

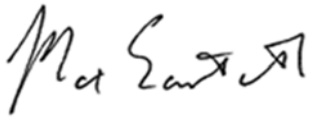


## NOTICE OF MEETING

NOTICE is hereby given that a **Meeting of the Community Services and Planning Committee** will be held in the Warialda Council Chambers, on **Thursday 13 May 2021** (commencing at **9.15 am**) to discuss the items listed in the Agenda.

Your attendance is respectfully requested.

Yours faithfully,



A handwritten signature in black ink, appearing to read "Max Eastcott", with a stylized flourish at the end.

Max Eastcott  
General Manager

Note: The attachments to Item 3, Integrated Planning Requirements 2021/22 Operational Plan, will be forwarded out early next week.

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# **GWYDIR SHIRE COUNCIL**

## **B U S I N E S S P A P E R**

### **AGENDA**

#### **COMMUNITY SERVICES AND PLANNING COMMITTEE May 13, 2021 9.15 am**

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#### **OFFICIAL OPENING AND WELCOME – MAYOR**

**APOLOGIES** Crs. Dixon OAM and Galvin

#### **CONFIRMATION OF THE MINUTES**

RECOMMENDATION:

**THAT the Minutes of the Community Services and Planning Committee held on Thursday, March 11, 2021 as circulated be taken as read and CONFIRMED.**

#### **PRESENTATION**

#### **CALL FOR THE DECLARATIONS OF INTERESTS, GIFTS RECEIVED AND CONFLICTS OF INTEREST**

#### **COMMITTEE OF THE WHOLE - CONFIDENTIAL ITEMS**

**1. Confidential Organisation and Community Services Report**

It is recommended that the Council resolve into Committee of the Whole with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (a) of the Local Government Act, 1993, on the grounds that the report contains personal matters concerning particular individuals.

#### **MAYORAL MINUTE (If any)**

#### **DEFERRED ITEMS – Nil**

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**OFFICERS' REPORTS (As listed)**

**COMMITTEE OF THE WHOLE – OPEN**

**Councillors' Reports**

**Item 1 Executive April 2021 Monthly Report**

**FILE REFERENCE** 21/10534

**DELIVERY PROGRAM**

**GOAL:** 5. Organisational Management

**OUTCOME:** 5.1 CORPORATE MANAGEMENT

**STRATEGY:** 5.1.3 Administrative functions - GM - internal

**AUTHOR** General Manager

**STAFF DISCLOSURE OF INTEREST** Nil

**IN BRIEF/ SUMMARY RECOMMENDATION**

This report is for notation.

**DEVELOPMENT**

The Department continues to receive enquiries and provide advice on a range of planning and building matters including:

- Minor structure construction e.g. sheds
- Commercial opportunities and construction
- Basix (Building Sustainability Index)
- Bushfire requirements
- Building construction standards and requirements
- Stormwater
- Licensing and owner builder requirements
- Fees and charges

The following Construction Certificate (C/C), Complying Development Certificate (CDC), Building Information Certificate (BIC) and S68 applications have been approved for the month of April 2021.

No.	Property Description	Development/Work	\$	C/C	CDC	BIC	S68
1/2021	1 Sophies Lane Warialda NSW 2402	Construction of Garage/Shed	\$8,500	✓			
3/2021	49 Railway Parade Gravesend NSW 2401	Conversion of existing 1A dwelling to Class 6 commercial premise, including a takeaway food and drinks and an attached deck and fencing/privacy	\$100,000	✓			

		screen					
2/2021	Vicarage Café 9-11 Edward Street North Star NSW 2408	Conversion of existing 1A dwelling to Class 6 commercial premise				✓	
3/2021	24 Byrnes Street Bingara NSW 2404	Erection of Double Garage				✓	
2/2021	1681 Glenesk Road Balfours Peak NSW 2403	Install new OSSM System					✓
7/2021	7 White Street Bingara NSW 2404	Install new OSSM System					✓
1/2021	Royal Hotel 51 Hope Street Warialda NSW 2402	Construct an attached awning over the beer garden area	\$8,000		✓		

The following Construction Certificate (C/C) and Complying Development (CDC) applications were approved by a Private Certifier and lodged with Council during the month.

No.	Property Description	Development/ Work	\$	C/C	CDC
7/2021	29 Crane Street Warialda NSW 2402	Erect 7m x 7m x 3m Carport	\$5,000	✓	

**ILLEGAL ACTIVITY**

ACTIVITY	No	ACTION TAKEN					
		Inspected	Letter Sent	Application/ Certificate Lodged	Penalty Notice	Legal Action	Refer to Council
Complaints received regarding possible illegal building works	1	No	Under investigation – received 30/04/2021	NA	NA	NA	NA

**NO. OF COMPLAINTS/INSPECTIONS April 2021**

Type	No.	Yr. to Date	Actioned	Pending
Building	35	145	134	11

**BUILDING MAINTENANCE**

The Department continues to receive requests to carry out minor maintenance and these are generally dealt with in a timely manner. Otherwise the works

are scheduled into maintenance staff building activities including new works for attention.

## **SWIMMING POOL INSPECTION PROGRAM**

The *Swimming Pools Act 1992* and its regulations work together with Australian Standard 1926 (AS1926) to establish the safety standards for 'backyard' swimming pools.

There are 3 different Pool Safety Standards that apply in NSW, depending on when the pool was constructed:

- AS 1926-1986, fences and gates for private swimming pools which applies to pools constructed prior to 30 August 2008
- AS 1926.1 - 2007, swimming pool safety, Part 1 safety barriers for swimming pools which applies to pools constructed between 1 September 2008 to 30 April 2013
- AS1926.1 - 2012, swimming pool safety, Part 1 safety barriers for swimming pools constructed after 1 May 2013

As a requirement of Council's inspection program, Authorised Officers have been conducting tri-annual swimming pool compliance inspections.

A total of 51 inspection have been completed, with 10 swimming pools being declared *Non-Compliant* at the time of the first inspection.

All notices of *Non-Compliance* related to the following requirements.

- **There must be an appropriate warning sign, including details of resuscitation (CPR) techniques, in the immediate vicinity of the pool area and which can be easily read from a distance of 3 metres.**
- **The gate must swing freely, and closes and latches by itself from any position.**

Owners of the pools identified to be *Non-Compliant* are notified of the inspection result and given a set period of time to rectify any issues to assure that the pool complies with the appropriate standard before any further action is taken.

## **Projects Worked on during April 2021.**

Staff worked on the following projects during April:

- Completed refurbishment of Unit 6 Whitfield Place.
- Completed Warialda Rec Ground Bar/BBQ Function Centre. The new Function Centre was completed just in time to be utilised for the recent

100 Year Warialda Football Reunion where the attendees were most impressed with the new facility.



*Warialda Recreation Ground Bar/BBQ and Function Centre*



*Rear view of the Function Centre*





*Function Centre BBQ area*

## PLANNING and DEVELOPMENT

The following Development (D/A) and Development Modification (s96) applications were approved during April 2021.

No.	Property Description	Development/ Work	\$	D/A	S96
12/2019	TK & TJ Roberts and Gwydir Shire Council Lot 3 DP 751113 396 Taroona Road Warialda	15,000m <sup>3</sup> (30,000 tonnes) Decomposed Basalt Quarry	\$5,000	✓	-
37/2020	Chippen Holdings Pty Ltd Lot 15 & 33 DP 17921 & Lot A & B DP103346 7-11 Edward Street & 8 David Street North Star	Neighbourhood Shop/Café/Restaurant/ Service Station including Roadside Signage	\$330,000	-	✓
12/2021	Love Associates Pty Ltd Lot 20 DP 751093 2680 Mosquito Creek Road Warialda	Swimming Pool	\$49,000	✓	-
13/2021	T J & M I Clarke Lot 1 DP 1217895 1842 Oregon Road Warialda	15,000m <sup>3</sup> (30,000 tonnes) Decomposed Basalt Quarry	\$5,000	✓	-
14/2021	Gwydir Shire Council Lot 1 & 2 DP 220137 Bingara Preschool 98 Maitland Street Bingara	Additions of a classroom, office/storeroom, accessible bathroom and ramp to front of existing early childhood education facility	\$175,000	✓	-

The following Development (D/A) and Development Modification (s96) applications remain outstanding at the end of April 2021.

No	Property Description and Description of Work	Reason	D/A	S96
49/2016	Ceres Ag 'Gunyaerwarildi' 1470 North Star Road Warialda	Approved in principal awaiting compliance certification or engineering certification for the cabins	✓	-

	- Continued occupation/use of rural worker accommodation being the installation of a number of premanufactured cabins			
39/2019	DJ Bull Fairford Road Warialda - 2 Lot Large Lot Subdivision	Request for Additional Information from applicant in relation to requirements under the Biodiversity Conservation Act 2016	✓	-
03/2020	R J Swain Adams Scrub Road Delungra - Quarry	Being assessed	-	✓
6/2021	S A Donaldson 161 Ashton Road Yallaroi - 29,000m <sup>3</sup> Quarry	Being assessed	✓	-
10/2021	C Mundkowski Ironbark Drive Warialda - Dwelling	Being assessed	✓	-
11/2021	P Tonkin 671 Kirkton Road Pallamallawa - Quarry	Being assessed	✓	-
15/2021	Meader Constructions & B J Barwick 12921 Gwydir Highway Warialda - Additions to existing Dwelling	Being exhibited and notified	✓	-
16/2021	R Karr / J Irlam 10 Gwydir Terrace Bingara - Addition of verandah to front of existing dwelling and conversion of part of existing detached shed to a Granny Flat	Being exhibited and notified	✓	-
17/2021	AG Anderson 943 Moreena Mail Road Bangheet - Amalgamation of two rural allotments	Being exhibited and notified	✓	-
18/2021	W L Edwards 4093 Elcombe Road Bingara - Dwelling with attached garage and a detached shed	Being exhibited and notified	✓	-

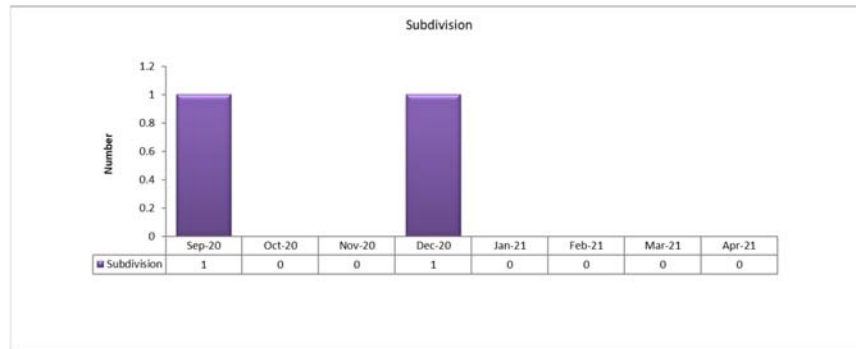
There were no Development (D/A) or Development Modification (s96) applications approved and not previously reported to Council for the month of April 2021.

There were no Development (D/A) or Development Modification (s96) application/s refused(R)/ withdrawn (W)/ Cancelled (C) during the month of April 2021.

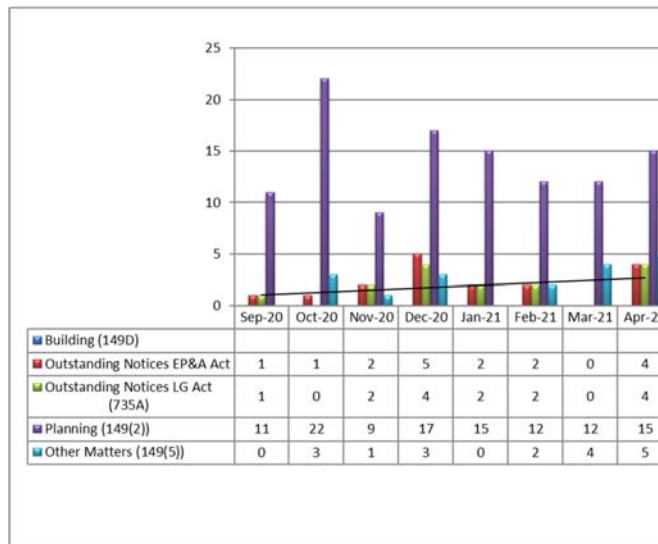
There were no Development (D/A) applications determined where there has been a variation in standards under clause 4.6 of the Gwydir Local Environmental Plan 2013 during the month of April 2021.

The following Subdivision Certificates were issued during the month of April 2021 and in the previous seven (7) months.

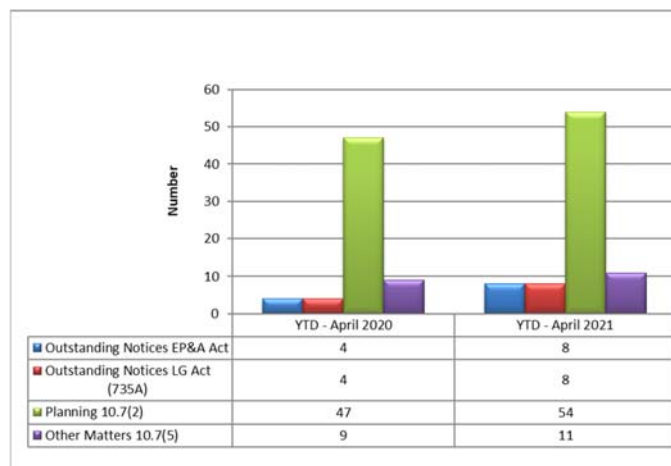
YTD March 2021 (includes private certifier lodged applications)



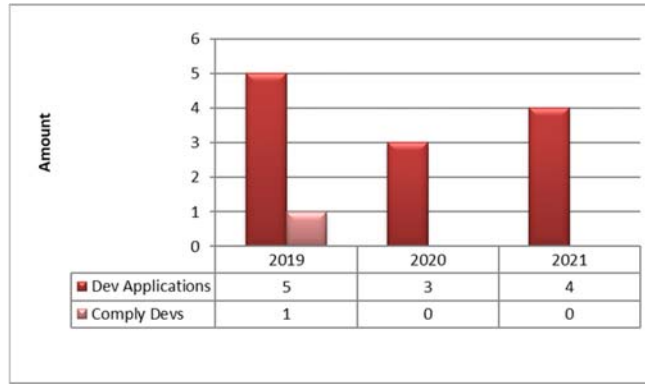
The following graph shows Conveyancing Certificates were issued during the month of April 2021 compared to the previous seven (7) months



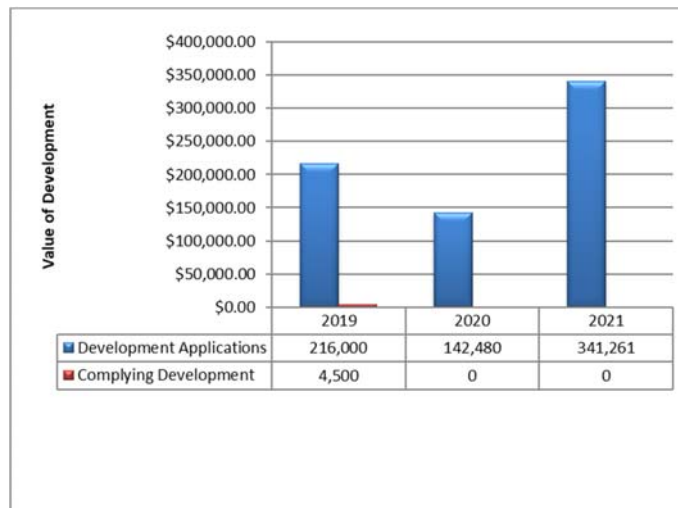
The following graph shows the number of Conveyancing Certificates issued up to and including the month of April 2021 compared with the same period in 2020.



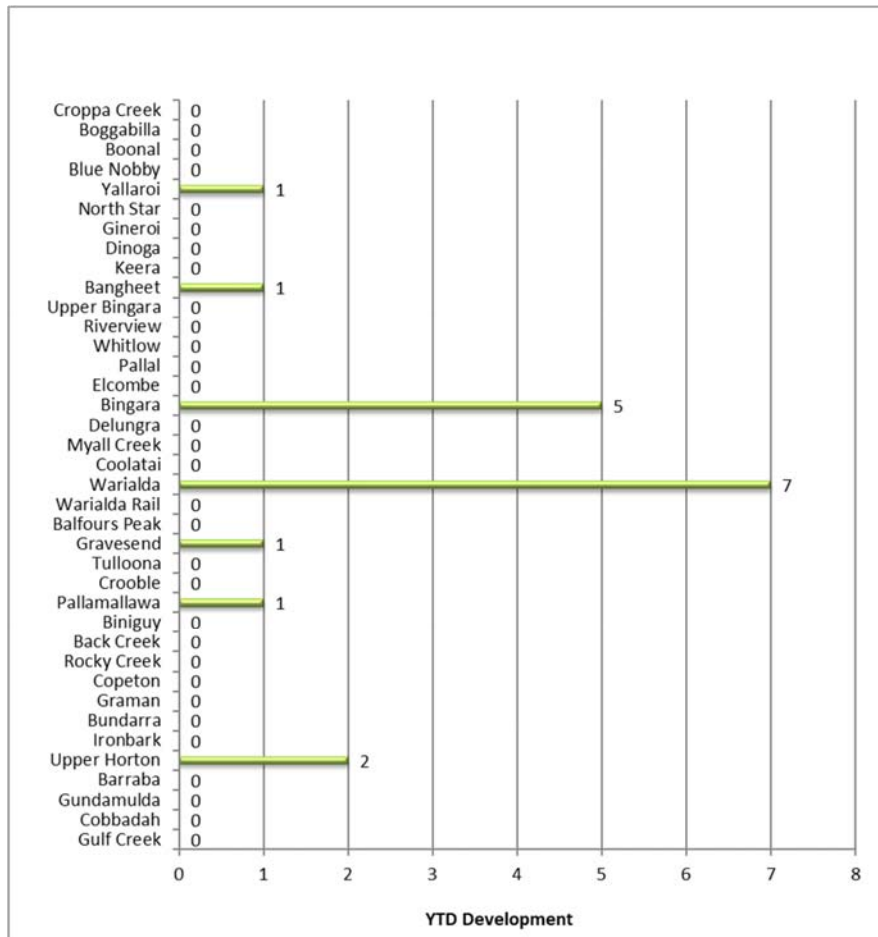
The table below shows a comparison between total applications lodged during the month of April 2021 compared to the same period in the previous two years.



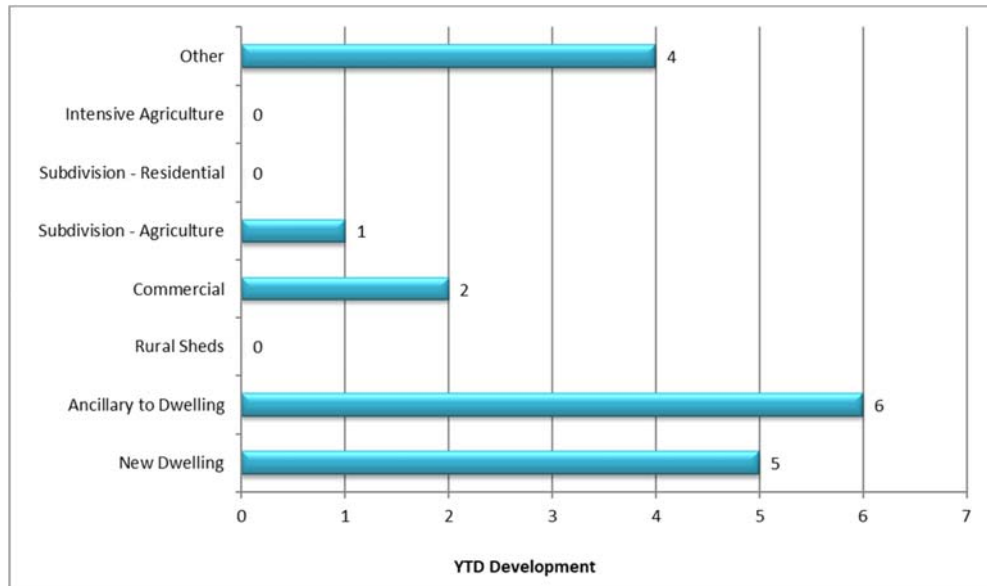
The table below shows a comparison between total value of applications lodged during the month of April 2021 compared to the same period in the previous two years.



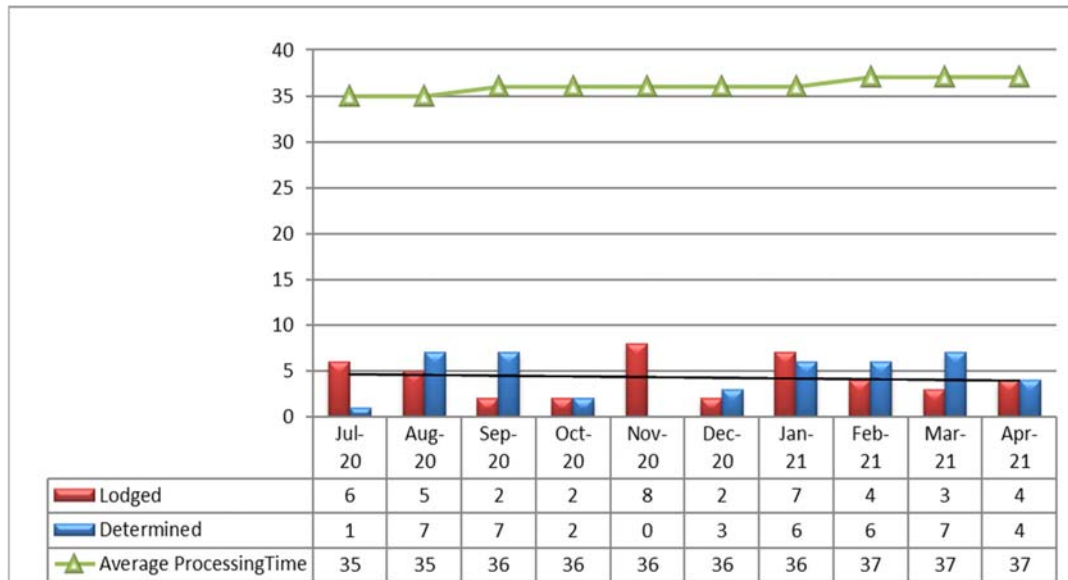
**Development Applications Received for the year by locality – YTD April 2021**



**Development Applications received for the year by type – YTD April 2021**



**Development Application Analysis – for the nine (9) months up to the end of April 2021**



## ENVIRONMENTAL and SUSTAINABILITY DEPARTMENT

### Environment & Sustainability Department 27 March 2021 to 30 April 2021

The Department continues to receive enquiries and provide advice on a range of health matters including

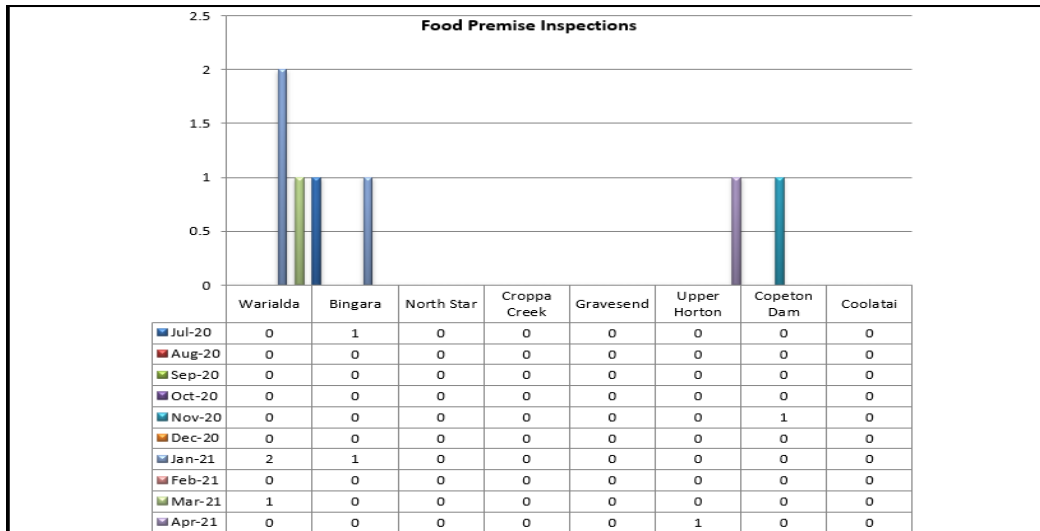
- Overgrown properties
- Food premises design and fit-out
- Food handling practices
- Mobile food vendors
- Licensing
- Water carting
- Pet Ownership

### Water Surveillance

The Department continues to carry out routine weekly microbiological sampling of the water supply in the towns of Warialda and Bingara, fortnightly sampling of Gravesend and monthly sampling at North Star.

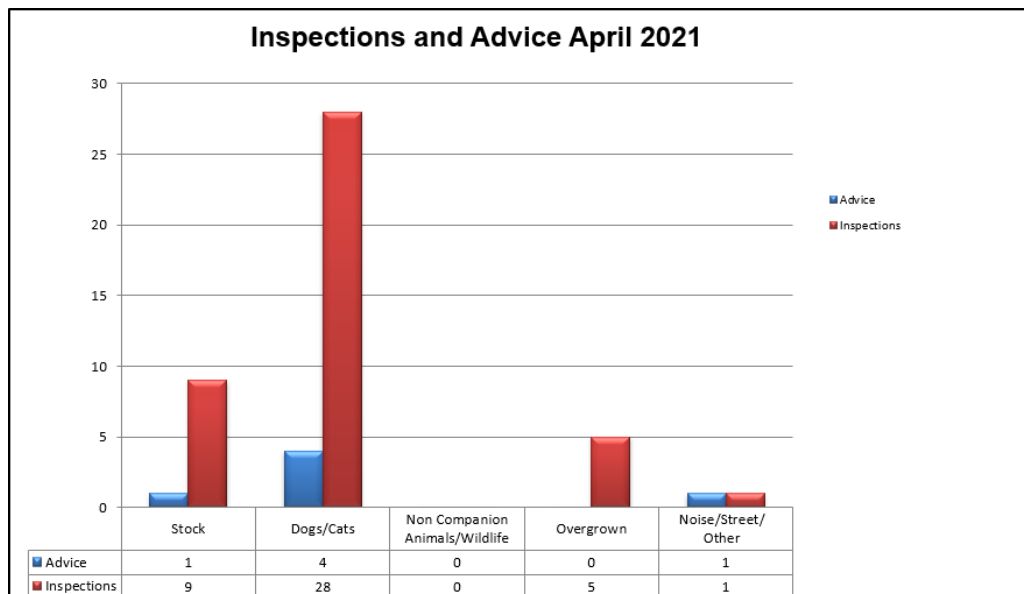
### Food Premise Inspections/Re-inspections

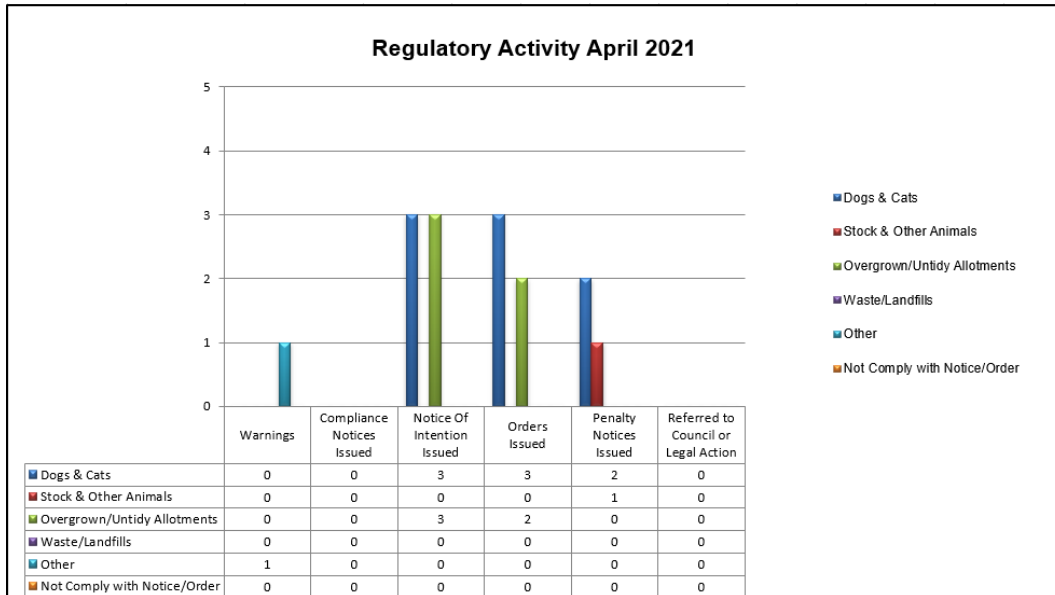
Food Premise Inspections are carried out on an annual basis for each food business. The graph below shows inspections that have been carried for the current financial year. Enquiries or complaints are actioned as necessary.



### Compliance and Regulatory Control

Council received complaints regarding roaming stock and dogs, noise, the keeping of animals and other concerns during the month of April 2021. These are investigated and actioned as necessary.





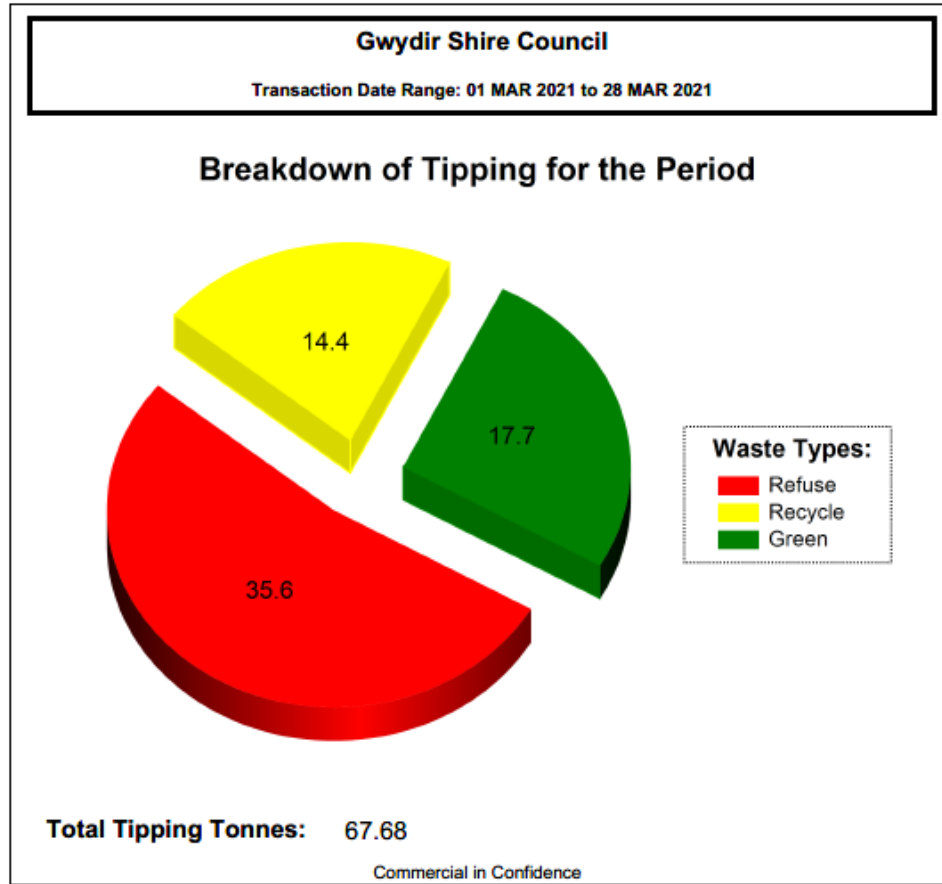
### Asbestos Removal – 5 Warialda Road Coolatai

The site of the fire damaged dwelling at 5 Warialda Road Coolatai has been remediated. The contractor will be issuing the Clearance Certificate to Council.

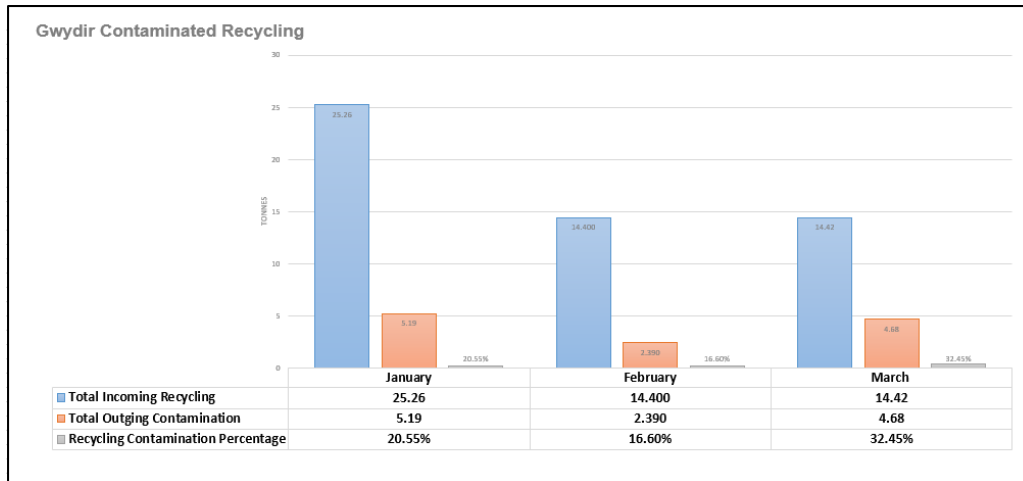
### Waste Contract Services – March 2021

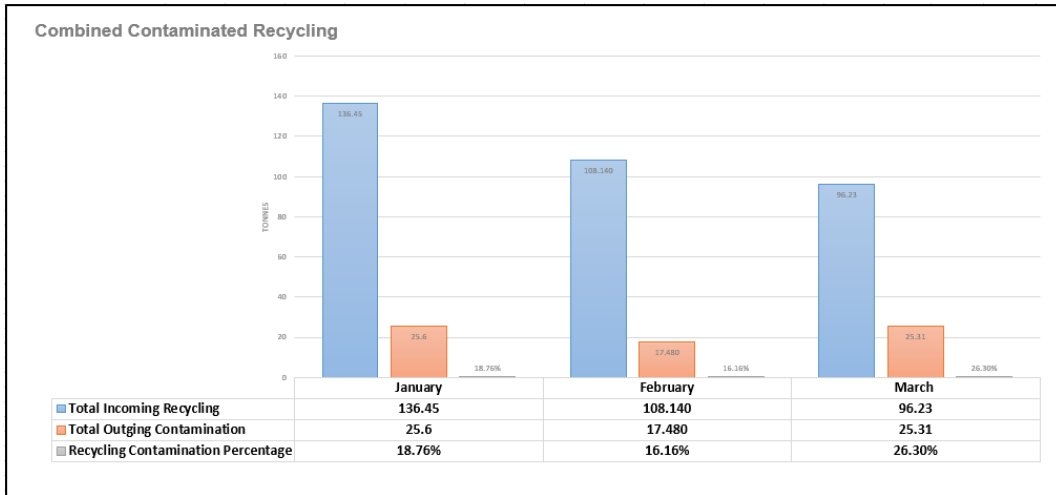
Scheduled curbside collection of waste, recycling and green waste was carried out throughout the Shire. Customer service requests are processed and actioned as necessary.



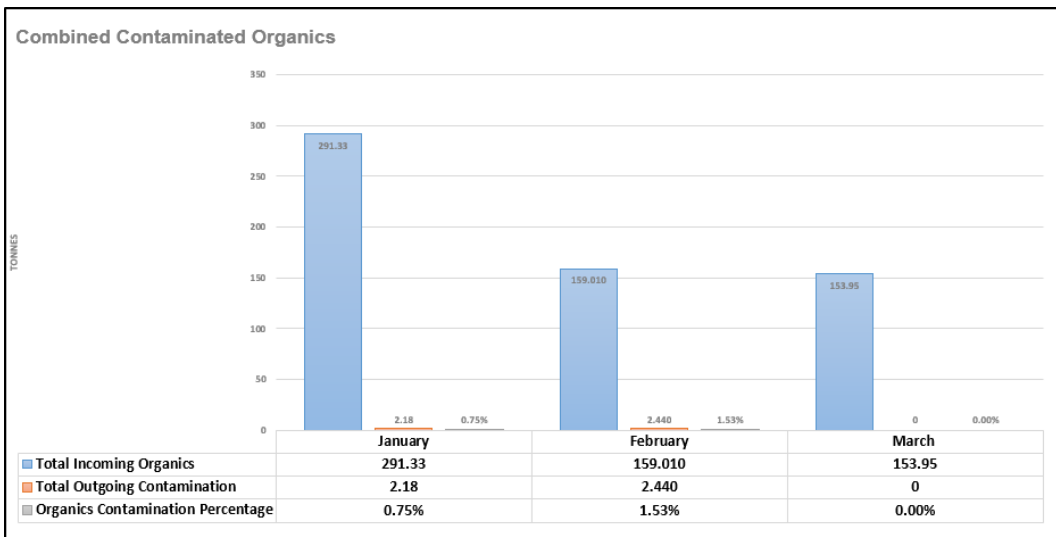
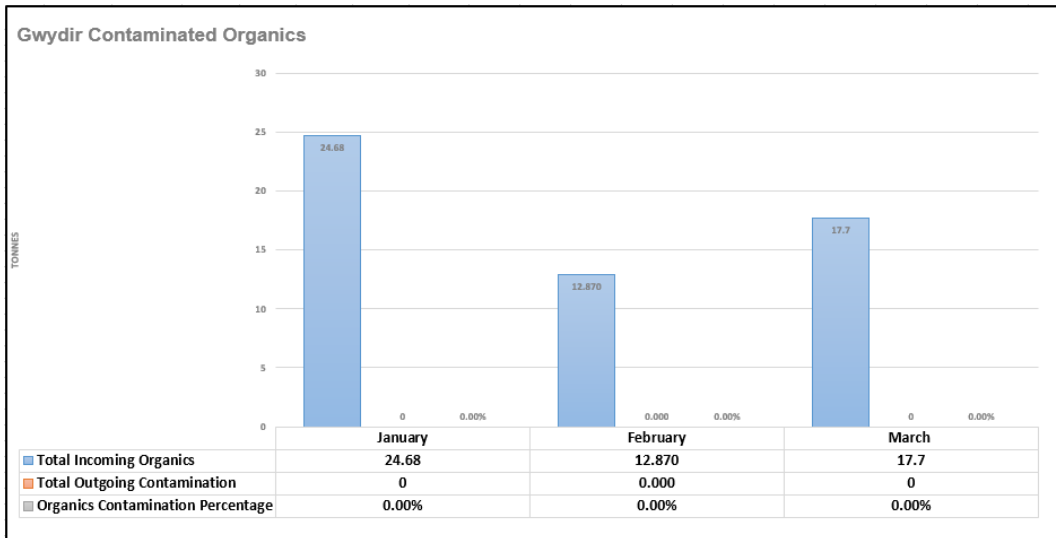


### Recycling Contamination





## Organics Contamination



**Comment from Cleanaway for March 2021**

“All recycling contamination has substantially increased this month due to the rain events. The bins at the Materials Recovery Facility Narrabri (MRF) were filled with rain when tipping off making them excessively heavy. The MRF are unable to place the bins inside under cover & also unable have holes drilled in them to allow water drainage. We had seen this occur previous is a known issue with large rainfall events. Organics contamination was down for the month of March (Jacqui to review tipping data to ensure accuracy).”

**Priority Weed Control**

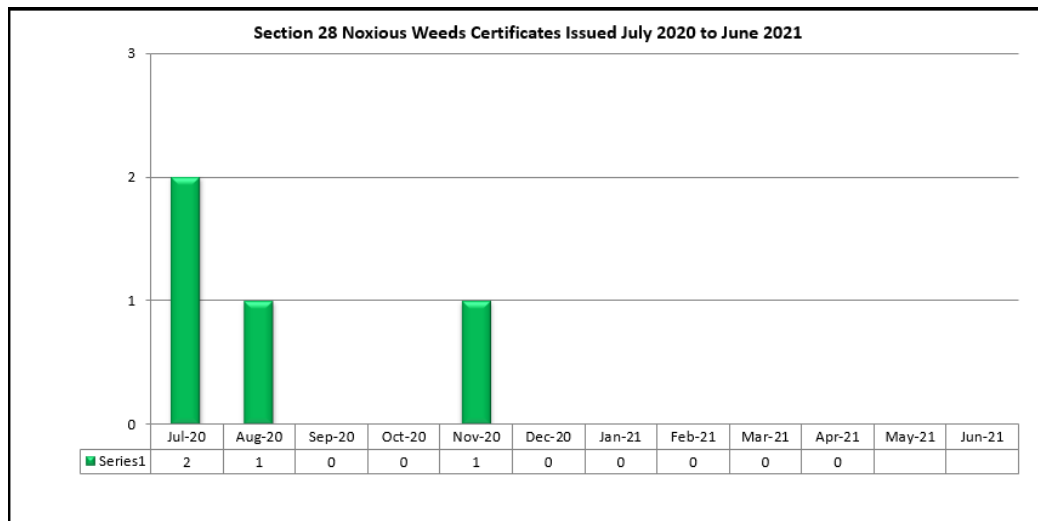
**Property Inspection Program**

Staff continue to assist farmers and the community with:

- Funding advice
- Noxious weeds advice
- Property inspections
- Spraying of noxious weeds
- Property inspections are currently being undertaken in Section D.

**Section 28 Noxious Weeds Certificates**

No Section 28 Certificates were issued for the month of April 2021. The graph below shows the Section 28 Certificates issued for the current financial year.



**Weeds Inspections**

Property inspections are being undertaken in Section E during 2021 with property owners being offered support and advice on managing weeds.

The following graphs and charts show the noxious weeds inspections carried out in 2020/2021.



**Noxious Weeds Inspections for the Month of April 2021**

<i>Areas Inspected</i>	<i>No.</i>	<i>Ha</i>	<i>Rd km</i>	<i>Weeds Present</i>
Private Property	24	14552.3	-	Harissa Cactus, Blue Heliotrope, Tree Pear, Tiger Pear, African Boxthorn, Mimosa Bush, Mother of Millions
Private Property – High Risk	28	35614.4	-	Mimosa Bush, Tree Pear, African Boxthorn, Mother of Millions, Harissa Cactus, Tiger Pear, Rope Pear
Private Property – High Risk Re-Inspection	2	3817	-	Parthenium Weed
Roadside - High Risk Pathways	16	2026.1	405.22	African Boxthorn, Mimosa Bush, Tree Pear, Sweet Briar, Black Berry, Common Pear, St Johns Wort, Mother of Millions, Rope Pear,
Roadside	16	1088.7	217.74	Sweet Briar, St Johns Wort, Common Pear, Tree Pear, African Boxthorn, Black Berry, Mimosa Bush, Common Pear, Green Cestrum
Waterways – High Risk Pathways	8	61	12.2	Parthenium Weed, Mimosa Bush, Tree Pear, African Boxthorn
Rural Outlets	3	1	-	None Found
Department of Lands	2	18	-	Harissa Cactus, Mother of Millions, Tree Pear, African Boxthorn

### Noxious Weeds Control Works for April 2021

Road/Property	Weed Code	Area Ha	Road km	High Risk Road	Council Road	Other
Myall Creek Memorial	General	53				1
Coolatai Landfill	General	1				1
North Star Landfill	General	1				1
Croppa Creek Landfill	General	1				1
Bingara Common & Landfill	AB	250				1
Whitlow Road	T-CP	116.9	23.38		1	
Riverview Road	T-CP	67.9	13.58		1	
Gineroi Road	T	158.95	31.79	1		
Michells Lane	T	54.25	10.85		1	
Upper Whitlow Road	T	39.8	7.96		1	

### Annual Public Lighting Report

An apology was received from Essential Energy for the delay in issuing the attached report and for the 2019/2020 Financial Year.

From: Adele Finch <[Adele.Finch@essentialenergy.com.au](mailto:Adele.Finch@essentialenergy.com.au)>  
Sent: Friday, 30 April 2021 9:45 PM  
To: Saul Standerwick <[sstanderwick@gwydir.nsw.gov.au](mailto:sstanderwick@gwydir.nsw.gov.au)>  
Cc: StreetLighting <[streetlighting@essentialenergy.com.au](mailto:streetlighting@essentialenergy.com.au)>  
Subject: Public Lighting Code - FY19/20 Gwydir Annual Report

Hi Saul

Under the Public Lighting Code, Essential Energy is required to prepare a customer specific annual report. We apologise for the delay as this was due last year.

If you have any queries or concerns in relation to the reports, please don't hesitate to contact me.

Kind Regards,

Adele Finch  
Streetlight and Joint Use Manager  
Asset Management and Engineering



M: 0427 064 130  
E: [Adele.Finch@essentialenergy.com.au](mailto:Adele.Finch@essentialenergy.com.au)  
PO Box 5730 Port Macquarie NSW 2444 | [essentialenergy.com.au](http://essentialenergy.com.au)  
General enquiries: 13 23 91 | Supply interruptions (24hr): 13 20 80

**Attachment:** NSW Public Lighting Code Annual Report  
FY 19/20 Gwydir Shire Council  
Submitted by Essential Energy 30 April 2021

The Environment and Sustainability Department report for April 2021 was compiled with information available at the time of preparing the report.

### THE LIVING CLASSROOM

#### Use of The Living Classroom during April

During April a private Baby Shower was held, Bingara Central School conducted a Study Group day, Barraba Central School teachers held a 'Discover TLC' meeting, members of the Friends of Myall Creek used the Bunkhouse and Classroom facilities, and a private Baby Christening was held.

The propagation of edible plants and flowers at TLC Nursery is continuing. Some were available for sale through the Bingara Op Shop. A large display and sale occurred at 'Grazing on the Gwydir' on the Saturday April 24 event in Bingara.

The new SoundTrail for TLC has been trialled and tested. A trail of seven themes has been put together from the entrance at West Street to the Main Dam. The trail includes stories relating to the earthworks, the fish stocks, the 'chain of ponds', the koala food trees and the kitchen garden.

Year 7 Students and teachers from the Cape Byron Steiner had a visit to TLC. They stayed in the Bunkhouse for four nights and used the grounds and facilities. They had a field trip of the grounds and a Power Point story of the site and its projects and enjoyed some horse riding.



*The students, planting trees*



*The students visiting the Nursery*





*The students scrambling around Sawn Rocks.*



*Art work at the Glacial Area*



*The students taking a swim at the Glacial Area.*

## **TOWN UTILITIES**

### **Water and Sewer**

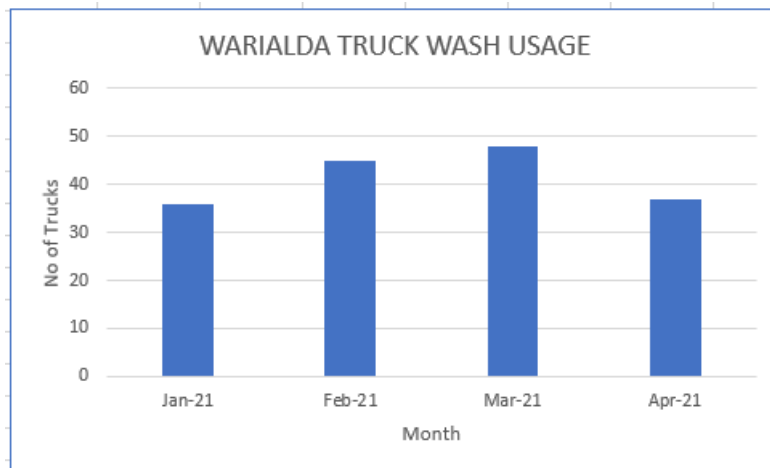
During April, Water and Sewerage operators attended 13 service line repairs and repaired eight sewer blockages. Other work was undertaken at the Warialda Truckwash facility, The Living Classroom, Myall Creek, The Roxy, Bingara Caravan Park and Whitfield Place, Bingara.

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Boil Water Alert was issued for Gravesend on 25 March 2021 as a precaution due to rainfall events causing high turbidity in the Gwydir River. The Boil Water Alert was lifted on 23 April following consultation with NSW Health and DPIE-Water.

Truckwash data for April

The truckwash facility was used by 37 trucks during April with an average wash down time of 113 minutes and total water used was 175KL. The estimated income for April is \$2,388 less monitoring fees.



An additional connection point was installed at the truckwash now allowing the drivers the option to use their own hoses or the retractable hoses onsite. Repairs to the truck wash solenoids were undertaken during April and the wash bay was unable to be used for three days.

**Grant Projects**

Federal Drought Program:

Upper Horton water supply upgrade – installation of pipe work by Council’s water crew commenced during April. The driller for the bore undertook a site inspection in April in preparation for drilling in May 2021.

Two shade covered areas have been ordered for installation at All Abilities Park in Warialda.

State Drought Program:

Construction of toilet block commenced in Cunningham Park during April, with the foundation pad installed by Council. The new toilet block will be constructed by Council’s building crew due to commence in May. Following completion of the toilet block the old existing toilet block will be demolished and the area restored.





*Cunningham Park new toilet block pad*

The second part of the grant funding in Cunningham Park includes installation of a 6m x 6m shelter, a new barbeque and tables. This work will be undertaken in May – June 2021.

#### Covid 19 Stimulus

Batterham's Lookout is scheduled for some major works under the Covid stimulus funding which includes guardrail works, signage, walkway improvement and new shelters, tables and chairs.

Gwydir River foreshore received funding for the installation of three shelters and picnic settings. Two shelters have been installed and the additional shelter will be installed after the Willow tree is removed from under the bridge.

Captain Cook Park will have an upgrade with the replacement of the existing shelter and BBQ with a new 6m x 6m shelter and BBQ along with an additional 3m x 3m shelter and picnic settings. All materials have now arrived and concrete slabs are expected to be installed during May with structures erected during June 2021.

Nicholson Oval will also receive an upgrade with the addition of two 3m x 3m shelters on the western side of the park. All materials have arrived and slabs are expected to be installed during May with structures erected during June 2021.

#### Parks and Gardens

All parks and gardens continue to be maintained. Council undertakes weekly inspections of playgrounds and cleaning of handrails and touch areas. Mowing, weed control, irrigation, hedging, and trimming were routinely undertaken during April. Football season commenced in April and Gwydir Shire has three of the best-kept ovals in the region. Council continues to mark and maintain the fields for these community groups. Street trees continued to be planted in both Warialda and Bingara during April. Anzac Day flags were raised in Bingara and Warialda. Parks and Gardens staff mowed the area around Gulf Creek Hall in preparation for Anzac Day.

Cunningham Park had several large silky oak trees lopped during April; these trees were reaching heights of up to 20m and were trimmed back to minimise the risk of damage to the new shelters that are scheduled to be installed. The work needed to be completed prior to the new footpaths being installed and heavy machinery needed to access the park.

Myall Creek and the glacial area are inspected on a weekly basis.

#### Bingara Showground

Council received funding to refurbish the grandstand at Bingara Showground in the Showground Stimulus Package Round 2. Quotations have been received.

Under the Showground Stimulus Round 2B package, Council obtained funding for LED lights for the Showground arena and the refurbishment of an existing amenities block. This work is expected to be completed prior to the CMCA Rally in October.

Workshops and Depots

Council was successful in obtaining a grant of \$1,300 from NSW Office of Sport towards the cost of a defibrillator for use at Gwydir Oval. Council also purchased an additional two defibrillators at a cost of \$3,410 each for installation at the Bingara and Warialda Works Depots.

The company delivered the defibrillators and provided training sessions for users of Gwydir Oval and at each Council depot. An audit of existing defibrillators was carried out by the company representative and Council is now building a register of all defibrillators within the Shire and expiry dates of batteries and pads. This register will be maintained by Council's WHS Supervisor.

40 people attended the defibrillator awareness training are now trained in defibrillator awareness and identifying cardiac arrest.



*Staff attending a defibrillator information session at the Bingara Depot*

Staff inspected Komatsu and Caterpillar excavators in Moree, Tamworth, Uralla and Inverell prior to a report being submitted to the Heavy Plant Committee in April.

Total number of services for the month - Bingara and Warialda	15
Total number of individual jobs for the month - Bingara and Warialda	56
Total number of tyres fitted in April	13

Major Repairs completed in Workshops during April included:

- P1950** Kubota skid steer - fit new gutter broom arm, adjust broom rework hoses
- P1713** Jetpatcher - electrical fault for engine control module (ECM) to control back, fit 3 new hydraulic hose fit new air ram to hopper
- P1689** Hino water cart – service, new bearings to rear water pump, repair hydraulic tank mounts, drain fuel tank fit new fuel filters, 2 new batteries
- P1783** Utility - fit new air conditioner pipe and gas
- P1788** Grader – 6,000 hour service
- P1625** Backhoe - remove cylinder head for repair
- P1891** Reclaimer - 750 hour service, hard face paddles on drum
- P1081** JD Tractor – 6,000 hour service, fit 2 new front tyres
- P1680** Utility - remove fuel tank, drain petrol from tank, replace with diesel, fit new filters
- P1717** Utility - calibrate injectors and relearn fuel system.
- P1677** Utility - cylinder head repairs



*P1625 Komatsu backhoe in the workshop to have a cylinder heads gasket replaced*

A pit cover has been fabricated to be fitted behind the old Soil Conservation building in Hope Street, Warialda to cover sewer pump pipes and taps.

Under Capital Works, Council has purchased a new steel bending machine for use in fabrication in the Workshop.





*New steel bending machine*

### Vehicles

New stickers have been applied to corresponding vehicles indicating the licence required to operate that item of plant.



*New stickers indicating licence requirements*

New Prestart books for plant have been issued to operators in Bingara and Warialda. These books are specific to plant such as tractor, grader, loader, light vehicle etc. and replace the existing Operators maintenance log books which were deficient in checks required.

**OFFICER RECOMMENDATION**

**THAT the Monthly Executive report be received**

**ATTACHMENTS**

**AT-** NSW Public Lighting Code Annual Report

**NSW Public Lighting Code Annual Report**  
FY 19/20 Gwydir Shire Council

Submitted by Essential Energy  
30 April 2021



Essential Energy reports as follows:

1. This report details Essential Energy's activities under Essential Energy's Public Lighting Management Plan (The Plan), The Plans' compliance with the Service Standards in Schedule 1 of the NSW Public Lighting Code (the Code) and The Plans' remaining obligations under the Code. These requirements form part of Essential Energy's obligations under condition 19A of its Distribution Network Service Provider Licence.
2. This report has been prepared by Essential Energy with all due care and skill in full knowledge of conditions to which it is subject and in compliance with IPART's current [Electricity Networks Reporting Manual – NSW Public Lighting Code compliance reporting.](#)
3. Schedule A provides information on the activities undertaken in accordance with Essential Energy's Public Lighting Management Plan that can be found through this link – [CEOP1023 - Public Lighting Management Plan.](#)



## Essential Energy's Public Lighting Management Plan

### Maintenance Program

Activities undertaken in accordance with Essential Energy's Public Lighting Management Plan included;

Clause 6(e) activity	Performance against level of service
(i) outage detection of Public Lighting Assets (for example inspection patrols), and service availability requirement	<p><u>Service Availability</u></p> <p>Gwydir Shire Council had approximately 485 public lights maintained by Essential Energy during FY19/20. The average availability of these public lighting assets was 99.48% against a required target of 95%.</p> <p><u>Luminaire Outage Detection</u></p> <p>Essential Energy conducted night patrols on 418 streetlights within Gwydir Shire Council in FY19/20.</p>
(ii) bulk and spot lamp replacement and disposal as applicable	<p><u>Lamp Replacement</u></p> <p>19 globe replacements were performed, and 93 luminaires were upgraded to LED in the Gwydir Shire Council LGA for FY19/20.</p> <p><u>Lamp Disposal</u></p> <p>Essential Energy is a signatory of FluoroCycle. FluoroCycle is a voluntary product stewardship scheme that seeks to increase the national recycling rate of waste mercury-containing lamps. Further, under the Energy Savings Scheme Rule of 2009, Essential Energy is required to recycle mercury-containing lamps to receive or generate for the public lighting customer an Energy Saving Credit. In FY19/20, 6 mercury vapor globes were replaced with LEDs within Gwydir Shire Council LGA with all mercury-containing lamps recycled in line with Energy Savings Scheme Rule requirements.</p>
(iii) luminaire cleaning and inspection	<p><u>Lamp Cleaning and Inspection</u></p> <p>Essential Energy cleaned and inspected luminaires during the BLRP to help maintain recommended minimum lighting levels and provide early identification of defects that could affect performance. As many luminaires were replaced as part of the BLRP, a specific cleaning regime is not currently in place, however luminaires are cleaned during spot globe replacements.</p>
(iv) tree management strategies, including informing Customers of their responsibilities to manage vegetation to ensure effective lighting	<p><u>Vegetation Management</u></p> <p>Essential Energy informs vegetation contractors undertaking work on behalf of the business, of the required vegetation clearances around overhead luminaires and powerlines.</p> <p>In FY19/20, 13,225 total spans were cleared within the Depot areas that service the Gwydir Shire Council LGA.</p> <p>The total number of spans cleared is unable to be split into LGA, but by Essential Energy Depot only.</p> <p>Gwydir Shire Council is serviced by the Warialda Depot which does not service any other LGAs; and by the Goondiwindi, Barraba, Moree and Inverell Depots which also service Goondiwindi and Tamworth Regional Council, Moree Plains, Inverell, Uralla and Balonne Shire Councils. We have therefore included the number of spans cleared for Warialda, Goondiwindi, Barraba, Moree and Inverell Depots. The number of</p>

	<p>spans cleared for Warialda Depot details spans cleared solely within the Gwydir Shire Council LGA. The number of spans cleared for Goondiwindi, Barraba, Moree and Inverell Depots details spans cleared which may not necessarily have been carried out within Gwydir Shire Council LGA.</p> <p><i>Spans Cleared:</i></p> <p>Barraba Depot 519                  Goondiwindi Depot 1,809                  Inverell Depot 3,939                  Moree Depot 5,925                  Warialda Depot 1,033</p>
(v) inspection, test, repair, and replacement of equipment including columns / poles	<p><u>Pole Inspection and Maintenance</u></p> <p><i>Inspections</i></p> <p>Essential Energy conducted 35 inspections within the Gwydir Shire Council LGA in FY19/20. This includes inspections of dedicated streetlight columns and poles where a streetlight shares the use of the pole with electricity distribution assets.</p>
(vi) condition monitoring	<p>Essential Energy regularly reviews data capture processes to ensure that data captured during maintenance meets data analysis needs. Essential Energy is constantly improving and automating data cleansing and capture processes to reduce the likelihood of human error. A large public lighting data cleansing project was undertaken in FY19/20 to improve data quality.</p>

**Item 2 Monthly Organisation and Community Services Report**

**FILE REFERENCE** 21/10703

**DELIVERY PROGRAM**

**GOAL:** 5. Organisational Management

**OUTCOME:** 5.1 CORPORATE MANAGEMENT

**STRATEGY:** 5.1.3 Administrative functions - GM - internal

**AUTHOR** Organisational and Community Services Director

**STAFF DISCLOSURE OF INTEREST** Nil

**IN BRIEF/ SUMMARY RECOMMENDATION**

The monthly Organisation and Community Services report details the activities carried out by the Department during April 2021.

**TABLED ITEMS** Nil

**BACKGROUND**

The monthly Organisation and Community Services report forms part of a regular reporting regime. The purpose of the report is to inform Council of the activities carried out within the Department.

**AGED CARE SERVICES**

**Naroo Frail Aged Care Hostel**

**Budget**

Reduced staffing hours has continued in line with supporting the budget. The shifts are reviewed when occupancy rate rises to ensure safe and quality care of our residents.

**Resident Meeting 20 April 2021**

Naroo Resident Monthly Meeting was attended by the Aged Care Manager, Activities Officer, Registered Nurse and Administration staff.

Residents are very happy that the Maintenance Officer has been engaged full-time for the next month to assist with the current mouse plague and associated cleaning. The Aged Care Manager has requested a contract cleaner to do a one off intensive clean.

Resident fortnightly visits from the Anglican minister have now recommenced post COVID-19.

**Staff Training**

Staff have completed online learning for the month of April including:

Out Break Management – Extension

Infection Control – Extension

SIRS – Abuse, Unexplained Absences

Joblink grant funded training commenced for staff – First Aid Certificates, CPR Training.

### **Grant Application**

The Aged Care Manager has submitted one grant application: Business Improvement Fund (BIF) – to assist Aged Care facilities that are financially struggling but not considering closure. A separate audit was required which has been completed by PwC.

### **Residents' Outings**



*It was with much excitement that the residents of Naroo enjoyed another amazing lunch at the Pallamallawa Pub.*

### **Pet Therapy**

Naroo residents were thrilled to have a visit from one of our local fur companions which provided some much needed cuddles.



### **Commonwealth Home Support Program**

#### **Bingara CHSP**

##### **Volunteers**

Bingara CHSP was supported by 11 volunteers with 503 hours of services during April by way of out of town transport, centre based day care and local transport.

The hours that volunteers work are determined by the time spent with clients by way of transportation, group social support and individual social support.

##### **Transport and Trips**

Group Social Support made a trip to the Bingara Golf Course. The ladies enjoyed a sausage sizzle.

Out of town transport was busy with 176 trips for the month servicing 35 clients.

The Access Bus made two trips to Inverell in April. The bus was again used for some out of town trips to medical appointments when both other vehicles were fully booked.

##### **Social Support**

Group Social Support enjoyed a sausage sizzle on the Bingara Golf Course this month, making the most of the beautiful autumn weather. Ten clients and three volunteers attended morning tea as usual in the Linger Longer room and then travelled in the bus to the BBQ area on the golf course for lunch.

Flu vaccinations are underway at the Bingara Medical Centre and the first of the COVID-19 vaccinations started with many local clients needing transport to and from the centre.

Easter celebrations were held in April and Group Social Support also commemorated ANZAC Day. A birthday party was held on the last Tuesday of the month for all those who celebrated their birthdays in April. This is going to be a monthly event.

### Food Service

Meals on Wheels remained the same in April, maintaining 12 clients. Comments were received from Meals on Wheels clients commending volunteers for brightening their lives. For some, it is the highlight of their day.



*Easter celebrations*

Bingara CHSP Monthly Report	April
Day Centre	
Total active clients	20
Clients receiving service	13
Total meals	32
Hours clients receive in centre	115
Social Support	
Number of clients	53
Individual Hours	388
Group Hours	115
Total Hours received	503
Food Service (Meals on Wheels)	
Clients	12
Meals	184
Transport	
Number of clients	35
Number of trips	176
Transport (Youth)	
Number of clients	nil
Number of trips	nil

Access Bus - Inverell	
Number of clients	8
Number of trips (per month)	2
Volunteers	
Number of volunteers	11
Number of hours	503

## Warialda/Delungra CHSP

### Advisory Committee Meeting

Next meeting will be held on 18 May at Delungra CHSP Building

### Volunteers

Monday volunteers supply morning tea for clients. Numbers vary from 15 to 22 people.

### Transport and Trips

The community bus to Inverell was at capacity this month with three visits in total.

Delungra ladies visited Bingara recently, which included morning tea in the park, then to the RSL to play bingo and have lunch.

### Social Support

Seniors' morning tea was held at the Warialda CHSP Centre where clients enjoyed a cuppa, chat, and catch up.

Clients are provided with social support when attending the Day Centre, transport, outings and when Meals on Wheels are supplied.

### Food Service

Monday Day Centre clients enjoy a home cooked meal and dessert.

Warialda have two new Meals on Wheels clients providing them with frozen meals supplied by the Warialda Hospital.

Warialda/Delungra CHSP Monthly Report – April 2021		
Day Centre	Warialda	Delungra
Total active clients	87	24
Clients receiving service	48	10
Total meals	105	78
Hours clients receive in centre	217	79
<b>Social Support</b>		
Number of clients	48	10
Individual Hours	48	1
Group Hours	169	78
Total Hours received	217	79
<b>Food Service (Meals on Wheels)</b>		
Clients	2	0
Meals	45	0
<b>Transport</b>		
Number of clients	22	2



Number of trips	68	12
Transport (Youth)		
Number of clients	0	0
Number of trips	0	0
Access Bus - Inverell		
Number of Clients	7	1
Number of Trips (per month)	6	6
Volunteers		
Number of volunteers	35	1
Number of hours	217	79



Warialda raffle winner





*Delungra raffle winner*

## **COMMUNICATIONS, MARKETING and TOURISM and ROXY THEATRE COMPLEX**

### **Service NSW**

Service NSW branches will be receiving an upgrade to their technology by the end of the financial year. Staff are consulting with Service NSW to ensure that there is minimal disruption to customer service during this time and that everything transitions smoothly.

The Service NSW contract is due to expire on 30 June 2021. On 7 April, Council received notification that Service NSW is executing clause 3 of the existing contract "Term, Holding Over and Renewal paragraph 3(c), which states:

*"SNSW may, by giving written notice to the Council before the end of the Initial Term, renew this agreement for the Renewal Period on the same terms and conditions as in this agreement. SNSW may not give a renewal notice under this clause 3(c) if the Council has already served a notice of termination on SNSW in accordance with clause 18."*

This means that the existing SNSW contract will remain as it stands until 30 June 2022 where a complete review and renewal of terms of the contract will occur between key stakeholders.

### **Communications**

#### Community Newsletter

Council has received a lot of positive feedback for the first issue of the Gwydir Newsletter. The next issue is being prepared to send to the print house for distribution mid-May. It was resolved at the April Council meeting that the next issue is also distributed to every resident of the Shire.

### **Events**

The Warialda Honey Festival date has been rescheduled for 18 September 2021. This event is on the same weekend as the Warialda Off Road 200 and both committees are looking forward to working together to ensure a great weekend for the community.

The Bingara Business Group held a successful market day, Grazing on the Gwydir, in Bingara on 24 April. Over 30 stalls participated in the day and feedback has been exceptionally positive. The group hopes to be able to expand the event in 2022.

### **Tourism**

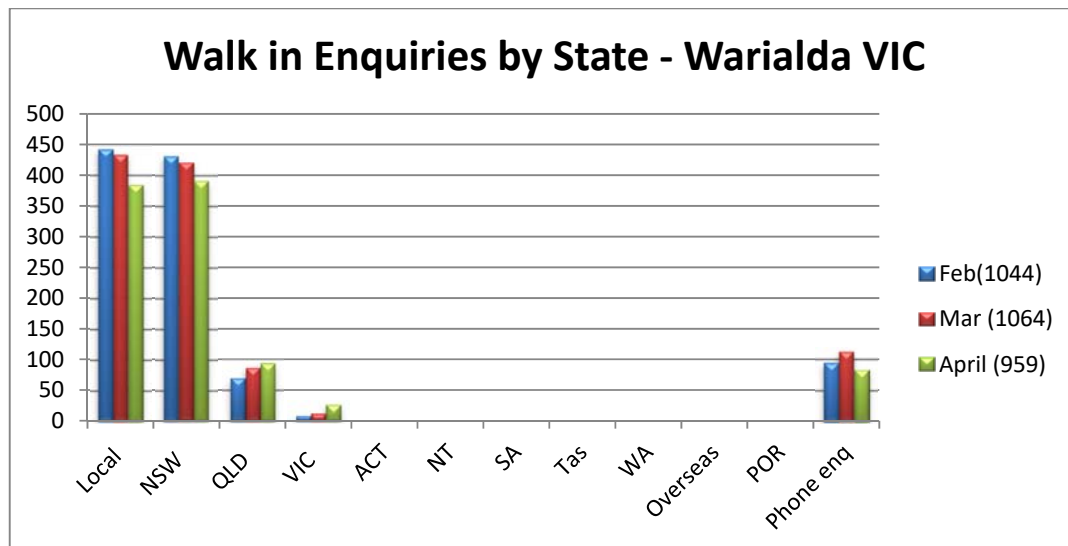
Bingara and Warialda tourism staff continue to deliver outstanding service to our customer base. Numbers have remained consistent throughout the month of April.

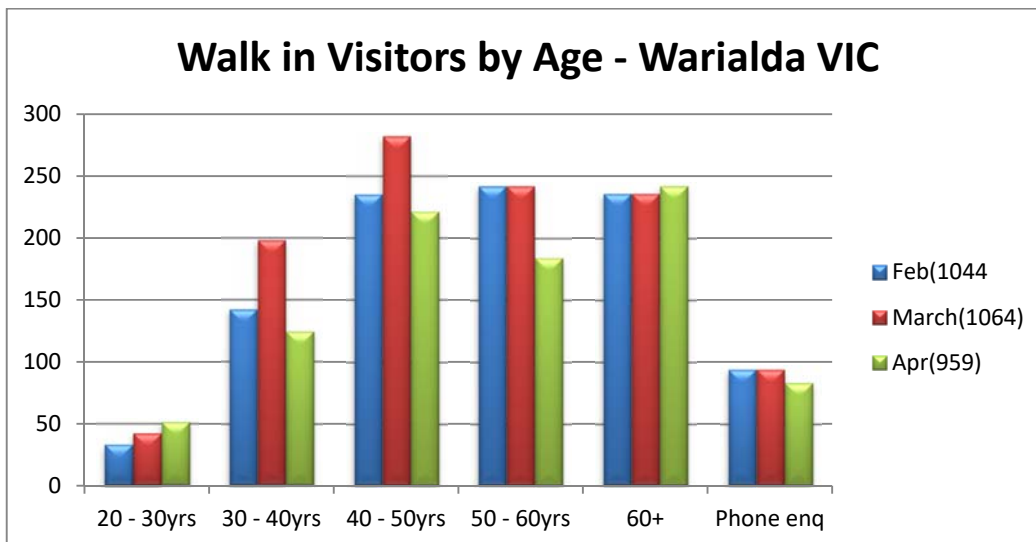
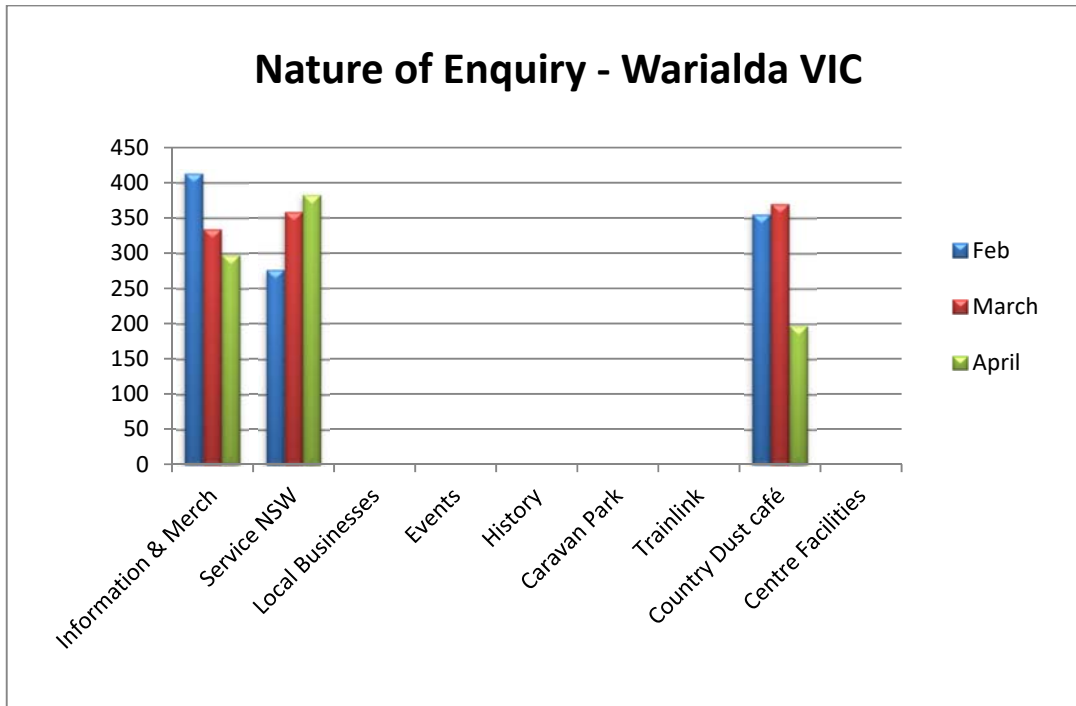
### **Warialda Visitor Information Centre**

February 2021	March 2021	April 2021
Opening Hours = 142.5	Opening Hours = 150	Opening Hours = 157.5
Volunteering Hours = 32	Volunteering Hours = 31	Volunteering Hours = 29

Income:	February	March	April
Centre Hire	0	\$100.00	0
Merchandise sales	\$841.00	\$1493.50	\$818.50
Subtotal	\$841.00	\$1493.50	\$818.50
Total Monthly Income	\$841.00	\$1593.50	\$818.50

Visitors at Warialda VIC	February	March	April
Visitors	413	334	297
RMS	276	358	382
Cafe	291	370	197
Phone Visitor /Service NSW enquires	64	112	83
Total	1044	1158	959



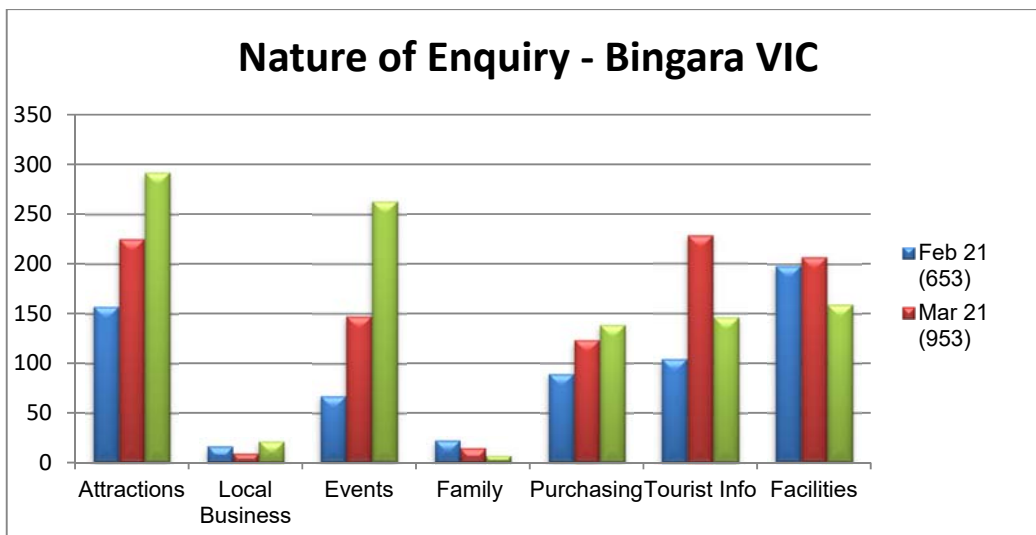
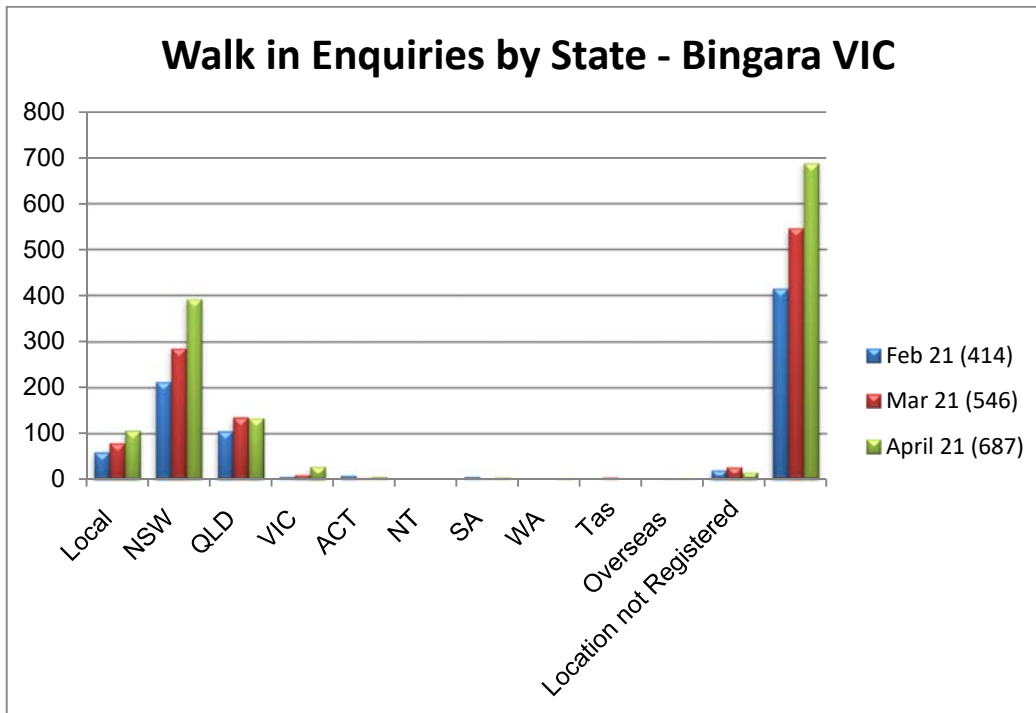


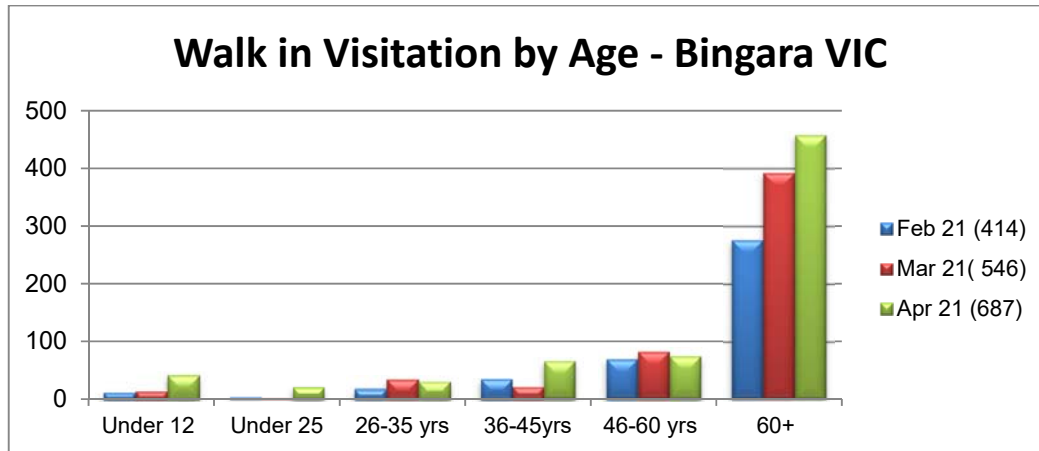
#### Bingara Visitor Information Centre

February 2021	March 2021	April 2021
Opening Hours = 162	Opening Hours = 181.5	Opening Hours =
Volunteer Hours = 32	Volunteer Hours = 32	Volunteer Hours =

Income – Bingara VIC	February	March	April
Products on Consignment	\$ 12.00	\$ 9.00	\$ 12.00
Merchandise	\$1171.50	\$1205.90	\$1770.00

Subtotal	\$1183.50	\$1214.90	\$1782.00
Less payments to consignees	\$ 8.40	\$ 6.30	\$ 8.40
Total Merchandise sales	\$ 1175.10	\$1208.60	\$1773.60
Total Monthly Income Bingara VIC	\$ 1175.10	\$1208.60	\$1773.60
Roxy Tour Income	\$ 485.00	\$ 790.00	\$ 695.00
Visitors at Bingara VIC	414	546	687





## ROXY

Margaret Fulton the Musical is the Roxy Theatre's first paid production since the COVID-19 shutdown. Two shows were booked, a matinee and an evening performance. Theatre goers have been able to utilise their Discover vouchers which were issued by the NSW Government to subsidise the cost of their tickets.

Conference Room – 5 bookings for April

Roxy Trade Training Kitchen – no bookings for April

Roxy Theatre Green Room – 1 booking for April

Roxy Café – 1 booking for April.

## SOCIAL SERVICES

### Bingara Neighbourhood Centre

*Funding body – Department of Communities and Justice*

Bingara Neighbourhood Centre continues to assist community groups with grant applications and attend to the needs of the general public through advocacy and referral to other services.

### S355 Committees

Staff attended a meeting with the Bingara Historical Society to discuss future plans and collate relevant information for the museum.

Grant funding is being sourced to assist the Bingara Op Shop committee to purchase a shed that can be moved, if required, and air conditioning for the shop area to make it more comfortable for the volunteers.

On Friday 23 April, "The Old Court House Gallery" was officially opened by Mayor John Coulton. Members of the public were welcomed into the gallery on Friday night after the official opening and on Saturday during Grazing on the Gwydir.

"The Old Court House Gallery" is currently featuring the collection of Gwydir Art Show prizes which is called "The Gwydir Art Collection".

### **Centrelink**

Centrelink was closed on 2 and 5 April 2021, due to the Easter public holiday. It did, however, maintain normal operation hours for the remainder of April.

### **Youth Service**

*Funding body – Department of Communities and Justice*

### **Youth Council**

On 16 April, the Gwydir Youth Council held their annual Youth Week event. This year they hosted a Colour Run at the Warialda Showground. Eleven young people from Bingara attended the event, along with 15 Warialda youth. The Youth Council are hoping to hold another event later in the year.



The Youth Council was inducted on 29 April at the monthly Council Meeting. The Mayor presented the young people with certificates for their initiative in becoming a member of the Youth Council.



*The 2021 Gwydir Youth Council*

### **Vacation Care**

Vacation Care was held on 9 April at Warialda Town Hall and on 12 April at Bingara Preschool.

Activities provided throughout the program included, board games, free colouring and drawing, ball games, team games such as Tribes and Territories, Hide and Seek, Sardines, and Minute to Win It games. The children really enjoyed the Minute to Win It games as it tested their skills, and the activities were fun. The children enjoyed working as teams and encouraged one another to do their best.



### **Youth Mentoring Program**

The Youth mentoring program has been assisting young people with Centrelink, Medicare, job applications, behaviour management and resumes.



## Supported Playgroup Development Worker

*Funding body – Dept of Community and Justice*

The Warialda Toy Library continues to provide age-appropriate developmental experiences for children of families engaging in service sessions each Monday, Tuesday, Thursday and Friday mornings.

This month, Warialda Toy Library attendance numbers were notably lower than the previous month, due to the Easter public holiday and the school holiday period when the service was closed for one week.

On Thursday 1 April, the Toy Library welcomed 16 children, engaging in Easter craft, story time and an egg hunt.

A baby crying information session was catered for on Monday 19 April.

A science experiment was facilitated for on Tuesday 13 April, prompting exploration through play, promoting emergent cognitive skills.

On Friday 16 April, sensory play was provided for the children in attendance. Recently sensory defiance has been flagged as an area of concern for some of the children attending service sessions and as such, an increase in the provision of sensory exploration is being catered for.



An information session was provided for parents on Monday 19 April, regarding the importance of development from birth and beyond, highlighting the significance of early learning/brain development and emotional attachment for newborn, infancy and beyond.

Children attending the service on Tuesday 20 April, engaged in a cooking experience morning. Cooking allows children to discover metric associations/numbers, following of instructions and sensory discovery as well as turn taking while they engage with their peers throughout the activity.

On Monday 20 April, a 'feeding your baby' information presentation was provided for families attending the morning service session. Here literature was handed out and discussions encouraged about baby lead weaning, starting solids and milk intake after 12 months.



On Thursday 29 April, music and movement was made available, enhancing spatial awareness and encouraging emergent gross motor skills.

Warialda Toy Library	March	April
Total daily attendance count for children, (calculating each child, each day over the month – total points of contact).	136	132
Full borrowing members (new)	1	0
Non borrowing members (new and/or renew)	3	0
Casual borrowing members (new or renew)	0	0
Commemorative Birth Certificate applications received	4	2
Toys returned	3	6
Toys borrowed	6	2
Groups using the service (FDC carer, Pharmacy)	3	2
Monday group activity morning x 3 sessions	47	37
Tuesday group activity morning x 3 sessions	39	32
Thursday group activity morning sessions x 4 sessions	20	42
Friday group activity morning x 2 sessions	30	21

### Bingara Toy Library

*Funding body – NSW Department of Education and Communities*

On 1 April, those attending the morning and afternoon sessions at the Toy Library, enjoyed an Easter Egg hunt.

Open craft and games were planned for the second week of the school holidays to encourage the whole family to visit for a play. Morning tea, sitting down at the table together, and a story on the mat were also enjoyed. This session prompted discussions on sharing, colours, shapes, animal types, shape recognition, fine motor and name writing skills.



Tuesday 20 April saw staff cover road and car safety with the families. Handouts for this topic were sourced from the Kids and Traffic website. This organisation provided free stickers, brochures, and leaflets for each family. The main topics of interest at this session were child seats, rules, and

regulations on bikes, walking on footpath with children in prams, child safe exit from vehicles and ages of seats in cars. The children were included in the discussion when it came to recognising road signs and what they mean. This session allowed the children to use their own voice to talk about the signs they had seen and be quite descriptive with their answers.

Incidental conversation and support were provided by staff on sitting down to eat, tantrums and routines. Suggestions of websites, books and or written information is always offered to families.

The Kool Skool Kids (KSK) program this month included a hot chocolate afternoon, making Mother's Day presents, discussing fire safety routines, addresses and road safety. The children have also been asked each week what they are grateful or thankful for to encourage them to think how lucky they are to have the things, people and opportunities in their life.

Particulars	March	April
Total daily attendance count for children, (calculating each child, each day over the month – total points of contact).	137	61
Full borrowing memberships new/renew	1	0
Non borrowing memberships new/renew	1	2
Casual borrowing memberships new/renew	1	0
Commemorative Birth Certificate - voucher memberships	2	0
Toys returned	1	0
Toys borrowed	5	3
Children and groups using toys	4	1
Monday play session	8	0
Tuesday play session	32	10
Wednesday play session	28	15
Thursday play session	9	2
KSK Program	60	32

### Bingara Preschool

*Funding Body – Early Childhood Education and Care Directorate*

*NSW Department of Education and Communities.*

Days	March
Tuesday	21
Wednesday	24
Thursday	26
Friday	25

### Easter Hat Parade Excursion

The Bingara Preschool children attended the annual Easter Hat Parade at Bingara Central School on Thursday 5 April. Travel was by bus. The children paraded their Easter headbands and performed the dance: 'The Wombat Wobble'.



### **Staff Training**

The Bingara Preschool staff and the Tharawonga staff attended a combined Professional Development Day on Monday 19 April. The two services met at Bingara Preschool, where the day was spent networking, creating goals and sharing ideas. The Social Services Manager organised the successful day and more opportunities to network have been organised for the future.

### **Support Services**

The School Counsellor from Bingara Central School visited on Tuesday 20 April. This was the School Counsellor's first visit for the year. Her main responsibility is to observe the children who have been identified as having exceptional development and gain information to complete their access requests. An access request is a part of an application for funding for when the children attend formal schooling, in the following year.

On Friday 23 April, the Capacity Building Facilitator from PEDAL visited Bingara Preschool. The Capacity Building Facilitator took time observing the children who have identified exceptional development. The educators at Bingara Preschool discussed current strategies and behaviours with the Capacity Building Facilitator, who provided ideas and feedback.

The Occupational Therapist from Vital Health also visited on Friday 23 April. The Occupational Therapist provides therapy sessions for children who have a current NDIS plan. These play-based therapy sessions are provided and advocate inclusive practices.

### **ANZAC Day**

The Bingara Preschool have spent Week 1 learning and exploring the meaning of ANZAC Day. The educators read stories and discussed what the significance of a poppy is. The children also drew their own interpretation of a poppy and explored ANZAC Day loose parts play.



*ANZAC Day loose parts play*

### **Tharawonga**

*Funding Body – Early Childhood Education and Care Directorate  
NSW Department of Education and Communities.*

Days and Venues	April 2021
Monday at Yetman	8
Tuesday at North Star	12
Wednesday at Yallaro	8
Thursday at Gravesend	9
Friday at Crooble	5

### **Staff Training and Development**

The Tharawonga staff attended a combined Professional Development Day on Monday 19 April. The services met at the Bingara Preschool and had the opportunity to network and develop goals.

The Social Services Manager attended and together the group worked on developing collaborative goals for the two services to work towards. The two services will meet in the future for the same opportunities.

### **ANZAC Day**

Tharawonga services including Gravesend, Crooble and Yetman have all participated in ANZAC opportunities. The educators read “Lest We Forget” helping build an understanding of ANZAC Day. Whilst making poppies, the children used their fine motor and hand eye coordination to make their artworks.

### **Community Collaboration**

A local Landcare Coordinator contacted the Tharawonga Director to inform the service that they are holding Rural Women’s catch ups in surrounding communities. The service is displaying the fliers for these upcoming events.

The music focus for the first half of the term is “5 Cheeky Monkeys” for the children to develop an understanding of counting backwards. The transition activity is colours, to build the children’s confidence in colour recognition.

### **Yetman**

The children at Yetman have been learning how to role play familiar children’s stories.

This venue has had an increase of two enrolments.



### **North Star**

The children at North Star have been learning about life skills, science and mathematical concepts through providing various cooking experiences.

This venue also has had an increase of two enrolments.



### **Yallaroi**

The children at Yallaroi have been focusing on sustainability through planting Australian natives at the venue grounds. The children are going to be caring for these by watering them when the service operates. backwards.

There are three children enrolled as casuals.





### Gravesend

The children have requested to the educators that we implement the group experience “Doggy, Doggy Where’s Your Bone”. The children have been participating in meaningful transitions including shape, colour and name recognition. The educators have been implementing singing and stories that are focusing on promoting the children’s language.



### Crooble

The children at Crooble have been learning about life skills, science and mathematical concepts through providing cooking experiences such as homemade pizzas. The transition is colours and shapes to build the children’s confidence in colour and shape recognition. The children are participating in

meaningful school transition sessions which was focused on letter recognition and learning to count backwards.



## COMMUNITY ASSETS

### Caravan Parks

As a cost saving measure, the caravan park caretakers have expanded their work tasks to include mowing designated park and roadside areas, cleaning the Bingara public amenities every second weekend and maintaining the adjacent pool's front garden bed. These changes were made in consultation with Council's Town Utilities and Plant Manager and will be ongoing.

Responses to Council's request for quotation for the supply and installation of the new residence and office were received, assessed, and determined during April. Plans for the new building have been finalised and it is expected that it will be installed in February 2022.

During the reporting period, a Warialda Caravan Park staff member has been on leave. The Council staff in the park's team have worked very well together to cover the unplanned absence. Thank you to these Council staff for their efforts.

Three student teachers are staying at the Warialda Caravan Park for the next two months.

A grant application under the Murray-Darling Basin Economic Development Program (Round 3) was submitted on 12 April 2021. This application was for the supply and installation of new amenities, laundry and storage room at the Bingara Caravan Park, an overhaul and upgrade of the electricity supply to the caravan park and adjacent pool and the installation of overhead sporting lights for the 25 metre pool.

### Cranky Rock

Month	Powered sites	Unpowered sites	Total
February 2021	60	11	71

March 2021	87	19	106
April 2021	158	59	217

### Myall Creek

Month	Visitors who signed book	Comparison 2020/21
February 2021	125	93
March 2021	229	92
April 2021	538	3

The Friends of Myall Creek Memorial Committee thanked the Council staff involved in the civils works associated with the site's Stage 2 construction with beers after work on Thursday 15 April.

Council staff attended a meeting in Sydney on 19 April with the Stage 2 project manager, contractor, Myall Creek committee members and its pro bono architect. This meeting was to develop a plan and a timeframe to rectify the outstanding defects associated with the Stage 2 project.

Council staff attended another Friends of Myall Creek Memorial Committee governance workshop on 24 April 2021. These workshops are being held to review and make any amendments if necessary, to the Committee's Constitution, policies, plans and procedures.

### Gwydir Libraries

Statistics	Bingara	Warialda	Gwydir
Door Count	2333	1284	
Loans	1668	890	
New Members	12	4	
E-resource Users			108
Downloads			315
PC usage	324	106	
WIFI usage	340	218	
Programs	45	35	
Adult Program	28	29	
Children Program	17	6	
Home Delivery	16	22	
Institution Delivery	6	4	
Seniors Be Connected	31	30	

Gwydir Libraries are proving to be important community hubs. Modern libraries are no longer just for borrowing, they are for people to access services like digital help, to learn how to use their phones and devices, particularly older people. Even though online services such as e-books and audio books have "gone through the roof" since the COVID-19 pandemic began, it is nice to see members visiting and attending programs in the branch once again.



The Libraries are providing less click and collect services and predict home deliveries will decrease as people visit their local branch once again. Both libraries are working to a COVID Safe plan to protect staff, volunteers, and visitors.

Bingara Branch activities:

- Rodney King hosted a history talk to eleven attendees, who enjoyed themselves and have booked a place for the next month's session.
- Volunteer: Bingara Library has welcomed a new volunteer. Tasks will include assisting the Librarian with Be Connected internet tutorials for seniors, craft with seniors and after school Tween/Teen craft group.
- Residents of Touriandi Aged Care facility visited the library again to meet with friends while enjoying a cuppa and chat.
- Volunteers from the local Opportunity Shop meet in the library on the third Monday of each month.
- TAFE New England meet in the branch each month for a staff outreach meeting. The meetings allow the branch Librarian to seek opportunities for a collaboration of services.
- Maker space Monday and Storytime Tuesday for under 5 years olds is increasing in attendance weekly.
- Tweens and Teenagers gather at the library every Tuesday and Thursday to use the iPads and gaming laptop purchased thanks to the Youth Funding Grant.
- Seniors enjoy their Be Connected internet tutorials in branch and via Zoom.

Warialda Branch activities:

- *Faunaverse* – Alex and Jane Dudley hosted a wonderful morning of poetry and songs about flora and fauna. Members of the community from the very young to the senior residents thoroughly enjoyed the event.
- Golden Oldies visit to Naroo – the residents made a wreath for their ANZAC service.
- Tech Savvy Kids – Afternoon programs involve lessons about online safety as well as playing games.
- Story time at the Toy Library – Story and craft with Toy Library members.
- Craft morning on the second and fourth Wednesdays of each month. The sessions are a great chance for members of the public to come in and learn a new craft and catch up with old and new friends.
- Meet and Greet is an opportunity for people to come into the library to chat, check the library's resources and make some friends. Meet and

Greet has been created to assist community members with mental and physical wellness.

#### Outreach

Be Connected to seniors in outer villages via zoom.

#### Staff Training

Bingara and Warialda Librarians successfully completed the following on-line training:

- Prejudice; How to respond to prejudicial comments from customers.
- Be Connected webinar, reports statistics and updates.
- Homeless training.
- Unattended children: how to talk to parents about their children's behaviour.

#### Achievements

- Bingara Library received a letter from Bingara Central School thanking the librarian for the shelving and display units, resources, assistance with stocktake and the redesign of their library.

Cr Catherine Egan, Deputy Mayor and Council staff attending the Central Northern Regional Library meeting at Tamworth on 21 April 2021.

#### Cleaning

Council Cleaning staff completed a First Aid course on 26 April 2021. The costs associated with this training was covered by external grants.

Council uniforms were ordered and supplied to cleaning staff.

Spot site inspections were carried out at Council buildings in Warialda this month. Positive feedback was received from staff.

#### Property Management

The Whitfeld unit renovations were completed and cleaned. The unit will now be leased.

A suitable tenant is still being sort for 113 Long Street, Warialda. Council has now engaged a local real estate agent to undertake this engagement process.

Notices of proposed rental increases for Council's commercial properties were sent.

#### Bingara Museum

Many of the Bingara Historical Society Heritage signs were erected at Maitland Street sites during the reporting period by Council staff. Council's role regarding this project is one of support only, and the information set out in the signs were drafted by the Society and all decisions made regarding such information are that of the Society.

**GOVERNANCE**

**Declarations of Interest – there were Nil Declarations for April**

**Customer Service Requests (CRM)**

**CRMs carried forward**

Department	Outstanding as at 1 April 2021	Completed since 1 April 2021	Outstanding as at 1 May 2021
Technical Services	20	14	6
Environment and Sustainability	25	19	6
Town Utilities Parks and Gardens	15	9	6
Building Services	8	4	4
Total Outstanding received prior to 1 March 2021			22

**CRMs - 1 April 2021 to 1 May 2021**

Department	Received during April 2021	Completed during April 2021	Outstanding as at 1 May 2021
Technical Services	35	21	14
Environment and Sustainability	22	5	17
Town Utilities Parks and Gardens	25	17	8
Building Services	17	6	11
Executive	0	0	0
Organisation and Community Services	2	2	0
Totals	101	51	50

**CRMs received since 1 April 2021 and still outstanding as at 1 May 2021**

Department	Open
Technical Services	20
Environment and Sustainability	23
Town Utilities Parks and Gardens	14
Building Services	15
Executive	0

Organisation and Community Services	0
Total	72

### **CONSULTATION**

Consultation has occurred within the Organisation and Community Development Directorate.

### **POLICY IMPLICATIONS**

Policy implications are those relating to the 2020/2021 Operational Plan and the Policies of Gwydir Shire Council.

### **FINANCIAL IMPLICATIONS**

The activities carried out by the Organisation and Community Development Department are in line with the 2020/2021 Operational Plan.

### **STRATEGIC IMPLICATIONS**

The activities undertaken by the Organisation and Community Development Department regarding social and environmental factors are targeted in line with the 2020/2021 Operational Plan.

### **OFFICER RECOMMENDATION**

**THAT the report be received**

### **ATTACHMENTS**

There are no attachments for this report.



**Item 4 Stronger Country Communities' Fund Round 4**

**FILE REFERENCE** 21/10587

**DELIVERY PROGRAM**

**GOAL:** 1. A healthy and cohesive community

**OUTCOME:** 1.1 WE HAVE HEALTHY AND INVITING SPACES AND PLACES

**STRATEGY:** 1.1.3 Provide the right places, spaces and activities - OCD  
- external

**AUTHOR** General Manager

**STAFF DISCLOSURE OF INTEREST** Nil

**IN BRIEF/ SUMMARY RECOMMENDATION**

For determination of the funding priorities

**TABLED ITEMS** Nil

**BACKGROUND**

The NSW Government's Stronger Country Communities' Fund Round 4 (SCCF R4) is now open for applications.

The \$100 million Round Four includes up to \$50 million for projects that enhance female participation in sport, including change rooms. The remaining \$50 million will be made available for high-quality community amenity and sports-related infrastructure projects.

Attached are the guidelines for SCCF R4.

Applications opened on Saturday 1<sup>st</sup> May and will close at 12pm (AEDT) on Friday 25<sup>th</sup> June 2021.

The outcome of the grant application process will be announced during September 2021.

**COMMENT**

Each Local Government Area is strongly encouraged to dedicate up to 50 percent of their allocated funding to projects relating to female sport either through enhanced infrastructure or relevant programs. The focus on female sports applies to both adult and youth sporting activities.

**Projects are not eligible for funding if they are:**

- located outside an eligible regional Local Government Area

- not submitted by an eligible entity
- located across multiple Local Government Areas boundaries
- exclusively for planning activities (e.g. master planning or heritage studies)
- for the maintenance or construction of local roads or other ongoing core service infrastructure works that are the ordinary responsibility of council or other levels of government
- for the delivery of essential or core government services that should be funded from another source such as local government, the NSW Government or the Commonwealth Government
- seeking retrospective funding to cover any project component that is already complete before applicants are informed of the outcome or funding is announced
- seeking grant funding for ongoing staff or operational costs beyond two years from execution of funding deed for programs, or any ongoing staff or operational costs for infrastructure projects
- for a general works package without specific scope, costs and location (e.g. 'upgrading lighting at sports ovals' without identifying the work required, number of sites or the locations)
- exclusively for marketing, branding, advertising or product promotion, including tourism marketing
- providing direct commercial and/or exclusive private benefit to an individual or business
- not clearly providing benefits that will significantly contribute to the objectives of the Stronger Country Communities Fund.

Eligible applications will be assessed against:

1. viability
2. community support
3. alignment with the Stronger Country Communities Fund objectives.

## **CONCLUSION**

The allocation to Gwydir Shire Council is \$785,201. However any of the following organisations are eligible applicants:

1. regional councils and Joint Organisations
2. non-government organisations
3. community organisations registered as incorporated associations
4. Local Aboriginal Land Councils.

The following projects have either been suggested by senior staff or members of the community in correspondence with the Council:

Project details	SCCF objective being achieved		Recommended
	To deliver enhanced infrastructure and programs that remove barriers to female participation in sport across regional NSW.	To boost the liveability of communities in regional areas by providing new or upgraded social and sporting infrastructure or community programs that have strong local support	
Disabled person respite and Challenge activity centre Warialda		\$500,000	
Refurbishment of the Bingara War Memorial		\$60,000	
New amenities complex for Nicholson Oval Warialda. This will better accommodate the increased use of the oval by female sporting teams. There are at present no dedicated female facilities. The Warialda Sports Council will contribute \$10,000	\$525,201		\$525,201
Bingara Jockey club – building – rebuild to include female jockey changing room and show office	\$150,000		\$150,000
Bicentennial Park Bingara an additional shelter and table plus solar lighting		\$35,000	
An additional shade structures at each of the following locations - All Abilities Park, Apex Park and Captain Cook Park in Warialda		\$100,200	
Long day care centre Warialda		\$750,000	
Gravesend Hall to finalise the restoration.		\$60,000	
Warialda Rail Recreation Ground Toilet		\$40,000	
CWA Park Bingara All Abilities equipment improvements		\$171,850	
Gwydir Oval basketball/netball court – construction of a “COLA” cover		\$150,000	
Roxy Complex painting façade, maintenance to awning, replace lights with LED globes and internal building maintenance.		\$110,000	\$110,000
Totals	<b>\$675,201</b>	<b>\$1,977,050</b>	<b>\$785,201</b>

**OFFICER RECOMMENDATION**

**THAT the recommended projects be submitted for funding**

**ATTACHMENTS**

**AT- Funding Guidelines**







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**MESSAGE FROM  
THE DEPUTY PREMIER**

Since we launched the Regional Growth Fund in 2017, the NSW Government has been hard at work delivering on its commitment to build more vibrant, livable regional towns and cities.

The Stronger Country Communities Fund, now in Round Four, delivers on this commitment by funding local infrastructure and programs that provide everyday benefits to people living and working in regional communities in every corner of NSW.

Through the previous three rounds, we have invested \$400 million for 1,500 projects across every single regional Local Government Area across the state. Round Four will increase that total by a further \$100 million.

Each round of the Stronger Country Communities Fund has delivered vital community infrastructure to regional NSW. The fund helps local communities deliver facilities that are a part of our everyday lives, projects such as blue paths, sports fields, main streets, playgrounds and community centres. Previous rounds have focused on sports infrastructure and regional youth, while Round Four is aimed at supporting projects and programs to increase female participation in sport.

Women and girls participating in sport in rural and regional areas deserve access to high quality sporting facilities and programs. That is why we are committed to delivering projects that boost female participation in sport and support our future Australian athletes. Australian women are renowned for their achievements on the international stage, and are incredible ambassadors for Australian sport. Many of these athletes come from regional communities, and their achievements are a source of strong community pride and inspiration. With NSW hosting the FIFA Women's Football World Cup in 2023, we hope the sporting infrastructure and programs delivered in Round Four will help to inspire the next generation of female athletes across regional NSW.

**The Hon John Barilaro, MP**  
Deputy Premier  
Minister for Regional NSW, Industry and Trade



**MESSAGE FROM  
THE MINISTER FOR WOMEN**

The Stronger Country Communities Fund is helping to build a safer, stronger and healthier regional NSW by supporting the delivery of a range of projects and programs identified by regional communities, for regional communities.

As the NSW Minister for Mental Health, Regional Youth and Women, I am particularly proud of the projects and programs made possible by the Stronger Country Communities Fund. In every town I travel to, locals have an immense sense of pride in the projects that have been funded. Together with regional communities, the NSW Government is providing opportunities, enhancing access, and delivering healthy outcomes to enrich regional lives and boost community wellbeing every day.

The focus on young people for Round Three addressed a wide range of issues impacting regional young people by delivering almost 300 projects that reflected the needs and wants of youth in the regions. These projects – splash parks, indoor sports programs, creative arts and culture projects, and mentoring and skills training services – go to the heart of the Regional Youth Framework by improving outcomes and guiding meaningful and relevant change for regional youth. These are not just one-time projects or programs – they have real influence on people's lives.

I am delighted that Round Four will focus on empowering and encouraging girls and women to participate in sports. Up to \$50 million of funding will be made available for a broad range of grassroots, community-led initiatives that actively address fundamental barriers and promote female participation by delivering and enhancing female sporting facilities, including change rooms.

Round Four of the fund will also help drive outcomes for the NSW Women's Strategy Three Year Action Plan. By delivering against the key priority areas of health and wellbeing, and participation and empowerment, we are working hard to improve the lives of women and girls who live in regional areas.

Regional girls and women deserve to enjoy the immeasurable social and health benefits of an active lifestyle, and through the Stronger Country Communities Fund the NSW Government is working to boost local opportunities and safeguard equitable access.

**The Hon Bionnie Taylor, MLC**  
Minister for Mental Health, Regional Youth and Women

**WE'RE HERE  
TO HELP**

GET IN TOUCH WITH THE  
REGIONAL NSW TEAM

scclanquiries@regional.nsw.gov.au  
1300 679 673





**GUIDELINES**

**Fund overview**

The Stronger Country Communities Fund was established in 2017 by the NSW Government to deliver local projects that enhance the lives and wellbeing of regional communities.

Round Four of the Stronger Country Communities Fund will see a further \$100 million made available for community projects that increase the liveability of regional NSW communities, including up to \$50 million for projects that enhance female sporting facilities and increase female participation in sport.

The Stronger Country Communities Fund is administered by the Department of Regional NSW (DRNSW).



4 nsw.gov.au/SCCF

**Fund objectives**

The objectives of the fund are:

1. to boost the liveability of communities in regional areas by providing new or upgraded social and sporting infrastructure or community programs that have strong local support
2. to deliver enhanced infrastructure and programs that remove barriers to female participation in sport across regional NSW

**Key dates**

Application open	1 May 2021
Applications close	12pm on Friday, 25 June 2021
Assessment and approval process	28 June 2021 - 20 August 2021
Announcement of successful projects	From September 2021
Funding deed contracted	From mid-September 2021
Program evaluation	To commence in January 2022

In extenuating circumstances, late applications may be accepted at the sole discretion of DRNSW.

**Program funding**

There is a total of \$100 million available in Round Four, including up to \$50 million for projects that enhance female sporting facilities and increase female participation in sport in regional NSW. The remaining funding is available for other local community and sporting infrastructure, street beautification, and community programs and local events.

Each eligible council will be notified in writing of the funding available for their Local Government Area.

If a council submits applications seeking funding above the nominated funding allocation for their Local Government Area, council is asked to rank projects, including joint projects (if applicable), in their order of local priority.

Where a Local Government Area's funding allocation is not fully exhausted, the option to utilise these funds in future will be assessed on a case by case basis.

**Grant amounts**

Project type	Minimum grant funding	Maximum funding
Infrastructure	\$50,000	Local Government Area allocation. For requests over \$1 million, a financial co-contribution of 25 percent is required.
Program	\$50,000	

Applicants requesting over \$1 million in grant funding for a sports project must obtain a letter of support from the relevant NSW sporting organisation.

Each Local Government Area is strongly encouraged to dedicate up to 50 percent of their funding allocation to projects relating to female sport either through enhanced infrastructure or relevant programs. The focus on female sports applies to both adult and youth sporting activities.

**Co-contributions**

Applicants requesting \$1 million or more in grant funding for an individual project are required to make at least a 25 percent financial co-contribution to their project. This is a mandatory eligibility requirement. Co-contributions can include leveraging applicant funds as well as funding from other sources including other NSW or Commonwealth Government programs.

The financial co-contribution source may be from the applicant or other funding sources but must be confirmed as part of the application process through the provision of supporting evidence.

Project delivery or viability should not be dependent on co-contributions that have not been secured.

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## ELIGIBILITY CRITERIA

All applications submitted under Round Four of the Stronger Country Communities Fund will need to meet the program eligibility criteria and will be assessed against the assessment criteria.

### Eligible applicants

Applicants must be an incorporated entity and hold an Australian Business Number (ABN), Australian Company Number (ACN) or be registered with NSW Fair Trading under the Associations Incorporation Act 2009 or another Act. Unincorporated organisations are ineligible to apply.

Eligible applicants include:

- regional councils and Joint Organisations
- non-government organisations
- community organisations registered as Incorporated associations
- Local Aboriginal Land Councils.

Councils are encouraged to work with community groups to identify priority projects and should consider project partnerships where council is the landowner. The public entity will be solely responsible for the project's delivery and reporting through a funding deed. Applicants are encouraged to work with their local Members of Parliament to identify priority projects in their electorate to ensure projects with high community support are submitted.

### Project location

Projects must be located in one of the 93 regional NSW Local Government Areas, Lord Howe Island or the Unincorporated Far West. Projects in Greater Sydney, Newcastle and Wollongong are not eligible.

Projects located across Local Government Areas are not eligible, if an applicant wishes to apply for a project across more than one Local Government Area, the project should be split into multiple projects. These applications will be assessed independent from applications in other Local Government Areas.

### What types of projects are eligible?

Each Local Government Area is strongly encouraged to dedicate up to 50 percent of their allocated funding to projects relating to female sport (either through enhanced infrastructure or relevant programs). The focus on female sports applies to both adult and youth sporting activities.

### Female participation in sport

Projects under this stream must directly improve and support participation and performance opportunities in female sports at all levels through enhanced infrastructure and programs.

Female sporting related projects must meet one of the areas below:

- **encouraging engagement:** The removal of barriers to female participation in sport through the delivery of new or enhanced sporting infrastructure and programs
- **fostering a sense of safety:** Improving safety at sporting facilities by ensuring that female change rooms, amenities and recreational programs are appropriately designed
- **improving accessibility:** Upgrading sporting facilities to ensure accessibility and inclusion as well as equitable access for female participants
- **boosting capability:** Development of programs and facilities which encourage regular female participation in sport and fosters inclusive environments.

### Community amenity

General community amenity projects must be for either:

- construction of new or upgrades to existing, local community infrastructure
- capital works related to street beautification and other public places that promote the health, happiness and wellbeing of the community
- delivering programs that benefit the local community and provide public benefit
- infrastructure to assist the delivery of general community programs
- infrastructure or community projects or programs which improve and promote accessibility and inclusion.

Projects must deliver benefits and outcomes that contribute to the program objectives. Applicants will be expected to establish monitoring procedures to demonstrate the delivery of the expected benefits.

Projects can demonstrate public benefit by showing how the project will benefit the public generally, or a sufficient section of the public. Similarly, while projects can be located on private land they must not be solely for private benefit. The applicant will need to show how the facility will be open to the community.

### Inclusion and accessibility

The NSW Government is seeking to help regional communities (future-proof) infrastructure and programs by funding universally designed amenities that move beyond compliance and provide dignified inclusion in social and community programs.

Applicants must demonstrate consideration of inclusion and accessibility measures in their application. Projects which demonstrate the provision of fit-for-purpose, accessible and safe facilities and participation opportunities with the aim of increasing access and inclusion are encouraged.

This applies to both infrastructure projects and community or social programs aiming to improve existing accessibility and inclusion to encourage greater participation.



## ELIGIBILITY CRITERIA

### What are eligible project costs?

- Project costs may include those associated with:
- building new or upgrading existing local infrastructure
  - delivering programs.
- Applicants may include up to 20 percent of the total project cost for combined contingency, project management and administration costs.

### TABLE ONE:

Examples of eligible female sporting infrastructure projects and programs

Area of focus	Programs/Events	Infrastructure
ENCOURAGING ENGAGEMENT	<ul style="list-style-type: none"> <li>• New or redesigned programs aimed at increasing female participation and engagement with sport, recreational or adventure activities</li> <li>• Sporting club "come &amp; try" days and demonstrations to encourage new membership</li> </ul>	<ul style="list-style-type: none"> <li>• Development of facilities, such as change rooms and bathrooms which can accommodate female athletes, athletes and participants of all abilities</li> <li>• Development of childcare facilities to support female inclusion</li> </ul>
FOSTERING A SENSE OF SAFETY	<ul style="list-style-type: none"> <li>• Improving safety by scheduling programs at appropriate times at sporting and recreation facilities to encourage female participation</li> </ul>	<ul style="list-style-type: none"> <li>• Improved lighting at sporting facilities and static infrastructure such as playing fields, walking/cycling paths and change rooms</li> <li>• Improved "line of sight" inside change rooms and toilet facilities</li> </ul>
IMPROVING ACCESSIBILITY	<ul style="list-style-type: none"> <li>• Accommodating female participants of all abilities and ages through new or redesigned programs incorporating accessibility and inclusion principles</li> </ul>	<ul style="list-style-type: none"> <li>• Construction of new or refurbishment of existing sporting facilities which are fully accessible and inclusive</li> </ul>
BOOSTING CAPABILITY	<ul style="list-style-type: none"> <li>• Sporting and recreational clubs/organisations providing training and mentoring for female coaches, umpires and leaders</li> </ul>	<ul style="list-style-type: none"> <li>• Upgrades to meeting rooms to accommodate multiple uses, such as AGMs, training and education programs</li> </ul>

### TABLE TWO:

Examples of eligible community amenity projects and programs

Community Programs and Events	Community Amenity and Community Service Infrastructure
<ul style="list-style-type: none"> <li>• Community events</li> <li>• Aboriginal and Torres Strait Islander community cultural education programs for Indigenous and non-Indigenous participants</li> <li>• Multicultural festivals</li> <li>• Intergenerational activities - sharing knowledge through activity-based experience</li> <li>• Environmental education and working bees</li> <li>• Short-term disability and/or carer support programs</li> <li>• Workshops to identify accessibility and inclusion needs in the community</li> <li>• Cultural and/or disability awareness training sessions</li> <li>• Community programs which seek to remove barriers to participation through promoting accessibility and inclusion</li> <li>• Community wellbeing programs</li> </ul>	<ul style="list-style-type: none"> <li>• Community centres and halls</li> <li>• Libraries</li> <li>• Community amenities and barbecue/picnic areas</li> <li>• Recreation facilities</li> <li>• Club houses, change rooms, canteens</li> <li>• Murals or community art installations</li> <li>• Memorials or statues</li> <li>• Emergency services infrastructure (e.g. aerodrome water refilling)</li> <li>• Surf Life Saving Club infrastructure</li> <li>• Aquatic facilities and pools</li> <li>• Amenities for participants and spectators</li> <li>• Playgrounds, parks, shared paths and fixed fitness stations</li> <li>• Seating, planting boxes, landscaping and paving</li> <li>• Street lighting to improve safety</li> <li>• Street/footpath reconfigurations</li> <li>• Shade cloth, awnings and pergolas</li> <li>• Public toilets</li> <li>• Infrastructure for health and community services facilities (e.g. domestic violence centres for women)</li> <li>• Homeless shelters</li> <li>• Men's sheds</li> <li>• Children's special needs premises</li> <li>• Community aged care facilities</li> <li>• Infrastructure upgrade to local community radio station facilities</li> <li>• Infrastructure to support and improve accessibility to community facilities</li> <li>• Town and tourism signage</li> <li>• Main street beautification projects</li> </ul>



**ELIGIBILITY CRITERIA**

**Ineligible projects**

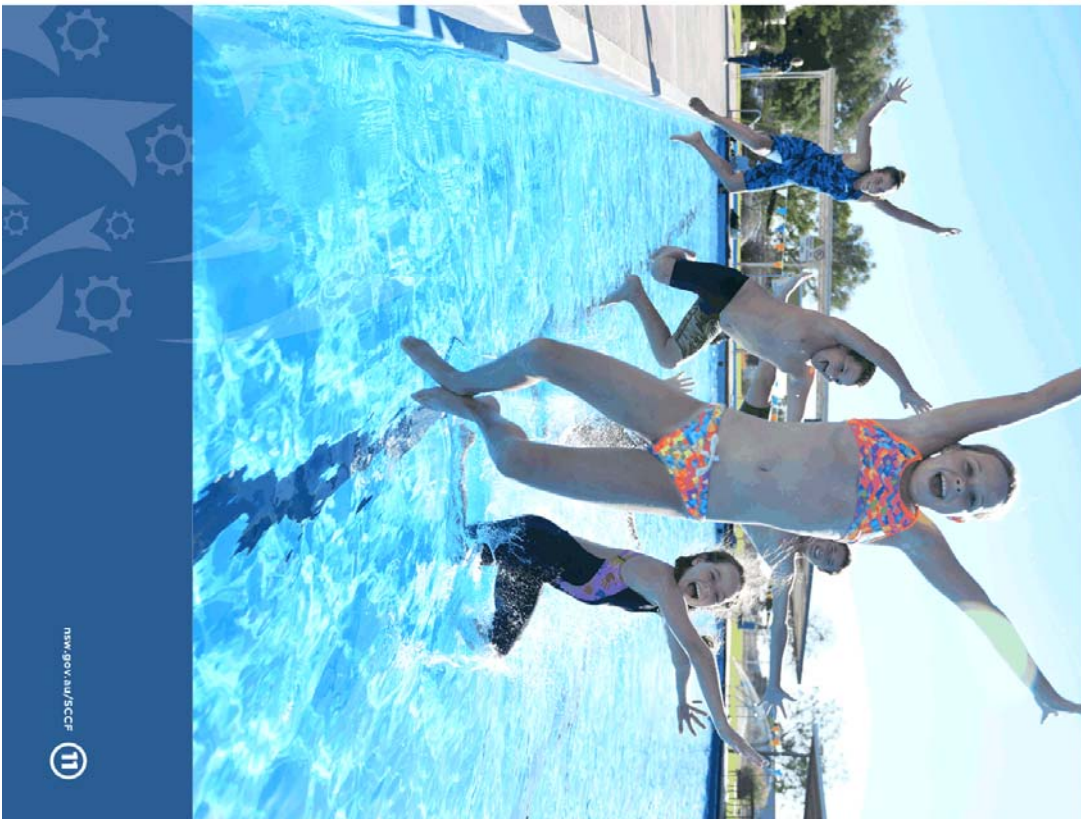
Projects are not eligible for funding if they are:

- located outside an eligible regional Local Government Area
- not submitted by an eligible entity
- located across multiple Local Government Areas boundaries
- exclusively for planning activities (e.g. master planning or heritage studies)
- for the maintenance or construction of local roads or other ongoing core service infrastructure works that are the ordinary responsibility of council or other levels of government
- for the delivery of essential or core government services that should be funded from another source such as local government, the NSW Government or the Commonwealth Government
- seeking retrospective funding to cover any project component that is already complete before applicants are informed of the outcome or funding is announced
- seeking grant funding for ongoing staff or operational costs beyond two years from execution of funding deed for programs, or any ongoing staff or operational costs for infrastructure projects
- for a general works package without specific scope, costs and location (e.g. upgrading lighting at sports ovals without identifying the work required, number of sites or the locations)
- exclusively for marketing, branding, advertising or product promotion, including tourism marketing
- providing direct commercial and/or exclusive private benefit to an individual or business
- not clearly providing benefits that will significantly contribute to the objectives of the Stronger Country Communities Fund.

**What are ineligible project costs?**

Ineligible project costs may include:

- costs related to buying or upgrading non-fixed equipment or supplies, unless considered essential to program delivery and are incidental costs to the overall project budget
- financing, including debt financing or rental costs
- costs relating to depreciation of plant and equipment beyond the life of the project
- non-project related staff training and development costs
- ongoing/recurrent funding that is required beyond the stated timeframe of the project
- for infrastructure projects, funding for any ongoing staff or operational costs
- for community programs, funding for ongoing staff or operational costs beyond the scope and timeframe of the funded project
- projects that seek to solely subsidise memberships for existing services.



## ASSESSMENT CRITERIA

All applications that meet the eligibility criteria must also meet the relevant assessment criteria to receive funding. Eligible applications will be assessed against:

1. **viability**
2. **community support**
3. **alignment with the Stronger Country Communities Fund objectives.**

### Viability

A project will be considered viable if it:

- has a realistic budget based on quotes or detailed estimates, reasonable assumptions or previous experience with similar projects
  - is cost-effective and represents value for money
  - can be delivered within two years from the execution of the funding deed
  - has estimated costs for combined project management, administration and contingencies that do not exceed a maximum of 20 percent of the total project cost
  - demonstrates access to the necessary expertise and support to deliver the project
  - does not require ongoing funding from the NSW Government
  - demonstrates how it will be operated and/or maintained when the project is completed (where applicable).
- DRNSW may seek information from relevant NSW Government departments to verify the viability of a project. DRNSW retains the discretion to disclose information to these agencies where relevant.

### Community support

The project must have demonstrated community support.

Consultation is an important part of the process to ensure that projects are supported by the community and help to make regional communities even better places to live. Consultation will be different depending on whether the application is for general community or female participation in sport.

Applicants will be required to provide evidence of consultation and support for the projects they submit, such as:

- **community infrastructure and programs** - engagement through council's Community Strategic Plan, online surveys, letters of support, or other documents demonstrating community support for the projects
- **enhancement of female sporting facilities or programs** - engagement with local, regional, state or national sporting organisations, local female sports teams or evidence of consultation in a council's Community Strategic Plan or relevant strategy.

### Alignment with the Stronger Country Communities Fund objectives

- The project clearly demonstrates that anticipated community benefits will directly contribute to the objectives of the fund.
  - For female sporting facilities and programs, the project clearly aligns with at least one of the areas of focus for female sports: Encouraging engagement, Fostering a sense of safety, Improving accessibility, and Boosting capability.
- DRNSW may request additional information or clarification from applicants to assist in the assessment.

### What is the assessment process?

Following receipt of applications, DRNSW staff will review projects against the program eligibility requirements and then facilitate the assessment of projects against the assessment criteria.

Through the assessment process, DRNSW may request additional information from the applicant/s. DRNSW may also seek advice from other NSW Government agencies or other third-party providers (such as probity advisors) to assist with the assessment of projects. The Stronger Country Communities Fund Assessment Panel will review project eligibility and assessment outcomes and form a list of projects that are deemed suitable/not suitable for government consideration.

The Assessment Panel may recommend part-funding of projects where there is insufficient funding available for the whole project or where only a component of the project is considered suitable for funding.

Broader factors that may be considered when assessing the overall package of projects suitable for funding include:

- **amount of funding available**
- **suitability of projects for other government funding opportunities**
- **other factors deemed relevant and important in a local or whole of NSW context.**

A package of suitable projects for each Local Government Area will be submitted to the Deputy Premier for consideration with an overall target of up to 50 percent of all funding to be for female sporting projects or programs. The Deputy Premier will consider the package of suitable projects in consultation with the Minister for Women, Project funding recommendations will then be submitted to the NSW Cabinet Committee on Expenditure Review for a final funding decision.





## THE APPLICATION PROCESS

Round Four of the Stronger Country Communities Fund will be a single stage application process. To facilitate assessment of applications, applicants are required to submit the application documents via the program's online portal.

### How to apply

Visit [regiondevelopment.smartgrants.com.au/SCCF4](http://regiondevelopment.smartgrants.com.au/SCCF4) to submit an application to the Stronger Country Communities' Fund Round Four.

### What needs to be included in an application?

- All applications need to include:
    - a clear project scope
    - a project plan using the departmental template
    - a project budget using the departmental template
    - quotes or detailed estimates, reasonable assumptions or previous experience with similar projects
    - landowner consent (if applicable)
    - evidence of \$20 million Public Liability Insurance
    - evidence of project co-contribution for projects requesting \$1 million or more in funding
    - a letter of support from the relevant NSW sporting organisation if a sports-related project is seeking over \$1 million in grant funding
    - evidence of community consultation and strong community support for the project.
- Templates can be found at [nsw.gov.au/SCCF](http://nsw.gov.au/SCCF)



### Can ineligible projects be referred to a more appropriate funding program?

Yes. Projects that are more suitable for other NSW Government programs may be referred to those programs. Applications that are referred will be subject to the full assessment criteria of the other NSW Government program to which they are referred. Applicants may need to update their application to meet the criteria of the referred program.



### What happens if the project is successful?

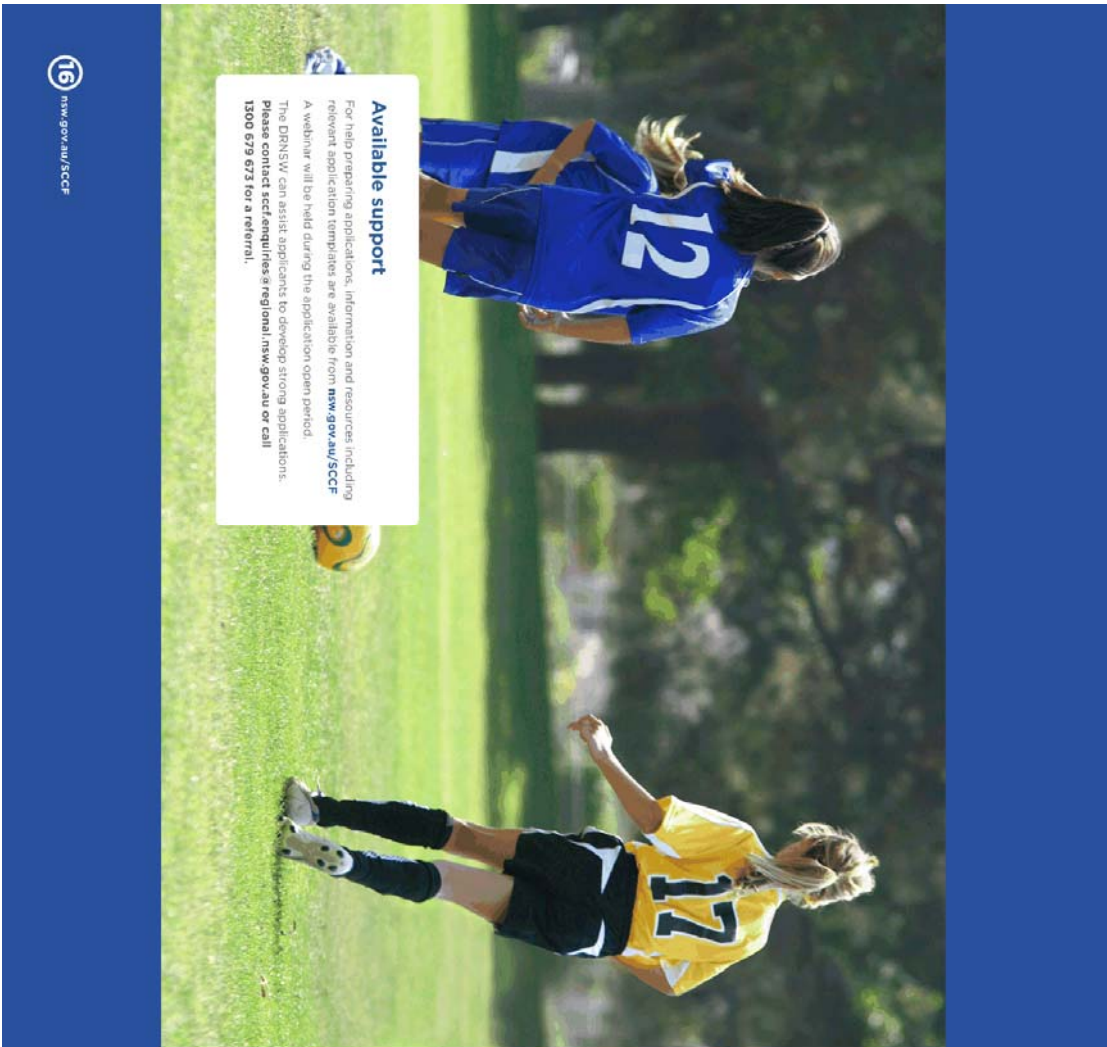
- All projects must demonstrate they can commence within six months of the announcement of funding and be completed within two years as outlined in the project plan.
- Successful applicants must not make financial commitments for funded activities until funding deeds have been executed.
- Requests for variations or changes to the project will only be considered in limited circumstances.
- Grants will be paid via milestone payments set out in the funding deed. A sample funding deed is available at [nsw.gov.au/SCCF](http://nsw.gov.au/SCCF).
- Successful applicants will be required to pay back unspent funds or those funds which have not been spent, in accordance with the funding deed.
- Successful applicants will be required to submit project progress reports to the NSW Government as outlined in the funding deed.
- Successful applicants will be required to participate in a program evaluation to determine the extent to which their projects have contributed to the objectives of the fund. The evaluation will require applicants to provide evidence of how projects have resulted in a measurable change to the lives of local residents/ female sporting facilities that is consistent with the objectives of the fund.

### Unsuccessful projects

Applicants will be notified in writing of the outcome of each application and unsuccessful applicants will be provided with the opportunity to arrange a feedback information session.

- Applicants must hold all relevant insurances, including a minimum \$20 million Public Liability Insurance or other insurance depending on the project.
- Any information submitted by an applicant may be used for promotional material prepared by the NSW Government.
- All recipients of NSW Government funding should acknowledge this financial support as per the Funding Acknowledgement Guidelines for Recipients of NSW Government Grants available at [www.nsw.gov.au/nsw-government-communications/branding](http://www.nsw.gov.au/nsw-government-communications/branding).





**Available support**  
 For help preparing applications, information and resource, including relevant application templates are available from [nsw.gov.au/SCCF](http://nsw.gov.au/SCCF). A webinar will be held during the application open period.  
 The DRNSW can assist applicants to develop strong applications. Please contact [sccf.enquiries@regional.nsw.gov.au](mailto:sccf.enquiries@regional.nsw.gov.au) or call 1300 679 973 for a referral.



### Important Terms and Conditions

**Applicants should note:**

- the NSW Government may choose to publicly announce funding for individual applications. It may also use information provided in the grant to develop case studies
- all awarded grants will be GST exclusive. If you are registered for GST, this will be applied on top of the agreed grant value when payment is made to you. Grants are assessable income for taxation purposes, unless exempted by taxation law. It is recommended applicants seek independent professional advice about taxation obligations or seek assistance from the Australian Taxation Office. The NSW Government does not provide advice on individual taxation circumstances
- DRNSW reserves the right to undertake an audit of grant funding within seven years.

### Complaints

Any concerns about the program or individual applications should be submitted in writing to [sccf.enquiries@regional.nsw.gov.au](mailto:sccf.enquiries@regional.nsw.gov.au). If applicants do not agree with the way the DRNSW handled the issue, they may wish to contact the NSW Ombudsman via [ombo.nsw.gov.au](mailto:ombo.nsw.gov.au).

### Government Information (Public Access) Act

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents, may be made publicly available under the Government Information (Public Access) Act 2009 (NSW). Information that is deemed to be commercially sensitive will be withheld.

**The Government Information (Public Access) Act 2009 (NSW) makes government information accessible to the public by:**

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.



**FIND OUT MORE**

**Contact us**  
[sccf.enquiries@regional.nsw.gov.au](mailto:sccf.enquiries@regional.nsw.gov.au)  
1300 679 673  
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