



URALLA SHIRE COUNCIL

BUSINESS PAPER

ORDINARY COUNCIL MEETING

26 October 2021

Commencing at 12:30pm

Kate Jessep
GENERAL MANAGER
UINT/21/13830

LATE REPORT #2

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9.1 LATE REPORT TO COUNCIL - EOI: STREETS AS SHARED SPACES PROGRAM (ROUND 2), SUMMER NIGHT FUND PROGRAM AND AUSTRALIA DAY 2022 COMMUNITY GRANTS PROGRAM



Department:	General Manager
Prepared by:	General Manager
TRIM Reference:	UINT/21/12793
Attachments:	UINT/21/12819 1. Streets as Shared Spaces Guidelines UINT/21/12820 2. Streets as Shared Spaces Ideas and Opportunities UINT/21/12821 3. Streets as Shared Spaces Project Evaluation Core Indicators UINT/21/12822 4. Streets as Shared Spaces Frequently Asked Questions UINT/21/12824 5. Summer Night Fund Fact Sheet UINT/21/12825 6. Summer Night Fund Frequently Asked Questions UINT/21/12812 7. Australia Day 2022 Community Grants Program Guidelines

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.1	A proud, unique and inviting community
Strategy:	1.1.1	Provide vibrant and welcoming town centres, streets and meeting places
Strategy:	1.1.2	Embellish our community with parks, paths, cycleways, facilities and meeting places
Strategy:	1.1.4	Support, encourage and celebrate community participation and volunteerism
Goal:	1.3	A diverse and creative culture
Strategy:	1.3.2	Work with the community and other partners to develop major cultural and community events and festivals
Strategy:	1.3.3	Lobby government, companies and other individuals to secure funding for cultural and creative expression fields
Goal:	1.4	Access to and equity of services
Strategy:	1.4.4	Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.
Goal:	2.1	An attractive environment for business, tourism and industry
Strategy:	2.1.1	Promote the Uralla Shire and the region as a wonderful place to live, work and invest
Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.5	Undertake the civic duties of Council with the highest degree of professionalism and ethics

SUMMARY:

1. This report is to advise Council of three grant funding opportunities:
 - *Streets as Shared Spaces Program* - registration of an expression of interest by 11 November 2021 (attachments 1-4),
 - *Summer Night Fund Program* - sign up by November 15 (attachments 5-6); and
 - *Australia Day 2022 Community Grant* - application by 19 November 2021 (attachment 7).

2. Council was notified of the Festival of Place funding (Streets as Shared Spaces and Summer Night Program) on 14 October 2021, and the Australia Day Community Grants on 21 October 2021.

RECOMMENDATION:

That Council:

- I. submit an EOI for the *Streets as Shared Spaces Program* for
 - i. *Central business area: Uralla (Bridge St and Hill Street between Salisbury St and King St) \$400k; and*
 - ii. *Central business area: Bundarra (Bendemeer St between Souter St and Bowline St) \$100k.*
- II. sign up for *The Festival of Place Summer Night Fund Program* for up to \$15,000.
- III. apply for the Australia Day 2022 Community Grant for up to \$20,000, subject to agreement by the Uralla Shire Australia Day Committee.

REPORT:

The Festival of Place...in your streets

3. The NSW Government is supporting councils to open streets for community events and activities, including those in areas most impacted by lockdowns, revitalising public spaces with activations across the state and paving the way for longer-term changes to the way we use our streets.
4. Details can be found here: <https://www.dpie.nsw.gov.au/premiers-priorities/great-public-spaces/festival-of-place/in-your-streets>.
5. The Festival of Place in your streets supports the Greener Public Spaces Premier's Priority to increase walkable access to quality public open space in urban areas across NSW.
6. The program will provide re-energised and more, better and activated public space to support community wellbeing and economic recovery, as lockdowns lift and as we support efforts to make the most of the outdoor lifestyle we all love and enjoy.
7. This initiative will see more streets reimagined as places for people, whether that's new walking paths, turning asphalt into art, providing pop-up parklets, or trialling and testing new ways to use our streets towards permanent changes that enhance walkability.
8. Council is eligible to submit an expression of interest (EOI) in two of the programs, subject to Council's capacity to undertake additional projects and Council decision to submit an EOI:
 - a) Streets as Shared Spaces Program; and
 - b) The Festival of Place Summer Night Fund Program
9. Timeframes for the program are as follows:

Date	Milestone	Action
14 October 2021	EOI opens	Councils notified of program and EOI
11 November 2021	EOI closes	Councils submit EOI in SmartyGrants by 4pm, Thursday 11 November 2021
December 2021	Applications open	Shortlisted applicants invited to apply
11 February 2022	Applications close	Shortlisted applicants invited to submit application by 4pm, Friday 11 February 2022
	Assessment	Independent assessment panel meets
March 2022	Announcement and notifications	Announcement of successful projects Applicants formally advised of outcome of application and funding offers made
April 2022	Projects commence	Funding agreements signed and first milestone payment Successful applicants commence projects
By September 2022	Trials go live	Successful applicants trials are live
February 2023	Expected completion of trials	Successful applicants conclude trials Project completion and acquittal

10. Council should also be aware that the NSW Government has also made it easier for food and beverage businesses to have greater ability to expand their footprint to new outdoor space giving customers across the state more opportunities to dine outdoors. Details can be found here: <https://www.nsw.gov.au/projects/outdoor-dining>.

Streets as Shared Spaces Program (Round 2) (\$20 million):

11. The department is offering grants of up to \$500,000 to councils across NSW for **trial projects** that test permanent changes that strengthen the amenity, accessibility and economic vitality of a high street and surrounding area.
12. The objectives of the program are to:
- a. provide more and better public space that improves walkability and connection, enables day and night activity, and increases footfall
 - b. drive collaboration and partnerships between local government and another sector, whether public, private, civic or community, taking a place-based approach
 - c. establish and commence delivery of projects by April 2022

- d. enable long-term changes through trialling innovative and creative approaches, partnerships and engagement.
13. Further details on the program opportunity and requirements are provided:
- a. Streets as Shared Spaces Guidelines – attachment 1
 - b. Streets as Shared Spaces Ideas and Opportunities – attachment 2
 - c. Streets as Shared Spaces Project Evaluation Core Indicators – attachment 3
 - d. Streets as Shared Spaces round 2 Frequently Asked Questions (FAQs) – attachment 4
14. It is proposed that Council consider submitting an EOI to support a trial of increased outdoor dining and facilitate street activities by business on Council owned roads, as follows:
- a. Central business area: Uralla (Bridge St and Hill Street between Salisbury St and King St) \$400k:
 - I. Renew existing garden beds and enhance access and outdoor dining settings

For example: paint garden bed edges, improve drain coverage between footpath and garden beds to expand opportunity for outdoor street furniture, add more Uralla Shire bespoke outdoor furniture, add decorative lighting (if permissible under traffic regulations), add pedestrian safety infrastructure.
 - II. Improve footpath condition and levels to improve accessibility and use for outdoor dining

For example: levels on the west side at 55 Bridge Street, footpath connection through colonnade on the east side adjacent 84 Bridge St to the car parking
 - III. Improve parking pavement and develop traffic management plans to facilitate street activities by business on Council owned roads.
 - IV. Add more public art.
 - b. Central business area: Bundarra (Bendemeer St between Souter St and Bowline St) \$100k:
 - I. Add more public art.
 - II. Provide a large sign detailing the Bundarra history, places of interest and local attractions on the Lions Club structure.

The Festival of Place Summer Night Fund Program

15. The department is offering all NSW councils up to \$15,000 from the Summer Night Fund for free, COVID-Safe activations or events in public spaces in local centres.

16. Every council in NSW can sign up for up to \$15,000 for free activations or events that enliven public spaces in the evening or at night, from January until the end of April 2022.
17. Council needs to sign up for the program by 4:00 pm, 15 November 2021
18. The objectives of the Summer Night Fund program are to:
 - a. Support community wellbeing by giving people opportunities to safely return to public spaces
 - b. Activate the evening and night time economy in public spaces in and around high streets across the state
 - c. Boost foot traffic and dwell time in local centres
 - d. Support job creation for creative and hospitality sectors
 - e. Enable longer-term activation of public spaces through minor amenity upgrades and regulatory changes.
19. Example projects could include:
 - a. Creative lighting shows or projections
 - b. Events like outdoor markets, micro-festivals or open-air cinemas
 - c. Galleries open up late with entertainment and workshops
20. Further details on the program opportunity and requirements are provided:
 - a. Summer Night Fund Fact Sheet – attachment 5
 - b. Summer Night Fund Frequently Asked Questions – attachment 6
21. Council could consider submitting an EOI proposing to invite local community groups to partner with Council for the delivery of one or more free, COVID-Safe activation(s) or event(s) in public space(s)
22. Possible events (three total at circa \$5,000 per even) could include:
 - a. Trial night markets in Hill Street
 - b. Night-time event at the Bundarra multi-purpose courts
 - c. Foodies evening picnic in Alma Park

Australia Day 2022 Community Grants Program

23. For Australia Day 2022 the National Australia Day Council (NADC) aims to support communities to hold an Australia Day event regardless of the changing nature of COVID restrictions.
24. The NADC, with assistance of the Australian Government, is making available grants of:

- a. Between \$10,000-\$20,000 (GST excl) for the purpose of assisting eligible event organisers to ensure Australia Day 2022 events proceed despite the social and economic difficulties that have been experienced as a result of COVID-19 (events must proceed in keeping with relevant COVID health directions); and
 - b. Up to an additional \$10,000 (GST excl) where the event includes strong recognition of Aboriginal and/or Torres Strait Island peoples.
25. The intended outcomes of this grant opportunity are to provide funding for Australia Day 2022 events that:
- a. Enable Australia Day events/activities to proceed in a COVID safe environment regardless of last minute changes to COVID public health restrictions
 - b. Encourage community participation in Australia Day events/activities
 - c. Reflect, respect and celebrate Aboriginal and / or Torres Strait Islander peoples, histories and cultures
 - d. Create or retain local employment
 - e. Support local communities, regions and industries affected by the economic impacts of COVID-19
 - f. Promote the messaging of 'Reflect. Respect. Celebrate, We're all part of this story'
26. Possible additional costs include:
- a. Event fencing (to manage COVID spacing requirements)
 - b. Labour costs to manage event parking
 - c. Hospitality costs
 - d. Additional event signage (that can be used at future events)
 - e. Any other COVID management costs (e.g. extra hand sanitiser)

Other considerations

27. Other considerations include:

Festival of Place

- a. Community groups are not eligible to apply for the Festival of Place funding – only Councils.
- b. Council does not have an Events Officer or Project Officer with capacity to deliver any of these proposals. To proceed with one or more of the Festival of Place opportunities, consideration should be given to minimising the administration of the trial projects as existing current work will need to be deferred to prioritise these projects.

- c. Any new/upgrade Capital works will create ongoing additional operating cost (maintenance and depreciation costs which cannot be estimated at this time).
- d. Notification of this grant and timeframes are short and neither project is yet well scoped or consulted with the community; albeit, there is general support from the community for some upgrade to garden beds and footpaths in Uralla's main street (including recommendations for such from UTEC).
- e. Both opportunities could support business growth and vibrancy of public spaces in both Uralla and Bundarra.

Australia Day 2022 Community Grants Program

- a. There is a wide scope of eligible funding. Council and the Australia Day Committee may need to consider the merits of applying for funding that would expand the scope of the Australia Day event (e.g. additional entertainment) that is unlikely to receive funding in future years.
- b. The Committee will need to consider its capacity to put on a larger event if it is successful in securing the grant funding.

CONCLUSION:

- 28. Should Council resolve to proceed with and receive funding for one or more of the grant programs, the project(s) will be further scoped in consultation with the community and key stakeholders and consideration of minimising new whole of life costs.

COUNCIL IMPLICATIONS

29. Community Engagement/Communication

Will require consultation with the community and community groups

30. Policy and Regulation

Roads Act 1993 (NSW), other regulations depending on selected activities

31. Financial/Long Term Financial Plan

Any new/upgrade Capital works will create ongoing additional operating cost (maintenance and depreciation).

32. Asset management/Asset Management Strategy

May create new assets and assist to reduce backlog regarding parking lane renewals

33. Workforce/Workforce Management Strategy

May require additional staff to manage and coordinate associated projects and events in the short term (to be costed to the grant)

34. Legal and Risk Management

People/WHS - Risk to be addressed in the development of the projects and events. Additional funding will assist the Council, community and business to undertake COVID Safe events.

35. Performance Measures

Funds expended and attendance at events

36. Project Management

Council staff



Department of Planning,
Industry and Environment

Streets as Shared Spaces

Guidelines (Round 2)

October 2021





Acknowledgement of country

The Department of Planning, Industry and Environment acknowledges the traditional custodians of the land and pays respect to Elders past, present and emerging.

We recognise Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to place and their rich contribution to society.

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Title: Streets as Shared Spaces Guidelines (Round 2)

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Cover image: Phillip Lane, Parramatta
Credit: City of Parramatta Council

Artwork (left) by Nikita Ridgeway



Streets as Shared Spaces, Living Laneways, Singleton
Credit: Singleton Council

Place, Design and Public Spaces

The Place, Design and Public Spaces group within the Department of Planning, Industry and Environment (the department) improves people's lives by planning and designing places and public spaces that make NSW a great place to live and work. We enable places in which people love to live and connect, now and into the future, by influencing, designing and delivering great and sustainable places for the benefit of the people and natural environment of NSW. We do this by putting people, place and community at the centre of everything we do.

We help provide homes, services and infrastructure, build great communities, create jobs and protect the environment.

We create great places and experiences for all.

We plan for a changing and thriving NSW.

We inspire strong and resilient communities and regions and ensure the responsible and sustainable use of NSW's resources.

Place, Design and Public Spaces also includes the Government Architect NSW, Greater Sydney Parklands, Royal Botanic Gardens and Domain Trust, Place Management NSW, Sydney Olympic Park Authority, and Hunter and Central Coast Development Corporation.

Premier's Priorities

Greener Public Spaces: Increase the proportion of homes in urban areas within 10 minutes' walk of quality green, open and public space by 10 per cent by 2023.

Quality green, open and public spaces are important to everyone. They are our free parks, gardens and sports fields, walkable shady streets, libraries, museums and galleries, which form the heart of our communities. Our public spaces make life more welcoming and accessible. They delight and connect people. They support our health and well-being, environmental resilience and prosperous local economies. Public spaces are all places publicly owned or of public use, accessible and enjoyable by all for free. They include our [open spaces](#), [public facilities](#) and [streets](#). They're at the heart of everyday life.

Greening our City: Increase the tree canopy and green cover across Greater Sydney by planting one million trees by 2022.

Trees play an important role in creating great places for our communities, enhancing outdoor recreation and exercise opportunities and making the places we live and work greener, cooler and more connected. Green canopy enhances the amenity of local parks and streets and is crucial in providing vital shade that reduces ambient temperatures and mitigates the urban heat island effect.

Trees improve local character and enhance property values. They extend habitat, increasing the biodiversity of cities serving as a home for animals and birds. Air quality is improved by removing fine particles from the air and trees mitigate the impact of climate change, acting as a storehouse for carbon dioxide.

For more information visit www.dpie.nsw.gov.au/premiers-priorities



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The Rocks
Credit: Anna Kucera

Introduction

The Department of Planning, Industry and Environment (the department) is inviting local councils to apply for up to \$500,000 in grant funding from the \$20 million Streets as Shared Spaces (Round 2) program (the program).

Great public spaces are vital to communities. They provide places for social interaction and connection, improve health and wellbeing, and offer communities a sense of identity and character. Public spaces that support communities are of increasing importance as our cities and towns grow.

Streets, paths and plazas make up an essential part of our network of public spaces. Whether people use them for travelling, walking, cycling, outdoor dining, socialising or doing business, streets are crucial infrastructure for successful and healthy urban areas.

Streets have become a focal point during the COVID-19 pandemic and are one of the most important forms of public space. Communities

and businesses are looking at using streets differently, to exercise, socialise and access services safely in the context of public health restrictions and as NSW emerges and manages urban life in the era of the pandemic.

Following the success of the first round of [Streets as Shared Spaces](#) and [Your High Street](#) programs, both launched in 2020, the NSW Government is now offering a further round of funding for Streets as Shared Spaces Round 2 to deliver trials that test permanent changes in high streets across NSW.

In this round of funding, the program will fund projects that contribute to the economic vitality of the street and surrounding area, recognising that great high streets can act as an anchor or attractor for people and business. A street that is well connected can benefit and build on the strengths of the local area, through physical improvements and through the establishment and strengthening of new partnerships.

Overview

Purpose of funding

The second round of Streets as Shared Spaces is a \$20 million grant program that is open to all councils across NSW.

The program will provide successful applicants with grant funding to deliver trials that test permanent changes that strengthen the amenity, accessibility and economic vitality of a high street and surrounding area, taking a place-based approach.

These trials should support immediate community needs and test and build the case for more permanent changes that positively impact local economies and community health and wellbeing.

The Streets as Shared Spaces program supports the NSW Premier's Priority to increase walkable access to quality open, green and public space in urban areas. It is aligned with NSW Government strategies (refer **Appendix A**) and supports local government to test their long-term vision through trial projects.



Why high streets and what does the community want to see in high streets?

Sometimes referred to as main streets, high streets in urban centres are important economic drivers and offer places for gathering and accessing services. More than just a place for the movement of cars, these are principal streets providing vitality to the local neighbourhoods, supporting the local, and sometimes wider area, with jobs and services such as shopping, dining, entertainment, health and personal services to meet the daily and weekly needs of the local community. They are identifiable public spaces for social encounters at the heart of a neighbourhood and, at their best, reflect the unique local character and stories of a place in a way that references traditional culture.

Streets are places of public life, where many activities occur in one place. They have many different users and demands, including people accessing services, leisure, retail activities and as connectors. Our research, conducted over two years of gathering community insights in our [Public Spaces during COVID-19 survey](#), emphasises the importance of getting the basics right. Community feedback commonly prioritises safety and lighting, wide footpaths and easy crossing points, and shady, green environments. The most common reasons cited for visiting local high streets were shopping or accessing services (87%) and visiting cafés and restaurants (61%).

Figure 1. Community feedback on local high streets

The most common reasons for visiting local high streets were to:



All features of high streets in 2021 were identified as important by most people

Safe and well-lit	94%
Wide footpaths and easy crossing points	92%
Shade, green and leafy environment	91%
A variety of activities, such as restaurants, shops and services	89%
Appropriate traffic levels and speeds	87%
Outdoor seating at cafés, restaurants or bars	86%
Quality of retail offer	82%
Places to sit and rest	78%
Clear signage	75%
Vibrant public art, greenery and colourful flowers	74%
A mix of day and night-time activities	69%
Entertainment or activities, such as live music	53%

Source: Public spaces during COVID-19: Adapting to the new normal (2021)

How does this relate to the NSW Government's Outdoor Dining trial?

Outdoor dining areas providing areas for people to sit and eat can contribute to the vibrancy of street life and support cafes and restaurants. Outdoor dining is one important and positive part of many activities that make a great high street.

The NSW Government released guidelines in 2020 encouraging councils to participate in the Outdoor Dining trial and support local businesses to expand outdoor dining where appropriate. Councils were encouraged to help streamline outdoor dining permit approvals by identifying areas appropriate for new or expanded outdoor dining and encouraging businesses in these areas to come on board. By doing this work up front, the individual venue applications can be considered much quicker.

This funding complements the NSW Government's Outdoor Dining trial, which will become permanent after October 2021.

For information on outdoor dining, see information about the [NSW Government's Outdoor Dining trial](#) and the [Streamlined Outdoor Dining Approvals Guide](#).

Program objectives

We invite applications for trial projects that test permanent changes to high streets in urban centres and meet these objectives:

- Provide more and better public space that improves walkability and connection, enables day and night activity, and increases footfall.
- Drive collaboration and partnerships between local government and another sector, whether public, private, civic or community, taking a place-based approach.
- Establish and commence delivery of projects by April 2022.
- Enable long-term changes through trialling innovative and creative approaches, partnerships and engagement.

What are we looking for?

- **Increased quantity of public space:** This program supports trial projects that test reallocating road space to increase areas for activities such as additional space for walking or sitting (extra seating or footpath widening), space for eating or gathering (parklets and outdoor dining), space for communal or recreational activities (gardening, play) or space for greenery.
- **Increased quality of public spaces:** Great public spaces offer the community a positive experience during the day and night, contributing to local character and fostering a sense of attachment to the place. Four questions can help evaluate the quality of public space and public life and help identify whether a place is doing well and areas for improvement:
 - Am I able to get there?
 - Am I able to play and participate?
 - Am I able to stay?
 - Am I able to connect?

When assessing the projects, we will be looking for holistic programming of ideas and opportunities, such as those shown in Figure 2. For further information, see the draft [NSW Public Spaces Charter](#), the [Great Public Spaces Guide](#) and the [Evaluation Tool for Public Space and public Life](#).

- Improving walkability and connection:** Walkable public spaces connect people of all abilities and places, providing easy access from where people live to things to see and do and services that meet daily and weekly needs. We are seeking projects that encourage people to walk to, from and along high streets. Safety, directness and comfort are all important factors that make places walkable for people of all ages and abilities. The following questions can be useful when scoping projects to improve walkability:

 - Are main high streets and side streets safe and easy to cross?
 - Are footpaths wide enough for walking and outdoor activities?
 - Is there shade, shelter and a place to rest?

For further guidance, see the [TfNSW Walking Space Guide](#).
- Targeting streets of significance in urban centres:** We are seeking to target investment in locations where there is a mix of uses and a concentration of activities during the day and night. Locations should have local employment opportunities, shops and services, cafés and restaurants, community and recreational facilities, local schools, public open spaces, cultural activity and, potentially access to public transport. While these locations will look different depending on the setting, councils should consider a project location where the trial can have the most significant impact on community wellbeing and local businesses.
- Economic vitality of the high street and surrounding area:** High street improvements should ideally form part of a broader strategy, that is not reliant on events or one-off activations to attract foot traffic. The program invites proposals that demonstrate how the project will support economic vitality in a way that builds on existing social, economic and cultural assets of the high street and surrounding area and supports local businesses, contributes to the 24-hour economy and complements other revitalisation initiatives. Examples could include a campaign to encourage people to shop locally, a program to turn vacant shopfronts into creative spaces or an innovative transport plan (which could include for example allocating kerb space for kiss and ride, smart parking initiatives or providing real-time data to assist transport choices).
- Trial approaches to test permanent changes:** Trial or temporary approaches describe a city or citizen-led approach to neighbourhood building using short-term, low-cost and scalable interventions intended to catalyse long-term change.¹ This approach allows communities and government to experiment and test changes to streets and places, before committing significant time and resources to permanent change. If the trial is successful and supported by the community, it may go on to become a permanent change. Sometimes referred to ‘tactical urbanism’, projects using a trial approach can use ‘lighter, quicker and cheaper’ approaches, for example widening footpaths with bolt-down timber decking or parklets, see [Streets as Shared Spaces Case Studies](#) and [Streets as Shared Places for People – Ideas and Opportunities](#).
- Partnerships and collaboration with community, businesses and institutions:** This funding seeks to advance partnerships and collaboration between local government and other sectors and organisations. This could include working with a group of businesses (refer to the ‘partnering with your local business community’ example on page 11), partnering with a local school on safer routes to access the school or working with a local cultural organisation.
- Taking a place-based approach:** A place-based approach targets the specific circumstances of a place and engages local people as active participants in development and implementation. This is particularly important in the context of streets, where many activities occur in one place and there are many different users and demands at different times of the day and night. Through this program we encourage councils to work across sectors and to engage meaningfully with the community, including people and groups that are hard to reach, to generate and implement ideas.

¹ The Street Plans Collaborative, Tactical Urbanism 4: Australia and New Zealand, https://issuu.com/streetplanscollaborative/docs/tacticalurbanismvol4_141020

Ideas and opportunities to help create great streets

Am I able to get there?	Am I able to play and participate?	Am I able to stay?	Am I able to connect?
<ul style="list-style-type: none"> • Appropriate traffic levels and speeds • Transport options • Wide footpaths and equitable access • Safe crossing points and tactile indicators • Reduced obstruction and clutter • Clear wayfinding and signage • People are protected from vehicles 	<ul style="list-style-type: none"> • Diverse public spaces along the street • Play streets and shared zones • interactive activities and place infrastructure • Places to relax and rest • Regular programming events and things to do • Contribute to the night-time economy 	<ul style="list-style-type: none"> • Space for business customers to wait or dine outside • Trees and plants for shade • Safe, clean and well lit • Wide footpaths for local street character • Quality materials • Variety of businesses and services nearby 	<ul style="list-style-type: none"> • Vibrant public art, music and performance • Colourful flowers and plants • Loveable and authentic local character • Places of meaning and diverse public life • 10+ things to see, do and connect with • Evidence of community volunteerism

Further resources to support your application are available on the [Streets as Shared Spaces website](#). This includes FAQs, case studies and webinars designed to help you to address the program guidelines.

Streets as Shared Spaces – project examples

These projects funded in the first round of Streets as Shared Spaces illustrate some of the attributes we are looking for in applications.



Bathurst Regional Council, Bathurst Town Square

Bathurst Regional Council have commenced temporary interventions to test pedestrianisation in and around Bathurst Town Square and trial the reconfiguration of the local street network to increase connectivity and safety. The project is testing changes in Church Street to slow traffic and improve pedestrian access and amenity, including kerb buildouts, pram ramps, line marking, wayfinding signage and a linear park. By extending a lane, allowing a clear one-way traffic lane and installing a parklet for shade and space for pedestrians to dine and dwell, Council will open up a network of underutilised laneways to encourage pedestrian connectivity. Council have also installed removable bollards for easy closure of Church Street for the use of community events and activations.

Council has worked closely with artists, through multidisciplinary design studio ESEM projects, to create a significant wall mural, depicting a creation story of the Wiradyuri people, as well as other temporary art installations within the Town Square precinct. The project aims to unify the Town Square through the enhanced streetscape, creating a venue where Bathurst celebrates and commemorates its local character, heritage and culture.

♥ Tweed Shire Council, Tweed's Green Parklet, Public Art and Activation Project

Tweed Shire Council transformed carparking spaces with 2 pop-up parklets in Murwillumbah, to increase public space, incorporating public art, greening and a community activation program to improve the amenity and beautification of the local streetscape.

92% of community and businesses surveyed were supportive of seeing the streetscape changes made permanent. As a result, council resolved to permanently retain the parklets, art seats and planter boxes, with some adjustments to ensure they were appropriate for longer-term use.



♥ Gilgandra Shire Council, Meet Me @ Miller Street

Centred around the concept of 'meeting' of its spaces, community, visitors and infrastructure, Gilgandra Shire Council's project temporarily converted an underutilised laneway and car parking area into a vibrant and connected shared zone with greenery and lighting, murals and public art installations and seating and outdoor dining. Council introduced complementary traffic calming measures including speedbumps and reduced traffic speeds (10km/h).

The improved public space created a new safe pedestrian connection, bridging a missing link between Windmill Walk, along the Castlereagh River, and the main street. The pilot project took a place-based approach to economic recovery, aligning the improvements with council's Shop Local program, which saw \$1.6 million direct spend within Gilgandra. Council is now in the planning stages of making these changes permanent, with funding from the department's Your High Street program.

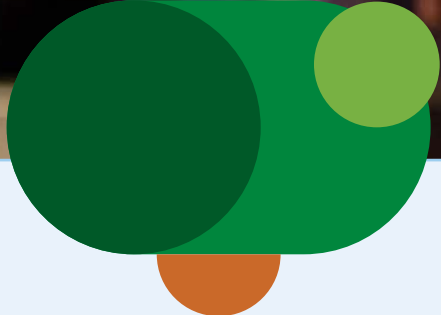
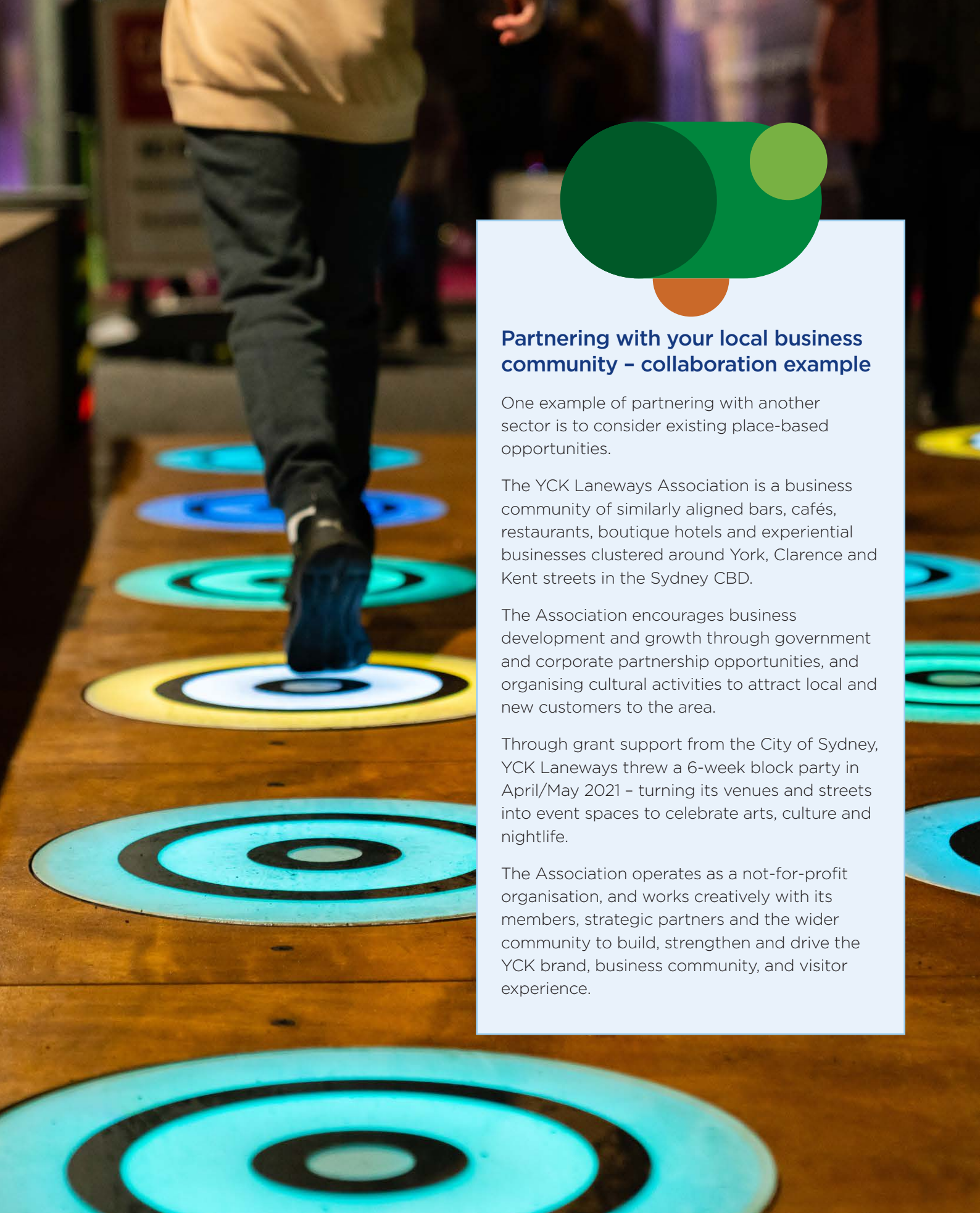


♥ Ballina Shire Council, A slow path – not a fast short cut

Ballina Shire Council is trialling traffic calming and streetscape enhancements to improve amenity and safety for pedestrians and cyclists in and around Park Lane, Lennox Head. During consultation, the community identified pedestrian safety as an important objective, as Park Lane is a popular shortcut for vehicles wanting to avoid main street traffic.

Council is testing raised speed thresholds and crossing points, kerb buildouts, reduced traffic speeds (30km/h), public art and decorative pavement treatments, a parklet, bicycle parking and maintenance equipment and solar lighting. Partway into the trial, council has already observed an average speed reduction of 10km/h along Park Lane. This trial has informed Council's design of the Lennox Village Vision to introduce permanent streetscape improvements.





Partnering with your local business community - collaboration example

One example of partnering with another sector is to consider existing place-based opportunities.

The YCK Laneways Association is a business community of similarly aligned bars, cafés, restaurants, boutique hotels and experiential businesses clustered around York, Clarence and Kent streets in the Sydney CBD.

The Association encourages business development and growth through government and corporate partnership opportunities, and organising cultural activities to attract local and new customers to the area.

Through grant support from the City of Sydney, YCK Laneways threw a 6-week block party in April/May 2021 - turning its venues and streets into event spaces to celebrate arts, culture and nightlife.

The Association operates as a not-for-profit organisation, and works creatively with its members, strategic partners and the wider community to build, strengthen and drive the YCK brand, business community, and visitor experience.

Places to Love Lost Lanes, Wagga Wagga Credit: Matt Beaver

Application process

The application process will involve an Expression of Interest (EOI) stage followed by an invitation to shortlisted applicants to apply for funding. The two-stage process has been designed in recognition of the significant resourcing required to prepare an application.

The EOI stage will ask applicants to articulate their proposal early in its development, to identify how it meets the program objectives and timeframes as well as likely transport approvals.

Shortlisted applicants will then be invited to develop their project applications and provide all information required to address the assessment criteria (see page 15).

Refer to **Appendix B** for a summary of the information and documents sought at each stage.

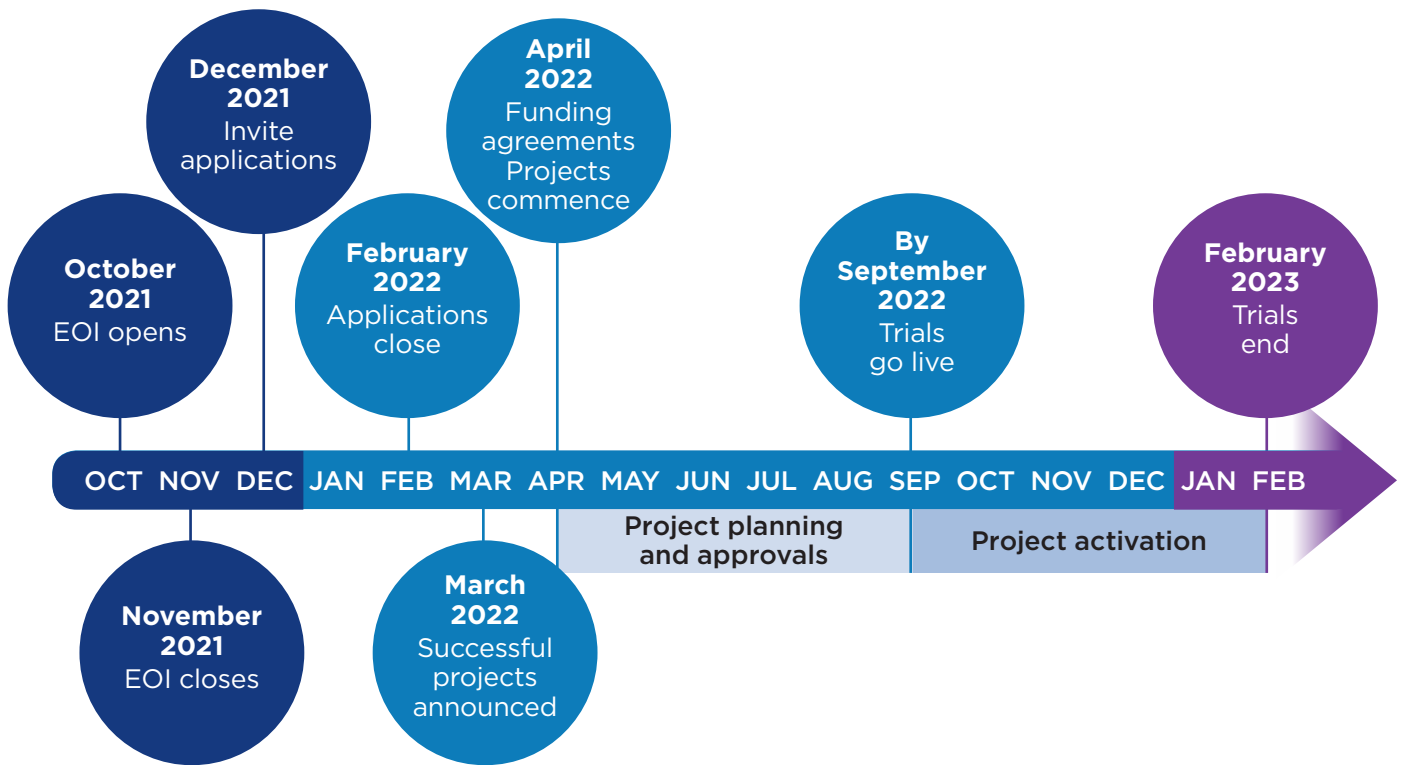
Timeframes

The EOI, application and assessment process and timeframes for the program are outlined below.

Table 1. Timeframes for program

Date	Milestone	Action
14 October 2021	EOI opens	Councils notified of program and EOI
11 November 2021	EOI closes	Councils submit EOI in SmartyGrants by 4pm, Thursday 11 November 2021
December 2021	Applications open	Shortlisted applicants invited to apply
11 February 2022	Applications close	Shortlisted applicants invited to submit application by 4pm, Friday 11 February 2022
	Assessment	Independent assessment panel meets
March 2022	Announcement and notifications	Announcement of successful projects Applicants formally advised of outcome of application and funding offers made
April 2022	Projects commence	Funding agreements signed and first milestone payment Successful applicants commence projects
By September 2022	Trials go live	Successful applicants trials are live
February 2023	Expected completion of trials	Successful applicants conclude trials Project completion and acquittal

Figure 2 Timeline for the program



Funding eligibility

Councils are invited to submit one application for funding up to \$500,000.

The following projects and works are not eligible for funding:

- Projects outside of NSW.
- Planning projects (feasibility studies, masterplans).
- Purchase or lease of land or property.
- Funding of personnel or staff positions, unless a labour cost exemption request is completed by council and approved by the department.
- Product branding, advertising or promotion.
- Projects requiring ongoing funding from the NSW Government.
- Retrospective funding to cover any project component that is already complete/ underway when a funding offer is made.
- Projects already committed with an allocated budget in councils' future asset plans.
- Projects for routine maintenance.
- Projects that will not commence the trial on the ground by September 2022.

- Projects by councils that do not maintain the minimum insurance requirements (see Insurance requirements section).
- Projects not located on a high street.
- Projects relating to more than one or multiple urban centres.

EOIs will not be considered unless:

- They are sufficiently detailed and specific to allow consideration against the program objectives.
- They are accompanied by a support letter from a General Manager or council CEO.
- They are submitted by the deadline.

Applications will not be considered unless:

- They are accompanied by a support letter from a General Manager or council CEO.
- They are submitted by invitation in response to the EOI and by the deadline.
- They are accompanied by in-principle support of the landowner, where the land is not owned or managed by council.
- They have in-principle support from Transport for NSW, where the project is on a state road or requires approvals from Transport for NSW.



Streets as Shared Spaces, Morph It, Maitland
Credit: Maitland City Council

Approvals

Councils must ensure they are aware of all approvals required and consult with local Transport for NSW representatives in preparing the EOI and application.

Applicants do not need to have obtained all approvals in relation to the proposed project prior to submitting an EOI or application. However,

they must identify all necessary approvals in the EOI and evidence of in-principle support from Transport for NSW or other relevant authorities must accompany the application. The application will also need to factor in appropriate time to obtain approvals in the project plan. Projects that do not accurately identify the need and time required for Transport for NSW approvals will be ranked lower against Project Deliverability criterion.

EOI submissions must be signed off by a person with the appropriate delegation within council, and applications must be accompanied by a letter of support from the General Manager or council CEO.

Other funding

Applicants must disclose whether any aspect of the proposal for this funding program has either:

- received funding through another NSW Government funding program, or
- applied for funding through another NSW Government funding program that may currently be in consideration, such as the Transport for NSW Walking and Cycling Program.

Applications will be reviewed to ensure that the applicant is not seeking or receiving multiple sources of funding for the same works.

Assessment process and criteria

EOIs will be assessed by the department and representatives from Transport for NSW and the Office of Local Government against the program objectives and deliverability in relation to approvals and timing. Applicants will be advised if they have been shortlisted and only shortlisted applicants will be able to apply for funding.

The department will perform a pre-eligibility check of applications and, where appropriate, seek to remedy eligibility issues with the applicant. Where an application is still deemed ineligible or if the applicant has not provided further information requested, the department will notify the applicant within 21 days of applications closing.

Eligible applications will be assessed by an independent assessment panel of NSW Government representatives that may include the department, Transport for NSW and the Office of Local Government, and will include a representative with urban design expertise.

Any late or incomplete EOIs or applications will be deemed ineligible. It is at the department's discretion to accept late applications if there are extenuating circumstances.

Assessment criteria

Table 2. Project Merit 50%

Criteria	Supporting evidence examples
Project delivers more and/or better quality public space	<p>Clear problem statement and alignment of suggested outcomes</p> <p>Use of the draft NSW Public Spaces Charter principles and the Evaluation Tool for Public Space and Public Life to evaluate the site</p>
Project contributes to economic vitality of the street and surrounding area	<p>Demonstrates rich mix of economic, social, and cultural activities in the area - day and night-time activations - and how the project supports local businesses</p> <p>Concurrent and complementary revitalisation initiatives planned in the area</p>
Project drives collaboration and partnerships with community, businesses and institutions, taking a place-based approach	<p>Letter/s from local businesses or local business associations, community groups, institutions (e.g. schools, universities or cultural institutions)</p> <p>Dedicated placemaking staff resource to support the project</p>
Project engages with the community and local businesses to trial changes that support longer-term plans for the area	<p>Endorsed council strategy showing support for overall vision that councils are seeking to test</p> <p>Approach to engaging the community in the project including ensuring engagement is inclusive</p> <p>Approach to working with diverse communities</p>

Table 3. Project Deliverability 30%

Criteria	Supporting evidence examples
Financial viability	Project budget
Council commitment to roll out project quickly and understanding of approvals needed	<p>Project schedule</p> <p>Project plan</p>
Risk mitigation and community/business needs are considered	<p>Risk assessment</p> <p>Approach for adapting project in response to feedback once it goes live</p>

Table 4. Value for money 20%

Criteria	Supporting evidence examples
Project uses effective trial approaches and materials to maximise the scale and impact of the project	Breakdown of estimated material cost
Approach to sustainability	Consideration of materials used, product lifecycle, and environmental impact

Successful projects – funding conditions

Successful applicants will be required to enter into a funding agreement with the department. The funding agreement will set out the obligations of the recipient of the funding, including, but not limited to, monitoring and reporting, project completion, and milestones and payment.

Project Management

Grant recipients will be responsible for delivering and meeting the project milestones and commencing the trial on the ground by September 2022.

Grant recipients will need to supply a project plan to be included in the funding agreement that sets out the works and deliverables, costs and schedule, and must carry out the project in accordance with the project plan.

Grant recipients must also provide a final concept plan before commencing construction.

Approvals

It will be a condition of the grant of funding that the recipient obtain all necessary/required approvals such as road changes and/or traffic facilities under the *Roads Act*, *Transport Administration Act*, *Environmental Planning & Assessment Act* or *Local Government Act*.

Consultation with the community and other key stakeholders

The recipient will be responsible for monitoring the project during the trial and may be required to make adjustments to aspects of the project as needed in response to feedback from the community and other key stakeholders. It is acknowledged the recipient may need to adopt different forms of engagement due to public health orders.

Monitoring, reporting and evaluation

Grant recipients are required to:

1. Collect data both before and after using the [Evaluation Tool for Public Space and Public Life](#), and analyses the results.
2. Provide high quality before and after images.
3. Provide before and after reporting against the Core Indicators available on the [program website](#).
4. Provide milestone reports and a final acquittal report via [SmartyGrants](#) at the completion of project including a procurement certificate.

Project opening event and promotion

A communication pack will be provided to grant recipients to provide approved key messages, branding, logos and multimedia to help promote the project and acknowledge the funding contribution.

Grant recipients must acknowledge the funding contribution from the NSW Government in all communications and media for the project.

If holding a formal launch event, the recipient must:

- invite the Minister for Planning and Public Spaces or a departmental representative on the Minister's behalf to attend any formal launch event (including commencement and completion ceremonies with prior consultation on available dates where practicable); and
- provide no less than 30 business days' notice prior to any formal event.

To make the invitation, the recipient should access the Minister's [web form](#). It is for the recipient to decide if there is to be an opening event. Recipients should invite the Minister, the department and other dignitaries and consult on a preferred date. If the invitation is accepted, a department media officer will work with the recipient on the arrangements and media protocols.

Payment of grants

Payment of funding will be conditional on the funding being used only for the project in accordance with the terms and conditions of the funding agreement. Payment of funding will be made in accordance with the milestones and payment schedule set out in the funding agreement and will be subject to compliance with the recipient's obligations. A final acquittal and project report will be required following completion of the project.

Project responsibility

The recipient will be required to acknowledge and agree that it is solely responsible for delivering and completing the project in accordance with the terms and conditions of the funding agreement, and will not be relieved of that responsibility because of any involvement with a third party (e.g. subcontracting, partnerships).

Insurance requirements

Recipients will be required to maintain a minimum Public Liability Insurance cover of \$20 million, workers compensation insurance for people involved in delivery of the project and insurance over assets used in connection with the project.



Patrick Street precinct, Blacktown City Council

How to apply

1. Familiarise yourself with the grant requirements set out in these guidelines and determine if you are eligible.
2. Visit the [website](#) to access resources to support your application and register to attend the [webinar](#) on Monday, 18 October 2021.
3. Complete and submit your EOI in [SmartyGrants](#) by 4pm, 11 November 2021.
4. If shortlisted, the department will invite councils to submit an application by 4pm, 11 February 2022.

Acknowledgement of receipt of application will be via return email.

Need advice?

The department is available to provide information to potential applicants on interpretation of these guidelines, including types of projects eligible for funding. The department can also provide advice on the online application process.

For inquiries or more information email: PublicSpace@planning.nsw.gov.au

Complaints Procedure

Any complaints about a grant process must be provided in writing. Any questions you have about grant decisions for this grant opportunity should be sent to PublicSpace@planning.nsw.gov.au. If you do not agree with the way the department has handled your complaint, you may complain to the NSW Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the relevant department. Visit the NSW Ombudsman at www.ombo.nsw.gov.au.

Privacy Policy

The department is required to comply with the Privacy and Personal Information Protection Act 1988. The department collects the minimum personal information you voluntarily provide to enable it to contact an organisation and to assess the merits of an application. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected. Applicants must ensure that people whose personal details are supplied with applications are aware that the department is being supplied with this information and how this information will be used.

Disclaimer

Submission of an application does not guarantee funding. The costs of preparing an application are borne by the applicant.

Glossary

For the purpose of the grant program the following terms have been provided to be drawn upon when applying:

Evaluation Tool for Public Space and Public Life

means a [four-page resource](#) (developed by the department and publicly released in March 2021), that helps evaluate the quality of public space and public life. The tool can give a 'before' and 'after' snapshot of the public space. It can identify a public space's positive attributes and areas for improvement. It can measure change throughout the project.

High streets, sometimes also referred to as main streets, are the beating heart of the neighbourhood. High streets in urban centres are important economic drivers and offer places for gathering and accessing services. More than just a place for the movement of cars, these are principal streets providing vitality to the local neighbourhoods, supporting the local and sometimes wider area with jobs and services such as shopping, dining, entertainment, health and personal services to meet the daily and weekly needs of the local community. They are identifiable public spaces for social encounters at the heart of a neighbourhood and, at their best, they offer local identity and cultivate a sense of pride in a place.

Holistic programming refers to how ideas and opportunities are coordinated to achieve a clear vision, character statement or identity that creates a sense of place, generated through effective stakeholder participation. This should apply equally across the design, implementation and operation of a place.

Improve walkability and connection means improving easy access from where people live to things to see and do and services that meet daily and weekly needs. It includes projects that encourage people to walk to, from and along high streets. Safety, directness and comfort are all important factors that make places walkable for people of all ages and abilities.

Labour cost exemption request refers to an exemption that councils can seek to the ineligibility of funding for personnel or staff positions. Council may seek this exemption during the application process in circumstances where complying with the ineligibility criteria would result in councils with in-house capabilities needing to engage external consultants, which could lead to an overall increase in project cost and delivery timeframes. Requests will be considered by the department on a case-by-case basis. If approved, this will allow authorised councils to allocate some of their funding to help fund reasonable staff and personnel costs.

Local character refers to what makes the neighbourhood distinctive and gives the place an identity. It encompasses the way it looks and feels. It is created by a combination of land, people, the built environment, history, culture and tradition including Aboriginal and non-Aboriginal, and looks at how they interact to make a distinctive character of an area. Local character is distinctive, it differentiates one area from another. It includes the sense of belonging a person feels to that place, the way people respond to the atmosphere, how it impacts their mood, their emotional response to that place and the stories that come out of people's relationship with that place. Refer to [Local Character and Place Guideline 2019](#).

Outdoor dining means the use of public space to allow the community to dine outdoors, including additional public space to enjoy takeaway, and extending the services of premises whose main function is for the provision of food and beverages to the public.

Placemaking resource means a role committed to delivering and embedding a place-based approach within council, developing partnerships with the local community and stakeholders to take an integrated approach to initiatives that shape the public realm and build community capacity to deliver placemaking projects.

Place-based describes an approach that targets the specific circumstances of a place and engages local people as active participants in development and implementation. This approach focuses on how specific places work and collaborative processes that recognise the value and need for local expertise, knowledge, responsibility and investment, allowing development of a shared vision and values.

Project location means the high street and public spaces directly adjacent, excluding road surface improvements unless specifically addressing new or improved bicycle lane.

Public space means all places publicly owned or of public use, accessible and enjoyable by all for free and without a profit motive. This includes:

- Open spaces: active and passive (parks, gardens, playgrounds, public beaches, riverbanks and waterfronts, outdoor playing fields and courts, bushland)
- Public facilities: libraries, museums, galleries, civic/community centres, showgrounds and indoor public sports facilities
- Streets: streets, avenues and boulevards; squares and plazas; pavements, passages and lanes, and bicycle paths.

Trial or temporary approaches mean a city or citizen-led approach to neighbourhood building using short-term, low-cost and scalable interventions intended to catalyse long-term change.² This approach allows communities and government to experiment and test changes to streets and places, before committing significant time and resources to permanent change. If the trial is successful and supported by the community, it may go on to become a permanent change. Sometimes referred to 'tactical urbanism', projects using a trial approach can use 'lighter, quicker and cheaper' approaches, for example widening footpaths with bolt-down timber decking or parklets.

Urban centre means a location with a mix of uses and an agglomeration of businesses and services. An urban centre has a concentration of local employment opportunities, shops and services, cafés and restaurants, community and recreational facilities, local schools, public open spaces, cultural activity and, potentially access to public transport.

² The Street Plans Collaborative, *Tactical Urbanism 4: Australia and New Zealand*, https://issuu.com/streetplanscollaborative/docs/tacticalurbanismvol4_141020



Street art in a pedestrian mall in Wollongong

Appendix A: Policy context

Table 5. Alignment with NSW Government strategies and policies

Policy area and agency	Goals, Strategies and Plans	Description
Premier's Priorities Department of Planning, Industry and Environment	Premier's Priority: Greener Public Spaces	Greener Public Spaces Premier's Priority is a commitment to increase the proportion of homes in urban areas within 10 minutes' walk of quality green, open and public space by 10 percent by 2023.
	Premier's Priority: Greening Our City	Greening Our City Premier's Priority aims to increase the tree canopy and green cover across Greater Sydney by planting one million trees by 2022.
Planning and Design Department of Planning, Industry and Environment; Greater Sydney Commission; NSW Government Architect's Office	Greater Sydney Metropolitan Plan	Sets out the spatial planning framework for Greater Sydney.
	District Plans	District Plans are a guide for implementing the Greater Sydney Region Plan at a district level and are a bridge between regional and local planning. The District Plans help councils to plan and deliver for growth and change and to align their local planning strategies to place-based outcomes.
	Regional Plans	NSW Regional Plans set the framework, vision and direction for strategic planning and land use across NSW's regions, as well as plan for the future housing, environmental, infrastructure and community needs.
	Draft NSW Public Spaces Charter	The Draft NSW Public Spaces Charter is a formal statement describing the rights of NSW communities to have access to quality public space and a NSW Government commitment to principles guiding planning, delivery and management of public space.
	Great Public Spaces Toolkit	The Great Public Spaces Toolkit helps bring the principles of the draft NSW Public Spaces Charter to life through a collection of free resources to support local government, state agencies, industry and the community, including the Evaluation Tool for Public Space and Public Life and the Great Public Spaces Guide.
	Better Placed	Government Architect NSW has produced policies and a range of guidance, manuals and advisory notes – some relevant guides are listed here. Better Placed sets out the five characteristics of a well-designed built environment – Healthy, Responsive, Integrated, Equitable and Resilient and 7 objectives for assessing good design including Better Fit, Better Performance, Better for People, Better for Community, Better Working, Better Value and Better Look and Feel.

Policy area and agency	Goals, Strategies and Plans	Description
Planning and Design Department of Planning, Industry and Environment; Greater Sydney Commission; NSW Government Architect's Office	Draft Smart Places Customer Charter Draft Connecting with Country	<p>The Draft Smart Places Customer Charter has been developed by the department to guide the creation and management of smart places across NSW. Under the charter, the NSW Government and its agencies will make sure data is collected, managed and stored securely to protect privacy.</p> <p>A framework for developing connections with Country to inform the planning, design, and delivery of built environment projects in NSW. It is intended to help project development teams – advocating ways they can respond to changes and new directions in planning policy relating to Aboriginal culture and heritage, as well as place-led design approaches.</p>
Transport Transport for NSW	Future Transport Strategy 2056 Road Safety Plan 2021 Movement and Place	<p>Future Transport Strategy 2056 is the long-term strategy for planning transport in NSW until 2056. The Strategy recognises the critical role that transport plays in enabling – or inhibit – successful places.</p> <p>The Road Safety Plan 2021 sets out priority areas to address recent increases in the road toll and to move us towards achieving the NSW Government's State Priority Target to reduce fatalities by 30 percent by 2021.</p> <p>Movement and Place is a cross-government framework for planning and managing our roads and streets across NSW. The framework delivers on NSW policy and strategy directions to create successful streets and roads by balancing the movement of people and goods with the amenity and quality of places.</p>
Night-time economy strategy 24 Hour Economy Commissioner	24 Hour Economy Strategy	<p>The 24 Hour Economy Strategy intends to enhance and develop the night-time economy to realise its social and economic potential.</p>
Outdoor Dining Cross-agency initiative	Outdoor Dining Taskforce	<p>This taskforce brings NSW government agencies together to activate the State's outdoor hospitality spaces, making approvals for alfresco dining and drinking easier and faster.</p>

Appendix B: EOI and application checklist

Council is required to submit the following documentation at EOI and application stages.

Table 6. EOI and Application checklist

EOI	Application
<ul style="list-style-type: none">• Concept plan or aerial map showing extent of project boundaries and location of key elements (technical drawings are not necessary)• General Manager letter of support for the project• Illustration (optional)	<ul style="list-style-type: none">• Concept plan• General Manager letter of support for the project• Illustration (optional)• In-principle support from TfNSW if needed• High quality images of project location• Aerial map showing project location• Risk assessment• Project budget breakdown• Project plan (maximum 10 pages)• Project schedule• Image/s of desired materials for implementation (optional)• Letter/s of support from local businesses or local business associations, community groups, institutions (e.g. schools, universities or cultural institutions) (optional)



dpie.nsw.gov.au

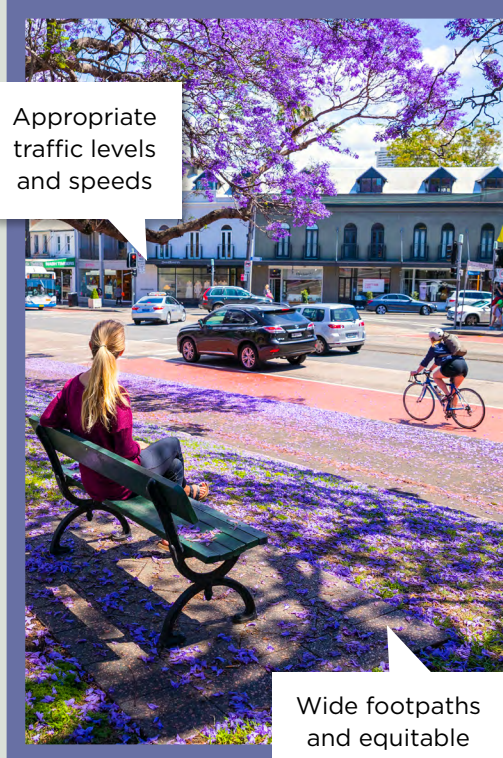


Streets as Shared Spaces

Ideas and opportunities

Streets are our towns and cities' connectors. In our urban areas they provide places where people can be walk and cycle, socialise and add vitality to neighbourhoods, creating better and more vibrant places to live. Aligning movement and place on streets can give users of all ages and abilities better, safer and healthier travel options while creating enjoyable urban environments for people.

Some ideas that help create great streets include:



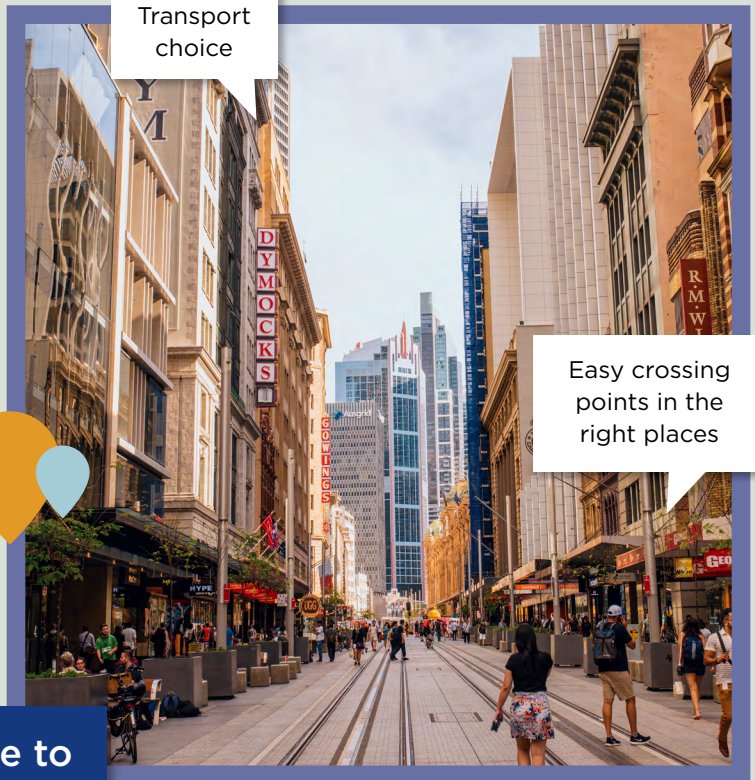
Appropriate traffic levels and speeds

Wide footpaths and equitable access

Am I able to get there?

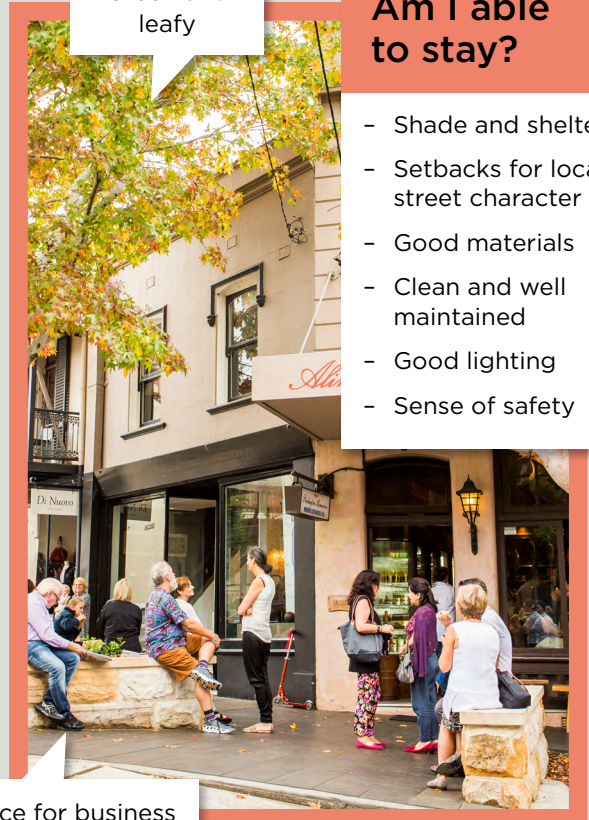
- Walking and cycling paths
- Tactile paving and colour contrast at crossings
- Reduce obstructions and clutter
- Good wayfinding
- Remove pinch points for people walking and riding
- A clear and positive interface with private domain

Transport choice



Easy crossing points in the right places

Green and leafy



Am I able to stay?

- Shade and shelter
- Setbacks for local street character
- Good materials
- Clean and well maintained
- Good lighting
- Sense of safety

Space for business - waiting and outdoor dining

Source for images: Destination NSW



Am I able to play and participate?

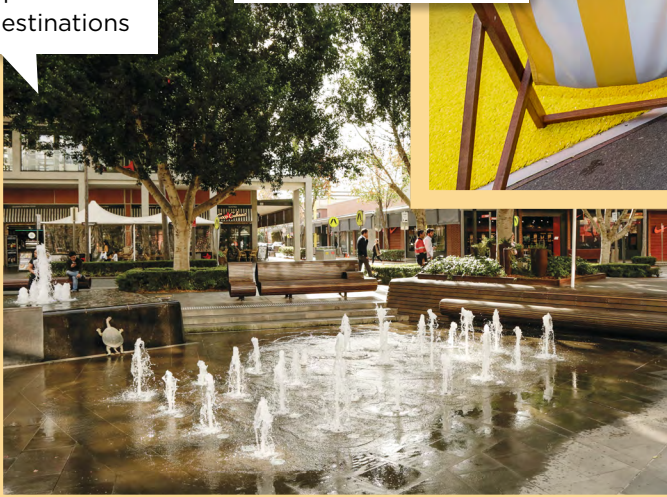
- Play streets and shared zones
- Interactive activities and place infrastructure
- Encourage social interaction
- Active frontages



Places to relax and rest

Programming, events and things to do

Connecting public spaces and destinations



Source for images: Place Management NSW Department of Planning, Industry and Environment and Destination NSW

Am I able to connect?

- Colour through public art and flowers
- Interesting things to see at eye level
- Places of meaning
- 10+ things to see, do and connect with
- Interesting atmosphere
- Access to local services

Evidence of community stewardship or voluntarism



Places to meet and socialise

Welcoming, with diverse public life

How to get involved



Visit the website:
Department of Planning, Industry and Environment.nsw.gov.au/our-premiers-priorities/great-public-spaces



For more information, please contact:
PublicSpace@planning.nsw.gov.au

Core Indicators will form part of the funding agreement evaluation requirements. Note, the core indicators are subject to change and will be confirmed at the time of issuing the funding agreement.

Indicator	Measure	Evidence
Street trees planted	Quantity	Photos and/or video footage (before/after)
Additional planting at footway level	Quantity - excluding trees	Photos and/or video footage (before/after)
Additional public art	Quantity	Photos and/or video footage (before/after)
Public space improved or made accessible	Area in m2	Photos and/or video footage (before/after)
Additional lighting	Quantity	Photo and/or video footage (before/after)
Additional length of clear continuous space	Distance in metres	Photos and/or video footage (before/after)
Additional length of clear continuous cycling space	Distance in metres	Photos and/or video footage (before/after)
Project partners engaged	Quantity	Approved partnership proposals with local businesses and councils Letters of support
Employment opportunities – project delivery	Quantity of full-time equivalent roles	Project employment records
Employment opportunities – local business	Additional hours worked	Local business anecdotal reporting
Creative worker employment opportunities	Additional hours worked	Project employment records
Quantity of road space reallocated	Area in m2	Photos and/or video footage (before/after)
Total traffic speed reduction	Speed in km/h	Self-reported
Increase in foot traffic	Quantity	Pedestrian counts (before/after)
Increase in cyclists	Quantity	Cyclist counts (before/after)
Reduction in traffic, pedestrian or cyclist incidents	Quantity	Self-reported
Total traffic volume reduced	Quantity	Self-reported
Retail turnover	Quantity	Self-reported

Who is eligible for funding?

The second round of Streets as Shared Spaces is open to all councils across NSW.

Individuals, chambers of commerce, and community groups are encouraged to work with their local councils if they would like to suggest projects.

How much can councils apply for?

Councils may apply for up to \$500,000 for trials that test permanent changes that strengthen the amenity, accessibility and economic vitality of a high street and surrounding area.

What do you mean by 'trial projects'?

Trial or temporary approaches describe a city or citizen-led approach to neighbourhood building using short-term, low-cost and scalable interventions intended to catalyse long-term change. This approach allows communities and government to experiment and test changes to streets and places, before committing significant time and resources to permanent change. If the trial is successful and supported by the community, it may go on to become a permanent change. Sometimes referred to 'tactical urbanism', projects using a trial approach can use 'lighter, quicker and cheaper' approaches, for example widening footpaths with bolt-down timber decking or parklets.

Why is NSW Government investing in projects that are only temporary?

Funding is for trials that test permanent changes. Using trial projects to test ideas before making permanent changes has been used successfully in Australia and overseas. It is also a way to get the community involved in shaping the future of their streets and urban centres.

Why is the department championing streets and delivering a grant program for improving streets?

Quality public space is essential for quality of life and to support economic, environmental, social and cultural benefits, and streets are one of the most important forms of public space. The NSW Government is seeking to increase the amount of quality public space with trials that test permanent change to transform and re-energise our streets during the day and as part of the 24-hour economy, to get NSW moving again.

This program supports the Premier's Priority of increasing the proportion of homes in urban areas within 10 minutes' walk of quality green, open and public space by 10 per cent by 2023.

How much funding is available for this program?

The total funding available for this program is \$20 million.

Are councils required to contribute funds for their project?

No, this is not a matched funding grant program. When making a submission, councils will need to decide whether they add existing council budgets to these projects such as from infrastructure

contributions plans that identify projects suitable for this grant program, where the plan allows for apportionment of funds.

How is Streets as Shared Spaces different from other programs currently available and can funding be pooled?

Summer Night Fund:

- A program offering funding of up to \$15,000 to every council in NSW for free activations or events that enliven public spaces in the evening or at night, from 1 January until the end of April 2022.
- Councils seeking funding from the Summer Night Fund are welcome to apply for this program, however funding will not be able to be pooled as Summer Night Fund projects must take place from 1 January to 30 April 2022, whereas projects under this program must be constructed by September 2022.

The Festival of Place Open Streets:

- A partnership program for Greater Sydney councils most impacted during the lockdown for councils to temporarily close streets to cars and open them on a day or series of days for demonstration projects involving community events and activities.
- Councils eligible for Open Streets are welcome to apply for funding under the Streets as Shared Spaces program, however funding will not be able to be pooled as Open Streets projects must take place by May 2022, whereas projects under this program must be constructed by September 2022.

Places to Love program:

- A partnership program with pilot councils for trialling and testing public space concepts through temporary demonstrations to improve walkable access to, and the quality of, local public space.
- Pilot councils commencing projects in 21/22 are welcome to apply for funding under this program to extend on their Places to Love project.

How has this program been funded?

This program is being funded as part of the NSW Government's Alfresco Restart Package.

How and when should councils consult with their community on the project?

Councils are encouraged to work with communities and businesses, or reflect previous work with local communities and business, to generate and implement ideas.

Councils will be responsible for monitoring the project during the trial and may be required to adjust aspects of the project during the trial in response to feedback from the community and other key stakeholders. It is acknowledged councils may need to adopt different forms of engagement due to public health orders.

What resources are available for councils to develop schemes?

The [DPIE website](#) contains a range of resources to support councils, including:

- Streets as Shared Spaces (Round 2) grant guidelines outline the process and what we are looking for.
- [Streets as Shared Spaces – Ideas and Opportunities](#)
- [Temporary street interventions – case studies](#)
- Great Public Spaces Toolkit including an [Evaluation Tool for Public Space and Public Life](#) to build an evidence base and measure change is required to be used in the project evaluation

A **webinar** to introduce the program will be held on Monday, 18 October 2021. The webinar will introduce program, take councils through the EOI and application process, what types of projects can be funded, opportunities for partnerships, ideas and information on complementary Government initiatives. Register [here](#). The webinar will also be recorded and available on our website.

When do Expressions of Interest close?

Expressions of Interest (EOIs) close at 4pm on Thursday 11 November 2021.

How many Expressions of Interest can council submit?

One.

What is the difference between an Expression of Interest and an Application?

A two-stage application process has been designed in recognition of the significant resourcing required to prepare an application.

The EOI stage is open to all councils. Councils will be asked to articulate their proposal early in its development, to identify how it meets the program objectives and timeframes as well as likely transport approvals.

The application stage will only be open to councils that are shortlisted through the EOI stage. Shortlisted Councils will then be asked to provide all information required to address the assessment criteria.

How and who is going to make the decision about which projects will be funded?

EOIs will be assessed by the department and representatives from Transport for NSW and the Office of Local Government against the program objectives as outlined in the Streets as Shared Spaces (Round 2) grant guidelines.

Eligible applications will be assessed by an independent assessment panel of NSW Government representatives against the assessment criteria as outlined in the Streets as Shared Spaces (Round 2) grant guidelines.

Can projects relate to land that is not council-owned?

Councils may apply for funding of activities that occur on roads or land that they do not own or manage, for example councils may explore murals on privately-owned buildings adjacent to a laneway or street. An in principle written agreement of the landowner must be provided as part of the application, with formal landowner's consent provided prior to funding release.

What if there are no council meetings between now and the closing dates, and I need a council resolution to submit an EOI or application?

To enable councils to lodge within the timeframes, if needed, a letter of support from your General Manager can endorse the EOI or application pending council resolution. If successful, a satisfactory council resolution would become a condition of the grant, alongside other approvals.

When will successful projects be announced?

Successful projects will be announced in March 2022.

When will councils receive payments?

Payment of funding will be conditional on the funding being used only for the project in accordance with the terms and conditions of the funding agreement. Payment of funding will be made in accordance with the milestones and payment schedule set out in the funding agreement and will be subject to compliance with the recipient's obligations. A final acquittal and project report will be required following completion of the project.

What does it mean that trials must be live by September 2022?

The project is constructed and the trial has commenced on the ground, meaning it is available for community use.

Who is responsible for delivery of the project?

This program encourages councils to consider partnerships and collaborations with other organisations, in support of taking a place-based approach. Notwithstanding any partnerships or collaborations, council will be required to acknowledge and agree that it is solely responsible for delivering and completing the project in accordance with the terms and conditions of the funding agreement, and will not be relieved of that responsibility because of any involvement with a third party (e.g. subcontracting, partnerships).

Who do we contact if we have questions?

Contact the public space team via email: PublicSpace@planning.nsw.gov.au

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The Festival of Place – Summer Night Fund

Fact sheet – October 2021



Credit: Burwood Council

Re-emerge, Celebrate and Engage!

The Summer Night Fund brings The Festival of Place to your streets – wherever you are in NSW. It's part of the NSW Government's efforts to re-energise our local centres in the evening and at night as we emerge from lockdown.

About the program

Building on the success of last year's Festival of Place Summer Fund, the Department of Planning, Industry and Environment (the department) is once again seeking expressions of interest from all NSW councils to support free activations or events in public spaces.

Every council in NSW is eligible to apply for up to \$15,000 for free activations or events that enliven public spaces in the evening or at night, from 1 January until the end of April 2022.

Program objectives

- Support community wellbeing by giving people opportunities to safely return to public spaces
- Activate the evening and night time economy in public spaces in and around high streets across the state
- Boost foot traffic and dwell time in local centres
- Support job creation for creative and hospitality sectors
- Enable longer-term activation of public spaces through minor amenity upgrades and regulatory changes.



Criteria

- Funding is for live activations or events in the evening or night time (4pm onwards). For existing or planned events applicants must explain how the funding will be used to complement what is already planned.
- Activations or events must be held between 1 January and April 2022.
- Activations or events must be free to access, even if registrations are required for managing attendance.
- Activations or events must be in public spaces in and around high streets within local centres.
- Activations or events need to support local employment and local businesses.
- Councils must partner with a local chamber of commerce or similar.

Conditions of funding

- Funding can be used for:
 - Engaging artists, performers, musicians, or other creative workers.
 - Event production, including technology providers, or arts companies involved in program development.
 - Event infrastructure, including leasing of equipment.
 - Any other service provided it contributes to delivering an activation/event including COVID safety, but not for marketing and promotion purposes.
 - Purchasing materials or upgrading facilities for minor amenity changes needed to support the live activation or event, e.g. a screen, lighting, seating, planter boxes.

Funding cannot be used to offset expenses of an existing or planned activation or event, but can be used to extend on an event (eg a daytime event into the night-time).

- Activations or events must be **COVID-Safe** and meet Public Health Orders

- Successful applicants must recognise the NSW Government and The Festival of Place in any promotion and signage.
- Successful applicants must extend an invitation to their local NSW Member of Parliament.
- Within 6 weeks of the completion of the activation or event, councils will need to provide a completion report that measures the benefit of the investment via SmartyGrants to the satisfaction of the Department.

Inner West Council Case study

Light Up the Town Halls

Supported by The Festival of Place Summer Fund, Inner West Council's Light Up the Town Halls featured projections and audio on Balmain Town Hall's façade in celebration of the local Aboriginal community.

Over 2,000 visitors across 10 days gathered to hear the stories of *Baludarri*, Balmain's local Aboriginal narratives, projected onto the Town Hall in a truth-telling project.

The project provided an opportunity for people to safely return to their public spaces, and supported engagement and employment of creative workers and producers. Community members commented on their excitement seeing public activations happening again.



Image: Summer Fund, Inner West Fest Baludarri.
Credit: Daniel Kukec



How to sign up

1. Councils can sign up by completing a simple online form via [SmartyGrants](#) by **4pm, 15 November 2021**. Councils will only be able to sign up once.
2. Unless further information is required, applicants will be notified if their proposal meets the criteria and a funding agreement will be issued to successful applicants via SmartyGrants within 14 days of EOIs closing. Payment of funding is conditional on the successful applicant entering into a funding agreement with the department.

Wagga Wagga Case Study

Lost Lanes – Reimagining Wagga Wagga's city centre

The drought, bushfires and COVID-19 have created many challenges for regional NSW. This project was an opportunity to help the city centre of Wagga Wagga bounce back.

From December 2020 to June 2021, the project transformed Baylis and Fitzmaurice Streets in the city centre into places for the community with art, lighting, temporary furniture, mini-dining pop-ups, creative laneway treatments and music.

The project culminated in a launch at the 2021 Lost Lanes festival in June, supporting the night-time economy, connecting the community with local businesses and fostering community pride.



Image: Lost Lanes, Wagga Wagga. Credit: Matt Beaver

Program Outcomes

The Summer Night Fund will bring activations and events to public spaces across the State. Funding recipients will be required to report on the number of activations or events, number of attendees, number of people engaged or employed, amount of public space activated (sqm) and results of partnering with local chambers of commerce or similar.

The department will be seeking information from funding recipients to understand where barriers may exist to delivering activations and events in public space.

Questions

For frequently asked questions, see our [website](#).

A webinar to introduce the program will be held on Monday, 18 October 2021. The webinar will take councils through the EOI process, the types of projects that can be funded and ideas and information on complementary Government initiatives. Register [here](#). The webinar will also be recorded and available on our website.

Contact the public space team via email:

PublicSpace@planning.nsw.gov.au

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Who is eligible for funding?

All NSW councils.

How much funding can councils sign up for?

Up to \$15,000. Councils can request less than the full amount, but we encourage councils to request as close to the maximum as possible to support their proposed project.

What do you mean by public space?

Public space means all places that are publicly owned or of public use, accessible and enjoyable by all for free and without a profit motive. This includes:

- Open spaces: active and passive (parks, gardens, playgrounds, public beaches, riverbanks and waterfronts, outdoor playing fields and courts, bushland)
- Public facilities: libraries, museums, galleries, civic/community centres, showgrounds and indoor public sports facilities
- Streets: all public streets including avenues and boulevards, squares and plazas, pavements, passages and laneways, and bicycle paths.

Where can activations or events be held?

This program targets public spaces in and around high streets in local centres. We encourage councils to consider streets, laneways, squares, plazas, public facilities (such as libraries, art galleries and community centres), and parks that are located close to or on a high street.

High Street definition

High streets, sometimes also referred to as main streets, are important economic drivers and offer places for gathering and accessing services. More than just a place for the movement of cars, these are principal streets providing vitality to the local neighbourhoods, supporting the local and sometimes wider area with jobs and services such as shopping, dining, entertainment, health and personal services to meet the daily and weekly needs of the local community.

Local centre definition

A local centre, also known as a local neighbourhood centre, is an area of economic activity and employment that supports diverse businesses that meet community needs. The centre may be identified in council's strategic plans (District and Regional Plans), economic development plans, community plans. These local centres may be smaller in both geographic scale and number of business and employers, compared to urban centres that typically have a larger agglomeration of businesses and services.

What about places that have been opened to the public, such as swimming pools or schools?

Yes, provided they are places of public use, accessible and enjoyable by all for free and without a profit motive, located in and around high streets in local centres.

Will you consider funding activations and events beyond 30 April 2022?

No. Funding is only available for activations and events that will be delivered between 1 January and 30 April 2022. This will be a condition of funding. We acknowledge that planning in advance is challenging given public health orders, however our expectation is that councils will use the funding towards activations and events that can take place within the guidelines of any relevant public health restrictions for their area.

Can funding contribute to something that's already in planning and scheduled to happen between January and 30 April 2022?

Yes. As long as you can demonstrate in your proposal how you are expanding on an event already in planning, and otherwise satisfy the eligibility criteria. For example, council could add a series of pop-up activations or live music to an existing and planned event or council could extend on a daytime event to carry it into the night-time.

Can the funding be used for multiple activations or events?

Yes.

Can funding contribute to an activation or event that has been planned, but couldn't go ahead due to lack of funds?

Yes, as long as the event and funding allocation satisfies all eligibility criteria.

What are minor amenity changes?

Minor amenity changes include any changes or upgrades needed to support live events or activations funded through the Summer Night Fund and into the future. This can include but is not limited to lighting, seating, greening or electrical works. Examples of minor amenity changes could include upgrading power outlets to 3 phase, installing catenary wire to hang festoon lighting or purchasing fencing/bollards for safety and security. Minor amenity changes do not include capital works or planned upgrades.

How do I submit my proposal?

Councils must submit their proposals via SmartyGrants, which can be accessed [here](#).

Can a council sign up more than once?

No. Each council may only sign up once. Councils are encouraged to coordinate internally, as councils may only sign up once. If we receive two sign up requests from one council, the first received will take precedence.

How will the proposals be assessed?

The Summer Night Fund is not competitive. All councils are eligible for funding. Once councils sign up, the Public Spaces team in the department will review information provided by councils and notify councils if they meet the eligibility criteria and, if so, issue them with a funding agreement.

When will council receive funding?

Funding will be provided as an up-front payment, upon commencement of a funding agreement and receipt by the department of a properly rendered invoice from the council.

Can councils share the funds with an external partner?

Yes. A council can use the funding to engage a delivery partner to help deliver the activations or events, or an additional component to existing events, or by making their own microgrants available, as long as the use of the funding is for a purpose allowed under the funding conditions and is used in accordance with the terms of the funding agreement. The engagement by council of any such delivery partner will not affect council's obligations under the funding agreement, including providing a completion report demonstrating how the funding has been spent.

How do councils manage COVID-Safety?

Councils that receive funding from the Summer Night Fund program are responsible for ensuring events are **COVID-Safe**. Any events or activations delivered through the Summer Night Fund program funding will need to comply with current public health orders for the relevant area. The Department of Planning, Industry and Environment does not issue the public health orders and therefore cannot provide any advice on those restrictions. Please refer to <https://www.nsw.gov.au/covid-19> for current public health orders.

What happens if the event or activation can't go ahead due to weather or changes in public health orders due to COVID-19?

Councils are encouraged to plan their events with a wet-weather mitigation.

If weather or further public health orders impact on councils' ability to proceed with events and activations on the date identified when signing up:

- If the event will be held within the program timeframe, that is on or before 30 April 2022, councils may change the date of the event by providing written notice to the department;
- If the council is requesting an extension beyond the program timeframe, that is after 30 April 2022, the department will consider requests to vary the terms of funding agreements on a case-by-case basis.

What will councils be asked to report on?

In completion reports, councils will be asked for information including on the number of activations or events, number of attendees, number of people engaged or employed, amount of public space activated and results of partnering with local chambers of commerce. Councils will also be asked for an expenditure report and feedback on where barriers may exist to delivering activations and events in public space.

How has this program been funded?

This program is being funded as part of the NSW Government's Alfresco Restart Package.

What is The Festival of Place?

The Festival of Place is a celebration of public spaces across NSW. It celebrates our connection to place, 365 days of the year.

How is the Summer Night Fund program different from other programs currently available and can funding be pooled?

Provided that the proposal meets the eligibility criteria, Councils are welcome to consider using funding under this program to add an activation component to another project that is underway or planned.

Streets as Shared Spaces program:

- A program offering grants of up to \$500,000 to councils across NSW councils for trial projects that test permanent changes that strengthen the amenity, accessibility and economic vitality of a high street and surrounding area.
- Projects funded in round 1 of the program that are already underway could be enhanced with an activation or live event to complement the trial.

Places to Love program:

- A partnership program with pilot councils for trialling and testing public space concepts through temporary demonstrations to improve walkable access to, and the quality of, local public space.
- Pilot projects funded in 20/21 that are already underway could be enhanced with an activation or live event to complement the trial.

The Festival of Place Open Streets:

- A partnership program for Greater Sydney councils most impacted during the lockdown for councils to temporarily close streets to cars and open them on a day or series of days for demonstration projects involving community events and activities.
- Councils eligible for Open Streets are welcome to sign up for funding under the Summer Night Fund program and to pool funds across both programs.

Who do we contact if we have questions?

Contact the Public Space team via email: PublicSpace@planning.nsw.gov.au

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Australia Day 2022 Community Grants Program Guidelines

Reflect. Respect. Celebrate. We're all part of the story.



Australia Day

Reflect. Respect. Celebrate.

Opening date:	21 October 2022
Closing Date and Time:	5.00pm AEDT on 19 November 2022
Enquiries:	If you have any questions, contact grants@australiaday.org.au (Contact Officer).
Date Guidelines released:	21 October 2022
Type of grant opportunity:	Open competitive

Introduction

For Australia Day 2022 the National Australia Day Council (NADC) aims to support communities to hold an Australia Day event regardless of the changing nature of COVID restrictions. This means supporting eligible event organisers to plan for all eventualities. Events can be a new or existing public event or activity, a community activity, or an online engagement. Organisers of face-to-face events should also plan for a virtual alternative to ensure that regardless of last-minute changes to COVID public health restrictions, their community still has the opportunity to come together to acknowledge our collective contribution to Australia.

Vaccinations rates continue to rise and the country continues to move toward Phase B and Phase C of the National Plan to safely reopen Australia and to stay safely open. In line with the National Plan, our government is balancing the need to minimise the risk that the spread of COVID-19 presents, with the need to live with the virus.

As Australia plots its path out of the pandemic, it is important that Australians have the opportunity to reflect, respect and celebrate and, more than ever, mark our nation's resilience and the ability of Australians to rise to meet the challenges that COVID-19 has presented.

The NADC, with the assistance of the Australian Government, is making available grants of:

- between \$10,000 - \$20,000 (GST exclusive), for the purpose of assisting eligible event organisers to ensure Australia Day 2022 events proceed despite the social and economic difficulties that have been experienced as a result of COVID-19 (events must proceed in keeping with relevant COVID health directions); and
- up to an additional \$10,000 (GST exclusive) where the event includes strong recognition of Aboriginal and/or Torres Strait Islander peoples,

through the Australia Day 2022 Community Grants Program (**Program**).

The NADC encourages applicants to work together with local Aboriginal and/or Torres Strait Islander communities to create Australia Day events that are meaningful, reflective, and respectful and change the focus of Australia Day from a celebration of nationalism to a demonstration of togetherness. As noted above, for events that include strong recognition of Aboriginal and / or Torres Strait Islander peoples, eligible event organisers may apply for an additional grant amount of up to \$10,000 (GST exclusive).

These grants will support events that allow communities to come together and reflect, respect and celebrate the individual and collective efforts of Australians who put the wellbeing of others before themselves, supported their communities in a time of need and

rose to the challenges of an extraordinary year – because we're all part of the Story of Australia.

Local, state and territory government entities, entities that are part of the Australia Day Network and Australian not for profit organisations are eligible to apply for this grant opportunity.

Applicants are encouraged to support local businesses and communities through the planning and execution of the event including through fostering creation and enabling retention of local employment opportunities.

For Australia Day 2022, NADC also continues to encourage the message of *Reflect. Respect. Celebrate. We're all part of the story*. The NADC has created branding and design assets with this message for Australia Day 2022 (**Australia Day Designs**). These designs are available for use by all organisations in their Australia Day promotional collateral. Successful applicants will be required to promote this message through NADC available collateral. Where organisations do not have access to local printing or production facilities, grant recipients will be able to purchase items online through the [Australia Day Council Aussie Merchandise program](#).

A total of \$7.5 million (GST exclusive) is available through the Program. Successful applicants may only receive one grant through the Program and there is no guarantee or assurance that an application will be successful.

The intended outcomes of this grant opportunity are to provide funding for Australia Day 2022 events that:

- enable Australia Day events/activities to proceed in a COVID safe environment regardless of last minute changes to COVID public health restrictions
- encourage community participation in Australia Day events/activities
- reflect, respect and celebrate Aboriginal and / or Torres Strait Islander peoples histories and cultures
- create or retain local employment
- support local communities, regions and industries affected by the economic impacts of COVID-19
- promote the messaging of '*Reflect. Respect. Celebrate. We're all part of the story*'.

Successful applicants will be required to list their event(s) on the NADC's Australia Day Event Register website.¹

Key Dates

The expected timing for this grant opportunity is below. The NADC may vary the timeframes.

- applications will open on 21 October 2021
- applications will close at 5:00pm AEDT on 19 November 2021 (**Closing Date**)
- applicants will be notified of the outcome of their application within 20 business days after the Closing Date
- successful applicants must complete their Australia Day 2022 event/s by 26 January 2022
- reporting including photographs of the successful applicant's materials must be submitted by 30 May 2022.

¹ <https://www.australiaday.org.au/events/>

Eligibility

Who is eligible

To be considered for this grant opportunity, the applicant must be either:

- an Australian local government entity
- an Australian state or territory government entity
- an entity that is part of the state and territory Australia Day Network
- an Australian not for profit organisation.

The applicant must also have public liability insurance.

Who is not eligible

An applicant is not eligible for a grant under this grant opportunity if they:

- are an individual
- are an unincorporated organisation
- are an entity who is not
 - an Australian local government or state or territory government
 - part of the state and territory Australia Day Network
 - an Australian not for profit organisation
- do not have public liability insurance.

Australia Day Messaging

It is a condition of receiving a grant under the Program that the message of *Reflect. Respect. Celebrate. We're all part of the story* is promoted through NADC available collateral. Successful applicants must:

- clearly use the Australia Day Designs in equal proportion to other branding and marketing used on the day.
- display the Australia Day Designs at an event or in a public space and
- use the Australia Day Designs up to and on Australia Day 2022.

Applicants are strongly encouraged to support local businesses in the manufacturing and printing of promotional items displaying the Australia Day Designs.

For applicants who do not have access to local printing or production facilities, assets will be able to be purchased online from the [Australia Day Council Aussie Merchandise program](#).

What we will fund

Funding may be used by successful applicants toward most elements of running an event and associated costs for planning an alternative 'Plan B' celebration. Applicants planning an event that is intended to be face-to-face are encouraged to also plan a virtual alternative that enables them to pivot swiftly in the event of last minute changes to local public health COVID restrictions to still deliver a celebration to their community. All costs incurred for either event will be eligible provided one or the other event is held. If neither event is held

the applicant will no longer be eligible for the grant and will be required to repay any grant funds received.

Examples of eligible costs include but are not limited to:

Planning, preparing for and running Virtual Events (including Plan B events)

- Costs for pre-recording awards or entertainment
- Artist / Talent fees – eg celebrity host, musical, theatrical, artistic contribution to the event.
- Online hosting and web content development
- Fees for virtual event platforms

Delivery costs for sending Promotional Merchandise (using NADC Australia Designs) or awards to attendees / recipients.

Face-to-face Event Costs

- Professional photography / videography services*
- Catering
- Promotional material / merchandise using Australia Day Designs.
- Artist / Talent fees – eg celebrity host, musical, theatrical, artistic contribution to the event.
- Venue fees
- Equipment Hire
- Public safety costs
 - additional cleaners
 - additional cleaning supplies including soap and hand sanitizer
 - safety cleaning officer (COVID Marshall)
 - physical barriers and guides
 - food service (i.e touchless payment options, limit sharing items)
 - modified layouts, seating set up
 - event ticketing systems
 - contact identifying staff and/or technology
 - staff COVID safe training
 - additional public restrooms
 - fencing to control attendee numbers
 - increased transport options
 - increased food and water distribution areas
 - Personal Protective Equipment
 - COVID-19 signage

**Applicants will be required to provide good quality promotional images of their events. Applicants that do not have the appropriate skills or equipment to take quality photos or videos themselves may spend up to \$2,000 of their grant funding on a professional photographer or videographer. The NADC encourage applicants to support service providers in their local community.*

Eligible activities include any public event and alternative virtual event that will take place on Australia Day 2022. The event can be an existing or new event. Events could include, but are not limited to the following categories:

- fireworks
- live entertainment
- family friendly

- novelty and special Interest
- flag raising ceremony
- community awards
- food & BBQ
- art & culture
- citizenship
- sporting
- ambassadors
- community event
- multi faith ceremony
- an online engagement

Australia Day events should promote the message of *Reflect. Respect. Celebrate. We're all part of the story* through NADC Australia Day Designs (see above).

Applicants can apply for an additional \$10,000 toward any costs incurred to ensure a strong recognition of Aboriginal and / or Torres Strait Islander peoples is included. A Welcome to, or Acknowledgment of, Country would not suffice – these should already be part of all events. Applicants applying for this additional funding must demonstrate additional activities that reflect on and celebrate the local Aboriginal and Torres Strait Islander history in a culturally appropriate way.

The additional elements that are most appropriate for each community will differ and should be considered in consultation / collaboration with the local Aboriginal and / or Torres Strait Islander community.

Examples include but are not limited to:

- smoking ceremonies
- cultural walks
- Indigenous foods and plants
- local Aboriginal and /or Torres Strait Islander speakers, musicians and artists
- art or crafts displays, murals and art projects
- celebration of culture through inclusion of language, music, storytelling, dance
- readings of historical documents

What we won't fund

The grant funds cannot be used for:

- core costs of the organisation undertaking the event(s) for example salaries.
- purchase of assets or infrastructure including but not limited to:
 - buildings
 - renovations or upgrades to buildings
 - barbeques
 - upgrades to parks or local facilities
- costs not clearly attributable to undertaking an Australia Day event.
- events previously held by local, state or territory governments where the applicant intends to financially invest less in the planned 2022 event than it invested in the previous event. The grant is intended to top up the budget for the planned event, and

must not be used to offset costs. Note that this requirement does not include contra and sponsorship arrangements.²

- events that do not have a clear focus on Australia Day: *Reflect. Respect. Celebrate. We're all part of the story.*

What you need to do

Before applying, the applicant must read and understand these guidelines and the sample grant agreement. NADC may vary the grant process or documentation at any time. Any changes will be published on the new online application portal.

To apply, an applicant will need to complete an online application form before the Closing Date. The applicant will need to register to use NADC's new online application portal.

The application form requires information about:

- the applicant, including their ABN as well as the organisation's mission statement or purpose
- the planned event, including with reference to the assessment criteria
- a plan for an alternative virtual event (for any face-to-face event)
- a clear outline of the plan to acknowledge and celebrate Aboriginal and / or Torres Strait Islander peoples where also applying for the additional grant of up to \$10,000 (GST exclusive)
- how the grant funds are proposed to be used.
- a commitment to providing high quality photographs or video of your event

In addition, the NADC requires the following with an application:

- a copy of the applicant's public liability insurance policy
- banking details including evidence that the account is the applicant organisation's account
- for local, state or territory government applicants, written commitment that they will financially invest no less than the level of investment they made in the previously held event.

The applicant is responsible for ensuring that their application is complete and accurate.

What we will do

The NADC intends to distribute grants across the nation, including metropolitan, regional, rural and remote locations, in proportions as determined by the NADC. The NADC may give greater weighting to applicants that propose events that have demonstrated previous participation in the NADC Australia Day Ambassador Program and/or Australia Day activities, or are a local council.

The NADC will review applications, to determine whether the applicant and the intended event or activity are eligible. Any events that propose a face-to-face event but do not offer a virtual alternative may be deemed ineligible. If the process identifies unintentional errors, the applicant may be contacted to correct or explain the information.

² The costs of an alternative Plan B event to ensure the applicant can still run an event at short notice should the previously held event need to be cancelled is eligible.

If the application passes the initial screening against the eligibility criteria, the application will proceed to a full assessment. The NADC assessors will consider an application on its merits, based on:

- how well it meets the intended outcomes for the Program
- how well it meets the assessment criteria (set out below)
- how it compares to other applications
- whether it provides value for money.

When assessing the extent to which an application represents value for money, the NADC may have regard to (without limitation):

- the overall objective/s to be achieved in providing the grant
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- opportunities for economic benefits to the community.

The NADC Board will decide which applications to approve taking into account recommendations from the NADC assessors and the availability of grant funds for the purposes of the Program. The NADC Board's decision is final in all matters. There is no appeal mechanism for decisions to approve or not approve a grant.

The NADC will advise applicants of the outcome of applications in writing.

The Grant Agreement

Successful applicants will be required to enter into a short form agreement with the NADC. This will be sent to successful applicants electronically via email at the time that an applicant is notified that their application for a grant has been successful. There is no binding agreement between NADC and a successful applicant unless and until a grant agreement, if any, is entered into by the parties.

A sample grant agreement is available at Annexure A to this document.

Some aspects of the sample grant agreement include:

- a requirement that the Australia Day event utilise the message of 'Reflect, Respect, Celebrate. We're all part of the story'
- a requirement that the applicant acknowledges the NADC's support through use of the NADC's logo or signage (subject to approval by the NADC)
- acknowledge that the NADC may list the successful applicant's Australia Day event/s on the NADC event register website
- a requirement that the applicant provide the following by 30 May 2022:
 - a final report verifying the grant funds have been spent in accordance with the grant agreement
 - photographs of the applicant's materials, showing the Australia Day Designs in the public place or at the Australia Day event or activity.
 - High quality promotional photographs or video of your event depicting attendees and participants

Payments

Successful applicants will receive 80% of their grant as an upfront payment to ensure they have funds available to cover the costs of planning for their event. The final 20% of funding

will be paid following receipt of a final report after the event has been held confirming final costs incurred. Final Reports are due by 30 May 2022. The NADC will pay the final instalment within 10 days of approving (not receiving) your final report.

Privacy

The information an applicant provides in their application form will be handled in accordance with the *Privacy Act 1988* (Cth). For more information see the [NADC's Privacy Policy](#).

In submitting an application, the applicant agrees to the NADC collecting their personal information, including name, contact details and role in order to assess the application and for the purpose of grants administration.

The NADC's online portal is powered by SmartyGrants, an enterprise of Our Community Pty Ltd. To use the portal, applicants will be asked to register and agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

Complaints

Applicants should address any complaints regarding this grant opportunity in writing to the NADC through the Contact Officer.

Conflicts of interest

Applicants will be asked to declare, as part of their application, any perceived or existing conflicts of interests.

There may be a conflict of interest, or perceived conflict of interest, if the NADC's personnel, any member of a committee or advisor and/or the applicant or any of their personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicant from carrying out the proposed activities fairly and independently
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the Program.

If an applicant later identifies an actual, apparent, or perceived conflict of interest, they must inform the NADC in writing immediately.

Assessment Criteria

Applicants that meet the eligibility criteria will be assessed against the assessment criteria. An application must meet a minimum benchmark against each of the criteria to be considered for funding by the NADC Board.

1. Benefits and Beneficiaries

The applicant must demonstrate how the provision of the grant funds would benefit the relevant community, region or industry sector, i.e. that the planned Australia Day event will provide economic support to those communities, regions and industries, including:

- whether the event would otherwise be substantially reduced in size or scope, or cancelled if the grant funds are not received, so that there would be no revenue for relevant businesses
- the level of importance of the event from a community perspective
- likely attendance / participation
- whether the event is face to face or virtual (or both)
- whether the applicant has included recognition of Aboriginal and or Torres Strait Islander Peoples
- the way the grant funds will help address the economic impacts of COVID-19 on the region, local community and businesses (e.g. by engaging local businesses, organisations and individuals to provide goods and services for the event)
- how the grant funds might support the community to create or retain local employment.

2. Ability to Deliver

The applicant's capability to successfully deliver the planned Australia Day (including the virtual alternative) event as demonstrated by

- the nature and scale of the planned event
- the viability of how the planned event is proposed to be delivered
- the applicant's background and experience (including previously delivered events) relevant to the planned event
- the applicant's previous participation in the NADC Australia Day Ambassador Program and /or Australia Day Activities.

3. Project Quality and Risk

The extent to which the applicant, planned event and proposed use of the grant funds demonstrate overall quality and value for money. In relation to this criterion, the NADC may consider, without limitation:

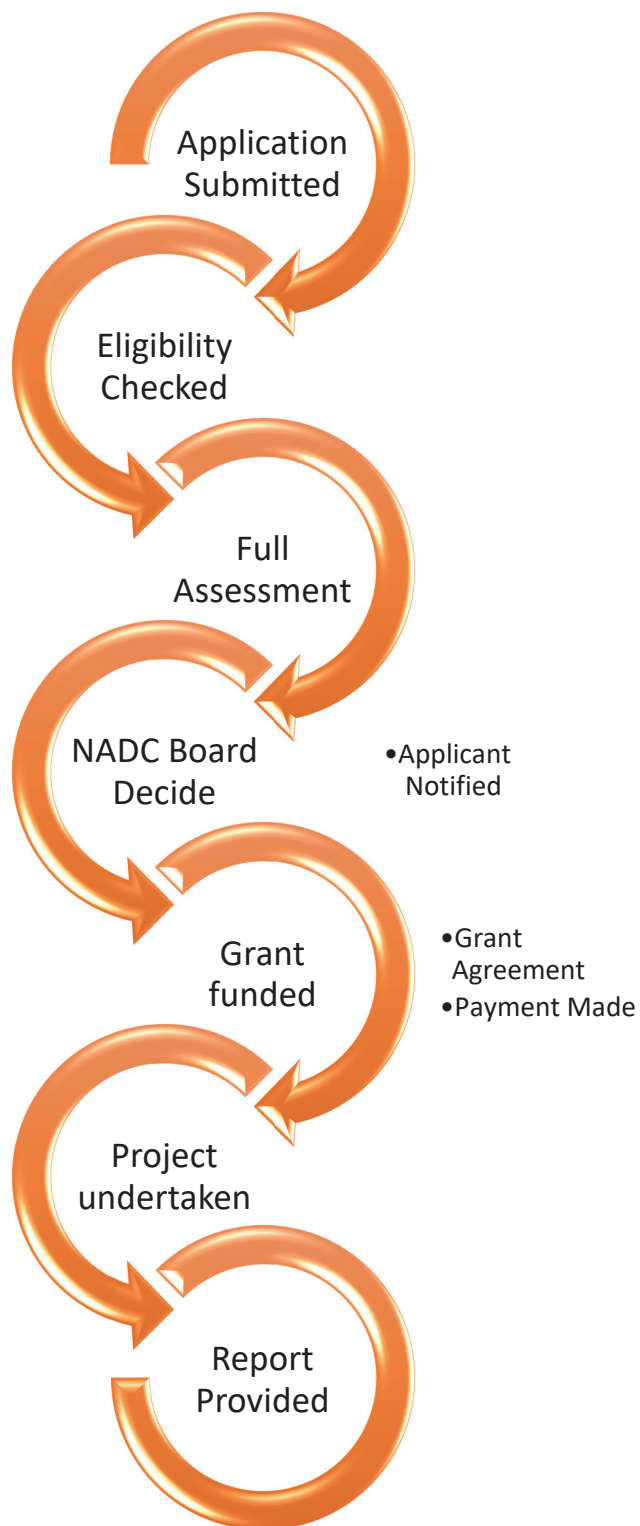
- the extent and quality of the Aboriginal and / or Torres Strait Islander cultural elements included, particularly where the applicant has also applied for the additional grant of up to \$10,000 (GST exclusive) to support these activities
- whether applicable state or territory COVID safe guidelines have been considered by the applicant
- the level of public liability insurance held by the applicant. In general, public liability insurance should be a minimum of \$10 million, and preferably not less than \$20 million
- whether the budget for the planned event is realistic and reasonable
- whether the project represents efficient, effective, economic and ethical use of funds
- expected impact and public benefit including considering the plans to quickly pivot if needed to a virtual event.

4. Australia Day Messaging

The extent to which the event will acknowledge Australia Day in a COVID Safe environment, including with reference to:

- how the message '*Reflect, Respect, Celebrate. We're all part of the story*' will be incorporated into the planned event
- the items of promotional collateral that will be used to stage and promote the event.

The Process



Grant Agreement: Australia Day Community Events 2022 Grants Program


Date

Background

- A The NADC has agreed to provide the Funds to the Grantee for the purpose of the Event, subject to the terms and conditions of this Agreement.
- B The Grantee accepts and agrees to use the Funds for the purpose of the Event, subject to the terms and conditions of this Agreement.
- C Once completed and signed by the Parties, the Agreement Details and the Terms and Conditions form an Agreement between NADC and the Grantee.

Agreement Details

Item number	Description	Clause Reference	Details															
1.	NADC	1.1	National Australia Day Council Limited ABN 76 050 300 626 NADC representative: Karlie Brand, Chief Executive Officer Old Parliament House, King George Terrace, Parkes ACT 2600 Grants@australiaday.org.au															
2.	Grantee	1.1	<i>[insert name and ACN (where applicable)]</i> ABN <i>[insert]</i> Grantee representative: <i>[insert name and position of person to receive notices]</i> <i>[insert physical and postal address]</i> <i>[insert email]</i>															
3.	Commencement Date	1.1	The date this Agreement is executed by the last party to do so.															
4.	Purpose	1.1 and 2	The purpose of the grant is to help the Grantee deliver the Event in a COVID Safe environment whilst supporting local businesses and communities.															
5.	Event	1.1	<i>[insert title and details, including, for example, key concepts/themes/aspects of the Event including (1) description of planned in-person Event and (2) alternative online/virtual Event option, should COVID restrictions prevent the in-person Event taking place in the relevant State or Territory.]</i>															
6.	Funds	4	The total amount of the grant is up to <i>[\$[insert amount]]</i> (GST exclusive). The Funds are payable in instalments as set out in the table below. <table border="1" data-bbox="655 1704 1465 2072"> <thead> <tr> <th>Milestone</th> <th>Due Date</th> <th>Amount (excl GST)</th> <th>GST</th> <th>Total (incl GST)</th> </tr> </thead> <tbody> <tr> <td>Commencement Date</td> <td>N/A</td> <td><i>[\$[insert amount equivalent to 80% of the Funds]]</i></td> <td><i>[\$[insert amount]]</i></td> <td><i>[\$[insert amount]]</i></td> </tr> <tr> <td>Completion of online reporting form (refer item 9) to the satisfaction of the NADC</td> <td><i>[no later than 30 May 2022]</i></td> <td><i>[\$[insert amount equivalent to 20% of the Funds]]</i></td> <td><i>[\$[insert amount]]</i></td> <td><i>[\$[insert amount]]</i></td> </tr> </tbody> </table>	Milestone	Due Date	Amount (excl GST)	GST	Total (incl GST)	Commencement Date	N/A	<i>[\$[insert amount equivalent to 80% of the Funds]]</i>	<i>[\$[insert amount]]</i>	<i>[\$[insert amount]]</i>	Completion of online reporting form (refer item 9) to the satisfaction of the NADC	<i>[no later than 30 May 2022]</i>	<i>[\$[insert amount equivalent to 20% of the Funds]]</i>	<i>[\$[insert amount]]</i>	<i>[\$[insert amount]]</i>
Milestone	Due Date	Amount (excl GST)	GST	Total (incl GST)														
Commencement Date	N/A	<i>[\$[insert amount equivalent to 80% of the Funds]]</i>	<i>[\$[insert amount]]</i>	<i>[\$[insert amount]]</i>														
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Item number	Description	Clause Reference	Details					
			<table border="1"> <tr> <td>Total</td> <td></td> <td>[\$insert amount]</td> <td>[\$insert amount]</td> <td>[\$insert amount]</td> </tr> </table> <p>The Grantee may submit an invoice for payment of each instalment following completion of the relevant milestone but no earlier than the 'Due Date' in the above table.</p> <p>The Grantee's bank account for payment is specified in item 7 of the Agreement Details.</p>	Total		[\$insert amount]	[\$insert amount]	[\$insert amount]
Total		[\$insert amount]	[\$insert amount]	[\$insert amount]				
7.	Grantee's Bank Account	4	<p>The Grantee's nominated bank account into which the Funds are to be paid is:</p> <p>Account Name: [insert]</p> <p>Account Number: [insert]</p> <p>BSB Number: [insert]</p> <p>Bank Name: [insert]</p>					
8.	Other Contributions		<p>[Note: Other Contributions are only relevant where the Grantee is a government entity and the Australia Day event (or a substantially similar event) was held in a previous year. To be populated as applicable.]</p> <p>[Not applicable.]</p> <p>OR</p> <p>[insert amount to be contributed by the Grantee to the Event.]</p>					
9.	Reporting	9	<p>By no later than 30 May 2022, the Grantee must complete and submit the online reporting form available on the applicant portal which requires:</p> <ul style="list-style-type: none"> a final report verifying the Funds have been spent in accordance with this Agreement; and the Grantee to provide copies of photographs of the showing the Australia Day Designs in a public place or at the Event. 					
10.	Insurance	17	<p>Public Liability Insurance \$10,000,000 or more per claim and in the aggregate.</p> <p>Workers Compensation Amount as required by the relevant state or territory legislation.</p>					
11.	Acknowledgment of support	5	<p>The Grantee must acknowledge the support received from the NADC by including the following statement:</p> <p><i>'Assisted by the Australian Government through the National Australia Day Council',</i> and using the Australia Day Logo in accordance with the branding guidelines set out in Annexures 1 and 2 to this Agreement, as updated by notice from the NADC to the Grantee.</p>					
12.	Australia Day Logo	1.1, 12	 <p>Australia Day</p> <p>Reflect. Respect. Celebrate.</p>					

Terms and Conditions

1. Defined terms & interpretation

1.1 Defined terms

In this Agreement:

Agreement means this Agreement between the NADC and the Grantee, including any attachments.

Agreement Material means any Material created by, for and on behalf of the Grantee on or following the Commencement Date, for the purpose of or as a result of performing its obligations under this Agreement.

Australia Day Designs means the branding and design assets for Australia Day 2022 that follow the message of *Reflect. Respect. Celebrate. We're all part of the story* as approved by the NADC.

Australia Day Logo means the 'Australia Day logo' set out in item 11 of the Agreement Details.

Commencement Date means the date specified in item 3 of the Agreement Details.

Event means the event or series of events set out in item 5 of the Agreement Details, whether held in-person or online/virtually to celebrate Australia Day 2022.

Existing Material means Material developed independently of this Agreement that is incorporated in or supplied as part of the Agreement Material, but excludes the Australia Day Designs and the Australia Day Logo.

Funds means the money, or any part of it, paid by the NADC to the Grantee under this Agreement in the amount specified in item 6 of the Agreement Details.

Grantee means the legal entity specified in item 2 of the Agreement Details.

Intellectual Property Rights means all intellectual property rights, including:

- (a) copyright, patents, trademarks (including goodwill in those marks), designs, trade secrets, know how, rights in circuit layouts, domain names and any right to have confidential information kept confidential;
- (b) any application or right to apply for registration of any of the rights referred to in paragraph (a); and
- (c) all rights of a similar nature to any of the rights in paragraphs (a) and (b) which may subsist in Australia or elsewhere,

whether or not such rights are registered or capable of being registered.

Material includes documents, equipment, software (including source code and object code versions), goods, information and data stored by any means including all copies and extracts of them.

Other Contribution means the financial or in-kind contributions other than the Funds to be provided by the Grantee as set out in item 8 of the Agreement Details.

Party means the Grantee or the NADC.

Personal Information has the same meaning as in the *Privacy Act 1988* (Cth).

Program means the Australia Day Community Events 2022 Grants Program.

Purpose means the purpose as described in item 4 of the Agreement Details.

Reports means the reports that the Grantee is required to produce and provide to the NADC in accordance with clause 9.

Terms and Conditions means clauses 1 to 23 **Error! Reference source not found.** of this Agreement.

WHS Law means all applicable Laws relating to work health and safety, including the *Work Health and Safety Act 2011* (Cth) and any corresponding WHS law as defined in that Act.

1.2 Interpretation

- (a) In this Agreement, unless the context requires otherwise: a reference to **A\$, \$A, dollar** or **\$** is to Australian currency, a reference to time is to Canberra, Australia time, and the meaning of general words is not limited by specific examples introduced by **including, for example** or similar expressions.
- (b) If there is any inconsistency between any of the documents forming part of this Agreement, those documents will be interpreted in the following order of priority to the extent of the inconsistency:
 - (i) Terms and Conditions;
 - (ii) Agreement Details; and
 - (iii) any documents incorporated by reference in this Agreement.

2. Program and Purpose

- (a) The Funds are made available under the Program for the Purpose.
- (b) The Grantee is fully responsible for the Event and for ensuring the performance of all its obligations under this Agreement in accordance with all relevant laws. The Grantee will not be relieved of that responsibility because of:
 - (i) the grant or withholding of any approval or the exercise or non-exercise of any right by the NADC; or
 - (ii) any payment to, or withholding of any payment from, the Grantee under this Agreement.
- (c) For clarity:
 - (i) any holding of the Event by the Grantee is at its own risk; and
 - (ii) any and all decisions relating to the delivery, management or otherwise of the Event are the sole responsibility of the Grantee.

3. Event

- (a) The Grantee agrees to:
 - (i) spend the Funds in a manner that is consistent with the objectives of the Program including the Purpose;
 - (ii) ensure that the Event is carried out in accordance with all applicable laws (including the WHS Law, legislative requirements regarding child safety and working with vulnerable people and COVID-19 public health restrictions and rules (however described));
 - (iii) ensure that personnel performing work in relation to the Event are appropriately qualified to perform the tasks and have the relevant skills and qualifications;
 - (iv) promote the message of *Reflect. Respect. Celebrate. We're all part of the story* through NADC available collateral and use of the Australia Day Designs in equal proportion to other branding and marketing used on the day of the Event; including displaying the Australia Day Designs at the Event or in a public place, and using the Australia Day Designs up to and on Australia Day 2022;
 - (v) provide and use the Other Contribution for the Event; and
 - (vi) obtain the NADC's prior written approval before spending the Funds in a manner other than as set out in clause 7(a).
- (b) If the Grantee is unable to hold or deliver the Event in-person due to COVID public health restrictions, the Grantee must, as soon as is reasonably practicable, notify the NADC that it intends to hold or deliver the Event online.
- (c) The Grantee represents and warrants that in performing the Event, it will comply with all applicable laws (including the

WHS Law, child safety and working with vulnerable persons laws and regulations).

(d) The Grantee agrees to list the Event on the NADC's event register website <https://www.australiaday.org.au/events/>.

4. Payment of Funds

- (a) Subject to this Agreement, the NADC agrees to pay the Funds to the Grantee in accordance with item 6 of the Agreement Details.
- (b) Notwithstanding any other provision of this Agreement, the NADC may by notice withhold payment of any amount of the Funds if it reasonably believes that:
- (i) the Grantee has not complied with this Agreement;
 - (ii) the Grantee is unlikely to be able to perform the Event or manage the Funds in accordance with this Agreement; or
 - (iii) there is a serious concern relating to the Grantee or this Agreement that requires investigation.
- (c) Payment will be made following submission by the Grantee of an invoice. The invoice must meet the requirements of a tax invoice as set out in the GST Law and be in a form approved by the NADC which sets out:
- (i) the amount of the Funds to be paid by the NADC together with any substantiating material required; and
 - (ii) such other information as the NADC requires.
- (d) Invoices should be submitted to the address specified in item 1 of the Agreement Details.

5. Acknowledgements

The Grantee agrees to acknowledge the NADC's support in all Material, publications, promotional and advertising materials published in connection with the Event or this Agreement, using the form of acknowledgment specified in item 11 of the Agreement Details.

6. GST

- (a) In this clause 6, words and expressions which are not defined in this Agreement but which have a defined meaning in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) (**GST Law**) have the same meaning as in the GST Law.
- (b) Unless otherwise expressly stated, all amounts set out in this Agreement are exclusive of GST.
- (c) If GST is payable by a supplier (**Supplier**) on any supply made under this Agreement, except where the amount is expressly stated to include GST, the payment for that supply will be increased by, and the recipient of the supply (**Recipient**), will pay to the Supplier, an amount equal to the GST payable on the supply (**GST Amount**), provided that no GST Amount is payable under this clause until the Supplier has issued a valid tax invoice to the Recipient for that supply.
- (d) If a payment to a Party under this Agreement is a reimbursement or indemnification, calculated by reference to a loss, cost or expense incurred by that Party, then the payment will be reduced by the amount of any input tax credit to which that Party, or the representative member of the GST group that Party is a member of (as the case may be), is entitled for that loss, cost or expense.

7. Spending the Funds

- (a) The Grantee agrees to spend the Funds (and any interest the Grantee earns on the Funds) only for the purpose of performing the Event and otherwise in accordance with this Agreement.
- (b) If any of the Funds have been spent other than in accordance with this Agreement, or any amount of the Funds is additional to the requirements of the Event (including where the Grantee is unable to hold or deliver the Event at all), the Grantee must repay that amount to the NADC unless the NADC agrees otherwise.
- (c) If the NADC issues a notice under this Agreement requiring the Grantee to repay any of the Funds:

- (i) the Grantee must do so within the time period specified in the notice;
- (ii) the Grantee must pay interest on any part of the amount that is outstanding at the end of the time period specified in the notice until the outstanding amount is repaid in full; and
- (iii) the NADC may recover the amount and any interest under this Agreement as a debt due to the NADC without further proof of the debt being required.

8. Record keeping

- (a) The Grantee agrees to keep financial accounts and other records that identify the receipt and expenditure of the Funds and any Other Contributions separately within the Grantee's accounts and records so that at all times the Funds are identifiable.
- (b) The Grantee agrees to exercise and maintain proper accounting standards and controls in respect of the Funds.
- (c) If requested by the NADC, the Grantee agrees to provide the NADC or any persons authorised by the NADC, with access to the Grantee's premises, personnel, documents and other records, and all assistance reasonably requested, to enable the NADC or those persons to verify that Funds have been spent only for the purposes of undertaking the Event.

9. Reporting

- (a) The Grantee agrees to provide the reports and other material specified in item 9 of the Agreement Details to the NADC.
- (b) If the NADC acting reasonably has concerns regarding the performance of the Event or the management of the Funds, the NADC may by written notice require the Grantee to provide one or more additional reports, containing the information and by the date(s), specified in the notice.

10. Relationship between the Parties

A Party is not by virtue of this Agreement the employee, agent or partner of the other Party and is not authorised to bind or represent the other Party.

11. Subcontracting

- (a) The Grantee is responsible for the performance of its obligations under this Agreement, including in relation to any tasks undertaken by subcontractors.
- (b) The Grantee agrees to make available to the NADC the details of any of its subcontractors engaged to perform any tasks in relation to this Agreement upon request.

12. Intellectual Property

- (a) This Agreement does not affect the ownership of Intellectual Property Rights in Existing Material, the Australia Day Logo, or the Australia Day Designs.
- (b) Intellectual Property Rights in the Agreement Material vest in the Grantee on creation.
- (c) The Grantee grants to, and must ensure all third parties holding Intellectual Property Rights in the Reports grant to the NADC, a perpetual, non-exclusive, irrevocable, royalty-free and licence fee-free licence (including a right of sub-license) to use, reproduce, adapt, modify, communicate, broadcast, distribute, publish and disseminate the Reports for the purposes of the NADC or Commonwealth purposes.
- (d) The Grantee grants to, and must ensure all third parties holding Intellectual Property Rights in the Agreement Material (other than the Reports) grant to the NADC, a perpetual, non-exclusive, irrevocable, royalty-free and licence fee-free licence (including a right of sub-license) to use, reproduce, adapt, modify, communicate, broadcast, distribute, publish and disseminate that Agreement Material for the purpose of the Program and any other purpose connected with the operation of this Agreement.
- (e) Subject to the Grantee's compliance with this Agreement, the NADC grants to the Grantee a non-exclusive, royalty-free licence (including the right to sublicense to subcontractors) to use, reproduce and distribute the Australia Day Designs and the Australia Day Logo for the purpose of the Event.

13. Privacy

- (a) When dealing with Personal Information in carrying out the Event, the Grantee agrees:
- (i) to comply with the requirements of the *Privacy Act 1988* (Cth); and
 - (ii) not to do anything which, if done by the NADC, would be a breach of an Australian Privacy Principle under the *Privacy Act 1988* (Cth).
- (b) The Grantee must notify the NADC in writing of any breach or possible breach of this clause 13.

14. Confidentiality

- (a) Confidential Information means:
- (i) information that the Grantee knows, or ought to know is confidential; or
 - (ii) is notified by the NADC to the Grantee in writing.
- (b) The Grantee agrees not to disclose the Confidential Information without prior written consent from the NADC unless required by law or Parliament.

15. Conflict of interest

Other than those which have already been disclosed to the NADC, the Grantee warrants that, to the best of its knowledge, at the date of this Agreement neither it nor its officers have any actual, perceived or potential conflicts of interest in relation to the Event.

16. Fraud

- (a) In this Agreement, **Fraud** means dishonestly obtaining a benefit, or causing a loss, by deception or other means, and includes alleged, attempted, suspected or detected fraud.
- (b) The Grantee must ensure its personnel and subcontractors do not engage in any Fraud in relation to the Event.
- (c) If the Grantee becomes aware of:
- (i) any Fraud in relation to the performance of the Event; or
 - (ii) any other Fraud that has had or may have an effect on the performance of the Event;
- then it must report the matter to the NADC and all appropriate law enforcement and regulatory agencies within 5 business days.
- (d) The Grantee must, at its own cost, investigate any Fraud referred to in clause 16(c) in accordance with the Australian Government Investigations Standards available at www.ag.gov.au.
- (e) The NADC may, at its discretion, investigate any Fraud in relation to the Event. The Grantee agrees to co-operate and provide all reasonable assistance at its own cost with any such investigation.

17. Insurance

The Grantee agrees to have and maintain:

- (a) the insurances specified in item 10 of the Agreement Details for the duration of this Agreement and to provide the NADC with proof, to the satisfaction of the NADC, on request; and
- (b) public liability insurance, in the amount set out at item 10 of the Agreement Details for a period of at least 7 years following the Event.

18. Indemnities

The Grantee indemnifies the NADC, its officers, employees and contractors against any claim, loss or damage arising in connection with the Event.

19. Notices

- (a) The Grantee agrees to promptly notify the NADC of anything reasonably likely to adversely affect the undertaking of the Event, management of the Funds or its performance of any of its other requirements under this Agreement.
- (b) A notice under this Agreement must be in writing and addressed to the other Party's representative as specified in

item 1 or 2 (as applicable) of the Agreement Details or as most recently updated by notice given in accordance with this clause.

- (c) A notice is deemed to be effected:
- (i) if delivered by hand - upon delivery to the relevant address;
 - (ii) if sent by post - upon delivery to the relevant address; or
 - (iii) if transmitted electronically - upon actual receipt by the addressee.
- (d) A notice received after 5.00 pm, or on a day that is a Saturday, Sunday or public holiday, in the place of receipt, is deemed to be effected on the next day that is not a Saturday, Sunday or public holiday in that place.

20. Dispute Resolution

- (a) The Parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.
- (b) The Grantee agrees to continue to perform its obligations under this Agreement where a dispute exists.
- (c) The procedure for dispute resolution does not apply to action relating to termination or urgent interlocutory relief.

21. Termination for default

- (a) The NADC may terminate this Agreement by notice where the Grantee has:
- (i) breached this Agreement and the NADC considers the breach cannot be rectified;
 - (ii) breached this Agreement and the Grantee does not rectify the breach within 10 business days after the NADC gives notice;
 - (iii) provided false or misleading statements in relation to the Funds; or
 - (iv) becomes bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.
- (b) The Grantee agrees, on receipt of a notice under this clause to report on, and return any part of, the Funds to the NADC, or otherwise deal with the Funds, as directed by the NADC.

22. Termination for convenience

- (a) Without limiting the NADC's rights or remedies under or in connection with this Agreement, the NADC may terminate or reduce the scope of this Agreement by written notice.
- (b) The Grantee agrees on receipt of a notice of termination or reduction under this clause to:
- (i) take all available steps to minimise loss resulting from that termination or reduction; and
 - (ii) in the case of a reduction in scope, continue to undertake any part of the Event not affected by the notice; and
- (c) If this Agreement is terminated under this clause 22, the NADC is liable only for:
- (i) payment of any part of the Funds due and owing to the Grantee under this Agreement at the date of the notice; and
 - (ii) reimbursement of reasonable expenses the Grantee unavoidably incurs that relate directly to the termination and are not covered by clause 22(c)(i),
- provided the Grantee has otherwise complied with this Agreement.
- (d) The NADC is not liable to pay any amount under this clause 22 which would, in addition to any amounts paid or due, or becoming due, exceed the total amount of the Funds specified in item 6 of the Agreement Details.

23. General

(a) This Agreement represents the Parties' entire agreement in relation to the Funds provided under it and the Event and supersedes all prior representations, communications,

agreements, statements and understandings, whether oral or in writing.

(b) This Agreement may be only be varied in writing, signed by both Parties.

Sample

Signing page

EXECUTED as an agreement.

Signed for and on behalf of the **National Australia Day Council Limited** by its duly authorised delegate in the presence of

Signature of witness

Signature of delegate

Name of witness (print)

Name of delegate (print)

Date

Position of delegate (print)

Signed for and on behalf of [*insert full name of relevant entity, including ABN*] by its duly authorised representative/delegate in the presence of

Signature of witness

Signature of delegate

Name of witness (print)

Name of delegate (print)

Date

Position of delegate (print)

Annexure 1 – Australia Day Branding Guidelines

Sample

Annexure 2 – Australia Day Event Kit Brand Guide

Sample

END OF LATE REPORT
for
BUSINESS PAPER

26 October 2021