



AGENDA

Late Reports

Ordinary Council Meeting

Date: Monday, 24 March 2025

Time: 5.30 pm

**Location: Cowra Council Chambers
116 Kendal Street, Cowra**

**Paul Devery
General Manager**

Order Of Business

9 Late Reports.....3
9.1 Cowra Community Grants 2024-2025 Round 2 3

10 Confidential Matters.....21

12 Confidential Director-Infrastructure & Operations21
12.1 Request for Tender 1/2025 - Provision of Cleaning Services (Council Facilities)..... 21

9 LATE REPORTS

9.1 Cowra Community Grants 2024-2025 Round 2

File Number: D25/509

Author: Paul Devery, General Manager

RECOMMENDATION

That Council allocate funding under Round 2 of the 2024/2025 Cowra Community Grants Program to the following groups:

Category: Arts and Culture	Project	Funding Recommendation
No applications		\$0.00
		\$0.00
Category: Building and Facility Development		
Woodstock Memorial Show	Assist upgrade interior lighting and safety exit signs in Walli Memorial Hall.	\$2,000.00
Lachlan Endurance Riders Club Inc.	Assist with installation of outdoor lighting of the Woodstock Showground Canteen area and undercover seating area.	\$2,000.00
Darbys Falls Bushfire Brigade Inc.	Assist install kitchenette, ZIP hotwater service and fit out facility for Darbys Fall community to use in time of crisis.	\$1,987.05
Cowra Uniting Church Food Hall	Assist with the installation of additional lockers for use by volunteers.	\$1,000.00
Morongla Creek Showground Land Manager	Assist purchase split-system air-conditioner for use in kitchen at Morongla Hall.	\$2,000.00
Cowra and District Seniors Citizen Club	Assist install Daiken Split System Air-Conditioner in the main hall.	\$2,000.00

Cowra Rugby League Football Club Inc.	Assist paint the interior of the canteen and clubhouse at west Cowra recreation Ground.	\$2,000.00
		\$12,987.05
Category: Sport and Recreation		
Cowra Little Athletics	Assist purchase of new Portable PA Race Starter System.	\$749.15
Cowra and District Pony Club	Assist establish 'mounted games' as a new discipline previously not available to Cowra Pony Club members.	\$1,000.00
Central West Equestrian Club Inc	Assist purchase essential showjumping and equestrian sports items.	\$1,000.00
Cowra Amateur Swimming Club	Assist purchase 10 x stop watch timers and a large media wall.	\$970.00
		\$3,719.15
Category: New Community Events		
No Successful Applications		\$0.00
		\$0.00
Category: Small Capital Equipment		
Gooloogong Progress and Promotion Association	Assist purchase tables and chairs for use in Gooloogong Recreational Park and Gooloogong community.	\$1,000.00
Cowra Junior Rugby League	Assist purchase refrigerator large enough to cater for major carnivals.	\$1,000.00
Cowra Evening Branch CWA	Assist purchase and set-up of FHD laptop computer for Evening CWA use.	\$1,000.00
Cowra Eisteddfod Inc.	Assist purchase of laptop computer for Eisteddfod Committee	\$1,000.00

	use.	
Cowra Motorcycle Racing Club	Assist purchase commercial gas deep fryer for use in the club canteen.	\$1,000.00
The Salvation Army Cowra	Assist with replacement of water damaged storage cupboards that are used to hold welfare items for the community.	\$1,000.00
Cowra Uniting Food Hall	Assist purchase a backup power source to cover operations in the event of power failure.	\$1,000.00
Wattamondara Recreational Ground Trust	Assist purchase refrigerator for kitchen in the Wattamondara Community Hall.	\$1,000.00
Cowra Amateur Musical and Dramatic Society Inc.	Assist purchase new laptop computer.	\$1,000.00
Lachlan Valley Railway Co-Operative Society Ltd	Assist purchase track gauge for use by volunteer workers.	\$1,000.00
		\$10,000.00
Total Funds Allocated	21 applications	\$26,706.20

INTRODUCTION

The Cowra Community Grants program entails two funding rounds per year each spread over five categories. Continued funding of \$50,000 was formally adopted in the 2024/2025 budget at the June 2024 Council meeting.

BACKGROUND

The Cowra Community Grants Working Party comprises the following membership:

- Cr Peter Wright
- Cr Nikki Kiss OAM
- General Manager Paul Devery
- Grants and Executive Projects Officer Lawrance Ryan
- Community Development Officer Emma Millward

Round 2 2024/2025

Round 2 2024/2025 applications closed on 28 February 2025 following a month of publicity in the Guardian, on Council's website, on social media and directly to numerous groups and individuals. Copies of the published Guidelines and Application form are included at Attachments 1 and 2 respectively.

At the close of applications on 28 February 2025 there had been 22 applications received asking for a combined total of \$27,842.20 from a variety of community groups.

A hard copy of all applications received can be viewed by contacting Grants and Executive Projects Officer Lawrance Ryan.

Evaluation

In undertaking the evaluation of applications Working Party members adhered to the following guidelines:

- All applications received were considered.
- Each Working Party member was given time to read and evaluate each application by giving a rating against four published assessment criteria.
- The normal considerations relating to conflicts of interest, pecuniary and non-pecuniary applied. That is, if a member had an interest in relation to any of the applicants, they did not evaluate that application. The interest was declared on the evaluation form and the average scores of other members were substituted for that particular application. The following declarations of non-pecuniary interests were made:

Lawrance Ryan

Cowra Amateur Musical and Dramatic Society

Lachlan Valley Railway Society

Peter Wright

Cowra Eisteddfod Inc.

Assessment templates were distributed to members of the Working Party and returned to Council for compilation.

In reviewing the raw scores, the Working Party adopted an initial position of approving applications that exceeded a threshold of 120 evaluation points, which represented a minimum score of 6/10 in each assessment category. This equated to a total of \$26,842.20 in funding for 21 projects.

As a result of subsequent discussions, the Working Party has recommended allocating \$26,706.20 as detailed in the table below.

Following final approval of funding allocations at this meeting, recipients will be notified and funds will be distributed to the various organisations.

The Cowra Community Grants program continues to be very well received. It has been positively supported by a variety of local community groups. It is pleasing to have such a positive response and allows Council to provide funding that will make small yet significant contributions to a wide range of organisations within the community.

BUDGETARY IMPLICATIONS

\$26,706.20 from \$50,000.00 allocation

Round 1 allocated - \$23,111.90

ATTACHMENTS

1. Cowra Community Grants 2024-2025 R2 - Guidelines [↓](#)
2. Cowra Community Grants 2024-2025 R2 - Application Form [↓](#)



Cowra Shire Council
Private Bag 342
Cowra NSW 2794

Phone: 02 6340 2000
Fax: 02 6340 2011
council@cowra.nsw.gov.au
www.cowracouncil.com.au

Community Grants Program: Guidelines 2024/25 - Round 2

Purpose

The Community Grants program provides funding towards community projects, community events, small capital equipment purchases, and community buildings and facilities to support primarily volunteer run community not-for-profit organisations in their activities where there is a benefit for the wider community.

The Cowra 2036 Community Strategic Plan articulates the Council and community vision to create

“a leading, innovative and creative community, proud of our place in history, offering opportunity with the best of country living.”

The community has identified seven key directions to follow in pursuing this vision, they are:

1. Health and Wellbeing
2. Innovation and Education
3. Liveability
4. Community Leadership and Engagement
5. Business and Industry
6. Transport and Infrastructure
7. Environmental Sustainability and Stewardship
8. Reconciliation and Inclusion

The Community Grants Program provides a range of funding opportunities to organisations to positively contribute towards achieving the shared vision for the shire.

General Eligibility Criteria

Organisations and groups

- Organisations must be an incorporated not-for-profit entity.
- Organisation must be primarily volunteer run.
- Organisations must be based within Cowra Shire and must be able to demonstrate how the project will directly benefit residents within the Shire.
- Have acquitted all previous Cowra Shire Council grants.
- Have no outstanding debts to Council.

Ineligible organisations and groups

- Government agencies.
- Registered Clubs within the meaning of the NSW Registered Clubs Act 1976.
- Schools (including associated parents and citizens/parents and friends organisations).
- Churches and religious groups; unless the proposed project can be considered to be in addition to the core business of the church or group, and the project benefits the wider community.
- Political groups.

Individuals and sole traders

- Individuals or sole traders are not eligible to apply.

Ineligible project expenses

- Recurrent costs including salaries/wages, insurance, administrative and operating costs.
- Payment of debt.
- Retrospective funding for projects, events, or equipment purchases.
- Projects and events receiving a donation from Council.
- Projects or events where the organising body is proposing to donate any proceeds to another cause.
- Generally, funding will not be provided to increase existing un-acquitted funds from Council for the same project.

General Guidelines

- Applications must demonstrate linkages to Council's Community Strategic Plan objectives.
- The project or event for which funding is sought, must be based within Cowra Shire and/or be able to demonstrate significant benefit to Cowra Shire residents.
- The Community Grants Program aims to provide limited financial assistance and is not intended to be relied upon as the sole source of income.
- Council encourages co-contribution from the applicants.
- Council reserves the right to part fund a grant application.
- Projects should be one-off and not reliant on on-going Cowra Council funding.
- Applicants are eligible to receive up to a total value of \$3,000 in grant funds per financial year.
- Projects must be targeted for completion within one (1) year of receipt of funding.
- Where organisations submit multiple Cowra Community Grant applications in any one funding round they must prioritise their applications in order of importance.
- In the instance that the funded project or event does not occur, the grant recipient will be required to repay the full amount of the funding awarded.
- Council reserves the right to not approve any application.
- Council requires external quotes from providers (from local suppliers where possible).

Categories and Funding

Category	Description	Maximum Amount	Examples
Sport and Recreation	Activities that provide access to physical and social pursuits to support the health and well-being of the community	\$1000	Skills clinic Sporting equipment
Arts and Culture	Events that foster the Shire's cultural identity, or that provide an accessible, diverse range of community art and cultural opportunities	\$1000	Art workshop
Small Capital Equipment	Purchases of small capital equipment items to support community organisation activities	\$1000	Photocopier printer
Building and Facility Development	Improvements to Council or community owned buildings and facilities	\$2000	Replace gutter on village hall
New Community Events	Support new events held within Cowra Shire, with broad appeal to both local and the wider community that celebrate significant occasions, encourage cultural diversity or brings communities together. For new events to be held between 1 April 2025 and 31 December 2025.	Based on expected attendance – Up to 200 \$500 201 and above \$1000	Significant anniversaries, launches and openings.

Important Dates

Round	Opening Date	Closing Date	Notification
Round 2 2024/25	3 February	28 February	Following the Council meeting: Monday 24 March

Assessment Process

Stage	Tasks
Pre-eligibility check	All applications are checked to determine applicant and project eligibility and to ensure that they are complete. Ineligible and incomplete applications will not progress to the assessment stage
Assessment	<ol style="list-style-type: none"> 1. Alignment with program priorities <ul style="list-style-type: none"> • The project aligns with the priorities of the Community Grants Program and the Cowra Community Strategic Plan. 2. Demonstrated community need <ul style="list-style-type: none"> • The need for the project is clearly demonstrated and relevant consultation, evidence and support is provided. 3. Level of community benefit <ul style="list-style-type: none"> • The project is accessible for either the entire community; or if not, the targeted audience is either disadvantaged or has limited opportunities to participate in community life. 4. Value for money <ul style="list-style-type: none"> • The project has a detailed budget and is supported by quotes from local suppliers, where appropriate. • The applicant demonstrates additional investment either in cash or in kind.
Council Endorsement	Recommendations are presented to Council for final approval

Conditions of Grant

Successful applicants are required to undertake an acquittal process and provide Council with:

- Information on how the grant was spent
- Evaluation of the event or project and its outcomes
- Membership/participation rates
- Copies of any promotional material and media coverage generated
- Details of the acknowledgement of Council's support within the community

How to Apply

Applications are to be submitted using the application form available on the Cowra Council website www.cowracouncil.com.au

Please save the application form to your computer and email it to: council@cowra.nsw.gov.au with a subject line of Community Grant Application. Alternatively, complete a paper copy of the application and deliver it to Council at 116 Kendal Street Cowra.

Applicants can contact Cowra Council's Grants and Executive Projects Officer for any assistance in completing their application on 6340 2035 or by email at: council@cowra.nsw.gov.au



Cowra Shire Council
 Private Bag 342
 Cowra NSW 2794
 Phone: 02 6340 2000
 Fax: 02 6340 2011
council@cowra.nsw.gov.au
www.cowracouncil.com.au

**Community Grants Program: Application Form
 Round 2 – 2024/2025
 Closing Date: Friday 28 February 2025**

Organisation Name			
Contact Name			
Grant Category			
Amount Applying For			
Short Description (office use only)			
Office Use Only			
Received Date		Registration Number	

Instructions

You must submit your application using this form by 4pm on the closing date: Friday, 28 February 2025.

- Only use the space provided.
- Excess information will not be considered.
- Use dot points to convey your message effectively.

Additional information may be requested by the assessment panel to support your application.

Please ensure that all questions are answered.

Contact Cowra Council’s Grants and Executive Projects Officer for any assistance in completing your application on 6340 2035 or by email at: council@cowra.nsw.gov.au

Late applications will not be accepted.

Certification

By submitting this application, I acknowledge that I have read and understood the information made available by Cowra Shire Council regarding the Community Grants Program, including the eligibility criteria and, to the best of my knowledge, the information provided in this application is true and correct.

I also acknowledge that this application is submitted with both the full awareness and authority of the organisation under which it is submitted (if applicable).

Yes

Signature	
Please print name	

Grant Category

Please tick one box only

- Sport and Recreation** maximum of \$1000
- Arts and Culture** maximum of \$1000
- Small Capital Equipment** maximum of \$1000
- Building and Facility Development** maximum of \$2000
- New Events (Attendance - up to 200)** maximum of \$500
- New Events (Attendance – 201 & above)** maximum of \$1000

Organisation Details	
Organisation's Name	
Organisation's Mailing Address	
Is your organisation registered for GST?	<input type="checkbox"/> Yes
Does your organisation have an Australian Business Number (ABN)?	<input type="checkbox"/> Yes Please include ABN:

Is your organisation primarily volunteer run?	<input type="checkbox"/> Yes
Organisation's Bank Details	BSB: Account Number: Account Name:
Applicant Details – for this application	
Name of person completing this application	
Position with organisation (if applicable)	
Telephone number during office hours	
Mobile phone number	
Email address	
Application Details	
Name and or description of the event, project, activity, or equipment for which funding is being requested.	
Timeframe (if applicable)	Event is expected to be held on: Project or activity will commence: Project or activity will be completed by: Please note that events supported under the 'New Events' category must be held between 1 October 2024 and 30 June 2025.
Actual location of event or where project or activity will occur	

<p>Is the event, project, activity, offered for the whole of Cowra Shire?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If you answered 'No', who will be involved?</p>
<p>Amount requested from Cowra Council — Cannot exceed maximum amount allowed for related category. Must be substantiated by a detailed quote or advertising brochure from supplier.</p>	<p>\$</p>
<p>Why are you holding the event, undertaking the project or activity or purchasing the equipment?</p> <ul style="list-style-type: none"> • Explain benefits to your organisation and the wider Cowra Shire community. • Use dot points where possible. 	
<p>How will your application address the strategies of the Cowra Council Community Strategic Plan?</p> <ul style="list-style-type: none"> • Refer to Cowra Council Community Strategic Plan – Cowra 2036 	<p>Select all boxes relevant to the application</p> <p>Health and Wellbeing</p> <p><input type="checkbox"/> Provide facilities, infrastructure and programs for health and well-being needs, including disability, mental health and family support services.</p> <p><input type="checkbox"/> Collaborate with education and health providers to attract and retain health professionals to the Shire.</p> <p><input type="checkbox"/> Support and encourage volunteering within the community.</p>

	<p><input type="checkbox"/> Partner with and seek advice from the local Indigenous community and Indigenous health care services to improve health outcomes.</p> <p><input type="checkbox"/> Provide for future aged care needs and support services. Promote an active retirement.</p> <p>Innovation and Education</p> <p><input type="checkbox"/> Make Cowra Shire a learning community.</p> <p><input type="checkbox"/> Support initiatives to increase education and training outcomes for local Indigenous people.</p> <p><input type="checkbox"/> Support local training and education providers to build local skills capacity, infrastructure and knowledge.</p> <p><input type="checkbox"/> Support innovation and research.</p> <p>Liveability</p> <p><input type="checkbox"/> Build understanding and communication of Cowra Shire’s rich history, vibrant future and leadership in international understanding and cultural diversity.</p> <p><input type="checkbox"/> Continue to develop our leisure and cultural facilities and infrastructure and protect and enhance our natural environment.</p> <p><input type="checkbox"/> Recognise and grow the talent in our community.</p> <p><input type="checkbox"/> Develop and provide programs to meet the needs of Cowra Shire’s young people.</p> <p><input type="checkbox"/> Develop a community where people are welcomed from all walks of life and feel safe and secure.</p> <p>Community Leaderships and Engagement</p> <p><input type="checkbox"/> Develop and model leadership skills across the community.</p> <p><input type="checkbox"/> Engage with our community in a variety of ways to increase awareness of key issues and ensure better project and service delivery outcomes.</p> <p><input type="checkbox"/> Strengthen partnerships with government and other agencies.</p>
--	--

	<p>Business and Industry</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan for and support business and industry growth, research and innovation. <input type="checkbox"/> Tell the world about the opportunities and benefits of living, working and playing in Cowra Shire. <input type="checkbox"/> Add value and support to our existing businesses and industries. <input type="checkbox"/> Support the development of an energetic CBD. <input type="checkbox"/> Identify and develop profitable and sustainable tourism products for Cowra. <p>Transport and Infrastructure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop an integrated transport system that addresses local and regional needs in relation to cycleways, footpaths, road and rail. <input type="checkbox"/> Ensure that community assets and public infrastructure including roads, bridges and public buildings are well maintained. <p>Environmental Sustainability and Stewardship</p> <ul style="list-style-type: none"> <input type="checkbox"/> Aim to position Cowra as a centre of environmental excellence. <input type="checkbox"/> Take advantage of and support opportunities to grow new sustainable industries. <input type="checkbox"/> Show leadership by taking action and promoting practices to encourage Cowra Shire to be an environmentally responsible community. <input type="checkbox"/> Build partnerships with people who work with and care for the land to secure a healthier environment. <input type="checkbox"/> Build and promote Council's and the community's preparedness for, adaptability to and resilience to climate change and natural disaster impacts.
--	--

	<p>Reconciliation and Inclusion</p> <ul style="list-style-type: none"><input type="checkbox"/> Foster reconciliation and connection with the local Indigenous population. Respect, promote and protect Wiradjuri culture.<input type="checkbox"/> Show leadership and promote actions that ensure all members of the community have an equal opportunity to participate fully within the community.<input type="checkbox"/> Continue to deliver and ensure all high movement areas, public buildings and appropriate Council resources and services are accessible for all the community.
--	--

Budget	
What are the individual budget items for your event, project, activity, or equipment purchase for which you are seeking Cowra Council Community Grants Program funding?	
Items	
Total (A)	\$

What is your organisation or group providing in cash or in-kind to support your event, project, activity, or equipment purchase?	
Items	
Total (B)	\$

Total Project Budget (A + B) \$

Application Checklist**Have you:**

- Checked that your organisation is eligible to apply?
- Nominated the correct type of grant category that best matches your application?
- Ensured all appropriate persons are aware that this application is being submitted?
- Attached detailed quotes or advertising brochures from suppliers?
- Completed all sections of the Application Form?
- Kept a copy of this Application Form for your records?
- Checked the application form will be received by Council on or before the closing date?
- Signed the certification on page 2?

Submitting Your Application

Please save this form to your computer and email it to: council@cowra.nsw.gov.au with a subject line of Community Grant Application. Alternatively complete a paper copy of the application and deliver it to Council at 116 Kendal Street Cowra.

Please contact Council's Grants and Executive Projects Officer on 6340 2035 if you require assistance in completing your application.

10 CONFIDENTIAL MATTERS**RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

12 CONFIDENTIAL DIRECTOR-INFRASTRUCTURE & OPERATIONS**12.1 Request for Tender 1/2025 - Provision of Cleaning Services (Council Facilities)**

This matter is considered to be confidential under Section 10A(2)(d(i)) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.