



# AGENDA

## CULTURE AND COMMUNITY COMMITTEE

### 9 MAY 2024

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

The meeting is scheduled to commence at \_\_\_\_\_ pm.

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		Page
<b>CCC24/21</b>	<b>LEAVE OF ABSENCE (ID24/815)</b>	
<b>CCC24/22</b>	<b>CONFLICTS OF INTEREST (ID24/816)</b> In accordance with their Oath/Affirmation under the Act, and Council's Code of Conduct, Councillors must disclose the nature of any pecuniary or non-pecuniary interest which may arise during the meeting, and manage such interests accordingly.	
<b>CCC24/23</b>	<b>REPORT OF THE YOUTH COUNCIL - MEETING 16 APRIL 2024 (ID24/941)</b> The Committee had before it the report of the Youth Council meeting held 16 April 2024.	3
<b>CCC24/24</b>	<b>REPORT OF THE SOCIAL JUSTICE ADVISORY COMMITTEE - MEETING 22 APRIL 2024 (ID24/942)</b> The Committee had before it the report of the Social Justice Advisory Committee meeting held 22 April 2024.	7
<b>CCC24/25</b>	<b>CONCEPT DUBBO INDOOR AQUATIC CENTRE (ID24/807)</b> The Committee had before it the report dated 24 April 2024 from the Manager Recreation and Open Spaces regarding Concept Dubbo Indoor Aquatic Centre.	10

<b>CCC24/26</b>	<b>2023/2024 ROUND TWO - SPARC GRANT ASSESSMENT REPORT (ID24/802)</b> The Committee had before it the report dated 23 April 2024 from the Cultural Development Coordinator regarding 2023/2024 Round Two - SPARC Grant Assessment Report.	24
<b>CCC24/27</b>	<b>SISTER CITY COUNCIL DELEGATION VISIT OVERVIEW (ID24/696)</b> The Committee had before it the report dated 15 April 2024 from the Cultural Development Coordinator regarding Sister City Council Delegation Visit Overview.	40
<b>CCC24/28</b>	<b>SUBMISSIONS EXPRESSIONS OF INTEREST 2024 DREAM FESTIVAL (ID24/959)</b> The Committee had before it the report dated 6 May 2024 from the Events and Partnerships Team Leader regarding Submissions Expressions of Interest 2024 DREAM Festival.	46



**DUBBO REGIONAL  
COUNCIL**

## **Report of the Youth Council - meeting 16 April 2024**

**AUTHOR: Governance Officer**  
**REPORT DATE: 3 May 2024**

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The Council had before it the report of the Youth Council meeting held 16 April 2024.

### **RECOMMENDATION**

**That the report of the Youth Council meeting held on 16 April 2024, be noted.**



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**PRESENT:** Councillors J Gough, the Youth Development Officer, M Croft (Youth Member), B Apap (Youth Member), J Bayliss (Youth Member) and M Jeffrey (Youth Member)

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

Councillor J Gough assumed the Chair of the meeting.

The proceedings of the meeting commenced at 5:00pm.

**YC24/7      ACKNOWLEDGEMENT OF COUNTRY (ID24/674)**

M Jeffrey delivered an Acknowledgement of Country.

**YC24/8      LEAVE OF ABSENCE (ID24/675)**

Requests for leave of absence were received from Councillors P Wells, L Burns, E Powyer (Youth Member) and C Monaghan (Youth Member) who were absent from the meeting due to personal reasons.

**YC24/9      CONFLICTS OF INTEREST (ID24/676)**

There were no conflicts of interest declared.

**YC24/10      REPORT OF THE YOUTH COUNCIL - MEETING 19 MARCH 2024 (ID24/677)**

The Committee had before it the report of the Youth Council meeting held 19 March 2024.

**OUTCOME**

**That the report of the Youth Council meeting held on 19 March 2024, be noted.**

**YC24/11 DEVELOPMENT OF YOUTH STRATEGY (ID24/678)**

The Committee was addressed by the Youth Development Officer.

**OUTCOME**

1. That the Youth Development Officer to engage Youth Members regarding development of the Youth Strategy Survey to be completed prior to May Youth Council meeting.
2. That Sergeant Andrew Pearce and Youth Officer Lara Grainger to be invited to May Youth Council Meeting.

**YC24/12 YOUTH WEEK EVENTS - YOUTH COUNCIL MEMBER INVOLVEMENT (ID24/679)**

The Committee was addressed by the Youth Development Officer.

**OUTCOME**

1. That Youth Members to attend, assist and MC Aussie FMX Motor Cross Stunt Show (Wellington and Dubbo: 17 April 2024) and Youth Week Community Days (Dubbo 18 April 2024 and Wellington 23 April 2024).
2. That a report to be given by the Youth Development Officer at May Youth Council Meeting.
3. That a Debrief of Youth Week events be added to the 14 May 2024 agenda of the Youth Committee.

**YC24/13 YOUTH COUNCIL MEMBERSHIP PROCESS (ID24/683)**

The Committee was addressed by Youth Development Officer.

**OUTCOME**

1. That an Expressions of Interest process be made active on the Council Website with submissions being collated by the Youth Development Officer.
2. That any new members be invited to attend the next Youth Council meeting.

**YC24/14 YOUTH COUNCIL REVIEW (ID24/684)**

The Committee was addressed by Youth Development Officer.

**OUTCOME**

**That a regional review of Youth Councils report to be presented at the June Youth Council meeting.**

**YC24/15 REGIONAL YOUTH INSIGHTS REPORT - A DRC PERSPECTIVE (ID24/685)**

The Committee was addressed by Youth Development Officer.

**OUTCOME**

**That the Youth Development Officer to give a presentation on Regional Youth Insights Report at the June Youth Council meeting.**

**YC24/16 OFFICE OF SPORT YOUTH COUNCIL PROJECT (ID24/686)**

The Committee was addressed by Youth Development Officer and M Croft (Youth Member).

**OUTCOME**

**That the Youth Development Officer to liaise with the relevant grants officer on how to auspice funds from the Office of Sport.**

The meeting closed at 6:05pm.

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CHAIRPERSON



DUBBO REGIONAL  
COUNCIL

## Report of the Social Justice Advisory Committee - meeting 22 April 2024

**AUTHOR:** Governance Officer  
**REPORT DATE:** 3 May 2024

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The Council had before it the report of the Social Justice Advisory Committee meeting held 22 April 2024.

### RECOMMENDATION

That the report of the Social Justice Advisory Committee meeting held on 22 April 2024, be noted.



DUBBO REGIONAL  
COUNCIL

**REPORT**  
**SOCIAL JUSTICE ADVISORY COMMITTEE**  
**22 APRIL 2024**

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**PRESENT:** Councillor J Gough, the Director Community, Culture and Places, N Bramble (Community Representative) and F Schubert (Community Representative).

Councillor Gough assumed the Chair of the meeting.

The proceedings of the meeting commenced at 5.15pm.

**SJAC24/7 ACKNOWLEDGEMENT OF COUNTRY (ID24/700)**

The acknowledgement of country was read by Councillor Gough.

**SJAC24/8 LEAVE OF ABSENCE (ID24/701)**

Requests for leave of absence were received from Councillors P Wells and V Etheridge who were absent from the meeting due to personal reasons.

**SJAC24/9 CONFLICTS OF INTEREST (ID24/737)**

There were no Conflicts of Interest declared.

**SJAC24/10 REPORT OF THE SOCIAL JUSTICE ADVISORY COMMITTEE - MEETING 6 FEBRUARY 2024 (ID24/738)**

The Committee had before it the report of the Social Justice Advisory Committee meeting held 6 February 2024.

**RECOMMENDATION**

**That the report of the Social Justice Advisory Committee meeting held on 6 February 2024, be noted.**



**SJAC24/11 COMMUNITY SAFETY AND CRIME PREVENTION PLAN (ID24/736)**

The Committee was addressed by the Director Community Culture and Places.

**OUTCOME**

1. That the Lead Analyst from Bureau of Crime Statistics and Research (BOCSAR) is presenting at the Councillor Workshop on 2 May 2024, followed by the forming of a Reference Group.
2. That the Community Engagement Project will be released by the end of May 2024, followed by the development of the Community Safety and Crime Plan.

**SJAC24/12 YOUTH COUNCIL & YOUTH WEEK (ID24/735)**

The Committee was addressed by the Director Community Culture and Places.

**OUTCOME**

That an update on Youth Week was provided and a report be presented at the next Social Justice and Advisory Committee meeting.

**SJAC24/13 HOMELESS MEETINGS (ID24/733)**

The Committee was addressed by the Director Community Culture and Places.

**OUTCOME**

That it be noted that Council is responding to this situation and are following the Homeless People in Public Places protocol regarding the matter of the camp at Regand Park.

**SJAC24/14 UPDATE ON COMMUNITY COMMITTEE REVIEW AND FUTURE PLANS (ID24/796)**

The Committee was addressed by the Director Community Culture and Places.

**OUTCOME**

That the Social Justice Advisory Committee focus on the development of the Community Safety and Crime Prevention Plan for the remainder of term, as well as items that become relevant within the Terms of Reference.

The meeting closed at 6:20pm.

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CHAIRPERSON



DUBBO REGIONAL  
COUNCIL

## REPORT: Concept Dubbo Indoor Aquatic Centre

**DIVISION:** Community, Culture and Places

**REPORT DATE:** 24 April 2024

**TRIM REFERENCE:** ID24/807

### EXECUTIVE SUMMARY

<b>Purpose</b>	<ul style="list-style-type: none"> <li>Addressing Council resolution</li> </ul>	
<b>Issue</b>	<ul style="list-style-type: none"> <li>Provide previous architectural and concept plans for an Indoor Aquatic Leisure Centre at Dubbo</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>Information provided as requested through the Notice of Motion (CCL23/281)</li> </ul>	
<b>Financial Implications</b>	Budget Area	Community Culture and Places / Recreation and Open Spaces
	Funding Source	N/A
	Proposed Cost	N/A
	Ongoing Costs	N/A
<b>Policy Implications</b>	Policy Title	N/A
	Impact on Policy	N/A

### STRATEGIC DIRECTION

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

Theme:	5 Liveability
CSP Objective:	5.5 Our community has access to a diverse range of recreational opportunities
Delivery Program Strategy:	5.5.2 Unique recreation and open space facilities are available
Theme:	5 Liveability
CSP Objective:	5.5 Our community has access to a diverse range of recreational opportunities
Delivery Program Strategy:	5.5.3 Our sporting facilities cater for a wide range of events and opportunities

**RECOMMENDATION**

**That the information contained within this report, be noted.**

*Craig Arms*  
Director Community, Culture and Places

*IM*  
Manager Recreation and  
Open Spaces

BACKGROUND

Previous Resolutions of Council

<p>Ordinary Council Meeting on 23 July 2018 CCL18/132</p>	<ol style="list-style-type: none"> <li>1. <i>That the master planning process for the Dubbo Aquatic Leisure Centre be undertaken and presented to Council in July 2018 for the purpose of placing the draft Dubbo Aquatic Leisure Centre Master Plan on public exhibition.</i></li> <li>2. <i>That the draft Dubbo Aquatic Leisure Centre Master Plan, be placed on public exhibition for a period of not less than 28 days.</i></li> <li>3. <i>That the draft Dubbo Aquatic Leisure Centre Master Plan and submissions made by the public be considered by Council for adoption in September 2018.</i></li> <li>4. <i>That an allocation in the 2018/2019 budget be made to develop designs for an indoor aquatic facility, to Development Application standard, for the purpose of seeking grant funding opportunities in the short term.</i></li> <li>5. <i>That a business case be undertaken for the purposes of determining and seeking funding opportunities for this construction work.</i></li> <li>6. <i>That an amount of \$29,500 be allocated to the master plan and business case development to be funded from unallocated restricted asset funds in the 2018/2019 budget."</i></li> </ol>
<p>Ordinary Council Meeting 10 December 2018 CCL18/251</p>	<ol style="list-style-type: none"> <li>1. <i>That the Community Consultation, Dubbo Aquatic and Leisure Centre report prepared by Western Research Institute, dated October 2018 be noted.</i></li> <li>2. <i>That the Mayor, Chief Executive Officer, interested Councillors and staff undertake inspections of Regional and intercity Aquatic Centres to ensure that Masterplan options are the best available for the community.</i></li> <li>3. <i>That following the inspections a Councillor workshop be held to present the findings of alternative facilities and creative options for Aquatic Centres.</i></li> <li>4. <i>That the draft Masterplan incorporate the input from the community consultation already undertaken and those inspections undertaken by Council with a further report to Council.</i></li> </ol>
<p>Ordinary Council Meeting 7 December 2020 CCL20/208</p>	<p><i>That a masterplan for the future Dubbo Aquatic Leisure Centre be prepared, with design concepts to be presented to Council in April 2021.</i></p>
<p>Ordinary Council Meeting 26 October 2023 CCL23/281 ID23/2370</p>	<p><i>That the CEO provide a report back to council that:</i></p> <ol style="list-style-type: none"> <li>a. <i>includes previous architectural concept designs for indoor aquatic facilities, and</i></li> <li>b. <i>costs and associated quantity surveying for construction, operational costs and provide funding alternatives.</i></li> </ol>

REPORT

In 2017 a draft Dubbo Aquatic Centre Master Plan was prepared utilising specialist leisure and recreation consultants, Facility Design Group and feedback received from identified stakeholders during Phase 1 of the community consultation process. From this initial master planning exercise four (4) options were identified with respect to the provision of indoor aquatic facilities.

A further phase of community consultation was undertaken through the engagement of Western Research Institute between the 3 September and 8 October 2018.

Following consultation, internally and externally, Option 2 was identified as the preferred option, shown below in figure 1.

The preferred option sits largely within the existing footprint of the Dubbo Aquatic Leisure Centre and has only a minor impact to the remainder of Victoria Park that is a separate lot and Crown Land Reserve. To extend the Aquatic Leisure Centre (R520041) to the East (R520040) would require approaching Crown Land and requesting to have “Public Baths” added as a gazetted purpose to the land.

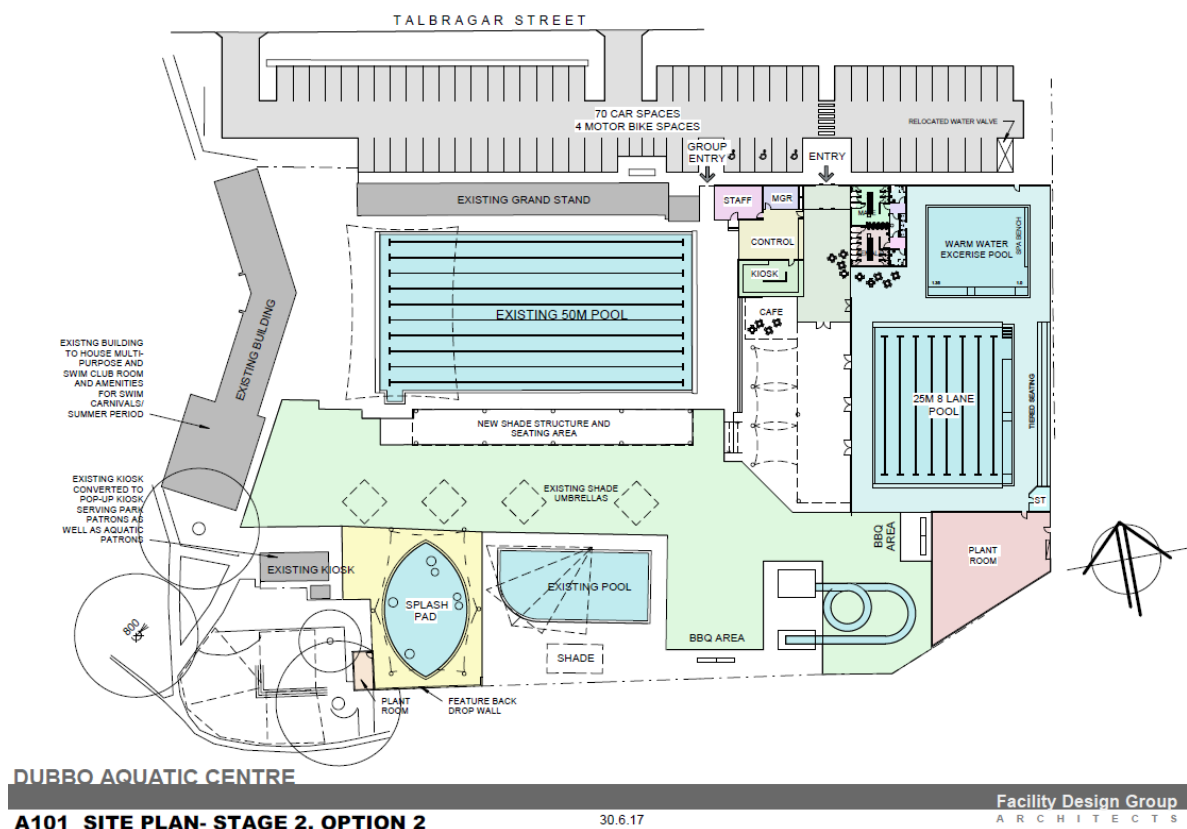


Figure 1. Preferred option following consultation.

The main features of this option include:

- 25 metre, eight lane pool.
- Learn to swim pool/warm water program pool/hydrotherapy pool.
- Leisure and toddler pool, including water features and beach entry.
- Lazy river.
- Heated spa.
- Sauna/steam room.
- Fully equipped gym.
- Wave feature.
- Amenities: rest rooms/change rooms.
- Break-out/training room space.
- Childcare facility.

All subsequent concept designs developed for the Dubbo Aquatic Leisure Centre that incorporates indoor features have been based on the these identified requirements.

Facility Design Group was approached by Dubbo Regional Council to provide a high level and contemporary “*Opinion of Probable Cost*” to construct an Indoor Aquatic Leisure Centre. Their estimate is around \$20 million.

In 2021, following an Expression of Interest, Council invited four companies to submit concept designs for an Indoor Aquatic Leisure Centre. Three companies responded.

The available land identified for the Indoor Facility (Concept) Master Plan was the existing site of the DALC (Crown Reserve 520041), plus the area immediately to the East, including the Dubbo Community Men’s Shed Incorporated facility, the basketball court, and the skate park (pt. Reserve 520040).



Figure 2 – Existing footprint and potential future footprint



Figure 3 – Existing Dubbo Aquatic Leisure Centre

### HUNT ARCHITECTS

The Hunt Architects submission summary is as follows:

- Retains 50 metre outdoor pool, splash park and toddler pool.
- Upgrades plant room.
- Allows for demolition of existing amenities, for future water slide park.
- Fits largely within existing footprint.
- Provides additional car parking spaces.
- Retains skate park.
- Maintains Victoria Lane thoroughfare.



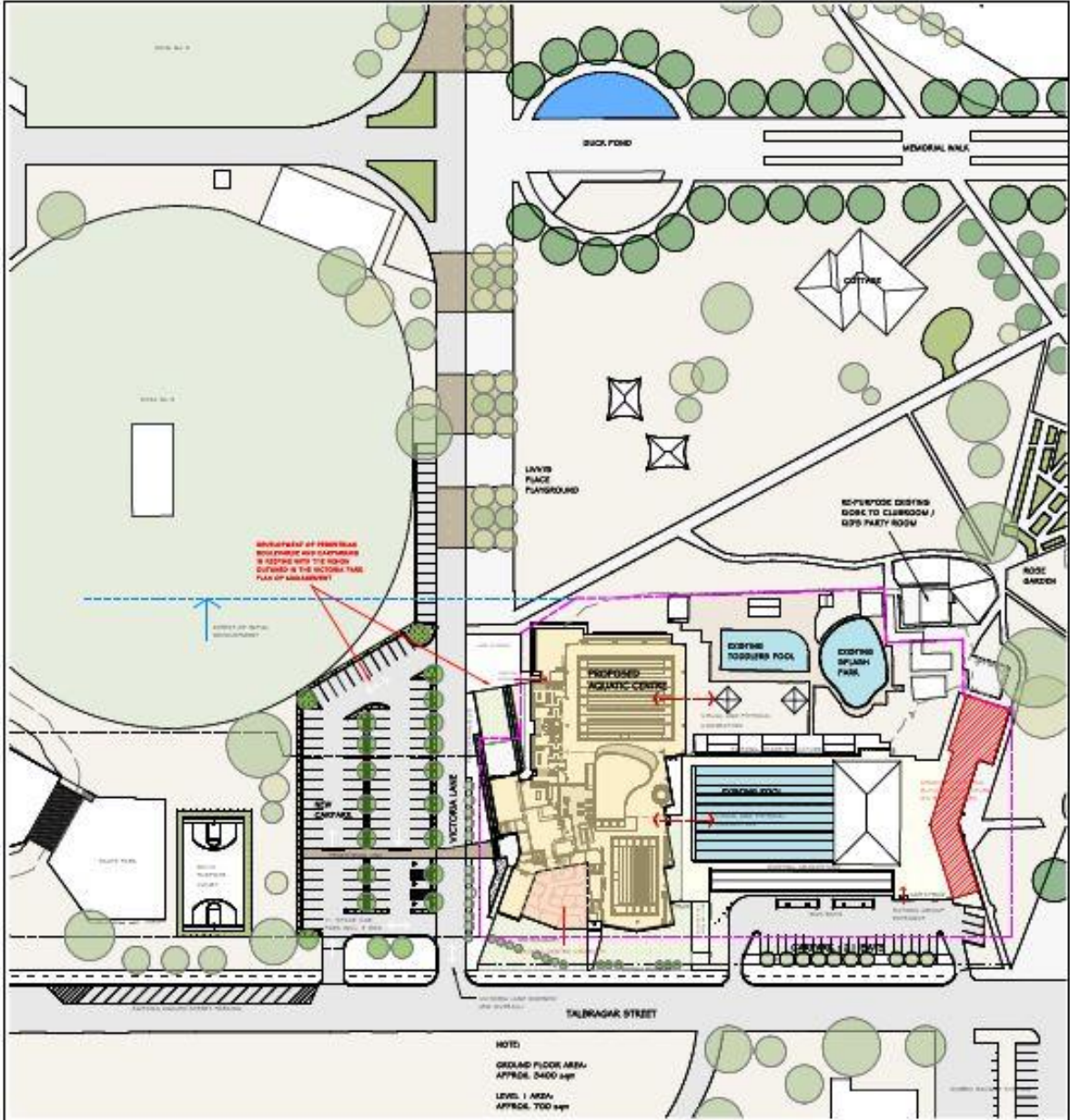


Figure 4. Site Plan – Hunt Architects (north is to the bottom of image)



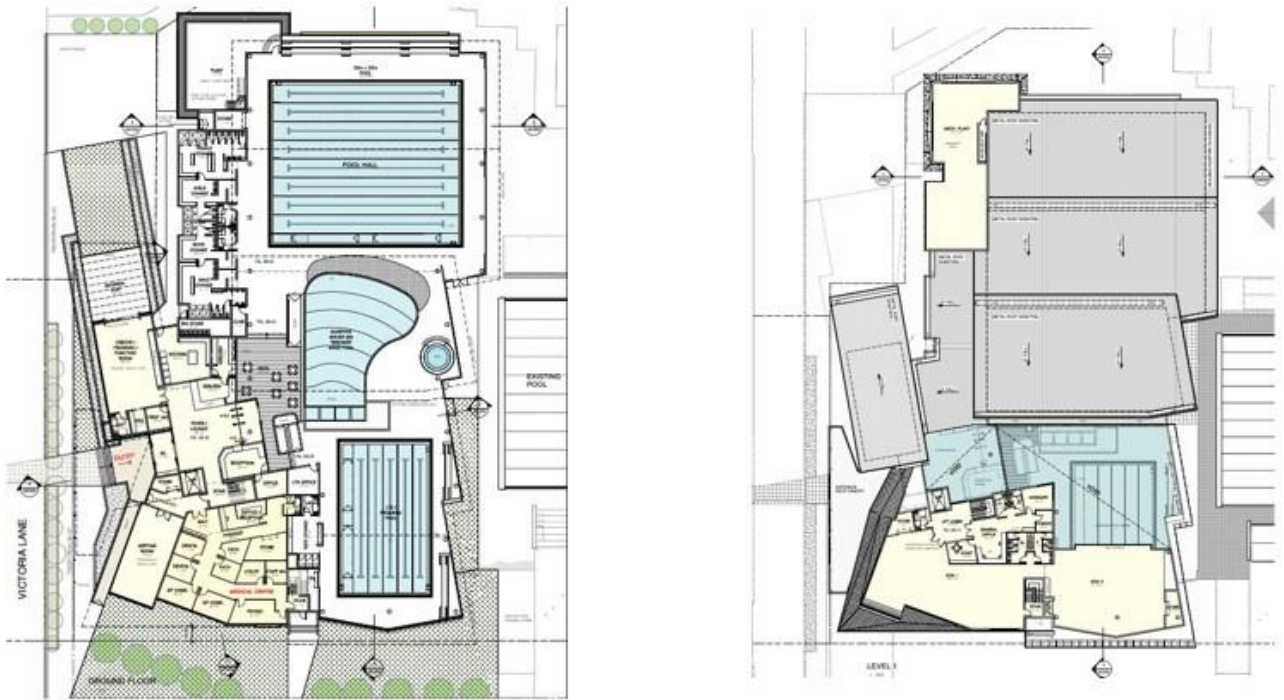


Figure 5. Internal arrangement – Hunt Architects



Figure 6. Artist's impression – Hunt Architects



FRONT ENTRANCE FROM VICTORIA LANE



FRONT ENTRANCE FROM TALBRAGAR STREET

Figures 7 and 8 – elevations – Hunt Architects

A high-level cost estimate of \$27,366,000 ex gst (2022) was provided for the completed master plan implementation.

### Warren & Mahoney

The Warren & Mahoney architectural submission summary is as follows:

- Incorporates existing and new facilities.
- Retains 50 metre outdoor pool, splash park and toddlers' pool.
- Retains existing amenities for outdoor component.
- Provides additional 102 car parking spaces.
- Loses water slides.
- Loses skate park.
- Loses Victoria Lane thoroughfare.



Figure 9. Site Plan – Warren and Mahoney



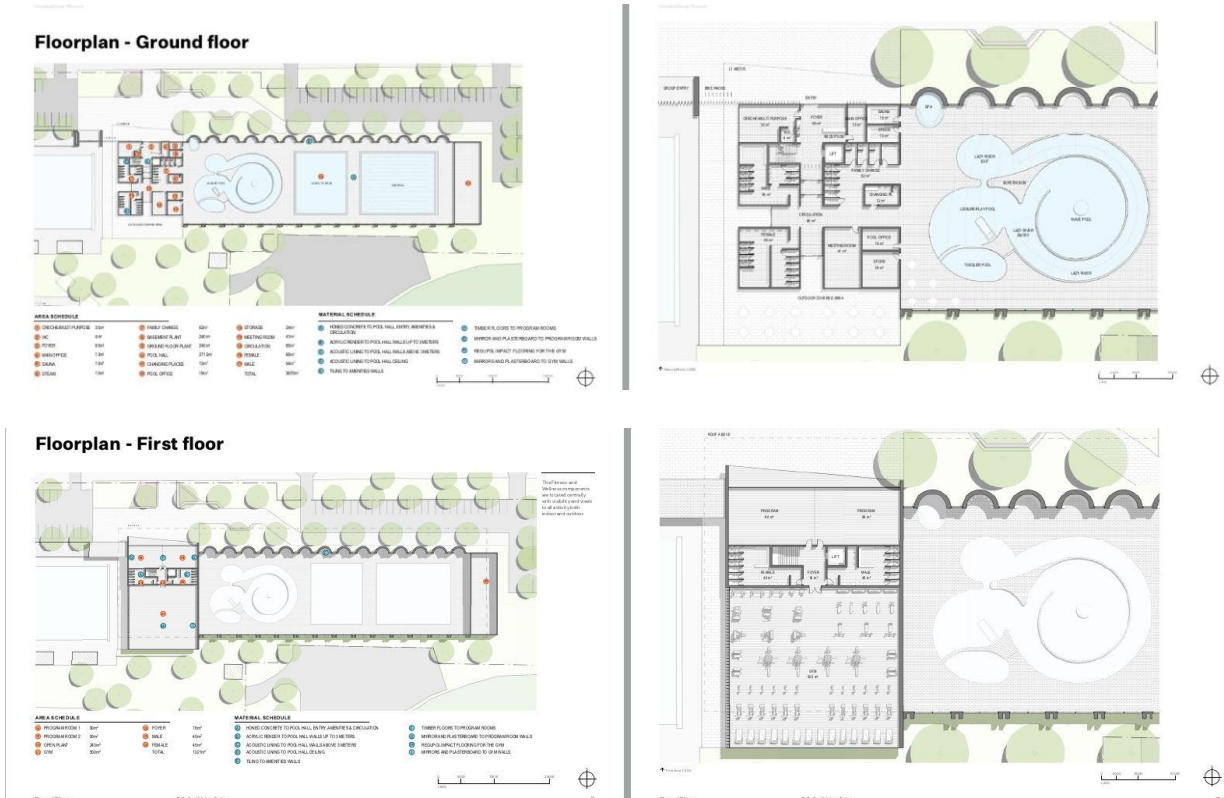


Figure 10. Internal arrangement – Warren and Mahoney



Figure 11. Artist's impression and indoor view – Warren and Mahoney.







Figure 14. Internal overview – Brewster Hjorth



View of the new Main Entry and drop-off area from Talbarga Street  
Dubbo Aquatic Leisure Centre  
Proposed Masterplan

brewster  
hjorth  
architects

Figure 15. Elevation – Brewster Hjorth.



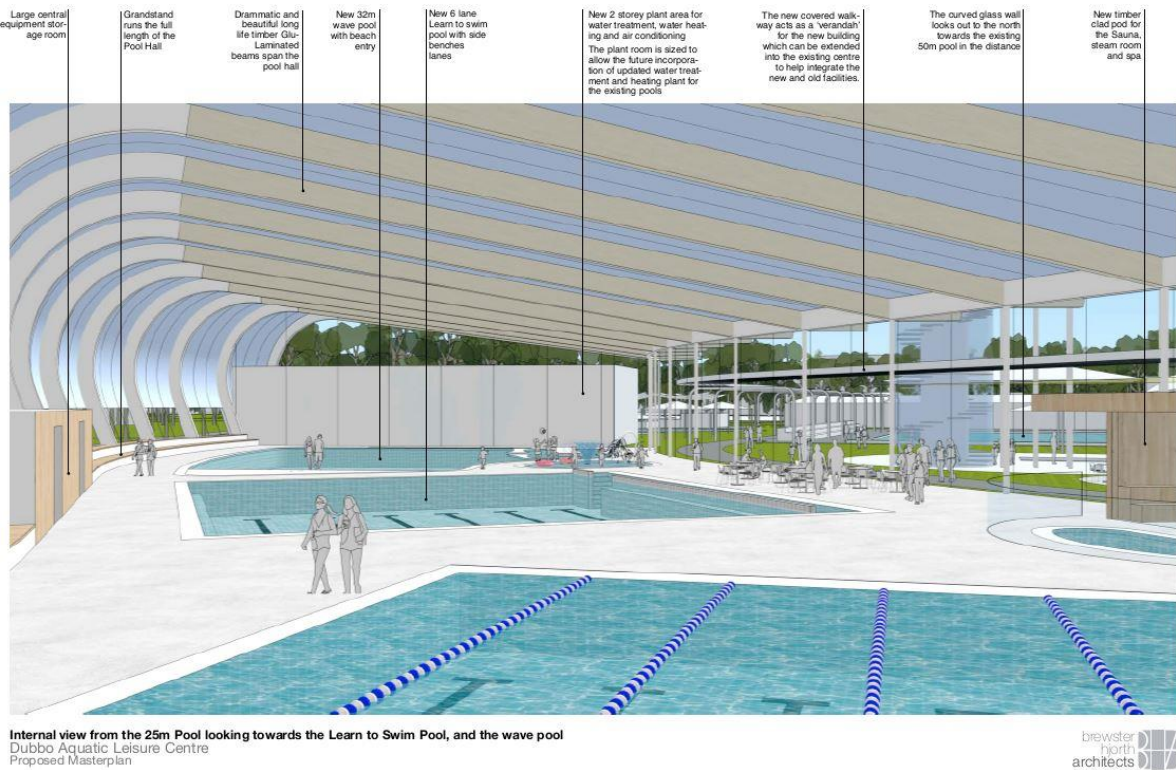


Figure 16. Internal view – Brewster Hjorth.



Figure 17. Aerial view – Brewster Hjorth.

A high-level cost estimate of \$69,500,000 ex gst (2022) was provided for the completed master plan implementation.

Dubbo Regional Council does not have Intellectual Ownership rights over this design.

Dubbo Regional Council approached Tamworth Regional Council (TMR) who is currently looking at constructing a new indoor facility at their sports hub. This facility has been vertically integrated to incorporate space for a health provider, educational spaces, and a gym.

TRC has asked for the floor plan not be distributed. They do not have an issue with identifying the project budget.

The proposed TRC Indoor Aquatic and Health Centre incorporates the following:

- Heated 50 metre pool
- 25 metre pool
- Spa
- Wet lounge
- Dry lounge
- Changerooms
- Café
- Manager's office
- Staff rooms and facilities
- Sports Science educational space
- Teaching and study room
- Fitness testing room
- 2 x Program rooms
- Storage space
- Gym
- Administrative space
- Rehabilitation room
- 5 Consulting rooms
- Plant rooms.

The projected cost of this facility is \$45 million ex gst (2024).

### **Consultation**

Significant consultation was undertaken in 2017 as part of the Dubbo Aquatic Leisure Centre Master Planning process. Resulting from this internal and external consultation, 4 options were initially developed, with Option 2 being identified as the preferred option.

External consultants were engaged to develop a concept master plan for the Dubbo Aquatic Leisure Centre. These plans have been presented to Council and to the Aquatics Working Party through previous reports and a Workshop.



DUBBO REGIONAL  
COUNCIL

## REPORT: 2023/2024 Round Two - SPARC Grant Assessment Report

**DIVISION:** Community, Culture and Places

**REPORT DATE:** 23 April 2024

**TRIM REFERENCE:** ID24/802

### EXECUTIVE SUMMARY

<b>Purpose</b>	<ul style="list-style-type: none"> <li>For Information</li> </ul>	
<b>Issue</b>	<ul style="list-style-type: none"> <li>Provide Council with the determination of funding based on applications received under the 2023/2024 SPARC Support Grant Program – Round 2</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>All applications were assessed individually by members of the assessment panel and in line with the Program’s guidelines.</li> </ul>	
<b>Financial Implications</b>	Budget Area	Regional Experiences
	Funding Source	Operational Budget
	Proposed Cost	\$10,000.00
	Ongoing Costs	As per the Financial Assistance Policy and annual Regional Events funding budget.
<b>Policy Implications</b>	Policy Title	Financial Assistance Policy
	Impact on Policy	Alignment
<b>Consultation</b>	Regional Experiences	Broad and targeted communications to community of opportunity to apply for funding

### STRATEGIC DIRECTION

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

- Theme: 5 Liveability
- CSP Objective: 5.6 The diversity of our heritage, cultural services and facilities are maintained and promoted
- Delivery Program Strategy: 5.6.1 Our community participates in and celebrates the high quality of cultural services and facilities available



**RECOMMENDATION**

1. That Council allocate \$10,000 to the community-based organisations in accordance with Section 356 of The *Local Government Act 1993* and notification to be sent to each recommended applicant:
  - ORISCON Dubbo - \$2,500
  - Dundullimal Homestead - \$1,250
  - Dubbo Film Society - \$1,250
  - Kim V Goldsmith - \$1,000
  - Social Gain - \$4,000
2. That all unsuccessful applicants be advised of Council's Grants Hub, as well as other funding opportunities and any advice to assist future applications for council financial assistance.

*Craig Arms*  
Director Community, Culture and Places

*JM*  
Cultural Development  
Coordinator

## BACKGROUND

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

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

## REPORT

This report provides for the consideration of Council, funding allocations for the second round of funding for the 2023/2024 financial year. The biannual SPARC Fund aimed at supporting cultural organisations and individuals to initiate and develop projects that support regional creative diversity, innovation, and growth. Founded on the Values, Goals and Actions of the 2020 Dubbo Regional Council Cultural Plan (SPARC). An amount of \$20,000 was allocated to this channel of funding, which sees two rounds each year of \$10,000 each round.

Applications opened on 4 March 2024 and closed 15 April 2024. Council received 11 applications with a total amount requested of \$65,718.

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

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

## Consultation

- The opportunity to apply for funding was communicated directly to the SPARC Community Committee, a database of local Cultural Groups and Committees via email and social media.
- Invitations were invited over six weeks and broadly communicated via email newsletter, social media and print advertising.

- Upon request, Council’s Cultural Development Co-Ordinator met with one community group to give specific overview and introduction to the Grant and its application requirements.

### Resourcing Implications

- Total funding of \$20,000 is available under Council’s 2023/2024 Cultural Development Operational Budget. This is separated into two rounds:
  - Round One September 2023 - \$10,000 (complete)
  - Round Two March 2024 - \$10,000 (current)

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	0	0	0	0	0	0
b. Operating expenses	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	0
c. Operating budget impact (a – b)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	0
Does the proposal require ongoing funding?	Yes					
What is the source of this funding?	Cultural Development Operating Budget					

**Table 1.** Ongoing Financial Implications

### Assessment

An assessment panel comprised of Council’s Cultural Development Officer, Manager Regional Experiences and Director Community, Culture and Places assessed each application in line with the Program’s terms, conditions, and guidelines. Each answer to each question was assessed and scored accordingly. Council uses SmartyGrants to manage applications and assessments. The outcome of the assessment is as follows:

Organisation and Project Location	Funding Request	Project	Eligibility	Recommend
ORISCON - Dubbo	\$4,000	<b>Garba Festival of Dance:</b> Dance event ‘promoting unity and understanding’	Funding for Creative Practioners.	\$2,500
Dubbo and Districts Family History - Dubbo	\$10,000	<b>Dubbo and Districts Family History Society:</b> Support to provide history resources (both local and global) to interested parties.	Previously funded for same program.	Nil
University of the Third Age - Dubbo	\$3,800	<b>U3A Dubbo Chapter Lifelong Learning Programs</b>	Previously funded for same program.	Nil

		for Retirees		
Dundullimal - Dubbo	\$5,000	Digitisation of the Dundullimal Homestead Collection	Part funded	\$1,250
Organisation and Project Location	Funding Request	Project	Eligibility	Recommend
Dubbo Film Society	\$2,265	Dubbo Film Festival 2024	Part funded	\$1,250
Kim V. Goldsmith	\$1000	Lunchtime Listening Lab	New Media engagement project to connect audiences to better understanding of our environment through sound works.	\$1000
Dubbo Filmmakers Incorporated	\$2,500	Worldwide Smartphone Film Fest - "Making Your Smartphone Feature" community workshop	Organisation had <u>outstanding DRC Community Services Fund Acquittals</u> and were thus ineligible.	Nil
That Company Pty Ltd (Operating as Boom Clash Rockstar)	\$9,950	Boom Clash Rockstar 2024	<u>Limited information</u> provided on program direct actions/legacy to LGA.	Nil
More Culture Rehabs Less Jails	\$10,000	Yindymarra Healing Mens Group - Cultural Activities	Limited detail provided on program structure or actions in support of goals.	Nil
Orana Broadcasters trading as DCFM 88.9	\$10,000	First Nations Yarn Up	Program <u>already underway</u> and <u>application did not outline</u> how funding will support change or development in program.	Nil
Social Gain	\$7,203	Town Telly with Cam and Shaz	Funding for Creative Practitioners.	\$4,000
Studio 138	Ineligible - did not complete or submit application. No details provided due to lack of final submission			
SOMAD	Ineligible - did not complete or submit application. No details provided due to lack of final submission			
Stuart Town Action Group	Ineligible - did not complete or submit application. No details provided due to lack of final submission			
<b>Total Requested</b>	<b>\$65,718.00</b>	<b>Total Funded</b>		<b>\$10,000</b>

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

Manager Regional Experiences supports a review of grant program and communications to better understand which of the applicants to the SPARC Support Grant fund may be better aligned to the Community or Events Funding Streams.

### Outstanding Acquittals Report

Currently there are 14 outstanding acquittals, totalling \$100,799 for the Community Services Fund, 12 outstanding, totalling \$31,182 for the previous Financial Assistance Program, and 9 outstanding, totalling \$51,317 for the Bodangora Wind Farm CBF across eight rounds spanning 2018 through to 2024.

To gauge the improvement in this situation, on 7 September 2023 there were 22 outstanding acquittals, totalling \$151,856 for the Community Services Fund, 21 acquittals totalling \$61,686 for the previous Financial Assistance Program and 18 acquittals totalling \$107,464 for the Bodangora Wind Farm CBF (see the below table).

Fund	No. Outstanding Acquittals			Outstanding Amounts		
	2023	March 2024	Now	2023	March 2024	Now
Community Services Fund	22	14	14	\$151,856	\$98,798	\$100,798
Financial Assistance Program	21	12	12	\$61,686	\$35,182	\$31,182
Bodangora WF CBF	18	12	9	\$107,464	\$68,463	\$51,317

An acquittal report is required within two months of the completion of each project, as per the date listed on each application, or 12 months from date of funding payment, whichever arises first.

The Executive Support Team contacts organisations with outstanding acquittals:

- every six months,
- prior to each new round opening, and
- additional reminders are also automated within the SmartyGrants platform and are scheduled one month prior and the day of the advised completion date.

Explanations around the importance of acquittals are provided in no less than three sections of the Grant Program Guidelines; Part 6(i), (ii) and Part 10(ii).

**Planned Communications**

- Each applicant will be contacted via email and advised of the outcome of their application.
- All applicants will be provided with the opportunity to seek feedback on their applications.

**Timeframe**

Key Date	Explanation
27 May	Applicants advised on the outcome of their applications
28 June	All funding agreements executed and funding provided to applicants

**APPENDICES:**

- [1](#) SPARC Support Grant Program Guidelines 2024

# SPARC SUPPORT GRANT PROGRAM

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# GUIDELINES





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## PART 1 WHAT IS THE SPARC SUPPORT GRANT PROGRAM

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

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

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

## PART 2 KEY CONTACT

Regional Experiences Team

Email: [regionalexperiences@dubbo.nsw.gov.au](mailto:regionalexperiences@dubbo.nsw.gov.au)

P: 02 6801 4000

## PART 3 KEY DATES

There are two rounds per financial year – opening in September and March.

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

Funding is capped at \$10,000.00 per round. Applicants may apply for up to the full \$10,000.00, however funding will be distributed based on the quality and viability of the application and the number of applications, so successful applications may not be funded to the full requested amount.

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



Round	Opening Date	Closing Date	Application Assessment Period	Report to Council due	Council Meeting	Notification of Outcome	Funding Start Date*
1	Early September	Mid-October	Late October	Early November	Late November	Within 5 business days of Council endorsement	First Accounts pay run in December
2	Early March	Mid-April	Late April	Early May	Late May		First Accounts pay run in June

\*Projects/programs must commence on or after this date.

## PART 4 EXPECTED OUTCOMES

Each application can apply for up to \$10,000.00 each round and is required to address the following:

- i. The project/program must address
  - a. Proposed project including its proposed goals and outcomes
  - b. The capacity of the organisation to deliver the proposed goals of the project
  - c. Outline the key steps of the project and when they will be completed.
  - d. How the proposed project supports the outcomes and goals of SPARC – Dubbo Regional Council Cultural Plan
- ii. Demonstrate the capacity to manage funds and deliver the project/program within twelve (12) months.

Council will consider highly programs that:

- Directly action and support the outcomes of the SPARC Dubbo Regional Cultural Plan.
- Provide unique, diverse and equitable cultural outcomes for the community.
- Support the development and growth of a robust cultural sector.
- Prioritise the development of new and emerging cultural programs or experiences.

Funding can be applied for:

- Performances, presentations and exhibitions
- Increased skills and professional development opportunities for creatives
- New works that extend creative practice and cultural forms
- Community arts, cultural development and cultural education
- Initiatives that strengthen cultural tourism and connections between culture and economic growth
- Projects that support and platform local creative voices and perspectives
- Heritage programs that support access, preservation and understanding of regional stories.

## PART 5 ELIGIBILITY

- i. The project must be held in, or directly benefit the community of the Dubbo LGA



- ii. Only one application per organisation, per round.
- iii. The applicant must be of an eligible entity type (see below)

#### PART 5.1 ELIGIBLE ENTITY TYPES

##### Individuals

- i. Individual applicants should use their personal name for the application and if successful, will be individually party to the funding agreement.
- ii. The ABN Lookup register would list the entity type as 'Individual/Sole Trader'.
- iii. The ABN 'main business location' should match the postcode of the applicant's address provided.

##### Australian Incorporated Organisation

An incorporated organisation is a legal entity separate from its individual members. Incorporated organisations include the following:

- i. Incorporated associations
  - a. Not-for-profit community associations incorporated under state or territory legislation
  - b. Incorporated associations must, by law, have the words 'Incorporated' or 'Inc.' in their name.
  - c. Applicants can confirm if they are an incorporated association by searching the ASIC Connect Register, where the entity type will be listed as an 'Associations'. Note, the ABN Lookup does not provide the necessary proof.
- ii. Companies limited by Guarantee (CLG's)
  - a. CLGs are registered with ASIC under the Corporations Act 2001 (Cth) and may also be registered as charities with the Australian Charities and Not-for-profits Commission.
  - b. CLGs must, by law, use the words 'Limited' or 'Ltd' in their name, although may be exempt from doing so in limited circumstances.
  - c. Eligibility can be confirmed as a CLG by searching the ASIC Connect Register. CLGs will be listed as an 'Australian Public Company, Limited By Guarantee'. Note, the ABN Lookup does not provide the necessary proof.
  - d. Additionally, entities with a 'Pty Ltd' in their name (rather than just a 'Ltd') are not CLGs but are private proprietary limited companies that are not eligible for funding.
- iii. Cooperatives<sup>2</sup>
  - a. Registered under state or territory legislation.
  - b. Cooperatives are set up and run for the mutual benefit of members (for example, a community childcare cooperative).
  - c. Cooperatives must have the words 'Co-operative' or 'Co-op', and 'Limited' or 'Ltd' in their name and are listed as a 'Co-operative' on ABN Lookup.
- iv. Indigenous Corporations<sup>2</sup>
  - a. Aboriginal and/or Torres Strait Islander controlled organisations registered with the Office of the Registrar of Indigenous Corporations (ORIC) under the Corporations (Aboriginal and Torres Strait Islander) Act 2006.



- b. Indigenous corporations registered with ORIC must have 'Aboriginal corporation', 'Torres Strait Islander corporation', or 'Indigenous corporation' in their name.
- c. Applicants and RPAs can consult the ORIC register to confirm an applicant's status as a registered Indigenous corporation. Note that not all Indigenous controlled organisations are registered with ORIC. They may instead be (eligible) incorporated associations, CLGs or cooperatives, or (ineligible) for profit companies, but will be identifiable from the naming requirements of that entity type. Note, the ABN Lookup does not provide the necessary proof.

#### Auspicings

- i. An eligible entity may auspice applications for ineligible organisations (for example unincorporated groups).
- ii. The Guidelines require applications from individuals under the age of 18 to only be auspiced by individuals over the age of 18 with an ABN. It is not possible for eligible entities to auspice an individual.

#### Trust and Partnerships

- i. Trusts and partnerships are not eligible under the Guidelines. Trusts are not incorporated organisations with their own legal identity and are not able to contract in their own name.
- ii. Similarly, partnerships are not incorporated organisations. Partnerships do not have their own distinct legal identity and are not able to contract in their own name.

## **PART 6 THE FOLLOWING ARE INELIGIBLE**

- i. Applicants with an overdue acquittal
  - a. An Acquittal Report is required within two (2) months of the completion of each project/program, as per the date listed on each application, or twelve (12) months from date of funding payment, whichever arises first.
- ii. Applicants with outstanding projects/programs due to extension or have not expended their prior funding within the allocated twelve (12) months of provision.
- iii. Applicants cannot apply for funding via the SPARC Support Grant Program if funding has already been provided by another funding stream within Dubbo Regional Council for the same activity in the same financial year. The unique activity needs to be demonstrated.
- iv. Late or incomplete applications.
- v. Proposals from Government Departments, agencies or any other Council.
- vi. Proposals from sporting agencies (these organisations have other avenues for financial assistance).
- vii. Activities where the primary goal is visitor attraction/economic development (other streams of financial assistance are available).
- viii. Social activities for members of the organisation exclusively.
- ix. Expenditure for equipment not related to the specific project/program proposed.
- x. Projects or programs with a political or sectarian purpose.
- xi. Applications seeking funds for retrospective projects and programs commencing, or items purchased, prior to end of the grant closing date.
- xii. General fundraising appeals or to raise funds for a charity or organisation



- xiii. Existing projects or programs that require additional, continuous and/or top-up funding.
- xiv. Proposals that duplicate a project or program already existing within the Local Government Area.
- xv. A project or program which primarily benefits a single individual or business.
- xvi. Applications seeking funds for prize money, prizes, trophies and gift vouchers.
- xvii. Applications seeking funds for payment of debt and/or insurance premiums.
- xviii. Applications seeking funds for personal benefit such as travel, meal or accommodation costs including costs to undertake projects/programs outside of the region.
- xix. Applicants with gaming machines and/or trade regularly with a liquor license most days of the week.
- xx. Proposals that are for funding the core business of the organisation. This includes purchase of capital equipment.
- xxi. Works to building or property.
- xxii. Routine maintenance or works to Council owned buildings that are a lease obligation.
- xxiii. Purchase of land or buildings.
- xxiv. Applications seeking funds for existing salaried or waged positions.
- xxv. Applications that have safety and/or environmental hazards that are not addressed by acts under a Risk Management Plan to mitigate risk.
- xxvi. Proposals that do not reflect community standards and denigrates, excludes or offends community.
- xxvii. A project or program which in the opinion of the assessment panel would be better funded by State or Federal Government, or by corporate sponsorship.

## PART 7 INSURANCES

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

## PART 8 ASSESSMENT CRITERIA

Each application will be assessed by a panel on the following:

1. Project/program idea.
2. Clear alignment with the actions of the SPARC Cultural Plan
3. Importance of the project and community impacts
4. Capacity of the applicant to successfully complete the project/program.

*As funding is limited, not every application that meets the assessment criteria will necessarily be allocated funding and/or the full funding amount requested.*



## PART 9 HOW TO APPLY

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

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

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

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

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

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

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

## PART 10 CONDITIONS OF FUNDING

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

- i. All recipients of funding are required to return to the Regional Experiences Team:
  - a. An Acquittal Report within two (2) months of the completion of the project/program, as per the date listed on each application, or twelve (12) months from date of funding payment, whichever arises first.
  - b. Receipts for all purchases must be included.
  - c. Failure to do so without written request and approval for an extension from Dubbo Regional Council may result in the funding being reduced or cancelled requiring the return of funds to Council.
- ii. Failure to provide an Acquittal Report will prohibit future funding opportunities.
- iii. Applications include time frames and a list of items identified for purchase from funding.
- iv. Funds granted can only be used for the purpose as specified in the application, unless written permission for a variation is obtained from Dubbo Regional Council.
- v. Dubbo Regional Council must be advised in writing if there are any significant changes to the project/program as described in the application, or to the contact details of the recipient.
- vi. Should the project/program be cancelled, all funding received is to be repaid to Dubbo Regional Council.
- vii. All Dubbo Regional Council and other requisite permits, approvals, insurances etc. relating to the program or project must be obtained or funding may be withdrawn.



- viii. Where possible, the organisation will source goods and services for the project/program from within the Dubbo Regional Council Local Government Area.
- ix. Dubbo Regional Council reserves the right, as part of the assessment process, to request further information or documentation.
- x. Dubbo Regional Council reserves the right to conduct a financial audit of the funding either during the financial year or on completion of the financial year.
- xi. Dubbo Regional Council and its officers shall not be responsible for any liabilities incurred or entered into by the recipient organisation as a result of, or arising out of that organisations responsibilities under the Funding Agreement.
- xii. The recipient organisation shall indemnify the Council and its officers against any claim, demand, liability suit costs, expenses, action arising out of or in any way connected with the activities of the organisations or agents in consequence of the Funding Agreement except where the claim, demand, liability, costs or action are caused by Dubbo Regional Council and its officers.
- xiii. Unless agreed in writing at the time of funding approval, Dubbo Regional Council has no obligations regarding ongoing funding, maintenance or renewal of assets created by the project/program.

## PART 11 NOTIFICATION AND PAYMENT

- i. All applicants will be notified of the outcome of their application.
- ii. Successful applicants are required to adhere to any special conditions referred to in the letter of notification. Dubbo Regional Council reserves the right to withhold funding if stipulated conditions are not met.
- iii. Recipients of funding will be required to have a representative attend a civic ceremony at which novelty cheques will be presented for media and marketing purposes.
- iv. Applicants who do not have a current creditor account number will be required to complete and submit a Supplier Details Form prior to payment being made.
- v. Requests for variations or extensions must be submitted in writing to Dubbo Regional Council for approval.



DUBBO REGIONAL  
COUNCIL

## REPORT: Sister City Council Delegation Visit Overview

**DIVISION:** Community, Culture and Places  
**REPORT DATE:** 15 April 2024  
**TRIM REFERENCE:** ID24/696

### EXECUTIVE SUMMARY

Councillors, Council Staff and Community Members visited Sister City Minokamo, Japan and potential Sister City, Cheongju, Korea between 27<sup>th</sup> of March and 5<sup>th</sup> of April 2024 where they, acknowledged and supported the ongoing opportunities and connections between the communities and to strengthen ties with our Sister City following Covid-19.

<b>Purpose</b>	<ul style="list-style-type: none"> <li>Provide review or update.</li> </ul>	
<b>Issue</b>	<ul style="list-style-type: none"> <li>Provide Council with an overview of the Council Delegation visit to Cheongju, Korea and Minokamo, Japan undertaken between 27 March and 5 April 2024.</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>To provide Council current details on the value and outcomes of the Council delegation visit to Cheongju, Korea and Minokamo, Japan.</li> </ul>	
<b>Financial Implications</b>	Budget Area	Corporate Governance
	Funding Source	Governance Administrative Support to Organisation (staff costs) Personal (Councillors and community members)
	Proposed Cost	\$7664.00
	Ongoing Costs	No Ongoing Costs Potential additional costs if future visits are undertaken that include Council staff resources
<b>Policy Implications</b>	Policy Title	N/A
<b>Consultation</b>	Committees of Council	Sister City Committee All Councillors Invited

### STRATEGIC DIRECTION

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

Theme: 4 Leadership  
CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance  
Delivery Program Strategy: 4.1.2 Council's decision-making processes are open,



transparent and accountable

Theme: 4 Leadership

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

Delivery Program Strategy: 4.1.1 Council encourages and facilitates two-way communication with and between stakeholders and the community

## RECOMMENDATION

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

*Craig Arms*  
Director Community, Culture and Places

*JM*  
Cultural Development  
Coordinator

## BACKGROUND

Dubbo City has had a sister city relationship with Minokamo since 1989. Over the history of the 35-year Sister City relationship there have been several reciprocal visits to each city by delegates. The most recent visit was undertaken by Dubbo Councillors in October 2019.

These visits, cover a variety of experiences and are designed for representatives from each community to get to know each other in a deeper and more meaningful level. Personal connection plays a vital and fundamental role in Asian culture. It is seen as core to get to know and understand the people that you are dealing with on a social and cultural level, alongside or before any commercial or business discussions.

One of the key manifestations of this relationship has been the creation of Minokamo Sister City Garden “Shoyoen”. Beginning in 1998 when Dubbo City Council adopted a concept master plan for the staged development of a regional botanic garden in Elizabeth Park. In 1999 Mayor Kawai, Dr Yamada and others from Minokamo visited Dubbo to help celebrate Dubbo’s 150th anniversary. Mayor Kawai indicated that Minokamo would like to assist in the planning and development of the garden. On the 23 November 2002, being the 153rd anniversary of the founding of Dubbo and 13 years since the establishment of Sister City relations between Minokamo and Dubbo, the official opening of the Shoyoen Minokamo – Dubbo Sister City Garden in Dubbo.

*“We the Council and Citizens of Dubbo on this occasion proclaim our heartfelt thanks and gratitude to the Council and Citizens of Minokamo for this wonderful living gift. It shall be our very special honour to nurture and care for this garden as a special reminder of the friendship and understanding that has developed and will continue to grow between our two cities and our two countries.”*

The Teahouse, known as Julian meaning “Happiness and Long Life” is conservatively estimated at \$250,000. Shoyoen, meaning “Strolling and refreshing garden” inclusive of the teahouse, is valued at over \$1 million (c2015). However, the value of Shoyoen extends well past the monetary value. Since its construction and opening in 2002 the gardens have become synonymous to the friendship and respect that our cultures have for each other.

## REPORT

From 27 March to 30 November the delegation visited Cheongju, South Korea. Highlights in South Korea;

1. On 27 March, an official meeting was held with Mayor Lee of Cheongju. Mayor Dickerson of Dubbo and Mayor Lee both delivered speeches to introduce their respective cities.
2. On 28 March, a visit was made to the National Art Centre and National Museum to explore possibilities for art exchanges.
3. On 29 March, a visit was made to the KSMM Company. ASM, the parent company of KSMM, owns the Toongi Mine.

Key Outcome

This visit to Cheongju was at the invitation of the city, following a visit to Dubbo by staff of Cheongju Municipal Council in 2023



From 2 April to 5 April, the delegation visited Minokamo, Japan. Highlights included.

Highlights in Minokamo, Japan:

1. On 2 April, a visit was made to the Nakasendo Road, an important historical site in Minokamo.
4. On 3 April, a visit was made to the Yamazaki Mazak Museum, followed by a Cultural Exchange event at Satoyama Park. Representatives from both Minokamo and Dubbo performed cultural acts on stage. A formal dinner was held in the evening, where Mayor Dickerson of Dubbo and Mayor Fujii of Minokamo delivered speeches commemorating the 35th year of the relationship between the two cities.
5. On 4 April, visits were made to the Seki Sword & Cutlery Museum and the Chubu International Medical Centre.

Key Outcomes of the visit:

1. Cultural Exchange: The visit included cultural performances and visits to historical and cultural sites, such as the Nakasendo Road, Yamazaki Mazak Museum, Satoyama Park, and Seki Sword & Cutlery Museum. These activities aimed to promote cultural understanding and appreciation between Minokamo and Dubbo.
2. Commemoration: The formal dinner and speeches by Mayor Dickerson and Mayor Fujii commemorating the 35th year of the relationship between the two cities suggest a focus on celebrating and honouring the longstanding partnership between Minokamo and Dubbo.
3. Learning and Collaboration: Visits to the Chubu International Medical Centre and other institutions indicates a desire to learn from each other and explore potential collaborations, particularly in areas like healthcare.



Overall, the visit was a multifaceted effort to strengthen ties, foster mutual understanding, and explore potential areas of cooperation between Minokamo, Japan and Dubbo.

In November 2024 the City of Minokamo in Japan will celebrate its 35<sup>th</sup> Anniversary as a city. An event will be held on 3 November 2024. They have invited representatives from Dubbo Regional Council to attend the commemorations.

### Consultation

- Councillor Delegate visit is at the discretion of the Councillors.
- Consultation was undertaken through the Sister City Committee to include them in invitation to attend.

### Resourcing Implications

- Airfare and Accommodation (non-hosted) costs for Councillors, Councillor Guests and Members of the community were born by themselves.
- Council covered the costs for Accommodation, Airfares and travel bursary (where lunches or dinners were not provided by hosts) for Sister City Officer, Daisy Wang.
- Additional resourcing was required to support the additional days of work for Sister City Officer Daisy Wang to co-ordinate and facilitate the trip and manage itinerary development with counterparts in Cheongju, Korea and Minokamo, Japan.
- The costs indicated below are not annually included in the operational costs of the Sister City function but are covered by Governance in support of the Mayoral Office.
- The costs outlined below are for support of this program only by the Sister City Officer and are not part of the overall operational costs for the Sister City Role.

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	7664	0	0	0	0	0
c. Operating budget impact (a – b)	-7664	0	0	0	0	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	-7664	0	0	0	0	0
Does the proposal require ongoing funding?	Ongoing funding will only be required should future delegation visits be required by Councillors.					
What is the source of this funding?	General Rates and Revenue					

**Table 1.** Ongoing Financial Implications



DUBBO REGIONAL  
COUNCIL

## REPORT: Submissions Expressions of Interest 2024 DREAM Festival

**DIVISION:** Community, Culture and Places  
**REPORT DATE:** 6 May 2024  
**TRIM REFERENCE:** ID24/959

### EXECUTIVE SUMMARY

<b>Purpose</b>	<ul style="list-style-type: none"> <li>Seek direction or decision.</li> </ul>	
<b>Issue</b>	<ul style="list-style-type: none"> <li>Expression of Interest (EOI) resulted in two (2) submissions with one (1) submission expressing an interest to deliver the 2024 DREAM Festival.</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>One Expression of Interest has the capacity to deliver an event under the DREAM Festival banner. However, consideration for a more strategic approach to event support is proposed.</li> </ul>	
<b>Financial Implications</b>	Budget Area	Regional Events Operational Budget
	Funding Source	Allocated by Council
	Proposed Cost	\$40,000
	Ongoing Costs	\$40,000
<b>Policy Implications</b>	Policy Title	The funding agreement will align with Council's Event Assistance Program.
	Impact on Policy	N/A
<b>Consultation</b>	<p>The Regional Events Branch contacted organisations who made a submission and met with the one organisation that provided a submission proposing to run the event.</p>	

### STRATEGIC DIRECTION

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

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

RECOMMENDATION

That Council determine between option 1 or option 2:

1. a. That it be noted that Orana Residents of Indian Sub-Continental Heritage (ORISCON) was the only submission that proposed to deliver the 2024 DREAM event.
- b. That Council authorise the Chief Executive Officer to negotiate with ORISCON with the intent of signing a funding agreement between that not-for-profit organisation and Council for their delivery of an event under the DREAM banner for 2024 only, as per the timeframes outlined in the Expression of Interest.
- c. That should these negotiations not proceed, a report be presented to Council proposing options to move forward.

OR

2. a. That the DREAM Festival be placed in abeyance.
- b. That the \$40,000 funding allocated for the event in the draft 2024/2025 budget be re-allocated equally between the SPARC Support Grant Fund (\$20,000) and the Event Assistance Program (\$20,000) to support not-for-profit volunteer-run community events, activities and programs.
- c. That the CEO review the Financial Assistance Policy in time for the 2025/2026 budget process with the intent of simplifying that policy, investigating the benefits of creating a single funding channel to support community, cultural and event interests.
- d. That the CEO develop a Regional Event Strategy as proposed in the 2024/2025 Operational Plan outlining the levels of support available from Council to events with a clear intent of attracting and supporting both locally produced and flagship events.

*Craig Arms*  
Director Community, Culture and Places

*LW*  
Events and Partnerships  
Team Leader



**BACKGROUND**

**Previous Resolutions of Council**

<p>21 March 2024  CCL24/3</p>	<ol style="list-style-type: none"> <li>1. <i>That the Chief Executive Officer facilitate an Expression of Interest (EOI) process to determine a community group or other body to deliver the DREAM festival.</i></li> <li>2. <i>That Council provide funding support of \$40,000, to the community group or body for the organisation, planning and delivery of the DREAM festival based on Council’s procurement practice and appropriate funding conditions set by Council.</i></li> <li>3. <i>That Council provide event support in line with standard practices, in addition to the \$40,000 funding.</i></li> </ol>
<p>24 April 2024  CCL24/90</p>	<ol style="list-style-type: none"> <li>1. <i>That it be noted that since the closure of the EOI and the Council report, two organisations have contacted Council to state they had made submissions prior to the EOI close.</i></li> <li>2. <i>That it be noted that these submissions do not appear in the Council system.</i></li> <li>3. <i>That it be determined that the EOI process be re-opened (open 9.00am Friday 26 April and close 5.00pm Thursday 2 May 2024) so that all applicants can resubmit their applications.</i></li> <li>4. <i>That the CEO to then assess the applications and should a suitable applicant be determined, move toward formalising the arrangement through a Funding Agreement as per the conditions set out in EOI.</i></li> <li>5. <i>The CEO to report back to the Cultural and Community Committee to be held on 9 May 2024 the outcome of the EOI assessment.</i></li> <li>6. <i>That council delegate authority to the Cultural and Community Committee to determine the successful applicant.</i></li> </ol>

**REPORT**

At its Ordinary Meeting held 21 March 2024, Council considered a report from the Culture and Community Committee presenting a critical review of the DREAM Festival. At that meeting, Council resolved to invite Expressions of Interest (EOI) from local, not-for-profit organisations seeking to deliver the event. Expressions of Interest were open for thirty days, 22 March 2024 to 21 April 2024, however no submissions were received.

At its Ordinary Meeting held 24 April 2024 (CCL24/90) the window for EOI was extended. The extension window opened at 9.00am on Friday 26 April and closed at 5.00pm on Thursday 2 May 2024.



As was the case for the first window, Council undertook targeted and broad communications reaching almost 30,000 contact points:

Platform	Method	Follower/Contacts
DREAM Festival	Facebook and Instagram	5.8K
Dubbo Region	Facebook and Instagram	6.3K
Dubbo Regional Council	Facebook and Instagram	17.3K
Events' Network	Direct email	133 contacts
Events' Network	Facebook	139 members

At 5.00pm on Thursday 2 May, two (2) submissions were received:

1. *Orana Residents of Indian Sub-Continental Heritage (ORISCON)*  
An expression of interest to deliver the 2024 DREAM Festival.
  
2. *Creative Assembly Central NSW (CrACN)*  
The submission does not propose to run the DREAM Festival. Instead, it expressed an interest in supporting the organisation determined by Council to deliver the 2024 DREAM Festival.

Given only one submission proposes to run the event, this report focuses on the EOI submitted by ORISCON.

ORISCON is a not-for-profit organisation that is active within the local events space. Events arranged and delivered by ORISCON are acknowledged by Council's Regional Events and Cultural Development Branches. The organisation has a proven and successful history of delivering culturally diverse events that attract a broad audience. Its marquee event, 'Cross Cultural Carnivale' began in 2017. The event attracts upwards of 2,000 people. Additionally, ORISCON collaborates with other community groups to deliver sporting events, gala nights, and various multi-cultural celebrations.

Council staff met with representatives from ORISCON on Friday 3 May 2024. The purpose of the meeting was to ensure clarity around the parameters expressed in the EOI and their level of commitment and capacity to deliver an event of the scope and scale of DREAM.

ORISCON expressed a commitment to building opportunities for local talent, acknowledging traditional owners, and including multi-cultural appreciation and participation. However, it was clear that ORISCON acknowledged the pressure of expectation placed upon the DREAM Festival and the responsibility that a dedicated, but small number of volunteers would be upholding.

Council staff made it clear what level of support the event can expect in line with standard operating practices. It was explained that Council needs to be seen to be consistent with the level of support it provides to this and other events to avoid allegations of favoritism and inconsistency.

ORISCON expressed a desire to enter into a three-year agreement. The EOI was clear in seeking interest for 2024 only.

ORISCON did not provide Council with a clear understanding of the proposed events program. They have indicated that they would like to deliver a weekend of multiple small-scale events.

To proceed to a signed funding agreement between the two parties, Council's Events Team will need to see a schedule of proposed events and a budget relating to each event.

#### *Creative Assembly Central NSW (CrACN)*

The submission explains that event management is outside the charter of CrACN, but they are willing support any group to run the event.

The submission requests that if no group is awarded the responsibility of running the DREAM Festival in 2024, that the branding and intellectual property be held in trust by CrACN.

It is also requested that should the festival not go ahead this year, the \$40,000 allocated in the draft budget for next financial year be rolled over to create an \$80,000 budget in the 2025/2026 financial year for a trial of a bi-annual event cycle.

#### **Discussion**

The ORISCON submission and subsequent meeting reflects a desire of a committed and active organisation within our local events and performing arts community. It is motivated to retain an opportunity that the DREAM Festival provided, rather than a full commitment to deliver a DREAM Festival in its own right. This is understandable given the scale that DREAM has become and the obvious and heavy burden that it places upon a small volunteer cohort. ORISCON already is heavily committed to building a range of events which are worthy of continued Council support.

ORISCON is a capable sized and dedicated not-for-profit organisation that has delivered quality events of a medium scale. Council can expect them to deliver a small-scale sequence of events over a single weekend under the DREAM banner. As to the value of that event sequence being worthy of a \$40,000 investment, is debatable. Judgment is withheld on this matter at this time given that no event program has been received. The face-to-face meeting indicated that much more work is required.

CrACN is committed to building opportunities for local artists as well as growing cultural and artistic events in general. However, as their submission explains, event management is not part of its charter.

The request for tenure of the brand and intellectual property will require further work from staff to assess and determine.

### **Council Commitment to Event Support and Attraction**

The desire held by ORISCON and CrACN to grow opportunities for local performers, traditional owners and multi-cultural event opportunities is shared by Dubbo Regional Council. However, it is important that Council functions within its funding and human resource allocations, and that expectations placed upon volunteer organisations is measured and sustainable.

The DREAM Festival has played a role in the cultural performance and event space for over ten years, but the reality of its continued delivery is presented in Council's 7 March 2024 report to its Culture and Community Committee and the community's cautious response to the recent EOI.

As the Dubbo Regional Council LGA continues to grow as a major inland center, Council's event support and funding structure needs to adjust. The draft Operational Plan for 2024/2025 proposes that Council will develop a 'Regional Event Strategy'. The intent of this document is to clearly define the role that Council's Events Team will provide in the attraction and support of varying levels of events ('Event Tiers').

The \$40,000 support provided to DREAM exceeds support provided to any other community event. The amount is intended to assist the delivery of the festival. It is 'standard practice' for the event organiser to meet all costs associated with their event. In comparison, average funding received by Community Event Fund applicants for the 2023 calendar year was \$1,388. The average funding received by Destination Event Fund applicants was \$4,250.

Further, Council's Financial Assistance Policy requires review. This policy outlines the parameters by which funding assistance to community, not-for-profit organisations is managed. In terms of the three keystone Community, Culture and Places funding channels (Community Services Fund, Event Assistance Program and SPARC Support Program) the parameters now appear to be complicated and funding allocations inconsistent with recent community trends. It was explained in the 24 April 2024 report to the Ordinary Meeting of Council, that the Community Services Fund is significantly under-subscribed while both the Event Assistance Program and SPARC Support Program are heavily over-subscribed.

The review will investigate the benefits of combining the above three community funding channels into a single pot, accessed via two rounds over the financial year. Applicants will be able to identify a community, cultural or event theme for assessment. Adding the current \$40,000 DREAM allocation will provide a combined pot of \$230,000.

The details of this proposed review will need to be determined, however in principle a single community fund will give greater capacity for Council to assist locally produced and flagship events and help build them toward filling a niche should it be vacated by DREAM. This approach is directly in line with Council's human resource structure, its event support and attraction activity (to be clearly expressed in the Regional Event Strategy) and has a net zero impact to the forward budget.

Under this model, Council will be able to provide improved support to an organisation like ORISCON to build and grow their own events without them having to take on the pressure, responsibility and added workload of trying to produce an additional sequence of events to fit under a DREAM banner.

Should a not-for-profit community group seek to deliver an event under the DREAM banner in the future, their application for funding assistance can be accessed via the above framework.

The revised Financial Assistance Policy would be completed in time for the 2025/2026 financial year (next financial year).

In the meantime, the \$40,000 funding allocated for the event in the draft 2024/2025 budget can be re-allocated equally between the SPARC Support Grant Fund (\$20,000) and the Event Assistance Program (\$20,000) to boost support for not-for-profit volunteer-run community events, activities and programs and alleviate some of the over subscription pressure to both channels.

**APPENDICES:**

- 1 [↓](#) Submission - DREAM Festival Expression of Interest - ORISCON
- 2 [↓](#) Submission - DREAM Festival Expression of Interest - Jack Randell

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From: Clare Weeks  
Sent: Friday, 26 April 2024 3:25 PM  
To: Linda Christof; Lana Willetts; Craig Arms  
Subject: ORISCON submission

Gargi's submission is below:

First name and surname	Gargi Ganguly
Organisation	ORISCON INC
Is your organisation a not-for-profit	Yes
Contact email address	[REDACTED]
What motivates your group to continue the legacy of the DREAM Festival?	<p>ORISCON's motivation to continue the legacy of DREAM festival stems from our steadfast commitment to fostering a vibrant and inclusive creative culture in Dubbo. As an organisation dedicated to supporting migrants from the Indian sub continent in making Dubbo their home, we recognise the transformative power of arts and culture in building connection and enriching communities.</p> <p>DREAM Festival embodies the spirit of innovation and collaboration that aligns with our values. By preserving and enhancing this cultural cornerstone, we aim to contribute to Dubbo's identity as a dynamic and welcoming city, where creativity thrives and diverse voices are celebrated. Our dedication to this endeavour is rooted in a belief that access to arts and cultural experiences is essential for individual well being and community cohesion. Through our involvement, we aspire to ensure that the legacy of DREAM Festival continues to inspire, educate, and unite people across generations and backgrounds.</p> <p>To note, ORISCON has supported DREAM festival by facilitating artist engagement and as a stall holder.</p>

Please explain which elements of the DREAM Festival are the most important and how your group would continue to maintain this as part of the program.

The most important elements of DREAM festival are its celebration of creativity, community engagement, and inclusivity. These aspects form the heart and soul of the festival, driving its success and impact. as ORISCON looks to continue and maintain these vital components, several strategies can and will be implemented.

These include:

1. creativity as a core theme: Creativity is at the forefront of the DREAM Festival, inspiring attendees and showcasing the diverse talents of local artists. ORISCON would prioritize maintaining this emphasis on creativity by curating an innovative program that features new and engaging artistic expressions. This could involve introducing emerging art forms, supporting local artists, and fostering collaboration that push boudaries and challenge perceptions.

2. Community Engagement: The strong engagement with local communities is integral to the Festival's identity. ORISCON would continue to prioritise community involvement by seeking input from diverse stakeholders, including artists, businesses, and cultural organisations.

Inclusivity and Diversity: DREAM Festival prides itself on being inclusive and welcoming to people from all walks of life. ORISCON would uphold this commitment by actively promoting diversity in programming, representation, and participation

Sustainability and continuity: Through establishing long term partnerships with stakeholders, and implementing governance and succession plans.

Regarding the planning, organising and delivery of the DREAM Festival, including attracting and management of volunteers, please outline relevant skills, experience and capacity of your group in this space. Please include previous event successes.

Planning and organising delivery of DREAM festival requires a multidisciplinary approach drawing on a range of skills, experience and capacity, - skills and expertise ORISCON currently holds. These include:

1. Event Management Expertise: ORISCON brings to the table a team with extensive experience in event management, including planning, logistics, and execution.
2. Community Engagement Skills: ORISCON understands the importance of community engagement in the context of DREAM. Our team has experience in fostering partnerships with stakeholders, soliciting input from diverse community members.
3. Programming and Curation: ORISCON is adept at programming and curating diverse and engaging content for cultural events (e.g: Cross Cultural Carnivale).
4. Marketing and Promotion: ORISCON understands the importance of effective marketing and promotion in attracting attendees to a Festival. (i.e full house for all Gala Nite events and record numbers at Cross Cultural Carnivales)
5. Logistics and Operations Management: Demonstrated experience
6. Financial Management: Committed to financial transparency and accountability in all aspects of festival planning and execution



From: council@dubbo.nsw.gov.au  
 Sent: Tuesday, 30 April 2024 6:02 PM  
 To: Dubbo Regional Council; Regional Events - DRC  
 Subject: Submission - DREAM Festival EOI

**CAUTION: This email came from outside the organisation. Be cautious clicking links and do not open attachments unless they are expected.**

The following information has been submitted from the Dubbo Regional Council:

First name and surname:	Jack Randell (Vice President (CrACN))
Organisation:	CrACN- Creative Assembly Central NSW
Is your organisation a not-for-profit:	Yes
Contact email address:	[REDACTED]
What motivates your group to continue the legacy of the DREAM Festival?:	Community and cultural benefit, creative opportunities for the local cultural sector.
Please explain which elements of the DREAM Festival are the most important and how your group would continue to maintain this as part of the program.:	<p>As event management is outside of the charter of CrACN, we will not be proposing to run the festival. However, we will enthusiastically support any group choosing to run the event.</p> <p>If no group is awarded responsibility for the DREAM Festival in 2024 following this EOI process, CrACN requests that the DREAM branding, and other IP assets be held in trust by CrACN. These assets were originally the property of the community and should be returned to community.</p> <p>We also request that should the festival not go ahead this year as a result of no group being chosen from the current EOI process, that due to the short lead time for 2024, that the \$40,000 dollars earmarked for this year be held over and added to a further \$40,000 for a trial of a bi-annual event cycle commencing in 2025. This gives a prospective volunteer group a greater lead time to apply for further funding and strategic planning.</p>
Regarding the planning, organising and delivery of the DREAM Festival, including attracting and management of volunteers, please outline relevant skills, experience and capacity of your group in this space. Please include previous event successes.:	CrACN has wide contacts from its membership in the creative industries and can draw on affiliates and members alike to convene a group with the relevant skills, experience and capacity to create a DREAM Festival as a flagship event of merit. We deem this not to be possible with the proposed budget, terms, and time frames currently under consideration.
File upload if needed:	
By ticking this box you have read and understood the EOI document, and you understand you are responsible	Yes

for requesting a meeting with Dubbo Regional Council staff if needed.:

**TIMELINES APPLICABLE TO SUBMISSIONS**

Expressions of interest closing:

5.00pm Thursday 2 May 2024

Meetings with interested entities:

Friday 26 April to Thursday 2 May  
By appointment within business hours.

DREAM Festival held:

To be determined by the successful organisation,  
however it must be before Thursday 31 October 2024.