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ITEM 1 - APPLICATIONS FOR LEAVE OF ABSENCE

REPORT IN BRIEF

Reason For Report	To allow tendering of apologies for councillors not present.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	1.2.2.1a - Facilitate Council and standing committee meeting processes.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\FINANCIAL MANAGEMENT\AUDIT\REPORTING - 1446117

RECOMMENDATION

THAT any apologies tendered be accepted and the necessary leave of absence be granted.

GENERAL MANAGER'S REPORT

A call for apologies is to be made.

ITEM 2 - DECLARATIONS OF INTEREST

REPORT IN BRIEF

Reason For Report	To allow an opportunity for Committee members to declare an interest in any items to be determined at this meeting.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	1.2.2.1a - Facilitate Council and standing committee meeting processes.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - COUNCILLORS AND STAFF DECLARATION OF INTEREST - 2022 - 1446118

RECOMMENDATION

THAT the Declarations of Interest be noted.

DEPARTMENT LEADER - GOVERNANCE & CORPORATE PERFORMANCE'S REPORT

A call for Declarations of Interest.

ITEM 3 - DECLARATIONS FOR POLITICAL DONATIONS

REPORT IN BRIEF

Reason For Report	To allow an opportunity for councillors to declare any political donations received.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	1.2.2.1a - Facilitate Council and standing committee meeting processes.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\GOVERNANCE\\COUNCIL MEETINGS\\COUNCIL - COUNCILLORS AND STAFF DECLARATION OF INTEREST - 2022 - 1446120

RECOMMENDATION

THAT any political donations be noted.

GENERAL MANAGER'S REPORT

A call for declarations of any political donations.

ITEM 4 - REQUEST FOR FINANCIAL ASSISTANCE

REPORT IN BRIEF

Reason For Report	For the committee to consider the request received for financial assistance
Policy Implications	Nil
Budget Implications	TBA
IPR Linkage	4.4.1.c - Provide assistance to community groups
Annexures	1. Request for donations flyer 2022 ↓
File Number	\\OFFICIAL RECORDS LIBRARY\\COMMUNITY RELATIONS\\SPONSORSHIP - DONATIONS\\SPONSORSHIP - DONATIONS - 2022 - 1436641

RECOMMENDATION

THAT the committee consider this request and if required determine an appropriate amount.

DEPARTMENT LEADER - COMMUNITY SERVICES' REPORT

Orange and District Branch of the Country Education Foundation of Australia Ltd (CEF) have written to council seeking financial assistance which would enable them to support 203 school leavers from the local area.

This volunteer run, not for profit organisation based in Orange assists rural school leavers to pursue vocational, and tertiary education. They assist about 25 school-leavers from low-income families from Cabonne, Blayney and Orange LGAs. Financial assistance of between \$500 - \$3,000 is offered to selected students in the form of reimbursements if costs for items necessary for their courses.

They have advised that Blayney Council has given \$3,000 and have also sent a request to Orange City Council as well.

The annual s355 donation budget for council is \$9,101, no donation requests have yet been received for this financial year. \$9,045 was spent on donation requests across the LGA in the previous financial year.

If this request is supported a report will be provided to council for final endorsement.

ITEM 5 - COMMUNITY ASSISTANCE PROGRAM 2022-23

REPORT IN BRIEF

Reason For Report	To consider projects for funding under Council's 2022-23 Community Assistance Program
Policy Implications	Nil
Budget Implications	Possible \$57,479.17 expenditure from \$68,420.52 (excluding overheads) allocated in Council's Budget for the 2022-23 Community Assistance Program
IPR Linkage	4.1.3.2b - Support local events, culture, and festivals and promote local villages - including through the provision of sponsorship opportunities and seeking grant funding.
Annexures	1. Cumnock Little Athletics Club ↓ 2. Canowindra Bowling Club ↓ 3. Cargo Progress Association ↓ 4. Eugowra CCC ↓ 5. Yeoval Progress Association ↓

	6. Orange Community Broadcasters ↓ 7. MADIA - Fencing ↓ 8. Skatepark ↓ 9. EPPA - Aircon ↓ 10. EPPA - Books ↓
File Number	\\OFFICIAL RECORDS LIBRARY\GRANTS AND SUBSIDIES\PROGRAMS\COMMUNITY ASSISTANCE PROGRAM 2022-2023 - 1446616

RECOMMENDATION

THAT the Cabonne Community, Economy and Culture committee endorse to Council:

1. Applications 1 through 10 of the listed projects.
2. Conduct a further round of Community Assistance Program funding in the second half of the 2022-23 financial year for community projects less than \$1,000 each.

LEADER - COMMUNITY AND ECONOMY'S REPORT

Council allocated \$68,420.52 in its current budget for the 2022-23 Community Assistance Program (CAP). Not-for-profit community groups were invited to apply for community-related projects on non-commercial facilities which provide ongoing or sustainable benefits to Cabonne communities.

Grants are allocated on a 50:50 basis, but communities can provide their half of the funding through voluntary labour or in-kind contributions. Council received 10 applications for projects totaling \$86,902.22. The total of these projects exceeds the budget allocation which indicates that this program is significantly oversubscribed.

Application 2

The Canowindra Community Bowls and Recreation Club Ltd is structured as an Australian Public Company, Limited by Guarantee. This type of structure is commonly used for sporting and recreational clubs and is afforded 'not-for-profit' status by the Australian Tax Office. Due to this, this application is considered eligible.

Application 4

The Eugowra Community Children's Centre has applied for \$34,293.05. This project is considered eligible however, it should be noted that granting the requested amount would consume more than half of the total annual budget. It must be carefully considered as to whether:

- 1) CAP is the most appropriate funding stream for this project; and

- 2) If granting one half of the annual budget to a single project will be satisfactory to the broader community

With the aim of assisting as many community organisations as possible, it is therefore recommended that a reduced amount of \$10,000 be funded towards this project. This amount would be consistent with similar projects that have been funded in previous rounds of the CAP. It should also be noted that Council's Grants Coordinator is currently exploring alternate funding opportunities for this project, to assist with funding the difference.

Application 6

The Orange Community Broadcasting Ltd. is structured as an Australian Public Company, Limited by Guarantee. This type of structure is afforded 'not-for-profit' status by the Australian Tax Office. Due to this, the application is considered eligible.

This application applied for \$5,721.00 to pay for Public Liability Insurance and to relocate the antenna and transmitter to the BAI site on Mt Canobolas. For the infrastructure component of this project to proceed, it relies solely on an application of \$65,000 to be successful through the Community Broadcasters Foundation, which is not due to be announced until November 2022. Therefore, it is recommended that \$591 be granted as a contribution to Public Liability Insurance. This matches the funding being sought through Blayney and Orange Councils and would cover one third of the cost of Public Liability Insurance.

	Applicant	Project	Funding Requested	Funding Recommended	Co-contribution
1	Cumnock Little Athletics Club	4 x Roller doors for storage shed	\$4,154.00	\$4,154.00	Cash and in-kind/voluntary labour.
2	Canowindra Community Bowls and Recreation Club	Footpath and lighting for carpark	\$5,570.00*	\$5,570.00	Cash
3	Cargo Progress Association	Replacement of Cargo Playground fencing	\$12,015.00	\$12,015.00	Seeking \$7,695 from Village Enhancement Fund of the available \$10,080 to form co-contribution requirement. Additional co-contribution through in-kind/voluntary labour.
4	Eugowra Community Children's Centre	Outdoor play equipment	\$34,293.05	\$10,000	Cash
5	Yeoval and District Progress Association	Yeoval community town activation plan	\$5,000.00	\$5,000	Seeking \$5,000 from Village Enhancement Fund of the available \$10,080 to form co-contribution requirement.
6	Orange Community Broadcasters Ltd (Mt Canobolas)	Antenna and transmitter relocation to BAI site and contribution to Public Liability Insurance	\$5,721.00	\$591.00*	Co-contribution dependent on securing funding through grant application.
7	Manildra and District Improvement Association	Fencing at Montana Park Playground	\$11,432.00	\$11,432.00	Seeking \$11,432 from Village Enhancement Fund of the available \$13,440 to form co-contribution requirement.
8	Manildra and District Improvement Association	Manildra Skatepark extension	\$5,748.27	\$5,748.27	MADIA (Skate park)
9	Eugowra Promotion and Progress Association	Installation of air conditioning into office of the museum	\$1,484.24	\$1,484.45	EPPA

10	Eugowra Promotion and Progress Association	Printing of Eugowra - Its History and Development Book	\$1,484.45	EPPA	\$1,484.45
Total recommended projects		\$	57,479.17		
Total budget		\$	68,420.52		
Budget remaining for R2		\$	10,941.35		

The list of **recommended** applications for this round of CAP funding is as follows:

Community Assistance Program 2022-23 - Round Two

Similar to previous rounds of the Community Assistance Program, the value of total applications received clearly indicates that this program is significantly oversubscribed. Should the applications listed above be funded, this will leave \$10,941.35 to accommodate a much smaller round in early 2023. This round could be targeted at funding smaller community projects with up to \$1,000 each.

ITEM 6 - COMMUNITY & ECONOMY UPDATE

REPORT IN BRIEF

Reason For Report	Report for Councillor information.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.1.3.2b - Support local events, culture, and festivals and promote local villages - including through the provision of sponsorship opportunities and seeking grant funding.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\ECONOMIC DEVELOPMENT\REPORTING\COUNCIL REPORTS - 1446859

RECOMMENDATION

THAT the information be noted.

LEADER- COMMUNITY AND ECONOMY REPORT

Promotion of Cabonne region

The Community and Economy Team have been working on the development of a new tourism information page to provide to visitors coming to Cabonne.

A copy of this document, and an update on additional tourism activities being undertaken by the team to promote the Cabonne region.

Reconnecting Regional NSW Grant

Council is continuing to support events through the NSW Government's Reconnecting Regional NSW program.

Unfortunately, an event planned for Molong on the October long weekend was postponed due to weather. This will now take place in March 2023.

The Cumnock Fun Day event is planned for Saturday 15 October 2023, and council are also supporting the Australian National Field Days by providing free tickets to the field days for Cabonne schools and residents.

A dedicated allocation of \$239,651 was available to Cabonne Council to apply for funding towards these events.

Regional Youth Holiday Break Program

Council received \$7,000 through the NSW Government's Regional Youth Holiday Break Program.

The funding was used to bring a temporary inflatable play park over the spring school holidays which was hosted at local schools in Molong and Canowindra as part of the "Share our Schools" campaign.

Held over 4-days, 289 children attended the event in Canowindra, and 319 children attended the event in Molong.

Grant applications

As approved by council, the Community and Economy Team have recently completed grant applications through both the NSW Government's Stronger Country Communities Fund, and the Resources for Regions Program.

It is expected that council will be advised of outcomes for both grant applications in November 2022.

ITEM 7 - COUNCIL REPRESENTATIVES TO CABONNE ECONOMY, TOURISM AND CULTURE ADVISORY COMMITTEE, AND AGE OF FISHES ADVISORY COMMITTEE

REPORT IN BRIEF

Reason For Report	For the Community, Economy and Culture Committee's consideration and the appointment of Councillor representatives to the Cabonne Economy,
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	Tourism and Culture Advisory Committee, and the Age of Fishes Museum Advisory Committee.
Policy Implications	Nil
Budget Implications	Nil.
IPR Linkage	4.1.3.3a - Work with surrounding local governments and strategic partners to promote Cabonne to visitor markets and residents.
Annexures	1. Age of Fishes Museum Advisory Committee - Terms of Reference ↓ 2. Economy, Tourism and Culture Committee - Terms of Reference ↓
File Number	\\OFFICIAL RECORDS LIBRARY\ECONOMIC DEVELOPMENT\MEETINGS\ECONOMY, TOURISM AND CULTURE ASVISORY COMMITTEE - 1446875

RECOMMENDATION

THAT the Community, Economy and Culture Committee:

1. Nominates two elected councillor members from the Community, Economy and Culture Committee for the Cabonne Economy, Tourism and Culture Advisory Committee.
2. Nominates two elected councillor members, with one alternate, (and one representative to be elected as Chair at the first meeting) for the Age of Fishes Advisory Committee.
3. Nominates meeting dates for both the Cabonne Economy, Tourism and Culture Advisory Committee and the Age of Fishes Advisory Committee.
4. Endorse the elected councillor nominations to the committees.

LEADER - COMMUNITY AND ECONOMY REPORT

Cabonne Economy, Tourism and Culture Advisory Committee

The purpose of the Economy, Tourism, and Culture Advisory Committee is to provide advice and make recommendations on all matters pertaining to the Cabonne economy, tourism, and culture in accordance with all applicable plans, policies and strategies.

Cabonne Council, at its Ordinary Meeting on 23 August 2022, resolved to appoint 7 community members to the Cabonne Economy, Tourism and Culture Advisory Committee.

As per the Terms of Reference for the Economy, Tourism, and Culture Advisory Committee, council considered the suitability of the applicant, the applicants experience and interest in tourism and culture, and the location of each applicant.

Council made the following recommendations:

Applicant	Name	Recommended
Applicant 1	Tania Lampe	Recommended
Applicant 2	Guinevere Dickie	
Applicant 3	Robert Carroll	Recommended
Applicant 4	Annabel Knight	
Applicant 5	Chris May	Recommended
Applicant 6	Alf Cantrell	Recommended
Applicant 7	Ronald Hay	Recommended
Applicant 8	Claire Romeo	Recommended
Applicant 9	Jan Kerr	<i>Recommended as alternate</i>
Applicant 10	Julie Dean	
Applicant 11	Leslie Dean	
Applicant 12	Leanne White	Recommended
Applicant 13	Sean Haynes	<i>Recommended as alternate</i>

The Terms of Reference for the Economy, Tourism, and Culture Advisory Committee requires two elected councillor members to be nominated from the Community, Economy and Culture Committee.

It is recommended that the Community, Economy and Culture Committee also nominates a date for the first meeting to enable council staff to provide advice to the successful community representatives.

Age of Fishes Museum Advisory Committee

The purpose of the Age of Fishes Museum Advisory Committee (the committee) is to advise council and make recommendations in relation to the Age of Fishes Museum in accordance with the Museum's Strategic Plan.

The committee must observe council's position in accordance with its Integrated Planning and Reporting documentation.

The committee does not have a role in the operational function of council. This is the responsibility of the General Manager and staff.

In August 2022, council wrote to the Age of Fishes Museum Incorporation seeking two nominations for the Committee.

The Age of Fishes Museum Incorporation has nominated:

- Andrew Wooldridge
- Colin Pryer

The Age of Fishes Museum Incorporation noted that they place a very high level of importance on the council Advisory Committee and are very keen to participate and support it to be successful.

In order to ensure full attendance - should Andrew or Colin be unavailable – they have also nominated two alternate representatives being:

- Lorraine Speers
- Robyn Slattery

The Terms of Reference for the Age of Fishes Advisory Committee requires two elected councillor members to be nominated, with one alternate (one representative to be elected as Chair at the first meeting).

The Terms of Reference for the Age of Fishes Advisory Committee provides for 1 community representative to be nominated for the Advisory Committee.

Council sought nominations for this position, however none have been received.

The Terms of Reference for the Age of Fishes Advisory Committee also provides for 1 representative from the Australian Museum Trust to be nominated for the Advisory Committee.

Council is yet to receive advice on who this representative will be.

The quorum for a meeting of the committee is four members.

It is recommended that the Community, Economy and Culture Committee also nominates a date for the first meeting to enable council staff to provide advice to the Age of Fishes Museum Incorporation, and the Australian Museum Trust.

ITEM 8 - EVENTS ASSISTANCE PROGRAM

REPORT IN BRIEF

Reason For Report	For council to consider applications for funding under the 2022/2023 Events Assistance Program.
Policy Implications	Nil
Budget Implications	\$2,300.00 to be funded from the 2022/2023 Events Assistance Program.
IPR Linkage	4.4.1.b - Implement funding opportunities through the Events Assistance Program
Annexures	1. Manildra and District Improvement Association ↓ 2. Amusu Theatre and Movie Museum Manildra ↓ 3. Eugowra Children's Community Centre ↓
File Number	\\OFFICIAL RECORDS LIBRARY\GRANTS AND SUBSIDIES\PROGRAMS\EVENTS ASSISTANCE PROGRAM 2022 - 2023 - 1446983

RECOMMENDATION

THAT the Cabonne Community, Economy and Culture Committee endorse to Council under its 2022/23 Event Assistance Program:

1. \$1,000 for the MADIA Children's Christmas Matinee at the Amusu;
2. \$500 for the Amusu Theatre and Movie Museum Manildra; and
3. \$800 for the Eugowra Community Children's Centre

LEADER - COMMUNITY AND ECONOMY REPORT

Council has received three applications under the 2022/2023 Events Assistance Program (EAP).

Council's Tourism, Culture & Events Coordinator has provided the following assessment.

1. Applications under the Event Assistance Program

Manildra and District Improvement Association

Children's Christmas Matinee at the Amusu

Request: \$2,000.00

Recommendation: \$1,000.00

The Manildra and District Improvement Association are wanting to host a Children's Christmas Matinee at the Amusu Theatre. The aim is to bring the community together and provide an event for children. Previously the event had 120 children attend.

They have requested funding to support the hire of the movie, preparation of the venue, ice blocks, drinks, and bus hire.

Based on the guidelines this event does meet the requirements of a developing event, thus the recommendation of \$1,000.

2. Applications under the Event Assistance Program

Amusu Theatre and Movie Museum Manildra

Manildra Ukulele Weekend – The Wild Women of Anywhere Beach.

Request: \$500.00

Recommendation: \$500.00

The Amusu Theatre are hosting the Manildra Ukulele Weekend which will consist of a music event over 3 days. There will be performances at the Theatre on Friday, 18 November 2022. There will then be 4 workshops conducted on playing the ukulele on Saturday, 19 November 2022 and a Ukulele Jam and join in, in a public space at Manildra (TBC) on Sunday, 20 November 2022. There is expected numbers of 150 people over the 3-day period.

The funding requested would go towards payment for the performance.

Based on the guidelines this event does meet the requirement of a developing event, thus the recommendation of \$500.

3. Applications under the Event Assistance Program

Eugowra Community Children's Centre

Paint and Sip

Request: \$800.00

Recommendation: \$800.00

The Eugowra Community Children's Centre are hosting a Paint and Sip which will be run at the Eugowra Show Pavilion. The aim is to learn to paint from a professional, and raise money through raffles and ticket sales.

The funding requested would go towards employing a local business to curate the evening and provide a light supper.

Based on the guidelines this event meets the requirement of a core event, thus the recommendation of \$800.

Previously Funded Events	Value of funding
Masters of the Mandagery	\$3,000
Eugowra Harness Racing	\$5,000
Orange Region Vignerons Association	\$2,000
Disk Golf	\$1,000
Canowindra CWA	\$1,000
Total to date	\$12,000
Funding remaining	\$34,414

The total Event Assistance Program budget for 2022/2023 is \$46,414.

ITEM 9 - POLICY REGISTER - COMMUNITY ENGAGEMENT, USE OF COUNCIL LOGOS AND SPONSORSHIP

REPORT IN BRIEF

Reason For Report	For the committee to endorse the reviewed policies
Policy Implications	Yes - Policy will become policy of Council
Budget Implications	Nil
IPR Linkage	4.5.1.a - Provide quality administrative support and governance to councillors and residents
Annexures	1. Draft - Community Engagement Policy ↓ 2. Draft - Use of Council Logos Policy ↓ 3. Draft - Cabonne Sponsorship Policy ↓ 4. Draft - Cabonne Style Guide ↓

File Number	\\OFFICIAL RECORDS LIBRARY\\CORPORATE MANAGEMENT\\POLICY\\POLICY CORRESPONDENCE - 1447025
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RECOMMENDATION

THAT the Community, Economy and Culture Committee endorse the draft:

1. Community Engagement Policy;
2. Use of Council Logos Policy; and
3. Sponsorship Policy.

LEADER - COMMUNITY AND ECONOMY REPORT

COMMUNITY ENGAGEMENT POLICY

Policy Objective

The purpose of Cabonne Council's Community Engagement Policy is to ensure that council conducts appropriate community engagement which, at a minimum, meets legislative requirements and encourages community participation in council's decision making.

This policy clarifies an open and transparent processes for informing, involving, and engaging the community and the role of the Community and Economy Team and other council staff.

Governance

The draft policy has been developed in line with adopted Community Engagement and Participation Guidelines 2022-26.

USE OF COUNCIL LOGOS POLICY

Policy Objective

The objectives of Cabonne Council's Use of Council Logo's Policy is to:

- Ensure the consistent management and appropriate use of Cabonne Council's corporate logo and other logos which represent Council business units, facilities and services.
- To protect the integrity of council's corporate brand and services, both within the organisation and by third parties.
- Outline the process for gaining approval to use a council logo.

Governance

The draft policy has been updated to reflect Cabonne Council's Brand, Style and Writing Guidelines (copy annexed).

SPONSORSHIP POLICY

Policy Objective

The Sponsorship Policy (Policy) provides a framework for the management of Cabonne Council's Sponsorship Program in a manner that is in accordance with section 356 and section 377 of the *Local Government Act 1993* (NSW).

The purpose of this policy is to:

- Provide a framework under which council may enter into a sponsorship agreement;
- Ensure that any agreements are assessed and managed through a sponsorship approval, reporting and acquittal process;
- Ensure the level of commitment aligns with annual budget allocations
- Aligns with and supports the aims of the Cabonne Community Strategic Plan (CSP), Delivery Program, Operational Plan, and Long-Term Financial Plan.

The policy is to be read in conjunction with the supporting guidelines. This policy and associated guidelines determine the types of organisations, industries, community groups and individuals that Cabonne Council (council) considers appropriate to partner with, through the Sponsorship Program.

This policy and associated guidelines ensure that decision-making regarding the provisions of Sponsorship Program comply with relevant legislation and enable an equitable, open, and transparent process.

Governance

The draft policy has been updated to reflect current sponsorship arrangements, and department titles. The guidelines for both the Cabonne Sponsorship Program, and the Events Assistance Program are currently being reviewed.



"CEF Orange & Districts have been very supportive, not only on the financial side of things but also just getting me through the first year of uni. The funding helped tremendously, it allowed me to focus on doing the best I could."

Cody - Grant Recipient
CEF Orange & District



Community Impact

Since 2011, CEF Orange & District has:

- Given 117 grants
- Distributed \$256 867

All to **local** students

EDUCATION
Changes lives.
And families.
And communities.



Country Education Foundation



Country Education Foundation of Australia (CEF) is a national charity helping rural and regional youth access post school education and training through grants, scholarships, resources and social support.

Our work is driven by a network of 44 locally run foundations. Each rural and regional community is different and we believe there is no one who understands its needs better than its people.

We receive no government funding and rely purely on the generosity and passion of like-minded individuals and organisations.

CEF Orange & Districts

Your local foundation, **CEF Orange & Districts** distributes grants to local youth looking to undertake further education, including tertiary education, vocational training, apprenticeships or traineeships.

To be eligible students must

- Be aged between 16-25 years.
- Live or attended school in the local area.
- Show aspiration to achieve their goal.
- Demonstrate their need.

The local committee interviews and selects successful students who then receive grants, distributed by way of reimbursement of educational expenses.

Donate Now



Direct Deposit

Country Education Foundation

BSB: 062 629

Acct: 1009 0818

Ref: CEF Orange and your name

Please email info@cef.org.au to obtain a receipt

Website

visit cef.org.au/orange



Partner with CEF Orange & Districts

Looking for another way to get involved?

Turn over to discover our partnership program designed to meet your community efforts.



CEF ORANGE & DISTRICT PARTNERSHIP PROGRAM

As a business or organisation in our community we invite you to join our partnership program. This program provides opportunities for businesses and community organisations to receive recognition for their support.

Please contact us to discuss partnership opportunities: 6362 3162 or ceforange@gmail.com

	Platinum \$5000 pa / 3 yr commitment	Gold \$5000	Silver \$3000	Bronze \$1000
Every \$\$ spent locally	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tax deductibility	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certificate of recognition and digital badge to promote partnership	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Invitation to annual awards event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tagged Facebook post	<input checked="" type="checkbox"/> Min. 2 x annually	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Inclusion in local Media Releases	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Acknowledgement & link on CEF National website	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Scholarship named after your business	<input checked="" type="checkbox"/>			
Blog post	<input checked="" type="checkbox"/>			
Other media opportunities where possible e.g. TV, radio	<input checked="" type="checkbox"/>			
Student progress update	<input checked="" type="checkbox"/>			
Mentorship or student attendance opportunities for your business	<input checked="" type="checkbox"/>			

Education changes lives. And families. And communities.

CEF Orange & District, PO Box 245, Orange NSW 2800 | 02 6362 3162 | ceforange@gmail.com | ABN: 95 986 994 065

Community Assistance Program (CAP) Guidelines and Application Form



Submission date: **5 September 2022, 4:32PM**

Receipt number: **39**

Related form version: **15**

STATEMENT OF UNDERSTANDING

I have read and understood the Community Assistance Program guidelines

APPLICANT DETAILS

Name of Organisation: **Cumnock Little Athletics Club**

Postal Address: **McLaughlan St, Cumnock 2867**

Contact Person: **Nigel Strahan**

Position Held: **President**

Phone: **0401351771**

Email Address: **nigel@cumnocklac.com.au**

Incorporation Number: **INC1401419**

Organisation ABN: **43395336475**

Is your organisation GST registered? **NO**

ELIGIBILITY CRITERIA

Are you a not for profit organisation? **YES**

Do you reside in the Cabonne LGA?

YES

PROJECT DETAILS

Project Title:

Roller doors for Storage shed

Project Location:

Cumnock Sports Ground

Project Description (50 words or less):

Cumnock Little Athletics Club currently has a storage shed which we would like to enclose with lockable roller doors so that we can fully utilise this space for storage and meetings.

Project Outcomes (200 words or less)

This project will help to support the club in multiple ways allowing for more storage and will also allow us to use as a registration space and meeting space for club days and gala days. The benefits will be to everyone in the club which currently supports members from all towns within Cabonne LGA.

What organisations (if any) are partners in the project?
Please detail their input.

APPROVALS

Is a Council Development or Building Approval required for the proposed development? **NO**

If yes, has a Development or Building Application been approved?

If no, what is the current state of the application?

What is the likely commencement date of the project if funding is approved? **28/11/2022**

When will the project be completed?

19/12/2022

BUDGET

Expense 1	4x Roller Doors + Delivery
Expense 2	Installation
Expense 3	
Expense 4	
Expense 5	
Expense 6	
TOTAL EXPENDITURE	8308
Income 1	Applicants Contribution
Income 2	CAP funding
Income 3	
Income 4	
Income 5	
CAP Funding Request	4154
TOTAL INCOME	8308
Total income MUST equal total expenditure	8308

ONGOING COSTS

Year 1 - Costs:

Year 1 - Organisation responsible:

Year 2 - Costs:

Year 2- Organisation responsible:

Year 3 - Costs:

Year 3 - Organisation responsible:

Year 4 - Costs:

Year 4 - Organisation responsible:

Year 5 - Costs:

Year 5 - Organisation responsible:

LAND OWNERSHIP

Please select from the list below

Other: Cumnock Little Athletics Club

SUPPORTING DOCUMENTATION

Please tick the appropriate boxes and upload your documents below.

Quotations or estimates for proposed works

Evidence of funds available for contribution (bank statements, loan details etc)

Evidence of community support (e.g. letters of support from other groups or organisations)

[Facility Upgrade - Cumnock 2022.doc](#)

[Letter of Support Little Athletics cps.docx](#)

[Statement20220822.pdf](#)

[Shedworld quote \(002\).jpg](#)

DECLARATION

ELECTRONIC SIGNATURE AGREEMENT - By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions.

I ACCEPT

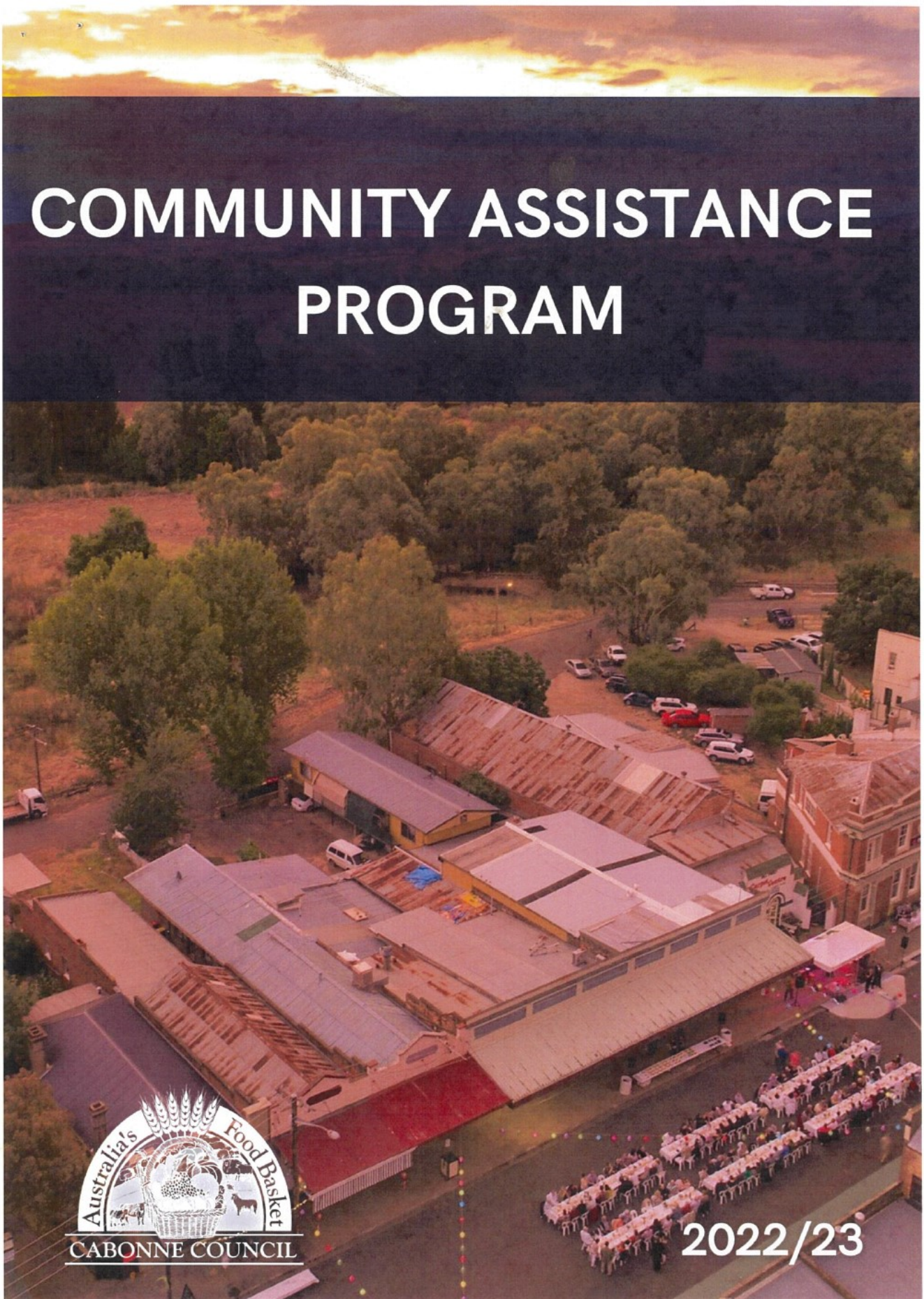
Executive Position in Organisation:

Nigel Strahan - President

Date:

05/09/2022

COMMUNITY ASSISTANCE PROGRAM



2022/23

COMMUNITY ASSISTANCE PROGRAM

GUIDELINES 2022/23 - ROUND 1

PURPOSE OF THE PROGRAM

The Community Assistance Program supports projects that maintain the strength and vibrancy of Cabonne's towns and villages.

This is a competitive program that provides support for organisations focused on delivering positive benefits to Cabonne residents and contributing to the delivery of Council's strategic priorities.

The objectives of the Community Assistance Program are to:

- Support community groups with projects that are of ongoing or sustainable benefit to the Cabonne communities.
- Improve the liveability of Cabonne shire.

Each project will be judged on its merits and the relative benefit it will return to the community.

SUBMITTING YOUR APPLICATION

This is a highly competitive process with limited funds.

A good application accurately and succinctly answers relevant questions, demonstrates skill and commitment to managing a successful project, acknowledges Council's support, has a detailed budget and reflects efforts to raise matching (or better) support either through funds or in-kind, partner with other organisations and link with other events.

Council's goal is to reach a fair decision about your request for support. Please review the Guidelines, along with any related documents in detail before you complete the Application Form.

All relevant documents, including the Application Form, are available on Council's website.

WHO CAN APPLY

In order to be eligible for the Community Assistance Program, you must:

- Be a not for profit organisation
- Reside in Cabonne Shire Local Government Area

Organisations demonstrating strong partnerships with other organisations and/or acquiring additional support from other sources may be more competitive.

WHO CANNOT APPLY

- Individuals.
- Projects that are for private commercial ventures will not be considered.
- Projects involving the installation or upgrade of fixed assets on primary and secondary school sites are ineligible.
- Government departments, agencies and organisations.
- Organisations that have previously received support from Council and have failed to meet all the requirements of their approval, including acquittal reporting.
- Community groups and organisations that are excluded from receiving funding in line with Council's Donations Policy or where funding is available under another specific Council program. This policy can be obtained by visiting www.cabonne.nsw.gov.au or by contacting Council.

CONDITIONS OF FUNDING

- Applicants must contribute at least 50% of the total project cost. The value of voluntary labour is allowed as part of the applicant's contribution.
- Requests for retrospective funding, administration costs and salaries will not be considered.
- Successful applicants must complete the approved project within 6 months of receiving CAP funding.
- Successful applicants must acknowledge Council's contribution to the project in any media, written material or signage.
- Any variations to a funded project will require submission of a Project Variation Form and which will then require approval of the Council. This form can be obtained by contacting Council.
- Applicants must participate in appropriate publicity associated with the assistance.
- Successful applicants are required to submit a Project Acquittal Form to Council within 3 months of project completion.
- Applications that are not submitted by the due date will not be considered.

CONFIDENTIALITY

Information supplied by the applicant will be used for processing and assessing the application and will be treated as confidential to the extent permitted by the Local Government Act and Government Information (Public Access) Act.

HOW TO APPLY

The Community Assistance Program guidelines and application form are located on Council's website

www.cabonne.nsw.gov.au

After reviewing these documents, applicants are encouraged to discuss the eligibility of their application with Council's Grants Coordinator prior to submitting their application.

All applications must be submitted on the correct application form and received by Council by no later than 5pm, Tuesday 20th September 2022.

Applications may be submitted online, mailed, emailed or hand delivered to:

- Mail: Cabonne Council, PO Box 17, Molong NSW 2866
- Email: council@cabonne.nsw.gov.au
- Hand delivered to: Council's Molong Office on Bank Street or Cudal Office on Main Street.

The application must be signed and all supporting documentation attached.

An incomplete application will not be eligible.

Cabonne Council will acknowledge the receipt of your application form within 10 working days.

FURTHER INFORMATION

Further information can be obtained by contacting Council's Grants Coordinator - Kiara Wilson.

Phone: 6392 3200

Email: council@cabonne.nsw.gov.au

COMMUNITY ASSISTANCE PROGRAM

APPLICATION 2022/23 - ROUND 1

Before completing this application, you must read the Community Assistance Program Guidelines. applications that don't comply with the conditions stated in the guidelines or applications that are incomplete will not be considered.

STATEMENT OF UNDERSTANDING

☒ I have read and understood the Community Assistance Program Guidelines

APPLICANT DETAILS

Name of Organisation: The Canowindra Community Bowls & Recreation Club Ltd
 Postal Address: PO Box 23 CANOWINDRA NSW 2804
 Contact Person: Peter Taylor Position Held: Treasurer
 Contact number: (02) 63441605 Email: canowindrabowlsclub@bigpond.com
 Incorporation No: N/A ABN No: 30 001 014 722
 GST Registered: YES ☒ NO ☐
 Brief Description of your organisation: Community Bowling & Recreation Club

ELIGIBILITY CRITERIA

☒ I am applying on behalf of a not-for-profit organisation
☒ I reside in the Cabonne LGA

PROJECT DETAILS

Project title: Footpath & Lighting for carpark
 Project location: In front of the carpark located off the back lane
 Project Description: (50 words or less) Install a footpath and lighting to the carpark located at the back lane that runs behind the Club.

Project Outcomes: (200 words or less)

What are the objectives of the project, who will benefit from the project, how will you measure and evaluate if the objectives have been met?

The pathway to be installed will provide level non-slip access to the Club. The area located at the Eastern back car park will also be installed with new lighting. Currently the area is grass, which is well maintained, but with the installation of a footpath and lighting it will provide added safety and security for all members and visitors both day and night.

What organisations (if any) are partners in this project? Nil

Please detail their input:

APPROVALS

Is a Council Development or Building Approval required for this project? YES / NO

If yes, has a development or building application been approved? YES / NO

If no, what is the current status of the application?

What is the likely commencement date of the project if funding is approved? January 2023

When will the project be completed? March 2023

LAND OWNERSHIP

Please tick the appropriate box

☐ Council owned land

☐ Crown Land - Trustee:

☒ Other - Details: Club owns the land

BUDGET

Applicants must contribute at least 50% of the total project cost.

The value of voluntary labour is allowed as part of the applicant's contribution.

EXPENDITURE

(list all related cost by line item e.g. purchase of materials, costs of trades people)

Materials	\$ 3901-30
Excavation Contractor	\$ 1600-00
Concrete	\$ 1760-00
Electrical Contractor	\$ 3880-25
	\$
	\$
Total expenditure:	\$11,141-55

INCOME

(applicants contribution, funding from other sources, in-kind labour, Village Enhancement Fund) - Voluntary labour if applicable, is calculated at \$40 p/hr

Labour 5 volunteers x 2 days = 80 hours	\$ 3,200-00
Own Funds	\$ 2,371-55
	\$
	\$
CAP Funding Request	\$ 5,570-00
Total income: <i>Total income must equal total expenditure</i>	\$11,141-55

ONGOING COSTS

Please indicate the cost and responsibility for on-going maintenance for the next five years

Year	Cost	Responsible Organisation
There should not be any ongoing costs.		

SUPPORTING DOCUMENTATION

Please tick the appropriate box:

- ☒ Quotations or estimates for proposed works - REQUIRED
- ☒ Evidence of funds available (bank statement, loan details etc) - REQUIRED
- ☒ Evidence of community support (e.g. letters of support from other groups/organisations)
- ☒ Photographs (5 maximum)
- ☐ Other - Details:

DECLARATION

The declaration below must be agreed to by a person who has delegated authority to sign on behalf of the organisation e.g. President, Chairman, member of the Board of Management or authorised staff member.

I declare the information provided in this application and attachments is, to the best of my knowledge, true and correct. I understand any omission or false statement may result in the rejection of the application or withholding of any funds already approved.

I understand Cabonne Council may check any of our statements for the purpose of assessing this application, and I agree to provide any additional information requested.

Should this application be successful, I confirm the project will not commence until after the funding agreement has been approved and an agreement with Cabonne Council has been signed.

I understand this is an application only and may not necessarily result in funding approval.

Name: Peter Taylor Executive Position in Organisation: Treasurer
 Signature: P W Taylor Date: 15/9/2022

Community Assistance Program (CAP) Guidelines and Application Form



Submission date: 20 September 2022, 10:25AM

Receipt number: 42

Related form version: 15

STATEMENT OF UNDERSTANDING

I have read and understood the Community Assistance Program guidelines

APPLICANT DETAILS

Name of Organisation:	Cargo Progress Association
Postal Address:	C/O Cargo store Belmore St Cargo NSW 2800
Contact Person:	Huw Greenhill
Position Held:	Chairperson
Phone:	0427783015
Email Address:	hrgreenhill@gmail.com
Incorporation Number:	N/A
Organisation ABN:	0
Is your organisation GST registered?	NO

ELIGIBILITY CRITERIA

Are you a not for profit organisation?	YES
--	-----

Do you reside in the Cabonne LGA?

YES

PROJECT DETAILS

Project Title:	Replacement of Cargo Playground fence
Project Location:	Cargo Playground
Project Description (50 words or less):	Replacement of fence around playground in Cargo
Project Outcomes (200 words or less)	The current fence around the playground at Cargo would be over 50 years old and is in need of replacement. Due to movement of posts, the gates are unable to be securely closed and the wire mesh is starting to come apart in places, leaving sharp edges and making it difficult to secure younger children within the area. The building within the area is also a hazard to children playing. A new fence would provide a safer place for children to play. The new fence would provide a better safety barrier from the 2 adjacent busy main thoroughfares whilst also providing a better visual amenity to the centre of town. It is proposed that the new fence will also separate the building from the playground area.
What organisations (if any) are partners in the project? Please detail their input.	Cargo Progress Association will be calling upon members of the community to support this project with their time in labour to assist in demolition and construction costs.

APPROVALS

Is a Council Development or Building Approval required for the proposed development? **YES**

If yes, has a Development or Building Application been approved? **NO**

If no, what is the current state of the application? **Not started - need advice on requirement**

What is the likely commencement date of the project if funding is approved? **December 2022**

When will the project be completed? **January 2023**

BUDGET

Expense 1	Fencing materials - \$15710
Expense 2	Concrete - \$1000
Expense 3	Voluntary Labour - Removal of existing fence (36 manhours) - \$1440
Expense 4	Voluntary Labour - Install of new fence (72 manhours) - \$2880
Expense 5	Machinery hire - removal old fence, dig new post holes (2 days) - \$1000
Expense 6	Misc extras (gate fittings, screws, Freight etc) - \$2000
TOTAL EXPENDITURE	24030
Income 1	Village enhancement fund - \$7695
Income 2	Voluntary Labour - \$4320
Income 3	
Income 4	
Income 5	
CAP Funding Request	\$12015
TOTAL INCOME	24030
Total income MUST equal total expenditure	Yes

ONGOING COSTS

Year 1 - Costs:	0
Year 1 - Organisation responsible:	No foreseeable ongoing costs

Year 2 - Costs:

Year 2- Organisation responsible:

Year 3 - Costs:

Year 3 - Organisation responsible:

Year 4 - Costs:

Year 4 - Organisation responsible:

Year 5 - Costs:

Year 5 - Organisation responsible:

LAND OWNERSHIP

Please select from the list below

Crown Land - Trustee:

SUPPORTING DOCUMENTATION

Please tick the appropriate boxes and upload your documents below.

Quotations or estimates for proposed works
Evidence of funds available for contribution (bank statements, loan details etc)
Evidence of community support (e.g. letters of support from other groups or organisations)

[CPA playground fence proposal.docx](#)

DECLARATION

ELECTRONIC SIGNATURE AGREEMENT - By I ACCEPT

selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions.

Executive Position in Organisation:

Chairperson

Date:

20/09/2022

COMMUNITY ASSISTANCE PROGRAM



2022/23

COMMUNITY ASSISTANCE PROGRAM

GUIDELINES 2022/23 - ROUND 1

PURPOSE OF THE PROGRAM

The Community Assistance Program supports projects that maintain the strength and vibrancy of Cabonne's towns and villages.

This is a competitive program that provides support for organisations focused on delivering positive benefits to Cabonne residents and contributing to the delivery of Council's strategic priorities.

The objectives of the Community Assistance Program are to:

- Support community groups with projects that are of ongoing or sustainable benefit to the Cabonne communities.
- Improve the liveability of Cabonne shire.

Each project will be judged on its merits and the relative benefit it will return to the community.

SUBMITTING YOUR APPLICATION

This is a highly competitive process with limited funds.

A good application accurately and succinctly answers relevant questions, demonstrates skill and commitment to managing a successful project, acknowledges Council's support, has a detailed budget and reflects efforts to raise matching (or better) support either through funds or in-kind, partner with other organisations and link with other events.

Council's goal is to reach a fair decision about your request for support. Please review the Guidelines, along with any related documents in detail before you complete the Application Form.

All relevant documents, including the Application Form, are available on Council's website.

WHO CAN APPLY

In order to be eligible for the Community Assistance Program, you must:

- Be a not for profit organisation
- Reside in Cabonne Shire Local Government Area

Organisations demonstrating strong partnerships with other organisations and/or acquiring additional support from other sources may be more competitive.

WHO CANNOT APPLY

- Individuals.
- Projects that are for private commercial ventures will not be considered.
- Projects involving the installation or upgrade of fixed assets on primary and secondary school sites are ineligible.
- Government departments, agencies and organisations.
- Organisations that have previously received support from Council and have failed to meet all the requirements of their approval, including acquittal reporting.
- Community groups and organisations that are excluded from receiving funding in line with Council's Donations Policy or where funding is available under another specific Council program. This policy can be obtained by visiting www.cabonne.nsw.gov.au or by contacting Council.

CONDITIONS OF FUNDING

- Applicants must contribute at least 50% of the total project cost. The value of voluntary labour is allowed as part of the applicant's contribution.
- Requests for retrospective funding, administration costs and salaries will not be considered.
- Successful applicants must complete the approved project within 6 months of receiving CAP funding.
- Successful applicants must acknowledge Council's contribution to the project in any media, written material or signage.
- Any variations to a funded project will require submission of a Project Variation Form and which will then require approval of the Council. This form can be obtained by contacting Council.
- Applicants must participate in appropriate publicity associated with the assistance.
- Successful applicants are required to submit a Project Acquittal Form to Council within 3 months of project completion.
- Applications that are not submitted by the due date will not be considered.

CONFIDENTIALITY

Information supplied by the applicant will be used for processing and assessing the application and will be treated as confidential to the extent permitted by the Local Government Act and Government Information (Public Access) Act.

HOW TO APPLY

The Community Assistance Program guidelines and application form are located on Council's website

www.cabonne.nsw.gov.au

After reviewing these documents, applicants are encouraged to discuss the eligibility of their application with Council's Grants Coordinator prior to submitting their application.

All applications must be submitted on the correct application form and received by Council by no later than 5pm, Tuesday 20th September 2022.

Applications may be submitted online, mailed, emailed or hand delivered to:

- Mail: Cabonne Council, PO Box 17, Molong NSW 2866
- Email: council@cabonne.nsw.gov.au
- Hand delivered to: Council's Molong Office on Bank Street or Cudal Office on Main Street.

The application must be signed and all supporting documentation attached.

An incomplete application will not be eligible.

Cabonne Council will acknowledge the receipt of your application form within 10 working days.

FURTHER INFORMATION

Further information can be obtained by contacting Council's Grants Coordinator - Kiara Wilson.

Phone: 6392 3200

Email: council@cabonne.nsw.gov.au

COMMUNITY ASSISTANCE PROGRAM

APPLICATION 2022/23 - ROUND 1

Before completing this application, you must read the Community Assistance Program Guidelines. applications that don't comply with the conditions stated in the guidelines or applications that are incomplete will not be considered.

STATEMENT OF UNDERSTANDING

☒ I have read and understood the Community Assistance Program Guidelines

APPLICANT DETAILS

Name of Organisation: Eugowra Community children's Centre Inc
 Postal Address: P.O. Box 28 Eugowra NSW 2806
 Contact Person: Ratwyn Molloy Position Held: Director
 Contact number: 0268592522 Email: director@EugowraCC-com-au
 Incorporation No: _____ ABN No: 14536971908
 GST Registered: YES ☒ NO ☐

Brief Description of your organisation: Community Based not for profit
Early Education and Care Service - Supporting
families with Preschool and long day care.

ELIGIBILITY CRITERIA

☒ I am applying on behalf of a not-for-profit organisation
☒ I reside in the Cabonne LGA

PROJECT DETAILS

Project title: _____
 Project location: 41 Nanima Street Eugowra NSW 2806
 Project Description: (50 words or less) Developing an outdoor play environment
to support the needs of children From 6 weeks to 3 years.
Providing a safe area for exploring, investigation,
belonging, being, becoming as children progress through
the development stages of life.

Project Outcomes: (200 words or less)

What are the objectives of the project, who will benefit from the project, how will you measure and evaluate if the objectives have been met?

.....

See attached.

What organisations (if any) are partners in this project? Bunnings

Please detail their input: Donation of goods for
 playground - Plants, play equipment

APPROVALS

Is a Council Development or Building Approval required for this project? YES / NO

If yes, has a development or building application been approved? YES / NO

If no, what is the current status of the application?

What is the likely commencement date of the project if funding is approved? December 2022.

When will the project be completed? July - Sept 2023.

LAND OWNERSHIP

Please tick the appropriate box

☒ Council owned land

☐ Crown Land - Trustee:

☐ Other - Details:

BUDGET

Applicants must contribute at least 50% of the total project cost.

The value of voluntary labour is allowed as part of the applicant's contribution.

EXPENDITURE

(list all related cost by line item e.g. purchase of materials, costs of trades people)

Dooley outdoors Pty Ltd	\$ 68 586 -10
	\$
	\$
	\$
	\$
	\$
Total expenditure:	\$ 68 586 -10

INCOME

(applicants contribution, funding from other sources, in-kind labour, Village Enhancement Fund) - Voluntary labour if applicable, is calculated at \$40 p/hr

In kind Voluntary Labour	\$ 1280.00
Eugowra Community children Centre.	\$ 31 513.05
Donations Local Business Bunning	\$ 1500.00
	\$
CAP Funding Request	\$ 34 293.05
Total income: <i>Total income must equal total expenditure</i>	\$ 68 586 -10

ONGOING COSTS

Please indicate the cost and responsibility for on-going maintenance for the next five years

Year	Cost	Responsible Organisation
2023	\$ 2600 -	Eugowra community children's Centre
2024	\$ 2600 -	Eugowra Community children's Centre
2025	\$ 2800 -	Eugowra Community children's Centre.
2026	\$ 2800 -	Eugowra Community children's Centre
2027	\$ 3000 -	Eugowra Community children's Centre

SUPPORTING DOCUMENTATION

Please tick the appropriate box:

- ☒ Quotations or estimates for proposed works - REQUIRED
☒ Evidence of funds available (bank statement, loan details etc) - REQUIRED
☐ Evidence of community support (e.g. letters of support from other groups/organisations)
☒ Photographs (5 maximum)
☒ Other - Details: support from Bunnings

DECLARATION

The declaration below must be agreed to by a person who has delegated authority to sign on behalf of the organisation e.g. President, Chairman, member of the Board of Management or authorised staff member.

I declare the information provided in this application and attachments is, to the best of my knowledge, true and correct. I understand any omission or false statement may result in the rejection of the application or withholding of any funds already approved.

I understand Cabonne Council may check any of our statements for the purpose of assessing this application, and I agree to provide any additional information requested.

Should this application be successful, I confirm the project will not commence until after the funding agreement has been approved and an agreement with Cabonne Council has been signed.

I understand this is an application only and may not necessarily result in funding approval.

Name: Raewyn Malloy Executive Position in Organisation: director
 Signature: [Signature] Date: 20/9/2022

Community Assistance Program funding

Eugowra Community Children's Centre application

Project outcomes – what are the objectives of the project, who will benefit from the project, how will you measure and evaluate if the objectives have been met?

The establishing of the 0-3 years outdoor space will support children through engagement with an age-appropriate environment that promotes:

Belonging- developing a connection with the environment, feeling included and connecting with others.

Being- make meaning of the world in which they live, using their imagination to explore.

Becoming- developing relationships, participation, and progress through development stages as they grow.

The benefits are that the children will have an area to explore, develop a sense of identity, connect with, and contribute to their own community and local community, develop a sense of wellbeing, develop as confident and involved learners, play, form relationships and become effective advocates for their own learning.

The project measures will include, how the children respond and engage with the space, learning that is occurring through engagements, partnerships, community, exploration, and sense of wonder.

The objective will be met through children's engagement as they continue to develop, grow, learn, and connect with natural environments. This project will support future generations within our local community to access quality resources to support their development.

ACFrOgDtw5QTdS-2ILBqsu5cwjF9Rb62c9yIDp8EgIXEvP-KC...

<https://doc-00-7g-apps-viewer.googleusercontent.com/viewer/secur...>**DOOLEY OUTDOORS PTY LTD**

196 Military Road
 PARKES NSW 2870
 Phone: 0418 648266
 info@dooleyoutdoors.com.au
 ABN: 50 613 195 921

**Quote**

Quote number
 00000018

Issue date
 19/09/2022

Expiry date
 26/09/2022

Bill to

Raywin Molloy

Item ID	Description	Units	Unit price (\$) excluding tax	Tax	Amount (\$) excluding tax
0011	Supply and Install Kids play area at Eugowra Pre School. Items include: Artificial Turf, Bike Track with rubber softfall to Australian Fall height Standards, Outdoor Mud Kitchen, Sandpit area, Shed slab and erection of existing shed, Slippery Slide area off existing ramp, Yarning Circle and Sensory Poles	1	62,351.00	GST	62,351.00
Subtotal (exc. tax)					\$62,351.00
Tax					\$6,235.10
Total amount including tax					\$68,586.10













Telstra 4G

5:17 pm

77%

Done

2 of 2



7

Raewyn Molloy | Eugowra CCC

From: Forbes Activities Organiser <ForbesAO@bunnings.com.au>
Sent: Tuesday, 22 March 2022 11:06 AM
To: Raewyn Molloy | Eugowra CCC
Subject: RE: Eugowra Community Children's Centre
Attachments: Eugowra Community Children's Centre Planner.docx

Good morning (again).

Please find attached the planner for donations.

I have a couple of questions to help me donate the right items to you.

Quantity of liners for hanging baskets?
Quantity and size of kitchen storage baskets?
How many plants and what type of plants you would like, flowers, vegies, or herbs?
What size garden beds and how many would you like?
What type of fruit trees do you need?

I think that will cover everything.

Regards,

George Barnes
Activities Organiser



Bunnings Group Limited
Cnr Newell Hwy & Lamb St, Forbes NSW 2870
(02) 68539800 | 0403 626 526 | forbesao@bunnings.com.au | www.bunnings.com.au

From: Raewyn Molloy | Eugowra CCC <director@eugowracc.com.au>
Sent: Friday, 18 March 2022 5:44 PM
To: Forbes Activities Organiser <ForbesAO@bunnings.com.au>
Subject: Eugowra Community Children's Centre

Hi George

Further to our conversation a couple of weeks ago, we would appreciate any support that you are able to offer to our small, but growing service.

We have a garden that needs an overhaul and we are looking to implement a wood work area for the children

The staff have come up with some items that you maybe able to assist us with if possible

Blackboard
Liners for hanging baskets
Kitchen storage baskets
Plants
Stones and pebbles
Wood work tools- hammer, screwdrivers, clamps, tape measures, screws, nails, tool bags, hard hats, spirit levels etc
Garden beds
Fruit trees

Swings and outdoor play equipment
Any loose parts
Bark chips

Thanks for your continued support and looking forward to catching up with you

Cheers Raewyn

This email is confidential and may contain legally privileged information.
If you are not the intended recipient, you must not disclose or use the information contained in it.
If you have received this email in error, please notify us immediately by return email and delete the document

Eugowra Community Children's Centre

April	Liners for hanging baskets, kitchen storage baskets
May	Woodwork tools – hammers, screwdriver, clamps, tape measure, screws, nails, tool bag, hard hats, levels, hy-vis
June	Garden beds
July	Plants
August	Fruit trees
September	Stones, pebbles, off cut timber
October	Swings/ play equipment
November	Bark chips

Community Assistance Program (CAP) Guidelines and Application Form



Submission date: 18 September 2022, 8:22PM

Receipt number: 38

Related form version: 15

STATEMENT OF UNDERSTANDING

I have read and understood the Community Assistance Program guidelines

APPLICANT DETAILS

Name of Organisation: Yeoval and District Progress Association Inc.

Postal Address: PO Box 34 Yeoval NSW 2868

Contact Person: Nikki Tremain-Hennock

Position Held: Secretary

Phone: 02 68464400 after 4pm

Email Address: yeovalprogressassociation@bigpond.com

Incorporation Number: Y1615825

Organisation ABN: 12793513221

Is your organisation GST registered? NO

ELIGIBILITY CRITERIA

Are you a not for profit organisation? YES

Do you reside in the Cabonne LGA?

YES

PROJECT DETAILS

Project Title:

Yeoval Community Town Activation Plan

Project Location:

Yeoval NSW

Project Description (50 words or less):

At its August 2022 Meeting, the Yeoval & District Progress Association moved to investigate engaging a consultant to prepare a Town Activation Plan, with a view to applying for \$5000 funding from the Community Assistance Program.

Project Outcomes (200 words or less)

The objectives of the project are to engage a consultant to develop a short to medium term Yeoval Town Activation Plan, with community consultation paramount. The focus of the Plan will be on beautification and growth of the town. The plan will benefit the present and future residents, local businesses, visitors, community groups and school students, as it will provide a platform for applying for future funding of the masterplan's various components. Objectives will be met when a consultant is engaged, community consultation has occurred and a Town Activation Plan developed and adopted by early 2023. We strongly believe a Town Activation Plan will result in very real improvements to our town, rather than a 'piecemeal' approach.

What organisations (if any) are partners in the project?
Please detail their input.

All organisations, businesses and residents in Yeoval will be invited to have input into the consultation process during the development of the Plan. It is envisaged the consultants will facilitate the consultation process, which will be heavily advertised across all mediums by the Yeoval Progress Association. Cabonne Council will be a major partner in this project as it moves forward, as well as Dubbo Regional Council. Cabonne Council has is assisting with sourcing quotes from consultants.

APPROVALS

Is a Council Development or Building Approval required for the proposed development? **NO**

If yes, has a Development of Building Application been approved?

If no, what is the current state of the application?

What is the likely commencement date of the project if funding is approved? **1 October 2022**

When will the project be completed? **31/03/2023**

BUDGET

Expense 1 **\$10,000 - Consultant fee to develop town activation plan**

Expense 2

Expense 3

Expense 4

Expense 5

Expense 6

TOTAL EXPENDITURE	\$10,000
Income 1	\$5000 - Yeoval Progress Association
Income 2	\$5000 - CAP funding
Income 3	
Income 4	
Income 5	
CAP Funding Request	\$5000
TOTAL INCOME	\$10000
Total income MUST equal total expenditure	\$10000

ONGOING COSTS

Year 1 - Costs:	10000
Year 1 - Organisation responsible:	Consultant
Year 2 - Costs:	
Year 2 - Organisation responsible:	
Year 3 - Costs:	
Year 3 - Organisation responsible:	
Year 4 - Costs:	
Year 4 - Organisation responsible:	
Year 5 - Costs:	
Year 5 - Organisation responsible:	

LAND OWNERSHIP

Please select from the list below	Council owned land
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SUPPORTING DOCUMENTATION

Please tick the appropriate boxes and upload your documents below.

Quotations or estimates for proposed works

Evidence of funds available for contribution (bank statements, loan details etc)

Evidence of community support (e.g. letters of support from other groups or organisations)

Other support items - Details:

[Sala4D Quote_Town Activation Plan.pdf](#)

[02082022_Yeoval Progress Assoc Meeting Minutes.pdf](#)

[Progress Treasurer reports August 2022.pdf](#)

DECLARATION

ELECTRONIC SIGNATURE AGREEMENT - By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions.

I ACCEPT

Executive Position in Organisation:

Secretary

Date:

01/10/2022

31/03/2023

Community Assistance Program (CAP) Guidelines and Application Form



Submission date: 19 September 2022, 12:39PM

Receipt number: 41

Related form version: 15

STATEMENT OF UNDERSTANDING

I have read and understood the Community
Assistance Program guidelines

APPLICANT DETAILS

Name of Organisation: Orange Community Broadcasters Ltd. (2OCW - FM107.5)

Postal Address: PO Box 1031, Orange, NSW 2800

Contact Person: Amanda Spalding

Position Held: Chairman and Treasurer

Phone: 0417288246

Email Address: orangecommunitybroadcasters@gmail.com

Incorporation Number: 652572739

Organisation ABN: 16387554344

Is your organisation GST registered? YES

ELIGIBILITY CRITERIA

Are you a not for profit organisation?	YES
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Do you reside in the Cabonne LGA?	YES
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PROJECT DETAILS

Project Title:	Antenna and Transmitter Relocation to the BAI Site on Mount Canobolas
----------------	---

Project Location:	Mount Canobolas
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Project Description (50 words or less):	2OCW has a community broadcasting licence for Cabonne, Blayney and Orange. The Vertel site on Mount Canobolas where we broadcast from is closing and we have been given notice to quit. We need to relocate to the BAI site. We also seek a contribution to our Public Liability Insurance. 2OCW has a community broadcasting licence for Cabonne, Blayney and Orange. The Vertel site on Mount Canobolas where we broadcast from is closing and we have been given notice to quit. We need to relocate to the BAI site. We also seek a contribution to our Public Liability Insurance.
---	---

Project Outcomes (200 words or less)

2OCW - FM107.5 has had a full community broadcasting license for Cabonne, Orange and Blayney since 1998 and can be heard in Oberon, Lithgow, Bathurst, Cowra, Wellington, Parkes and Forbes. The project to move the equipment is expected to cost in excess of \$80,000. We have applied for a \$65,000 grant from the Community Broadcasting Foundation and expect approval in late November to undertake the project in December 2022. We need to find funding for the gap. If we do not receive the CBF grant we will cease to operate. Success will be measured by the tests undertaken in January 2023 to check where 2OCW can be heard and community engagement. 25,000 people in the Orange/Bathurst region listen to community radio each week. We have replaced the outside broadcast equipment that was stolen and will host Outside Broadcasts of live music, community and sporting events and undertake community engagement. We have received approval for a grant of \$591 from Blayney Shire Council to cover 1/3 of our public liability insurance subject to an equal contribution being approved by Cabonne and Orange Councils. The next round of Orange City Council grants closes in February 2023 and decisions will follow.

What organisations (if any) are partners in the project?
Please detail their input.

Community Broadcasting Foundation (\$65,000 grant applied for); Newcrest Cadia Community Partnership Program (grant being sought); Blayney Shire Council (\$591); Orange City Council (grant being sought).

APPROVALS

Is a Council Development or Building Approval required for the proposed development? **NO**

If yes, has a Development or Building Application been approved? **NO**

If no, what is the current state of the application?

What is the likely commencement date of the project if funding is approved? **1 December 2022**

When will the project be completed? **6th January 2023**

BUDGET

Expense 1 **Site preparation and antenna installation \$64,516**

Expense 2 **Communication Data/Audio Link \$5,130**

Expense 3 **Project management \$9,075**

Expense 4 **Public Liability Insurance \$1,773**

Expense 5

Expense 6

TOTAL EXPENDITURE \$80,494

Income 1 **Community Broadcasting Foundation \$65,000**

Income 2 **Blayney Shire Council \$591**

Income 3 **Cadia Newcrest CPP Grant sought \$8,591**

Income 4 **Orange City Council \$591**

Income 5

CAP Funding Request **\$5,721**

TOTAL INCOME \$80,494

Total income MUST equal total expenditure

ONGOING COSTS

Year 1 - Costs: **10000**

Year 1 - Organisation responsible: **Orange Community Broadcasters**

Year 2 - Costs: **10000**

Year 2- Organisation responsible:	Orange Community Broadcasters
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Year 3 - Costs:	10000
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Year 3 - Organisation responsible:	Orange Community Broadcasters
------------------------------------	-------------------------------

Year 4 - Costs:	10000
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Year 4 - Organisation responsible:	Orange Community Broadcasters
------------------------------------	-------------------------------

Year 5 - Costs:	10000
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Year 5 - Organisation responsible:	Orange Community Broadcasters
------------------------------------	-------------------------------

LAND OWNERSHIP

Please select from the list below

Crown Land - Trustee:

SUPPORTING DOCUMENTATION

Please tick the appropriate boxes and upload your documents below.

Quotations or estimates for proposed works

Evidence of funds available for contribution (bank statements, loan details etc)

Evidence of community support (e.g. letters of support from other groups or organisations)

[2OCW Project Plan to Move Transmission to BAI Site Mount Canobolas.pdf](#)

[Quote 1 BAI Co-location Orange 107.5 FM.pdf](#)

[Quote 2 ZCG Sales quotation_21639.pdf](#)

[Quote 3 MATV Barix Quote.pdf](#)

[Quote 4 Complete Constructions.pdf](#)

[RFI Quote EST0059988.png](#)

[Quote 6 Alford Communications Engineering Services.pdf](#)

[OCB Ltd Audited Accounts year tp 30 June 2022.pdf](#)

[FM107.5 Community Broadcasters Annual Report 2021-2.pdf](#)

DECLARATION

ELECTRONIC SIGNATURE AGREEMENT - By **I ACCEPT**
selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions.

Executive Position in Organisation: **Chairman and Treasurer**

Date: **19/09/2022**

Community Assistance Program (CAP) Guidelines and Application Form



Submission date: 16 September 2022, 12:23PM

Receipt number: 40

Related form version: 15

STATEMENT OF UNDERSTANDING

I have read and understood the Community
Assistance Program guidelines

APPLICANT DETAILS

Name of Organisation: Manildra and District Progress Association (MADIA)

Postal Address: 87 Old Bocobra rd, Bocobra 2865

Contact Person: Michelle Murphy

Position Held: member

Phone: 0487279364

Email Address: michelle_murphy@outlook.com

Incorporation Number: 9884043

Organisation ABN: 87240116130

Is your organisation GST registered? NO

ELIGIBILITY CRITERIA

Are you a not for profit organisation? YES

Do you reside in the Cabonne LGA?

YES

PROJECT DETAILS

Project Title: **Fencing of Montana Park Playground**

Project Location: **Montana Park Manildra**

Project Description (50 words or less): **MADIA has sourced a donation to construct a playground in Montana Park. Due to proximity of the park to the road, the playground requires fencing, to ensure the safety of children. This application is for 50% of the fencing costs, to complete the playground project.**

Project Outcomes (200 words or less) **The Manildra community's desire to see the development of Montana Park as a public space has been identified in the Manildra Masterplan. The playground will provide a public space that is freely accessible to the Manildra community, residents of surrounding towns and travelers through the village. The inclusion of fencing surrounding the playground will improve safety for users, especially young children, improving the ability for users to stay and enjoy the space. The fencing will provide a non-climbable barrier between the playground and two streets. Measuring and evaluating outcomes of fencing the playground include, reviewing if any road safety incidents or near misses occur and observing the use of the space by community members.**

What organisations (if any) are partners in the project? **Nil for fencing. Playground - Manildra Flour Mills**
Please detail their input.

APPROVALS

Is a Council Development or Building Approval required for the proposed development? **YES**

If yes, has a Development of Building Application been approved? **YES**

If no, what is the current state of the application?

What is the likely commencement date of the project if funding is approved? **Construction of playground to commence October 2022, fencing to be placed November 2022**

When will the project be completed? **November 2022**

BUDGET

Expense 1	Local contractor to supply and construct fencing \$22864.00
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Expense 2

Expense 3

Expense 4

Expense 5

Expense 6

TOTAL EXPENDITURE	\$22864
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Income 1	Village Enhancement Fund
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Income 2

Income 3

Income 4

Income 5

CAP Funding Request	\$11432
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TOTAL INCOME	\$11432
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Total income MUST equal total expenditure	\$22864
---	----------------

ONGOING COSTS

Year 1 - Costs:

Year 1 - Organisation responsible:

Year 2 - Costs:

Year 2 - Organisation responsible:

Year 3 - Costs:

Year 3 - Organisation responsible:

Year 4 - Costs:

Year 4 - Organisation responsible:

Year 5 - Costs:

Year 5 - Organisation responsible:

LAND OWNERSHIP

Please select from the list below

Crown Land - Trustee:

SUPPORTING DOCUMENTATION

Please tick the appropriate boxes and upload your documents below.

Quotations or estimates for proposed works

Evidence of funds available for contribution (bank statements, loan details etc)

Evidence of community support (e.g. letters of support from other groups or organisations)

Other support items - Details:

[Playground fencing quote.pdf](#)

[Design 2 Concept Design - WMC 2201-24AR Concept 2.pdf](#)

[220209 Final Manildra Masterplans.pdf](#)

DECLARATION

ELECTRONIC SIGNATURE AGREEMENT - By I ACCEPT

selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions.

Executive Position in Organisation:

Glenda Gibson

Date:

16/09/2022

9/7/22, 12:46 PM

Cabonne Community Assistance Program (CAP) 2022/23 - Round 1 - Cabonne Council

Assistance Program guidelines.

Applications that do not comply with the conditions stated in the guidelines or applications that are incomplete will not be considered.

Required



I have read and understood the Community Assistance Program guidelines Required

APPLICANT DETAILS

Name of Organisation: Required

MANILDRA AND DISTRICT IMPROVEMENT ASSOCIATION

Postal Address: Required

c/o 87 Old Bocobra Road MANILDRA 2865

Contact Person: Required

GLENDA GIBSON

Position Held: Required

Secretary

Phone: Required

0263661621

Email Address: Required

bggibson1@outlook.com

Incorporation Number: Required

9884043

Organisation ABN: Required

87240116130 87240116130.

9/7/22, 12:46 PM

Cabonne Community Assistance Program (CAP) 2022/23 - Round 1 - Cabonne Council

The Community Assistance Program guidelines and a printable application form are located on Council's website www.cabonne.nsw.gov.au, alternatively you can continue within this document and lodge your application form and supporting documents on-line.

After reviewing the guidelines and application form documents, applicants are encouraged to discuss the eligibility of their application with Council's Grants Coordinator prior to submitting their application.

All applications must be submitted on the correct application form and received by Council by the nominated due date.

Applications may be lodged on-line, mailed, emailed or hand delivered to:

Mail: Cabonne Council, PO Box 17, Molong NSW 2866

Email: council@cabonne.nsw.gov.au

Hand delivered to: Cabonne Council's Molong Office on Bank Street or Cudal Office on Main Street.

The application must be signed and all support material attached.

An incomplete application will not be accepted.

APPLICATIONS CLOSE AT 5PM TUESDAY, 20 SEPTEMBER 2022

FURTHER INFORMATION

Further information can be obtained by contacting Council's Grant's Coordinator - Kiara Wilson

Phone: 6392 3200

Email: council@cabonne.nsw.gov.au

STATEMENT OF UNDERSTANDING

Before completing this application, you must read the Community

<https://www.cabonne.nsw.gov.au/Funding-Opportunities/Cabonne-Community-Assistance-Program-CAP-202223-Round-1>

5/13

9/7/22, 12:46 PM

Cabonne Community Assistance Program (CAP) 2022/23 - Round 1 - Cabonne Council

① 10,248.50 plus GST 1,248.05.

Expense 2

Expense 3

Expense 4

Expense 5

Expense 6

TOTAL EXPENDITURE Required

11,496.55

INCOME

Applicants contribution, funding from other sources, in-kind labour or Village Enhancement Fund if applicable) -

*Voluntary labour if applicable, is calculated at \$40p/hr.**

Income 1

MADIA (Skatepark) 5,748.27

Income 2

Income 3

9/7/22, 12:46 PM

Cabonne Community Assistance Program (CAP) 2022/23 - Round 1 - Cabonne Council

Income 4

Income 5

CAP Funding Request Required

5,748.27

TOTAL INCOME Required

11,496.55

Total income MUST equal total expenditure

11,496.55

ONGOING COSTS

Please indicate the cost and responsibility for ongoing maintenance over the next five (5) years.

Year 1 - Costs:

Year 1 - Organisation responsible:

Becomes Cabonne asset

Year 2 - Costs:

Year 2- Organisation responsible:

Year 3 - Costs:

9/7/22, 12:46 PM

Cabonne Community Assistance Program (CAP) 2022/23 - Round 1 - Cabonne Council

signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. Required

☒ I ACCEPT

Executive Position in Organisation: Required

Secretary MADIA

Date: Required

07/09/2022



Please complete the following:

I'm not a robot

reCAPTCHA
Privacy - Terms

9/7/22, 12:46 PM

Cabonne Community Assistance Program (CAP) 2022/23 - Round 1 - Cabonne Council

STATUS

Is your organisation GST registered? Required

- ☐ YES
- ☒ NO

ELIGIBILITY CRITERIA

Are you a not for profit organisation? Required

- ☒ YES
- ☐ NO

Do you reside in the Cabonne LGA? Required

- ☒ YES
- ☐ NO

PROJECT DETAILS

Project Title: Required

Skate Park Extension

Project Location: Required

Montana Park MANILDRA

Project Description (50 words or less): Required

This project is to construct additional area to encourage younger children and learn
to skate.

Project Outcomes (200 words or less) Required

What are the objectives of the project, who will benefit from the project, how will you measure and evaluate if the objectives have been met?

We are endeavoring to provide activities for all age groups creating an inclusive park
area locals and visitors will all benefit.

What organisations (if any) are partners in the project? Please detail

9/7/22, 12:46 PM

Cabonne Community Assistance Program (CAP) 2022/23 - Round 1 - Cabonne Council

their input.

MADIA will be seeking involvement from our schools.

APPROVALS

Is a Council Development or Building Approval required for the proposed development? Required

- ☐ YES
☒ NO

If yes, has a Development or Building Application been approved?

- ☐ YES
☒ NO

If no, what is the current state of the application?

Paperwork has already been submitted to Council.

What is the likely commencement date of the project if funding is approved? Required

As soon as funding and weather permits.

When will the project be completed? Required

PRIOR TO JAN 2023

BUDGET

Applicants must contribute at least 50% of the total project cost.

EXPENDITURE

List all related costs by line item e.g. purchase of materials, cost of trades people etc.

Expense 1 Required

9/7/22, 12:46 PM

Cabonne Community Assistance Program (CAP) 2022/23 - Round 1 - Cabonne Council

Year 3 - Organisation responsible:

Year 4 - Costs:

Year 4 - Organisation responsible:

Year 5 - Costs:

Year 5 - Organisation responsible:

LAND OWNERSHIP

Please select from the list below Required

Crown Land - Trustee:



SUPPORTING DOCUMENTATION

Please tick the appropriate boxes and upload your documents below.

- ☒ Quotations or estimates for proposed works Required
- ☒ Evidence of funds available for contribution (bank statements, loan details etc) Required
- ☒ Evidence of community support (e.g. letters of support from other groups or organisations) Required
- ☒ Photographs (5 maximum)
- ☐ Other support items - Details:

9/7/22, 12:46 PM

Cabonne Community Assistance Program (CAP) 2022/23 - Round 1 - Cabonne Council

Is your organisation GST registered? Required

- ☐ YES
- ☒ NO

ELIGIBILITY CRITERIA

Are you a not for profit organisation? Required

- ☒ YES
- ☐ NO

Do you reside in the Cabonne LGA? Required

- ☒ YES
- ☐ NO

PROJECT DETAILS

Project Title: Required

Skate Park Extension

Project Location: Required

Montana Park MANILDRA

Project Description (50 words or less): Required

This project is to construct additional area to encourage younger children and learn
to skate.

Project Outcomes (200 words or less) Required

What are the objectives of the project, who will benefit from the project, how will you measure and evaluate if the objectives have been met?

We are endeavoring to provide activities for all age groups creating an inclusive park
area locals and visitors will all benefit.

What organisations (if any) are partners in the project? Please detail

KEECH

CONSTRUCTIONS

Keech Constructions Quotation – Q315

Keech Constructions Pty Ltd
186 Bosworth Falls Road, O'Connell NSW 2795
Phone: 0429 995 570
Email: brendan@keechconstructions.com.au
ABN: 74 616 303 103



SM BAILEY CONTRACTING PTY LTD

18th August 2022

Attention: Scott Bailey

RE: Quotation –34 lineal meters of pathway at the Manildra skate park.

Total Area = 34meters long x 2meters wide

Total 68square meters

We appreciate the opportunity to provide a quotation for the works.

Keech Constructions are a Civil and Mining Construction company based in the Central West of NSW. We are comprised of a highly skilled team of tradespersons, operators and labourers with over 50 years cumulative experience. We pride ourselves on employing local people who have knowledge of the local area. We believe this helps our local economy and provides local people with employment opportunities.

Our company began in 2016, with company director Brendan Keech, and we have been rapidly expanding ever since. Brendan has over 15 years' experience in the civil and mining industries and has worked on several projects at various mines throughout New South Wales. These projects have included Cadia East (PC1 and PC2 Expansion, CON1 expansion, T3 Float Upgrade, Underground Roadway Installation and Panel Manufacturing), Northparkes (Secondary Crushing and Ore Transfer Expansion), Boggabri Coal (CHPP Expansion), Narrabri North (CHPP Expansion), Mangoola Coal (CHPP Expansion), NCIG (Coal Export Terminal), Mount Piper Power Station (Water Treatment Plant), and Sydney Water (Water Treatment Plant Expansion).

We hope our proposal meets with your approval. We look forward to the possibility of working with you on this project. Please get in contact with us should you require any further clarification regarding our proposal.

A handwritten signature in black ink, appearing to be 'B. Keech', with a long horizontal stroke extending to the right.

Brendan Keech
Director



1. INCLUSIONS

- Barricading of work area
- Supply of all safety documentation
- Allowance has been made to travel from Orange to Manildra to complete the works
- Allowance has been made for all detailed earthworks.
- Allowance has been made remove spoil from site
- Allowance has been made supply and install formwork to new walkway
- Allowance has been made to supply and install key joints every 12meters
- Allowance has been made to supply 25mpa concrete
- Allowance has been made to reinstate the new walkway 2.0meters in width
- Allowance has been made for all formwork materials
- Allowance has been made for all consumables
- Allowance has been made to use SL82 mesh
- All formwork, reinforcement and concrete to comply with Australian standards
- Placing and finishing of concrete
- Allowance has been made for a towel finish to concrete
- Allowance has been made for the stripping of the formwork
- Allowance has been made to saw cut concrete @ 2.0m centers
- Allowance has been made to back fill edges with won material from the job

2. EXCLUSIONS

- No allowance for bank guarantees, retention, liquidated damages
- No allowance has been made for additional council fees and DA approval
- No allowance has been made for inclement weather
- No allowance has been made for concrete testing
- No allowance has been made for delays caused by other contractors on site
- All rates supplied are exclusive of GST

3. SAFETY & QUALITY ASSURANCE



Keech Constructions is dedicated to the safety and wellbeing of all employees, subcontractors and clients. We promote a safety culture within our company and ensure all employees comply with occupational health and safety standards. We are committed to ensuring all our employees adhere to the rules and regulations that are set out by NML. We are committed to delivering projects on time and within the budget whilst maintaining a safe working environment. All work completed by Keech Constructions is undertaken by a team of qualified and highly experienced employees.

4. PAYMENT TERMS

Payment terms are 30 days from date of invoice.

5. ADDITIONAL NOTES & TERMS

Keech Constructions hold all relevant insurance policies needed to complete the project.

6. PRICING

Total \$ 10,248.50 (excl GST)



Addition to Manildra Skate Park

Total length 34 meters

2 meter in width

2 key joints

25 MPA concrete 100mm thick

SL 82 mesh (ramp/walkway classed as trafficable to allow access for maintenance and mowing)

3x M12 dowels (500mm spacings) tying new ramp to existing concrete slab

Saw cuts at 2m centers

Shaded areas x3

3 humps at approximately 300mm in height (similar to hump shown in below photo)



MANILDRA AND DISTRICT IMPROVEMENT ASSOCIATION

BALANCE SHEET AS AT 31ST DECEMBER, 2021

SKATE PARK ACCOUNT

RECEIPTS

Interest	\$	1.39
Donation for trees	\$	1,500.00

PAYMENTS

Montana Park	\$	21,670.00
--------------	----	-----------

	\$	1,501.39	
Balance as at 31/12/20	\$	31,409.56	Balance as at 31/12/21
	\$	<u>32,910.95</u>	

	\$	21,670.00
	\$	<u>11,240.95</u>
	\$	<u>\$32,910.95</u>

BANK RECONCILIATION

Balance as per statement as at 31/12/21
Less unrepresented cheque

\$ 11,240.95

Balance as per Cash Book as at 31/12/21

\$ 11,240.95



Manildra Preschool

Early Learning Centre

30 March 2022

Ms Adelaide Honan

Manildra Preschool Early Learning Centre

63-65 Cudal Street

Manildra NSW 2865

Dear Sir/Madam,

I, Adelaide Honan am writing this letter in support of Manildra & District Improvement Association (MADIA) on behalf of Manildra Preschool Early Learning Centre Inc. MADIA's tireless efforts to improve the local Manildra and surrounding areas are applaudable and it is for this reason I support MADIA's latest endeavour to make significant and essential upgrades to Montana Park in Manildra 2865. MADIA's proposed restoration will see Montana Park become a safer, more inviting and inclusive environment for both local and visiting children and families. Which in return will strengthen relationships amongst individuals in the community by evoking a sense of connectedness and belonging.

Yours sincerely,

Adelaide Honan

Manildra Preschool Director

Mobile: 0482 574 500

Email: director@manildrapreschool.com.au

OWEN AND ANN MURRAY

1 George Street

MANILDRA NSW 2865

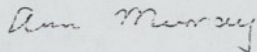
Phone: 6364 5061

23rd September, 2021

TO WHOM IT MAY CONCERN

We wish to convey our support to the Manildra and District Improvement Association in their endeavours to obtain funds to improve our town and district.

Yours faithfully,

A handwritten signature in cursive script that reads "Ann Murray".

Ann Murray



St Joseph's Catholic Primary School

Loftus Street Manildra NSW 2865

Ph: (02) 6364 5177 Fax: (02) 6364 5383

Email: stjosephsmanildra@bth.catholic.edu.au

27 August 2019

Reference: Manildra and District Improvement Association (MADIA)

To Whom It May Concern

We have been approached by MADIA to submit a letter of support for upgrades to Montana Park in Manildra.

This park is named in honour of a former student of our school and we have a special connection and interest in this area.

It is a great area that is utilised by our students after school and on weekends and we support any future improvements to the park. It is envisaged that in the future it would be great to be able to purchase a water tank and install a basic sprinkler system.

The school is supportive of any development which provides our students with recreational and social opportunities in our community.

Kind regards

Therese Press
School Administration Manager





Community Assistance Program (CAP) Guidelines and Application Form



Submission date: 20 September 2022, 4:20PM

Receipt number: 43

Related form version: 15

STATEMENT OF UNDERSTANDING

I have read and understood the Community Assistance Program guidelines

APPLICANT DETAILS

Name of Organisation: Eugowra Promotion and Progress Association Inc.

Postal Address: 45 Broad Street Eugowra 2806

Contact Person: Sean Haynes

Position Held: President

Phone: 0407884718

Email Address: secretary@visiteugowra.com.au

Incorporation Number: Y1574417

Organisation ABN: 37257324139

Is your organisation GST registered? NO

ELIGIBILITY CRITERIA

Are you a not for profit organisation? YES

Do you reside in the Cabonne LGA?

YES

PROJECT DETAILS

Project Title: Upgrade to Museum Office Amenities

Project Location: Eugowra Museum and Bushranger Centre

Project Description (50 words or less): Installation of air conditioning into Museum office to improve conditions and safety of volunteers.

Project Outcomes (200 words or less) The objective is to improve and control the conditions of office and work areas of the Museum for its volunteers, who include many senior members of our community. Those who will benefit from this project include all volunteers manning the Museum as well as those volunteers and representatives from organisations assisting in the digitisation of Museum artefacts. The Museum has minimal lining and installation therefore the office and work areas are heavily exposed to the heat and cold. By improving the conditions for volunteers we hope to increase the opening hours of the Museum .

What organisations (if any) are partners in the project? Eugowra Museum and Bushranger Centre Committee
Please detail their input.

APPROVALS

Is a Council Development or Building Approval required for the proposed development? NO

If yes, has a Development or Building Application been approved?

If no, what is the current state of the application?

What is the likely commencement date of the project if funding is approved? November 2022

When will the project be completed?

December 2022

BUDGET

Expense 1	\$2968.90 - Supply and Installation of air conditioning system by Mick Miles Electrical
-----------	---

Expense 2

Expense 3

Expense 4

Expense 5

Expense 6

TOTAL EXPENDITURE	\$2968.90
-------------------	-----------

Income 1	\$1,484.45 - Bank Account of Eugowra Museum and Bushranger Centre
----------	---

Income 2

Income 3

Income 4

Income 5

CAP Funding Request	\$1,484.45
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TOTAL INCOME	\$2968.90
--------------	-----------

Total income MUST equal total expenditure	\$2968.90
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ONGOING COSTS

Year 1 - Costs:	400
-----------------	-----

Year 1 - Organisation responsible:	Eugowra Museum and Bushranger Centre Committee
------------------------------------	--

Year 2 - Costs:	400
-----------------	-----

Year 2- Organisation responsible:	Eugowra Museum and Bushranger Centre Committee
-----------------------------------	--

Year 3 - Costs:	400
Year 3 - Organisation responsible:	Eugowra Museum and Bushranger Centre Committee
Year 4 - Costs:	400
Year 4 - Organisation responsible:	Eugowra Museum and Bushranger Centre Committee
Year 5 - Costs:	400
Year 5 - Organisation responsible:	Eugowra Museum and Bushranger Centre Committee

LAND OWNERSHIP

Please select from the list below

Council owned land

SUPPORTING DOCUMENTATION

Please tick the appropriate boxes and upload your documents below.

Quotations or estimates for proposed works
Evidence of funds available for contribution (bank statements, loan details etc)
Evidence of community support (e.g. letters of support from other groups or organisations)

[Quote QU0151.pdf](#)

[ESS Letter of Support EHMBC 202209.pdf](#)

[Museum Current Bank Account 20220920.jpg](#)

DECLARATION

ELECTRONIC SIGNATURE AGREEMENT - By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions.

I ACCEPT

Executive Position in Organisation:

President

Date:

20/09/2022

20/09/2022

Community Assistance Program (CAP) Guidelines and Application Form



Submission date: 20 September 2022, 4:38PM

Receipt number: 44

Related form version: 15

STATEMENT OF UNDERSTANDING

I have read and understood the Community Assistance Program guidelines

APPLICANT DETAILS

Name of Organisation: Eugowra Promotion & Progress Association Inc

Postal Address: 45 Broad Street Eugowra 2806

Contact Person: Sean Haynes

Position Held: President

Phone: 0407884718

Email Address: secretary@visiteugowra.com.au

Incorporation Number: Y1574417

Organisation ABN: 37257324139

Is your organisation GST registered? YES

ELIGIBILITY CRITERIA

Are you a not for profit organisation? YES

Do you reside in the Cabonne LGA?

YES

PROJECT DETAILS

Project Title:	Printing of Eugowra - Its History and Development Book
Project Location:	Eugowra Museum and Bushranger Centre
Project Description (50 words or less):	To print the Eugowra - Its History and Development book, which was produced to document the history of Eugowra and its people
Project Outcomes (200 words or less)	To have the book printed and available from the Eugowra Museum and Bushranger Centre for use as a resource and for sale to interested parties.
What organisations (if any) are partners in the project? Please detail their input.	Eugowra Museum and Bushranger Centre - a specific designated committee of EPPA

APPROVALS

Is a Council Development or Building Approval required for the proposed development? **NO**

If yes, has a Development of Building Application been approved?

If no, what is the current state of the application?

What is the likely commencement date of the project if funding is approved? **November 2022**

When will the project be completed? **December 2022**

BUDGET

Expense 1	\$2968.90 - Print and supply of Eugowra History books
-----------	---

Expense 2

Expense 3

Expense 4

Expense 5

Expense 6

TOTAL EXPENDITURE	\$2968.90
-------------------	-----------

Income 1	\$1,484.45 - Bank Account of Eugowra Museum and Bushranger Centre
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Income 2

Income 3

Income 4

Income 5

CAP Funding Request	\$1,484.45
---------------------	------------

TOTAL INCOME	\$2968.90
--------------	-----------

Total income MUST equal total expenditure	\$2968.90
---	-----------

ONGOING COSTS

Year 1 - Costs:	0
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Year 1 - Organisation responsible:	Eugowra Museum and Bushranger Centre
------------------------------------	--------------------------------------

Year 2 - Costs:	0
-----------------	---

Year 2- Organisation responsible:	Eugowra Museum and Bushranger Centre
-----------------------------------	--------------------------------------

Year 3 - Costs:	0
-----------------	---

Year 3 - Organisation responsible:	Eugowra Museum and Bushranger Centre
------------------------------------	--------------------------------------

Year 4 - Costs:	0
-----------------	---

Year 4 - Organisation responsible:	Eugowra Museum and Bushranger Centre
------------------------------------	--------------------------------------

Year 5 - Costs:	0
-----------------	---

Year 5 - Organisation responsible:

Eugowra Museum and Bushranger Centre

LAND OWNERSHIP

Please select from the list below

Council owned land

SUPPORTING DOCUMENTATION

Please tick the appropriate boxes and upload your documents below.

Quotations or estimates for proposed works

Evidence of funds available for contribution (bank statements, loan details etc)

Evidence of community support (e.g. letters of support from other groups or organisations)

[Quote - Printing of Eugowra Histroy Book.png](#)

[Museum Current Bank Account 20220920.jpg](#)

[ESS Letter of Support EHMBC 202209 Printing.pdf](#)

DECLARATION

ELECTRONIC SIGNATURE AGREEMENT - By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions.

I ACCEPT

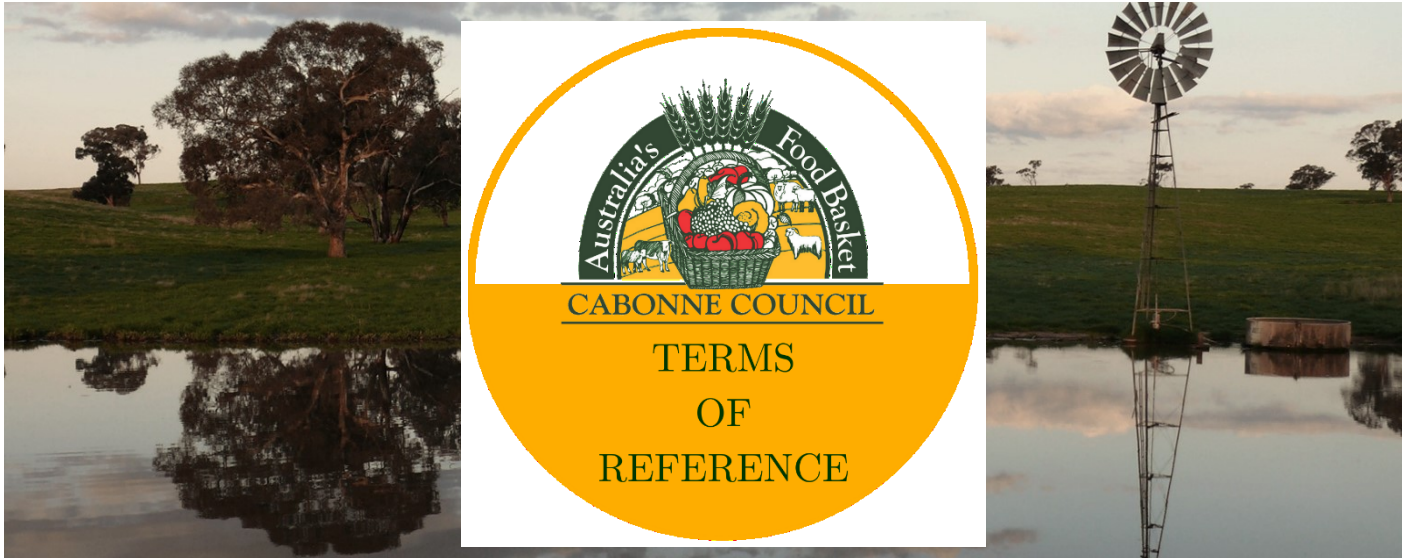
Executive Position in Organisation:

President

Date:

20/09/2022

20/09/2022



AGE OF FISHES MUSEUM ADVISORY COMMITTEE

1. Document Information

Version Date	April 2021
Author	Department Leader – Governance & Corporate Performance
Owner (Relevant Executive)	Office of the General Manager
Next Review Date	Within 12 months of new Council election
Document ID	1350281

2. Introduction

The purpose of the Age of Fishes Museum Advisory Committee (the committee) is to advise Council and make recommendations in relation to the Age of Fishes Museum in accordance with the Museum's Strategic Plan.

The committee must observe Council's position in accordance with its Integrated Planning and Reporting documentation.

The committee does not have a role in the operational function of Council. This is the responsibility of the General Manager and staff.

3. Term

Elected members continue as members of the committee until:

- The next ordinary election of the Mayor
- The next general election of Council
- The committee is disbanded or completes its purpose in accordance with these terms of reference

Other members continue until the committee is disbanded or completes its purpose in accordance with these Terms of Reference.

Any casual vacancy in elected members is filled by Council appointment. Any other casual vacancy is filled by the General Manager.

4. Role of the Committee

The committee operates as an 'advisory committee' of Council.

5. Key Objectives

The committee considers key issues including the following:

- a. matters relating to the development, funding, and possible and future developments and management of the Age of Fishes Museum;
- b. formal approval of acquisitions and de-accessioning from the collection, on the recommendation of the Museum Manager;
- c. to review and recommend revisions to the Age of Fishes Museum, in consultation with the Leader Community & Economy, the Museum's Strategic Plan and all policies that are the basis of the Museum's programs and operations;
- d. to promote community awareness of the value and work of the Age of Fishes Museum; and
- e. to assist with fundraising and advocacy.

6. Responsibilities

The Committee may make recommendations to Council on all matters before it. These recommendations are submitted via the minutes of each meeting to Council for consideration.

Substantial recommendations (including any requiring the expenditure of Council funds) are accompanied by a separate report to Council.

Committee recommendations considered purely or substantially 'operational' in nature will be directed to relevant departments within the Council organisation by delegation of the General Manager.

Advisory Committees do not have the power to incur expenditure, nor do they have the power to bind Council.

7. Membership

Formation of Committee

Membership of the Committee will be a minimum of six (6) individuals, selected by the Council following a call for expressions of interest, and shall comprise the following members:

- Elected Members – 2 representatives, with one alternate Mayor (one representative to be elected as Chair at the first meeting)
- Age of Fishes Museum Incorporation – 2 representatives
- Australian Museum Trust – 1 representative
- Community members – up to 1 representative
- Council Staff – up to 2, as delegated by the General Manager (secretariat and non-voting)

Other Attendance at Meetings

Attendance of other elected members is permitted; however no voting rights are entitled outside of the committee membership.

The Chairperson and/or the General Manager may invite community representatives, consultants or technical specialists in order to assist with advice to the committee. Invited community members and/or specialist do not have voting rights.

Meetings are not open to the general public.

Additional Council staff may be invited to attend meetings, but do not have voting rights.

8. Meetings

Meeting Schedule

The committee will meet quarterly. The location, date and time for meetings may be decided by the Chair in consultation with the General Manager.

Quorum

The quorum for a meeting of the Committee is four (4) members. If a quorum is not present within 15 minutes of the scheduled commencement time, the meeting lapses.

Voting

In general, it is expected the Committee will develop recommendations by consensus. If, however voting is required, voting is to occur by majority vote, and the Chair has a casting vote.

Proceedings

The administrative provisions of Council's Code of Meeting Practice apply.

General business matters may be raised by members at any meeting without notice, however if the matter is substantial, a report is to be prepared and included on the agenda at a future meeting.

Minutes of each meeting are submitted to the next available Council Meeting.

9. Code of Conduct

All members of the committee are required to observe the provisions of Cabonne Council's Code of Conduct. The Code of Conduct is a series of guiding principles for all people involved with Council and covers such topics as conflicts of interest, gifts and benefits, responsible use of council information and resources, and how to make code of conduct complaints.

Committee members may encounter confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

Members are not to speak to the media in their capacity as a member of the Committee.

Generally, committee members are required to act lawfully, honestly and fairly in their conduct related to Council. A breach of the Code of Conduct may lead to the member being expelled from the committee.

10. Link to Community Strategic Plan

- Connect Cabonne to each other and the world
- Build business and generate employment
- Provide and develop community facilities
- Grow Cabonne's culture & community
- Manage our Natural resources

11. Related Documents

Cabonne Council Code of Conduct

Cabonne Council Code of Meeting Practice

Cabonne Council Community Strategic Plan

Cabonne Council Delivery Program/Operational Plan

Asset Management Plans

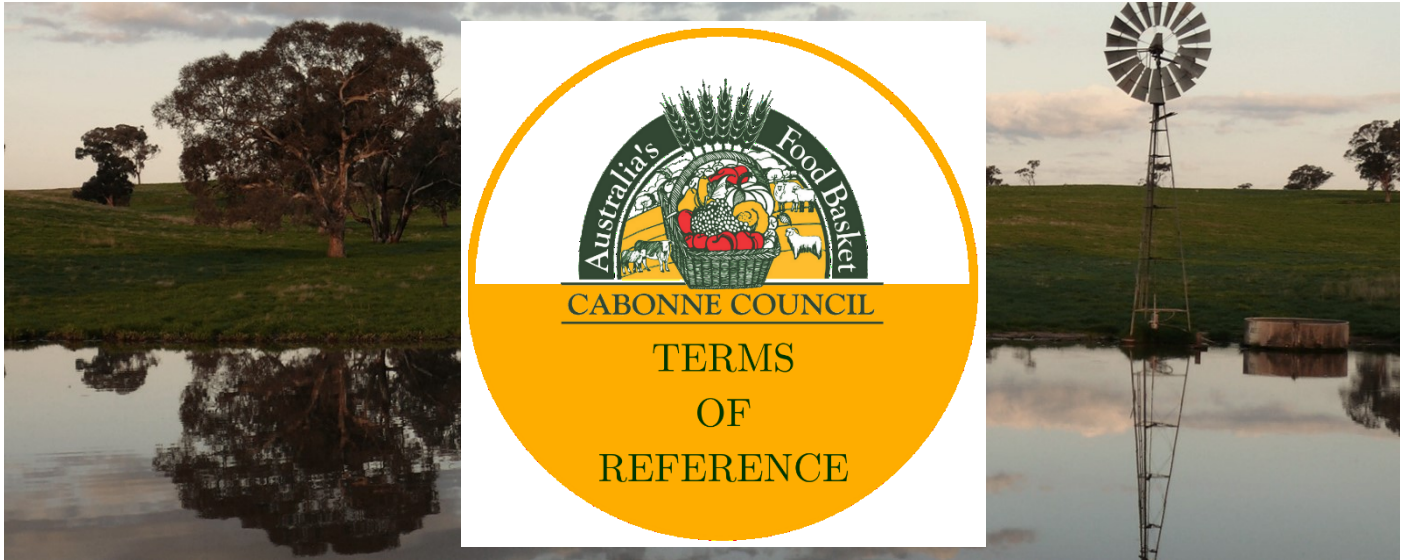
Deed of Gift for the Donation of Objects to The Australian Museum Trust

12. Document Control

These Terms of Reference are reviewed at least at the commencement of each term of Council.

Apart from any inconsequential editing, substantial amendments to the Terms of Reference are approved by Council.

Date	Description of Changes
May 2021	Adopted by Council (Minute Number: 21/05/19)
22 February 2022	Adopted by Council (Minute Number: 22/02/10)



ECONOMY, TOURISM AND CULTURE ADVISORY COMMITTEE

1. Document Information

Version Date	May 2022
Author	Department Leader – Community & Economy
Owner (Relevant GM/DGM)	Office of the General Manager
Next Review Date	Within 12 months of new term of Council
Document ID	1375347

2. Introduction

The purpose of the Economy, Tourism, and Culture Advisory Committee (the Committee) is to provide advice and make recommendations on all matters pertaining to the Cabonne economy, tourism, and culture in accordance with all applicable plans, policies and strategies.

Specifically, the committee:

- a) Provides a forum for the discussion of economic, tourism, and cultural issues or ideas that impact the Cabonne community.
- b) To advise Council's Community, Economy, and Culture Committee and make recommendations in relation to Cabonne's economic development, community services, cultural response, obligations and performance as defined by Council's Community Strategic Plan, Delivery Program, and Operational Plan.

3. Term

Elected members continue as members of the committee until:

- The next ordinary election of the Mayor; and/or
- The next general election of Council; and/or

- The committee is disbanded or completes its purpose in accordance with these terms of reference.

Other members continue until the committee is disbanded or completes its purpose in accordance with these Terms of Reference.

Any casual vacancy in elected Council members is filled by Council appointment. Any other casual vacancy is filled by the General Manager.

4. Role of the Committee

The Committee operates as an 'advisory committee' of Council.

5. Key Objective

The committee considers key issues including the following:

- To advise the Community, Economy and Culture Committee, and make recommendations in relation to Cabonne's economic development, community services, cultural response, obligations and performance as defined by Council's Community Strategic Plan, Delivery Program, and Operational Plan.
- To advise the Community, Economy and Culture Committee, and make recommendations in relation to the implementation of Council's Economic Development & Tourism Strategy.
- To review and make recommendations on specific community, social, economic and cultural initiatives and projects.
- To consider any other matters referred to it by the Cabonne Community.

6. Responsibilities

The Committee may make recommendations to the Community, Economy and Culture Committee on all matters before it. These recommendations are submitted via the minutes of each meeting for consideration.

Substantial recommendations (including any requiring the expenditure of Council funds) are accompanied by a separate report to Council.

Committee recommendations considered purely or substantially 'operational' in nature will be directed to relevant departments within the Council organisation by delegation of the General Manager.

7. Membership

Membership of the Committee shall comprise the following voting members:

- Elected Councillor Members – 2 representatives (from the Community, Economy and Culture Committee)
- Community Members – up to 7 representatives (one representative to be elected as Chair at the first meeting)
- Council Staff – up to 2, as delegated by the General Manager (secretariat and non-voting)

Other Attendance at Meetings

Attendance of other elected Council members is permitted; however no voting rights are entitled outside of the committee membership.

The Chairperson and/or the General Manager may invite community representatives, consultants or technical specialists in order to assist with advice to the committee. Invited community members and/or specialists do not have voting rights.

Meetings are not open to the general public.

Additional Council staff may be invited to attend meetings, but do not have voting rights.

8. Meetings

Meeting Schedule

The committee will meet bi-monthly. The location, date and time for meetings may be decided by the Chair in consultation with the General Manager.

Quorum

The quorum for a meeting of the Committee is half plus 1 member. If a quorum is not present within 15 minutes of the scheduled commencement time, the meeting lapses.

Voting

In general, it is expected the Committee will develop recommendations by consensus. If, however voting is required, voting is to occur by majority vote, and the Chair has a casting vote.

Proceedings

The administrative provisions of Council's Code of Meeting Practice apply.

General business matters may be raised by members at any meeting without notice, however if the matter is substantial, a report is to be prepared and included on the agenda at a future meeting.

Minutes of each meeting are submitted to the next available Council Meeting.

9. Code of Conduct

All members of the committee are required to observe the provisions of Cabonne Council's Code of Conduct. The Code of Conduct is a series of guiding principles for all people involved with Council and covers such topics as conflicts of interest, gifts and benefits, responsible use of council information and resources, and how to make code of conduct complaints.

Committee members may encounter confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

Members are not to speak to the media in their capacity as a member of the Committee.

Generally, committee members are required to act lawfully, honestly and fairly in their conduct related to Council. A breach of the Code of Conduct may lead to the member being expelled from the committee.

10. Document Control

These Terms of Reference are reviewed at least at the commencement of each term of Council.

Apart from any inconsequential editing, substantial amendments to the Terms of Reference are approved by Council.

Date	Description of Changes
28 June 2022	Adopted by council – minute number 22/06/09

6/1/22, 1:27 PM

Event Assistance Program Application Form

Event Assistance Program Application Form

Details of the Organisation

Name of Organisation Required

MANILDRA AND DISTRICT IMPROVEMENT ASSOCIATION

Organisation House Number/Name/PO Box Number

c/o 87

Street/Road

OLD BOCOBRA ROAD

City

MANILDRA

State/Territory

NSW

Postcode

2865

Phone Number Required

0263661621

Fax Number

Email Address

bggibson1@outlook.com

Contact Person Required

<https://au.openforms.com/FormResponse/95e6f07c-9db3-4348-97b1-9def01ae7065>

1/3

6/1/22, 1:27 PM

Event Assistance Program Application Form

GLENDIA GIBSON

Contact Person's Position in Organisation

secretary

Is the organisation

- ☐ registered for GST
- ☒ not registered for GST

Does the organisation have insurance, including public liability cover?

- ☒ Yes
- ☐ No

Does the organisation have an ABN?

- ☒ Yes
- ☐ No

If yes, please provide ABN

87240116130

What is the aim of your organisation?

To make our town inclusive as a village of Cabonne. Promote what small villages have to offer to the wider community.

Does your organisation have a plan/strategy?

- ☒ Yes
- ☐ No

If yes, please upload your plan/strategy here

Select file

<https://au.openforms.com/FormResponse/95e6f07c-9db3-4348-97b1-9def01ae7065>

2/3

6/1/22, 1:48 PM

Event Assistance Program Application Form

Event Assistance Program Application Form

Details of the Proposal

Please provide a general description of the event

Monster Christmas Event bringing villages of Cabonne together.

Where and when is the event to take place?

Jack Huxley Oval MANILDRA
21st December 2022

How will the event raise the profile of the Cabonne Council?

It will promote Cabonne as inclusive through local paper and media.

What local business opportunities will be created?

Local business outlets offer their services and all goods will be purchased locally.

How many people are expected to attend the event from within and outside the Shire?

The event usually attracts between 600-800 many coming from Orange and Parkes.

6/1/22, 1:48 PM

Event Assistance Program Application Form

What benefits will be returned to the Cabonne community?

The event will showcase our community encouraging people to come back and visit us and other small villages in Cabonne

Please list any other community groups involved with this event

Lions Club
St Joseph's School
Mailidra Public School
Manildra Early Learning Centre

Powered by [OpenForms](https://openforms.com)

<https://au.openforms.com/FormResponse/95e6f07c-9db3-4348-97b1-9def01ae7065>

2/2

6/1/22, 1:46 PM

Event Assistance Program Application Form

Event Assistance Program Application Form

Assistance Requested

You can add up to five (5) types of assistance details below. You do not have to fill them all out. Please ensure that you include your total assistance requested at the end.

Type of Assistance (1) Required

Monetary

Details (1) Required

\$2,000.00

Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (1) Required

Type of Assistance (2)

Assistance from Cabonne

Details (2)

Bins ,mowing ,cleaning of toilet, extra toilet paper

Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (2)

Type of Assistance (3)

Details (3)

<https://au.openforms.com/FormResponse/95e6f07c-9db3-4348-97b1-9def01ae7065>

1/3

6/1/22, 1:46 PM

Event Assistance Program Application Form

Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (3)

Type of Assistance (4)

Details (4)

Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (4)

Type of Assistance (5)

Details (5)

Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (5)

Total assistance requested Required

Will you require payment of EAP grant prior to lodging the Acquittal Form? Required

- ☒ Yes
☐ No



St Joseph's Primary School

Loftus Street Manildra NSW 2865

Ph: (02) 6364 5177 Fax: (02) 6364 5383

Email: stjosephsmanildra@bth.catholic.edu.au

Cabonne Council
Bank Street
MOLONG NSW 2866

To Whom It May Concern

We have been asked to submit a letter of support from the Manildra and District Improvement Association (MADIA) for the annual Manildra Christmas Party and Fireworks held at Jack Huxley Oval in December each year.

This great family evening is an opportunity for the community to join together and celebrate the beginning of the festive season and the end of the school year.

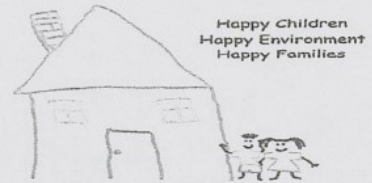
The children from both schools, pre-school and Family Day Care have a chance to sing a song or two and then they join together as one group of children from the Manildra community to sing a Christmas song.

Most of the town and some residents from surrounding villages attend this evening and it seems to be getting bigger every year. The fireworks are definitely a drawcard we hope that this is able to be continued with support from Council and other sponsors.

Yours sincerely

Therese Press
Administration Officer

Cudal Community Children's Centre



Child Care Centre / Child Care / Education for children age 5 weeks to 5 years

Inquiries: 02 6364 2398

Fax: 02 6364 2437

Email: cudalpreschool1@bigpond.com

Dear General Manager,

I'm writing to you today in hope the Cabonne Council will show strong support for the Manildra Madia Festival.

As non Manildra citizens, we thoroughly enjoy and support what the Christmas fireworks festival held in Manildra brings to the surrounding community every year. They bring so much to the community every year. They provide entertainment, Christmas carols and food service. The festival brings all of the surrounding small towns together for Christmas.

The Madia Committee work tirelessly to provide us with this wonderful festival and we are incredibly grateful.

My request to you today, is that Council kindly supports the Committee organisers and the Festival with a strong donation.

Please feel free to contact me for any further information.

Regards,

A handwritten signature in cursive script, appearing to read 'Kelly Townsend'.

Kelly Townsend

Administration

Event Assistance Program Application Form

Event Assistance Program Application Form

Applicant's Signature

The applicant or the applicant's agent must sign the application:

Required

☒ Draw signature below

☐ Upload photo of signature



Owen R Murray

President

Glenda Gibson

Secretary

Undo

Name Required

GLEND GIBSON

Position in Organisation Required

SECRETARY

Date Required

29.6.22

Please complete the following:



I'm not a robot

reCAPTCHA
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<https://au.openforms.com/FormResponse/6cb856d0-05f8-40f2-b720-c1076269c279>

Event Assistance Program Application Form

Submission date: **18 August 2022, 4:02PM**

Receipt number: **62**

Related form version: **3**

Details of the Organisation

Name of Organisation **Amusu Theatre and Movie Museum Manildra**

Organisation House Number/Name/PO Box Number

Street/Road **Derowie Street**

City **Manildra**

State/Territory **NSW**

Postcode **2865**

Phone Number **0418452902**

Fax Number

Email Address **amusutheatre@bigpond.com**

Contact Person **Joan Stevenson**

Contact Person's Position in Organisation **Committee President**

Is the organisation **not registered for GST**

Does the organisation have insurance, including public liability cover? **Yes**

Does the organisation have an ABN? **Yes**

If yes, please provide ABN **30 175 594 794**

What is the aim of your organisation?

To promote historical film and culture of rural and regional areas of Australia through the theatre and museum collection; and to develop tourism for Manildra, the Cabonne and wider areas of the central west of NSW

Does your organisation have a plan/strategy?

No

If yes, please upload your plan/strategy here

Event Title

Name of the event

Manildra Ukulele Weekend - The Wild Women of Anywhere Beach

Funding category applying for

Developing Event

Details of the Proposal

Please provide a general description of the event

Manildra Ukulele Weekend will consist of a music event over 3 days in Manildra utilising the Amusu Theatre and Movie Museum. There will be a performance at the theatre on Friday 18 November, 2022 of the 'Wild Women', a musical performance of ukuleles and singing (2 x 30 minute sets). On Saturday 19 November there will be 4 workshops conducted on playing the ukulele where attendees can book to attend. On Sunday 20 November there will be a 'Leading a Ukulele Jam' and 'join-in' session in a public venue in Manildra (TBA) where anyone can attend and participate.

Where and when is the event to take place?

Friday 18 - Sunday 20 November 2022. At the Amusu Theatre and Movie Museum Derowie Street Manildra.

How will the event raise the profile of the Cabonne Council?	A unique musical event that will be marketed to the wider communities around Cabonne including metropolitan. Utilising the Amusu Theatre a key historical and tourism attraction for Cabonne. The music event is unique and has attracted great interest with a small performance at the theatre in June 2022 where over 60 people attended. It is the intention of organisers to continue with an annual music type event over 3 days at the Amusu Theatre Manildra to attract visitors and build the profile of Cabonne and Manildra as it becomes associated with such an event.
What local business opportunities will be created?	Accommodation, food, fuel, other tourism attractions in Manildra and wider communities including Cudal, Molong, Canowindra, Yeavol, Cumnock, Parkes and Orange.
How many people are expected to attend the event from within and outside the Shire?	It would be expected over 150 people would attend over the 3 day period.
What benefits will be returned to the Cabonne community?	Financial benefits to local businesses, increased profile of Manildra, Cabonne and the Amusu Theatre, immediate and future tourism. Cultural experience for local residents to attend providing a musical event that would not normally be available in a rural area.
Please list any other community groups involved with this event	N/A

Assistance Requested

Type of Assistance (1)	Financial - \$500
Details (1)	Payment for the performance
Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (1)	500
Type of Assistance (2)	
Details (2)	

Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (2)

Type of Assistance (3)

Details (3)

Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (3)

Type of Assistance (4)

Details (4)

Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (4)

Type of Assistance (5)

Details (5)

Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (5)

Total assistance requested **500**

Will you require payment of EAP grant prior to lodging the Acquittal Form? **Yes**

Supporting Information

Please upload a quote outlining project costs (if applicable) [Manildra Invoice.pdf](#)

Please upload your letter of support (1)

Please upload your letter of support (2)

The following supporting information is attached with this **A quote outlining project costs (if applicable)** application

Applicant's Signature

[Link to signature](#)

Name

Darren Stevenson

Position in Organisation

Volunteer Committee Member - Amusu Theatre and
Movie Museum

Date

18/08/2022

Event Assistance Program Application Form



Submission date: **2 September 2022, 11:02AM**
 Receipt number: **64**
 Related form version: **3**

Details of the Organisation

Name of Organisation	Eugowra Community Childrens Centre
Organisation House Number/Name/PO Box Number	41 Nanima St
Street/Road	Nanima St
City	Eugowra
State/Territory	NSW
Postcode	2806
Phone Number	0428595259
Fax Number	
Email Address	committee@eugowracc.com.au
Contact Person	Jessica Bray
Contact Person's Position in Organisation	President
Is the organisation	registered for GST
Does the organisation have insurance, including public liability cover?	Yes
Does the organisation have an ABN?	Yes
If yes, please provide ABN	14 536 971 908

What is the aim of your organisation?

To provide quality care to Children of the community therefore providing more employment opportunities to the staff and working parents

Does your organisation have a plan/strategy?

If yes, please upload your plan/strategy here

Event Title

Name of the event

An evening to Paint and Sip

Funding category applying for

Developing Event

Details of the Proposal

Please provide a general description of the event

This event will be run at the local Show Pavillion, a night to learn to paint from a profesional. raise money through raffles and ticket sales and a chance to network with other parents of the centre.

Where and when is the event to take place?

Eugowra Show Pavillion on the 15th of November

How will the event raise the profile of the Cabonne Council?

As we are well seasoned to great fundraisers with the ECCC our events are so well supported throught the community. We always enlist local suppliers, use local premises and are very open in our thank yous to Cabonne.

What local business opportunities will be created?

It will be a very hands on event while employing a local painter to curate the night, a few local wineries for beverages and shop locally for the produce. Its a great promotion for our local Pavillion as well.

How many people are expected to attend the event from within and outside the Shire?

We are hoping to sell 40 tickets

What benefits will be returned to the Cabonne community?

We will make this a yearly event and hope local busnissess could use it as a Christmas Party for their staff. Due to the success of our previous fundraisers we know this will be well supported. Benefits being the whole proceeds to go straight to the centre for our new rooms outdoor area completion.

Please list any other community groups involved with this event

Show society
ECCC

Assistance Requested

Type of Assistance (1)

Financial funding

Details (1)

To assist in the cost of employing a local business to curate the evening and a light supper

Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (1)

800

Type of Assistance (2)

Details (2)

Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (2)

Type of Assistance (3)

Details (3)

Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (3)

Type of Assistance (4)

Details (4)

Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (4)

Type of Assistance (5)

Details (5)

Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (5)

Total assistance requested 800

Will you require payment of EAP grant prior to lodging the Acquittal Form? No

Supporting Information

Please upload a quote outlining project costs (if applicable)

[Paint party pricing - infoeatyourgreens.com.au - Eat Your Greens Mail.mhtml](#)

Please upload your letter of support (1)

Please upload your letter of support (2)

The following supporting information is attached with this application

Applicant's Signature



[Link to signature](#)

Name Jessica Bray

Position in Organisation President

Date 2/9/2022



COMMUNITY ENGAGEMENT POLICY

STRATEGIC POLICY

Responsible Department: Office of the General Manager

Responsible Section: Community & Economy

Responsible Officer: Department Leader - Community & Economy

Objective

The purpose of Cabonne Council's Community Engagement Policy is to ensure that Council conducts appropriate community engagement which, at a minimum, meets legislative requirements and encourages community participation in Council's decision making.

This policy clarifies an open and transparent processes for informing, involving, and engaging the community and the role of the Community and Economy Team and other Council staff.

Introduction

This policy applies to all Council operations and functions. This extends to all Council representatives and staff involved in the process of community engagement and communications relating to community engagement.

For particular guidance on rules around communication, reference should be made to Council's adopted Communications and Social Media Protocols Policy.

Policy

Cabonne Council recognises that effective community engagement has benefits for both Council and the community.

Such benefits include:

- Better outcomes through understanding needs and views of the community and customers
- Outcomes that are broadly supported by the community
- Increased satisfaction with Council services, operations, staff and elected officials
- Increased awareness, understanding and acceptance of decisions made
- Development of solutions to local issues through Council/community partnerships
- Increased community understanding of Council processes and responsibilities

Council will consider the level of impact and complexity of a project prior to conducting a community engagement process and prepare a community engagement plan and determine appropriate methods for engagement that align with the determined level of impact. Council will utilise Council owned channels and platforms to inform the community of opportunities for community engagement and to communicate Council services, programs and decisions.

Community engagement planning will be informed by four key social justice principles that inform all of Council's work. These principles are based on a commitment that everyone should have a fair opportunity to participate in the future of the community, and that planning processes should take particular care to involve and protect the interests of people in vulnerable circumstances. The social justice principles are:

- Access
- Equity
- Participation
- Rights

Cabonne Council acknowledges its obligations under the Local Government Act 1993 as they relate to consultation, participation and engagement. Council's community engagement is based on the five-point framework developed by the International Association for Public Participation (IAP2):

Inform	To provide the community with balanced and objective information to assist community members in understanding the issues, alternatives, benefits and/or solutions.
Consult	To obtain community feedback on options, projects and/or designs.
Involve	To work directly with the community throughout the decision-making process to ensure that community concerns and aspirations are consistently understood and considered.
Collaborate	To partner with community members in some or all aspects of the decision-making process, including the development of options and the identification of the preferred solution.
Empower	Where Council works in partnership with the community to implement actions and build community capacity.

(Note: in the local government context elected representatives are responsible for making the final decision, but this decision is informed based on the outcomes of the community engagement activities).

Principals

The following principles will underpin Cabonne Council's approach to community engagement and communication.

The following 'rules of engagement' will guide and inform how Council designs, implements and provides feedback on the outputs and outcomes of our engagement activities:

- **Engage with purpose, communicate progress and provide feedback** - Engagement activities should be for a clear purpose, with the purpose clearly stated to avoid confusion and manage expectations. It should be clear how engagement inputs will be used in the final outcome. Reporting progress and the end result is part of the engagement cycle.
- **All who have an interest in the issue should have the opportunity to engage** - Council will make every effort to enable communities of interest and a representative cross-section of the community (reflecting our demographic, cultural and geographic diversity) to participate in our community engagement activities.
- **Create a safe space and a positive atmosphere** - Engagement is part of community life where people come together or individually contribute (physically or virtually) to discuss issues, opportunities and challenges. To enable robust discussion, the atmosphere created needs to be positive and welcoming, not combative and disrespectful.

Council will actively listen to understand different points of view and help to create a safe space for everyone who participates, giving sufficient time for discussion, capturing comments, agreeing desired outcomes and determining actions.

Cabonne Council will:

- inform the community about Council's decision-making processes about long term planning, asset management and service delivery;
- ensure that participation processes are clear about the decision to be made and the level of influence the community can have on the decision;
- communicate clearly the context and objectives of community engagement processes;
- provide community members with all appropriate and relevant information about the background to the issue, including existing policies, legislative requirements, opportunities and constraints;
- use community engagement methods appropriate for the targeted community groups;
- ensure allocation of adequate resources, including time and skills as well as funding, to participation processes;
- be respectfully curious about community views and perspectives, free from bias; and
- where appropriate, report on, consider, respond to and act on community input received as part of Council decision-making processes.

When should council engage?

Different issues under consideration by Council will have varying requirements for community engagement. Council representatives and staff are responsible for determining if, and to what extent community engagement is required as appropriate to their role and function.

Council will undertake a formal community engagement process in the following circumstances:

- Where there is a legislative/statutory requirement
- When Council resolves to undertake community consultation
- On issues that have the potential to affect the delivery of services or facilities that contribute to community well-being, growth and prosperity
- When identifying and understanding the needs and priorities of the community for the purposes of strategic planning
- To monitor and evaluate community satisfaction with Council or Council services .

Under the Local Government Act 1993 Council is required to publicly exhibit certain information for a set period of time. Notification in respect to Development Applications is governed by the Environmental Planning and Assessment Act 1979. Any statutory obligation must be adhered to.

Preparing a Community Engagement Plan

Council staff will ensure the following steps are followed when planning and undertaking community engagement.

Council's Community and Economy Team is to be informed of new community engagement programs and will provide advice on preparing and implementing engagement plans.

1. Establish the level of impact and complexity of the proposed project, program or action
2. Identify who in the community is likely to have an interest in or the ability to influence the issue
3. Plan the engagement process and gather or develop relevant information and resources
4. Engage the relevant identified communities of interest
5. Feedback the results of engagement and decision making
6. Evaluate the process

Compliance with Council Policy and Respective Legislation

Section 2.21(2) of the EP&A Act details the types of proposals that must be exhibited Schedule 1 sets a minimum exhibition timeframe for most of these proposals. Council will always exhibit a proposal for this minimum timeframe and will consider an extended timeframe for exhibition based on the scale and nature of the proposal.

To comply with Council Policy and respective legislation the following special considerations apply:

- Council is not required to make available for public inspection any part of an application whose publication would, in its opinion, be contrary to the public interest because of its confidential nature or for any other reason.
- Timeframes are in calendar days and include weekends.
- If the exhibition period is due to close on a weekend or a public holiday, Council may extend the exhibition to finish on the next working day.
- The annual period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition.
- The timeframes described in the table above are a minimum requirement and may be extended at the discretion of Council officers.
- There may be proposals not subject to the mandatory exhibition timeframes for which Council has the option to exhibit for at least 28 days and engage with the community in line with our community participation objectives.
- Additionally, there may be some occasions where a Council priority or administrative requirement demands immediate action on proposals that prevents the implementation of our usual community participation process

For more information on exhibition timeframes, please see Council's Community Engagement and Participation Guidelines.

Responsibilities

General Manager: is responsible for approving those engagement activities that have an organisation-wide impact, and/or where councillors will be utilised in the engagement activities.

Deputy General Managers: are responsible for approving engagement project plans developed by their Leaders in advance of the commencement of engagement activities.

Leader Community and Economy: is responsible for oversight of community engagement activities of Council, and to provide support and advice to staff undertaking community engagement on behalf of Council. Staff will be required to advise the Leader Community and Economy of their proposed engagement activities to enable coordination of activities.

Leaders: are responsible for identifying those decisions, planning activities and processes which will have community impacts and therefore require a community engagement activity. The Leader will prepare an engagement project plan to identify how the community engagement activity will be rolled out, what question/s the engagement is seeking to answer, and when it will be undertaken.

Leaders will ensure that planned engagement activities are discussed in advance with the Leader Community and Economy, so that all the engagement activities of Council can be undertaken in a coordinated fashion, and engagement support can be planned for team members who will be undertaking the engagement.

Employees: are responsible for familiarising themselves with this Policy and Council's Community Engagement Guidelines before participating in any community engagement activities on behalf of Council.

Employees are responsible for discussing with their Leader programs, planning processes or other activities they are undertaking which are likely to have community impacts, and therefore require a community engagement element.

Others: Council contractors and consultants who undertake projects or programs on behalf of Council which have community impacts must liaise with the designated Council Officer to ensure that community engagement requirements are met.

All Council staff undertaking community engagement and communication: are responsible for:

- Informing Council's Community and Economy Team in respect of information being communicated to the community or undertaking community engagement
- Prepare communications plans as part of planning processes for projects which impact the community
- Undertake training and development in community engagement to build capability
- Advise all relevant internal stakeholders (such as customer service, executive staff, etc) before commencing community engagement, communication plan or campaign
- Comply with Council's relevant policies including Use of Council Logo Policy, and Media and Social Media Protocols Policy.

References

NSW Local Government Act 1993

NSW Local Government Amendment (Governance and Planning) Act 2016

NSW Environmental Planning and Assessment Act 1979

NSW Privacy and Personal Information Protection Act 1998

Community Engagement and Participation Guidelines – located on council's website

Use of Council Logo Policy – located on council's website

Media and Social Media Protocols Policy – located on council's website

History

Minute No.	Summary of Changes	New Version Date
21/02/10	Adopted by Council	23 February 2021
22/10/05	Complete edit of policy, to reflect adopted Community Engagement and Participation Guidelines. Update of terms, job titles, and positions within the organisational structure.	05 October 2022
Draft		To be confirmed



USE OF COUNCIL LOGOS POLICY

STRATEGIC POLICY

Responsible Department: Office of the General Manager

Responsible Section: Community & Economy

Responsible Officer: Department Leader - Community & Economy

Objective

The objectives of Cabonne Council's Use of Council Logo's Policy is to:

- Ensure the consistent management and appropriate use of Cabonne Council's corporate logo and other logos which represent Council business units, facilities and services.
- To protect the integrity of Council's corporate brand and services, both within the organisation and by third parties.
- Outline the process for gaining approval to use a Council logo.

Introduction

This policy applies to:

- Council Officials
- Any third-party individual, group or organisation seeking to use the Cabonne Council logo and other corporate logos which represent Council business units, facilities and services.

Policy

The Permission for the use of Council's logos should only be granted to external organisations which have a direct relationship with Council, either through their operations or the receipt of funding from Council.

The use of Council's logos by external organisations is permitted only in cases where the user has sought and obtained Council's written permission. Any request for permission should be made in writing through the completion of the "Agreement For the Use of Cabonne Council's Logo" and submitted to the Community & Economy team for approval. Nine conditions of use are listed and included with the agreement form.

Any approval for the use of Council Logo applies only for the specific instance and must not be taken as general approval for a number of uses from time to time.

Council may seek a legal action for any unauthorised use of its logo.

Cabonne Council “Food Basket” Logo –

- Council’s logo is the organisation’s corporate brand mark. Council must approve any use of this logo by external parties.
- The Council logo must be used consistently and correctly when applied to any material or medium by both internal and approved external parties, including organisations, groups or individuals.
- Council uses the logo on documentation, signage, uniforms, advertisements, vehicles, and marketing collateral and online platforms.
- For Council’s internal governance, the words “Cabonne Council” are to be retained at the bottom of the Australia’s Food Basket Logo for official Council use.

Other Corporate Logos -

- Council has a number of logos representing Council services, facilities and business units. These include, but are not limited to, the logos for The Cabonne Collective, Discover Cabonne, Age of Fishes Museum, Cabonne Family Day Care, Cabonne Home Support, and Cabonne Community Transport.
- These logos are the brand mark for these services, facilities and business units. The General Manager must approve any use of a corporate logo by external parties.
- These logos must be used consistently and correctly when applied to any material or medium by both internal and approved external parties, including organisations, groups or individuals.

The correct usage of the logo with regards to sizing, proportions, alterations, rotating, and cropping can be found in the Cabonne Council Brand, Style & Writing Guidelines.

Use of any Council Logo

Third party individuals, groups and organisations are permitted to use a Council logo once they have received Council’s permission. Any use of the logo must be approved by the General Manager. Permission will be granted if they are conducting an event or project which Council has provided financial or in-kind support by way of sponsorship. Permission may also be granted where Council supports a community event or project.

If a third party individual, group or organisation obtains permission to use a logo, the following three conditions apply:

- The logo remains the property of Cabonne Council.
- The logo must not be used in conjunction with any merchandise, fundraising appeal or activity, or any product, without prior written approval;
- The logo must be reproduced without alteration or modification and in accordance with the Cabonne Council Brand, Style & Writing Guidelines.

No fees will be charged to use a logo, however eligible third parties will be responsible for any costs associated with artwork design and production.

Council Officials must seek permission to use Council logos on any new materials or mediums that have not been approved.

The use of Council's logo or other corporate logos which represent Council services, facilities or business units must not in any way bring the organisation into disrepute.

The General Manager may exercise the right to remove or request changes to the application of logos that do not comply with this policy.

Breaches and complaints as per this policy

Any complaints or breaches under this policy will be lodged and managed in accordance with Council's Code of Conduct and/or Council's Complaint's Handling Policy.

Responsibilities

The General Manager: responsible for the overall control and implementation of the policy, including ensuring this policy aligns with relevant legislation, government policies and/or Council's requirements/strategies/values.

Deputy General Managers, Leaders and other Council staff: responsible for the control of the policy and procedures within their area of responsibility.

References

Cabonne Council Brand, Style and Writing Guidelines – located on council's Electronic Record Management System

Cabonne Council Code of Conduct Policy – located on council's website

Media and Social Media Protocols Policy – located on council's website

Cabonne Council Complaint's Handling Policy – located on council's website

History

Minute No.	Summary of Changes	New Version Date
92/4/14-5		6 April 1992
10/09/33	Updated and readopted by Council	20 September 2010
13/09/30	Readopted as per s165(4)	17 September 2013
18/05/20	Readopted as per s165(4)	22 May 2018
Draft		To be confirmed



CABONNE SPONSORSHIP POLICY

STRATEGIC POLICY

Responsible Department: Office of the General Manager

Responsible Section: Community & Economy

Responsible Officer: Department Leader - Community & Economy

Objective

The Sponsorship Policy (Policy) provides a framework for the management of Cabonne Council's Sponsorship Program in a manner that is in accordance with section 356 and section 377 of the *Local Government Act 1993* (NSW).

The purpose of this policy is to:

- Provide a framework under which Council may enter into a sponsorship agreement;
- Ensure that any agreements are assessed and managed through a sponsorship approval, reporting and acquittal process;
- Ensure the level of commitment aligns with annual Budget allocations
- Aligns with and supports the aims of the Cabonne Community Strategic Plan (CSP), Delivery Program, Operational Plan, and Long-Term Financial Plan.

The Policy is to be read in conjunction with the supporting Guidelines. This policy and associated Guidelines determine the types of organisations, industries, community groups and individuals that Cabonne Council (Council) considers appropriate to partner with, through the Sponsorship Program.

This Policy and associated Guidelines ensure that decision-making regarding the provisions of Sponsorship Program comply with relevant legislation and enable an equitable, open, and transparent process.

Introduction

The policy applies to all applications made under Council's Sponsorship Programs and applies to all aspects of the Programs including application, decision making, agreement and acquittal.

The Policy applies to eligible organisations and individuals seeking sponsorship from Council in alignment with the strategic objectives stated in the CSP.

This Policy does not apply to:

- Community Assistance Program;
- Donations provided by Cabonne Council;
- Mayoral Fund;

- Village Enhancement Fund; or
- Other internal funding options.

Policy

Council may enter into sponsorship agreements which deliver identified and measurable benefits to the Cabonne community and economy and aligns with the following principles.

- **Alignment with the CSP** – This Policy and associated Guidelines supports the aims and delivery of the CSP.
- **Alignment with Cabonne Council's Integrated Planning and Reporting Framework** - including the Long-Term Financial Plan, Annual Budget, Delivery Program and Operational Plan.
- **Compatibility and alignment with Cabonne Councils objectives, values, and vision** – *"The Cabonne Local Government Area is thriving, caring and vibrant. Our Cabonne community recognise and acknowledge our rich culture, heritage, and history. We strive to protect and value our environment, and the rural aspect of the region. We recognise that we need to ensure all members of our community have access to the services and support required to be successful. Despite being made up of a number of towns, villages, and localities, we recognise that we need to work together to achieve great things for our wider Cabonne community. Where one community succeeds – we all succeed. We are Cabonne."*
- **Accountability and transparency** - This Policy provides a robust governance framework for the transparent and merit-based provision of support with clearly define roles and responsibilities for both Cabonne Council and Sponsorship recipients.
- **Inclusiveness** - Cabonne Council invites and values applications from organisations representing people of diverse abilities, genders, ethnicity, cultures, and ages.
- **Collaboration** – Council values the relationships Sponsorship recipients develop with Council, other Sponsorship recipients and the community. Collaboration enhances positive community outcomes through the delivery of initiatives funded by Council.

Eligibility for sponsorship

Please note that there is no guarantee of funding even if all eligibility criteria are met. Council may accept Sponsorship applications from the following entities:

- Company Limited by Guarantee;
- Cooperative;
- Incorporated Association;
- Not-for-profit organisation;
- Partnership;
- Social Enterprise;
- Proprietary Limited Company; and
- Individuals.

Applicants seeking Sponsorship must comply with the Eligibility Criteria listed below in addition to the program specific criteria as detailed in the Sponsorship Program Guidelines:

- Must demonstrate that the event/activity will directly benefit the Cabonne Community/residents and businesses.
- Applications must be received on or before the advertised due date and completed with the required level of detail and supporting documentation as specified in the Guidelines.
- The event/activity must begin after the Sponsorship commencement date. Support for retrospective funding will not be considered.
- The event/activity must be consistent with Council's CSP and Integrated Planning and Reporting documents.

Events/activities that are ineligible for Sponsorship:

- Events/activities held outside the Cabonne LGA and cannot demonstrate that they deliver economic, social, and cultural benefit to the Cabonne Local Government Area;
- Religious ceremonies and/or activities in which the promotion of a single faith is the main purpose.
- General fundraising appeals and charitable donations, including support for individual representative sporting endeavours.
- Ongoing operational costs, including rent or lease costs, general administrative costs or staffing or salary costs.
- Other Government agencies.
- Are considered to be a conflict of interest.
- Could present a hazard to the community or environment.
- Are proposed by a political organisation or are to be organised for political purposes.
- Events/activities that vilify or discriminate a person or persons in respect of race, religion or sexual orientation or use live animals as part of a performance.
- Has not previously correctly acquitted previously funding to the satisfaction of Council.
- Have not previously complied with Development Consent, permits or other conditions of Council or failed to apply for the required Development Consent or permits of Council.
- Multi-year sponsorship applications will not considered under this policy.
- The event conflicts with or accepts sponsorship from organisations that do not align to Council's vision, mission, or values.

Assessment of Sponsorship applications

Events/activities that satisfy the Eligibility Criteria set out above, and the associated Sponsorship Guidelines, will be evaluated against the Assessment Criteria which is published by Council in the Guidelines each year. The assessment criteria will include considerations of:

- Alignment with the CSP.
- Capacity and experience of the applicant to complete the event/activity.
- Comprehensive and thought through application with realistic budgeting and thorough risks assessment.

Council's Community and Economy Department assess the applications and provide a written recommendations to Council's Culture and Economy Committee for consideration and endorsement to the Council meetings. All applications must be considered by the Council and carried.

Public Information

Council will provide up to date copies of the sponsorship guidelines and application details via Council's website. Each event/activity will be published via the Council's website.

Information relating to use of Council logos, and media/social media in relation to sponsorship activities should adhere with Council's Media and Social Media Protocols Policy and Use of Council Logo Policy

Sponsorship Agreement

All successful applicants will be required to enter into a Sponsorship Agreement before funds are released and the event/activity commences. The Sponsorship Agreement will include:

- All terms related to the Sponsorship Agreement and the provision of the funds;
- All terms related to the payment schedule;
- All terms related to the event/activity and financial acquittal.

Acknowledgement of Council's Sponsorship

Sponsorship recipients must:

- Prominently feature recognition of Cabonne Shire Council's support in all materials, publications and programs related to the sponsorship;
- Include Council's logos and other acknowledgement as required in all advertising and promotional material, media releases and in other promotional contexts;
- Prominently display Council's promotional banners, signs and material at events or associated functions;
- Provide opportunities for Council to undertake on-site promotions during events or activities; and
- Provide opportunities for the Mayor, Councillors or Council staff to participate in promotional activities for the event and any formal presentations, ceremonies or media briefings.

Responsibilities

General Manager: responsible for the overall control and implementation of the policy.

Deputy General Managers: responsible for the control of the Policy and Procedures within their area of responsibility.

Department Leaders: responsible for the control of the Policy and Procedures within their area of responsibility.

Sponsorship Recipients: required to comply with this Policy and the relevant Guidelines, as well as any conditions of the Sponsorship Agreement.

Definitions

Acquittal: a report submitted as per a Funding Agreement at the conclusion of a event/activity detailing how the recipient administered the Sponsorship funds and met the outcomes as outlined in the Funding Agreement.

Event/activity: a one-off or time-limited get together that is planned for a specific purpose. Contains specific goals and conditions, defined responsibilities, a budget, planning, information about the involved parties and specific dates and time.

Assessment Criteria: means the method used to evaluate an application

Community Strategic Plan (CSP): is the highest level of strategic planning undertaken by Council. It identifies the main priorities and aspirations of the community and provides a clear set of strategic directions to achieve the community's vision.

Company: is defined by the Corporations Act 2001 (Cth) and registered with the Australian Securities and Investment Commission (ASIC). Companies must be registered in Australia to be eligible to apply.

Company Limited by Guarantee: is a company with liability limited to the guarantees of its members. This is a common structure used by the not-for-profit sector.

Cooperative: is an organisation owned, controlled by, and used for the purpose of benefitting its members. A non-distributing cooperative is one that uses surplus funds to support its activities and cannot distribute to members (not-for-profit). A distributing cooperative may distribute any surplus funds to its members.

Council: means the elected Council.

Grant: is the financial support provided to applicants for an Activity. A Grant seeks a nominal return on investment from the benefits provided the community. Benefits may include improvement in the quality of life for the community from Activities meeting identified needs.

Guidelines: means the specific CGPs conditions and Criteria for each separate Grant to be read in conjunction with this Policy.

Incorporated Association: is an association that has been incorporated in accordance with the requirements of the Associations Incorporation Act 2009.

Indigenous Corporation: is established under the Corporations (Aboriginal and Torres Strait Islander) Act 2006.

Not-for-Profit Organisation: is an organisation that does not directly operate for the profit or gain of a owner(s), member(s), or shareholder(s), either directly or indirectly. The organisation must be registered with the Australian Securities & Investment Commission (ASIC) or The Australian Charities and Not for Profit Commission (ACNC).

Payment Schedule: is the agreed timing of payments from CN to recipients.

Proprietary Limited Company: (abbreviated as 'Pty Ltd') is a business structure with at least one shareholder and no more than 50 non-employee shareholders, with shareholder liability limited to the value of shares.

Registered Charity: registered with the Australian Charities and Not-for-profits Commission

Sponsorships: are commercial agreements in exchange for a benefit(s). Sponsorship is not philanthropic with the sponsor expecting a benefit (return on investment) as agreed in a sponsorship agreement.

Sponsorship Agreement: is the agreement entered into between CN and a successful applicant for an Activity. It will articulate any financial support provided by CN for the Activity. A Sponsorship Agreement will detail Acquittal responsibilities and any specific conditions.

Value-in-kind: refers to goods or services provided by supporters of a project that has a real value for the project and/or supporter and/or community.

References

Cabonne Council Sponsorship Guidelines – located on council's Electronic Record Management System

Cabonne Council Code of Conduct Policy – located on council's website

Media and Social Media Protocols Policy – located on council's website

Cabonne Council Use of Council Logo Policy – located on council's website

History

Minute No.	Summary of Changes	New Version Date
20/04/13	Policy endorsed by council for public exhibition	28/04/2020
20/06/16	Policy adopted by council	23/06/2020
Draft		To be confirmed

CABONNE SHIRE
COUNCIL

**BRAND, STYLE
& WRITING
GUIDELINES**



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INTRODUCTION

Branding is a tool for managing the community's perception of Council.

Our brand, Cabonne Council, is not just about faithfully representing our logo. It's about combining language, pictures, type, shapes, colour and spaces in a way that is unique to Cabonne Shire Council.

In everything we do, there should be an underlying style that is unmistakably the brand of Cabonne Council. These guidelines set out our style and brand elements, and how to create that style.

These guidelines are to be used for reference, not only for Council employees, but also for organisations that partner with Council for external suppliers, such as printers, publishers, graphic designers, sign writers and anyone contracted to produce or reproduce promotional and publicity materials on behalf of Cabonne Council.

To ensure that all material being produced is consistent and conforms to the endorsed standards in these guidelines, a draft of all printed material must be shown to the Community & Economy Department for final approval prior to publication.

For enquiries or clarification regarding these guidelines, please contact Council's Communications & Marketing Coordinator on 6392 3200.



OUR COMMUNICATION STYLE & CORPORATE VISUAL IDENTITY

The way in which the council presents itself to the public and to other agencies through letters, reports, emails, brochures and other publications influences the image and opinion that people form of us. Our aim is to create a single, consistent, and clear corporate visual identity that projects a professional agency in our day to day correspondence.

Setting and maintaining standards is essential for providing consistency to ensure that both internal and external documents are professional.

We put our residents at the heart of everything we do. This means our communication style should be:

- Inclusive - not bureaucratic
- Accessible - we use plain English and stay away from internal jargon, abbreviations and colloquialisms
- Clear and concise

All members of staff are responsible for ensuring that council documents conform to this guide. It is our job to communicate clearly and effectively with a diverse group of readers and be understood without difficulty.

Creating connections for people and a feeling of belonging is also important. Creating a sense of ownership in our language is an effective way to do this. For example, using the words "You" and "Your" starts to create connections, which we have seen in campaigns from Council, such as "Your Voice, Your Cabonne" and "Love Where You Live" for the Community Strategic Plan communications.

BRAND & STYLE GUIDELINES

The purpose of these guidelines is to show you how to use and implement the Cabonne Council identity. Consistency in use of the brand and all graphic elements will enable us to deliver a strong, unique and exciting visual program. Over time this helps to grow affinity and loyalty to the brand.

These guidelines do not seek to describe all possible applications of the brand, but provide examples and instructions that illustrate correct use and application that can be translated into a wide variety of scenarios. Should you be unsure of any applications, please consult with the Community and Economy Department.

We thank you for using and observing the guidelines in the manner and spirit in which they have been created to help us all build and deliver a quality brand experience.

Viewing these guidelines

This document has been created for on-screen viewing. Colours and resolution may be less accurately represented depending on individual screen and printer settings.

The brand & style guidelines do evolve

The guidelines in this manual are provided in good faith but may be subject to change or update. Please always check the Policies and Procedures folder in Magiq for the latest version.

Artwork

In most instances, artwork files are provided as:

- PNG files (transparent background)
- JPEG files
- PDF files
- Adobe InDesign files

Fonts are not provided to external designers, but are readily available from most font suppliers.

Identity reproduction

Using the approved artwork files supplied with the guideline, create your own designs and then submit for approval before going to final production.

Third party IP & photographic images

Cabonne Council is not able to (and does not) grant the right to use any third party intellectual property (photographic or graphic), or the right to use the image of any person, past or present.

Prior written consent from the image owner is required for any such use. To this end, any approvals provided by Cabonne Council shall not extend to third party intellectual property.

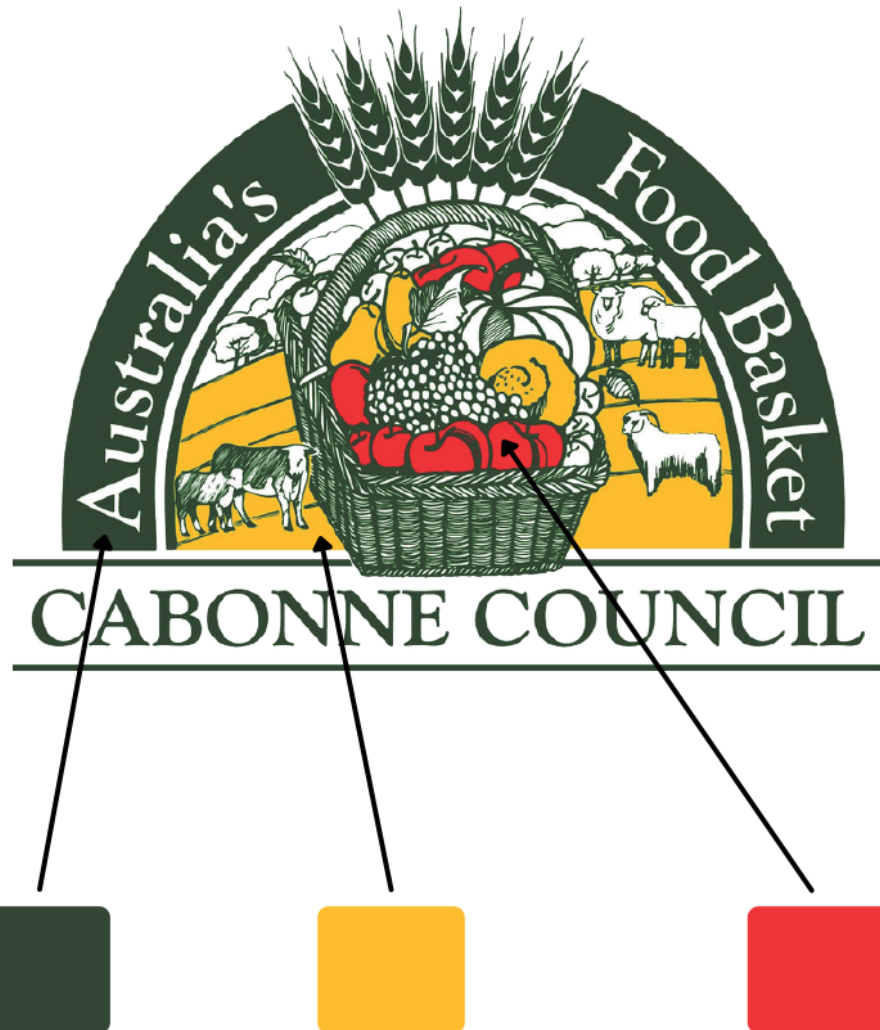
Approvals for all use of brand

All uses of brand must be submitted to the Community & Economy team. Work should be submitted at both first draft and final draft stages prior to print for any work completed by an external third party.

"All Staff" internal correspondence

"All Staff" internal correspondence should be written and organised by the sender, with their leader's permission. There is no requirement for input from the Community & Economy team, and the team does not have the capacity to design elements for internal correspondence.

OUR LOGO



Logo Design

The Cabonne Council logo represents aspects of the Cabonne region, such as the agricultural landscape and the abundance of local produce grown in the area.

The colours were selected due to their connection to these themes.

The logo is to be used on all stationery, vehicle identification, signage, advertising, stickers, publications, border signs, external correspondence and internal promotion and publicity items, as well as on all Council buildings.

The logo should be used prominently on all materials to ensure it is easily identifiable as being associated with Cabonne Council.

LOGO VERSIONS

There are three logo versions available for use:

- Full colour
- White
- Full colour with white edges

Any of these logos can be used for their most suited purpose.

For internal staff

The Council logo in each of its versions can be found in Magiq by following the pathway:

Document Library/My Workspace/Letters and Templates/Letter Templates and Logos

Alternatively, the document IDs are as follows:

- Full colour - 1168540
- White - 1136250
- Full colour with white edges - 1335382

For external suppliers

For logos for external designers, external printing such as apparel or any other dimensions, please contact Council's Communications and Marketing Coordinator for a suitable file type.

All uses of the logo by external supplier must be submitted to the Community & Economy team for approval.

Full colour logo



White logo



Full colour with white edges logo



OTHER AUTHORISED CABONNE LOGOS

The Cabonne Collective

There are three logo versions available for use:

- White with transparent background
- White on black #293039 background
- Black #293039 with transparent background

Any of these logos can be used for their most suited purpose.

The Cabonne Collective logo

White logo



Black logo



Discover Cabonne

There is only one version of the Discover Cabonne logo, seen below.

Please take care to use the logo correctly. Always reproduce the logos from the artwork files provided.

Do not distort the logos, alter its colour, change the relationship of the elements or recreate it in any manner.

Discover Cabonne logo



OTHER AUTHORISED LOGOS

Below are the only approved logos for Cabonne Family Day Care, Cabonne Home Support, Cabonne Community Transport, and Age of Fishes Museum logo.

Please take care to use the logos correctly. Always reproduce the logos from the artwork files provided.

Do not distort the logos, alter its colour, change the relationship of the elements or recreate it in any manner.

Age of Fishes Museum



AGE OF FISHES MUSEUM

Cabonne Family Day Care



Cabonne Home Support



Cabonne Community Transport



LOGO CLEAR SPACE AND PLACEMENT

Clear space

To preserve the integrity of the logo, it is important to allow an appropriate amount of clear space around it. The minimum white space around the logo should always be at least proportionally the same height as the "Cabonne Council" text in the logo. The more clear space you can put around the logo, the more it will stand out.



X = Height of the "Cabonne Council" text

Minimum size

It is important that the logo be legible and, therefore, should not be reproduced any smaller than 20mm wide from left to right of the entire logo. The height of the logo must also be in proportion to the width.

In any space smaller than the minimum size, the logo should not be used. If this is the case, please write "Cabonne Shire Council" in its entirety, using no less than 6pt font size.



Height is in proportion to width

Placement on documents

Logos should always be placed in the prime locations at the top left, or bottom right of document pages, unless being utilised for a title page of a document.

Minimum sizes are below for each document size.

For external designers, external printing, or any other dimensions, please contact the Community & Economy Team for a suitable file type.



A5 size paper



A4 size paper



A3 size paper

CORRECT USAGE OF LOGO

Please take care to use the logo correctly.
Always reproduce the logo from the artwork files provided.

Do not distort the logo, alter its colour, change the relationship of the elements or recreate it in any manner.



Do not change proportions



Do not introduce additional colours



Do not change the order of the brand



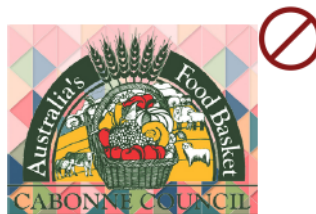
Do not outline



Do not crop



Do not rotate or flip



Do not reproduce on complex backgrounds



Do not reproduce on similar coloured backgrounds



Do not substitute the typeface

OUR COLOUR PALETTE

The Cabonne Council brand consists of green, yellow and red in the primary palette, and brings in variations on these colours and some cooler tones in the secondary palette. All colours can be recreated by using their HEX code, CMYK code or RGB code.

HEX #324733 is the preferred colour for all top level corporate communications colours. HEX #F6F6F6 is the preferred colour for backgrounds. Please try to avoid using black as a background colour.

Please note that you are able to use shades and tints of each colour. Some examples are shown under each colour in the palette.

Primary palette

HEX #324733
R:50 G:71 B:51
C:8 M:0 Y:8 K:72

80% 50% 30%

HEX #FEBD2E
R:254 G:189 B:46
C:0 M:25 Y:82 K:0

80% 50% 30%

HEX #EE3538
R:238 G:53 B:56
C:0 M:73 Y:71 K:7

80% 50% 30%

Secondary palette

HEX #608460
R:96 G:132 B:96
C:14 M:0 Y:14 K:48

80% 50% 30%

HEX #C9E265
R:201 G:226 B:101
C:10 M:0 Y:49 K:11

80% 50% 30%

HEX #DF6619
R:223 G:102 B:25
C:0 M:47 Y:78 K:13

80% 50% 30%

HEX #861717
R:134 G:23 B:23
C:0 M:44 Y:44 K:47

80% 50% 30%

Tertiary palette

HEX #441E55
R:68 G:30 B:85
C:7 M:22 Y:0 K:67

80% 50% 30%

HEX #5076B4
R:80 G:118 B:180
C:39 M:24 Y:0 K:29

80% 50% 30%

HEX #08073D
R:8 G:7 B:61
C:21 M:21 Y:0 K:76

80% 50% 30%

HEX #293039
R:41 G:48 B:57
C:6 M:4 Y:0 K:78

80% 50% 30%

HEX #F6F6F6
R:246 G:246 B:246
C:0 M:0 Y:0 K:4

130% 150% 180%

OUR FONTS

There are three major font cuts from the Open Sans family that form the basis of all formal communications.

For body copy, we use Open Sans. This typeface has been chosen for its clarity and contemporary, clean lines. Open Sans Extra Bold can be used for headings.

For Microsoft based text, please use Arial Regular and Bold.

Other fonts may be used for graphic design purposes, but please ensure they are clear and readable against any backgrounds, and there can be no ambiguity of letters.

Open Sans

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

0123456789

!@#\$%^&*()_+=,.'[]<>?:"{}|\

Open Sans Extra Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

0123456789

!@#\$%^&*()_+=,.'[]<>?:"{}|\

Open Sans Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

0123456789

!@#\$%^&*()_+=,.'[]<>?:"{}|\

Microsoft-based programs

Arial Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

0123456789

!@#\$%^&*()_+=,.'[]<>?:"{}|\

Arial Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

0123456789

!@#\$%^&*()_+=,.'[]<>?:"{}|\

Arial Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

0123456789

!@#\$%^&*()_+=,.'[]<>?:"{}|\

FONT SIZE AND ALIGNMENT

Business Papers

- Font is Arial and 12pt in size
- Line spacing is 1
- Full justification on paragraphs

Formal Council letters and other formal documents

- Font is Arial and 12pt in size
- Line spacing is 1
- Full justification on paragraphs

Memos

- Font is Arial and 12pt in size
- Line spacing is 1
- Full justification on paragraphs

Non-formal documents

- Font is Arial and 12pt in size
- Line spacing is 1
- Justification is left aligned

Documents requiring design elements

- Font is Open Sans for regular recurring projects and size may vary based on the business and/or design requirements
- Font and size can vary for large scale projects/campaigns based on the business and/or design requirements
- Line spacing is dependent on the business and/or design requirements

WRITING STYLE

Council's standard letter template (doc ID 1335370) is pre-formatted with a left indent of 1.9cm and right indent 0.9cm and "fill-in" indicators for date, address, salutation, subject and contact.

If your letter goes over one page, use the same margins on every page but only use the letterhead paper for the first page.

If you are writing a very short letter, do not move the address block but you can add extra spaces below that to make the letter look good on the printed page.

Many words are spelt differently in Australian English to US or UK English. Ensure "English (AUS)" is selected as the language in your Word document to avoid discrepancies in the spelling of words such as organise (Australian) and organize (US) between documents.

The address should be written without punctuation and capitalising the suburb (if it is an Australian address). There should be two spaces between the suburb and the state, and between the state and the postcode. If you are emailing the letter, show the email address within the address block to indicate that it is being sent by email.

When writing the address, use full forms such as Street, Place, Crescent. The exception is PO (Post Office) when the address is a post office box number.

The subject heading should be inserted between the salutation and the first line of text of the letter. Set in bold and centre aligned.

Sign off your documents in the correct way:

- Yours sincerely (if recipient's name is known) or
- Yours faithfully (if addressing to Sir/Madam)

Parliament

Take the time to find out the correct names and titles for the people, departments, job designations and organisations that you are writing to or about.

All members of the NSW Legislative Assembly (lower house) are referred to as MPs, eg Ms [name] MP.

Members of the NSW Legislative Council (upper house) are either referred to as The Hon. [name] MLC, or Ms [name], MLC.

Government ministers are addressed listing all of their portfolios.

The Hon. A B Smith MP
Premier of NSW Minister for the Arts
Minister for Citizenship

The salutation for all NSW Government Ministers is 'Dear Minister'.

The salutation for the NSW Premier is 'Dear Premier'

ACCESSIBLE COMMUNICATION STYLE

1 in 5 Australians have a disability, many of whom experience regular challenges with accessing information. As a result, the ability to write accurately, clearly and consistently has far-reaching benefits on the disability community.

By keeping a few basics in mind, you can improve your writing, reach more people and create a more inclusive society for people of all

Format with care

When producing accessible content for people with disability avoid excessive use of formatting – overdoing it with italic and underline can make your content more difficult to read.

Steer clear of justified text and stick to left alignment instead. Justified paragraphs can create large uneven spaces between sentences, making it difficult for readers to see where new lines appear.

Font size

Font size can make a big difference to accessibility, especially when it comes to assisting readers with vision impairments. It's best practice to type word documents in font size 12-14, and where possible, avoid writing large blocks of text in capital letters.

This can make text difficult to read and suggest that you're shouting. Plus, people with dyslexia or low literacy levels rely on the shape of words to read so using capitals can make it harder for them to recognise certain words.

Font style

Use only sans serif fonts such as the council approved Arial and Open Sans.

Serif fonts tend to have small 'hooks' at the end of each letter. This can make them look more decorative, but also more difficult to read for people with dyslexia.

Keep it simple

A common mistake is to overuse jargon, or include professional terms from your workplace that aren't widely understood. When in doubt, ask yourself "can I say this more simply?" For example, rather than saying 'referendum', you could say 'asking the public to vote yes or no on an issue'. Complicated words should also be avoided. Rather than 'employment', consider 'work' or rather than 'annual', try 'every year'.

Colour

Black ink is preferred. However, other dark print may be used, for example greens, blues, reds or browns, if the ink is dark and the background is very pale.

Avoid using yellows or pale colours on coloured backgrounds, for example grey on blue.

Avoid using red, especially in combination with green.

Type should only be reversed if the type size is large and thick, for example white type on a black or dark coloured background.

ADDITIONAL ELEMENTS

Social media icons and the web address

Digital Council collateral must include the social media elements incorporated with the Cabonne Council web address/URL.

As with icons displayed in Council documents, the social media icons are also displayed in circles.

Additional marketing elements can be added to these examples as well, such as hashtags for events.

Portrait orientation

For more information visit
cabonne.nsw.gov.au



Portrait orientation reversed



Portrait orientation with extended URL

For more information visit
cabonne.nsw.gov.au/council



Landscape orientation



Landscape orientation with extended URL



Landscape orientation reversed



OVERVIEW ON IMAGERY

Our brand and imagery

Imagery is a vital part of the Cabonne Council brand.

Image selection, quality and tone are critical. Images should create interest and reflect the core values of the brand.

They should be vibrant and thoughtfully composed through use of interesting lighting, crops and angles.

The guidelines provided here demonstrate the correct way to use and combine photographic content with visual elements to create distinctive, clean, on-brand designs.

Please ensure you gain all correct image rights and where necessary, include required image credits.

Photography guidelines

If you take a photograph of anyone on behalf of Council, you must ensure consent has been granted to use that photo. In the instance of ticketed events, include a clause regarding photographs on the ticket sales page for example.

It is not necessary to have written consent, providing the subjects of the photograph have been advised that photographs will be taken and have been given the opportunity to withhold consent.

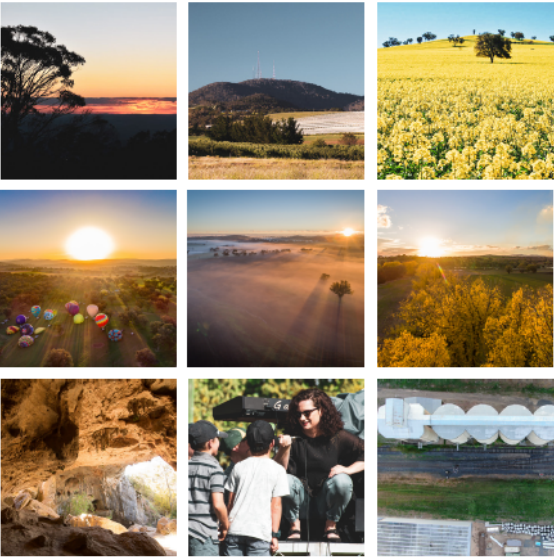
Written permission is required when photographs of children and young adults are easily recognisable and/or are the focus of the photograph.

Non-approved types of imagery

The following types of imagery cannot be used within Council's brand:

- clip art type imagery
- imagery where no copyright can be attributed and sourced through internet search engines such as Google
- imagery that is not representative of the brand eg. gratuitous violence etc.

Examples of images that fit Cabonne's brand



WRITING STYLE

A guide to grammar	15
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Writing checklists	23

A GUIDE TO GRAMMAR

Acronyms

Use the full name for the first reference, followed by the acronym or initials in brackets. Avoid using acronyms in headings.

- Local Government NSW (LGNSW)
- Roads & Maritime Services (RMS)

Amperands

Avoid using ampersands except in very specific circumstances like P&C Association where an ampersand is part of the name of a particular organisation.

Capital letters

Sentences start with a capital letter. Use capitals sparingly as they interrupt the flow of the text and make it harder to read. For example, Cabonne Council has initial capitals, but 'the council' does not.

Job titles should not be capitalised, unless appearing with the person's name as part of a formal title.

Use capitals for:

- personal names
- names of organisations eg the Office of Local Government
- formal titles of officers eg the Director General, the Commissioner of Police

- modes of address eg Minister Brown
- countries and states
- place, area, topographical and street names eg the Snowy Mountains
- names of public buildings eg Town Hall
- Acts of Parliament
- religious faiths
- trademarks and brand names
- holidays, ceremonies, days of the week and months of the year
- titles of publications (eg books), formal documents (eg the Treaty of Waitangi) and events (eg National Investigations Symposium).

Do not use capitals for:

- the office, this office, our office etc when referring to Cabonne Council
- the word 'report' unless it is in a full proper title
- the university/department/council etc or an agency's branches, units or committees
- the names of each of this office's divisions (eg the general division)
- ordinary titles of officers eg general manager, police officer, councillor
- the names of policies eg the code of conduct.

For proper names, you may be able to use capitals the first time the name is used and afterwards use minimal capitals.

Proper name	Follow with
NSW Government	the government
NSW Police	the police
Cabonne Council	the council

Currency

Amount of money are usually expressed as numerals combined with symbols.

- 25c or \$0.25
- \$87.50
- \$150
- \$7,456
- \$2.7m or \$2.7 million

Dates

Dates should be written in day/month/year order with no commas between parts of the date.

- 31 January 2009 – not January 31, 2009 or 31st January 2009.

If you need to abbreviate a date for a table or a schedule, use 31/01/09. The important thing is to use a consistent format within the one document.

Dot points

If all dot points in a sentence are full sentences in themselves, each starts with a capital letter and ends with a full stop (see the first example below). If each dot point consists of a sentence fragment, no initial capital is used and there is no semi-colon or full stop at the end of each. The last dot point ends with a full stop.

Full sentences

The committee came to two important conclusions:

- Officers from the Department should investigate options for new guidelines.
- Research should be funded in three priority areas.

Sentence fragments

The three types of assistance available are:

- monetary assistance
- equipment or environmental modifications
- advisory services.

Numbers

Numbers nine and under are written in words in texts, and numbers above nine are written as numbers. For example, "There are five new schools being built and 35 schools being upgraded."

Full stops

Avoid using a full stop:

- at the end of a title or heading or caption
- at the end of index entries
- after dates, initials or signatures
- in abbreviations, acronyms or contractions – including 'eg' and 'ie'.

Headings

Headings in publications (printed and online) are in sentence case for ease of reading. For example:

- What do I need to know?
- Further information and contact details

Quote marks

Use double quote marks (" and ") for direct conversation being quoted.

Use single quote marks (' and ') when a word or phrase is unusual.

For example: The research indicated that those respondents with 'space-age' computers were more likely to spell correctly.

Hyphens

Hyphens are used in the cases listed below:

Situation	Example
all-	all-inclusive
cross-	cross-sectoral
ex-	ex-employee
full-time	full-time program
ill-	ill-prepared
in-	in-class activity
multi-	multi-faceted
non-	non-government
part-time	part-time staff
post-	post-compulsory
pre-	pre-primary
self-	self-evident
socio-economic	low socio-economic
time-out	time-out area
whole-	whole-school program
-term	fixed-term
-wide	sector-wide

A GUIDE TO PUNCTUATION

Full Stop - .

Full stops have two distinct uses:

To mark the end of a sentence

- The cat is completely black.

To indicate abbreviated words a full stop indicates an abbreviation

- The teacher will be Mr John Smith (B. Sci.).

Colon - :

A colon can be used:

To indicate that a list, quotation or summary is about to follow;

- Buy these things: a packet of peanuts, two loaves of bread and a kilogram of steak.

To separate an initial sentence/clause from a second clause, list, phrase or quotation that supports the first in a particular way.

- Writing the assignment is not easy: to begin with you have to do a lot of research.

Semi-colon - ;

Separates two complete sentences that are, however, closely linked.

- To err is human; to forgive, divine.
- Don't go near the lions; they could bite you.

The semicolon can be replaced by a full stop, but the direct link between the two parts is lost. It serves as a second level of punctuation in a series of words or phrases which already have commas making some internal divisions.

- Only one paper, the Canberra Times, managed a regular daily edition on a Sunday; even there, Saturday's offered a better read.
- She came out of the house, which had a long drive, and saw the police officer at the end of the path; but instead of continuing towards him, she hid until he left.

Comma - ,

Commas have a vital role to play in longer sentences, separating information into readable units.

A single comma ensures correct reading of a sentence which starts with a longish introductory element.

- When Australia celebrated its sesquicentenary in 1938, there was little of the confidence or enthusiasm of the centennial celebrations of 1888.

Pairs of commas help in the middle of a sentence to set off any string of words which is either a parenthesis, or in contrast, to whatever went before.

- In more recent times, particularly in the last 5 years, social media has become an important communication tool.

A set of commas is a means of separating items in a list.

- The details required are name, date of birth, address and telephone number.
- Sometimes a comma is needed between the last two items to ensure clarity.
- The details required are name, date of birth, address and telephone number.

Question mark - ?

A question mark is used at the end of a sentence which is a question.

- Have the students completed the exam?

Apostrophe - '

There are two uses for the apostrophe:

- Contractions - a shortened version of a word. An apostrophe is used to show that something has been left out, and where it has been left out.
 - don't (do not)
 - It'll (It will)
- Possessives - An apostrophe is used to indicate ownership/possession with nouns. To show ownership by a single individual, insert the apostrophe between the noun and the 's'. To show ownership by more than one individual, use the apostrophe at the end of the word.
 - the dog's tail (belonging to a single dog)
 - the women's magazines
 - boys' football boots (belonging to more than one boy)

Exclamation mark - !

An exclamation mark is used at the end of a sentence and indicates surprise, anger, or alarm. Exclamation marks should be used very sparingly and are not often used in business writing.

- The police stormed in and arrested her!
- How disgraceful!

COMMONLY MISUSED WORDS

Accept or except	Accept is a verb that means 'agree with', 'take in' or 'receive'. Except is a preposition that means 'apart from'; it is also used as a verb meaning to leave out. For example: We accept all major credit cards, except American Express.
Advice or advise	Advice is always a noun. For example: I received advice from my supervisor. My supervisor advised me to go home.
Affect or effect	Affect is a verb meaning 'to influence something'. As a noun affect has a technical meaning in psychology 'an emotion or subjectively experienced feeling'. For example: This poem affected me so much that I cried. Effect is a noun meaning 'the result of'; effect can also be used as a formal verb meaning 'to cause [something] to be'. For example: Temperature has an effect on our personal comfort.
Counsel or council	Counsel can be a noun meaning advice or a barrister or other legal adviser conducting a case "the counsel for the defence". Counsel can also be used as a verb meaning to give advice to someone "the careers officer should counsel young people". Council is a noun meaning a body of people elected to manage the affairs of a city, county or other municipal district "a motion was passed by the Council".
Counsellor or councillor	Counsellor is a noun meaning a person trained to give guidance on personal or psychological programs "a marriage counsellor". Councillor is a noun meaning a member of a council "Councillor Bob Smith"
Device or devise	Device is always a noun meaning something that is made or adapted for a particular purpose. For example 'a handheld device'. Devise is a verb meaning plan or invent 'a training programme should be devised'.
Diffuse or defuse	Diffuse refers to the dispersal of fluid or solid waste into a medium. Defuse means to disengage an electromagnetic field.
Discreet or discrete	Discreet means careful and prudent in one's speech or actions, especially in order to keep something confidential or to avoid embarrassment. Discrete means 'having separate parts'.
Enrol or enroll	Enrol is the correct spelling. Enroll is the US spelling, so is not correct in non-US English. The spelling difference extends to enrolment (not enrollment). However, enrolled and enrolling are spelled with two l's.

Everyday or every day	Everyday is an adjective that means commonplace, ordinary or normal (eg These shoes are great for everyday wear). Every day means each day (eg I have to work every day this week).
Exacerbate or exasperate	Exacerbate means 'to make worse'. Exasperate means 'to exhaust'(usually someone's patience).
Hoard or horde	A hoard is a store or accumulation of things. For example: He has a hoard of discontinued rare cards. A horde is a large group of people. For example: A horde of shoppers lined up to be the first to buy the new gadget.
It's or its	It's is a contraction that replaces it is or it has. For example: It's time to eat. Its is the possessive pronoun corresponding to it (like his corresponds to he). For example: My mobile phone has poor reception because its antenna is broken.
Levee or levy	A levee is a structure built along a river to raise the height of its banks (like a dike). For example: The Netherlands is well known for its elaborate system of levees. To levy is to impose a tax or a military draft; levy, as a noun, is an assessment or army thus gathered. For example: This statute allows the State to levy a 3% tax.
Licence or license	Licence is always a noun except in the United States. Licencing and licenced are therefore spelling errors in non-US English. The correct spellings are licensing and licensed. The following words work in the same way (the noun is spelled with a 'c' and the verb is spelled with a 's'): practice and practise, advice and advise, device and devise.
Loathe, loth or loath	Loathe is used only as a verb in Standard English; it is often used for loth or loath in phrases such as 'she was loathe to accept'.
Myself	Myself should only be used when both the subject and object of the verb are the speaker, or as an emphatic pronoun (intensifier). For example (intensifier): I myself have seen instances of that type. For example (reflexive): I hurt myself. I did it to myself.
One or one's	The genitive of the pronoun one always uses an apostrophe. For example: One should always wash one's feet. The only situation in which ones can be used is as the plural of the number 1.
Personal or personnel	Personal is a verb meaning belonging to or affecting a particular person. For example: Sue's personal belongings. Personnel is a noun meaning people employed in an organisation. For example: many of our personnel require regular training.

Practice or practise	Practice is always a noun except in the United States. Practicing and practiced are therefore spelling errors in non-US English. The correct spellings are practising and practised. For example: John needed more practice playing the flute so he went to music lessons to practise. The following words work in the same way (the noun is spelled with a 'c' and the verb is spelled with a 's'): licence and license, advice and advise, device and devise.
Principle or principal	These are often confused but have no meanings in common. Principle is a noun and refers to a rule or standard. Principal is both a noun and an adjective. As a noun it refers to a person who holds a high position or plays an important role, such as a school principal. As an adjective, it has the sense of being foremost in importance. For example: The school principal's principal concern is to ensure students' study principles are maintained.
Sight, site or cite	Sight is something seen. For example: You're a sight for sore eyes. A site is a place. For example: I was looking at a tourist site for Rome. To cite is to quote or list as a source. For example: Please cite the sources you used in your essay.
Than or then	Than is a grammatical particle and preposition associated with comparatives. For example: I like pizza more than lasagne. Then is an adverb. For example: We ate dinner and then went to the movies.
There, their or they're	There refers to the location of something. Their means 'belonging to them'. They're is a contraction of 'they are'. For example: Since they're all coming to the restaurant for their dinner, we'll meet them there.
You're and your	You're is a contraction of 'you are'. For example: If you're going out, please be home for dinner. Your is a possessive pronoun meaning 'belonging to you'. For example: When driving, always wear your seatbelt.
You're and your	You're is a contraction of 'you are'. For example: If you're going out, please be home for dinner. Your is a possessive pronoun meaning 'belonging to you'. For example: When driving, always wear your seatbelt.
Won't and wont	Won't is a contraction of 'will not'. For example: He won't let me drive his car. Wont is an adjective meaning 'accustomed or inclined to'. For example: He spent the morning reading, as he was wont to do.

A GUIDE TO LETTER FORMAT

Think of the 'thank you sandwich'.

- Start with a thank you and acknowledgement for their correspondence.
- Reiterate their issue to indicate understanding.
- Respond to the issue in detail, split into sections or dot points if necessary. Make sure all questions are addressed.
- Invite discussion or contact by providing officer's full-name, title, and office phone number.
- Finish with a re-iteration of thanks for their correspondence and interest in the issue.

Phone: 02 6390 7100
Fax: 02 6390 7160
Contact: **Contact**


CABONNE COUNCIL
THE GENERAL MANAGER
POST OFFICE BOX 17
MO LONG 2866
 Website: www.cabonne.nsw.gov.au
 Email: council@cabonne.nsw.gov.au

Doc ID: **111111**
Your Ref:
ABN: 41992 919 200

05 August 2020

Name
Address
ADDRESS STATE PCODE

Dear **Mr or Mrs Last Name or First Name**,

SEALING OF EXAMPLE ROAD

Council wishes to acknowledge receipt of your correspondence **or Council thanks you for your correspondence** dated 07 June 2020 regarding the sealing of Example Road.

The matter you have raised in relation to the sealing of the balance of Example Road was reviewed. The portion of Example Road is Crown Road which is indicated by a red line in the attached map. The property with Lot 1 DP 111111 is located adjacent to a Crown road. Council is not the road authority of the Crown road and does not have a policy to seal the Crown road.

Regarding the sealing of the **council** portion of Example Road, this will be considered for inclusion into our upcoming Works Program, and should funds become available, these works will be assessed against other projects.

If you wish to discuss this matter further, please contact the Council's **Position Title, John Smith** on 02 6390 7100 (**NB – Office number not individual extension**).

Yours sincerely,

Matthew Christensen
DEPUTY GENERAL MANAGER – CABONNE INFRASTRUCTURE

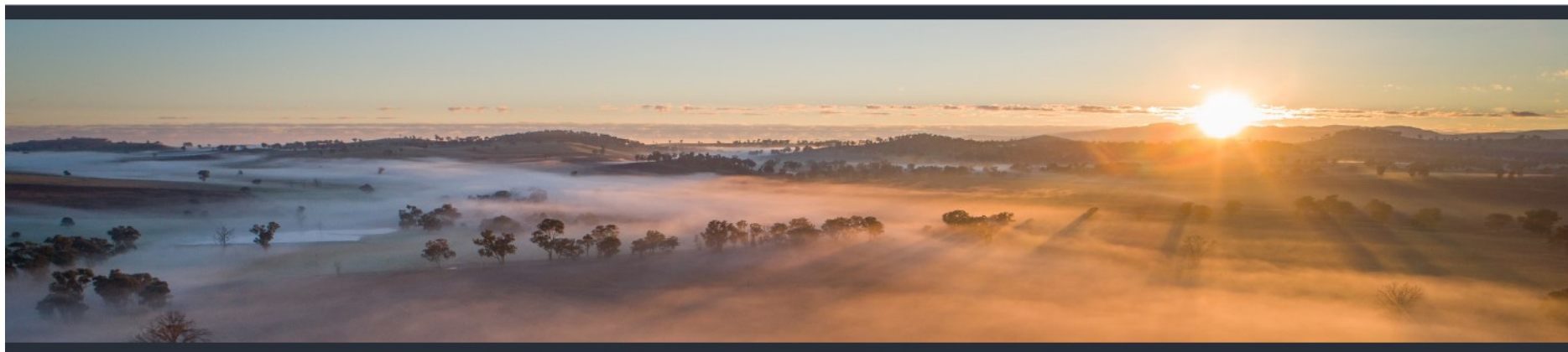
WRITING CHECKLISTS

CHECKLIST FOR WRITING LETTERS AND EMAILS

- ☒ The letter is printed on Council letterhead
- ☒ The reference number is included
- ☒ Your contact details are included
- ☒ The name, title and address are correct
- ☒ Spelling, grammar and style are correct
- ☒ The tone of the letter is appropriate for the reader
- ☒ The layout of the page is correct and not overcrowded (don't cram too much onto the page - use a second page if necessary)
- ☒ Pages are numbered
- ☒ The sign-off is correct
- ☒ For mailout, a contact person and phone number have been provided in the last paragraph of the letter
- ☒ Any attachment are attached and properly labelled

CHECKLIST FOR WRITING DOCUMENTS

- ☒ The purpose is clear and accurate
- ☒ The document is written for the target audience
- ☒ The document meets the requirements of this Style Guide
- ☒ The words flow easily
- ☒ The structure clear and allows readers to find information easily
- ☒ The style is clean, without too many font types
- ☒ Used headings, boxes, tables, captions, breakout quotes and illustrations to make the pages easier to read
- ☒ The visual elements are clear and sharp
- ☒ The document has been proof-read
- ☒ Necessary approvals obtained
- ☒ A draft of the document has gone to your Deputy General Manager or General Manager's office



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