

Greater Sydney Sports Facility Fund
Purpose To ensure funding is allocated to those sporting facilities that deliver the best outcomes for the communities: <ul style="list-style-type: none"> • Increase the number and type of sport facilities • Improve the standard of existing sport facilities • Increase participation in sport
Who can apply? Funding is available for projects in all Greater Sydney local government areas, from eligible applicants: <ul style="list-style-type: none"> • 33 local government authorities in Greater Sydney • NSW state sporting organisations or the National sporting organisation where the state body is part of a unitary governance model • Incorporated, community-based, not-for-profit sporting organisations and organisations providing sport and recreation programs that benefit the community, such as PCYCs, YMCA and YWCA • Educational organisations (such as schools, TAFEs and universities) in conjunction with local councils and local or state sporting entities • Private enterprises.
How much? An allocation of \$100 million is available over three years for sport facility projects. Funding for individual projects: <ul style="list-style-type: none"> • up to \$5 million for sport facility projects. • For projects more than \$1 million a 25 % co-contribution of the grant amount requested will be required.
When is it open? <ul style="list-style-type: none"> • Round 2 of the fund opened 1 July 2019 • Applications close 20 September 2019 at 5pm
Administered by: NSW Government (Office of Sport)
Further Information https://sport.nsw.gov.au/clubs/grants/greater-sydney-sports-facility-fund

Regional Growth – Environment and Tourism Fund
Purpose To increase tourist visitation by investing in regional environment and tourism infrastructure, particularly focusing on assets that will grow and further diversify NSW regional economies.
Who can apply? <ul style="list-style-type: none"> • Local and state government agencies • Aboriginal Land Councils and other Aboriginal groups • Community groups registered as incorporated associations • Non-government organisations.
How much? \$500,000+ (with a pool of \$100 million available) <ul style="list-style-type: none"> • Stream Two: Up to \$50 million for projects from eligible applicants who were unsuccessful at EOI stage during Round One.
When is it open? Opened 14 August 2018 Closes midnight on Friday 11 January 2019.
Administered by: NSW Government
Further Information https://www.nsw.gov.au/improving-nsw/regional-nsw/regional-growth-environment-and-tourism-fund/

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Grant not currently available

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Regional Sports Infrastructure Fund
Purpose Increase number / type of regional sporting facilities, improve standard of existing regional sporting facilities, and Increase participation opportunities in sport
Who can apply? <ul style="list-style-type: none"> Local government authorities State Sporting Organisations Incorporated, community based and not-for-profit sporting organisations (clubs or district associations) Educational organisations (ie. schools, TAFEs and universities) in conjunction with local councils and local or state sporting entities Private enterprises
How much? Targets investment between \$1 million and \$10 million for regional sports hubs or regionally significant sport facilities.
When is it open? <ul style="list-style-type: none"> Applications open 15 March 2018 Applications close 4 May 2018
Administered by: NSW Government (Office of Sport)
Further Information https://sport.nsw.gov.au/clubs/grants/regional-sports-infrastructure

ClubGRANTS Category 3 Fund – Infrastructure Grants
Purpose To support the building, renovation and fit out of infrastructure to communities across NSW. Funding is available for sport and recreation, arts and cultural and emergency preparedness projects. Funding can be used toward the costs of construction, alteration, renovation, fit out of infrastructure and the purchase of mobile infrastructure in the across: Indoor organised sports centres, Leisure centres, Outdoor organised sport facilities, Recreation spaces, Large-scale purpose-built facilities and Water sports.
Who can apply? / Eligibility <ul style="list-style-type: none"> Location – built infrastructure based in NSW Applicant – organisation with an ABN that is responsible for operating / maintaining the infrastructure Benefit – accessible and available to the general public the majority of the time Purpose – Infrastructure related to Arts & Culture, Emergency Preparedness or Sport & Recreation Development status – works with Development Approval or written exemption Financial contribution – local government applicants are required to match funding amount requested
How much? Sport & Recreation Projects - \$100,000 to \$300,000
When is it open? The 2020-21 Grants will open later than usual this year due to COVID-19.
Administered by: NSW Government (Office of Responsible Gambling)
Further Information https://www.responsiblegambling.nsw.gov.au/funding-opportunities/infrastructure-grants

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Grant not currently available

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ClubGRANTS Category 2 Fund
Purpose To support general community development and support activities, such as junior sport/grassroots sport or veteran welfare activities.
Who can apply? / Eligibility To be eligible, you must be a not-for-profit organisation and provide the following projects and/or services: <ul style="list-style-type: none"> • Community welfare or social services • Community development • Community health services or employment assistance activities You are also eligible if your organisation is involved in community or professional sport.
How much? There is no standard amount due to the different sizes of clubs and areas. It is advisable to contact the Local Committee and consider the amount the amount of funding available in your area.
When is it open? Ongoing, the grant is available all-year-round.
Administered by: NSW Government
Further Information https://www.clubgrants.com.au/

Emergency Bushfire Response Grants
Purpose To provide immediate relief to eligible primary producers, small businesses and non-profit organisations for clean-up and restoration costs in the aftermath of extreme natural disasters.
Who can apply? <ul style="list-style-type: none"> • Small businesses and not-for-profit organisations located in the disaster affected area.
How much? <ul style="list-style-type: none"> • The maximum grant for clean-up and restoration is \$50,000. This is split into; <ul style="list-style-type: none"> A) An initial amount of up to \$25,000. B) A subsequent amount of up to \$25,000. • Multiple applications can be submitted, made up to the maximum amount available.
When is it open? <ul style="list-style-type: none"> • For those in Bega Valley, Eurobodalla, Mid-Western, Queanbeyan-Palerang, Shoalhaven, Snowy Monaro, Snowy Valleys – applications are open now and close on 3 July 2020. • For those in Wingecarribee, Wollondilly – applications are open now and close on 23 June 2020. • For those in Blue Mountains, Lithgow, Hawkesbury, Cessnock, Central Coast, Singleton – applications are open now and close on 18 June 2020. • For those in Armidale, Ballina, Bellingen, Byron, Clarence Valley, Coffs Harbour, Glen Innes Severn, Inverell, Kempsey, Kyogle, Lismore, Mid-Coast, Nambucca, Port Macquarie-Hastings, Richmond Valley, Tenterfield, Tweed and Walcha – applications are open now and close on 24 May 2020.
Administered by: Rural Assistance Authority
Further Information: https://www.service.nsw.gov.au/nsw-small-business-and-non-profit-organisation-grant-terms-and-conditions

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Grant not currently available

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Everyone Can Play in NSW
Purpose - focused on funding inclusive play space delivery across NSW by partnering with Councils to design and construct new and upgrade play spaces in line with the Everyone Can Play in NSW inclusive play space guideline.
Who can apply? The grant is open to all NSW Councils.
How much? \$4 million in funding will be available to Councils across NSW for the following projects <ul style="list-style-type: none"> • Inclusive Playspace – Upgrades (up to \$50,000 per project) • Inclusive Playspace – New (up to \$200,000 per project)
When is it open? <ul style="list-style-type: none"> • Applications Open: November 2019 • Applications Close: 12pm – 11th December 2019
Administered by: NSW Government (Planning and Environment)
Further Information https://www.planning.nsw.gov.au/Policy-and-Legislation/Open-space-and-parklands/Everyone-Can-Play-in-NSW/Everyone-Can-Play-in-NSW-grant

Community Sport Infrastructure Scheme
Purpose To improve local community sport infrastructure which will support greater community participation in sport and physical activity and/or offer safer and more inclusive community sporting hubs.
Who can apply? <ul style="list-style-type: none"> • A sporting organisation, such as a community sports club or registered sport association. • A local government entity. • An education institution in an outer regional, remote, or very remote location, and only if community sport infrastructure exists on land owned or managed by the institution's council/board of management. • A not-for-profit (NFP) organisation whose NFP status must be demonstrated Please refer to Section 5 of the Program Guidelines for additional eligibility criteria.
How much? <ul style="list-style-type: none"> • Stream 1 up to \$50,000 • Stream 2 \$50,001 to \$200,000 • Stream 3 \$200,001 to \$500,000
When is it open? Grant open: 2 August 2018 Grant close: 14 September 2018 Announcement Period: December 2018 onwards
Administered by: Sport Australia
Further Information https://www.sportaus.gov.au/grants_and_funding/community_sport_infrastructure_grant_program

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Grant not currently available

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My Community Project
Purpose My Community Project is all about local ideas, local projects and local decisions. Projects must align with one or more of the following program categories: Accessible, Cultural, Healthy, Liveable, Revitalising or Safe communities.
Who can apply? Anyone can submit a project proposal, providing they: <ul style="list-style-type: none"> • request funding between \$20,000 and \$200,000 • are aged 16 years or older as of 15 May 2019 • have a residential address in the NSW state electorate where the project is to be delivered • have identified a sponsor who agrees to support and manage the delivery of the project if approved.
How much? <ul style="list-style-type: none"> • Grants between \$20,000 and \$200,000 are available.
When is it open? Applicants will be invited to submit their My Community Project applications from 9am, 2 April 2019 to 2pm, 15 May 2019.
Administered by: NSW Gov
Further Information https://www.nsw.gov.au/improving-nsw/projects-and-initiatives/my-community-project/

Building Better Regions Fund (BBRF) - Infrastructure Projects Stream
Purpose The \$641.6 million Building Better Regions Fund (BBRF) supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future. The Infrastructure Projects Stream supports projects which involve the construction of new infrastructure, or the upgrade or extension of existing infrastructure that provide economic and social benefits to regional and remote areas.
Who can apply? At a minimum, you must have an Australian Business Number (ABN) and be one of the following incorporated entities: <ul style="list-style-type: none"> • an incorporated not for profit organisation. • an Australian local government agency or body as defined in appendix A of the grant opportunity guidelines • non-distributing co-operatives.
How much? up to 50 per cent or up to 75 per cent of your eligible project costs - between \$20,000 to \$10 million
When is it open? 27 Sept 2018 – 15 November 2018
Administered by: Department of Industry, Innovation and Science
Further Information https://www.business.gov.au/Assistance/Building-Better-Regions-Fund/Building-Better-Regions-Fund-Infrastructure-Projects

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Grant not currently available

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Building Better Regions Fund (BBRF) - Community Investments Stream
Purpose The \$641.6 million Building Better Regions Fund (BBRF) supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future. The Community Investments Stream funds the following community activities, new or expanded local events, strategic regional plans, and leadership and capability strengthening activities. These projects will deliver economic and social benefits to regional and remote communities.
Who can apply? At a minimum, you must have an Australian Business Number (ABN) and be one of the following incorporated entities: <ul style="list-style-type: none"> • an incorporated not for profit organisation. • an Australian local government agency or body as defined in appendix A of the grant opportunity guidelines • non-distributing co-operatives.
How much? between \$5,000 to \$10 million - the grant amount will usually be 50 per cent of eligible project costs. In some circumstances the grant may be up to 100 per cent. For small projects with a total project value of less than \$20,000, grant funding will be up to 100 per cent of eligible project costs.
When is it open? 27 Sept 2018 – 15 November 2018
Administered by: Department of Industry, Innovation and Science
Further Information https://www.business.gov.au/Assistance/Building-Better-Regions-Fund/Building-Better-Regions-Fund-Community-Investments

Stronger Communities Programme Round 4
Purpose The Stronger Communities Programme provides each of the 151 federal electorates with up to \$150,000 to fund small capital projects that improve local community participation and contribute to vibrant and viable communities.
Who can apply? In consultation with their community, each Federal Member of Parliament must identify potential applicants and projects in their electorate and invite them to apply for a grant. At a minimum you must: <ul style="list-style-type: none"> • an incorporated not for profit organisation • Local government agency or body • A trustee on behalf of a property trust with responsibility for a community asset
How much? \$2,500 to \$20,000 (with \$150,000 allocated per electorate in Australia and up to 50% of eligible project costs).
When is it open? Opened 5 August 2019 – Closing 10 October 2019
Administered by: NSW Government (Department of Industry, Innovation and Science)
Further Information https://www.business.gov.au/assistance/stronger-communities-programme

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Grant not currently available

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Resources for Regions
Purpose Delivers improved infrastructure and services to mining-related communities, as part of the NSW Government's \$1.3 billion Regional Growth Fund.
Who can apply? Applicants must be in a regional local government area which is mining-related. Applications can be accepted from the following entities: <ul style="list-style-type: none"> • Local councils • Joint Organisations of Councils (JOCs) or Regional Organisations of Councils (ROCs) • incorporated not-for-profit organisations. Partnerships between groups are encouraged.
How much? Up to \$50 million is available for the 2018-19 round of the Resources for Regions Fund. The minimum grant amount is \$1 million and there is no maximum grant amount. All projects must have a minimum financial co-contribution of 25 per cent of the total grant amount
When is it open? Expressions of interest open on 12 June 2018 and close on 23 July 2018
Administered by: Department of Premier and Cabinet
Further Information https://www.nsw.gov.au/improving-nsw/regional-nsw/regional-growth-fund/resources-for-regions/

Restricted – by invitation only

Community Development Grants Programme
Purpose To support needed infrastructure that promotes stable, secure and viable local and regional economies.
Who can apply? <ul style="list-style-type: none"> • The Community Development Grants Programme is not a competitive grants programme. Only projects identified by the Australian Government will be considered for funding under the Community Development Grants Programme. ie. Australian Government selects projects to be invited to submit a request for information. • General applications by organisations for projects not identified by the Australian Government will not be accepted by the Department. • Funding proponents must be a legal entity and have an Australian Business Number (ABN) or an Australian Company Number (ACN) to receive funding under the programme.
How much? \$2,000 to \$35 million (includes multiple year projects – must be scheduled for completion before 30 June 2020).
When is it open? Ongoing
Administered by: NSW Government (Department of Infrastructure, Regional Development and Cities)
Further Information http://regional.gov.au/regional/programs/community-development-grants.aspx

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Grant not currently available

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Participation, Activity and Project Funding

Move It AUS – Participation
<p>Purpose</p> <p>The Move It AUS - Participation Grant Program provides support to help organisations get Australians moving and to support the aspiration to make Australia the world's most active and healthy nation.</p> <p>If successful, applicants will receive grants up to \$1 million to implement community-based activities that align to the outcomes of Sport 2030.</p>
<p>Who can apply?</p> <p>To be eligible to apply for the Move It AUS - Participation Grant Program, applicants must be one of the following entity types and have been operating for 12 months or longer:</p> <p>Stream 1</p> <ul style="list-style-type: none"> • Sporting Organisations (excluding National Sporting Organisations) • Non-Government Organisations (NGO)* including physical activity organisations**; and/or • Local Government Organisations. • The Australian Capital Territory does not have local government organisations therefore, ACT funded organisations are eligible to apply <p>Stream 2</p> <ul style="list-style-type: none"> • National Sporting Organisations including National Sporting Organisations (NSO) and National Sporting Organisations for people with Disability (NSOD).
<p>How much?</p> <ul style="list-style-type: none"> • Stream 1 - Grants between \$25,000 and \$250,000 to fund local sport and physical activity organisations. • Stream 2 - Grants between \$100,000 and \$1 million to fund the delivery of large-scale initiatives through National Sporting Organisations.
<p>When is it open?</p> <p>Grant open: 9am (AEST) 7 January 2019</p> <p>Grant close: 5pm (AEST) 18 February 2019</p>
<p>Administered by:</p> <p>Sport Australia</p>
<p>Further Information</p> <p>https://www.sportaus.gov.au/grants_and_funding/participation</p>

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Grant not currently available

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Alliance for Sports Recovery Grants
Purpose In response to the Bushfire Crisis the Australian Olympic Committee, Commonwealth Games Australia, Paralympics Australia and the Australian Sports Foundation have joined forces to restore grassroots sport to communities affected by the bushfires or other natural disasters.
Who can apply? Applicants for these grants will only be accepted by organisations or clubs, and must; <ul style="list-style-type: none"> • Be in an area affected by the 2019-20 Australian bushfires or other natural disasters • Be not-for-profit with an ABN • Intend to spend the funds within 12 months of receiving them <i>Please Note: Priority will be given to applications from volunteer run organisations.</i>
How much? <ul style="list-style-type: none"> • Suggested grant values are up to \$20,000.
When is it open? Grant applications are now open and close at 5pm on Friday, 8 May 2020.
Administered by: Australian Sports Foundation
Further Information https://grants.sportsfoundation.org.au/

Local Sport Grant Program
Purpose To increase regular and on-going participation opportunities in sport and active recreation, address barriers to participation and assist sport clubs provide quality service to their members, with four project types; <ul style="list-style-type: none"> • Sport development • Community sports events • Sport access • Facility development
Who can apply? <ul style="list-style-type: none"> • Incorporated, not-for-profit grassroots sports clubs in NSW • Applications from licenced clubs may be considered providing the project benefits the sport and not the licenced premises • Sports clubs associated with a school, church or university providing they are an incorporated not for profit club in their own right
How much? \$50,000 allocated for projects within each NSW electorate, with set limits for each project type; <ul style="list-style-type: none"> • Sport development \$2,000 • Community Sports Events \$5,000 • Sport Access \$5,000 • Facility Development \$20,000
When is it open? Closes 25 November 2019
Administered by: NSW Government (Office of Sport)
Further Information https://sport.nsw.gov.au/clubs/grants/localsport

Grant OPEN or UPCOMING at time of update

Grant not currently available

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Sporting Schools
Purpose Sporting Schools provides a program for primary schools and a targeted program for Year 7 and 8 students in secondary schools.
Who can apply? <ul style="list-style-type: none"> • Primary Schools with students enrolled from P-6 • Secondary Schools with students in Years 7 and 8 Please read Eligibility Criteria here
How much? <ul style="list-style-type: none"> • Primary Schools - Funding amounts are usually between \$1,000 and \$3,100 per term. • Secondary Schools - Funding amounts are usually between \$1,000 and \$2,500 per term. Funding is determined by whole school enrolment and expected overall participant numbers. Special Circumstances funding is also available to assist schools with additional costs due to location or demographics.
When is it open? Term 3, 2020: Monday 25 May, 2020 – Friday 5 June, 2020 Term 4, 2020: Monday 10 August, 2020 – Friday 21 August, 2020
Administered by: Sport Australia
Further Information https://sportingschools.gov.au/funding

Sport4Everyone
Purpose Sport4Everyone funds projects that positively impact (but not limited to): Aboriginal and Torres Strait Islander people, Culturally and Linguistically Diverse (CALD) people, Elderly people, Economically Disadvantaged people, LGBTIQ+ community, People with disabilities and People living remotely
Who can apply? Community-based organisations, schools and clubs.
How much? Sport4Everyone provides grants of up to \$10,000 for projects and activities that will positively impact one or more of the four focus areas <ul style="list-style-type: none"> • Increasing the number of Women & girls in sport • Physical activity – getting more kids, more active • Improving Leadership & decision making through sport • Diversity & Inclusion – increasing participation among minority groups*
When is it open? Sport4Everyone grant round is open on March 28th 2019 and will close at midday on 22nd April 2019
Administered by: Australian Sports Foundation
Further Information https://asf.org.au/resources/sport4everyone-guidelines-2019/

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Grant not currently available

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Sport Development Grant Program
Purpose <ul style="list-style-type: none"> • Increase regular and on-going participation in sport • Improve pathways for athlete, coach and official development • Improve sport governance • International and national sporting events projects • Research initiatives
Who can apply? NSW state sporting organisations (SSOs) and state sporting organisations with a disability (SSOD)
How much? \$5,000 - \$50,000. Applicants may apply for multiple projects, but \$50,000 is max available to any one organisation p/a. Applicant must also contribute to the project ie. financial, voluntary labour, donated material / equipment etc
When is it open? Open 15 August 2018 Close 14 September 2018
Administered by: NSW Government (Office of Sport)
Further Information https://sport.nsw.gov.au/clubs/grants/sport-development

Legacy Partnership Program – 2020 UCI Road World Cycling Championships
Purpose To maximise the legacy of the 2022 UCI Road World Championships. The overall program objectives are as follows – your project must address at least one of these; <ul style="list-style-type: none"> • Increase opportunities for participation in cycling. • Support initiatives that increase opportunities for people to ride a bike as active transport. • Maximise the event platform to further policy matters to support cycling. • Support educational programs that will develop all facets of cycling. • Assist achieve a UCI Bike City designation for Wollongong. • Develop the skills of event organisers, event approval authorities and sport volunteers to support future events • Provide a platform to galvanise the community interest and support to deliver legacy as part of W2022.
Who can apply? To be eligible, applicants must be one of the following; <ul style="list-style-type: none"> • An incorporated, not-for-profit organisation that is based in or provides services in the Illawarra Region • A registered business located in the Illawarra Region that has been registered for at least 2 years • A local council in the Illawarra Region • A university, school or TAFE in the Illawarra Region
How much? <ul style="list-style-type: none"> • Total funding is up to \$100,000 in 2019/20 and further rounds will be conducted in 2020/21 and 2021/22. • Minimum grant amount is \$2,000. • Maximum grant amount is \$20,000.
When is it open? <ul style="list-style-type: none"> • Applications open 16 March 2020 and close 15 April 2020
Administered by: NSW Office of Sport
Further Information https://sport.nsw.gov.au/2022-uci-road-world-championships-%E2%80%93-wollongong-legacy-partnership-program

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Grant not currently available

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Events

Destination NSW - Regional Event Fund
Purpose To help deliver events that attract visitors and provide an economic boost to local businesses in regional communities, particularly those that have been affected by bushfires and drought. Note: There are two funding streams on offer – Micro Event Fund and Flagship Event Fund.
Who can apply? / Eligibility Micro Event Fund; <ul style="list-style-type: none"> Events must be delivered between 1 May and 31 December 2020. Event has total expenditure of approx. \$75,000 or less. Can engage and harmonise the community, stimulate local economy and attract visitors. Flagship Event Fund; <ul style="list-style-type: none"> Events must be delivered between 1 May and 31 December 2020. Define the character and culture of the local area and attract overnight visitors. Have a well-developed marketing plan and clear strategies for evaluating visitation and experience. Plus more.
How much? <ul style="list-style-type: none"> Micro Event Fund – one-off grant of \$10,000 Flagship Event Fund – annual grants of \$20,000 OR triennial grants of \$27,500 plus \$2,500 in value-in-kind research services, per year for 3 years.
When is it open? Until midnight on Wednesday 25 March 2020
Administered by: Destination NSW, NSW Government
Further Information https://www.destinationnsw.com.au/tourism/business-development-resources/funding-and-grants/regional-event
2020 Event Grants Funding – Sydney Olympic Park Authority
Purpose The program is designed to help subsidise costs and encourage the staging of more community and commercial events in the Sydney Olympic Park precinct. Expressions of Interest will be accepted for events that activate outdoor spaces in the Park and provide a benefit to visitors and the local community.
Who can apply? / Eligibility Registered not-for-profit groups and commercial entities that meet the relevant selection criteria, for events that will be held during the 2020 calendar year.
How much? from \$200 to \$20,000, and in-kind support up to the value of \$60,000
When is it open? until Friday 20 September 2019
Administered by: Sydney Olympic Park Authority
Further Information https://www.sopa.nsw.gov.au/News/2020-Event-Grants-Funding

Grant OPEN or UPCOMING at time of update

Grant not currently available

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Volunteers

Volunteer Grants
Purpose To support the efforts of volunteers - can be used towards the cost of essential items that help make the work of volunteers easier, safer, and more enjoyable, such as equipment, training, transport and background screening.
Who can apply? Community organisations including charities, sports clubs and schools
How much? Grants of between \$1,000 and \$5,000
When is it open? Opened 7 August – Closes 2pm 18 September 2018
Administered by: Dept of Social Services
Further Information https://www.communitygrants.gov.au/grants/volunteer-grants-2018

Female

NSW Women's Week Grants
Purpose The NSW Women's Week grants provide local organisations with an opportunity to deliver a range of education, mentoring and participatory activities that will provide direct benefit to local women and girls.
Who can apply? Charities, not-for-profits, companies limited by guarantee and local government organisations within NSW
How much? up to \$1,000 for small scale events and activities \$1,001 to \$5,000 for larger scale events and activities
When is it open? Open from Wednesday 9 October 2019 closing 5pm Wednesday 6 November 2019
Administered by: Women NSW
Further Information https://www.women.nsw.gov.au/news-and-events/nsw-womens-week/nsw-womens-week-grants

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Grant not currently available

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Women Leaders in Sport (WLIS)
Purpose The WLIS program aims to provide women with development opportunities to reach their leadership potential in the sports industry.
Who can apply? <ul style="list-style-type: none"> • be involved in a paid or volunteer capacity at a local, state or national level in the sport industry; and • be supported by a sporting organisation that is, or is affiliated with, a national sporting organisation recognised by Sport Australia.
How much? In 2019, the WLIS program offers the following: <ul style="list-style-type: none"> • Leadership Workshops for individuals and organisations, • Development Grants for individuals and organisations, and • A targeted leadership development program for individuals
When is it open? Applications open: 9:00am (AEST) Monday 26 August 2019 Applications close: 5:00pm (AEST) Monday 23 September 2019
Administered by: Sport Australia
Further Information https://www.sportaus.gov.au/grants_and_funding/women_leaders_in_sport

Investing in Women Funding Program
Purpose The program funds NSW organisations to develop and implement projects that support: <ul style="list-style-type: none"> • Improve women's financial wellbeing and security and support diverse and flexible employment opportunities for women and girls • Promote and support a holistic approach to women's health across the lifespan • Support women's engagement through social networks, access to information and building confidence using diverse representation of women and girls.
Who can apply? Applicants must be a legally constituted Australian based entity. This includes: <ul style="list-style-type: none"> • Not-for-profit organisations, including community organisations • Local councils and shires, including regional organisations of councils and consortia of councils • Industry bodies and the private sector working in partnership with the community or government on initiatives directly supporting women and girls.
How much? The 2020 Investing in Women funding program will fund projects according to stages of development. There are three categories of grant funding available for this grant round. A total of \$400,000 is available in this round.
When is it open? Applications open at 9AM (AEST) on Monday 4 May 2020 and close at 11:59PM (AEST) on Sunday 31 May 2020.
Administered by: Women NSW
Further Information https://www.women.nsw.gov.au/commissioning/investing-in-women-funding-program

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Grant not currently available

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2020 NSW Women of the Year Awards
Purpose Now in their ninth year, the NSW Women of the Year Awards recognise and celebrate the outstanding contribution made by women across NSW to industry, communities and society.
Who can apply? Anyone can nominate providing they have the consent and full contact details of the woman they are nominating. Self-nominations are not accepted. There are seven state-wide Award categories: NSW Premier's Woman of the Year; NSW Aboriginal Woman of the Year; Community Hero; Harvey Norman Young Woman of the Year; Rex Airlines Regional Woman of the Year; NSW Business Woman of the Year; First State Super Lifetime Achievement
How much? Finalists will be invited to attend the event on 5 February 2020 in Sydney and any finalist from outside metropolitan Sydney, Wollongong and Newcastle will be provided with air travel to attend. All finalists will also have their nomination forms forwarded to the Honours Secretariat for consideration in the 'Australian of the Year Awards'.
When is it open? Submit your nomination by 5pm on Friday 25 October 2019
Administered by: Women NSW
Further Information https://www.women.nsw.gov.au/news-and-events/women-of-the-year

Her Sport Her Way
Purpose provides up to \$2.6 million over four years to assist our state sporting organisations grow their game for women and girls, reduce barriers to participation, and promote inclusive sport experiences.
Who can apply? NSW state sporting organisations and state sporting organisations for people with disability.
How much? Grants from \$5,000 - \$50,000 Applicants may apply for multiple projects, or multiple locations however the maximum available to any one organisation is \$50,000 p.a..
When is it open? <ul style="list-style-type: none"> Program open: 19 August 2019 Think Tank one: 21 August 2019 Think Tank two: 28 August 2019 Applications close: 16 September 2019
Administered by: Office of Sport NSW
Further Information https://sport.nsw.gov.au/clubs/grants/her-sport-her-way

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

Indigenous

Indigenous Advancement Strategy – Community Lead Proposals
Purpose The NIAA considers grant proposals that address a need for Aboriginal and Torres Strait Islander people. Proposals must be developed with the community or group who will be impacted by the activity.
Who can apply? At a minimum you must <ul style="list-style-type: none"> • be a legal entity with full legal capacity to enter into a project agreement with the Commonwealth • have an Australian Business Number (ABN) and be registered for GST if required • not be bankrupt or subject to insolvency proceedings
How much? Varied
When is it open? Applicants should discuss their initial proposal with the Department, you must submit an initial proposal form before applying for funding. After you have received feedback from the Department, you can then decide to submit an application for funding. Applications may be made at any time.
Administered by: NIAA
Further Information https://www.niaa.gov.au/indigenous-affairs/grants-and-funding/community-led-proposals https://www.niaa.gov.au/resource-centre/indigenous-affairs/indigenous-advancement-strategy-grant-guidelines-march-2016

Indigenous Advancement Strategy – Tailored Assistance Employment Grants
Purpose Tailored Assistance Employment Grants connect Aboriginal and Torres Strait Islander peoples with real and sustainable jobs. There are three streams of funding - Employment, School-based and Cadetships. Activities should increase employment and retention rates, work-readiness, successful transition of students into employment and/or lead to certified or transferable qualifications.
Who can apply? At a minimum you must <ul style="list-style-type: none"> • be a legal entity with full legal capacity to enter into a project agreement with the Commonwealth • have an Australian Business Number (ABN) and be registered for GST if required • not be bankrupt or subject to insolvency proceedings
How much? Varied
When is it open? Applications may be made at any time.
Administered by: NIAA
Further Information https://www.niaa.gov.au/resource-centre/indigenous-affairs/tailored-assistance-employment-grants-fact-sheet https://www.niaa.gov.au/resource-centre/indigenous-affairs/indigenous-advancement-strategy-grant-guidelines-march-2016

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

NAIDOC week funding
Purpose NAIDOC grants support communities to celebrate the histories, cultures and achievements of Aboriginal and Torres Strait Islander peoples during NAIDOC Week. Activities should be held during NAIDOC Week in July. Applicants are strongly encouraged to align their project with the annual NAIDOC theme.
Who can apply? Aboriginal and Torres Strait Islander and non-Indigenous legal entities may apply for NAIDOC funding. Community groups that may not be eligible to apply for funding are encouraged to consider partnering with an eligible organisation.
How much? Total Amount Available (AUD): \$1,400,000.00
When is it open? Applications are now open and will close on Monday 30 March 2020 at 8pm.
Administered by: NIAA
Further Information https://www.niaa.gov.au/indigenous-affairs/grants-and-funding/naidoc-week-funding

Multicultural

Celebrating Diversity Grants
Purpose To assist community projects, events and activities that foster community harmony and celebrate cultural diversity as a precious part of our identity and way of life.
Events – Funding for festivals and events that bring communities together, showcase the benefits of cultural diversity and promote social cohesion and community harmony. Projects – Funding to support new projects and initiatives that bring communities together and make a lasting positive impact on social cohesion at the grassroots level.
Who can apply? <ul style="list-style-type: none"> • Non-profit sharing community organisations • Local councils
How much? <ul style="list-style-type: none"> • Up to \$10,000 for the Events Category • Up to \$40,000 for the Projects Category
When is it open? Round three: Celebrating Diversity Grants – Events (funding for events from 1 July 2020 to 31 December 2020) Open for Applications from 3 February - 13 March 2020
Administered by: Multicultural NSW
Further Information https://multicultural.nsw.gov.au/grants/

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

COMPACT Grants (Community. Partnership. Action.)
Purpose supports partnerships and collaboration between community, non-government, youth sports, arts/media, educational organisations and the private sector by providing grant funding for innovative, evidence-based community projects. Volunteers & humanitarians: includes methods to engage young people in volunteering, civic activities, charity and local and/or international humanitarian work with a clear benefit to local communities. Sports for social cohesion: includes methods to engage young people, break down barriers, reinforce positive messages, and create support networks, mentoring opportunities and positive role models.
Who can apply? <ul style="list-style-type: none"> The host organization (grant recipient) must be a non-profit sharing organisation Named partners (other from the host organisation) must have agreed in writing to be a partner in the project. Named partners (other from the host organisation) may be non-profit sharing organisations.
How much? projects valued from \$50,000 to \$150,000 per year for up to two years.
When is it open? Applications close 24 August 2018 at 5pm
Administered by: Multicultural NSW
Further Information https://multicultural.nsw.gov.au/communities/compact/

Disability

Para-sport Equipment Fund
Purpose Designed to provide opportunities for Australians with disabilities to participate and compete in Para-sport by addressing the challenges associated with the high cost of Para-sport equipment.
Who can apply? There are extensive eligibility criteria for these grants, both Individual and Program. Visit https://www.paralympic.org.au/wp-content/uploads/2019/04/Para-sport-Equipment-Fund-Guidelines-and-Conditions.pdf to read more
How much? Paralympics Australia will work directly with businesses to purchase the equipment. Equipment may be partially or fully funded.
When is it open? <ul style="list-style-type: none"> Round 5 Applications Close: 5pm, Friday 26 June 2020 Notifications will be made on Friday 14 August.
Administered by: Paralympics Australia
Further Information https://www.paralympic.org.au/programs/equipment-fund/

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

Sport Access Foundation Grants
Purpose This year, Sports Access Foundation (SAF) is offering a range of grants that are focussed on the mental health and well-being of young Australians.
Who can apply? Children / teenagers aged 7-17 years with a physical or intellectual disability
How much? 10 x \$250 – BlueScope Building Up Grants 4 x \$500 – PICA Group Kick Start Grants 2 x \$1000 – SAF Pathway to Paralympics Grants 4 x \$250 – SAF No Barriers Grants
When is it open? <ul style="list-style-type: none"> Applications Close: Friday 21 August 2020
Administered by: Sport Access Foundation
Further Information http://sportaccessfoundation.org.au/what-we-do/our-grants https://www.sportaccessfoundation.org.au/what-we-do/2020-grants

Capacity Building

2019 Social Investment Grants Program
Purpose The program awards grants to support NFP organisation in their quest to help excluded, marginalised and disadvantaged people. The 2019 theme casts the net much wider and encourages all organisations that are 'building capacity' to apply.
Who can apply? <ul style="list-style-type: none"> Applicants must be a not-for-profit organisation The grant will only support projects that benefit communities in Australia Limited to NFP organisations with an annual turnover greater than \$50k and no more than \$5M
How much? A total grant pool of \$350,000 is available in 2019. Applications can be made for grants of either \$25,000 or \$50,000.
When is it open? Applications will open 1 May 2019 and close at 5pm AEST on Friday, 31 May 2019.
Administered by: Community Sector Banking (Bendigo bank)
Further Information https://www.communitysectorbanking.com.au/grants

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

Local Buying Foundation Grants
Purpose To build on the local capabilities and opportunities for growth in current and emerging industries, by supporting projects and programs which facilitate workforce development, innovation and the productive capacity of business and industry to grow the potential of their regional economies.
Who can apply? <ul style="list-style-type: none"> There are two funding opportunities for projects or programs that benefit businesses in or across Muswellbrook, Singleton, and/or Upper Hunter Shire. LBF B.I.G. Futures Fund – this fund is open to business, economic and industry groups. LBF Funding Round – open to business, not for profit organisations, economic and industry groups.
How much? <ul style="list-style-type: none"> There is no set amount for these grants, but you can contact LBF Project Officers to discuss your submission and the recommended application amount - info@localbuyingfoundation.com.au or 1800 536 663.
When is it open? <ul style="list-style-type: none"> Round 2 – Open now and closes on 31 July 2020 Round 3 – Open now and closes on 30 October 2020
Administered by: Local Buying Foundation
Further Information https://localbuyingfoundation.com.au/funding/

Individuals / Scholarships

dAIS Athlete Grants
Purpose As part of the Australian Institute of Sport (AIS)'s high performance strategy, the dAIS scheme aims to provide athletes with direct financial support to enable them to focus on training and competitions to achieve the strategy targets in Olympic, Paralympic and Commonwealth Games sports.
Who can apply? Athletes are nominated by their National Sporting Organisation (NSO) to receive a dAIS grant if they: <ul style="list-style-type: none"> achieved a top 1-8 position result at a recent world championship level event and are expected to maintain that level of performance; or demonstrate potential to achieve a podium result at a future world championship level event, and meet certain other eligibility criteria as set out in these guidelines.
How much? <ul style="list-style-type: none"> Grant amounts are determined by results at a world championship or equivalent event in the previous 12 months.
When is it open? <ul style="list-style-type: none"> Round 1 – NSO nominations October each year Round 2 – NSO nominations March/April each year
Administered by: Australian Institute of Sport
Further Information https://www.sportaus.gov.au/grants-and-funding/dais-athlete-grants

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

Local Sporting Champions
<p>Purpose</p> <p>The Local Sporting Champions program provides financial assistance for coaches, officials and competitors aged 12-18 participating in state, national or international championships.</p>
<p>Who can apply? / Eligibility</p> <p>Applicants must meet the following criteria:</p> <ul style="list-style-type: none"> • Be turning 12 to 18 years of age in the same calendar year as the nominated championships. • Be an Australian citizen or have been granted permanent resident status, residing in Australia. • Be participating as an athlete, coach, or match official in: <ul style="list-style-type: none"> ◦ an official state championships endorsed by the relevant Sport Australia recognised national sporting organisation (NSO) or a School Sport Australia member body; or ◦ an official national championship endorsed by the relevant Sport Australia recognised NSO or School Sport Australia; or ◦ an international competition as a member of an official Australian team, endorsed by a Sport Australia recognised NSO or School Sport Australia. • Those attending a state championship must be living more than 125km from the championships venue and travelling greater than 250km return to participate in the nominated championships*. • Must complete and submit the application prior to the nominated championships commencing** • May receive a maximum of two grants in the same allocation year (1 April 2020 – 31 March 2021) for attending either: <ul style="list-style-type: none"> ◦ one state or national championships and one international competition; or ◦ two different international competitions. • Must incur out-of-pocket expenses equal to, or greater than, the grant amount they are eligible to receive.
<p>How much?</p> <ul style="list-style-type: none"> • Base Grant: \$500 • Applicants travelling 800km - 1999km to their nominated championships: + \$100 • Applicants travelling internationally or greater than 2000km to their nominated championships: + \$200 • Applicants residing in a rural electorate: + \$50
<p>When is it open?</p> <p>Applications are currently suspended due to the Coronavirus pandemic but should re-open soon.</p>
<p>Administered by:</p> <p>Australian Government (Australian Sports Commission)</p>
<p>Further Information</p> <p>https://www.sportaus.gov.au/grants_and_funding/local_sporting_champions</p>

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

Age Specific Programs

Youth Opportunities Program	
Purpose	Provides one-off, time-limited grants to fund new projects that enable young people to participate in community development activities.
Who can apply?	<ul style="list-style-type: none"> • Non-government organisations • Local government
How much?	Up to \$50,000 for projects in 2020
When is it open?	Open: 23 May 2019 Close: 5pm 16 July 2019
Administered by:	NSW Family and Community Services
Further Information	http://youth.nsw.gov.au/youth-opportunities/

2020 NSW Seniors Festival Grants Program	
Purpose	Funding to organisations and councils to run local festival events and activities that provide opportunities for people over 60 to remain active, healthy, engaged and contributing to their local communities. 2020 Seniors Week is in Feb
Who can apply?	Category 1 and 2 not-for-profit organisations charitable organisations public companies limited by guarantee local government authorities based in NSW Category 3 local government organisations only
How much?	Three funding categories are available to distribute \$200,000 across the state: <ul style="list-style-type: none"> • Category 1: Up to \$1,000 for small-scale local community events and activities. • Category 2: \$1,001 – \$5,000 for larger local community events and activities. • Category 3: \$5,001 - \$10,000 to local government organisations only to hold large scale community and regional events and activities.
When is it open?	Opens 24 June 2019 Closes 9 August 2019
Administered by:	Seniors Festival NSW
Further Information	https://www.seniorsfestival.nsw.gov.au/events/nsw-seniors-festival-grants

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

FRRR ABC Heywire Youth Innovation Grants	
Purpose	Assist not-for-profit community-based organisations in rural, regional and remote Australia adopt and act on one of the seven innovative Heywire project ideas. Must address one of the following: <ul style="list-style-type: none"> a) Build community resilience b) Develop organisational resilience and capacity c) Enhance environmental sustainability d) Foster cultural vibrancy e) Encourage lifelong education & training f) Strengthen the local economy g) Improve community health & social wellbeing
Who can apply?	<ul style="list-style-type: none"> • All not-for-profit community-based organisations with an ABN or Incorporation Certificate. • Councils are eligible to apply with strong evidence of youth support and engagement • Schools are eligible to apply, with strong evidence of youth support and engagement. • All applicants must have policies and procedures around Working with Children Checks and complaints.
How much?	Total of \$100,000 available.
When is it open?	Applications are now open and close at 5pm AEST on Tuesday, 26 May 2020.
Administered by:	Foundation for Rural & Regional Renewal
Further Information	https://www.frrr.org.au/grants/Heywire-youth-innovation

Better Ageing Grant Program	
Purpose	The program aims to prevent and reduce the impact of chronic disease and increase overall physical and mental health of older Australians. The objective is to improve older Australians overall health and wellbeing, particularly those less active by: <ul style="list-style-type: none"> • enhancing the understanding and benefits of regular physical activity • improving access to sport and physical activity opportunities • enabling regular engagement in sport and physical activity; and • enhancing the capability and capacity of organisations and staff to deliver age-appropriate activities.
Who can apply?	<ul style="list-style-type: none"> • Sporting organisations and sporting organisations for people with disability • Non-government organisations • Local government
How much?	Up to \$2million over a two-year period
When is it open?	Opens 20 September 2018 Closes 31 October 2018 at 5pm
Administered by:	Sport Aus
Further Information	https://www.sportaus.gov.au/grants_and_funding/better_ageing

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

Veteran and Community Grants
Purpose To maintain and improve the independence and quality of life for members of the Australian veteran community by providing funding for projects that sustain or enhance health and wellbeing. Deliver projects that are sustainable, financially viable and have an ongoing benefit for members of the Australian veteran community; and that increase opportunities for members of the Australian veteran community, associated with social activity and community participation and/or improve health behaviours and support healthy places.
Who can apply? you must be one of the following entity types: <ul style="list-style-type: none"> • Indigenous Corporation • Company • Cooperative • Incorporated Association • Statutory Entity • Trustee on behalf of a Trust • Unincorporated Association
How much? The Australian Government has announced a total of \$2,360,000.00 (GST exclusive) for the 2019-2020 financial year. There is no minimum or maximum grant amount.
When is it open? 1 March 2019 to 27 February 2020.
Administered by: Department of Veterans' Affairs
Further Information https://www.communitygrants.gov.au/grants/veteran-and-community-grants-0

Pilot Modified Sport Program
Purpose To design and deliver a modified version of their sports aimed at engaging older people which deliver the following outcomes: <ul style="list-style-type: none"> • Older people in NSW actively participating in sports through opportunities that have been designed around their needs • Playing modified sports becomes a normal part of a routine for program participants • Health and wellbeing benefits of participants are captured and evaluated to inform the costs and benefits of scaling the program
Who can apply? <ul style="list-style-type: none"> • Sporting Organisations
How much? Each pilot program will be delivered for a fixed price of no more than \$16,000 GST exclusive.
When is it open? Opens 8 March 2019 and closes on 27 February 2020
Administered by: NSW FACS

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

Sport Specific

Australian Cricket Infrastructure Fund (ACIF)
Purpose The ACIF will provide more than \$4.68 million annually (up until 2020-21) to fund improved community cricket infrastructure, with a focus on growing participation and promoting accessibility and inclusivity in Australian cricket.
Who can apply? <ul style="list-style-type: none"> clubs, associations, schools and local councils
How much? <ul style="list-style-type: none"> Grants of up to \$30,000 will be awarded to successful applicants
When is it open? Round 2 is currently on hold but should re-open soon.
Administered by: Cricket Australia
Further Information To download ACIF guidelines, please click here . Cricket NSW Grants https://cricketnsw.com.au/support/grants

St George Footy Grants
Purpose To help footy clubs keep the lights on and provide much needed support to local community clubs in a time when Australians are doing it tough.
Who can apply? <ul style="list-style-type: none"> Clubs, players, parents, volunteers
How much? <ul style="list-style-type: none"> Total grant pool of \$200,000
When is it open? Closes at midnight on 30 June 2020
Administered by: St George Bank
Further Information https://www.stgeorge.com.au/about/community-sponsorship/footy-grants

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

Safe Shooting Program
Purpose <ul style="list-style-type: none"> • Increase opportunities for the community to safely participate in the sport of shooting • Improve the safety of shooting facilities that are used by the community • Assist people from groups that traditionally face barriers to participation or access to shooting facilities • Provide educational programs and opportunities to improve safety and compliance. <p>The focus for the 2018-2019 round of funding returns to the traditional objectives of the program – the program encourages smaller organisations to continue to submit applications to enable clubs and ranges to connect with the new online systems developed by the NSW Firearms Registry.</p> <p>For the 2018-2019 year one off ‘micro-grants’ that do not require significant in-kind support or multiple quotes for a small non-ongoing project will also be considered</p>
Who can apply? <ul style="list-style-type: none"> • NSW incorporated, community based not-for-profit Shooting, Hunting and Collecting Clubs • Shooting ranges in NSW approved and administered by the NSW Firearms Registry
How much? \$500 - \$20,000
When is it open? Applications open 6 September 2018 and close 5pm, 8 November 2018
Administered by: NSW Government (Office of Sport) on behalf of the Police Policy Office, NSW Department of Justice
Further Information https://sport.nsw.gov.au/clubs/grants/safeshooting

Surf Club Facility Program
Purpose To assist surf clubs throughout NSW to develop their facilities to increase the usage, safety and participation in surf lifesaving clubs in NSW for the benefit of their members and the wider community.
Who can apply? <ul style="list-style-type: none"> • Surf Life Saving Clubs in NSW • SLSNSW Branches are able to apply for surf club related works eg. Storage sheds for emergency equipment. However, they will only be considered if all applications from surf clubs in the round receive funding
How much? \$30,000 - \$350,000
When is it open? Until 5pm Friday 31 March 2020
Administered by: NSW Government (Office of Sport)
Further Information https://sport.nsw.gov.au/clubs/grants/SCFP

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

NSW ICC World T20 2020 Cricket Legacy Fund
Purpose The Fund will provide assistance to community cricket clubs, associations and local councils. The Fund aims to improve cricket facilities and supporting infrastructure, increase participation opportunities, improve female player pathways and enable hosting of elite cricket content in Regional NSW.
Who can apply? <ul style="list-style-type: none"> Incorporated clubs, and associations, bodies or deliverers that are recognised by CNSW. Councils located in NSW
How much? <ul style="list-style-type: none"> Infrastructure – minimum \$15,000 ex GST – fund may support up to 50% of net project costs with maximum funding contribution of up to \$200,000 ex GST Female programs and resources – minimum \$2,500 ex GST – fund may support up to 50% of the net project costs with maximum funding contribution of up to \$50,000 ex GST Regional event content – minimum \$20,000 ex GST – fund may support up to 50% of the net project costs with maximum funding contribution of up to \$100,000 ex GST
When is it open? 28 May 2019 – 5pm, Monday 15 July 2019
Administered by: NSW Government (Office of Sport) on behalf of Cricket NSW
Further Information https://sport.nsw.gov.au/clubs/grants/t20worldcupfund

Growing Cricket for Girls Fund
Purpose To support Community Cricket Associations, Clubs, School Sporting Associations and Schools to create new playing opportunities and developing existing competitions for teenage girls across the country.
Who can apply? Community Cricket Associations, Clubs, School Sporting Associations and Schools
How much? Funding is available for 2 years <ul style="list-style-type: none"> Community Cricket and School Sporting Associations – up to \$5000 in Year 1 and up to \$2,500 in Year 2 Clubs and secondary Schools – up to \$2000 per year
When is it open? Round 1 – 30 April 2018 to 30 June 2018 Round 2 – 23 July 2018 to 21 September 2018
Administered by: My Cricket Community
Further Information https://community.cricket.com.au/clubs/a-sport-for-all/growing-cricket-for-girls

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

Let's Light Up Football
Purpose Improve the quality of light at community football facilities and experience for players, referees, coaches' administrators and spectators. Provide additional open space to play more football, and an inviting and safe environment to participate in
Who can apply? <ul style="list-style-type: none"> Football NSW affiliated clubs Football NSW Member Associations Local Councils/Schools in conjunction with a Football NSW affiliated Club or Member Association
How much? <ul style="list-style-type: none"> The level of funding for each project is limited to 20% of the total project cost with a maximum of \$20,000.
When is it open? Applications OPEN Tuesday 30 April 2019 Applications CLOSE Monday 15 July 2019
Administered by: Football NSW
Further Information https://footballfacilities.com.au/lets-light-up-football/

NSW Golf Foundation
Purpose The New South Wales Golf Foundation is a charitable body that administers and manages grants throughout the NSW golf community. The foundation encourages the development of the game when barriers such as location or adversity prevent people from taking part. Its vision is to build a bright and vibrant future for golf.
Who can apply? Clubs and supporting organisations who can demonstrate hardship or who are growing Golf in NSW
How much? No fixed amount
When is it open? No fixed timeline – applications can be made at any time.
Administered by: Golf NSW and ASF
Further Information https://www.golfnsw.org.au/nsw-golf-foundation/

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

Volkswagen Grassroots Grants (AFL)
Purpose The Sydney Swans and Volkswagen have teamed up to deliver community AFL clubs over \$50,000 in prizes with a new Volkswagen Golf Alltrack and five \$2,000 grants on offer to go towards facility improvements, club programs, uniforms or training equipment.
Who can apply? Grassroots AFL Clubs
How much? 5 x \$2,000 grants available and chance to win a Volkswagen Golf Alltrack (valued \$44,649)
When is it open? Open 10 June 2019 – closes 22 July 2019
Administered by: Sydney Swans
Further Information https://www.sydneyswans.com.au/community/participation/vw-grassroots-grants

Hyundai Goals for Grassroots
Purpose The program is linked to Australia's national football competition – Hyundai A-League, and is in operation during every round of the season, including the Grand Final.
Who can apply? Junior football clubs can apply via the online registration form. All eligible entries will be reviewed by a Hyundai Help for Kids panel and junior club grant recipients will be selected based on the worthiness of the application.
How much? The selected junior club is issued with an array of match day benefits including match tickets and receive a guaranteed \$1,000 grant plus an additional \$1,000 for every goal that the home team scores (up to maximum of \$10,000 per game).
When is it open? <ul style="list-style-type: none"> Applications close on 12 April, 2020.
Administered by: Hyundai A League
Further Information https://hyundaihelpforkids.com.au/g4gr-registration/

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

Community Swimming Grants
Purpose The Community Swimming Grants Program provides support to help providers of swimming and aquatics activities get inactive people swimming in their local community and improve the system of sport and physical activity by targeting populations at risk of inactivity, across all life stages, specifically people with disability and people from culturally and linguistically diverse communities
Who can apply? Organisations with the capability to provide or facilitate the provision of swimming and aquatics activities (including but not limited to learn to swim, water safety, aquatics fitness or play and competitive swimming programs and activities). Eligible organisations may include: Learn to swim providers, Aqua fitness providers, Aquatics facilities, Swim Clubs, Other aquatics sport clubs (e.g. Water Polo Clubs.), Community organisations, Charity organisations, Councils, Schools, Universities, State or Territory Sport Organisations.
How much? <ul style="list-style-type: none"> Eligible organisations may apply for grants between \$5000 and \$10 000 +GST.
When is it open? open 30 September 2019 and close at midnight on 8th November
Administered by: Swimming Australia
Further Information https://www.swimming.org.au/community-swimming-grants

You Grow Girl – Netball Grants
Purpose To support netball clubs and associations with developments and improvements to their community, whether that be through upgrading of facilities, developing skills, purchasing equipment, supporting club members, etc.
Who can apply? <ul style="list-style-type: none"> Entries are open to any Australian netball club or association. Clubs and associations should have a specific project in mind for how the grant will be used to benefit their local community.
How much? <ul style="list-style-type: none"> 50 x \$2,000 grants 5 x \$20,000 grants
When is it open? <ul style="list-style-type: none"> Entries for 2019 have closed. Entries will open again soon in 2020.
Administered by: Woolworths and Netball Australia
Further Information https://yougrowgirl.netball.com.au/grants/

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

Technology

Website Build and Match Fund Grant
Purpose This program is to help charities organisations to establish or redevelop its website, with the aim of boosting digital presence and maximising fundraising efforts.
Who can apply? Small or medium sized non-profit organisation, with a revenue range between AU\$0.3m and \$30m
How much? 100% of the strategy, design, build and launch for a new feature-rich website, delivered by Joyful.org – and first \$1,000 raised through new website will be matched
When is it open? Closing 30 June 2019
Administered by: The Institute of Technology in Australia & New Zealand
Further Information https://www.titan.org.au/match-fund-and-website-build

Defibrillator Program

Local Sport Defibrillator Grant Program
Purpose To provide NSW sports clubs the opportunity to acquire an automated external defibrillator (AED) package for their club or sports facility at a reduced cost.
Who can apply? <ul style="list-style-type: none"> • Incorporated, not-for-profit grassroots sports clubs in NSW • Applications from licenced clubs may be considered providing the project benefits the sport and not the licenced premises • Sports clubs associated with a school, church or university providing they are an incorporated not for profit club in their own right • Councils on behalf of eligible sports clubs that currently share facilities based in NSW
How much? Up to 50% of the AED package to the maximum amount determine by the zone of the applicant. (Zone 1 - \$1,250 / Zone 2 - \$1,300 / Zone 3 - \$1,400).
When is it open? Now open – assessments 30 September 2019, 25 November 2019, 24 February 2020, final applications close 5pm Wednesday 8 April 2020).
Administered by: NSW Government (Office of Sport)
Further Information https://sport.nsw.gov.au/clubs/grants/defibrillator

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

General Community Grants provided by Business

AMP's Tomorrow Fund
Purpose AMP's Tomorrow Fund awards up to \$1 million in grants each year to amazing Australians doing great things in their communities. Grant recipients work in a diverse range of fields and include artists, athletes, social innovators, scientists, educators, disability advocates, technologists, filmmakers, fashion designers, medical researchers and musicians. The grants can be used for a range of activities, including travel, equipment, study costs, research and more.
Who can apply? Australian citizens or permanent residents are eligible to apply for an AMP Tomorrow Fund grant. There are very few restrictions and no age limit.
How much? AMP Tomorrow Fund grants of between \$5,000 and \$100,000 can fund a diverse range of activities. The money could be used for training and travel costs associated with competing in a sport, study assistance while you work on research or small business funding for an innovative idea.
When is it open? Applications are now open until 4pm (AEST) on Wednesday 15 April.
Administered by: AMP Foundation
Further Information https://www.ampstomorrowfund.com.au/ https://www.ampstomorrowfund.com.au/faqs/

Jetstar Flying Start
Purpose To help community groups and organisations across Australia to fund a project that will enrich the lives of people in their local community.
Who can apply? Entry is open to not-for-profit community groups and organisations of any size, who can be classified into one of the following categories: Charity, Educational and Health Organisations, Arts Group or Organisation, Sporting Group or Organisation.
How much? Each grant will be worth \$30,000, comprising \$15,000 cash and \$15,000 worth of Jetstar travel.
When is it open? 1 Apr 2019 to 30 Sept 2019
Administered by: Jetstar
Further Information https://www.jetstar.com/au/en/flyingstart

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

Sunsuper's Dreams for a Better World Community Grants
Purpose SunsUPER's community grants are here to assist your not-for-profit organisation or community group dreams of helping to create brighter futures for Australians or a more active community or support others to live better
Who can apply? To qualify, your dream must aim to make a positive difference in the community, and it must also: <ul style="list-style-type: none"> • benefit a registered community cause, charity group or not-for-profit organisation (and not an individual) • be based in Australia with funds being spent in Australia • be able to be undertaken in the next 12 months • fit with the round theme
How much? <ul style="list-style-type: none"> • Total of \$150,000 available
When is it open? There are three rounds, with all three closing on 26 June, 2020. <ul style="list-style-type: none"> • Round 1: Better Living • Round 2 – Brighter Futures • Round 3 – Active Community
Administered by: SunsUPER
Further Information https://dreamsforabetterworld.com.au/community-grants

Qantas Regional Grants
Purpose Our new Regional Grants Program will provide financial, flight and marketing support to community groups and organisations to help further their causes and projects that help deliver direct services or benefits to regional communities.
Who can apply? Entry is open to Australian based individuals, not-for-profit community groups and organisations of any size, who are seeking funding to help enhance the lives of people in regional communities
How much? \$5 million in grants - \$1 million each year over five years The Qantas Regional Grants program will offer recipients a combination of: <ul style="list-style-type: none"> • Cash Grant • Flights in kind • Marketing support
When is it open? <ul style="list-style-type: none"> • 2020 Grants program has been suspended due to Coronavirus. The program will re-open in 2021.
Administered by: Qantas
Further Information https://www.qantas.com/au/en/about-us/our-company/in-the-community/qantas-regional-grants.html#about-the-program

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

The Awesome Foundation
Purpose The Awesome Foundation is an international philanthropic organization devoted to forwarding the interest of awesomeness in the universe. Every month TAF award a no-strings-attached grant of \$1,000 to a project deemed 'Awesome.' Projects include – Innovative ideas, ideas with passion and purpose, local projects and community benefit.
Who can apply? Anyone is eligible for a grant — individuals, groups, and organizations alike. If you can fill out the application form, you can apply.
How much? \$1,000 grants every month
When is it open? Ongoing – you can apply at any time.
Administered by: The Awesome Foundation
Further Information Sydney - https://www.awesomefoundation.org/en/chapters/sydney Lake Macquarie - https://www.awesomefoundation.org/en/chapters/lakemac

Budget Direct Sponsorship
Purpose Budget Direct are strong believers in supporting local communities and want to help groups throughout Australia in their efforts to build happy and healthy neighbourhoods. This sponsorship aims to help those striving to make a difference in their local community, but in need of financial assistance.
Who can apply? Budget Direct are open to sponsoring registered organisations/associations that; <ul style="list-style-type: none"> • Provide local or state-wide community services • Run community awareness and education programs • Promote health and wellbeing – e.g. sports clubs • Support in need or at-risk Australians • Help build strong, vibrant communities
How much? \$1,000, \$2,500 or \$5,000 sponsorship amounts available
When is it open? Applications open on 1 March 2020 and close on 31 May 2020.
Administered by: Budget Direct
Further Information https://www.budgetdirect.com.au/about-us/sponsorships.html

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

Competitions and Raffles

Play for Purpose
Purpose Fundraising raffle is free for clubs to participate in and will give clubs access to large prize pools and a powerful e-commerce technology, with no financial risk.
Who can apply? <ul style="list-style-type: none"> Licensed Sporting Clubs in Australia can register to raise funds Raffle entry is open to residents of Queensland, New South Wales, Australian Capital Territory, Victoria, Tasmania and South Australia who are 18 years of age or older.
How much? A prize pool of \$500,000 is available for raffle winners. Clubs can raise funds by selling tickets, with a minimum of 50% of every ticket sold returned to you. Clubs can sell tickets through 3 different channels. Play for Purpose main website, your own dedicated customised website and peer-to-peer sites where individuals or teams can fundraise on your behalf.
When is it open? <ul style="list-style-type: none"> Draws open and close every 2 to 3 months
Administered by: Sport Australia, 50/50 Foundation (Tabcorp)
Further Information https://playforpurpose.com.au

Women in Sport Photo Action Awards #WISPAA
Purpose WISPAA aims to generate greater recognition and respect for the skill, strength and athleticism of women actively participating in sport.
Who can apply? Open to both Amateur and Professional photographers for action photos of a woman or women actively participating in sport. The action photo must be of an Australian sportswoman or sportswomen participating in sport at any level and needs to have been published in the traditional, digital, or social media between May 1, 2019 – April 30, 2020.
How much? Professional Category winner will receive \$5,000 Nikon estore voucher and Amateur Category winner will receive \$3,000 Nikon estore voucher.
When is it open? Entries close at midnight on May 31, 2020.
Administered by: Women Sport Australia
Further Information https://www.womensportaustralia.com.au/wispaa/

Grant OPEN or UPCOMING at time of update

Grant not currently available

Appendix 3: Funding Opportunities

Document updated – 22 June 2020

Appendix

Appendix 4: Facility Classification

State Level Facility

These are the facilities that meet the requirements of nominated sport or recreation peak bodies to conduct training at a State level or hold a State 'Open' event and/or a facility that meets the requirements of nominated sport or recreation peak bodies to conduct training or an event at a National level or under National rules. They may also be a recreation facility that has a unique/high profile attraction that attracts people from wide catchments including interstate and overseas.

Characteristics include:

- a range of large scale higher standard facilities (i.e. elite level sporting facilities, grandstands)
- attracts large numbers of patrons from outside the Council area
- high usage by a range of clubs/users
- high spectator numbers
- capable of catering for state, national and/or international level events
- Incorporates a unique quality, feature or facility that draws people from wide catchments including interstate and/or overseas.

These facilities attract users and visitors from within and outside the State and all are managed by State Government or private industry. They are predominantly recreation based.

Regional Level Facilities

A facility is Regional if it attracts users from a substantial part of the Council area as well as outside of the Council area. They tend to cater for large numbers of people, teams or individuals beyond a local area e.g. a multi-court indoor recreation centre, and an outdoor sporting complex of a high standard.

Characteristics include:

- Substantial facilities e.g. large club rooms, high number of courts, high standard lighting suitable for night competitions
- Usage by a range of clubs/users
- Features a specialised single purpose facility

- More than one playing/competition area
- Generally, attracts patrons from within and outside the Council area
- May have significant infrastructure such as sealed car parking and substantial fencing.

District Level Facilities

District facilities have a wider catchment than just a small number of towns or villages, however they do not have the level of infrastructure that a regional facility has.

Features include:

- Range of facilities e.g. club rooms, changerooms, multiple tennis/netball courts, sports lighting suitable for training (minimum)
- Used by a large club or significant number of users
- At least one reasonably high-quality playing/competition area
- Generally, attracts patrons from within, but possibly outside the Council area for special events
- Infrastructure such as adequate car parking and fencing.

These range from outdoor sporting complexes that cater for sports such as football, tennis, netball and cricket to specialist facilities for activities such as shooting and equestrian.

Local Level Facilities

Local recreation and sport facilities cater for activities primarily targeted at the population of a township or village. Characteristics include:

- Basic facilities e.g. toilets, shelter
- Possibly small clubrooms and/or changerooms
- Used for low-level competitions, junior, casual and social activities
- Generally, attracts patrons from only within the local community
- Caters for local club activities but not district and higher-level competitions

The majority of facilities provided within the Cootamundra-Gundagai Regional Council area are of a local standard.

References

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ⁱⁱ Regional Development Australia Riverina NSW. January 2018. *Riverina Regional Profile*

ⁱⁱⁱ NSW Government Planning & Environment 2016 *New South Wales State and Local Government Area Population Projections* <https://data.nsw.gov.au/data/dataset/population-projections-2011-2036-2016-series>

^{iv} Australian Bureau of Statistics. 2016. *2016 Census QuickStats*.
http://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/LGA65610?open=document

^v NSW Government Office of Sport 2019 *Participation in sport and active recreation*. Accessible via
<https://sport.nsw.gov.au/sectordevelopment/participation>

^{vi} Cootamundra-Gundagai Regional Council, *Our place, Our future Community Plan 2018-28*

^{vii} Tasmanian Government. 2013. *State of Public Health*.
https://www.dhhs.tas.gov.au/_data/assets/pdf_file/0017/132263/State_of_Public_Health_2013_LR.pdf

^{viii} Australian Sports Commission. 2019. *AusPlay Survey Results January 2018 –NSW*. Accessible via
<https://www.clearinghouseforsport.gov.au/research/smi/ausplay/results/state>

8.1.2 DRAFT WORKPLACE SURVEILLANCE POLICY AND DRAFT USE OF BODY WORN VIDEO CAMERA PROCEDURE

DOCUMENT NUMBER	330484
REPORTING OFFICER	Greg Briscoe-Hough, Relief Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	The adoption of the policy will assist in legislative compliance.
POLICY IMPLICATIONS	Adoption of the attached Draft Workplace Surveillance Policy.
ATTACHMENTS	<p>1. Draft Workplace Surveillance Policy ↓</p> <p>2. Draft Use of Body Worn Video Cameras Procedure ↓</p>

RECOMMENDATION

- 1. The Report on the Draft Workplace Surveillance Policy and Draft Use of Body Worn Video Camera Procedure be received and noted.**
- 2. The Draft Workplace Surveillance Policy and Draft Use of Body Worn Video Camera Procedure, attached to the report, be adopted.**

Introduction

A Workplace Surveillance Policy was prepared and submitted to the Consultative Committee and General Manager, for consideration and subsequent approval in January, 2019.

More recently, a procedural response was developed for the introduction of body worn video cameras to be used by some Council staff.

Discussion

Councils across Australia are investing in body worn video cameras to assist in the safety of staff as they carry out their duties as part of Workplace Health and Safety legislated requirements.

Research has shown that should a Ranger or Law enforcement Officer be wearing a body worn camera the risk of assault, abuse and unsubstantiated complaints decreases dramatically.

Although there have been no physical assaults on Cootamundra-Gundagai Regional Council staff to date, some staff members (e.g. Rangers and Environmental Health Officers) receive verbal abuse on a regular basis in the course of undertaking their duties.

As detailed in the Draft Use of Body Worn Video Camera Procedure, attached to the report, the body worn video cameras will not be switched on at all times. The video cameras are only for use where a staff member fears for their safety or in any event that may assist in their protection whilst performing their daily duties.

Rangers and Environmental Health Officers are the only staff, at this stage and in the foreseeable future, to be issued with the cameras which will be utilised only as required. The processes detailed in the documents attached to the report will be reviewed with staff regularly to ensure the optimum process is for the use of the body worn cameras is achieved.



Workplace Surveillance Policy

Policy Approval and Distribution

Approved by	General Manager
Responsible Officer	Madlin Snell, Risk HSE Officer
Council Service Unit	Work Health Safety
Next Review Date	July 2022

Version Control

Ref	Date	Description	Resolution Number
0.1	22 January 2019	Endorsed by the Consultative Committee	
1.0	22 January 2019	Approved by the General Manager	
1.1	28 July 2020	Adopted by Council	

Purpose

The purpose of this Policy is to:

- detail Council's commitment to ensuring that it complies with the requirements of *The Workplace Surveillance Act 2005 (NSW)*;
- explain to employees and contractors the types of surveillance that may be carried out in the workplace; and
- explain the responsibilities of management in regards to the introduction of workplace surveillance.

Scope

This Policy applies to all Council employees and contractors, and applies at all Council premises and in Council vehicles, equipment and plant.

Introduction

Council recognises its obligations to ensure, where reasonably practicable, a safe and healthy workplace for its workers and others.

The use of certain devices has the potential:

- **Through the provision of GPS tracking devices;** to identify the geographical location of a worker, if they are in need of emergency assistance;
- **Through the provision of CCTV and surveillance cameras;** to deter a possible assailant and reduce the safety risks associated with workers and others, to deter assault, vandalism and criminal activity, and/or to capture evidence for environmental investigations;

- **Through the review of outputs of data;** to investigate and assess hazards and incidents (including near miss) and to manage the identified risks in accordance with Work Health and Safety (WHS) requirements.
- **Through the review of outputs of data;** to investigate allegations of non-compliance with Council's Code of Conduct.

Legislative Framework

Industrial Relations Act 1996 (NSW)	State Records Act 1998 (NSW)
Local Government Act 1993 (NSW)	Surveillance Devices Act 2007 (NSW)
Workplace Surveillance Act 2005 (NSW)	Workplace Surveillance Regulations 2012 (NSW)
Government Information (Public Access) Act 2009 (NSW)	Privacy and Personal Information Protection Act 1998 (NSW)

Review Period

This document is to be reviewed every three (3) years to ensure that it remains relevant and meets legislative requirements.

Related Documents

Motor Vehicle Use Policy	Workplace Health and Safety Policy
Code of Conduct	Use of I.T and Communication Devices Policy
Procurement Policy and Procedure	Records Management Policy

Definitions

An outline of the key definitions of terms included in the policy.

Worker	In this policy, a Worker has the same meaning as Worker under Section 7 of the <i>Work Health and Safety Act 2011</i> , being: <ul style="list-style-type: none"> a) an employee, or b) a contractor or subcontractor, or c) an employee of a contractor or subcontractor, or d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or e) an outworker, or f) an apprentice or trainee, or g) a student gaining work experience, or h) a volunteer, or i) a person of a prescribed class.
Council	Cootamundra-Gundagai Regional Council.
WHS	Work Health and Safety.
HSE	Health Safety and Environmental.
Workplace	Means premises, or any other place, where employees work, or any part of such premises or place.

Policy Statement

Council recognises they have a number of electronic systems in place which are utilised for surveillance. The surveillance devices used by Council are primarily in place to assist Council to capture relevant data needed for the operation of Council's business, improve service delivery, and enhance safety outcomes.

Tracking Devices

Council, at times, requires workers to work alone and in isolation to the general workplace. To reduce the risks associated with this, Council may introduce tracking devices to identify the location of the worker, should an emergency response be required. Where tracking devices are utilised surveillance will be continuous and ongoing.

Increasingly, Council's vehicles have equipment that provides back to base, real time capability with regard to location, engine revolutions per minute (RPM), gear ratio and other performance data. Where a vehicle is supplied standard with a GPS device, the vehicle will display notification that a GPS device is installed in the vehicle.

Where the provision of the device in the vehicle is optional, a risk assessment process shall be completed to ascertain the need for such device. This will occur prior to any operation or function of such device. If the risk assessment deems it necessary to install a GPS device, the vehicle will display notification that a GPS device is installed in the vehicle.

A WHS/ Risk Officer or Risk HSE Officer shall be involved throughout all risk assessments undertaken under this policy.

Information regarding the tracking system and responsibility for monitoring and receiving alerts is to be determined.

Closed Circuit Television (CCTV)

Council uses CCTV surveillance cameras and overt surveillance devices in and around various Council worksites and facilities. This camera surveillance monitors or records visual images of activities on premises or, in any other place. CCTV camera surveillance will be continuous and ongoing.

Signs are located within each site/location to identify the areas affected by the camera surveillance, and are clearly visible at each entrance to that site or location. In the event where Council is conducting a covert operation in relation to environmental offences and/or investigations, Council will not display signage. However, in such cases, Council staff who are required to work in the vicinity of the (covert) surveillance camera will be formally advised of the cameras presence and location.

Where Council intends to install new CCTV devices, workers will be notified prior to any operation or function of the new installations which occur after the date of acceptance of this policy by Council.

Use of Surveillance Records – Tracking Devices and CCTV

Council may use and disclose confidentially the surveillance records where that use or disclosure is for a purpose related to the matter raised below regarding workers and management of Council.

Council may also use and disclose the surveillance records where that use or disclosure is related to Council's business activities including:

- to a law enforcement agency in connection with an environmental offence or alleged environmental offence, a criminal offence or alleged criminal offence;
- In connection with bona-fide legal proceedings; or
- As reasonably believed to be necessary to avert an imminent threat of serious violence or substantial damage to property.

Examples of instances in which use or disclosure of surveillance records might occur include but, are not limited to:

- Allegations of breaches of Council's Code of Conduct;
- Allegations of poor performance or unacceptable behaviour;
- Allegations of illegal dumping or other environmental offences;
- If there is an assault, or suspected assault of a person;
- If theft of Council's property (or that of a related entity of Council) is suspected or;
- Criminal damage to Council's equipment or facilities (or that of a related corporation of Council) has occurred;
- A serious WHS incident as defined by the *Work Health and Safety Act 2011 (NSW)*;
- By request of a worker and Union representative regarding any bona-fide investigation.

All surveillance records are available under the *Government Information (Public Access) Act 2009 (GIPA)*; however, persons wishing to access these records should be aware that there are provisions under GIPA that may override the release of the information.

Generally, CCTV surveillance records will not be used or disclosed unless that disclosure is:

- for a legitimate purpose related to employment; or
- to investigate allegations of non-compliance with Council's Code of Conduct,
- to a member or officer of a law enforcement agency for use in connection with the detection, investigation or prosecution of a criminal offence; or
- for a purpose that is directly or indirectly related to the taking of criminal proceedings; or
- reasonably believed to be necessary to avert an imminent threat of serious violence to persons or of substantial damage to property.

Information stemming from the use of surveillance, as outlined in this policy, will not be used for the purposes below:

- As the sole and primary means of disciplinary action.
- To target or victimise employees.
- As a form of real time employee performance monitoring.

This means that surveillance information can be used for disciplinary purposes only to substantiate allegations stemming from other sources. This prevents victimisation in the workplace and prevents the potential abuse of power on part of those who have access to the surveillance information.

It has the secondary benefit of not viewing employees under surveillance in terms of Lowest Common Denominator thinking, in that Council expects the worst from their employees. Trust in the workplace is a vital component to increase productivity beyond that of doing merely the bare minimum.

Data Surveillance and Retrieval

The computer usage of workers is not routinely read or monitored, however, they are records of Council and shall be managed accordingly. At times, Council may retrieve or review electronic files, records and correspondence of workers. This applies to all Council's Information and Communication systems including telephones, mobile phones and mobile computing technology. Council also provides a number of software systems, which have the ability to track changes made to data.

Designated workers of Council are also required to utilise a variety of security systems, which provide access to Council sites based on unique logins allocated to workers. Surveillance of workers' use of all of these systems and equipment is undertaken by Council on a continual basis.

Camera Devices

Council frequently uses camera devices to take pictures, or videos, e.g. for the safety of its employees, promotions, press releases, training applications or incident/environmental investigations. At times, this may require including workers, and/or others in the picture, or video. To comply with the relevant legislation, the following shall apply:

- A Council worker authorised to operate a Council camera device shall obtain express, or implied, consent from workers and or others, prior to taking the photograph or video.
- Workers wishing to take pictures or videos from their personal camera device shall respect a person's privacy and obtain express or implied consent from that person or persons prior to taking the picture or video. Council shall devise such policy and procedures to facilitate this approval. In the event where relevant legislation proves that Council can collect evidence/samples as part of an investigation, Council is not required to obtain consent from the person or persons prior to taking the picture or video.
- Pictures or videos of Council processes, procedures or practices shall not be taken without first obtaining permission from the worker's Manager.
- Managers shall ensure that pictures or videos for a use, other than for internal purposes, shall be approved by the Communications Section Manager, prior to use.

Recordings of Conversations

On occasion Council may wish to record conversations. Council will not record a private conversation without the consent, of the principal parties to the private conversation or the persons who took part in the activity, as per the requirements of the *Surveillance Devices Act 2007*.

If expressly agreed, when a recording of a conversation is made in relation to a Council worker who is participating in an investigation, the worker will receive a copy of the recording together with a transcript of the recording which they will then be asked to sign and verify as a true and correct record. This recording cannot occur without the express permission of the worker involved. Council, at no stage, will apply any duress for any interview to be recorded.

Confidentiality and Records

Council workers shall at all times exercise duty of confidentiality. Data shall only be released in compliance with the *Workplace Surveillance Act 2005 (NSW)* and on a need to know basis as prescribed by this policy or by a worker's request.

Non-compliance with duty of confidentiality requirements shall render a Council worker liable to disciplinary procedures which may include termination of employment.

All documents created in relation to this policy will be kept in accordance with the *State Records Act 1998 (NSW)* and Cootamundra-Gundagai Regional Council's Records Management Policy.

Members of the public can make application to access Council's data in accordance with the *Government Information Public Access (GIPA) Act 2009* and the *Privacy and Personal Information Protection Act (PPIPA) 1998*.

For the purposes of determining compliance to this policy, random audits will be undertaken of data generation and collection activities by Council's internal auditor. Audit results shall be reported to the relevant Group Manager for determination and the Consultative Committee for review.

Training

Existing workers of Council shall be notified of the installation and intent of tracking devices, CCTV cameras and data surveillance through the dissemination of this policy.

Workers yet to commence with Council shall be given notification of this policy as part of their offer of employment. By accepting employment with Council, the worker will be consenting to the conducting of surveillance in accordance with this policy, immediately upon the commencement of employment with Council.

Record of user awareness and understanding of this management directive will be obtained by the completion of toolboxing of the policy in accordance with the Toolbox Procedure and by publication on Council's Intranet and Internet Site.

Ongoing training and awareness of this policy shall be provided by Council management throughout the employment relationship.

Requesting access to information

All requests for information under this policy from members of the public will be assessed under the *Government Information (Public Access) Act 2009*.

All requests for data retrieval or review from workers can only be approved by the General Manager or Deputy General Manager, and Managers (following consultation with and approval of the General Manager or Deputy General Manager).

Any request must specify the reason for data retrieval or review, the specific period to be accessed and the Approved Worker(s) undertaking the investigation.

All requests and approvals must be given in writing.

This shall not apply to requests where an individual piece of data directly related to a task being undertaken by a worker is required. In such case a request to gain the individual piece of data shall require approval from the worker's manager.

Where a worker is required to respond to an investigation or disciplinary matter where data collected through surveillance is utilised, the worker will be entitled to review the data upon which Council is relying as part of any investigation or disciplinary matter prior to responding to any allegations.



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Use of Body Worn Cameras Procedure

Procedure Approval and Distribution

Approved by	General Manager, Section Manager
Responsible Officer	Manager Regulatory Services
Council Service Unit	Regulatory Services
Next Review Date	July 2022

Version Control

Ref	Date	Description
0.1	July 2020	Reported to Council.
1.0		

Objectives

To define a protocol that provides effective guidance for the proper use of the BWVC as a WHS risk control measure by Authorised Officers when performing their duties within the Cootamundra Gundagai Regional Council LGA.

Purpose

Authorised Officers are empowered to undertake regulatory action under a number of Acts and Regulations throughout the LGA. Often this requires direct face to face contact with members of the community that on occasion has led to verbal abuse and threats to Officers.

It is intended that these officers wear the BWVC as a Work Health and Safety risk control where the device may be activated by the officer in instances where they feel they are at risk or exposed to potential verbal or physical assaults.

The purpose of this procedure is to provide a process for the consistent and proper use of the BWVC by all Authorised Officers and in accordance with relevant legislation requirements

Page 1 of 6

DATE CREATED: 8 July, 2020
 RELATED POLICIES: Workplace Surveillance Policy
 RELATED PROCEDURES & FORMS:

Relevant Legislation

- WHS Act 2011
- WHS Regulations 2011
- The Surveillance Devices Act 2007.
- State Records Act 1988
- Privacy and Personal Information Protection Act 1988
- Government Information (Public Access) Act 2009

Definitions

Authorised Officer means a Ranger, Regulatory Officer or Environmental Health Officer or any other employee Authorised by Council who at the time is employed by Cootamundra Gundagai Regional Council.

Body Worn Video Camera (BWVC) means a device that is worn by the authorised officer that is capable of recording audio and visual activity.

Background

The use of BWVC devices is to complement existing risk controls and precautions, such as using deescalating techniques, removing oneself from any perceived threat and to provide a maximum benefit to officers in terms of protecting and enhancing their health and wellbeing.

The use of the BWVC devices have a range of identified benefits which may include:

- Decrease in aggravated or aggressive incidences
- Improved transparency and accountability relating to incidents
- Improved sense of officer safety and morale
- De-identified content may be used to improve internal processes (ie: officer training)
- Improvement in collection of evidence in court preparation

Training and Competence

Council is committed to staff receiving training relevant to the tasks/activities undertaken in this procedure. Training requirements will be reviewed at least annually as part of the performance appraisal program. All training will be evaluated to ensure continuous improvement. Competence of employees.

Records Management

All records related to this procedure are to be stored in Council's record management system accordance with Council's Records Management Policy.

Page 2 of 6

DATE CREATED: 8 July, 2020
RELATED POLICIES: Workplace Surveillance Policy
RELATED PROCEDURES & FORMS:

Review and Evaluation

This procedure will be reviewed on a two yearly basis or as required due to changes in relevant legislation, acts and codes of practice because of change of equipment or process to ensure relevance and currency.

Review and evaluation will be conducted in consultation with employees at appropriately identified intervals to evaluate the effectiveness of the implemented procedure. The review of the procedure will be implemented to ensure conformance verification and identify corrective actions where non-conformance is recorded. The outcomes of the review process will be used to implement performance improvement strategies.

Responsibility of Authorised Officer

- To effectively participate in procedure training
- To follow procedures outlined
- To report any barriers or concerns relating to procedure implementation to Supervisor without undue delay
- To effectively participate in document review.

Senior Regulatory Officer

- To effectively train, guide and monitor staff in procedure implementation
- To effectively respond to reported concerns or barriers to procedure implementation
- Be an active advocate for procedure implementation
- To effectively participate in procedure review.
- Ensure procedure requirements remain consistent with Council Policy and Organisational objectives.

Manager

- To effectively respond to reported concern or barriers to procedure implementation
- Be an active advocate for procedure implementation
- Effectively coordinate and participate in procedure review
- Ensure procedure requirements remain consistent with Council Policy and Organisational objectives.

Procedure

BWVC are to be stored in a designated locked cupboard and connected to the docking station chargers. Access to the cupboard shall be limited to the Authorised Officers, Senior Regulatory Officer and the Manager of Regulatory Services.

Page 3 of 6

DATE CREATED: 8 July, 2020
RELATED POLICIES: Workplace Surveillance Policy
RELATED PROCEDURES & FORMS:

At the commencement of conducting work duties in the field, the officer(s) shall obtain a device from the cupboard and check that the device battery is charged and that the date and time stamp is correct before fitting the device onto their person by the appropriate method available, ensuring the lens is facing outwards.

Once in the field the officer is to turn the device on to standby mode. The device in this function is not recording. The device is only to be activated to record by pushing the red button. At this time the device will record audio and visual activity from a pre-set time of 2 minutes (or other designated time up to 30 minutes) prior to the time of activation. This will allow for capture of an escalating incident immediately prior to a time where the officer perceived a threat.

Activation / use of the BWVC device for recording purposes is only permitted for the following:

1. When the device is used as a dash cam by the officer (and with the knowledge of any other officer or person in the vehicle) for the purpose of obtaining video evidence for an offence eg: litter from vehicle etc. whilst patrolling within the LGA or;
2. When the device is worn in the field and the officer perceives there is a threat to their wellbeing.

Limitations

- Officer perception to the threat
- Timeliness of caution to be issued
- Officer perception of circumstance in which camera is to be used

Guidelines for Instances where body worn cameras cannot be used:

- General conversation with a member of the public or staff
- Within Council buildings and / or in the company of Cootamundra Gundagai Regional Council employees without the expressed consent of all members
- Whilst walking around the Local Government Area generally where a private conversation may be heard
- During any interview

Supplying a Warning/Caution to the person(s)

When an officer determines that there is a conversation/situation that is escalating and the officer perceives there is a threat, the officer shall provide a warning/caution as follows:

"Sir/Ma'am if you continue to yell / swear / argue I will turn on my video recorder / camera to protect myself / for my protection You do not have to say or do anything, but anything you do say or do may be used in evidence. Do you understand?"

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DATE CREATED: 8 July, 2020
RELATED POLICIES: Workplace Surveillance Policy
RELATED PROCEDURES & FORMS:

In circumstances where a situation escalates beyond the capacity of the officer to issue a warning, the officer may immediately activate the recording function. Such circumstances may include immediate or uninitiated assault.

Protocol for activation of BWVC

- Assess the risk:
 - Is the person who is speaking to you threatening?
 - Is the person who is speaking harassing or intimidating you?
 - Is an assault imminent?
 - Has an assault occurred?
- If the risk is escalating provide the following caution:
 - *"Sir / Ma'am if you continue to yell / swear / argue I will turn on my video recorder/camera to protect myself/ for my protection You do not have to say or do anything, but anything you do say or do may be used in evidence. Do you understand?"*
- If the risk escalates to harassment, imminent physical assault, turn on your camera and say to the person;
 - *"Sir / Ma'am, I have now turned on my video recorder/camera to protect myself/for my protection"*
- If you are able to, add;
 - *"You do not have to say or do anything, but anything you do say or do may be used in evidence.*
 - *Do you understand?"*
- Back away from the situation, if the person's behaviour does not change, remove yourself from danger and contact your Supervisor/Manager as soon as possible.
- If an assault has occurred remove yourself from danger, and contact Police, then your Supervisor/Manager as soon as possible and seek medical attention if required without undue delay.
- When the situation is safe, turn off the camera and carry on with your duties or direction provided by the Supervisor/Manager.
- If your camera was turned on and footage was recorded as the result of an incident, the camera is to be given to your direct Supervisor who will download and store the information appropriately.

Page 5 of 6

DATE CREATED:	8 July, 2020
RELATED POLICIES:	Workplace Surveillance Policy
RELATED PROCEDURES & FORMS:	

End of shift or return to office

At the end of each shift, officers who are allocated BWVC devices must inspect the devices and report any damage to the Supervisors or Supervisors. If no incident has occurred the officer is required to switch off their device and place it into the designated docking station for charging.

The Supervisor will be responsible for ensuring that all BWVC devices have been returned and the storage cupboard is locked.

Downloading of BWVC data

Where an incident has occurred and a BWVC device has been activated, the officer is to notify the Supervisor and provide them with the device, or the Supervisor is to retrieve the device from the officer if medical attention has been required as soon as practically possible to do so.

The Supervisor shall be responsible for downloading the data from the device to the secure computer program for storage.

Incident Reporting

Any incident involving the use of the BWVC or where an officer(s) had to disengage and remove themselves from a location will require that the officer complete an Incident Report and an investigation report will also need to be completed by the Supervisor in accordance with WHS procedures.

Use of BWVC data

The use of Data from a BWVC device in which an incident has occurred may only be used for the purposes of officer wellbeing, evidence in court proceedings or for training purposes. BWVC information will not be used for employee performance management purposes.

Inappropriate use

Any officers misusing the BWVC or associated data may be subject to the Council's Disciplinary Policy.

8.1.3 GOVERNANCE RESPONSES TO ISSUES IDENTIFIED BY THE AUDIT OFFICE NSW

DOCUMENT NUMBER	329421
REPORTING OFFICER	Greg Briscoe-Hough, Relief Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	Amendment to the Related Party Disclosure
ATTACHMENTS	1. Related Party Disclosure Policy ↓

RECOMMENDATION

1. Council's *Related Party Disclosure Policy* be amended to delete Section Managers and the Public Officer from the list of Key Management Personnel.
2. Council continue negotiations with Riverina Eastern Regional Organisation of Council regarding software and training for *Legislative policy and register reporting frameworks* and initiate more formal discussions with the Office of Local Government and the Audit Office to address administrative and cost burdens associated with best practice responses.

Introduction

The Audit Office of NSW has identified a number of areas for Council to review so as to better align existing policies, procedures and practices with regulatory requirements and to improve and embed transparent procedures without unnecessary administrative burdens.

Discussion

A. Related Party Disclosure Policy

Council in preparing its General Purpose Financial Statements does so in accordance with Australian Accounting Standards, and in relation to this policy, AASB 124 *Related Party Disclosures* (July 2015.)

The Audit Office noted that our historical reporting practice and the requirements of AASB 124 do not require the extensive list of Key Management Personnel (KMP) - those having authority and responsibility for planning, directing and controlling the activities of Council – listed in the existing policy.

Specifically, the KMP's of Council currently listed, and that are recommended to be kept, are the:

- (a) Mayor;
- (b) Councillors;
- (c) General Manager; and
- (d) Deputy General Manager

The Audit Office, and Standard, do not require the following to be retained in the Council Policy:

- (e) Section Managers;
- (f) Public Officer

As such, it is recommended that Council's *Related Party Disclosure Policy* be amended to delete clauses (e) Section Managers and (f) Public Officer, from the list of Key Management Personnel.

B. Legislative Compliance Framework

This is a second flagging by the Audit Office for Council to develop both a legislative compliance policy and register. Council advised the Audit Office that a module to supplement existing reporting software was awaiting implementation. This requires staff training at a cost of c. \$7500.00.

The list of 'opportunities to strengthen Council's legislative framework in line with best practice' is exhaustive, and if fully embraced, effectively a staff position in and of itself and one requiring significant resourcing.

The Office of Local Government has advised that it, and perhaps the Audit Office as well, is unaware of the myriad Acts and regulations applicable to Local Government, and the last significant compilation was undertaken in 2013 by the Independent Pricing and Regulatory Authority (IPART) which identified:

"that councils have 121 regulatory functions, involving 309 separate regulatory roles, emanating from 67 State Acts, which are administered by approximately 31 State agencies"

In their recommendation, the Audit Office identifies the risks as:

- *reduces accountability for complying with key legislative requirements.*
- *increases the Council's risk of breaching key legislative requirements.*
- *Non-compliance may attract penalties and/or result in significant reputation damage.*

The administrative costs of properly preparing and maintaining a register, as well as the recommended ongoing monitoring, would only be realistically beneficial to a single Council if there were notable and/or numerous systemic issues.

As noted above, whilst Council has access to a software package - and this is also under consideration by other Councils in the Riverina Eastern Regional Organisation of Councils (REROC) – in addition to licensing and training costs, there is a significant set up cost in terms of staff resourcing. It is most unlikely that Council will have any additional resources in the short or long for such a lofty goal.

Whilst the adoption of a 'model' policy by Council could be immediately achieved to assuage the Audit Office, Council's own Governance position should be to develop the appropriate REROC response that may see a shared development of a software and associated local training and implementation procedure to this and other audit and risk measures initiatives.



Related Party Disclosure Policy

Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Manager Business & Manager Finance and Customer Service
Council Service Unit	Governance and Finance
Next Review Date	22-May-2021

Version Control

Ref	Date	Description	Council Resolution
1.0	22-05-2018	Adopted.	108/2018
1.1	03-10-2019	Minor formatting and position title changes to reflect changes in organisational structure and staff responsibilities.	N/A

Purpose

This Policy aims to provide guidance to Council in achieving compliance with the Local Government Act, section 413(3), which requires Council to prepare its General Purpose Financial Statements in accordance with Australian Accounting Standards, and in relation to this policy, AASB 124 Related Party Disclosures, July 2015 (AASB 124) in particular.

Scope

This Policy applies to Key Management Personnel (KMP), Close Family Members of KMP and Related Entities of Council.

Principles

Council desires to achieve compliance with applicable legislation and standards in the conduct of its responsibilities and activities. For Related Party Disclosures it seeks to ensure that the existence of certain related party relationships, related party transactions and information about the transactions, necessary for users to understand the potential effects on the Financial Statements are properly identified, recorded in Council's systems, and disclosed in Council's General Purpose Financial Statements in compliance with AASB 124, the Privacy and Personal Information Protection Act 1998 [PPIPA] and the Government Information (Public Access) Act 2009 [GIPAA].

Policy Statement

Council, in complying with disclosure requirements in AASB 124, will;

- (1) identify related party relationships, related party transactions and ordinary citizen transactions;
- (2) identify information about the related party transactions for disclosure;
- (3) establish systems to capture and record the related party transactions and information about those transactions;
- (4) identify the circumstances in which disclosure of the items in subparagraphs (1) and (2) are required; and
- (5) determine the disclosures to be made about those items in the General Purpose Financial Statements for the purpose of complying with AASB 124.

Definitions

Arm's length terms

Terms between parties that are reasonable in the circumstances of the transaction that would result from:

- (a) neither party bearing the other any special duty or obligation; and
- (b) the parties being unrelated and uninfluenced by the other; and
- (c) each party having acted in its own interest.

Associate

In relation to an entity (the first entity), an entity over which the first entity has significant influence.

Close family members or close members of the family

In relation to a KMP, family members who may be expected to influence, or be influenced by that KMP in their dealings with Council including:

- (a) that person's children and spouse or domestic partner;
- (b) children of that person's spouse or domestic partner; and
- (c) dependants of that person or that person's spouse or domestic partner.

For the purpose of AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the KMP in their dealings with Council.

Control

Control of an entity is present when there is:

- (a) power over the entity; and
- (b) exposure or rights to variable returns from involvement with the entity; and
- (c) the ability to use power over the entity to affect the amount of returns received

as determined in accordance with AASB 10 Consolidated Financial Statements, Paragraphs 5 to 18, Appendices A (Defined Terms) and B (Application Guidance).

Joint control

The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Joint venture

An arrangement of which two or more parties have joint control and have right to the net assets of the arrangement.

Joint venturer

A party to a joint venture that has joint control of that joint venture.

Key Management Personnel (KMP)

Person(s) having authority and responsibility for planning, directing and controlling the activities of Council. Specifically, KMP of Council are the:

- (a) Mayor;
- (b) Councillors;
- (c) General Manager;
- (d) Deputy General Manager
- (e) Section Managers;
- (f) Public Officer

Ordinary citizen transactions

Transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and activities.

Examples of ordinary citizen transactions assessed to be not material in nature are:

- (a) paying rates and utility charges;
- (b) using Council's public facilities after paying the corresponding fees.

Related party

A person or entity that is related to Council pursuant to the definition contained in AASB 124, Paragraph 9. Examples of related parties of Council are:

- (a) Council subsidiaries;
- (b) KMP;
- (c) close family members of KMP;
- (d) entities that are controlled or jointly controlled by KMP or their close family members.

Related party transaction

A transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged.

Examples of related party transactions are:

- (a) purchases or sales of goods;
- (b) purchases or sales of property and other assets;
- (c) rendering or receiving of services;
- (d) rendering or receiving of goods;
- (e) leases;
- (f) transfers under licence agreements;
- (g) transfers under finance arrangements (example: loans);
- (h) provision of guarantees (given or received);
- (i) commitments to do something if a particular event occurs or does not occur in the future;
- (j) settlement of liabilities on behalf of Council or by Council on behalf of that related party.

Related party transaction notification (disclosure)

Notification of a disclosure made on the document entitled Related Party Disclosure by Key Management Personnel in the form set out in Attachment A.

Significant influence

The power to participate in the financial and operating policy decisions of another entity but is not control or joint control of those policies, as determined in accordance with Australian Accounting Standard AASB 128 Investments in Associates and Joint Ventures, Paragraphs 3, 5 and 6.

Procedures

1 AASB 124 DISCLOSURE REQUIREMENTS

1.1 Disclosures

To comply with AASB 124, for annual periods beginning on or after 1 July 2017, Council will make the following disclosures in its General Purpose Financial Statements:

- (a) Relationships between Council and its subsidiaries, irrespective of whether there have been transactions between them.¹
- (b) Key management personnel (KMP) compensation in total and for each of the following categories:^{2 3}
 - (i) short-term employee benefits;
 - (ii) post-employment benefits;
 - (iii) other long term benefits; and
 - (iv) termination benefits.
- (c) Amounts incurred by Council for the provision of KMP services that are provided by a separate management entity.⁴
- (d) The information specified in Section 1.2 for related party transactions with the following persons during the periods covered by the Financial Statement:⁵
 - (i) Council subsidiaries;
 - (ii) entities who are associates of Council or of a Council subsidiary;
 - (iii) joint ventures in which Council or a Council subsidiary is a joint venturer;
 - (iv) Council's KMP;
 - (v) other related parties, comprising:
 - (a) a close family member of a KMP of Council;
 - (b) entities controlled or jointly controlled by a KMP of Council;
 - (c) entities controlled or jointly controlled by a close family member of a KMP of Council;
 - (d) other entities as specified in AASB 124, paragraph 9(b)(iii), (iv), (v) and (viii),

1.2 Disclosed Information

For each category of related parties specified in Section 1.1(d), Council will disclose the following information in Council's General Purpose Financial Statements:

- (a) the nature of the related party relationship;
- (b) the amount of the transactions;
- (c) the amount of outstanding balances, including commitments, and:
 - (i) their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
 - (ii) details of any guarantees given or received;
- (d) provisions for doubtful debts related to the amount of outstanding balances; and
- (e) the expense recognised during the period in respect of bad or doubtful debts due from related parties.

¹ See AASB 124, paragraphs 13, Aus13.1, 14, 15, and 16.

² See AASB 124, paragraphs 17 and 17A.

³ Note: This requirement is in addition and separate to the disclosure of senior management remuneration in Council's annual report, pursuant to the *Local Government (General) Regulation 2005*, clause 217.

⁴ See AASB 124, paragraph 18A.

⁵ See AASB 124, paragraphs 18 to 24.

1.3 Disclosed in Aggregate or Separate

For each related party category specified in Section 1.1(d), Council will disclose information specified in Section 1.2 for related party transactions of a similar nature in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transactions on the Financial Statements of Council, having regard to the following criteria:

- (a) the nature of the related party relationship;
- (b) the significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises due to the fact that no consideration for the transaction is given or received by Council);
- (c) whether the transaction is carried out on non-arm's length terms;
- (d) whether the nature of the transaction is outside normal day-to-day business operations, based on the factors and thresholds under the direction of the Responsible Accounting Officer in consultation with Council's external auditor.

2 IDENTIFYING COUNCIL RELATED PARTY RELATIONSHIPS AND TRANSACTIONS

2.1 Identification

The Responsible Accounting Officer is responsible for identifying Council subsidiaries, associates and joint ventures (incorporated and unincorporated) from the Related Entities Register, a document which is prepared to substantiate Note 19 of the Financial Statements "Interests in Other Entities".

2.2 Control or Joint Control

To determine whether Council has control or joint control of an entity, the Responsible Accounting Officer is responsible for applying Australian Accounting Standards AASB 10 Consolidated Financial Statements and AASB 11 Joint Arrangements.

2.3 Associate or Joint Venture

To determine whether an entity is an associate of, or in a joint venture with, Council or a Council subsidiary the Responsible Accounting Officer is responsible for applying AASB 128 investments in associates and joint ventures.

2.4 Electronic Investigation

The Responsible Accounting Officer is responsible for investigating through Council's business system whether any identified Council subsidiaries, associates or joint ventures have an existing related party transaction with Council.

2.5 Information Extraction

The Responsible Accounting Officer is responsible for identifying and extracting information specified in Section 1.2 against each existing related party transaction in Council's business systems for the purpose of recording the related party transactions and associated information in a register of related party transactions.

2.6 Manual Investigation and Recording of Information

For related party transactions that are not captured by Council's business systems, the Responsible Accounting Officer is responsible for manually reviewing the transactional documentation and record the information specified in Section 1.2 for the subject transaction in the register of related party transactions.

3 IDENTIFYING RELATED PARTY TRANSACTIONS WITH KMP AND THEIR CLOSE FAMILY MEMBERS

3.1 Related Party Disclosures

KMP must provide a Related Party Disclosure in the form set out in Attachment A, notifying any existing or potential related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members, subject to Section 3.5, to the Governance Officer by no later than the following periods during a financial year (*specified notification period*):

- (a) 30 days after the commencement of the application of this Policy;
- (b) 30 days after a KMP commences their term or employment with Council; and
- (c) 30 June each year.

3.2 Related Party Disclosure Form

At least 30 days before a specified notification period, the Governance Officer will provide KMP with a Related Party Disclosure Form (Attachment A) and a Privacy Collection Notice (Attachment B).

3.3 Additional Related Party Disclosures

If at any other time a KMP becomes aware of:

- (a) any new or potential related party transaction that is required or likely to be required to be disclosed in the Council's financial statements; or
- (b) any change to a previously notified related party transaction (including a change to a related party relationship),

The KMP must provide additional Related Party Disclosures notifying of the new or potential related party transactions or changes, by no later than 30 days after the KMP becomes aware of the transaction or change.

3.4 Suspected Related Party Transaction

If a KMP suspects that a transaction may constitute a Related Party Transaction, the KMP should provide a Related Party Disclosure to the Governance Officer for consideration and determination.

3.5 Other Notifications

The notification requirements in Section 3 are in addition to the notifications a KMP must make to comply with:

- (a) the *Code of Conduct*
- (b) the disclosure of interests in a written return pursuant to section 450A of the *Local Government Act 1993 and Local Government (General) Regulation 2005*.

3.6 Exclusions

The notification requirements in Section 3 do not apply to:

- (a) related party transactions that are ordinary citizen transactions not assessed as being material as determined under Section 4; and
- (b) expenses incurred and facilities provided to the Mayor and Councillors during the financial year under Council's *Payment of Expenses and Provision of Facilities to Mayor and Councillors' Policy*, the particulars of which are contained in Council's Annual Report pursuant to the *Local Government (General) Regulation 2005*, clause 217.

3.8 Information Extraction

The Responsible Accounting Officer is responsible for identifying information specified in Section 1.2 against each notified related party transaction in Council's business systems for the purpose of recording the related party transactions and associated information in the register of related party transactions.

3.9 Other Sources of Information

To ensure all related party transactions are captured and recorded, the Responsible Accounting Officer is responsible for reviewing, if required, other sources of information held by Council including, without limitation:

- (a) a register of interests of a KMP and of persons related to the KMP;
- (b) minutes of Council and committee meetings;
- (c) Council's Contracts' Register.

3.10 Manual Investigation and Recording of Information

For notified related party transactions that are not captured by Council's business systems, the Responsible Accounting Officer is responsible for manually reviewing the transactional documentation and recording the information specified in Section 1.2 for the subject transaction in the register of related party transactions.

4 ORDINARY CITIZEN TRANSACTIONS

4.1 Non-material in Nature

A KMP is not required to notify in a related party disclosure and Council will not disclose in its Financial Statements, related party transactions that are ordinary citizen transactions assessed to be not material in nature.

4.2 Material in Nature

A KMP is required to notify in a related party disclosure and Council will disclose in its Financial Statements in accordance with Section 1, related party transactions that are ordinary citizen transactions assessed to be material in nature.

4.3 Materiality Assessment

The Responsible Accounting Officer is responsible for reviewing and assessing the materiality of related party transactions that are ordinary citizen transactions to determine whether the disclosure of such transactions are necessary for an understanding of the effects of the related party transactions on the Financial Statements having regard to the criteria specified in Section 1.3.

As a general rule, Council will utilise \$5,000 as the threshold for materiality.

4.4 Information Extraction

The Responsible Accounting Officer is responsible for identifying information specified in Section 1.2 against each notified related party transaction that is an ordinary citizen transaction assessed as being material in nature in Council's business systems for the purpose of recording the related party transactions and associated information in a register of related party transactions.

5 REGISTER OF RELATED PARTY TRANSACTIONS

5.1 Maintain a Register

The Responsible Accounting Officer is responsible for maintaining and keeping up to date a register of related party transactions that captures and records the information specified in Section 1.2 for each existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.

5.2 Contents of Register

The contents of the register of related party transactions must detail for each related party transaction:

- (a) the description of the related party transaction;
- (b) the name of the related party;
- (c) the nature of the related party's relationship with Council;
- (d) whether the notified related party transaction is existing or potential;
- (e) a description of the transactional documents the subject of the related party transaction;
- (f) the information specified in Section 1.2.

The Responsible Accounting Officer is responsible for ensuring that the information specified in Section 1.2 is disclosed in Council's Financial Statements to the extent, and in the manner stipulated by AASB 124, subject to Section 1.3.

6 INFORMATION PRIVACY

6.1 Confidential

The following information is classified as confidential and is not available for inspection by or disclosure to the public, including through a GIPAA application:

- (a) information (including personal information) provided by a KMP in a related party disclosure; and
- (b) personal information contained in a register of related party transactions.

6.2 When Consent is Required

Except as specified in this Policy, Council and other permitted recipients will not use or disclose personal information provided in a related party disclosure by a KMP or contained in a register of related party transactions for any other purpose or to any other person except with the prior written consent of the subject KMP.

6.3 Permitted Recipients

The following persons are permitted to access, use and disclose the information (including personal information) provided in a related party disclosure or contained in a register of related party transactions for the purposes specified in Section 6.4:

- (a) the General Manager;
- (b) the Responsible Accounting Officer,
- (c) Manager Business
- (d) Governance Officer
- (e) Internal Auditor;
- (f) an Auditor of Council (including an Auditor from the NSW Auditor General's Office);
- (g) Other Officers as delegated by the General Manager.

6.4 Permitted Purposes

A person specified in Section 6.3 may access, use and disclose information (including personal information) in a related party disclosure or contained in a register of related party transactions for the following purposes:

- (a) to assess and verify a notified related party transaction;
- (b) to reconcile identified related party transactions against those notified in a related party disclosure or contained in a register of related party transactions;

- (c) to comply with the disclosure requirements of AASB 124;
- (d) to verify compliance with the disclosure requirements of AASB 124.

6.5 An individual may access their personal information provided by a KMP in a related party disclosure or contained in a register of related party transactions in accordance with *Council's Privacy Management Plan*.

7 GOVERNMENT INFORMATION (PUBLIC ACCESS) [GIPAA] STATUS

7.1 No Public Inspection

The following documents are not open to or available for inspection by the public:

- (a) related party disclosures provided by a KMP; and
- (b) a register of related party transactions.

7.2 Not GIPAA - accessible

A GIPAA application seeking access to:

- (a) a document or information (including personal information) provided by a KMP in a related party disclosure; or
- (b) personal information contained in a register of related party transactions;

will be refused on the grounds the document or information comprises information for which there is an overriding public interest against disclosure pursuant to Section 14 of GIPAA.

7.3 Transactional Documentation

A GIPAA application seeking access to and release of transactional information and documentation the subject of a related party transaction with Council will be considered, assessed and determined in accordance with Council's usual procedures regarding applications made under GIPAA.

8 LEGISLATIVE REFERENCES

Local Government Act 1993 and Local Government (General) Regulation 2005,
Accounting Standard AASB 124 July 2015 Related Party Disclosures
Privacy and Personal Information Protection Act 1998 [PPIPA]
Government Information (Public Access) Act 2009 [GIPAA].

9 RELATED POLICIES / PROCEDURES

Code of Conduct

Payment of Expenses and Provision of Facilities to Mayor and Councillors' Policy

Privacy Management Plan

8.1.4 COOTAMUNDRA TOURISM ACTION GROUP SECTION 355 COMMITTEE - MINUTES OF MEETING HELD 2 JULY 2020

DOCUMENT NUMBER	330771
REPORTING OFFICER	Greg Briscoe-Hough, Relief Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	Funds required for requested signage.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Cootamundra Tourism Action Group s355 Committee Meeting - 2 July 2020 - Minutes ↓

RECOMMENDATION

- 1. The Minutes of the Cootamundra Tourism Action Group Section 355 Committee held 2 July 2020, attached to the report, be received and noted.**
- 2. Council consider the recommendations contained within the report.**

Introduction

The Minutes of Cootamundra Tourism Action Group Section 355 Committee held 2nd July, 2020, attached to the report, are submitted for the information of Council and the community.

There are two recommendations contained in the Minutes that require the consideration and adoption of Council.



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Minutes

COOTAMUNDRA TOURISM ACTION GROUP SECTION 355 COMMITTEE

STEPHEN WARD ROOMS, WALLENDON STREET
4.30PM, THURSDAY 2ND JULY 2020

1 AGENDA ITEMS

1.1 Attendance and Confirmation of Quorum

Attendance: President/Chairperson: Nina Piotrowicz
Secretary: N/A
Treasurer: N/A
Councillor: Leigh Bowden
General Members: Leah Sutherland (Minutes), Brian Nolan, Gwen Norman, Dotti Le Sage, Hans Bruitzman
Other: Jeana Bell (Staff), Miriam Crane (Staff)

Confirmation of a Quorum: Due to the approved Leave of Absence of Sarah Last, there are 8 Members appointed to this Committee.
Quorum numbers are met [yes]

1.2 Apologies & Disclosure of Interests

Apologies from Annie Jacobs, Cr Penny Nicholson were noted.

1.3 Confirmation of previous meeting Minutes

The Minutes of Meeting dated 4th June were confirmed as true and correct.
(Moved: Gwen Norman. Seconded: Leah Sutherland. Carried)

1.4 Council Meeting Discussion items

- *Tourism Branding & Marketing Strategy*
The new logo and tag line "Let your Rural Spirit Play" was endorsed at the Council meeting on Tuesday 30th June. The Committee discussed launch ideas including:
 - Official launch to the community as part of the CDC Event on the 5th August
 - Update of all online material, social media & visitor compendiums + online promotional campaigns
 - Material/Posters for each Business window
 - Stickers (for purchase to recoup costs)
 - Newspaper editorials
 - Re-skin of pull up banners
 - Light pole & large street banners (first opportunity in lieu of highway or other permanent tourism signage with the new brand)

RECOMMENDATION TO COUNCIL

That the Cootamundra Gundagai Regional Council agree that the first large banner created and erected on the across street pole system on Parker Street be the new logo and tag line. This banner should always be used, when another event banner is not in use. (Moved: Nina Piotrowicz. Seconded: Gwen Norman. Carried)

It was noted that the hardcopy Cootamundra brochure will be updated later in 2020 so the current ones will remain in use for the time being.

Jeana, Miriam, Leah and Gwen will work together to coordinate the launch activities and distribution of material.

- *Resolution re Street Banner maintenance*

Leigh advised that a contract has been signed. The issue on banners being changed with appropriate timing has been resolved. Gwen Norman raised the question on the content and design of the commissioned banners for the main street.

Action: Miriam Crane to provide a copy of each of the current designs to the Committee for information and ensure that future designs are reviewed by CTAG prior to their production/use.

Jeana Bell is currently working on the guidelines for use of the over-street banner system. The footings have now been installed and the remaining infrastructure should be in place soon.

- *Other*

The Operational Plan feedback from CTAG was noted by Council. Miriam Crane noted reallocation of some funding arrangements to extend the position of Tourism and Economic Development Officer for Cootamundra until end June 2021. (Originally only funded till November 2020). This will allow for a more permanent consideration of this position within the next Council budget.

1.5 For Discussion

- *List of Items for future grant possibilities*

A running list of activities/items has been provided to the Tourism & Economic Development Officer to consider when appropriate grants or funding is available without the need to return to the Committee and to assist with timing differences between CTAG meetings and Grant application closure dates.

Action: Nina to provide details of the interested parties for the Motorcycle Museum to Jeana to consider any further staged activities that could be pursued.

Several the ideas may fall under the banner of other Council areas such as the Jubilee Park Masterplan or Main street upgrades. The Committee should remain alert to participate in any reviews of these plans when put on public exhibition.

Miriam suggested the Committee consider a list of suitable sites or historical events that may warrant an interpretive plaque, QR code etc. This will be discussed at the next meeting.

- *Town Centre Directional signage*

The current signage (from Yass Road direction) directs entrants to our town to turn left to continue via Hovell Street to stay on the Olympic Highway. This diverts knowledge and attention to our Main Street and a significant proportion of our Businesses. Town Centre signage does appear if you continue straight past the turn off, however this is a bit late!