | Providing human resources to help value add or promote events\*
- **Destination Events Fund** | Supporting events that deliver significant economic benefits; and funding to attract and retain major event activity

\* A survey of local event organisers was undertaken in early 2020. In response to the questions asking what event organisers needed from Council, financial assistance was listed as the highest priority followed by assistance with promotion and human resources. In response, Council created a new event assistance channel that provides staff time and resources to help events.

**Whilst markets do not meet the guidelines to apply for funding, not-for-profit markets arranged by charities located in the Dubbo Region are permitted to apply for up to five (5) hours assistance.**



## Event Assistance Program Guidelines

### IMPORTANT INFORMATION

- All applicants will be required to submit an application online via SmartyGrants. No paper applications or applications via email or fax will be accepted.
- Only one (1) application for funding can be made for the same event. If Council receives applications under both the Emerging Events Fund and Community Events Fund, neither application will be accepted for consideration.
- Council's Event Assistance Program is highly competitive. Previous funding provided by Council or the submission of an application does not necessarily warrant success under the current program.
- Financial assistance can only be used to promote and market the event and/or assist with any Council fees or charges. Fees/charges include (but are not limited to) hire of venues, development of traffic control plans, line-marking, resources to enact a traffic control plan (witches hats/bollards/signage) waste disposal and promotion of the event via the CBD Promotions Program.
- Late or incomplete applications will not be considered.
- Council's event acquittal form will require you to evidence that you have returned all benefits as outlined in these guidelines.
- An event funding application submission does not mean the event has been approved by Council to proceed. If you wish to stage your event on a park, reserve, road or footpath please complete a Major Event Application Form. Click here to access application forms: [Event Organisers Toolbox - Dubbo Regional Council \(nsw.gov.au\)](#)
- The Event Support Program can provide up to five (5) hours to assist community, not-for-profit events and markets conducted by charities located in the Dubbo Regional LGA to assist in:
  - Development of an Event Management Plan
  - Development of a Marketing and Promotional Plan
  - Development of print and digital assets to help promote the event
  - Development of content to assist with planning via regular attendance at meetings of the organising committee
  - Event delivery via support on the day of the event



## Event Assistance Program Guidelines

### EVENT ASSISTANCE PROGRAM TERMS AND CONDITIONS

Events that are successful under Council's Event Assistance Program must adhere to the following terms and conditions:

- Funds may only be used to promote and market the event and/or meet costs of Council fees/charges associated with the event. The funds can only be used for the purpose as specified in the application, unless written permission for a variation is obtained from Council.
- That Council will be advised in writing if there are any significant changes to the event as described in the application, or to the contact details of the recipient.
- The applicant must notify Council at the earliest opportunity that the event has been cancelled or postponed. If the event does not occur as scheduled for whatever reason, 100% of awarded funding must be repaid to Council.
- All Council and other permits, including approvals and appropriate insurance cover (as examples), relating to the event must be obtained or the awarded funding will be withdrawn.
- Where possible, the organisation will source goods and services for the event from within the Dubbo Regional Council Local Government Area.
- All recipients of funding are required to return all sponsorship benefits as outlined in these guidelines. (Refer page 9).
- Council reserves the right, as part of the assessment process, to request further information or documentation.
- Failure to provide an acquittal report will preclude the applicant from future funding opportunities.
- Successful funding applications do not guarantee success of future applications.
- Council reserves the right to negotiate the division of hours under the Event Support Program.

### HELPFUL RESOURCES

Council's Event Organisers Toolbox is compiled of templates and resources to assist you in planning your event. Click here to access the Event Organisers Toolbox:

<https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/event-organisers-toolbox>

Add your event to the Region's Event Calendar: [Events Calendar • Dubbo Region](#)



## Event Assistance Program Guidelines

### GUIDELINES | EMERGING EVENTS FUND

**APPLICATIONS UP TO \$2,000** - Supporting new and emerging community events

**Round 1** | Opens 5 July 2021 to 16 August 2021 for events held prior to 30 June 2022 (closed)

**Round 2** | Opens 4 March 2022 to 11 April 2022 for events held prior to 31 December 2022

#### **Who can apply?**

- Event organisers that are not-for-profit
- Must be first or second year of the event.

#### **How much can I apply for and what can the funds be used for?**

- Events can apply for up to \$2,000 to help meet costs to promote and market the event and/or meet the cost of Council's fees and charges associated with the event.

#### **What documents do I need to provide as part of my application?**

- Event organisers must provide the following documentation as part of the application process:
  - Draft risk management plan and emergency evacuation plan
  - Certificate of Currency \$20M Public Liability Insurance (or letter of intent from your insurer)
  - Certificate of Currency \$20M Product Liability Insurance (if applicable)
  - Projected budget

#### **What factors will Council be considering when assessing my application?**

- Council will need to understand the skills and experience of the organiser/s to ensure that public funds being invested in the event are being managed in an appropriate manner.
- The event must not be intended as a one-off event and it must be a public event, inclusive and accessible.
- Events that are intended to deliver economic, social or cultural benefits and held outside school holiday and peak long weekend periods will be favourably considered.
- Council will also seek from the organiser how they intend to promote the Dubbo Region as a great place to live and hold events.

#### **Who is NOT permitted to apply?**

- Events that have been running for three (3) or more years.
- Events not arranged by a not-for-profit organisation.
- Events not held in the Dubbo Regional Council Local Government Area.
- Events that have received funding for the same event under another channel of funding provided by DRC.
- You are a religious group or religious event.
- You are a political organisation or your event has a political purpose.
- You are a federal/state government department or agency.
- Events that do not align with the Council's values or the Region's brand positioning.
- Events that have the potential to negatively impact Council's or our Local Government Area's reputation.
- Fundraising events or activities – events that have a primary purpose to raise funds with the majority of profits generated distributed to third party organisations, agencies or charities with limited direct benefits to the Dubbo Regional Council Local Government Area.
- Events intended as a 'one-off' or that take place on a regular basis such as weekly, monthly or quarterly.
- Conferences or sporting events that are arranged as part of a local competition/series/schedule.
- The event has been held and you are applying for funding retrospectively.
- Applicants or applying organisations that have outstanding debts with Council.



## Event Assistance Program Guidelines

### GUIDELINES | COMMUNITY EVENTS FUND

**APPLICATIONS UP TO \$3,000** - Supporting local events that deliver social and cultural benefits

**Round 1** | Opens 5 July 2021 to 16 August 2021 for events held prior to 30 June 2022 (CLOSED)

**Round 2** | Opens 3 March 2022 to 11 April 2022 for events held prior to 31 December 2022

#### **Who can apply?**

- Event organisers that are not-for-profit.

#### **How much can I apply for and what can the funds be used for?**

- Events can apply for up to \$3,000 to help meet costs to promote and market the event and/or to help meet the cost of Council's fees and charges associated with the event.

#### **What documents do I need to provide as part of my application?**

- Event organisers must provide the following documentation as part of the application process:
  - Draft risk management plan and emergency evacuation plan
  - Certificate of Currency \$20M Public Liability Insurance (or letter of intent from your insurer)
  - Certificate of Currency \$20M Product Liability Insurance (if applicable)
  - Projected budget

#### **What factors will Council be considering when assessing my application?**

- Events that have received three (3) consecutive years funding prior to 2021/2022 will be required to demonstrate new initiatives and continuous improvement strategies.
- The events must be open to the public, inclusive and accessible to everyone.
- Events that are intended to deliver social or cultural benefits and held outside school holiday and peak long weekend periods will be favourably considered.
- Council will also seek from the organiser how they intend to promote the Dubbo Region as a great place to live and hold events.

#### **Who is NOT permitted to apply?**

- Events not being arranged by a not-for-profit organisation.
- Events not held in the Dubbo Regional Council Local Government Area.
- Events that have received funding for the same event under another channel of funding provided by DRC.
- You are a religious group or religious event.
- You are a political organisation or your event has a political purpose.
- You are a federal/state government department or agency.
- Events that do not align with the Council's or destination's values, brand or have the potential to negatively impact the Council's or Local Government Area's reputation.
- Fundraising events or activities – events that have a primary purpose to raise funds with the majority of profits generated distributed to third party organisations, agencies or charities with limited direct benefits to the Dubbo Regional Council Local Government Area.
- Events intended as a 'one-off' or that take place on a regular basis such as weekly, monthly or quarterly.
- Conferences or sporting events that are arranged as part of a local competition/series/schedule.
- The event has been held and you are applying for funding retrospectively.
- Applicants or applying organisations that have outstanding debts with Council.



## Event Assistance Program Guidelines

### GUIDELINES | EVENT SUPPORT PROGRAM

**APPLICATIONS UP TO FIVE (5) HOURS** - Supporting events with time and skills of staff from Council's Regional Events Branch

**Round 1** | Opens 5 July 2021 to 16 August 2021 for events held prior to 30 June 2022 (CLOSED)

**Round 2** | Opens 4 March 2022 to 11 April 2022 for events held prior to 31 December 2022

#### **Who can apply?**

- Event organisers that are not-for-profit.
- Market event organisers that are a charity located in the Dubbo Region.

#### **How much can I apply for and what can the funds be used for?**

- Events can apply for up to five (5) hours to help develop plans, create content, develop digital assets and provide assistance on the day.
- Staff from Council's Regional Events Branch only.

#### **What documents do I need to provide as part of my application?**

- Event organisers must provide the following documentation as part of the application process:
  - Draft risk management plan and emergency evacuation plan
  - Certificate of Currency \$20M Public Liability Insurance (or letter of intent from your insurer)
  - Certificate of Currency \$20M Product Liability Insurance (if applicable)
  - Projected budget

#### **What factors will Council be considering when assessing my application?**

- Council will need to understand the skills and experience of the organiser/s to ensure that the event is being managed in an appropriate manner.
- The event must not be intended to be a one-off event and it must be a public event, inclusive and accessible to everyone.
- Events that are intended to deliver economic, social or cultural benefits and held outside school holiday and peak long weekend periods will be favourably considered.
- Events that do not apply for, or are not successful in receiving, funding will be favourably considered.

#### **Who is NOT permitted to apply?**

- Events not being arranged by a not-for-profit organisation.
- Events not held in the Dubbo Regional Council Local Government Area.
- Events that have received funding for the same event under another channel of funding provided by DRC.
- You are a religious group or religious event.
- You are a political organisation or your event has a political purpose.
- You are a federal/state government department or agency.
- Events that do not align with the Council's or destination's values, brand or have the potential to negatively impact the Council's or Local Government Area's reputation.
- Fundraising events or activities – events that have a primary purpose to raise funds with the majority of profits generated distributed to third party organisations, agencies or charities with limited direct benefits to the Dubbo Regional Council Local Government Area.
- Events intended as a 'one-off' or that take place on a regular basis such as weekly, monthly or quarterly; with the exception of markets staged by charities located in the Dubbo Region LGA.
- Conferences or events that are arranged/delivered as part of a local competition/series/schedule.
- Applicants or applying organisations that have outstanding debts with Council.



## Event Assistance Program Guidelines

### GUIDELINES | DESTINATION EVENTS FUND

**Stream 1:** *Supporting events that deliver significant reputation, brand and economic benefits - applications up to \$10,000*

*Open August 2023 and close October 2023 (one round only) - the event must be held between 1 January 2023 and 31 December 2023*

**Stream 2:** *Incentive funding to attract and retain major event activity delivering significant economic benefits*

*Funding open all year round and subject to availability of funding under Council's budget.*

*The economic benefit of events applying for incentive funding must be no less than \$400,000. Events applying for incentive funding must make a commitment to hold the event in the Dubbo Region for three years. Locally organised events are ineligible to apply. Council reserves the right to determine funding outside the Guidelines should the event be deemed to be of benefit to the Dubbo Region.*

#### Stream 1:

***Who can apply?***

- Events that have a strong brand or the potential to amplify the Dubbo Region's reputation as a destination including promotion of the Region's value propositions on offer to event owners.
- Events that can deliver strong economic benefits.

***How much can I apply for and what can the funds be used for?***

- Events can apply for up to \$10,000 to help meet costs of promotion/marketing of the event and/or to help meet the cost of Council's fees and charges associated with the event.
- Events seeking funding over \$10,000 can apply at any time under Stream 2 - Incentive Program however, funding is subject to available funds within Council's budget at the time of application.

***What documents do I need to provide as part of my application?***

- Event organisers must provide the following documentation as part of the application process:
  - Draft Risk management plan and emergency evacuation plan
  - Certificate of Currency \$20M Public Liability Insurance (or letter of intent from your insurance agent)
  - Certificate of Currency \$20M Product Liability Insurance (if applicable)
  - Projected budget



## Event Assistance Program Guidelines

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### ***What factors will Council be considering when assessing my application?***

- The strength of the event owner or event brand; ability of the event to promote the Dubbo Region and estimated economic benefit that will be derived by holding the event in the LGA.
- The event is being delivered by an organising committee/event owner that has a proven record of successfully arranging and delivering major events.
- Events that intend to be staged over multiple years, and timed to be held outside school holiday and peak long weekend periods will be favourably considered.

### ***Who is NOT permitted to apply?***

- Events not held in the Dubbo Region LGA.
- Locally organised events
- Events that have received funding for the same event under another channel of funding.
- You are a religious group or religious event.
- You are a political organisation or your event has a political purpose.
- You are a state government department or agency.
- Events that do not align with the Organisation or destination's values, brand or have the potential to negatively impact the Council's or LGA's reputation.
- Events that take place on a regular basis such as weekly, monthly or quarterly.
- Conferences or sporting events that are arranged/delivered as part of a local competition/series/schedule or calendar of events.
- The event has been held and you are applying for funding retrospectively.
- Events seeking Incentive Funding Stream 2 must not be locally organised events.
- Fundraising events or activities – events that have a primary purpose to raise funds with the majority of profits generated distributed to third party organisations, agencies or charities with limited direct benefits to the Dubbo Regional LGA.



## Event Assistance Program Guidelines

### RETURN BENEFITS TO COUNCIL | EMERGING EVENTS FUND and COMMUNITY EVENTS FUND

All events receiving funding under Council's Emerging Events Fund or Community Events Fund are required to return the following benefits.

1. All events receiving funding are required to complete an acquittal form. The acquittal form must be returned to Council no later than 60 days from the conclusion of the event.
2. Dubbo Regional Council brand placement/recognition, including the following:
  - a. Printed promotional material
  - b. Event website
  - c. Social media posts/activity promoting the event
  - d. Dedicated post/activity acknowledging Council as a sponsor
3. PA message or signage at the event/activity.
4. Minimum three (3) images of the event to be provided to Council to support destination marketing activity.
5. Enable Council to co-ordinate a media opportunity if appropriate.

### RETURN BENEFITS TO COUNCIL | DESTINATION EVENTS FUND and INCENTIVE FUND

1. All events receiving funding are required to complete an acquittal form. The acquittal form must be returned to Council no later than 60 days from the conclusion of the event.
2. Dubbo Regional Council brand placement/recognition, including the following:
  - a. Printed promotional material
  - b. Event website
  - c. Social media posts/activity promoting the event
  - d. Dedicated post/activity acknowledging Council as a sponsor
3. PA message or signage at the event/activity.
4. Minimum three (3) images of the event to be provided to Council to support destination marketing activity.
5. Enable Council to co-ordinate a media opportunity if appropriate
6. Opportunity to speak to participants/audience of the event
7. Opportunity to have an activation at the event
8. Complimentary tickets for the Mayor/or representative to attend or participate in the event
9. Channel accommodation enquiries via [Visit • Dubbo Region](#) and the Dubbo and Wellington Visitor Information Centres
10. Promote the Region's [Great Big Adventure Pass](#) to participants/supporters and target market/s.

### FOR MORE INFORMATION

Council's Regional Events Branch  
 P: (02) 6801 4000  
 E: [regionalevents@dubbo.nsw.gov.au](mailto:regionalevents@dubbo.nsw.gov.au)



## REPORT: Memorandum of Understanding (MOU) - Dubbo Regional Council and Charles Sturt University

DIVISION: Liveability  
REPORT DATE: 19 May 2022  
TRIM REFERENCE: ID22/991

### EXECUTIVE SUMMARY

<b>Purpose</b>	Seek endorsement	
<b>Issue</b>	<ul style="list-style-type: none"><li>Memorandum of Understanding (MOU) between Dubbo Regional Council and Charles Sturt University.</li></ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"><li>The Memorandum of Understanding (MOU) will facilitate education, research and business cooperation and to foster a good working relationship between Council and Charles Sturt University (CSU).</li></ul>	
<b>Financial Implications</b>	Budget Area	There are no financial implications arising from this report.
<b>Policy Implications</b>	Policy Title	There are no policy implications arising from his report.

### STRATEGIC DIRECTION

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

Theme: 5 Liveability  
CSP Objective: 5.4 The community has access to a full range of educational opportunities  
Delivery Program Strategy: 5.4.1 An expanded tertiary education offer is available that provides additional opportunities for education within the region

### RECOMMENDATION

**That the Memorandum of Understanding between Dubbo Regional Council and Charles Sturt University, as attached at Appendix 1, be endorsed and executed.**

*John Watts*  
Director Liveability

*JW*  
Director Liveability

## BACKGROUND

Dubbo City Council and Charles Sturt University had a Memorandum of Understanding (MOU) in 2013. This MOU centred on exploring opportunities for cooperation and collaboration in areas of common interest.

## REPORT

Previously the former Dubbo City Council (DCC) and Charles Sturt University (CSU) had a Memorandum of Understanding (MOU) in 2013. The main points of that MOU were:

- To promote CSU and DCC where possible.
- To foster awareness of each party's strategic direction and to work cooperatively and disseminate strategy intent.
- To ensure the sustainable economic, environmental and social development of the Local Government Area (LGA).
- To enhance the integration of CSU within the LGA to ensure the community, business, government and Indigenous agencies maximise the opportunities for mutually beneficial engagement. This will be achieved through exploring opportunities for shared use of CSU and community facilities, promote Dubbo as a University City, collaborate to address issues of relevance to CSU and DCC, plan a program of scholarships, traineeships and work placements and to support specialist staff working on joint organisational projects.

The new MOU (**Appendix 1**) will encapsulate similar outcomes for the Dubbo Regional Council LGA, including but not limited to:

- To have an awareness of each organisation and the region both internally and externally;
- To strive to ensure the development of the Dubbo Regional Sports Hub (DRSH) and Dubbo Indoor Multi Sport Facility is a mutually beneficial project between all relevant parties;
- Continue to plan and implement The Dubbo Health Education and Wellbeing precinct to support regional workforce needs and provide lasting community benefit.

### Consultation

- Council's Chief Executive Officer and Mayor, Councillor Mathew Dickerson, met with Charles Sturt University's Director External Engagement, Mr James McKechnie, to discuss the MOU.

### Resourcing Implications

- Nil

### APPENDICES:

- 1 [↕](#) Draft Memorandum of Understanding - Dubbo Regional Council and Charles Sturt University



## Memorandum of Understanding

Charles Sturt University  
and  
Dubbo Regional Council

2022 Version: 1.2

Reference: LA19/

Charles Sturt University is an Australian University, TEQSA Provider Identification: PRV12018.  
Charles Sturt University CRICOS Provider 00005F

## Schedule 1 - Memorandum of Understanding Details

This Memorandum is made up of this Schedule and the Agreed Principles.

Item 1	Parties	<p><b>Charles Sturt University</b> (ABN 83 878 708 551) being a university incorporated in New South Wales under the <i>Charles Sturt University Act 1989</i> and having its registered office at The Grange, Panorama Avenue, Bathurst, NSW 2795.</p> <p><b>Dubbo Regional Council</b> (ABN 53 539 070 928) being a local government organisation under the <i>Local Government Act 1993</i> and has a registered office at Cnr Church and Darling Streets, Dubbo, NSW 2830.</p>
Item 2	Commencement Date	2/05/2022
Item 3	Charles Sturt Coordinating Officer	<p><b>Name:</b> Tom Burton  <b>Position:</b> Chief Development Officer  <b>Division:</b> Chief Operating Officer  <b>Organisation:</b> Charles Sturt University  <b>Address:</b> 7 Major Innes Road  PORT MACQUARIE NSW 2444  <b>Telephone:</b> 0488 238 929  <b>Email:</b> tburton@csu.edu.au</p>
Item 4	Cooperating Institution Coordinating Officer	<p><b>Name:</b> Murray Wood  <b>Position:</b> Chief Executive Officer  <b>Organisation:</b> Dubbo Regional Council  <b>Address:</b> PO Box 81  DUBBO NSW 2830  <b>Telephone:</b> 02 6801 4110  <b>Email:</b> murray.wood@dubbo.nsw.gov.au</p>

**Execution**

The signatories hereby personally warrant that they have express and sufficient legal authority to execute this Memorandum (which includes the **attached** Schedule and Agreed Principles) on behalf of the party on whose behalf they have signed.

**Signature for Charles Sturt**

SIGNED for **CHARLES STURT UNIVERSITY** in the presence of )  
 )  
 ) Signature \_\_\_\_\_  
\_\_\_\_\_  
Signature of witness Name (print) \_\_\_\_\_  
\_\_\_\_\_  
Name of witness (print) Position (print) \_\_\_\_\_  
\_\_\_\_\_  
Position Date signed \_\_\_\_\_

**Signature for Cooperating Institution**

SIGNED for **DUBBO REGIONAL COUNCIL** in the presence of )  
 )  
 ) Signature \_\_\_\_\_  
\_\_\_\_\_  
Signature of witness Name (print) \_\_\_\_\_  
\_\_\_\_\_  
Name of witness (print) Position (print) \_\_\_\_\_  
\_\_\_\_\_  
Position Date signed \_\_\_\_\_

## Agreed Principles – Memorandum of Understanding

### 1 Principles of Cooperation

- (a) The parties wish to facilitate education, research, and business cooperation in one or more of the following areas and agree to work together in good faith with a view to carrying out and fulfilling these aims:
- (i) To actively promote each other's organisation and the region both internally and externally;
  - (ii) To have an awareness of each organisation's strategic direction and to work cooperatively to foster improved environmental, social and to make the regional more liveable;
  - (iii) For DRC to provide strategic input into the University's Regional Consultative Committee, and when appropriate the University representing on any relevant Committee's and Forums;
  - (iv) Strive to ensure the development of the Dubbo Regional Sports Hub (DRSH) and Dubbo Indoor Multi Sport Facility is a mutually beneficial project between all relevant parties. Formalising of a Stakeholder Governance Group for the DRSH.
  - (v) Continue to plan and implement The Dubbo Health Education and Wellbeing precinct to support regional workforce needs and provide lasting community benefit;
  - (vi) Work collaboratively on the Dubbo Wiradjuri Tourism Centre. The University providing support to the project and explore a First Nations cultural language component of the Centre;
  - (vii) Co-create programs including investigating the development of;
    - (A) An on-going relationship with Macquarie Regional Library
    - (B) An on-going relationship with Western Plains Cultural Centre
  - (viii) Facilitate student training and placement opportunities; with an initial focus on Engineering.
  - (ix) Work collaboratively with other education providers e.g. VET, schools and RTOs to deliver mutually beneficial outcomes;
  - (x) Work collaboratively on regional skills and workforce development needs and issues;
  - (xi) Access to University facilities for training needs including lecture theatres, training and office space;
  - (xii) Organise joint industry and research activities, such as courses, conferences, seminars, symposia or lectures;
  - (xiii) Publications of common interest; and
  - (xiv) Other areas of cooperation as agreed between the parties.
- (b) Cooperative activities under this Memorandum may include any of the academic and research disciplines of Charles Sturt.

**2 Term and termination**

- (a) This Memorandum commences on the date specified in Item 2 of Schedule 1 and ends five (5) years from that date.
- (b) Either party may terminate this Memorandum at any time and for any reason with immediate effect by giving written notice to the other party.
- (c) Termination or expiry of this Memorandum is not intended to affect any rights or obligations under any formal agreement entered between the parties pursuant to this Memorandum or otherwise.

**3 Non-binding Memorandum with exceptions**

- (a) With the exception of this clause and clauses 9 (Confidentiality), 10 (Privacy) and 11 (Public Announcements), this Memorandum merely constitutes a statement of the mutual intentions of the parties with respect to its contents and each party represents to the other that:
  - (i) no reliance shall be placed on this Memorandum;
  - (ii) this Memorandum does not constitute an obligation binding on either party;
  - (iii) this Memorandum does not contain all matters upon which the parties are seeking to reach agreement;
  - (iv) this Memorandum does not give rise to any contractual relationship between the parties;
  - (v) this Memorandum does not create or imply any relationship between the parties and in particular the parties expressly agree that this Memorandum is not intended to, nor shall, create a partnership, joint venture or agency relationship between the parties; and
  - (vi) this Memorandum imposes no obligation on any person to enter into any separate written agreements
- (b) Clauses 9 (Confidentiality), 10 (Privacy) and 11 (Public Announcements) create binding obligations and survive termination or expiry of this Memorandum.

**4 Formalising agreements**

The parties intend that any agreement for academic cooperation in relation to specific activities will be documented in a separate and formal agreement or agreements executed by the parties in accordance with the policies and procedures of each respective party.

**5 Memorandum will not prevent cooperation with other parties**

This Memorandum will not prevent any party from undertaking any activities or cooperating with third parties or acting independently of the other.

**6 Facilitation of cooperation**

- (a) In order to carry out and fulfil the aims of this Memorandum, Charles Sturt and the Cooperating Institution will each appoint a Coordinating Officer, as set out in Items 3 and 4 of Schedule, who will negotiate and manage the development of any cooperative activities.
- (b) Either party may initiate proposals for cooperative activities under this Memorandum at any time.

- (c) The Coordinating Officers will be responsible for the evaluation of any future proposals for cooperation according to the practices of each party.

**7 Notices**

- (a) Any notice, demand, consent or other communication given or made under this Memorandum ('notice') should be sent to the Coordinating Officer for the receiving party as set out in Item 3 or Item 4 of Schedule 1.
- (b) Any notice must be:
  - (i) clearly readable;
  - (ii) signed by the party giving or making it (or signed on behalf of that party by its authorised representative); and
  - (iii) sent by pre-paid post to or left at the address, or sent by email to the address of the Coordinating Officer of the recipient set out in Item 3 or Item 4 of Schedule 1.
- (c) Any notice will be taken to be received by the recipient:
  - (i) in the case of a letter, on the third (seventh, if sent outside the country in which the letter is posted) business day after the date of posting (where 'business day' means a day which is not a Saturday, Sunday or public holiday in the place of receipt);
  - (ii) in the case of an email:
    - (A) on the day the email was confirmed to have been sent to the email address of the Coordinating Officer of the recipient; or
    - (B) if the time of dispatch of an email is not on a business day, or is after 5.00pm (local time) on a business day, it will be taken to have been received at the commencement of business on the next business day.

**8 Costs**

- (a) Nothing in this Memorandum shall oblige a party to incur any cost or expense, or undertake any work or take any action except as may be provided in any formal agreement executed by the parties either in connection with an activity contemplated by this Memorandum or otherwise.
- (b) Unless the parties agree in writing otherwise, each party is liable for its own costs and expenses in relation to anything arising from this Memorandum.

**9 Confidentiality**

- (a) For the purpose of this Memorandum, "Confidential Information" of a party means all trade secrets, knowhow, financial information, marketing, student or staff data and other commercially or scientifically valuable information of whatever description and in whatever form (whether written or oral) which by its nature is confidential and which:
  - (i) is marked by a party as confidential; or
  - (ii) the parties know or ought reasonably to know is confidential,and includes without limitation the terms of this Memorandum and all information about the parties, their employees, students, agents, policies and operations which is made available or which becomes known during the term of this Memorandum or as a result of executing this

- Memorandum, but does not include information that is in the public domain or that is independently known or developed by the party receiving the information other than as a result of a breach of this Memorandum or any other obligation of confidentiality owed by or to any other person.
- (b) The parties may exchange Confidential Information relevant to the purposes of this Memorandum, which includes the aims described in clause 1.
  - (c) Subject to clause 9(f), each party undertakes to treat as confidential all Confidential Information obtained from the other party and undertakes not to:
    - (i) disclose any such Confidential Information to any person without first obtaining the consent of the other party in writing; and
    - (ii) use or reproduce any of the other party's Confidential Information otherwise than in performing or giving effect to this Memorandum.
  - (d) Each party will take such reasonable steps to provide for the safe custody of any and all Confidential Information in its possession and to prevent any unauthorised access or use.
  - (e) At any time upon written request of the other party, a party must return or destroy any documents which embody the other party's Confidential Information and must not keep any copies in any form, provided that each party may in good faith keep one copy of Confidential Information on a confidential basis for the purpose of determining any continuing legal obligations.
  - (f) Each party may disclose the other party's Confidential Information:
    - (i) on a confidential basis to its employees, contractors, officers, agents and advisors who need to know it for the purpose of performing or giving effect to this Memorandum, provided that prior to disclosure the relevant party must ensure that those persons are made aware of the confidential nature of the Confidential Information and procure an assurance that any such Confidential Information will be kept confidential;
    - (ii) to the extent that disclosure is required by law, or by the listing rules of any stock exchange provided that, so far as it is lawful and reasonably practical to do so, prior to such disclosure the party subject to such disclosure requirement will promptly notify the other party and consult with the other party regarding the nature, timing and content of the proposed disclosure; or
    - (iii) on a confidential basis to the extent that disclosure is required in connection with legal proceedings.

**10 Privacy**

- (a) Each party agrees, in relation to all Personal Information coming into its possession or control as a result of the parties carrying out and fulfilling the aims of this Memorandum, to:
  - (i) comply with any Privacy law, as amended from time to time:
    - (A) by which it is bound; and
    - (B) by which the other party is bound and in respect of which the other party gives written notice to it to comply as if it was also bound;
  - (ii) ensure the Personal Information is only used for the purpose of performing its obligations under this Memorandum and take all reasonable steps to ensure the Personal

Information is protected against loss and against unauthorised access, use, modification or disclosure or against other misuse;

- (iii) not disclose any Personal Information without the written authority of the other party or the individual to whom the Personal Information relates; and
  - (iv) immediately notify the other party where it becomes aware that a disclosure of Personal Information may be required by law.
- (b) For the purpose of this Memorandum:
- (i) "Personal Information" has the same meaning as in the *Privacy and Personal Information Protection Act 1998* (NSW), being information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.
  - (ii) "Privacy law" means all legislation, principles, industry codes and policies relating to the collection, use, disclosure, storage or granting of access rights to any Personal Information.
- (c) Nothing in this clause 10 is intended to require a party to deal with Personal Information in a manner which would cause that party to breach a Privacy law by which it is bound.

**11 Public Announcements**

- (a) The parties agree to consult with each other before making any public announcements regarding this Memorandum or any collaboration contemplated by it.
- (b) Each party must obtain the prior written consent from the other party before it uses the other party's name or derivative thereof, or any trademark or logo of the other party.

**12 Counterparts**

- (a) This Memorandum may be executed in counterparts which together constitute one and the same agreement.
- (b) A duly signed and legible counterpart of this Memorandum transmitted by email or other means of digital transmission will be deemed to have the same legal effect as delivery of an original signed copy of this Memorandum for all purposes.



## REPORT: Reflect Reconciliation Action Plan

**DIVISION:** Liveability  
**REPORT DATE:** 6 May 2022  
**TRIM REFERENCE:** ID22/902

### EXECUTIVE SUMMARY

<b>Purpose</b>	Seek endorsement by Council	
<b>Issue</b>	<ul style="list-style-type: none"> <li>Present the draft Reflect Reconciliation Action Plan for endorsement</li> <li>Reconciliation Australia also need to review and approve the Reflect Reconciliation Action Plan and suggest any changes.</li> <li>Reflect Reconciliation Action Plan to go on public display for 28 days</li> <li>Reflect Reconciliation Action Plan needs to be endorsed by Council so that the actions of this plan can commence</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>Dubbo Regional Council is committed to the process of Reconciliation.</li> <li>It is recommended that all organisations have a Reconciliation Action Plan.</li> <li>A Reflect RAP is used to lay the foundations and prepare your workplace for future RAPs and reconciliation initiatives. A Reflect RAP is a public commitment published on <a href="#">Reconciliation Australia's website</a></li> <li>This is the first of four Reconciliation Action Plans that Dubbo Regional Council will complete.</li> </ul>	
<b>Financial Implications</b>	Budget Area	Whole of council commitment
	Funding Source	Internal costs only at this time
	Proposed Cost	Internal staff costs
	Ongoing Costs	Internal staff costs
<b>Policy Implications</b>	Policy Title	Reflect Reconciliation Action Plan
	Impact on Policy	Strategic document

### STRATEGIC DIRECTION

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

Theme: 5 Liveability  
CSP Objective: 5.7 The high profile of existing cultural services and facilities is maintained

Delivery Program Strategy: 5.7.1 The community participates in and celebrates the high quality of cultural services and facilities available

Theme: 5 Liveability

CSP Objective: 5.7 The high profile of existing cultural services and facilities is maintained

Delivery Program Strategy: 5.7.2 Aboriginal culture is celebrated

Theme: 5 Liveability

CSP Objective: 5.7 The high profile of existing cultural services and facilities is maintained

Delivery Program Strategy: 5.7.3 Existing arts and cultural facilities are leveraged to provide and promote complementary facilities and opportunity

#### RECOMMENDATION

1. That the attached Reflect Reconciliation Action Plan (Appendix 1) be endorsed by Council.
2. That the Reflect Reconciliation Action Plan be submitted for endorsement by Reconciliation Australia.
3. That the Reflect Reconciliation Action Plan be placed on public exhibition for 28 days following endorsement by Reconciliation Australia.

*John Watts*  
Director Liveability

*CW*  
Manager Community  
Services

## BACKGROUND

Dubbo Regional Council is developing a Reconciliation Action Plan (RAP) to highlight what our organisation is already doing along its reconciliation journey and what it plans to do in the near future to elevate the conversations, community consultations, actions and policy change needed for positive change.

It is our intention to start with the Reflection RAP and then create; Innovate, Stretch and Elevate RAPs to allow our organisation to continuously develop our reconciliation commitments.

Dubbo Regional Council has achieved many positive reconciliation milestones to date which have not been recorded within a RAP framework.

These include; Aboriginal Traineeships, Dubbo Regional Council Aboriginal Employment Strategy and full time position of Aboriginal Liaison Officer. This position is intrinsically linked to the community and facilitates and supports many of the regions Aboriginal Advisory committees.

The DRC Reflect Reconciliation Action Plan acknowledges the 17 Closing the Gap targets and once the DRC RAP Working Group is established the new Closing the Gap initiatives will be a focus area in a positive move forward in working in unity towards addressing these targets as the DRC RAP Working Group.

This is an all of Council response and commitment.

## REPORT

Reconciliation is about strengthening relationships between Aboriginal and Torres Strait Islander peoples and non-Indigenous peoples, for the benefit of all Australians. It is based and measured on five dimensions: historical acceptance; race relations; equality and equity; institutional integrity and unity.

<https://www.reconciliation.org.au/reconciliation/what-is-reconciliation/>

*...a reconciled Australia is one where our rights as First Australians are not just respected but championed in all the places that matter...*

Kirstie Parker (Board member of Reconciliation Australia).

Since 2006, Reconciliation Action Plans (RAPs) have enabled organisations to sustainably and strategically take meaningful action to advance reconciliation.

Based around the core pillars of **relationships**, **respect** and **opportunities**, RAPs provide tangible and substantive benefits for Aboriginal and Torres Strait Islander peoples, increasing economic equity and supporting First Nations self-determination.

The four RAP types (Reflect, Innovate, Stretch and Elevate) allow organisations to continuously develop their reconciliation commitments.

Reflect RAPs are for 12 months. They set out steps to prepare our organisation for reconciliation initiatives in future RAPs.

Committing to a Reflect RAP means scoping and developing relationships with Aboriginal and Torres Strait Islander stakeholders, deciding on your vision for reconciliation and exploring your sphere of influence.

<https://www.reconciliation.org.au/the-rap-framework/>

There are 13 actions which provide the framework of the Reflect Reconciliation Action Plan.

1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.
2. Build relationships through celebrating National Reconciliation Week (NRW).
3. Promote reconciliation through our sphere of influence.
4. Promote positive race relations through anti-discrimination strategies.
5. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.
6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.
7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.
8. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.
9. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.
10. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.
11. Provide appropriate support for effective implementation of RAP commitments.
12. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.
13. Continue our reconciliation journey by developing our next RAP.

Dubbo Regional Council already meets some of the above actions which is described in the draft Reflect Reconciliation Action Plan.

The unified decisions made by the Reconciliation Action Plan Working Group will enhance and grow the existing connections and partnerships with local Aboriginal advisory groups.

#### **Consultation**

- Dubbo Aboriginal Community Working Party
- Wellington Aboriginal Action Panel

- Varied local Aboriginal and Torres Strait Islander networks and connections attached to DRC Aboriginal Liaison Officer, scope of work.
- Manager Community Services
- Director Liveability
- Executive Leadership Team
- Senior Leadership Team (to be informed on the 12<sup>th</sup> May 2022)

#### **Resourcing Implications**

- The Manager Community Services and Aboriginal Liaison Officer have developed the Reconciliation Action Plan.
- The Aboriginal Liaison Officer will be intrinsic to the progression of this plan and future plans to come.
- Staff who request to be members of the Reconciliation Action Plan Working Group will need consideration in work time given (to be away from their usual role).
- Ongoing funding will only be required if external parties are engaged in the future to complete and actions set out within the Reflect Reconciliation Action Plan.

#### **Next Steps**

- Once the attached Reflect Reconciliation Action Plan is endorsed, it can then be sent to Reconciliation Australia for their endorsement and sign off of the plan (any recommendations made by Reconciliation Australia will be made to the plan)
- The Reflect Reconciliation Action Plan can be placed on public exhibition for 28 days.
- The endorsed plan will be displayed on the Reconciliation Australia website
- Dubbo Regional Council will then be able to have the Reflect RAP displayed on the DRC website
- During that time, applications can be received for members of the new Reconciliation Action Plan Working Group.
- Once the working group meets, discussions will be had on agenda items that are in line with the actions stipulated in the Reflect Reconciliation Action Plan.

#### **APPENDICES:**

- 1 [Draft - Reflect - Reconciliation Action Plan - May 2022](#)

## REFLECT

## Reconciliation Action Plan (RAP) template

**Reflect RAP:**

A Reflect RAP is used to lay the foundations and prepare your workplace for future RAPs and reconciliation initiatives. A Reflect RAP is a public commitment published on [Reconciliation Australia's website](#). It should take approximately 1 - 2 months to develop a Reflect RAP and 12 - 18 months to implement.

**Before you start:**

Before you commit to developing a RAP, it is important that you read and understand the [RAP framework](#), consisting of the three core pillars (Relationships, Respect and Opportunities), [four RAP types](#) (Reflect, Innovate, Stretch and Elevate) and [mandatory actions and deliverables](#) that guide the development of RAPs. It is also important to read and understand the [RAP development, review and endorsement process](#), starting with assessing [whether a RAP is right for your organisation](#).

**How to use this RAP template:**

The Reflect RAP template is designed to provide workplaces with a roadmap to begin their reconciliation journey. As such, the Reflect RAP template is pre-filled with all the mandatory actions and deliverables that workplaces are required to commit to in order to receive Reconciliation Australia's endorsement. Please complete the template by addressing the questions outlined in the 'Our Business', 'Our RAP' and 'Our partnerships/current activities' sections, and assigning a responsibility and timeline to each deliverable provided in the template. Additional actions and deliverables specific to your workplace's unique [sphere of influence](#) may also be added, but are not required for Reconciliation Australia's endorsement.

Throughout this template, all *italicised* font is instructional only, whilst regular font indicates fixed text you need to include in your RAP. In addition, please review the following resources for good practice guidance on completing RAP templates.

- [Developing a S.M.A.R.T. RAP](#).
- [Demonstrating inclusive and respectful language](#).

**RAP review and endorsement process:**

Once you have completed your first draft RAP, please [submit for review](#) via Reconciliation Australia's website. A RAP team member will be in touch to provide feedback and tailored assistance within three weeks. Once Reconciliation Australia is satisfied your RAP meets requirements for endorsement, you will be provided endorsement in two stages.

1. **Conditional Endorsement** – Reconciliation Australia will provide in-principle endorsement of your RAP (content only) allowing you to seek internal sign-off from your senior leadership with confidence. Reconciliation Australia will also provide you with the RAP logo and branding to include in final design of your RAP.  
**NB:** RAP logos are trademarked through IP Australia, and must not be used publically until you have received Reconciliation Australia's final endorsement.
2. **Final Endorsement** – Reconciliation Australia will check that your final designed document includes the conditionally endorsed content and the RAP logo and branding before providing final endorsement.

**Dubbo Regional Council****Reflect Reconciliation Action Plan May, 2022 – May, 2023****Our business**

*The purpose of this section is to provide staff and stakeholders with context about your workplace. In paragraphs, address the following questions as a minimum.*

**Dubbo Regional Council (DRC) core business is Local Government.**

**DRC employs over 500 employees with 96 being of Aboriginal or Torres Strait Islander decent.**

The Dubbo Regional Local Government Area was proclaimed by the NSW Government on 12 May 2016 as an amalgamation of the former Dubbo City and Wellington councils. Our Local Government Area is 7,536 km<sup>2</sup>.

The Dubbo Regional Council is a local government area located in the Central West and Orana regions of New South Wales, Australia. 54,843 \* population Dubbo region

7,735 people who are Aboriginal or Torres Strait Islander

22,712 houses

Healthcare and social assistance, Retail, trade, Education and training, Construction and Public administration and safety are the highest ranking occupations.

The primary areas that hold various office locations for Dubbo Regional Council workers is Dubbo and Wellington.

**Our RAP**

*The purpose of this section is to provide readers of your RAP with background about your workplace's interest in reconciliation. In paragraphs, address the following questions as a minimum.*

*Our workplace is developing a RAP to highlight what our organisation is already doing along its reconciliation journey and what it plans to do in the near future to elevate the conversations, community consultations, actions and policy change needed for positive change.*

*It is our intention to start with the Reflection RAP and then create; Innovate, Stretch and Elevate RAP's to allow our organisation to continuously develop our reconciliation commitments.*

Dubbo Regional council has achieved many positive reconciliation milestones to date which have not been recorded in within the RAP framework.

These include; Aboriginal Traineeships, Dubbo Regional Council Aboriginal Employment Strategy and full time position of Aboriginal Liaison Officer. This position is intrinsically linked to the community and facilitates and supports many of the regions Aboriginal Advisory committees.

***The DRC Reconciliation Action Plan acknowledges the 17 Closing the Gap targets and once the DRC RAP committee is established the new Closing the Gap initiatives will be a focus area in a positive move forward in working in unity towards addressing these targets as the DRC RAP committee.***

**Our partnerships/current activities (if applicable)**

*The purpose of this section is to highlight your engagement with reconciliation and Aboriginal and Torres Strait Islander peoples to date. In paragraphs, describe any partnerships or current reconciliation activities you have in place:*

***As stated above Council is linked and supports a majority of the regions Aboriginal Advisory panels and committees. Council has built and still creating specific Wiradjuri cultural places within Dubbo and Wellington.***

A collaboration between community, local businesses, and local and state government has come away as the clear winner in an award ceremony held virtually on Friday 26 November 2021. The Wiradjuri Gardens Dubbo, took out gold in The Landscape Association Commercial Construction category for projects between \$750k and \$1.5M.

Council is also working with Wellington Local Aboriginal Land Council to provide a venue for a café and cultural exhibition centre

- *Community partnerships*
- *Internal activities/initiatives DRC proudly supports the Closing the Gap initiatives (being 17 national socio-economic targets)*
- *To continue align and partner with community stakeholders and Aboriginal Working Parties*

DRAFT

Relationships			
Action	Deliverable	Timeline	Responsibility
1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	<ul style="list-style-type: none"> <li>Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence.</li> <li>DRC has an extensive data base of local ATSI stakeholders already existing. Councils ALO sits on Dubbo Aboriginal Working Party (DAWP) and the Wellington Aboriginal Advisory Panel (WAAP), Koori Covid Circle, NSW Transport Aboriginal Advisory Panel, Wiradjuri Technical Advisory Panel, Dubbo Kinship Network Interagency (DKIN), Wellington Aboriginal Health Service Advisory Panel (WACHS), Wellington and Dubbo NAIDOC Committees</li> <li>Support the Indigenous business development and employment - including Destination partnership program, VIC and broader first nations artists. DRC has provided strategic leadership and regional influence major government projects to support Aboriginal employment in region.</li> </ul>	<i>Existing</i>	ALO  <i>ALL DRC – led by Cultural Development team</i>
	<ul style="list-style-type: none"> <li>Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.</li> <li>Council respectfully follows local cultural protocol (lead by ALO) in all communication with ATSI organisations a</li> <li>DRC has robust and effective working relationships with local and state Local Aboriginal Land Council. Terms of reference, MOU's and agreements on many levels.</li> <li>A MOU is currently established with DACWP and Dubbo Regional Council (DRC), however the MOU has now evolved to a <b>Partnership agreement</b>, and the Partnership Agreement model has transitioned to be replicated with the WAA-Panel to reflect the needs of the Aboriginal community of Wellington/Nanima</li> <li>Partnership agreement with South Care (NRL) which embraces Aboriginal bush/country football</li> <li>Hosted and supported the Annual Koori Knock-Out events when hosted in Dubbo</li> </ul>	Existing	ALO Governance All areas DACWP & WAAP
2. Build relationships through celebrating National Reconciliation Week (NRW).	<ul style="list-style-type: none"> <li>Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.</li> <li>DRC staff who celebrate NRW are given appropriate leave</li> <li>DRC applies for grant funding each year to facilitate and collaborate events in the community.</li> </ul>	Existing	ALO DACWP & WAAP All areas

	<ul style="list-style-type: none"> <li>ALO promotes internally and externally events - attend and promote Reconciliation Week and events</li> <li>DRC Media and Communications use Council websites and social media to promote the week.</li> </ul>		People Culture & Safety Media & Comms
	<ul style="list-style-type: none"> <li>RAP Working Group members to participate in an external NRW event.</li> <li>In alliance with the DRC/DACWP &amp; WAAP partnership agreement DRC supports and respects the guidance and lead of the key Aboriginal Stakeholders in the community to initiate best practice and delegates to participate in all aspects of NRW and events hosted including conferences etc – If RAW is not acknowledged in the local government award how do we implement this?</li> </ul>	27 May-3 June, 2022 & 2023	ALO All areas Council
	<ul style="list-style-type: none"> <li>Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.</li> <li>As mentioned in previous point participation on ALL levels of NRW is encouraged and supported from DRC management for ALO and executive staff to partake in and support community during NRW events and Conference as feasible to ALO/staff and community needs</li> <li>DRC supports and encourages Aboriginal staff members to be a part of the Equal Employment Opportunity committee – Kerryann (ALO) represents the Aboriginal staff on this committee</li> </ul>	27 May-3 June, 2022 & 2023	ALO All areas Council
3. Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none"> <li>Communicate our commitment to reconciliation to all staff.</li> <li>ALO creating Cultural Awareness training with People Culture &amp; Safety team and to provide cultural guidance on best practice when working with Aboriginal people, families and communities</li> <li>Aboriginal Employment Strategy 2021-2023 to lead all areas on Council in best practice <a href="http://cm94-workgrp-1.dubbo.nsw.gov.au/ContentManager/ServiceApi/Record/3713166/File/resource/We%20Are%20D/Dubbo%20Regional%20Council%20Aboriginal%20Employment%20Strategy%202021.pdf">http://cm94-workgrp-1.dubbo.nsw.gov.au/ContentManager/ServiceApi/Record/3713166/File/resource/We%20Are%20D/Dubbo%20Regional%20Council%20Aboriginal%20Employment%20Strategy%202021.pdf</a></li> </ul>	Complete by Dec 2023  Existing	ALO, PCS & ELT  All areas
	<ul style="list-style-type: none"> <li>Identify external stakeholders that our organisation can engage with on our reconciliation journey.</li> <li>ALO has links to local organisations, working parties, elders groups, health, training, schools and advisory groups and most importantly the Dubbo and Wellington COMMUNITIES</li> </ul>	Existing	ALO

	<ul style="list-style-type: none"> <li>Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey</li> <li>Aboriginal Land Councils, Aboriginal Education Consultative Group (AECG), Aboriginal Affairs, DOH, NSW Transport, Health Services both Aboriginal and mainstream, Department of Education (specifically school &amp; TAFE), Higher Education faculties (Charles Sturt Uni, NSW Uni etc), Joblink providers, NGO's (Uniting, Livebetter, Mission Australia etc) Charity groups (St Vinnie's, Salvation Army etc), Royal Flying Doctor Service- Dubbo, NRL and other key sporting groups</li> </ul>	<p>Nov 2021 – Nov 2022</p>	<p>ALO MCS RAPWP</p>
<p>4. Promote positive race relations through anti-discrimination strategies.</p>	<ul style="list-style-type: none"> <li>Research best practice and policies in areas of race relations and anti-discrimination.</li> <li>PCS have suite of antidiscrimination and equal opportunities policies &amp; procedures. Meeting all regulatory requirements, acts and awards</li> <li>AES component of Aboriginal Cultural Appreciation (ACA) Workshops will strengthen an understanding of diversity and build an appreciative respect for cultural relationships and community protocols - The Design/development of a DRC Cultural Appreciation Package that will provide ALL DRC staff with an insight into Aboriginal Culture/protocols (traditional &amp; contemporary) and to provide guidance/support and resources on best practices when working with Aboriginal people, families and communities. To promote do more than promote an understanding of Aboriginal Culture but to <b>embrace and celebrate an appreciation</b> of Aboriginal Culture that will enhance positive respectful relationships for all DRC staff and support positive outcomes towards Closing the Gap and community relationships – The design phase &amp; facilitation of delivery of the ACA may need to be sourced from an external Aboriginal Consultant.- If this is the outcome then the ALO &amp; DRC Training arm will be involved in the design framework of the ACA.</li> </ul>	<p>Existing</p> <p>2023</p>	<p>PCS</p> <p>ALO &amp; PCS (external consultant if required)</p>
	<ul style="list-style-type: none"> <li>Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.</li> <li>ALO reviewing with PCS staff</li> </ul>	<p>Existing and ongoing</p>	<p>ALO PCS</p>

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Respect			
Action	Deliverable	Timeline	Responsibility
5. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	<ul style="list-style-type: none"> <li>Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation.</li> <li>Cultural awareness training being created and structured into Council's training calendar for all staff (as stated in detail in the above question)</li> <li>DRC has an existing SPARC (Shaping Plans to Advance Regional Culture – is a part of the 2040 community strategic plan) led by the Cultural Development team e.g implementing signage in Wiradjuri language</li> </ul>	Dec 2023	ALO & PCS (External if required)
	<ul style="list-style-type: none"> <li>Conduct a review of cultural learning needs within our organisation The ACA workshops will guide future identified Aboriginal Learning needs as <b>directed by DRC staff</b> via evaluation of ACA workshops. The feedback from the ACA Workshops will be guide further and continual Aboriginal cultural awareness training/workshops</li> </ul>	Existing	ALO, PCS & ELT
6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	<ul style="list-style-type: none"> <li>Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area.</li> <li>Position of Aboriginal Liaison Officer within the Organisational structure of DRC defines council's commitment to respect for local traditions and protocol.</li> </ul>	Existing & ongoing	ALO All staff

	<ul style="list-style-type: none"> <li>All internal and external cultural policies, events and community engagement are reviewed by the ALO and advice is given for local cultural protocol.</li> <li>Cultural sensitivities are already in place with availability of leave for Sorry Business if it meets the requirements of the award under Bereavement leave. NAIDOC day is available, however, there is no leave for other cultural specific times</li> <li>The Partnership agreement with DACWP &amp; WAAP highlights the commitment from DRC to ensure that our Council is paramount in ensuring a respectful cultural lens is applied and is guided by key local Aboriginal community members across DRC business</li> </ul>	Existing & ongoing Existing & ongoing	All ATIS staff & PCS
	<ul style="list-style-type: none"> <li>Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.</li> <li>All council meetings commence with acknowledgement to country</li> <li>All internal and external council run events and community gatherings commence with Welcome to country from local elders</li> <li>Council also follows cultural protocol with opening of building or celebrations etc with smoking ceremony. Conducted by local elders and follows local cultural protocol (Contacting DLALC to nominate elder/dance groups to perform or deliver WTC)</li> <li>ACA Workshops will address and support an understanding and an appreciation of the importance of Aboriginal cultural protocols and customs</li> <li>DRC has begun to the transitional process of including an "Acknowledgment of Country" on DRC websites (Wellington Caves) and to resource material such as the DRC Visitors Book. ALO and Customer experience are in the process of establishing a Visitors guiding committee to provide respectful cultural directions in this matter.</li> </ul>	Existing	All divisions ALO ELT
7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	<ul style="list-style-type: none"> <li>Raise awareness and share information amongst our staff about the meaning of NAIDOC Week.</li> <li>ALO is an active member of both NAIDOC committees (Dubbo &amp; Wellington)</li> </ul>	Existing	ALO Media & Comms team
	<ul style="list-style-type: none"> <li>Introduce our staff to NAIDOC Week by promoting external events in our local area.</li> <li>DRC &amp; ALO encourages participation and rejoices in the opportunity for all Australians to share, embrace and celebrate in unity the oldest living culture in the world</li> </ul>	Existing	ALO Media & Comms team

	<ul style="list-style-type: none"><li>• <b>Each year DRC hosts the official opening of NAIDOC week</b> by supporting the annual NAIDOC flag raising ceremony and NAIDOC morning tea</li></ul>		
	<ul style="list-style-type: none"><li>• RAP Working Group to participate in an external NAIDOC Week event.</li><li>• The RAP working group will continue to work with the key partners of DRC (DACWP &amp; WAAP) in alliance with the NAIDOC committees in both Wellington and Dubbo communities</li></ul>	First week in July, 2022	RWG

DRAFT

Opportunities			
Action	Deliverable	Timeline	Responsibility
8. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	<ul style="list-style-type: none"> <li>Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation.</li> <li>We have included the introduction of trainees in the AES and there are positions that we can look into to be identified positions if deemed appropriate by gaining and exemption through the anti-discrimination board</li> <li>Aboriginal Employment Strategy 2021-2023 to lead all areas on Council in best practice <a href="http://cm94-workgrp-1.dubbo.nsw.gov.au/ContentManager/ServiceApi/Record/3713166/File/resource/We%20Are%20D/Dubbo%20Regional%20Council%20Aboriginal%20Employment%20Strategy%202021.pdf">http://cm94-workgrp-1.dubbo.nsw.gov.au/ContentManager/ServiceApi/Record/3713166/File/resource/We%20Are%20D/Dubbo%20Regional%20Council%20Aboriginal%20Employment%20Strategy%202021.pdf</a></li> <li>ALO provides cultural support and guidance to all staff specifically Aboriginal staff in regards to cultural support and grievance guidance.</li> </ul>	<i>[Month, year]</i> Existing	<i>[Job title]</i> PCS ALO ELT
	<ul style="list-style-type: none"> <li>Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.</li> <li>Focus groups of Aboriginal &amp; mainstream DRC staff were held to review the previous AES, this focus group provided DRC with a clear insight to; <ul style="list-style-type: none"> <li>✓ Aboriginal employment sustainability</li> <li>✓ <b>Internal career pathways</b></li> <li>✓ Aboriginal identified roles and traineeships</li> <li>✓ Strategies on best cultural practices in DRC (ACA Workshops – educate and inform)</li> <li>✓ Cultural support for DRC staff</li> </ul> </li> <li>DRC Equal Employment Opportunity (EEO) committee provides a platform for Aboriginal employees to apply an Aboriginal perspective to DRC EEO policy – Kerryann Stanley (ALO) is the Aboriginal DRC representative on this committee</li> </ul>	Existing	PCS  AL/ELT
9. Increase Aboriginal and Torres Strait Islander supplier diversity to	<ul style="list-style-type: none"> <li>Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses.</li> <li>DRC Procurement Policy also encourages the use and access to local Aboriginal businesses</li> </ul>	Existing	All divisions

support improved economic and social outcomes.	<ul style="list-style-type: none"> <li>DRC hosted a community information seminar which targeted Aboriginal businesses enabling support/guide/encouragement for Aboriginal business to apply to DRC advertised tenders etc.</li> </ul>		
	<ul style="list-style-type: none"> <li>Investigate Supply Nation membership. This is active and actioned as per procurement policy</li> </ul>	August 2022	Procurement staff Governance

<b>Governance</b>			
<b>Action</b>	<b>Deliverable</b>	<b>Timeline</b>	<b>Responsibility</b>
10. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	<ul style="list-style-type: none"> <li>Form a RWG to govern RAP implementation.</li> <li>This action will be inclusive as per DRC partnership agreement with DACWP &amp; WAAP</li> </ul>	June 2022	ALO & PCS
	<ul style="list-style-type: none"> <li>Draft a Terms of Reference for the RWG. At present is a DRAFT TOR for the RAP Working Group DRC will endorse on the 26/5/22.</li> </ul>	26 May 2022	ALO
	<ul style="list-style-type: none"> <li>Establish Aboriginal and Torres Strait Islander representation on the RWG.</li> <li>This action will be inclusive as per DRC partnership agreement with DACWP &amp; WAAP</li> </ul>	Aug 2022	Representation from all divisions
11. Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> <li>Define resource needs for RAP implementation.</li> <li>Current actions in Reflect RAP can be sourced internally. No external funding required</li> <li>No financial implications with REFLECT RAP</li> <li>Most valuable resource being DRC relationship with the Aboriginal community this is already established and currently in place with Key Aboriginal community members and working parties supportive of partnership agreement</li> </ul>	April 2022	DRC
	<ul style="list-style-type: none"> <li>Engage senior leaders in the delivery of RAP commitments.</li> </ul>	April 2022	ELT meeting

	Existing commitment from DRC, DACWP and WAAP to work in collaboration towards prosperous RAP outcomes		Report to Council
	<ul style="list-style-type: none"> <li>Define appropriate systems and capability to track, measure and report on RAP commitments.</li> <li>Reflect on this RAP – adapt and identify community visions &amp; goals</li> <li>Establish a RWG</li> <li>RWP design an action plan to address DRC RAP</li> <li>Regular meeting/minutes</li> <li>Monitor, assess, evaluate</li> </ul>	June 2022	RWG, ALO
12. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	<ul style="list-style-type: none"> <li>Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.</li> </ul>	30 September, 2022	RWG, ALO
13. Continue our reconciliation journey by developing our next RAP.	<ul style="list-style-type: none"> <li>Register via Reconciliation Australia's <a href="#">website</a> to begin developing our next RAP.</li> </ul>	[three months prior to RAP expiry date]	RWG, ALO

**Contact details** Include contact details (job title, phone and email) for public enquiries about our RAP.

Name: Kerryann Stanley  
 Position: Aboriginal Liaison Officer  
 Email: [Kerryann.stanley@dubbo.nsw.gov.au](mailto:Kerryann.stanley@dubbo.nsw.gov.au)  
 Phone: 0408689688  
 Name: Christy White  
 Position: Acting Manager Community Services  
 Phone: 02 68401755  
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## REPORT: Updated Partnership Agreement Between Dubbo Regional Council and Dubbo Aboriginal Community Working Party

**DIVISION:** Liveability  
**REPORT DATE:** 6 May 2022  
**TRIM REFERENCE:** ID22/905

### EXECUTIVE SUMMARY

<b>Purpose</b>	Seek endorsement by Council	Other: Signing of Agreement by the Chief Executive Officer (CEO), the Mayor and Representatives of the Dubbo Aboriginal Community Working Party
<b>Issue</b>	<ul style="list-style-type: none"> <li>Present updated partnership agreement</li> <li>Endorse new agreement</li> <li>Agreement between Dubbo Regional Council and Dubbo Aboriginal Community Working Party</li> <li>Partnership agreement to be signed by CEO and Mayor.</li> <li>Agreement to be signed by Dubbo Aboriginal Community Working Party</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>Agreement has been updated from a Memorandum of Understanding to a Partnership Agreement</li> <li>This agreement is to be reviewed, updated and signed every two years</li> <li>Partnership is required to be signed this year and reviewed again in 2024</li> </ul>	
<b>Financial Implications</b>	Budget Area	Liveability
	Funding Source	Previous grant funding
	Proposed Cost	Determined by DACWP
	Ongoing Costs	Support of DACWP meetings
<b>Policy Implications</b>	Policy Title	There are no policy implications arising from this report.

### STRATEGIC DIRECTION

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

Theme: 4 Community Leadership

CSP Objective: 4.1 Our community is active and engaged

Delivery Program Strategy: 4.1.1 There is demonstrated unity throughout the community

Theme: 5 Liveability

CSP Objective: 5.3 The lifestyle and social needs of the community are supported

Delivery Program Strategy: 5.3.3 The health, education and socio economic status of the Aboriginal community is improved

Theme: 5 Liveability

CSP Objective: 5.7 The high profile of existing cultural services and facilities is maintained

Delivery Program Strategy: 5.7.2 Aboriginal culture is celebrated

#### RECOMMENDATION

**That the Partnership Agreement be signed by the Chief Executive Officer, the Mayor of Dubbo Regional Council and representatives of the Dubbo Aboriginal Community Working Party.**

*John Watts*  
Director Liveability

*CW*  
Manager Community  
Services

## BACKGROUND

A Memorandum of Understanding (MOU) with the Dubbo Aboriginal Community Working Party (DACWP) has existed since 7 July 2015. The MOU sought to achieve common goals between Dubbo City Council and DACWP.

The MOU details the approach taken by both parties to work together to fulfil the aspirations of Aboriginal People in the Dubbo Community by;

- Preserving Aboriginal Culture and Heritage
- Preserving Wiradjuri Language
- Identifying and implementing opportunities to celebrate culture
- Implementing an Aboriginal Employment Strategy
- Supporting Aboriginal role models to become role models in the broader community
- Providing Aboriginal art & culture in city streetscapes and in public buildings
- Involving Aboriginal people in Council decision making processes by inviting membership on relevant Council committees and Working Parties.

This MOU was to be reviewed every two years. The MOU will remain in force until the review has been completed. The MOU has now changed to the Partnership Agreement (PA).

## REPORT

The existing MOU between Dubbo Regional Council and Dubbo Aboriginal Community Working party has been updated into the Partnership Agreement (PA) Dubbo Aboriginal Community Working Party and Dubbo Regional Council 2022 (**Appendix 1**).

The PA seeks to achieve common goals between DACWP and DRC and to enhance working relations between the Dubbo Aboriginal Community and DRC.

The DRC sees the DACWP as a representative body for the Dubbo Aboriginal Community. It is also recorded that the DACWP has membership of other recognised Aboriginal people as community representatives from the Dubbo community which includes but not limited to Aboriginal community-controlled organisations (such as Dubbo Local Aboriginal Land Council and Traditional Owner Groups).

The partnership agreement is a joint initiative of the DACWP and DRC. Whilst DRC and the DACWP are committed to this partnership agreement, both are autonomous bodies and retain their autonomy.

The updated PA details the approach to be taken by both the DACWP and DRC to work in partnership to fulfil the aspirations of the Dubbo community by:

- Promoting and preserving the rich Aboriginal Culture and Heritage;
- Preserving the Wiradjuri language via encompassing the preservation into the local community via methods such as but not limited to street signage, signage of significant places and/or dual signage of significant places:
  - eg Wingewarra and Wambuul;

- Welcome to Country and/or Acknowledgement of Country are practiced and appropriate acknowledgement of Wiradjuri people in DRC's email;
- Identifying and implementing opportunities to celebrate and promote culture in the community and region;
- Implementing and promoting an Aboriginal Employment Strategy for DRC;
- Implementing Cultural Competence and Awareness training for DRC Councillors and Staff;
- Actively supporting Aboriginal role models to become role models in the broader community;
- Providing opportunities for Aboriginal art and culture to be inclusive in city streetscapes and public buildings;
- Involving Aboriginal people in Council decision making processes by inviting membership on relevant Council Committees and Working Parties; and
- Local Aboriginal Procurement Policy to be implemented to simulate local Aboriginal businesses, economic development and entrepreneurship. Providing opportunities to actively participate in the growth and development of the local/regional communities.

The PA, which is attached to this report at **Appendix 1**, requires endorsement and signing, as the existing MOU is past its required review date.

#### **Consultation**

- Members of the Dubbo Aboriginal Community Working Party
- DRC Aboriginal Liaison Officer
- Manager Community Services
- Director Liveability.
- Members of the DACWP detailed points which were required to be placed in the new Partnership Agreement
- A notation of a six month periodic review dates set for tracking and progress against key areas and measures within the PA has been added to the new PA.
- Executive Leadership Team were consulted, feedback was received.

Each of these comments will be kept and used as a review checklist when the agreement is up for review within two years.

The decision not to amend the existing partnership document was not taken lightly, however it was decided that any amendments would have a negative effect on the relationship between the two parties.

#### **Resourcing Implications**

- Current internal staffing – Aboriginal Liaison Officer is a member of the DACWP committee.
- Dubbo Regional Council provides venue support and auspicing of any grant funding for the meetings held by the DACWP.

#### **Next Steps**

- Council to endorse the attached Partnership Agreement
- CEO and Mayor of Dubbo Regional Council to sign

- Copy to be sent to DACWP for signatures to sign

**APPENDICES:**

- [1](#) Partnership Agreement - DRC and DACWP - V6

## **Partnership Agreement**

Dubbo Aboriginal Community Working Party

And

Dubbo Regional Council

2022

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## Acknowledgement

Dubbo (Dhubu) was taken from the Aboriginal word meaning “**Red Earth**” which refers to the red ochre used as body paint. The Traditional Custodians of Dubbo and the surrounding areas, the peoples within the Wiradjuri Nation are the descendants of the traditional people of the eight clan groups being:

Mun-ga, Mur-ga, Tubboga or Tubba-Gah, Warree-ga, Burrbadeen, Bungilgambil, Dundullamal and Eulomogo.

Willay the Bush Tail Possum being the local totem for Dhubu and the Goanna being the totem for the Wiradjuri Nation.

The Wiradjuri people were known as the people of the three rivers: the Wambuul (now known as the Macquarie River), the Kalari (now known as the Lachlan River) and the Murrumbidjeri (the Murrumbidgee River). Wiradjuri Country is the largest Nation in NSW.

## Introduction

The Partnership Agreement (P.A) between the Dubbo Aboriginal Community Working Party (DACWP) was endorsed by the Dubbo Regional Council (DRC) on \_\_\_\_\_ 2020.

The P.A seeks to achieve common goals between DACWP and DRC and to enhance working relations between the Dubbo Aboriginal Community and DRC.

The DRC sees the DACWP as a representative body for the Dubbo Aboriginal Community. It is also recorded that the DACWP has membership of other recognised Aboriginal people as community representatives from the Dubbo community which includes but not limited to Aboriginal community-controlled organisations (E.G Dubbo Local Aboriginal Land Council and Traditional Owner Groups)

It is acknowledged there are several other representative bodies, Aboriginal community-controlled organizations within the Dubbo Community that must work closely with the DACWP through this P.A.

The DRC commits to supporting the secretariat role of the DACWP ongoing for the purpose of meeting regularly consistent with the DACWP Terms of Reference.

The partnership agreement is a joint initiative of the DACWP and DRC. Whilst DRC and the DACWP are committed to this partnership agreement, both are autonomous bodies and retain their autonomy.

The P.A details the approach to be taken by both the DACWP and DRC to work in partnership to fulfil the aspirations of the Dubbo community by:

- ⊙ Promoting and preserving the rich Aboriginal Culture and Heritage;
- ⊙ Preserving the Wiradjuri language via encompassing the preservation into the local community via methods such as but not limited to street signage, signage of significant places and/or dual signage of significant places:  
eg Wingewarra and Wambuul
- ⊙ Welcome to Country and/or Acknowledgement of Country are practiced and appropriate acknowledgement of Wiradjuri people in DRC's email.
- ⊙ Identifying and implementing opportunities to celebrate and promote culture in the community and region;
- ⊙ Implementing and promoting an Aboriginal Employment Strategy for DRC;
- ⊙ Implementing Cultural Competence and Awareness training for DRC Councilors and Staff.
- ⊙ Actively supporting Aboriginal role models to become role models in the broader community;
- ⊙ Providing opportunities for Aboriginal art and culture to be inclusive in city streetscapes and public buildings;

- © Involving Aboriginal people in Council decision making processes by inviting membership on relevant Council Committees and Working Parties.
- © Local Aboriginal Procurement Policy to be implemented to simulate local Aboriginal businesses, economic development and entrepreneurship. Providing opportunities to actively participate in the growth and development of the local / regional communities.

### Review Date

This P.A will be reviewed every two (2) years after the date of endorsement and thereafter at the request of either the DACWP or DRC. This P.A will remain in force until a review has been completed.

The P.A may be terminated by either DACWP or DRC via written notice to the other party, with a 21 day notice to terminate inclusive of reasons for termination.

Six month periodic review dates set for tracking and progress against key areas and measures within the Partnership Agreement.

Review to also capture progress across other business that may occur outside the P.A with DRC and DACWP, to be captured as good news stories in line with the agreed review dates.

The P.A to be reviewed and updated accordingly in 2022.

Commitment

***Signatories to the Partnership Agreement***

**Dubbo Aboriginal Community Working Party, Chairperson**

\_\_\_\_\_  
Name Signature Date 2022

**Dubbo Aboriginal Community Working Party, Vice Chairperson**

\_\_\_\_\_  
Name Signature Date 2022

**Dubbo Regional Council, Mayor**

Mathew Dickerson  
Name Signature Date 2022

**Dubbo Regional Council, Chief Executive Officer**

Murray Wood  
Name Signature Date 2022

## Principles

### **The Dubbo Regional Council (DRC) ...**

- DRC are committed to working with the DACWP towards the closing the gap outcomes.
- The DRC and DACWP are committed to working closely and supportively together for the term of the partnership agreement.
- DRC will refer matters of Aboriginal Culture and Heritage to the DACWP via the DRC's Aboriginal Liaison Officer. DRC to lead the process and facilitate any historical data that may have commenced with the process for further work if required
- DRC will refer developers and any future works to the DACWP as a point of reference for consultation and to be a conduit to key Aboriginal Stakeholders in respect of any proposed development likely to affect areas or items of Aboriginal Cultural significance or the Aboriginal population within the DRC LGA.
- Recognise and acknowledge Aboriginal heritage and culture in its immediate and long-term activities.
- Is committed to establishing a formal process for the DACWP to be a key element of inclusion and input on DRC decisions with regards to cultural significance Inclusive of aligning additional feedback from other key Aboriginal stakeholders will also be built within the process.
- Is committed to working with the DACWP and supporting the efforts of the non-Aboriginal community in understanding issues of Aboriginal culture and heritage.
- DRC will continue to demonstrate commitment to the P.A in the development of services by DRC's Aboriginal Liaison Officer.
- Will take a leadership role in promoting, supporting and facilitating services and programs.
- DRC will develop strong relationships with DACWP across all Council Divisions.

### **The Dubbo Aboriginal Community Working Party (DACWP) ...**

- Is committed to working in partnership with DRC in the development process of providing accessible and appropriate Local Government services for the benefit of the whole community.
- To be an active conduit for the Aboriginal community and will refer DRC to key Aboriginal Stakeholders with respect to developments and future works which may impact on both the Aboriginal cultural heritage or the Aboriginal population within the DRC LGA.

- The DACWP must also acknowledge existing consultation process and Aboriginal stakeholders that are best suited to deal with matters concerning Aboriginal culture and heritage such as Aboriginal Land Councils or the relevant Native Title Groups.
- Is committed to working together to enhance programs and services for creating sustainable change by having DACWP members involved as part of DRC Committees.
- Is committed to working together to support and recognise significant dates on the Aboriginal calendar as per DACWP Cultural Protocols Document eg. NAIDOC, Sorry Day, Apology Day and Reconciliation Week.
- Committed to supporting and assisting the DRC Aboriginal Liaison Officer in advocating for services and programs.
- Will notify and involve DRC in issues relating to the Dubbo Aboriginal Community via the DRC's Aboriginal Liaison officer.

## Culture

DRC will refer matters of Aboriginal Culture and Heritage to the DACWP. Aboriginal Cultural and Heritage deals with more than just tangible artefacts with regards to the Aboriginal settlement of Dubbo.

It is also about the importance and significance of flora (e.g. food and medicine); fauna (e.g. totemic significance); landforms; landscapes; and language to the Aboriginal people of Dubbo.

- DRC continue to invite and promote Aboriginal Elders and DACWP members to relevant official functions and receptions.
- To be consistent with other local protocol DACWP to provide contacts for local Aboriginal Elders to perform "Welcome to Country" ceremonies at relevant official DRC events upon written (email) request by DRC.
  - In the absence of an Elder, a representative of DACWP to do an Acknowledgement and in the absence of DACWP member,
  - A Council official will complete an Acknowledgement. An example of an Acknowledgement as follows:

*Good morning/evening Ladies and Gentlemen,*

*It is my great pleasure to offer you an Acknowledgement.*

*"I would like to acknowledge the Descendants of the Traditional people of Wilay Country, within the Wiradjuri Nation of which we are meeting on today.*

*I also acknowledge Aboriginal peoples from other Language Nations who now reside in Dubbo.*

*And pay my respect to Elders both past, present and future, and realise the sacrifices made by our leaders to create a better future for Aboriginal people”.*

*I would like to extend that respect to Aboriginal and Torres Strait Islander peoples present today.*

- ⊙ The DACWP will advise DRC, via the DRC’s Aboriginal Liaison Officer, as per any recognised Cultural Protocol Document of relevant, significant cultural events and ceremonies.
- ⊙ DRC to provide advice and support to the DACWP to promote, host and participate in Aboriginal cultural events and ceremonies.
- ⊙ The DRC and DACWP are committed to working closely and supportively together for the term of the partnership agreement.
- ⊙ All matters of likely to impact the Aboriginal community including but not limited to Aboriginal Cultural and Heritage significance, received by DRC Council will be formally referred to the DACWP via the DRC’s Aboriginal Liaison Officer within a reasonable timeframe (E.G to be included in next meeting agenda)

### Communication

- DRC will provide a meeting room for DACWP meetings and financial reports on a needs basis and or when requested pertaining to any funds under auspice by DRC on behalf of DACWP.
- DACWP will provide meeting dates and significant cultural events for the year to Personal Assistants to both the Mayor and Chief Executive Officer and DRC’s Aboriginal Liaison Officer
- The DRC Mayor or a proxy appointed by the Mayor from the Councilor Representative to attend and actively participate in the DACWP meetings. Other DRC Council staff may attend meetings to report/consult on various Council matters including but not limited to the following:
  1. Development Applications and other matters associated with Aboriginal Culture and Heritage.  
Noting the DACWP is to be the conduit for processing contact to be communicated with the Local Aboriginal Land Council and any relevant Native Title Representatives

2. DRC Aboriginal Employment Strategy, DACWCP to be proactively consulted and inclusive for planning forums, drafts, reviews, evaluation and annual report.
  3. DRC Cultural Awareness training for Councilors, DRC Staff and other relevant key stakeholders.
  4. Shaping Plans to Advance Regional Culture (SPARC) and the Dubbo 2040 Community Strategic Plan.
- All relevant planning documents, including the DRC's 2040 Community Strategic Plan, Delivery Program and Annual report will be consulted to the DACWP via DRC's Aboriginal Liaison Officer for input and feedback.
  - The Mayor of DRC and Chairperson of DACWP are committed to liaise and work together on Dubbo Aboriginal issues which are urgent and/or critical.
  - Prior to any public and/or media comment on major and/or critical issues impacting on the local area, the Dubbo Aboriginal Community, DRC and DACWP will make every effort to consult with each other.
  - DACWP supports Aboriginal participation in DRC Council media strategies through publications, annual reports, web sites, posters, brochures, street art, music and dance etc.
  - DACWP to be included on any appropriate DRC controlled website.

### Employment

- Both parties work in collaboration to build upon the foundations to establish the principles, ensuring consistent monitoring of the targets in the DRC Aboriginal Employment Strategy.
- DACWP provide advice on mentoring support services for trainees and apprentices. Mentoring Aboriginal employees will ensure sustainable and supporting employment outcomes.
- DACWP to be advised, via the DRC's Aboriginal Liaison Officer, quarterly on the key objectives and actions outlined in the Aboriginal Employment Strategy.

Some examples are but not limited to:

- Current statistics of Aboriginal Employment within all Divisions of DRC,
- Qualitative and quantitative data,
- The internal Aboriginal mentoring framework, and
- Cultural awareness training (on-going)

INSERT PICTURE HERE

Reference <https://www.heritage.nsw.gov.au/assets/Uploads/files/Aboriginal-Cultural-Heritage-Consultation-Requirements-for-Proponents.pdf>



## REPORT: Recommendations for Wind Farm Community Benefit Fund 2021/2022 Round 7

**DIVISION:** Liveability  
**REPORT DATE:** 13 May 2022  
**TRIM REFERENCE:** ID22/967

### EXECUTIVE SUMMARY

<b>Purpose</b>	Seek endorsement	Approve grant funding recommendations
<b>Issue</b>	<ul style="list-style-type: none"> <li>Provide Council with the recommendation for funding based on applications received under Round 1 of 2021/2022 Bodangora Wind Farm Community benefit fund</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>15 applications with combined total request of \$103,100 for available funds of \$57,000</li> <li>Process of assessing eligibility and consultation to recommend successful applicants</li> </ul>	
<b>Financial Implications</b>	Budget Area	Development Contribution
	Funding Source	Iberdrola Australia Ltd and Bodangora Wind Farm Pty Ltd.
	Proposed Cost	\$57,000
	Ongoing Costs	\$0
<b>Policy Implications</b>	Policy Title	Financial Assistance Policy
	Impact on Policy	Alignment

### STRATEGIC DIRECTION

The 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes five principle themes and a number of strategies and outcomes. 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 services requirements of our community are met

### RECOMMENDATION

1. That the applications detailed in Table 2, reviewed and considered by Dubbo Regional Council, be noted.

2. That Council allocate to the community based organisations the following funds in accordance with Section 356 of The Local Government Act 1993 and notification to be sent to each successful applicant:
- Wellington Lions Club \$ 3,550
  - Binjang Radio \$10,000
  - Wellington Senior Citizens Club \$ 3,646
  - Comobella Public hall trust \$ 5,170
  - Wellington Junior Rugby Union club \$ 2,267
  - Cudgegong Jump Club \$ 6,902
  - Central West Working Horse \$ 9,341
  - PCYC Wellington \$10,000
  - Wellington Golf Club \$ 3,272
  - Wellington District Cricket Association \$ 2,852
3. That if Council does not receive the outstanding \$15,000 Stronger Community Grant reimbursement from Wellington District Cricket Association, \$2,852 is allocated to Wellington Men's Shed.
4. 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.

*John Watts*  
Director Liveability

*CW*  
Manager Community  
Services

**BACKGROUND**

The Bodangora Wind Farm Community Benefit Fund (BWFCBF) has been created from development contributions arising from the Planning Agreement between Dubbo Regional Council (DRC), Infigen Energy Ltd. and Bodangora Wind Farm Pty Ltd (BWF).

The Planning Agreement was first created between Wellington Council, Infigen Energy Ltd. and BWF in March 2013. To date, a total of \$218,310 has been distributed to not-for-profit (NFP) community groups and organisations throughout Wellington and district through the Community Benefit Fund (CBF).

**4. DEVELOPMENT CONTRIBUTIONS TO BE MADE UNDER THIS AGREEMENT**

4.1 Subject to satisfaction of the Condition and the operation of clause 3.3, the Proponent commits to make the Development Contributions listed in Table 1 below to Council, by Electronic Funds Transfer, in accordance with the manner and timing stated in the same table.

**Table 1: The Development Contributions**

Item	Description	Amount	Payment Schedule
1	Community Benefit Fund	1,250,000	\$50,000/year paid for 25 years, with 50% payable on 1 <sup>st</sup> July and 50% payable on 5 <sup>th</sup> January each year.

**Image 1.** Community Benefit Fund – Development Contribution excerpt Bodangora Wind Farm Pty Ltd Planning Agreement

The development contributions did not start at the beginning of the agreement, therefore payments were deferred till development was complete. This resulted in no payments for the first four years. However, it means that the payment period will continue for four years after the contracted end date being 29 years in total not 25 years as outlined in Image 1.

Under the Planning Agreement, Development Contributions increase annually with Sydney - December CPI as detailed in **Image 2.**

		CPI - Sydney/Dec	Invoice Date.	Community Fund
1/01/2013	Commencement of Agreement			
1/01/2013	1st Year of Agreement (base rate)	102.3		
1/07/2013	1st Payment for Calendar Year 2013			
5/01/2014	2nd Payment for Calendar Year 2013			
1/01/2014	2nd Year of Agreement - CPI Increase	105		
1/07/2014	1st Payment for Calendar Year 2014			
5/01/2015	2nd Payment for Calendar Year 2014			
1/01/2015	3rd Year of Agreement - CPI Increase	106.8		
1/07/2015	1st Payment for Calendar Year 2015			
5/01/2016	2nd Payment for Calendar Year 2015			
1/01/2016	4th Year of Agreement - CPI Increase	108.9		
1/07/2016	1st Payment for Calendar Year 2016			
5/01/2017	2nd Payment for Calendar Year 2016			
1/01/2017	5th Year of Agreement - CPI Increase	110.9		
1/07/2017	1st Payment for Calendar Year 2017		26/05/2017	26,462.13
5/01/2018	2nd Payment for Calendar Year 2017		28/11/2017	26,462.13
1/01/2018	6th Year of Agreement - CPI Increase	113.3		
1/07/2018	1st Payment for Calendar Year 2018		9/05/2018	26,462.13
5/01/2019	2nd Payment for Calendar Year 2018		14/11/2018	26,965.48
1/01/2019	7th Year of Agreement - CPI Increase	115.2		
1/07/2019	1st Payment for Calendar Year 2019		15/05/2019	27,492.81
5/01/2020	2nd Payment for Calendar Year 2019		16/03/2020	27,924.25
1/01/2020	8th Year of Agreement - CPI Increase	117.1		
1/07/2020	1st Payment for Calendar Year 2020		7/05/2020	27,924.25
5/01/2021	2nd Payment for Calendar Year 2020		12/11/2020	28,616.81
1/01/2021	9th Year of Agreement - CPI Increase	118		
1/07/2021	1st Payment for Calendar Year 2021		20/05/2021	28,836.75
5/01/2022	2nd Payment for Calendar Year 2021		24/11/2021	28,836.75

Image 2. Community Benefit Fund – annual CPI increased amounts

## REPORT

### Consultation

- The Bodangora Community Consultative Committee (BCCC ) Chairperson, DRC Councillor Ivey, Iberdrola Australia Ltd Site Manager, Director Liveability and Manager Community Services were involved in review and approval of fund eligibility criteria and guidelines **Appendix 1**.
- Media releases, Council Column and public display on DRC website during March and April 2022.
- Grant information sent through to regions Interagency networks through Community Services connections.
- All past successful and unsuccessful applicant groups and organisations from all Community Services funds since 2017 were emailed notification of the grant information and closing date.
- BCCC were provided all applications including supporting documents for independent assessment, as well as the fund eligibility criteria and guidelines **Appendix 1**.
- BCCC provided a recommendation report for the provision of funds based on aggregate ratings, highest to lowest scores from assessment.
- A Council panel comprising Director Liveability, Manager Community Services and Executive Officer Liveability reviewed the BCCC recommendation report for eligibility and governance information collated and made available for each applicant group.

**Resourcing Implications**

- Internal staff resourcing was required for creation of online Smarty Grant version, implementation, delivery and administration of this funding program.
- Staff resourcing has been sourced from; Liveability Administration, Director Liveability, Manager Community Services, Communication and Media team, Financial Partners.
- Administrative and secretariat support has been provided to the BCCC with an ongoing commitment a minimum of once per annum.
- Periodic review of acquittal submissions requests for extension or alternate use of funds.
- Twice annual audit of acquittal submission and issue of reminder letters as required.

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	57,000	0	0	0	0	57,000
b. Operating expenses	57,000	0	0	0	0	57,000
<b>c. Operating budget impact (a – b)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
d. Capital Expenditure	0	0	0	0	0	0
<b>e. Total net impact (c – d)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Does the proposal require ongoing funding?	Yes, Operating Revenue as part of the Planning Agreement					
What is the source of this funding?	Iberdrola Australia Ltd					

**Table 1.** Ongoing Financial Implications

- Round 7 2021/2022 CBF was conducted in the beginning of the 10<sup>th</sup> year of the agreement and 5<sup>th</sup> year of development contributions. Due to COVID-19 lockdowns during 2021 the first round of half the annual fund amount was not conducted in September/October as normal. This resulted in the full 5<sup>th</sup> year allocation of \$57,000 was made available in this round.
- The CBF offers grants opportunities for incorporated NFP community groups for identified programs or projects and assessed using an open call for applications. Applications were open for a period of four weeks (14 March – 11 April 2022 via the Smarty Grants online program.
- BCCC independently reviewed applications in line with the funding [eligibility criteria and guidelines](#) and assessed each on the following criteria:
  1. Deliver social, cultural, economic or environmental benefits to local communities of the Wellington district.
  2. Address an identified community priority.
  3. Demonstrate that any ongoing or recurrent costs of the project can be met by the community group once grant funding has been expensed

4. The organisation must demonstrate the capacity to manage funds and deliver the project.
  5. Is the proposed project activity based within the Wellington and district community?
- BCCC held a committee meeting 27 April 2022 to further discuss assessment for a recommendation report (**Table 2**) to DRC for eligibility and governance review and finally Council endorsement.

**Options Considered**

CCC rank	Applicant	Project	Funds requested	Funds recommended	Comments
1	Wellington Lions Club	Trailer for Recycle and Catering Purposes - Purchase trailer \$3,205 - Stamp duty and registration \$320	\$3,550	\$3,550	
2	Binjang Radio	Broadcast Quality Upgrade - Deva DB4005 FM Modulation, Analyse & Monitoring \$4269 - FM Antenna Array WaveArt DOX-2C \$4,850 - SE Jones Install & Test \$881	\$10,000	\$10,000	
3	Wellington Senior Citizens Group	To Assist in Purchasing a Bain Marie - Bain Marie \$2,601 - 8 Tray Trolley to support Bain Marie \$1,045	\$3,646	\$3,646	
4	Comobella Public hall trust	Replacement of gutters and safe drinking water - Remove, supply, install new gutter \$4,100 - Install in line water filtration \$600	\$5,170	\$5,170	
5	Wellington Junior Rugby Union club	WJRU - Safety and Prevention project - Rugby side line post pads 1* set of four (including freight) \$317 - Medium foam side line metre markers *6 (including bulky freight and handling) \$1554 - Rugby Injury Prevention Program - Canobolas Kids Physio \$396	\$2,267	\$2,267	
6	Cudgegong Jump Club	Wash Bay - Galvanised railings and posts \$1,900 - Excavation, hire bobcat, formwork \$1,200 - Concrete \$3,802	\$6,902	\$6,902	
7	Central West Working Horse Association	Cattle Crush for CWWHA - Cattle Crush \$7,500- Gravel road base \$2,500	\$10,000	\$9,341	Reduction in funds for gravel roadbase
8	PCYC Wellington	PCYC Unites - Staff Wages \$6,500 - Food and Beverage \$2000 - Transport \$500 - Memberships \$600 - Equipment \$400	\$10,000	\$10,000	

9	Wellington Golf Club	Air-conditioning and Tee Signage – Air conditioner \$3,272 - Tee Signs - Quote still coming from Supplier - Estimated Costs \$6,000	\$9,272	\$3,272	Air-conditioning a priority
10	Wellington District Cricket Club	Electronic Equipment for Association – Laptop \$2,852.00 - Printer Package (Inks/Paper/Cables) \$510 - iPads x 5 @ \$250 - \$1,250	\$4,612	\$2,852	Laptop computer a priority
11	Wellington Men’s shed	Sit Down Wood Lathe - Vic Marc Lathe-VL200S sit down ASM EVS \$5489 – Shipping \$692	\$6,181		
12	Neurea Recreation Group	Neurea Hall Solar Project - 16 x Q.BOOST ML-G2 415 415 Watt Panels (Q CELLS) 1 x SG5K-D Premium (Sungrow Power Supply Co., Ltd.) 1 x Clenergy Black - \$6,500	\$6,500		
13	National Association for Loss and Grief	Wellington Loss & Grief Support - Room hire \$5,200 – Travel and Fuel \$3,600 - Volunteer coordination and training \$1,000 - Client incidentals and resources \$200	\$10,000		
14	Euchareena public hall	Solar Panels for Soldiers Memorial Hall - Supply and install solar panel \$5000	\$5,000		
15	Wellington Community Progress and Action Group	Wiradjuri project - Sculpting original in clay – Moulding and casting – Bronze casting - Finishing and installation \$95,000	\$10,000		
		<b>Total Requested</b>	<b>\$103,100</b>		
		<b>Total Available</b>		<b>\$57,000</b>	

Table 2. Recommendation report provided by BCCC

**Preferred Option**

- The BCCC recommendation report has been reviewed by DRC panel for eligibility and governance compliance.
- Though there has been no change to the groups recommended for funding or amount recommended to be provided. However, the Wellington District Cricket Association will be recommended to have funds provided conditionally on the return of unexpended project funds to Council.
- Council assisted **Wellington District Cricket Club** with the successful application for \$15,000 grant under 2018/2019 Stronger Community Grant. The project did not proceed and failed to meet funding arrangement requirements which resulted in Council reimbursing the funding to the Federal Government. Therefore the fund amount is also required to be reimbursed to Council from the Wellington District Cricket Association.
- Outstanding return of funds deems an application ineligible which requires funds to be provided to the group next prioritised by BCCC rating.

- In this case, Wellington Men's Shed - sit-down lathe - \$6181 is rated 11<sup>th</sup> and entitled to \$2,852. The BCCC have been advised of this matter and are in support of Council's decision.
- At the time of writing the report, DRC had not received \$15,000 reimbursement from Wellington District Cricket Association.

**Next Steps**

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

**APPENDICES:**

- 1 [↓](#) Eligibility Criteria and Guideline - Bodangora Wind Farm CBF - March 2022



## **BODANGORA WIND FARM COMMUNITY BENEFIT FUND 2021/2022**

### **Round 7 - Eligibility Criteria and Submission Guidelines**

The Bodangora Wind Farm Community Benefit Fund has been created from Development Contributions arising from the Planning Agreement between Dubbo Regional Council and Bodangora Wind Farm Pty Ltd which remains a wholly owned subsidiary of Iberdrola Australia Ltd.

For Round 7 - 2021/2022, the Community Benefit Fund shall offer \$57,000 in grants to incorporated not-for-profit (NFP) community groups for programs/projects identified and assessed using an open call for applications.

#### **Applications for programs/projects will be rated on the following criteria:**

1. Deliver social, cultural, economic or environmental benefits to local communities of the Wellington district.
2. Address an identified community priority.
3. Demonstrate that any ongoing or recurrent costs of the project can be met by the community group once grant funding has been expensed
4. The organisation must demonstrate the capacity to manage funds and deliver the project.
5. Is the proposed project activity based within the Wellington and district community?

#### **Eligibility**

- Community groups must be based in the Dubbo Regional LGA / Wellington District
- The project / program must be undertaken in Wellington District
- Community groups must be incorporated NFP

### **Important Information**

The maximum grant allocation available per program/project nomination is \$10,000.

Only one application per organisation per round.

Late or incomplete applications will not be considered.

Acquittal reporting on all funded requirements will be a requirement of grant acceptance. Community groups with outstanding project updates or acquittal forms from any previous Council funding, may not be eligible for consideration.

Community groups with outstanding application for extension or which have not expended their funds from previous rounds of the Bodangora Wind Farm Community Benefit Fund within 12 months of provision, may not be eligible for consideration.

The Assessment Panel reserve the right not to approve funding if the program/project:

- is salary, remuneration or profit based
- is for a single person
- is religious or political in nature
- requires ongoing funding for continuity
- supports beauty pageants or similar contests
- provides gambling or games of chance
- does not reflect community standards
- denigrates, excludes or offends minority groups
- degrades the natural environment
- applicant is a NSW or Federal Government department or enterprise funded by Government grants
- applicant has previously received funding from this fund or Council over the past 12 months
- applicant has not satisfied all guidelines or requirements of previous Council funding provisions, particularly the submission of fund acquittals

### **HOW ARE THE PROJECTS TO BE ASSESSED?**

The Bodangora Wind Farm Community Consultative Committee shall use the fund criteria to review, assess and rate applications.

Bodangora Wind Farm Community Consultative Committee shall provide a recommendation report to Council for consideration.

A Council report shall be tabled at Culture and Community Committee/Ordinary Council for final consideration and ratification. The Council report will take full account of the recommendations of the Bodangora Wind Farm Community Consultative Committee.

## **GRANT MANAGEMENT GUIDELINES**

### **Project Scope**

As part of your grant application you provided a project scope. The scope must be achieved by the end of the project. It is not acceptable, without written consent of Council to change the scope of the project.

Any change of scope that is not approved by Council's Chief Executive Officer may result in the original grant amount being reduced or cancelled, requiring funds to be returned to Council.

### **Auspice**

Projects may be auspiced through incorporated NFP organisations. If the grant will be managed through an auspice arrangement then relevant information must be submitted with the application and detailed within the funding application.

### **Use of Grant Funds**

Grant funds may be used to leverage grants external to Council. The Bodangora Wind Farm Community Benefit Fund monies cannot be used in conjunction with existing or future Council grants.

### **Project Finances**

Project finances are to be managed to ensure that the project is completed within the budget proposed. Any project costs above the budget provided in the application are the responsibility of the recipient organisation.

Council shall not provide additional funds towards the project other than the grant provided. Grant funds that are not expended on the project shall be returned to Council.

GST is to be treated in accordance with Australian Taxation Office rules.

Project grants are to be expended within 12 months of the grant being provided. Failure to do so without formal request to Council and approval, may result in the original grant amount being reduced or cancelled requiring funds to be returned to Council.

Council reserves the right to conduct a financial audit of the project either during the project or on completion of the project.

### **Recognition**

Recipient organisations are required to recognise Council and Iberdrola as the funding source on all media, promotional material and project signage. The text to be used is as follows:

"Bodangora Wind Farm Community Benefit Fund: Dubbo Regional Council and Iberdrola Australia."

### **Project Reporting and Acquittal**

The recipient community group is to report on the project to Council on a six monthly schedule via [liveability.admin@dubbo.nsw.gov.au](mailto:liveability.admin@dubbo.nsw.gov.au). The report should address:

1. Progress

2. Expenditure
3. Issues
4. Photographs showing progress/ completion of the project.

If there is no progress, then a simple email to [liveability.admin@dubbo.nsw.gov.au](mailto:liveability.admin@dubbo.nsw.gov.au) identifying no progress and the reason, is sufficient.

At the end of the project, the community group is to complete the project acquittal form within 4 weeks of completion and provide it along with copies of receipts and photos to Council. Where the project is via an auspice arrangement, the auspice organisation must provide the acquittal for each individual project. All receipts relating to the project grant must be provided with the project acquittal.

Expenditure should match funding at the end of the project. Where it doesn't comments must be provided on the acquittal as to why expenditure is less than or more than the original project budget.

#### **Liability**

Council and its officers, Iberdrola Australia and its officers, members of the Bodangora Wind Farm Community Consultation Committee and other members of the Fund Assessment Panel shall not be responsible for any liabilities incurred or entered into by the recipient community group as a result of, or arising out of that organisation's responsibilities under the Funding Agreement.

The recipient organisation shall indemnify the Council and its officers, Iberdrola Australia and its officers, members of the Bodangora Wind Farm Community Consultation Committee and other members of the Fund Assessment Panel against any claim, demand, liability suit costs, expenses, action arising out of or in any way connected with the activities of the organisations or agents in consequence of the Funding Agreement except where the claim, demand, liability, costs or action are caused by the Council and its officers, Infigen and its officers, members of the Bodangora Wind Farm Community Consultation Committee and other members of the Fund Assessment Panel.

Public Liability Insurance may have been required for your grant to be approved. If it wasn't submitted within the application then a Certificate of Currency shall be submitted prior to the project commencing.

#### **Future Maintenance or Renewal**

Unless agreed in writing at the time of funding approval Council has no obligations regarding ongoing maintenance or renewal of assets created by the project.



## REPORT: Community Services Fund 2021/2022 - Community Benefit Funding in Accordance with Section 356 Local Government Act 1993

**DIVISION:** Liveability  
**REPORT DATE:** 16 May 2022  
**TRIM REFERENCE:** ID22/977

### EXECUTIVE SUMMARY

<b>Purpose</b>	Seek endorsement	Approve grant funding recommendations
<b>Issue</b>	<ul style="list-style-type: none"> <li>Provide Council with the recommendation for funding based on applications received under Round 2 of 2021/2022 Financial Assistance Program.</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>There were 20 applications totalling \$243,360 for available funds of \$45,568</li> <li>Process of meeting eligibility and consultation to recommend successful applicants</li> </ul>	
<b>Financial Implications</b>	Budget Area	Community Services
	Funding Source	Budgeted Operational Expense Unexpended funds returned
	Proposed Cost	\$45,568
	Ongoing Costs	\$150,000 per year ongoing, inclusive of \$30,000 allocation for Financial Assistance Program funding
<b>Policy Implications</b>	Policy Title	Financial Assistance Policy
	Impact on Policy	Alignment

### STRATEGIC DIRECTION

The 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes five principle themes and a number of strategies and outcomes. 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 services requirements of our community are met

RECOMMENDATION

1. That the applications detailed in Table 2, reviewed and considered by Dubbo Regional Council, be noted.
2. That Council allocate \$45,568 to the community based organisations the following funds in accordance with Section 356 of The Local Government Act 1993 and notification to be sent to each successful applicant:
  - SOMAD - Songwriters and Original Musicians Association of Dubbo \$1,197
  - Western Region Academy of Sport \$3,218
  - Guide Dogs NSW/ACT \$3,790
  - Dubbo and District Pipe Band \$2,500
  - Comobella Hall Trust \$8,663
  - Transition Dubbo \$1,200
  - Dubbo & District Parent Support for Deaf/Hearing Impaired Inc \$8,500
  - Lourdes and Community Services \$3,500
  - Dubbo Filmmakers Inc \$3,000
  - U3A Dubbo Chapter Inc \$3,000
  - Walter T Grant memorial seniors social club \$6,250
3. 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.
4. Please note that the Director Liveability did not provide any comment or consideration for the Dubbo and District Pipe Band application due to a conflict of interest.

*John Watts*  
Director Liveability

*CW*  
Manager Community  
Services

## BACKGROUND

In a report to the Infrastructure, Community and Recreation Committee on 10 September 2018 (**Appendix 1**), it was determined that community groups previously funded by the former Dubbo City and Wellington Council were required to apply through a public process available to the wider community for any donation they wish to receive from Council that enables them to deliver services to the community.

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

Council allocated funding for total discretionary donations of \$625,636 over four year budgets, with the first year being 2018/2019 and 2021/2022 being the final year of this consideration.

Annual Community Services Fund (CSF) provisions to date, in accordance with the Act:

- 2018/2019 - \$254,634 provided to 16 community projects, from 22 applications
- 2019/2020 - \$105,000 provided to 14 community projects, from 16 applications
- 2020/2021 - \$127,727 provided to 23 community projects, from 28 applications
- 2021/2022 - \$ 74,432 provided to 8 community projects, from 15 applications

Generally, only one round of CSF is conducted annually at the beginning of each financial year. However, as outlined in a report to Council on 26 July 2021, there were insufficient eligible applications to grant the full allocation of \$120,000 available. With the provision of \$74,432 funded, the balance is made available through a second round in 2021/2022.

### Previous Resolutions of Council

26 July 2021	4. That \$45,568.00 of unexpended funds from 2021/2022 budget allocation, be identified for a second round later this financial year (2021/2022).
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## REPORT

### Consultation

- Director Liveability, Manager Community Services, Executive Officer Liveability and Liveability Executive Support were involved in review and approval of fund eligibility criteria and guidelines (**Appendix 2**).
- Please note the Director Liveability did not provide any comment or consideration for the Dubbo and District Pipe Band application due to a personal relationship with the applicant.
- Media releases, weekly Council Column advertisements and public display on Dubbo Regional Council (DRC) website were conducted during March and April 2022.
- Grant information was sent through to regions Interagency networks through Community Services connections.

- All successful and unsuccessful applicant groups and organisations from all Community Services fund programs since 2017 were emailed notification of the grant information and closing date.

#### Resourcing Implications

- Internal staff resourcing was required for creation of online Smarty Grant version, implementation, delivery and administration of this funding program.
- Staff resourcing has been sourced from; Liveability Administration, Director Liveability, Manager Community Services, Communication and Media team and Financial Partners.
- \$120,000 funding has been allocated under Council's Community Services Branch's operational budget.
- The ongoing annual commitment of \$150,000 (\$120,000 CSF/\$30,000 Financial Assistance Program (FAP)) has been included in 2022/2023 Draft Budget.

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	120,000	0	0	0	0	120,000
<b>c. Operating budget impact (a – b)</b>	<b>-120,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-120,000</b>
d. Capital Expenditure	0	0	0	0	0	0
<b>e. Total net impact (c – d)</b>	<b>-120,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-120,000</b>
Does the proposal require ongoing funding?	Yes					
What is the source of this funding?	Proposed Annual budget 356 Donations of \$150,000.					

**Table 1.** Ongoing Financial Implications

- The CSF offers grants opportunities for community groups for identified programs or projects and assessed using an open call for applications. Applications were open for a period of four weeks (14 March 2022 – 11 April 2022) via the Smarty Grants online program.

#### Options Considered

All 20 submitted applications that were assessed on key criteria are outlined below in **Table 2**.

Applicant	Project	Funds Requested	Funds Recommended	Comments
SOMAD - Songwriters and Original	PA system lights upgrade: Stage lights truss system - \$539 2x Stage blinder lights - \$658	\$1,197	\$1,197	

Musicians Association of Dubbo				
Western Region Academy of Sport	2022 annual operation of Western Region Academy of Sport – 31 local athletes and six local coaches are supported by 2022 WRAS program.	\$3,218	\$3,218	
Guide Dogs NSW/ACT	Independent living - Dubbo LGA: 420 hours (~12hrs/Client) of specialist service delivery over 12 months @ \$80 p/h - \$33,600 Marketing & promotion improve awareness of services - \$500 Project management, monitoring and evaluation \$3,410	\$20,000	\$3,790	
Dubbo and District Pipe Band	Purchase tartan, chanter reeds and instrument parts	\$2,500	\$2,500	
Comobella Hall Trust	Electrical upgrade: Contractor cost \$3,610 Contractor travel \$209 Ceiling fans \$3,000 Electrical supplies \$1844	\$8,663	\$8,663	
Transition Dubbo	Transition Dubbo Seed Library: Seeds (vegetable, ornamental, native plants) \$590 Construction of seed box \$250 Seed envelopes, labels, fact sheets, flyers \$360	\$1,200	\$1,200	
Dubbo & District Parent Support Ground for Deaf-Hearing Impaired Inc	Hear our Heart Ear Bus Project: Grason Stadler GSI 39 Tympanometer \$8,000 HEINE mini 3000 Otoscope with handle and disposable tips \$500	\$8,500	\$8,500	
Lourdes and Community Services	Dementia Choir: Music teacher \$4,000 Accompanist \$4,000 Music books, printing, equipment \$2,000 Hall hire \$1,000 Advertising \$1,000 Learning CDs \$300 Refreshments \$1,000	\$13,300	\$3,500	Part provision - wages are ineligible
Dubbo Filmmakers Inc	Script to Screen Workshops: Miller DS10 Fluid Head \$839.00 Also with tripod & bag \$1,399.00 2 Mobile Rig Cages \$39.90 2 Røde Apple Adaptors \$70.20 2 Røde Android Adaptors \$38.00 Microphone hard case \$97.99	\$4,987	\$3,000	Part provision – equipment requirements

	2 Black Eye Lens Kit \$556.00 2 Rode NTG5 Kit \$718.20 2 ULANZI 1.55XT Anamorphic Lens Filmmaking Lens \$248.72 Shipping costs \$100.00 Workshop tuition \$880.00			
U3A Dubbo Chapter Inc.	Interactive Smartboard: CommBox Interactive 86 Inch, motorised combi mobile stand and premium sound bar \$8,790 Installation / configuration \$1,000	\$9,790	\$3,000	Part provision
Walter T Grant Memorial Seniors Social Club	Venue hire \$6,292 Bus Trip \$1,000 Tables \$252 Christmas dinner - \$600	\$10,000	\$6,250	Part provision - part venue hire and tables
Connecting Community Services	Aboriginal Mens Shed: Tools \$2,500 Tables, chairs, shelving, storage \$1,600 Indigenous craft resources \$2,300 Shed rental \$1,600	\$8,000	-	
St Vincent de Paul Society	Plastic Recycling Project: Moulds for recycled coat hangers, used in store \$24,260	\$24,260	-	
QOE Health Pty Ltd	Streetscape laneway art: Artist Mr Jack Randell \$3,800 Aluminium sheets and fixtures \$2,000 Paint and miscellaneous \$2,000 Consultation/communication /engagement \$500	\$8,300	-	
Connected AU	School Connectedness Program for 10 schools: Registration to Connected AU Programming Platform \$1,000 Resource packs / delivery \$9,000	\$10,000	-	
Rural Financial Counselling Services	Post Covid-19 Small Business Health Check: Venue hire catering \$676.40 Printing \$145 Marketing - social media, radio, newspapers \$1,000 Project Management/ administration - 16 hours - \$655	\$2,476	-	
Murdi Paaki Regional Rugby League Council Inc T/as Creative Community Concepts	A Day of Fun with a Colour Run: BBQ supplies \$350 Vehicle / travel expenses \$348 Equipment hire \$500 Colour Run pack \$620 Inflatable arch hire \$300 Event promotion and promotional items \$1,000	\$3,118	-	Event - ineligible

Wellington Community Progress and Action Group	Wellington Wiradjuri Project: Original clay sculpture, moulding & casting, ceramic moulding, bronze casting, finishing and instillation \$95,000	\$95,000	-	Other Council funding provision
RSPCA NSW	Dubbo Pet Owners Emergency Support: Injury treatment while escaping domestic violence & vaccinations \$5,000 Foster carer supplies \$3,000 Local pet boarding facility \$100	\$8,100	-	
		\$243,360	\$45,568	

**Table 2.** Assessed application submitted for 2021/2022 Community Services Fund Round 2

- An assessment panel Director Liveability, Manager Community Services, Coordinator Family Day Care and the Parks and Bushcare Officer assessed each application independently on the following key criteria:
  1. Deliver social, cultural or environmental benefits to the communities of the Local Government Area
  2. The project or program must address an identified community priority
  3. Demonstrate the capacity to manage funds and deliver the project within 12 months
  4. Demonstrate how the funding shall enable the community based organisation to deliver a service/benefit to the community
- The panel met 29 April 2022 to further discuss individual assessments and consider eligibility, as well as a governance review based on eligibility criteria and guidelines – **Appendices 2** with the following consideration and outcomes that impacted the recommendations:
  - Lourdes and Community Services application included wages which are ineligible
  - Murdi Paaki Regional Rugby League Council Inc. application for event is ineligible
  - Wellington Community Progress and Action Group have been recommended for funding as part of FAP 2021/2022 Round 1, which excluded the application for receiving funding under CSF 2021/2022 for the same activity in the same financial year
- Remaining eligible applications were recommended funding based on aggregate assessment.

#### Preferred Option

- **Table 2** highlights recommended funding with seven applications to receive the total amount requested and four applications to receive partial funding.
- All recommended applications have met eligibility and governance requirements, as reviewed and approved by the assessment panel.

**Next Steps**

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

**APPENDICES:**

- 1 [↓](#) Community Services Fund 2018/2019 - community benefit funding in accordance with Section 356 Local Government Act 1993
- 2 [↓](#) Eligibility Criteria and Guidelines - Community Services Fund - March 2022



**REPORT: Community Services Fund  
2018/2019 - community benefit funding  
in accordance with Section 356 Local  
Government Act 1993**

**AUTHOR: Director Community and Recreation  
REPORT DATE: 7 August 2018  
TRIM REFERENCE: ID18/1268**

**EXECUTIVE SUMMARY**

As an element of considering the draft 2018/2019 Budget, Council at the Budget Review Workshop determined that community groups previously funded by the former Dubbo City and Wellington Council's shall be required to apply through a public process available to the wider community for any donation they wish to receive from Council that enables them to deliver services to the community.

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

Council allocated funding for total discretionary donations of \$625,636 over the four years of the budget with the first year being 2018/2019 with an available sum of \$150,996. Also being reviewed as an element of the annual community donation review is the previous allocation of \$160,000 for the Dubbo Neighbourhood Centre per annum.

For the 2018/2019 financial year, Council invited submissions from community based organisations for a donation that enables that organisation to deliver services to the community. To be successful for funding, community organisations projects must meet the following criteria:

- 1) Deliver social, cultural or environmental benefits to the communities of the Local Government Area;
- 2) Address an identified community priority;
- 3) Demonstrate how the funding shall enable the community based organisation to deliver a service to the community; and
- 4) The organisation must demonstrate the capacity to manage funds and deliver the project.

There can only be one application per organisation.

There were 22 applications totalling \$283,754.00 for an available pool of approximately \$310,996.00. Given this a new approach to long held Council community donations and there is a large number of community focused grants put before the community in recent months

it is likely some previous recipients of Council funding did not apply due to confusion between funding streams. However all groups were afforded the same opportunity to apply to a publicly advertised grant application process.

Council held a workshop on Monday 3 September 2018 to review applications against the Community Service Fund guidelines. The outcome of the workshop is reflected in the recommendation to fund specific community groups in accordance with legislative requirements.

#### **ORGANISATIONAL VALUES**

Customer Focused: The Community Services Fund provides funding to successful organisations to enable them to provide services to the community.

Integrity: All applications were considered in a transparent manner with regards to the funding criteria contained within the funding application.

One Team: Council is working with community based organisations to deliver services to the wider community through an equitable and transparent grant funding program.

#### **FINANCIAL IMPLICATIONS**

The budget has been allocated in the forward four year budget. In addition \$30,000 per annum is still available for the community focused Financial Assistance Grants in two rounds of \$15,000.

#### **POLICY IMPLICATIONS**

There are no policy implications arising from this report.

RECOMMENDATION

1. That the information contained within the report of the Director Community and Recreation dated 7 August 2018 be noted.
2. That Council allocate to the community based organisations the following funds in accordance with Section 356 of The Local Government Act 1993:
  - a) Central West Leadership Academy \$5,300.00
  - b) Dubbo & District Pipe Band \$1,500.00
  - c) University of the Third Age, Dubbo Chapter Inc \$3,197.00
  - d) Orana Support Service Inc \$2,654.00
  - e) Oriscon Inc \$700.00
  - f) Life Education NSW \$7,400.00
  - g) Wellington Information & Neighbourhood Services Inc \$20,000.00
  - h) Orana K9 Training Club Inc \$3,536.00
  - i) Dubbo Neighbourhood Centre \$160,000.00
  - j) Western Region Academy of Sport \$2,847.00
  - k) Dubbo and District Preschool Kindergarten Inc \$4,000.00
  - l) City of Dubbo Eisteddfod Society Inc \$10,000.00
  - m) Walan Wirringah Women's Group - Community Garden \$10,000.00
  - n) Orana Early Childhood Intervention and Education Project Inc \$2,500.00
  - o) Victims and Witnessess of Crime Court Support (VWCCS) \$6,000.00
  - p) Lifeline \$15,000
3. That all applicants be advised of the outcomes of their funding application and unsuccessful applicants be advised as to other opportunities to obtain funding from either other Council funding streams or external opportunities. Other Council funding streams include:
  - a) Event Development Fund,
  - b) Major Event Sponsor Program
  - c) Chief Executive Officer's Sponsorship Fund
  - d) Financial Assistance Grant
4. That Council continue the Financial Assistance Grants totalling \$30,000 to be released in two separate tranches of \$15,000.

*Murray Wood*  
Director Community and Recreation

**BACKGROUND**

Funding has previously been allocated for regular annual donations for each year with the following list identifying which group and the funding provided.

Dubbo Rescue Squad

To offset operational costs such as insurance, maintenance of depot and purchase of new equipment \$11,300

Life Line

To offset operational costs of providing a telephone service to Dubbo LGA residents \$10,000

Dubbo Merino and Sheep Show and Sale

Sponsorship of this annual event held at the Dubbo Showground \$500

University of the Third Age

To offset the cost of hiring rooms at the Western Plains Cultural Centre to conduct classes \$385

Dubbo Golf Club

To sponsor the Mayor's annual golf trophy tournament \$400

Western Region Poll Hereford Association

Sponsorship of this annual event held at the Dubbo Showground \$500

Rawsonville Hall Trust

To offset operational costs such as insurance and maintenance and repairs to the community hall \$650

Orana Toy Library

To offset the cost of purchasing new toys and insurance \$665

Ballimore and District Progress Association

To offset the costs of maintaining the Ballimore Hall \$700

East Dubbo Girl Guides

To offset operational costs and maintenance of the Guides Hall \$380

Orana Country Music Association

To offset costs to conduct the annual Country Music Festival in Dubbo \$500

Dubbo Grey Hound Racing Club

To sponsor an annual Mayor's Cup race event at Dawson Park, Dubbo \$3,000

Dubbo Harness Racing Club

To sponsor an annual Mayor's Cup race event at the Showground Paceway \$2,000

<u>Eumungerie Coboco RSL Sub Branch</u> To offset costs of maintaining the Eumungerie Hall	\$440
<u>Orana Early Childhood Intervention</u> To offset operational costs such as insurance, purchasing new equipment and centre maintenance	\$2,350
<u>Dubbo Artz</u> To produce 800 coloured copies of a bimonthly cultural newsletter distributed to the community.	\$3,000
<u>Dubbo Neighbourhood Centre</u> To offset the costs of premise rental and operational costs of the centre such as insurance and electricity	\$160,000
<u>Dubbo Neighbourhood Centre</u> For seniors' activities	\$5,000
<u>Orana Mobile Life Education Van</u> To offset the operational costs of the Van which visits schools in the Dubbo LGA	\$6,168
<u>Royal Flying Doctor Service</u> To cover landing fees for use of the Dubbo City Regional Airport	\$27,500
<u>Multi Cultural Festival</u> To offset the costs of conducting an annual Multi Cultural Festival	\$15,000
<u>Dubbo Eisteddfod</u> To offset hire fees at the Dubbo Regional Theatre and Convention Centre for the annual Eisteddfod	\$8,000
<u>Macquarie Philharmonia Orchestra</u> To offset costs of the Orchestra conducting musical performances throughout the Central West of NSW	\$5,000
<u>Carols By Candlelight</u> To offset the hire fees and other charges to use Victoria Park Number 1 Oval for this annual community event	\$2,500
<u>Dubbo and District Concert Band</u> To offset the cost of new instruments, music, uniforms and insurance for the for the Band's assets	\$4,662
<u>Dubbo Pipe Band</u> To offset the cost of new instruments and music for the Band	\$1,300

Western Region Academy of Sport

A per capita contribution to the Academy for young people to participate in high level sports coaching \$2,366

As an element of considering the draft 2018/2019 Budget, Council at the Budget Review Workshop determined that community groups previously funded by the former Dubbo City and Wellington Council's shall be required to apply through a public process available to the wider community for any donation they wish to receive from Council that enables them to deliver services to the community.

**REPORT**

For the Community Services Fund 22 applications for funding were received requesting a total of \$283,754. Criteria for applying for the funding was included on the application form.

Councillors were provided copies of all applications submitted by community groups and a scoring spreadsheet to independently assess each submission against 4 criteria. They were:

1. Deliver social, cultural or environmental benefits to the communities of the Local Government Area;
2. Address an identified community priority;
3. Demonstrate how the funding shall enable the community based organisation to deliver a service to the community; and
4. The organisation must demonstrate the capacity to manage funds and deliver the project.

Subsequently a workshop was held for Councillors to discuss the results of their individual assessments and to determine the successful submissions.

A summary of the successful projects are as follows:

Central West Leadership Academy \$5,300

To run a series of gifted education extension holiday camps to service gifted students from the regions. To buy STEM equipment and develop modules that allow holiday extension programs on an ongoing basis. To purchase Discovering STEM engine physics sets and Little Bits sets plus extraneous materials for engineering. The curriculum to suit students in years 4-8 and to offer a week of low cost extension days.

University of the Third Age, Dubbo Chapter Inc \$3,197

Funds to assist with running the classes and to offset costs of WPC room hire.

Orana Support Service Inc \$2,654

To purchase a small indoor/outdoor cinema system that consist of a pull up screen, project and powered speakers. Cinema will be used to provide school aged children with access to weekly movies, YouTube music/dance/arts, karaoke, computer base displays of the children's achievements and other communication types that overcome numeracy and literacy barriers

in children. This cinema will further be used in adult and parent gatherings where visual display media is seen to address the participants' communication barriers.

Oriscon Inc \$700

The funds will be used to hire the Pipe Band Hall for their regular meetings. These meetings are usually monthly but prior to large events a couple of meetings are required. Meetings are critical to good project management of events as well as building cultural knowledge and understanding.

Life Education NSW \$7,400

To provide Life Education's preventative health program, take home workbook and parent handouts to children in the Dubbo Regional Council area. The target is to reach 1,850 children. At \$4 per child will provide the take home workbook and parent's handout.

Wellington Information and Neighbourhood Services Inc \$20,000

To assist in meeting the number of fixed costs such as rent at around \$16,000 pa., gas and electricity costs approximately \$12,000 pa. Financial assistance with those fixed costs, WINS would be able to offer further and better services to the people of Wellington including expanding the programs we offer. The service needs to broaden its scope in order to survive as well as continue providing the assistance it currently does. The staff and Board are committed to doing just this.

Marathon Health \$13,090

In honour of this year's NAIDOC theme; Marathon Health seeks funding to provide the #eatspeak program, an invaluable health service for 202 Aboriginal and Torres Strait Island (ATSI), young women (years 8-12) from Dubbo high schools across, Delroy, South and Senior Campuses in partnership with the Girls Academy.

Dubbo Neighbourhood Centre \$160,000

Funding to go towards the running costs of rent and overheads and administration fees

Dubbo Harness Racing Club \$3,000

To assist with running the Dubbo Carnival of Cups which is held each year in conjunction with the Dubbo Show.

Western Region Academy of Sport \$2,847.00

This funding will offset the cost of the programs run by WRAS for AFL, basketball, cycling, golf, hockey, lone star, high performance, para-sports and netball athletes.

City of Dubbo Eisteddfod Society Inc \$10,000

To provide the forum for performance in the disciplines of Dance, Instrumental, Vocal & Choral and Speech and Drama the Eisteddfod Society relies completely on income from entry fees, sponsorship, donations and community funding. The cost of running the Eisteddfod each year exceeds \$70,000. The costs are made up of: prize money; trophies; adjudicator fees; accommodation; travel and meals; venue hire; hire of equipment; printing costs; and insurance cover.

Orana Early Childhood Intervention and Education Project Inc \$2,500

Given the increasing number of premature birth within our area such a significant gap in services to babies under 12 months of age who are "at risk" of developmental delays as a result of prematurity, is very concerning. OEI would like to be able to continue to offer and provide a regular monthly monitoring service where the babies are assessed, reviewed by the team and families are provided with a home program. The grant would contribute to the cost of purchasing resources including staffing and any administration cost, associated with providing individual therapy session with each baby and their family.

Victims and Witnesses of Crime Court Support (VWCCS) \$6,000

VWCCS has recruited and commenced training six volunteer court support officers who will assist Dubbo Police with victims and witnesses of crime. This initiative is supported by the NSW Attorney General's Department. These volunteers will join the current 130 VWCCS volunteers who provide services in Sydney and other regional locations. The funds would be used to enable the six newly recruited Court Support Volunteers based in Dubbo to attend 2 refresher professional development and training days in Sydney in 2019. It is essential that the Volunteers remain up to date on current government policies, changes in laws and maintain their skills and knowledge to provide quality court support. The funds would be used to cover the travel costs of the 6 Volunteers to attend two of the regular training days held in Sydney at NSW Parliament House.

Stuart Town Advancement Association \$1,000

The amount applied will cover the Council Rates, electricity and various running costs of the Stuart Town School of Art Hall.

Lifeline \$15,000

To assist with operating our services which include, mental health, domestic violence, drug and alcohol abuse. These form the fastest growing grouping of issues to affect our society.

Projects that were considered not strongly aligned to the Community Services Fund guidelines and therefore not approved for funding were:

Songwriters and Original Musicians Association Dubbo Inc \$7,750

Funds to assist with practice space rental for 1 year: \$2,600 and for a covered trailer: \$5,155

Orana K9 Training Club Inc \$3,536

This is a community project teaching owners of dogs responsible dog ownership, dog obedience, dog social behaviours and companionship. This funding would go towards payment to DRC for use of the Showground.

Aspire Netball Club Dubbo Inc \$3,000

To subsidize registration and uniform costs. To develop the skill level of all players and through targeted coaching courses to develop the skill level of the volunteer coaches. To subsidize all uniforms for all athletes who are new to the sport to encourage new participants. To assist in purchasing of netball equipment such as kit bags, balls, ball pumps and playing patches.



## COMMUNITY SERVICES PROGRAM

### Eligibility Criteria and Guidelines



**Intent:** To support projects or programs that deliver social, cultural or environmental benefits to the communities of the Local Government Area.

#### Key Criteria

- Deliver social, cultural or environmental benefits to the communities of the Local Government Area
- The project or program must address an identified community priority
- Demonstrate the capacity to manage funds and deliver the project within 12 months
- Demonstrate how the funding shall enable the community based organisation to deliver a service/benefit to the community

#### Eligibility

- Organisations must be based in the Dubbo Regional LGA
- The project / program must be undertaken in the Dubbo Regional LGA
- Organisations with outstanding project updates or submitted acquittal form from previous Council funding, may not be eligible for consideration
- Organisations with outstanding application for extension or have not expended their fund within 12 months of provision, may not be eligible for consideration
- One application per organisation per round

#### Ineligible Programs, Projects or Applications

- Project/program not staged in the Dubbo Regional LGA
- Payment of debt
- Payment of insurance premiums
- Political activities
- Items included in another funding application or to top-up funding for previous funding grants or any other funding
- Organisations with gaming machines and/or trade regularly with a liquor licence most days of the week
- Funding for prize money, prizes or trophies
- Events which occur as a matter of course (eg. school fetes)
- Day to day operational funding for the organisation
- Funding to assist expenses in relation to guests or VIPs or stallholders to attend an event
- Wages or payment to staff
- The proposal has safety and / or environmental hazards that are not managed by acts under a Risk Management Plan to mitigate risk
- Does not reflect community standards
- Denigrates, excludes or offends community groups
- Degrades the natural environment
- Funding will not be provided retrospectively

## COMMUNITY SERVICES PROGRAM

### Eligibility Criteria and Guidelines



#### Conditions of funding

1. Organisations can not apply for funding via the Community Services Fund if funding has already been provided by another funding stream of Dubbo Regional Council (DRC) for the same activity in the same financial year.
2. No financial assistance will be given to Government Departments or agencies, or for the support of Government-owned facilities.
3. No financial assistance will be given to sporting organisations or events (these organisations have other avenues for financial assistance).
4. The application is to include time frames and list of items identified for purchase from funding.
5. Funds granted can only be used for the purpose as specified in the application, unless written permission for a variation is obtained from DRC.
6. DRC must be advised in writing if there are any significant changes to the activity as described in the application, or to the contact details of the recipient.
7. Funds are to be acquitted within 12 months of the grant being provided. Failure to do so without written request and approval from DRC may result in the donation amount being reduced or cancelled requiring the return of funds to Council.
8. Should the project / program be cancelled, all funding received is to be repaid to DRC.
9. All DRC and other requisite permits, approvals, insurances etc relating to the program or project must be obtained or funding may be withdrawn.
10. Where possible, the organisation will source goods and services for the project / program from within the Dubbo Regional LGA.
11. All recipients of funding are required to return to Liveability Division:
  - a. Benefits as outlined in the Outwards Sponsorship Matrix (below).
  - b. An Acquittal Report within 60 days of the completion of the project / program.
    - i. Form A: Funding provided up to \$5,000.
    - ii. Form B: Funding provided over \$5,000 (funding \$10,000 or more requires an auditors statement)
12. Failure to provide an Acquittal Report will preclude future funding opportunities.
13. DRC reserves the right, as part of the assessment process, to request further information or documentation.
14. DRC reserves the right to conduct a financial audit of the donation either during the financial year or on completion of the financial year.
15. Recipients of funding will be required to have a representative attend a civic ceremony at which novelty cheques will be presented for media and marketing purposes.
16. DRC and its officers shall not be responsible for any liabilities incurred or entered into by the recipient organisation as a result of, or arising out of that organisations responsibilities under the Funding Agreement.
17. The recipient organisation shall indemnify the Council and its officers against any claim, demand, liability suit costs, expenses, action arising out of or in any way connected with the activities of the organisations or agents in consequence of the Funding Agreement except where the claim, demand, liability, costs or action are caused by DRC and its officers.
18. Unless agreed in writing at the time of funding approval, DRC has no obligations regarding ongoing maintenance or renewal of assets created by the project.

## COMMUNITY SERVICES PROGRAM

### Eligibility Criteria and Guidelines



### Outgoing Funding Benefits Matrix

Return benefits to Dubbo Regional Council (DRC)

Value of sponsorship	Up to \$5,000	\$5,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	More than \$20,001
DRC brand recognition on appropriate printed material	●	●	●	●	●
Provide feedback to DRC via survey seeking outcomes	●	●	●	●	●
Images of the project/program, to support destination marketing activity (on request from DRC)	●	●	●	●	●
Acquittal Report provided no later than 30 days from the completion of the project / program	●	●	●	●	●
Acquittal Form A	●	●	●	●	●
Acquittal Form B		●	●	●	●
Acknowledge DRC support via digital platforms where applicable (website / social media)		●	●	●	●
PA announcement or signage at the activity / program			●	●	●

### For more information

Dubbo Regional Council  
 Liveability Division  
 6801 4000  
[council@dubbo.nsw.gov.au](mailto:council@dubbo.nsw.gov.au)



## REPORT: Financial Assistance 2021/2022 Round One

**DIVISION:** Liveability  
**REPORT DATE:** 16 May 2022  
**TRIM REFERENCE:** ID22/979

### EXECUTIVE SUMMARY

<b>Purpose</b>	Seek endorsement	Approve grant funding recommendations
<b>Issue</b>	<ul style="list-style-type: none"> <li>Provide Council with the recommendation for funding based on applications received under Round 1 of 2021/2022 Financial Assistance Program.</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>There were five applications with combined total request of \$136,000 for available funds of \$30,436</li> <li>Process of meeting eligibility and consultation to recommend successful applicants</li> </ul>	
<b>Financial Implications</b>	Budget Area	Community Services
	Funding Source	Budgeted Operational Expense Unexpended funds returned
	Proposed Cost	\$30,436
	Ongoing Costs	\$30,000 ongoing annual allocation within budgeted \$150,000 per year Community Benefit Funding
<b>Policy Implications</b>	Policy Title	Financial Assistance Policy
	Impact on Policy	Alignment

### STRATEGIC DIRECTION

The 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes five principle themes and a number of strategies and outcomes. 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 services requirements of our community are met

### RECOMMENDATION

1. That the applications detailed in Table 2, reviewed and considered by Dubbo Regional Council, be noted.

2. That the below grant recommendations be approved, in line with the eligible criteria and notification to be sent to each successful applicant:
  - Dubbo Legacy, division of Orange Legacy \$ 5,000
  - St Brigids Craft Group \$ 1,000
  - RSPCA NSW \$10,000
3. Conditional funding of \$14,436 is provided to the Wellington Community Progress and Action Group after Council's Public Art Strategy has been endorsed and implemented within the community. From which time, Wellington Progress and Action Group will have 12 months in which to undertake the project and complete all fund requirements.
4. 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.

*John Watts*  
Director Liveability

*CW*  
Manager Community  
Services

## BACKGROUND

Council's Financial Assistance Program (FAP) operates in accordance with Section 356 of the Local Government Act 1993. Council's policy is to seek applications for Financial Assistance on two occasions each year, once in September and the second in March, both for \$15,000.

In 2021/2022 financial year, an initial round did not commence in September 2021 due to Covid-19 lockdown. This resulted in a combined budgeted total of \$30,000 made available for this round. An additional \$436 was available from unexpended funds return of by Rotary Club of Dubbo Macquarie. The group received \$1,844 for venue hire as part of 2020/2021 FAP Round 1, Council was notified hire charges totalled \$1,408 and the balance was returned for reallocation.

A report to the Infrastructure, Community and Recreation Committee held on 10 September 2018 (**Appendix 1**) outlined the four year budget determination for the Community Services Fund in accordance with Section 356 of the Local Government Act 1993 (the Act). It also identified the ongoing financial implication of \$30,000 per annum is still available for the community focused Financial Assistance Grants in two rounds of \$15,000.

Each financial year since 2017/2018, FAP has provided \$30,000 annually as outlined above. The only exception being 2018/2019 when \$12,025 was returned to consolidated revenue as savings, CCL19/56 –resolution 4 (noted below).

### Previous Resolutions of Council

10 September 2018 In part	4. That Council continue the Financial Assistance Grants totalling \$30,000 to be released in two separate tranches of \$15,000.
23 April 2019 In part	4. That the remainder of 2018/2019 Financial Assistance Fund budget allocation totalling \$12,025 be returned to consolidated revenue as savings.

## REPORT

### Consultation

- Director Liveability, Manager Community Services, Executive Officer Liveability and Liveability Executive Support were involved in review and approval of fund eligibility criteria and guidelines **Appendix 2**.
- Media releases, weekly Council Column advertisements and public display on Dubbo Regional Council (DRC) website were conducted during March and April 2022.
- Grant information was sent through to regions Interagency networks through Community Services connections.
- All successful and unsuccessful applicant groups and organisations from all Community Services fund programs since 2017 were emailed notification of the grant information and closing date.

### Resourcing Implications

- Internal staff resourcing was required for creation of online Smarty Grant version, implementation, delivery and administration of this funding program.
- Staff resourcing has been sourced from; Liveability Administration, Director Liveability, Manager Community Services, Communication and Media team, Financial Partners.
- \$30,000 funding has been allocated under Council's Community Services Branch's operational budget.
- The ongoing annual commitment of \$30,000 (\$120,000 CSF/\$30,000 FAP) has been included in 2022/2023 Draft Budget.

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	30,000	0	0	0	0	30,000
<b>c. Operating budget impact (a – b)</b>	<b>-30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-30,000</b>
d. Capital Expenditure	0	0	0	0	0	0
<b>e. Total net impact (c – d)</b>	<b>-30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-30,000</b>
Does the proposal require ongoing funding?	Yes					
What is the source of this funding?	Proposed Annual budget 356 Donations, part of \$150,000					

**Table 1.** Ongoing Financial Implications

- The FAP offers grants opportunities for community groups for identified activities, services or resourcing shortfalls and is assessed using an open call for applications. Applications were open for a period of four weeks (14 March 2022 – 11 April 2022) via the Smarty Grants online program.

### Options Considered

Applicant	Project	Funds Requested	Funds Recommended	Comments
Dubbo Legacy, a division of Orange Legacy	Lawn mowing, garden and household maintenance for Dubbo widows	\$5,000	\$5,000	
St Brigid's Craft Group	Wrapped in Love Blankets – costs for wool and craft supplies	\$1,000	\$1,000	
RSPCA NSW	Through the community: Microchip \$500, Desexing \$8000, Vaccinations \$1500	\$10,000	\$10,000	

Wellington Community Progress and Action Group	Wiradjuri Mural by artist ADNATE and Wiradjuri sculpture by artist Brett Mon Garling	\$95,000	\$14,436	Conditional, partial funding
St Vincent de Paul Society NSW	Plastics Recycling – the cost of making moulds, based in Orange NSW	\$25,000	-	
		<b>\$136,000</b>	<b>\$30,436</b>	

**Table 2.** Assessed application submitted for 2021/2022 Financial Assistance Fund Round 1

- An assessment panel Director Liveability, Manager Community Services, Coordinator Family Day Care and the Parks and Bushcare Officer assessed each application independently on the following key criteria:
  1. Activities and services identified for financial support, must be undertaken in the Dubbo Regional LGA
  2. Demonstrate how financial assistance will be used to create, support or build community well-being and amenity
  3. Financial Assistance must support the delivery of service or activity outcomes
  4. Demonstrate collaboration between members and/or volunteers to create, enhance or build community well-being and amenity
  5. Demonstrate the capacity to manage funds and deliver the project within 12 months
- The panel met 29 April 2022 to further discuss individual assessment and consider eligibility as well as a governance review based on eligibility criteria and guidelines – Appendices 1 with the following consideration and outcomes impacting recommendations:
  - Internal advice was provided regarding the status of the Public Art Strategy status and previous communication with Wellington Community Progress and Action Group requesting the group to temporarily hold all public art projects until the strategy is completed and endorsed by Council. The panel wishes to acknowledge the values of the application and projects with the provision of funds, however it must ensure public art projects are undertaken in line with the pending public art framework and ensure the required community consultation.

#### Preferred Option

- **Table 2** highlights recommended funding with three applications to receive the total amount requested and one application to receive conditional partial funding.
- The panel recommends conditional funding of \$14,436, provided to the Wellington Progress and Action Group after Council’s Public Art Strategy has been endorsed and implemented within the community. From which time, Wellington Progress and Action Group will have 12 months in which to undertake the project and complete all fund requirements, including a submitted acquittal form.
- All recommended applications have met eligibility and governance requirements, as reviewed and approved by the assessment panel.

**Next Steps**

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

**APPENDICES:**

- 1 [↓](#) Community Services Fund 2018/2019 - community benefit funding in accordance with Section 356 Local Government Act 1993 - Infrastructure, Community and Recreation Committee - 10/09/2018
- 2 [↓](#) Eligibility Criteria and Guidelines - Financial Assistance Program - March 2022



**REPORT: Community Services Fund  
2018/2019 - community benefit funding  
in accordance with Section 356 Local  
Government Act 1993**

**AUTHOR:** Director Community and Recreation  
**REPORT DATE:** 7 August 2018  
**TRIM REFERENCE:** ID18/1268

**EXECUTIVE SUMMARY**

As an element of considering the draft 2018/2019 Budget, Council at the Budget Review Workshop determined that community groups previously funded by the former Dubbo City and Wellington Council's shall be required to apply through a public process available to the wider community for any donation they wish to receive from Council that enables them to deliver services to the community.

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

Council allocated funding for total discretionary donations of \$625,636 over the four years of the budget with the first year being 2018/2019 with an available sum of \$150,996. Also being reviewed as an element of the annual community donation review is the previous allocation of \$160,000 for the Dubbo Neighbourhood Centre per annum.

For the 2018/2019 financial year, Council invited submissions from community based organisations for a donation that enables that organisation to deliver services to the community. To be successful for funding, community organisations projects must meet the following criteria:

- 1) Deliver social, cultural or environmental benefits to the communities of the Local Government Area;
- 2) Address an identified community priority;
- 3) Demonstrate how the funding shall enable the community based organisation to deliver a service to the community; and
- 4) The organisation must demonstrate the capacity to manage funds and deliver the project.

There can only be one application per organisation.

There were 22 applications totalling \$283,754.00 for an available pool of approximately \$310,996.00. Given this a new approach to long held Council community donations and there is a large number of community focused grants put before the community in recent months

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it is likely some previous recipients of Council funding did not apply due to confusion between funding streams. However all groups were afforded the same opportunity to apply to a publicly advertised grant application process.

Council held a workshop on Monday 3 September 2018 to review applications against the Community Service Fund guidelines. The outcome of the workshop is reflected in the recommendation to fund specific community groups in accordance with legislative requirements.

#### **ORGANISATIONAL VALUES**

Customer Focused: The Community Services Fund provides funding to successful organisations to enable them to provide services to the community.

Integrity: All applications were considered in a transparent manner with regards to the funding criteria contained within the funding application.

One Team: Council is working with community based organisations to deliver services to the wider community through an equitable and transparent grant funding program.

#### **FINANCIAL IMPLICATIONS**

The budget has been allocated in the forward four year budget. In addition \$30,000 per annum is still available for the community focused Financial Assistance Grants in two rounds of \$15,000.

#### **POLICY IMPLICATIONS**

There are no policy implications arising from this report.

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RECOMMENDATION

1. That the information contained within the report of the Director Community and Recreation dated 7 August 2018 be noted.
2. That Council allocate to the community based organisations the following funds in accordance with Section 356 of The Local Government Act 1993:
  - a) Central West Leadership Academy \$5,300.00
  - b) Dubbo & District Pipe Band \$1,500.00
  - c) University of the Third Age, Dubbo Chapter Inc \$3,197.00
  - d) Orana Support Service Inc \$2,654.00
  - e) Oriscon Inc \$700.00
  - f) Life Education NSW \$7,400.00
  - g) Wellington Information & Neighbourhood Services Inc \$20,000.00
  - h) Orana K9 Training Club Inc \$3,536.00
  - i) Dubbo Neighbourhood Centre \$160,000.00
  - j) Western Region Academy of Sport \$2,847.00
  - k) Dubbo and District Preschool Kindergarten Inc \$4,000.00
  - l) City of Dubbo Eisteddfod Society Inc \$10,000.00
  - m) Walan Wirringah Women's Group - Community Garden \$10,000.00
  - n) Orana Early Childhood Intervention and Education Project Inc \$2,500.00
  - o) Victims and Witnessess of Crime Court Support (VWCCS) \$6,000.00
  - p) Lifeline \$15,000
3. That all applicants be advised of the outcomes of their funding application and unsuccessful applicants be advised as to other opportunities to obtain funding from either other Council funding streams or external opportunities. Other Council funding streams include:
  - a) Event Development Fund,
  - b) Major Event Sponsor Program
  - c) Chief Executive Officer's Sponsorship Fund
  - d) Financial Assistance Grant
4. That Council continue the Financial Assistance Grants totalling \$30,000 to be released in two separate tranches of \$15,000.

*Murray Wood*  
Director Community and Recreation

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#### BACKGROUND

Funding has previously been allocated for regular annual donations for each year with the following list identifying which group and the funding provided.

##### Dubbo Rescue Squad

To offset operational costs such as insurance, maintenance of depot and purchase of new equipment \$11,300

##### Life Line

To offset operational costs of providing a telephone service to Dubbo LGA residents \$10,000

##### Dubbo Merino and Sheep Show and Sale

Sponsorship of this annual event held at the Dubbo Showground \$500

##### University of the Third Age

To offset the cost of hiring rooms at the Western Plains Cultural Centre to conduct classes \$385

##### Dubbo Golf Club

To sponsor the Mayor's annual golf trophy tournament \$400

##### Western Region Poll Hereford Association

Sponsorship of this annual event held at the Dubbo Showground \$500

##### Rawsonville Hall Trust

To offset operational costs such as insurance and maintenance and repairs to the community hall \$650

##### Orana Toy Library

To offset the cost of purchasing new toys and insurance \$665

##### Ballimore and District Progress Association

To offset the costs of maintaining the Ballimore Hall \$700

##### East Dubbo Girl Guides

To offset operational costs and maintenance of the Guides Hall \$380

##### Orana Country Music Association

To offset costs to conduct the annual Country Music Festival in Dubbo \$500

##### Dubbo Grey Hound Racing Club

To sponsor an annual Mayor's Cup race event at Dawson Park, Dubbo \$3,000

##### Dubbo Harness Racing Club

To sponsor an annual Mayor's Cup race event at the Showground Paceway \$2,000

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<u>Eumungerie Coboco RSL Sub Branch</u> To offset costs of maintaining the Eumungerie Hall	\$440
<u>Orana Early Childhood Intervention</u> To offset operational costs such as insurance, purchasing new equipment and centre maintenance	\$2,350
<u>Dubbo Artz</u> To produce 800 coloured copies of a bimonthly cultural newsletter distributed to the community.	\$3,000
<u>Dubbo Neighbourhood Centre</u> To offset the costs of premise rental and operational costs of the centre such as insurance and electricity	\$160,000
<u>Dubbo Neighbourhood Centre</u> For seniors' activities	\$5,000
<u>Orana Mobile Life Education Van</u> To offset the operational costs of the Van which visits schools in the Dubbo LGA	\$6,168
<u>Royal Flying Doctor Service</u> To cover landing fees for use of the Dubbo City Regional Airport	\$27,500
<u>Multi Cultural Festival</u> To offset the costs of conducting an annual Multi Cultural Festival	\$15,000
<u>Dubbo Eisteddfod</u> To offset hire fees at the Dubbo Regional Theatre and Convention Centre for the annual Eisteddfod	\$8,000
<u>Macquarie Philharmonia Orchestra</u> To offset costs of the Orchestra conducting musical performances throughout the Central West of NSW	\$5,000
<u>Carols By Candlelight</u> To offset the hire fees and other charges to use Victoria Park Number 1 Oval for this annual community event	\$2,500
<u>Dubbo and District Concert Band</u> To offset the cost of new instruments, music, uniforms and insurance for the for the Band's assets	\$4,662
<u>Dubbo Pipe Band</u> To offset the cost of new instruments and music for the Band	\$1,300

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Western Region Academy of Sport

A per capita contribution to the Academy for young people to participate in high level sports coaching \$2,366

As an element of considering the draft 2018/2019 Budget, Council at the Budget Review Workshop determined that community groups previously funded by the former Dubbo City and Wellington Council's shall be required to apply through a public process available to the wider community for any donation they wish to receive from Council that enables them to deliver services to the community.

**REPORT**

For the Community Services Fund 22 applications for funding were received requesting a total of \$283,754. Criteria for applying for the funding was included on the application form.

Councillors were provided copies of all applications submitted by community groups and a scoring spreadsheet to independently assess each submission against 4 criteria. They were:

1. Deliver social, cultural or environmental benefits to the communities of the Local Government Area;
2. Address an identified community priority;
3. Demonstrate how the funding shall enable the community based organisation to deliver a service to the community; and
4. The organisation must demonstrate the capacity to manage funds and deliver the project.

Subsequently a workshop was held for Councillors to discuss the results of their individual assessments and to determine the successful submissions.

A summary of the successful projects are as follows:

Central West Leadership Academy \$5,300

To run a series of gifted education extension holiday camps to service gifted students from the regions. To buy STEM equipment and develop modules that allow holiday extension programs on an ongoing basis. To purchase Discovering STEM engine physics sets and Little Bits sets plus extraneous materials for engineering. The curriculum to suit students in years 4-8 and to offer a week of low cost extension days.

University of the Third Age, Dubbo Chapter Inc \$3,197

Funds to assist with running the classes and to offset costs of WPCC room hire.

Orana Support Service Inc \$2,654

To purchase a small indoor/outdoor cinema system that consist of a pull up screen, project and powered speakers. Cinema will be used to provide school aged children with access to weekly movies, YouTube music/dance/arts, karaoke, computer base displays of the children's achievements and other communication types that overcome numeracy and literacy barriers

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in children. This cinema will further be used in adult and parent gatherings where visual display media is seen to address the participants' communication barriers.

Oriscon Inc \$700

The funds will be used to hire the Pipe Band Hall for their regular meetings. These meetings are usually monthly but prior to large events a couple of meetings are required. Meetings are critical to good project management of events as well as building cultural knowledge and understanding.

Life Education NSW \$7,400

To provide Life Education's preventative health program, take home workbook and parent handouts to children in the Dubbo Regional Council area. The target is to reach 1,850 children. At \$4 per child will provide the take home workbook and parent's handout.

Wellington Information and Neighbourhood Services Inc \$20,000

To assist in meeting the number of fixed costs such as rent at around \$16,000 pa., gas and electricity costs approximately \$12,000 pa. Financial assistance with those fixed costs, WINS would be able to offer further and better services to the people of Wellington including expanding the programs we offer. The service needs to broaden its scope in order to survive as well as continue providing the assistance it currently does. The staff and Board are committed to doing just this.

Marathon Health \$13,090

In honour of this year's NAIDOC theme; Marathon Health seeks funding to provide the #eatspeak program, an invaluable health service for 202 Aboriginal and Torres Strait Island (ATSI), young women (years 8-12) from Dubbo high schools across, Delroy, South and Senior Campuses in partnership with the Girls Academy.

Dubbo Neighbourhood Centre \$160,000

Funding to go towards the running costs of rent and overheads and administration fees

Dubbo Harness Racing Club \$3,000

To assist with running the Dubbo Carnival of Cups which is held each year in conjunction with the Dubbo Show.

Western Region Academy of Sport \$2,847.00

This funding will offset the cost of the programs run by WRAS for AFL, basketball, cycling, golf, hockey, lone star, high performance, para-sports and netball athletes.

City of Dubbo Eisteddfod Society Inc \$10,000

To provide the forum for performance in the disciplines of Dance, Instrumental, Vocal & Choral and Speech and Drama the Eisteddfod Society relies completely on income from entry fees, sponsorship, donations and community funding. The cost of running the Eisteddfod each year exceeds \$70,000. The costs are made up of: prize money; trophies; adjudicator fees; accommodation; travel and meals; venue hire; hire of equipment; printing costs; and insurance cover.

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Orana Early Childhood Intervention and Education Project Inc \$2,500

Given the increasing number of premature birth within our area such a significant gap in services to babies under 12 months of age who are "at risk" of developmental delays as a result of prematurity, is very concerning. OEI would like to be able to continue to offer and provide a regular monthly monitoring service where the babies are assessed, reviewed by the team and families are provided with a home program. The grant would contribute to the cost of purchasing resources including staffing and any administration cost, associated with providing individual therapy session with each baby and their family.

Victims and Witnesses of Crime Court Support (VWCCS) \$6,000

VWCCS has recruited and commenced training six volunteer court support officers who will assist Dubbo Police with victims and witnesses of crime. This initiative is supported by the NSW Attorney General's Department. These volunteers will join the current 130 VWCCS volunteers who provide services in Sydney and other regional locations. The funds would be used to enable the six newly recruited Court Support Volunteers based in Dubbo to attend 2 refresher professional development and training days in Sydney in 2019. It is essential that the Volunteers remain up to date on current government policies, changes in laws and maintain their skills and knowledge to provide quality court support. The funds would be used to cover the travel costs of the 6 Volunteers to attend two of the regular training days held in Sydney at NSW Parliament House.

Stuart Town Advancement Association \$1,000

The amount applied will cover the Council Rates, electricity and various running costs of the Stuart Town School of Art Hall.

Lifeline \$15,000

To assist with operating our services which include, mental health, domestic violence, drug and alcohol abuse. These form the fastest growing grouping of issues to affect our society.

Projects that were considered not strongly aligned to the Community Services Fund guidelines and therefore not approved for funding were:

Songwriters and Original Musicians Association Dubbo Inc \$7,750

Funds to assist with practice space rental for 1 year: \$2,600 and for a covered trailer: \$5,155

Orana K9 Training Club Inc \$3,536

This is a community project teaching owners of dogs responsible dog ownership, dog obedience, dog social behaviours and companionship. This funding would go towards payment to DRC for use of the Showground.

Aspire Netball Club Dubbo Inc \$3,000

To subsidize registration and uniform costs. To develop the skill level of all players and through targeted coaching courses to develop the skill level of the volunteer coaches. To subsidize all uniforms for all athletes who are new to the sport to encourage new participants. To assist in purchasing of netball equipment such as kit bags, balls, ball pumps and playing patches.



## FINANCIAL ASSISTANCE PROGRAM

### Eligibility Criteria and Guidelines



**Intent:** To support services, activities or contribute to resources that help create, enhance or build community well-being and amenity of the Local Government Area.

#### Key Criteria

- Activities and services identified for financial support, must be undertaken in the Dubbo Regional LGA
- Demonstrate how financial assistance will be used to create, support or build community well-being and amenity
- Financial Assistance must support the delivery of service or activity outcomes
- Demonstrate collaboration between members and/or volunteers to create, enhance or build community well-being and amenity
- Demonstrate the capacity to manage funds and deliver the project within 12 months

#### Eligibility

- Only not-for-profit organisations based in the Dubbo Regional LGA are eligible
- Individuals or privately owned businesses/ companies are not eligible
- Organisations with outstanding project updates or submitted acquittal from previously received Council funding, are not be eligible
- Organisations with outstanding application for extension or have not expended their fund within 12 months of provision, are not eligible
- One application per organisation per round

#### Ineligible Activities

- Activities or services not conducted in the Dubbo Regional LGA
- Payment of debt
- Payment of insurance premiums
- Political activities
- Items included in another funding application or to top-up funding for previous funding grants or any other funding
- Organisations with gaming machines and/or trade regularly with a liquor licence most days of the week
- Funding for prize money, prizes or trophies
- Events which occur as a matter of course (eg. school fetes)
- Day to day operational funding for the organisation
- Funding to assist expenses in relation to guests or VIPs or stallholders to attend an event
- Wages or payment to staff
- Social activities for members of the organisation exclusively
- The proposal has safety and / or environmental hazards that are not managed by acts under a Risk Management Plan to mitigate risk
- Does not reflect community standards
- Denigrates, excludes or offends community groups
- Degrades the natural environment
- Funding will not be provided retrospectively

## FINANCIAL ASSISTANCE PROGRAM

### Eligibility Criteria and Guidelines



#### Conditions of funding

1. Organisations can not apply for funding via Financial Assistance Program if funding has already been provided by another funding stream of Dubbo Regional Council (DRC) for the same activity in the same financial year.
2. No financial assistance will be given to Government Departments or agencies, or for the support of Government-owned facilities.
3. No financial assistance will be given to sporting organisations or events (these organisations have other avenues for financial assistance).
4. The application is to include time frames and list of items identified for purchase from funding.
5. Funds granted can only be used for the purpose as specified in the application, unless written permission for a variation is obtained from DRC.
6. DRC must be advised in writing if there are any significant changes to the activity as described in the application, or to the contact details of the recipient.
7. Funds must be acquitted within 12 months of funds provided. Failure to do so without written request and DRC approval may result in the donation amount being reduced or cancelled requiring the return of funds to Council.
8. Should the project / program be cancelled, all funding received is to be repaid to DRC.
9. All DRC and other requisite permits, approvals, insurances etc relating to the program or project must be obtained or funding may be withdrawn.
10. Where possible, the organisation will source goods and services for the project / program from within the Dubbo Regional LGA.
11. All recipients of funding are required to return to Liveability Division:
  - a. Benefits as outlined in the Outwards Sponsorship Matrix (below).
  - b. An Acquittal Report within 30 days of the completion of the project / program.
    - i. Form A: Funding provided up to \$5,000.
    - ii. Form B: Funding provided over \$5,000 (funding over \$10,000 may require auditors statement)
12. Failure to provide an Acquittal Report will preclude future funding opportunities.
13. DRC reserves the right, as part of the assessment process, to request further information or documentation.
14. DRC reserves the right to conduct a financial audit of the donation either during the financial year or on completion of the financial year.
15. Recipients of funding will be required to have a representative attend a civic ceremony at which novelty cheques will be presented for media and marketing purposes.
16. DRC and its officers shall not be responsible for any liabilities incurred or entered into by the recipient organisation as a result of, or arising out of that organisations responsibilities under the Funding Agreement.
17. The recipient organisation shall indemnify the Council and its officers against any claim, demand, liability suit costs, expenses, action arising out of or in any way connected with the activities of the organisations or agents in consequence of the Funding Agreement except where the claim, demand, liability, costs or action are caused by DRC and its officers.
18. Unless agreed in writing at the time of funding approval, DRC has no obligations regarding ongoing maintenance or renewal of assets created by the project.

## FINANCIAL ASSISTANCE PROGRAM

### Eligibility Criteria and Guidelines



### Outgoing Funding Benefits Matrix

Return benefits to Dubbo Regional Council (DRC)

Value of sponsorship	Up to \$5,000	\$5,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	More than \$20,001
DRC brand recognition on appropriate printed material	●	●	●	●	●
Provide feedback to DRC via survey seeking outcomes	●	●	●	●	●
Images of the project/program, to support destination marketing activity (on request from DRC)	●	●	●	●	●
Acquittal Report provided no later than 30 days from the completion of the project / program	●	●	●	●	●
Acquittal Form A	●	●	●	●	●
Acquittal Form B		●	●	●	●
Acknowledge DRC support via digital platforms where applicable (website / social media)		●	●	●	●
PA announcement or signage at the activity / program			●	●	●

### For more information

Dubbo Regional Council  
 Liveability Division  
 6801 4000  
[council@dubbo.nsw.gov.au](mailto:council@dubbo.nsw.gov.au)