



Business Paper

Extraordinary Meeting

Wednesday, 5.00pm
29th January 2025



Hay Shire Council

ABN: 84 075 604 155

134 Lachlan Street PO Box 141 HAY NSW 2711

Telephone: 02 6990 1100 Facsimile: 02 6993 1288

Email: mail@hay.nsw.gov.au Website: www.hay.nsw.gov.au

24th January 2025

The Mayor and Councillors
Hay Shire Council
PO Box 141
Hay NSW 2711

Ladies and Gentlemen:

NOTICE OF EXTRAORDINARY MEETING

I inform you that an Extraordinary meeting of Council will be held in the Council Chambers, 134 Lachlan Street, Hay on:

**Wednesday, 29th January 2025 to be held 5.00pm
in the Council Chambers.**

The agenda for the meeting is as follows:

1. Council prayer
2. Apologies
3. Declarations of interest
4. General Manager's Report

This meeting will be audio recorded and available on Council's website within 48 hours on completion of the Extraordinary meeting.

Yours sincerely,

David Webb
General Manager

General Manager's Report

Index

Clause	Page	
C1	P3	DA 2024-58
C2	P22	DA 2024-64
C3	P45	John Houston Memorial Pool Replacement Project
C4	P55	Regional Economic Development and Community Investment Program

C1 - DA2024-58 – Carport/Garage at 465 Orson Street, Hay

REPORTING OFFICER	Executive Manager Planning and Compliance
ATTACHMENTS	A. Development Application and attachments B. Submission and applicant's response

INTRODUCTION

Hay Shire Council received an application for the construction of a Carport/Garage at 465 Orson Street, Hay (Lot 4 DP 19941), with one enclosed bay.

Owner: K Thomson
 Applicant: Daniel Cox
 Zoning: RU5 Village
 Building size: 7m x 7m, 2 x bays

The lot is 1070m² and is an established residential block.



Aerial view of site (465 Orson St) with proposed garage/carport location

COMMENTARY

According to Section 4.15 of the Environmental Planning and Assessment Act 1979, a consent authority needs to take the following matters in consideration in assessing a development application:

(a) *the provisions of—*

(i) *any environmental planning instrument, and*

- (ii) any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Planning Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and*
- (iii) any development control plan, and*
- (iiia) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4, and*
- (iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph), that apply to the land to which the development application relates,*
- (b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,*
- (c) the suitability of the site for the development,*
- (d) any submissions made in accordance with this Act or the regulations,*
- (e) the public interest.*

Planning Controls

The Zoning of the site is RU5 Village, which has the following provisions:

1 Objectives of zone

- To provide for a range of land uses, services and facilities that are associated with a rural village.*
- To ensure that development in village areas is compatible with the environmental capability of the land, particularly in terms of the capacity of that land to accommodate on-site effluent disposal.*
- To retain and facilitate expansion and redevelopment of the existing central business district of the Hay urban area and to further strengthen the core retail functions of this area.*
- To encourage appropriate business development at the intersection of Cobb, Mid-Western and Sturt Highways that services the needs of the travelling public.*
- To encourage appropriate tourist development within the Hay urban area.*

2 Permitted without consent

Environmental protection works; Home-based child care; Home occupations; Roads; Water reticulation systems

3 Permitted with consent

Centre-based child care facilities; Community facilities; Dwelling houses; High technology industries; Home industries; Liquid fuel depots; Neighbourhood shops; Oyster aquaculture; Places of public worship; Recreation areas; Recreation facilities (indoor); Recreation facilities (outdoor); Respite day care centres; Schools; Tank-based aquaculture; Any other development not specified in item 2 or 4

4 Prohibited

Agriculture; Air transport facilities; Airstrips; Animal boarding or training establishments; Cellar door premises; Electricity generating works; Extractive industries; Farm buildings; Farm stay accommodation; Forestry; Heavy industrial storage establishments; Industries; Local distribution premises; Marinas; Mooring pens; Moorings; Open cut mining; Roadside stalls; Rural industries; Rural workers' dwellings; Sex services premises; Waste disposal facilities; Wharf or boating facilities

The works are permitted with consent.

Environmental, Social and Economic Impacts

The proposed development has minimal environmental impact.

Site Suitability

The site is suitable for the proposed development as it is an established residential lot.

Submissions

The proposal was notified to neighbours as per the Notification and Advertising of a Development Application Policy due to the carport/garage being built in front of the dwelling building line. One submission was received expressing concerns, and the applicant provided a response (both attached). The issues raised regarding distance from the boundary and drainage has been conditioned.

Public Interest

The proposed development is contrary to general planning standards where a carport is to be setback (at least 1m) behind the front of a dwelling, this carport/garage is proposed to be in front of the existing dwelling. In this instance the existing dwelling is setback further than the 5m standard, and is also setback further than surrounding dwellings. Therefore the addition of the carport/garage will then line up with the surrounding building lines (see aerial view above), not impacting the streetscape (the high front fence will also assist with this).

RELEVANCE TO STRATEGIC COMMUNITY PLAN	<p>A Environmental Sustainability</p> <p><i>A1 Our community values its natural and built environments to support a sustainable environment</i></p> <p>A1.4 Establish and maintain clear guidelines for zoning, urban planning and development</p> <p>B Liveable and vibrant community</p> <p><i>B.1 Our community values its safe, healthy lifestyle that cares for the welfare of each other.</i></p> <p>B1.6 Engage the community through a coordinated engagement structure on issues affecting their lifestyles</p> <p>D Governance and Organisational Performance</p> <p><i>D.1 Our community is supported by a strong and resilient Council that is responsive to its needs</i></p> <p>D1.4 Council decision making is based on a sound appreciation of community issues and needs, supported by reliable information and asset management systems.</p> <p>D1.5 Council will lead by example.</p> <p>D1.6 Council will continuously seek to improve</p> <p><i>D.2 Our Community is connected and informed</i></p> <p>D2.1 Enable all residents and groups to participate in local decision making</p> <p>D2.2 Effectively communicate the range, availability and operation of services and facilities</p>
FINANCIAL IMPLICATION	N/A
LEGISLATIVE IMPLICATION	Environmental Planning & Assessment Act 1979 Hay Local Environmental Plan 2011

POLICY IMPLICATION	Notification and Advertising of a Development Application Policy Building Line Policy
ASSET IMPLICATION	N/A
RISK IMPLICATION	N/A

RECOMMENDATION

DA2024-58 for a Carport/Garage at 465 Orson Street, Hay be approved with the following conditions:

1. Compliance with Consent:

The Development being completed in accordance with plans and specifications stamped by Council being Plans A, B and C for Carport/Garage at 465 Orson Street, Hay, except where varied by conditions of this consent.

Reason: *To confirm the details of the application as submitted by the applicant and as approved by Council.*

2. Signage:

Site signage shall apply and must be erected on the site in a prominent, visible position for the duration of the construction.

- Stating that unauthorised entry to the site is not permitted;
- Showing the name of the builder or another person responsible for the site and a telephone number at which the builder or other persons can be contacted outside working hours; and
- The name, address and telephone contact of the Principal Certifying Authority for the work.

Any structures erected to meet the requirements of this condition must be removed when it is no longer required for the purposes for which it was erected.

Reason: *To meet the minimum requirements of the Environmental Planning and Assessment Regulation.*

3. Compliance with Standards:

Any building and associated works shall comply with the statutory requirements of the Environmental Planning & Assessment Act, Local Government Act and the National Construction Code (NCC).

Reason: *The legal obligations of the Council to administer the New South Wales building and planning laws in order to provide satisfactory standards of living and development.*

4. Critical Stage Inspections:

A person who is carrying out, or in charge of carrying out the work, must notify Council with 24hours notice when the relevant inspections are required below:

- a) Pier pads prior to pouring concrete;
- b) All footing excavations, with steel in position, before concrete is poured;
- c) All concrete floors and raft slabs, with steel and damp proof membrane in position before concrete is poured;
- d) Sewer drains before being covered;
- e) Bearers and floor joists before flooring is laid;
- f) Wall and roof framing before being lined;
- g) Insulation of walls, roof, floor, ceilings, soffits, service pipes, ducts and chimney flue dampers;
- h) Wet area flashings after internal linings are installed;

- i) Stormwater drains/connections before backfilling;
- j) Fire-rated wall and ceiling framing;
- k) Sound transmission measures;
- l) Final inspection on completion of the works, and BEFORE any occupation.

Reason: *The need for Council to ensure that works have been carried out in accordance with the approved plans, specifications and the relevant legislation/standards.*

5. Siting:

The applicant is responsible to ensure that the building is sited on the allotment and constructed to the design levels approved by Council as specified on the approved site plan.

Reason: *To ensure no encroachments occur onto neighbouring properties and no changes are made to the approved siting of the property.*

6. Variations:

No alteration to approved plans and specifications is allowed unless separately approved by Council.

Reason: *To ensure the designs meet regulations and standards, and are in line with Council policies.*

- 7. Boundary Clearance:** A minimum distance of 800mm shall be provided between the external walls of the building and the side boundaries of the allotment, and a minimum distance of 450mm shall be provided between the overhang of the eaves and guttering and the side boundaries of the allotment.

Reason: *To adhere to minimum boundary offsets as required by the relevant legislation and in keeping with the approved plans.*

8. Storm Water Drainage:

Storm water run-off from all roofs and extensive paved areas is to be collected and conveyed by gravity to Council's storm water collection system via a system of underground pipes having a diameter of at least 90mm and laid at a grade of at least one-in-one hundred (1%).

Reason: *Preservation of the integrity of buildings and other structures, soil conservation, and not to impact neighbouring properties.*

9. Easements:

The applicant is required to ensure that any easements registered over the title to the land are complied with.

Reason: *Compliance with Legal documents.*

10. Occupation Certificate:

Prior to the commencement of the use and/or occupation of the subject development, a satisfactory Final Inspection and/or Occupation Certificate must be issued by a Principal Certifying Authority. An Occupation Certificate must be applied for via the Planning Portal, select your development and apply for a "Related Certificate".

Reason: *Ensure all conditions of the development are met and the building/development is safe for use.*

11. Lapsing of Consent:

This consent is limited to a period of 5 years from the date of the Notice of Determination, unless the works associated with the development have physically commenced.

Reason: *To ensure compliance with the Environmental Planning & Assessment Act 1979.*

12. Driveways:

If it is proposed to construct a vehicular crossing on the public footpath/nature strip or road verge, the vehicular crossing must be applied for in a separate application (Road Opening Permit) and further approved and inspected by Council. The driveway should be at least 1m clear from the next property boundary. The access is to be constructed and maintained at the Applicant/Owners cost, such that no soil erosion is caused.

Reason: *To ensure that works carried out on public roads conform to the requirements of Council (the responsible authority), and reduce the risk to life and property (neighbours, street lights, power poles, road damage, etc).*

13. Second Hand Materials:

No second hand materials are to be used on any external surface of the building unless made available for inspection and separately approved by Council.

Reason: *To ensure building materials are in good condition, are not unsightly and adhere to the amenity of the area.*

14. Surface Water:

Provision shall be made to keep surface water away from the dwelling and neighbouring properties.

Reason: *To ensure surface water is kept on the property as per the Local Government Act 1993*



Development Application Form

(Highlighted fields indicate changes)

Portal Application number: PAN-466938

Council Application number: 2024-58

Edited on: 5/12/2024

Primary Applicant Details

	Current Application Details ({1})	Previous Application Details ({1})
Title	Mr	Mr
First given name	Daniel	Daniel
Family name	Cox	Cox
Other given name/s	John	John
Contact number	[REDACTED]	[REDACTED]
Email	[REDACTED]	[REDACTED]
Address	465 ORSON STREET HAY 2711	465 ORSON STREET HAY 2711
Are you applying on behalf of a business or company?	No	No

Owner/s details

	Current Application Details ({1})	Previous Application Details ({1})
Who owns the development site?	I am the only owner of the development site	I am the only owner of the development site

Crown development

	Current Application Details ({1})	Previous Application Details ({1})
Is crown development?	No	No

Site access

	Current Application Details ({1})	Previous Application Details ({1})
Are there any security or site conditions which may impact the person undertaking the inspection? For example, locked gates, animals etc.	No	No

Development application type

	Current Application Details ({1})	Previous Application Details ({1})
What is the application type?	Development application	Development application

Select the site of the development

	Current Application Details ({1})	Previous Application Details ({1})
Site #	1	1
Street address	465 ORSON STREET HAY 2711	465 ORSON STREET HAY 2711

HAY SHIRE COUNCIL

LGA	HAY	HAY
Primary address?	Yes	Yes

Planning controls affecting property

	Current Application Details ({1})	Previous Application Details ({1})
What type of development are you proposing?	Garage, carport or carparking space, Erection of a new structure	Garage, carport or carparking space, Erection of a new structure
Please provide a detailed description of the development	Construction of 7m x 7m garage/carport	Construction of 7m x 7m garage/carport

Provide details of your proposed development

	Current Application Details ({1})	Previous Application Details ({1})
Number of proposed occupants	0	0
Proposed gross floor area (m2)	49	49
Total site area (m2)	0	0
Total Net Lettable Area (m2)	0	0

	Current Application Details ({1})	Previous Application Details ({1})
What is the estimated development cost, including GST?	10000	12000
Estimated development cost	10000	12000

BASIX certificate

	Current Application Details ({1})	Previous Application Details ({1})
Do you have one or more BASIX certificates?	No	No

Subdivision

	Current Application Details ({1})	Previous Application Details ({1})
Is Subdivision proposed?	No	No
Category of development #	1	1
Category of development	Residential accommodation	Residential accommodation
Car parking spaces	2	2
Motorcycle spaces	0	0
Bicycle spaces	0	0

Proposed operating details

HAY SHIRE COUNCIL

	Current Application Details ({1})	Previous Application Details ({1})
Is a new road proposed?	No	No

Number of parking spaces

	Current Application Details ({1})	Previous Application Details ({1})
Is the development to be staged?	No, this application is not for concept or staged development	No, this application is not for concept or staged development

Climate zone

	Current Application Details ({1})	Previous Application Details ({1})
What climate zone/s is the development in? Climate Zone: select all that apply	Climate zone 8 - alpine	Climate zone 8 - alpine
Has the climate zone impacted the design of the development?	No	No

Related planning information

	Current Application Details ({1})	Previous Application Details ({1})
Is the application for integrated development?	No	No
Is your proposal categorised as designated development?	No	No
Is your proposal likely to significantly impact on threatened species, populations, ecological communities or their habitats, or is it located on land identified as critical habitat?	No	No
Is this application for biodiversity compliant development?	No	No
Does the application propose a variation to a development standard in an environmental planning instrument (eg LEP or SEPP)?	No	No
Is the application accompanied by a Voluntary Planning Agreement (VPA)?	No	No

Section 68 of the Local Government Act

	Current Application Details ({1})	Previous Application Details ({1})
Is approval under s68 of the Local Government Act 1993 required?	No	No
Have you already applied for approval under s68 of the Local Government Act?	No	No
Was the s68 applied for via the NSW Planning Portal?	No	No

Tree works

	Current Application Details ({1})	Previous Application Details ({1})
Is tree removal and/or pruning work proposed?	No	No

Local heritage

HAY SHIRE COUNCIL

	Current Application Details (1)	Previous Application Details (1)
Does the development site include an item of environmental heritage or sit within a heritage conservation area?	No	No
Are works proposed to any heritage listed buildings?	No	No
Is heritage tree removal proposed?	No	No

Affiliations and Pecuniary interests

	Current Application Details (1)	Previous Application Details (1)
Is the applicant or owner a staff member or councillor of the council assessing the application?	No	No
Does the applicant or owner have a relationship with any staff or councillor of the council assessing the application?	No	No

Political Donations

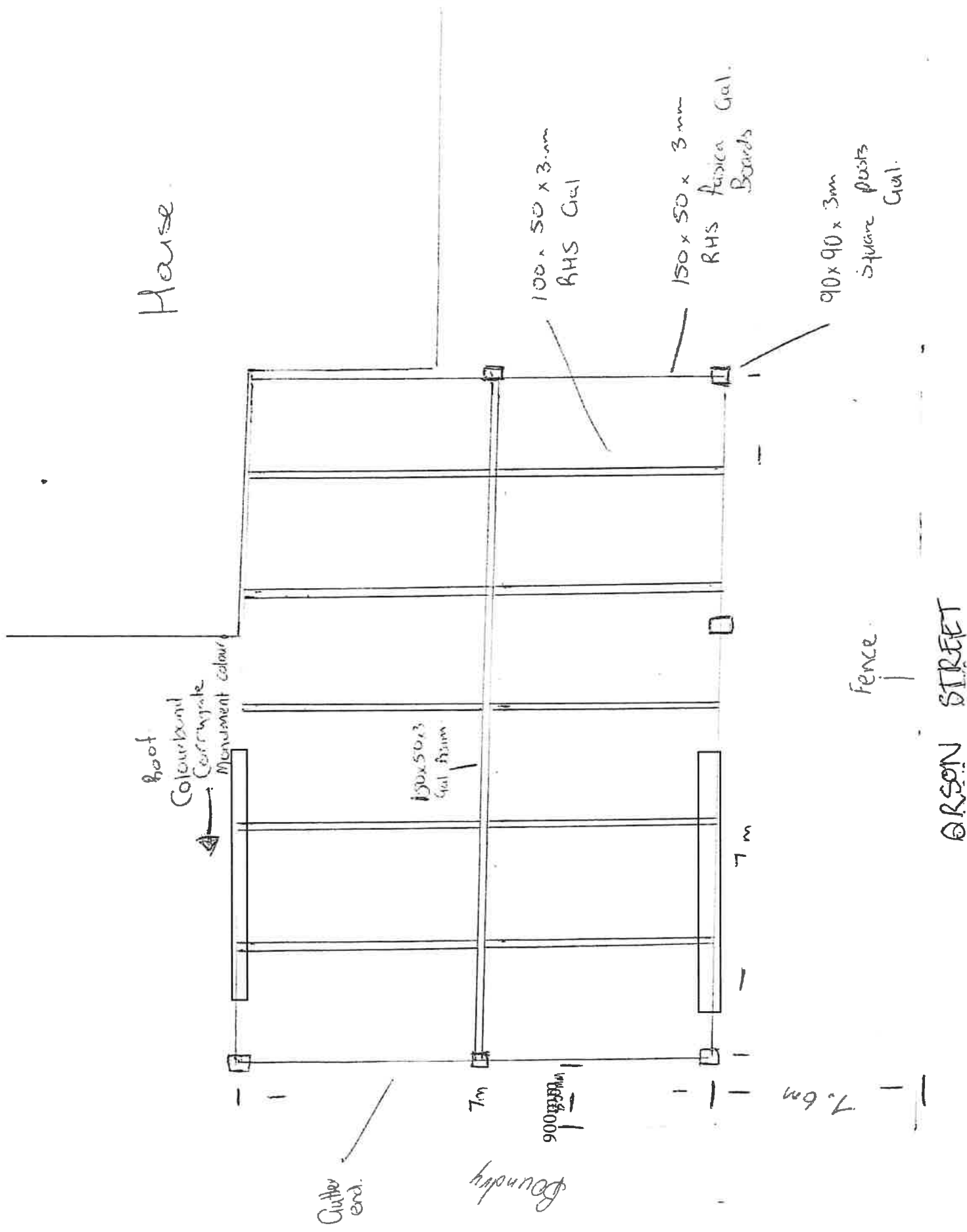
	Current Application Details (1)	Previous Application Details (1)
Are you aware of any person who has financial interest in the application who has made a political donation or gift in the last two years?	No	No

Sustainable Buildings

	Current Application Details (1)	Previous Application Details (1)
Is the development exempt from the State Environmental Planning Policy (Sustainable Buildings) 2022, Chapter 3, relating to non-residential buildings?	Yes	Yes
Provide reason for exemption. Is the development any of the following?	Development that is wholly residential	Development that is wholly residential

Payer details

	Current Application Details (1)	Previous Application Details (1)
Select the option that is applicable	Individual	Individual
Title	Mr	Mr
First Name	Daniel	Daniel
Other given name(s)	John	John
Family name	Cox	Cox
Contact number	[REDACTED]	[REDACTED]
Email address	[REDACTED]	[REDACTED]
Billing address	465 ORSON STREET HAY 2711	465 ORSON STREET HAY 2711





150mm 14G
Class 3
Bugle Screws
into existing
wall studs

STATEMENT OF ENVIRONMENTAL EFFECTS TEMPLATE

If unsure about any of the details required it is recommended that you contact Council's Planning Department by calling Hay (02) 6990 1100 and make an appointment to discuss your proposal with an assessment officer.

Property Details

Lot(s)	<input type="text" value="4"/>	DP	<input type="text" value="19941"/>
House Number (s)	<input type="text" value="465"/>	Street	<input type="text" value="Orson St"/>
Town	<input type="text" value="Hay"/>		

Description of The Site and Locality

The Site	<input type="text" value="Established residential block"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Details of the Proposed Development

Proposal	<input type="text" value="Erect carport to the front/side of the house"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Matters for Consideration

(Matters for consideration pursuant of the *Environmental Planning & Assessment Act 1979 Section 4.15*)

a) Is the development permissible within its zone? Yes ☒ No ☐

b) Likely impacts of the development, including environmental impacts on both the natural and built environments, as well as social and economic impacts in the locality.

- | | Yes | No |
|--|--------------------------|-------------------------------------|
| (i) Will the proposal result in the loss/damage of any vegetation from the site? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| (ii) Are any landscaping works proposed on the land? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| (iii) If yes, please describe the proposed works and detail what existing trees/vegetation to be removed/ retained or show details on the site plan. | | |

HAY SHIRE COUNCIL

	Yes	No
(iv) Does the proposal involve excavation or filling of the site? If yes, outline details and/ or identify on plans. Driveway & slab	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<hr/>		
(v) Is vehicular access available from the street? Outline details of vehicular access and parking arrangements (ie location, car parking, etc) Existing one lane driveway, looking to create double driveway	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<hr/>		
(vi) Will the proposal impact on adjoining residences? Could be proximity to neighbours, noise, traffic generation, odours, etc 900mm to post	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<hr/>		
(vii) Will the proposal have any social and/or economic impacts? If yes, outline details	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<hr/>		
<hr/>		
c) Suitability of the site for the development		
(i) Is the area an established residential area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(ii) Are existing utility services available and adequate to serve the development (ie water, sewerage, telephone, gas, stormwater and garbage)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(iii) If no, what alternative arrangements are proposed?		
<hr/>		
<hr/>		
(iv) Are there any other matters relating to your proposed development or use, such as management details, operating or construction hours, noise etc?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(v) If yes, please specify.		
<hr/>		
<hr/>		

PLEASE PROVIDE HOURS OF OPERATION if relevant OR for commercial and/or industrial developments (required)

Days of Operation	Hours of Operation	Days of Operation	Hours of Operation
Monday – Fridayto.....	Mondayto.....
Saturdayto.....	Tuesdayto.....
Sundayto.....	Wednesdayto.....
Public Holidaysto.....	Thursdayto.....
		Fridayto.....

Please attach additional pages for extended answers

[REDACTED]
[REDACTED]
Hay, NSW, 2711

16/12/2024

Hay Shire Council
134 Lachlan Street
Hay, NSW, 2711

Dear Jack,

Re: Notification of Development Proposal

DA No 2024-58

465 Orson Street, Hay, NSW, 2711

I wish to express my concern about the proposed building.

Construction has already commenced and is in breach of council regulations, in that it is under the required 900mm from 467 Orson St boundary.

I also have concerns that the new structure will be without guttering and with the fall of the roof towards my boundary will cause rainfall to flow onto my land and cause damage to my property.

I would also like to note that there is no storm water drainage plan supplied with this proposal.

Kind Regards

[REDACTED]
[REDACTED]

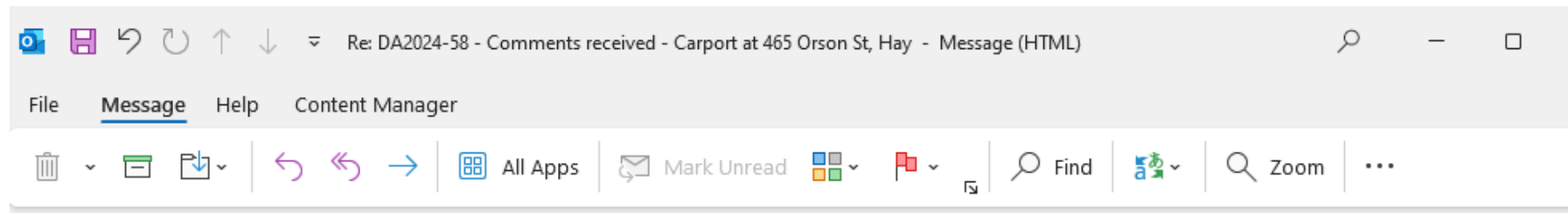
- 890
from rail
to boundary
then queuing
brings it
closer to
boundary



Concerns that
rainfall will
end up on
our land.

House has
no downpipe
been flooding
into yard.





Re: DA2024-58 - Comments received - Carport at 465 Orson St, Hay




Daniel Cox <djcplumbingandgasservices@outlook.cc

To Jasmine Gregory

Cc Kellie Rutledge



Mon 30/12/2024 9:30 PM

 This sender djcplumbingandgasservices@outlook.com is from outside your organization.

Good evening

In regards to the concerns of the letter from the neighbor concerning the garage not having a gutter on that side of the structure as per the plans that were uploaded there is a gutter clearly marked on the plan with the down pipe going out to the street.. as per the other photos taken of the existing guttering the down pipe has always terminated into our driveway/ yard. The photo shows the downpipe missing which I had recently taken off as I was trying to clad the side of the house and cannot do so unit the garage is complete.

Kind regards

Daniel Cox

C2 - DA2024-64 – Shed at 455 Cadell Street, Hay

REPORTING OFFICER	Executive Manager Planning and Compliance
ATTACHMENTS	A. Development Application and attachments

INTRODUCTION

Hay Shire Council received an application for the replacement of a shed at 455 Cadell Street, Hay (Lot 9 Section 11 DP 758507).

Owner: M A Woods & J L O'Keeffe
 Applicant: Jessica O'Keeffe
 Zoning: RU5 Village
 Shed size: 8m x 13m (104m²), 3.6m high to eave and 4.3m high to peak

The lot is 2025m² and is an established residential block.



Aerial view of site (455 Cadell St) with proposed shed location (please note, the cadastre layer is not an accurate representation of the lot boundaries)

COMMENTARY

According to Section 4.15 of the Environmental Planning and Assessment Act 1979, a consent authority needs to take the following matters in consideration in assessing a development application:

(a) *the provisions of—*

- (i) *any environmental planning instrument, and*
- (ii) *any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Planning Secretary has*

notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and

- (iii) any development control plan, and*
- (iiia) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4, and*
- (iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph), that apply to the land to which the development application relates,*
- (b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,*
- (c) the suitability of the site for the development,*
- (d) any submissions made in accordance with this Act or the regulations,*
- (e) the public interest.*

Planning Controls

The Zoning of the site is RU5 Village, which has the following provisions:

1 Objectives of zone

- To provide for a range of land uses, services and facilities that are associated with a rural village.*
- To ensure that development in village areas is compatible with the environmental capability of the land, particularly in terms of the capacity of that land to accommodate on-site effluent disposal.*
- To retain and facilitate expansion and redevelopment of the existing central business district of the Hay urban area and to further strengthen the core retail functions of this area.*
- To encourage appropriate business development at the intersection of Cobb, Mid-Western and Sturt Highways that services the needs of the travelling public.*
- To encourage appropriate tourist development within the Hay urban area.*

2 Permitted without consent

Environmental protection works; Home-based child care; Home occupations; Roads; Water reticulation systems

3 Permitted with consent

Centre-based child care facilities; Community facilities; Dwelling houses; High technology industries; Home industries; Liquid fuel depots; Neighbourhood shops; Oyster aquaculture; Places of public worship; Recreation areas; Recreation facilities (indoor); Recreation facilities (outdoor); Respite day care centres; Schools; Tank-based aquaculture; Any other development not specified in item 2 or 4

4 Prohibited

Agriculture; Air transport facilities; Airstrips; Animal boarding or training establishments; Cellar door premises; Electricity generating works; Extractive industries; Farm buildings; Farm stay accommodation; Forestry; Heavy industrial storage establishments; Industries; Local distribution premises; Marinas; Mooring pens; Moorings; Open cut mining; Roadside stalls; Rural industries; Rural workers' dwellings; Sex services premises; Waste disposal facilities; Wharf or boating facilities

The works are permitted with consent.

Environmental, Social and Economic Impacts

The proposed development has minimal environmental impact.

Site Suitability

The site is suitable for the proposed development as it is an established residential block, and the new shed is going in the same location as the old shed.

Submissions

The proposal was notified to immediate neighbours for a period of 14 days due to not meeting the Shed Policy. No comments were received.

Public Interest

The proposed development is contrary to the Hay Shire Sheds & Shipping Containers in Residential Areas Policy for the following reasons:

- Height must not exceed 3.5m to the eave/ridge – This shed is 3.6m to the eave
- Shed must meet the Building Line Policy

The Building Line Policy has a minimum standard of 900mm clearance of side and rear boundaries, this shed is proposed to be located on the side (west) and rear boundaries, therefore forming part of the boundary. The existing shed is also located on the boundaries, and due to its location in the yard, has minimal impact on neighbours.

The exceedance of the development of the above policies seems to be minimal in nature, and will not impact neighbours.

RELEVANCE TO STRATEGIC COMMUNITY PLAN	<p>A Environmental Sustainability</p> <p><i>A1 Our community values its natural and built environments to support a sustainable environment</i></p> <p>A1.4 Establish and maintain clear guidelines for zoning, urban planning and development</p> <p>B Liveable and vibrant community</p> <p><i>B.1 Our community values its safe, healthy lifestyle that cares for the welfare of each other.</i></p> <p>B1.6 Engage the community through a coordinated engagement structure on issues affecting their lifestyles</p> <p>D Governance and Organisational Performance</p> <p><i>D.1 Our community is supported by a strong and resilient Council that is responsive to its needs</i></p> <p>D1.4 Council decision making is based on a sound appreciation of community issues and needs, supported by reliable information and asset management systems.</p> <p>D1.5 Council will lead by example.</p> <p>D1.6 Council will continuously seek to improve</p> <p><i>D.2 Our Community is connected and informed</i></p> <p>D2.1 Enable all residents and groups to participate in local decision making</p> <p>D2.2 Effectively communicate the range, availability and operation of services and facilities</p>
FINANCIAL IMPLICATION	N/A

LEGISLATIVE IMPLICATION	Environmental Planning & Assessment Act 1979 Hay Local Environmental Plan 2011
POLICY IMPLICATION	Notification and Advertising of a Development Application Policy Sheds & Shipping Containers in Residential Areas Policy Building Line Policy
ASSET IMPLICATION	N/A
RISK IMPLICATION	N/A

RECOMMENDATION

DA2024-64 for a shed at 455 Cadell Street, Hay be approved with the following conditions:

1. Compliance with Consent:

The Development being completed in accordance with plans and specifications stamped by Council being Plans - Site Plan dated 8/12/2024 AND Job No. 0397491210, Sheets 1 to 8 dated 25-10-2024 by Best Sheds, for 455 Cadell Street, Hay, except where varied by conditions of this consent.

***Reason:** To confirm the details of the application as submitted by the applicant and as approved by Council.*

2. Signage:

Site signage shall apply and must be erected on the site in a prominent, visible position for the duration of the construction.

- Stating that unauthorised entry to the site is not permitted;
- Showing the name of the builder or another person responsible for the site and a telephone number at which the builder or other persons can be contacted outside working hours; and
- The name, address and telephone contact of the Principal Certifying Authority for the work.

Any structures erected to meet the requirements of this condition must be removed when it is no longer required for the purposes for which it was erected.

***Reason:** To meet the minimum requirements of the Environmental Planning and Assessment Regulation.*

3. Compliance with Standards:

Any building and associated works shall comply with the statutory requirements of the Environmental Planning & Assessment Act, Local Government Act and the National Construction Code (NCC).

***Reason:** The legal obligations of the Council to administer the New South Wales building and planning laws in order to provide satisfactory standards of living and development.*

4. Critical Stage Inspections:

A person who is carrying out, or in charge of carrying out the work, must notify Council with 24hours notice when the relevant inspections are required below:

- a) Pier pads prior to pouring concrete;
- b) All footing excavations, with steel in position, before concrete is poured;
- c) All concrete floors and raft slabs, with steel and damp proof membrane in position before concrete is poured;
- d) Sewer drains before being covered;
- e) Bearers and floor joists before flooring is laid;

- f) Wall and roof framing before being lined;
- g) Insulation of walls, roof, floor, ceilings, soffits, service pipes, ducts and chimney flue dampers;
- h) Wet area flashings after internal linings are installed;
- i) Stormwater drains/connections before backfilling;
- j) Fire-rated wall and ceiling framing;
- k) Sound transmission measures;
- l) Final inspection on completion of the works, and BEFORE any occupation.

Reason: *The need for Council to ensure that works have been carried out in accordance with the approved plans, specifications and the relevant legislation/standards.*

5. Siting:

The applicant is responsible to ensure that the building is sited on the allotment and constructed to the design levels approved by Council as specified on the approved site plan.

Reason: *To ensure no encroachments occur onto neighbouring properties and no changes are made to the approved siting of the property.*

6. Variations:

No alteration to approved plans and specifications is allowed unless separately approved by Council.

Reason: *To ensure the designs meet regulations and standards, and are in line with Council policies.*

7. Boundary Clearances & Encroachments:

All structures shall be erected solely within the property boundaries (including overhang of gutters), with the approved boundary clearance/distance.

Reason: *To ensure that no encroachments occur onto neighbouring/public property.*

8. Storm Water Drainage:

Storm water run-off from all roofs and extensive paved areas is to be collected and conveyed by gravity to Council's storm water collection system via a system of underground pipes having a diameter of at least 90mm and laid at a grade of at least one-in-one hundred (1%).

Reason: *Preservation of the integrity of buildings and other structures, soil conservation, and not to impact neighbouring properties.*

9. Easements:

The applicant is required to ensure that any easements registered over the title to the land are complied with.

Reason: *Compliance with Legal documents.*

10. Occupation Certificate:

Prior to the commencement of the use and/or occupation of the subject development, a satisfactory Final Inspection and/or Occupation Certificate must be issued by a Principal Certifying Authority. An Occupation Certificate must be applied for via the Planning Portal, select your development and apply for a "Related Certificate".

Reason: *Ensure all conditions of the development are met and the building/development is safe for use.*

Lapsing of Consent:

This consent is limited to a period of 5 years from the date of the Notice of Determination,

unless the works associated with the development have physically commenced.

Reason: *To ensure compliance with the Environmental Planning & Assessment Act 1979.*

11. Use of Building – Non-Residential Uses Only:

The building must not be used as a dwelling or domicile without Council's consent.

12. Use of Building – Not for Commercial or Industrial Use: The building/shed must not be used for commercial or industrial purposes or storage of goods associated with industrial or commercial undertakings.

Reason: *Development consent is required for any other activity not already approved.*

13. Laneway Access:

Any gates used to access the rear laneway, must not swing outwards into the road reserve.

Reason: *To not encroach onto a road reserve, and to not cause obstructions/hazards to traffic users.*

14. Dividing Fences Act:

The Dividing Fences Act 1991 must be adhered to

Reason: *Legislative compliance.*

15. Demolition Works:

Demolition of existing building or structures is to be carried out in a manner so that the risk of injury to health and safety of site personnel and public persons will be minimised.

Identify and locate service supply mains – Water, Electricity and notify the controlling authority to disconnect such services prior to demolition.

All debris is to be removed from the site and disposed of at Hay Waste Depot, in the building refuse section of the garbage depot. Please note that a separate fee applies for disposal of waste at Council's waste depot. You should contact Council's Waste Service Officer for an estimate of costs in this regard.

Reason: *To ensure the safety and to minimise the disruption to services through damage to same.*

16. Excavation Safety:

All excavations and back-filling associated with the erection or demolition of a building must be executed safely and in accordance with appropriate professional standards. The adjoining property owner is to be given seven (7) days notice.

All excavations associated with the erection or demolition of a building must be properly guarded and protected to prevent them from being dangerous to life or property.

Reason: *Regulatory compliance*

17. Waste Removal:

All debris and any waste fill is to be removed from the site and disposed of at Hay Garbage Depot, in the building refuse section of the garbage depot. Please note that a separate fee applies for disposal of waste at Council's waste depot. You should contact Council's Works Operations Manager for an estimate of costs in this regard.

Reason: *To ensure that the amenity and unsightly condition is minimised.*

18. Waste Storage During Construction:

Provision shall be made on site for the proper storage and disposal of waste such that no builders' waste shall be left in the open. Specific attention should be given to items which are subject to relocation by the action of wind, eg. paper, sheets of iron, ridge capping, cement and lime bags and the like.

Reason: *To ensure that the site is not a source of wind-blown litter.*

19. Asbestos Removal:

Any quantity of asbestos, whether it be stabilised or non-stabilised (loose), should be undertaken with care. Stabilised asbestos can include fibro sheets, fibro roofing, fibro water pipes, and bituminous floor tiles. If you are removing more than 10 sq. mtrs. of surface area you will need to have a specially licensed person with Workcover, authorised to undertake such work. If you are removing stabilised asbestos sheeting, roofing, etc. observe the following precautions:

- Remove entire sheets of materials without breaking the product, ie punch nail holes through rather than break the sheet, take down – don't drop.
- Thoroughly wet each sheet of the waste before removing.
- Wrap the sheeting in plastic 200 microns thick.
- When transporting, make sure the top of the trailer is taped over with plastic sheeting and secured.
- Transport to an asbestos authorised disposal area, ie Hay Waste Depot is authorised, provided prior notice has been given so that the disposal pits are specially opened up and protective gear is worn by the operator of the plant.
- When unloading do not drop on the ground but gently place into the areas as directed by the Council operator.
- Do not use power tools which expose the asbestos fibres.
- Do not scrub or water-blast any asbestos cement sheeting.
- Do not slide sheets over other sheets, as this will release fibres.
- Wear a protective mask and goggles.

Websites with additional information are at www.asbestosawareness.com.au and Council's website, www.hay.nsw.gov.au.

Reason: *To minimise the risk of asbestosis and to dispose of this harmful product in a safe secure manner at an accredited disposal point.*

Applicant contact details

Title	Ms
First given name	Jessica
Other given name/s	
Family name	O'Keeffe
Contact number	[REDACTED]
Email	[REDACTED]
Address	455 CADELL STREET HAY 2711
Application on behalf of a company, business or body corporate	No

Owner/s of the development site

Owner/s of the development site	There are multiple owners of the development site and I am one of them
Owner #	1
Title	Ms
First given name	Jessica
Other given name/s	
Family name	O'Keeffe
Contact number	[REDACTED]
Email	[REDACTED]
Address	455 CADELL STREET HAY 2711
Owner #	2
Title	Mr
First given name	Mark
Other given name/s	
Family name	Woods
Contact number	[REDACTED]
Email	[REDACTED]
Address	455 CADELL STREET HAY 2711

I declare that I have shown this document, including all attached drawings, to the owner(s) of the land, and that I have obtained their consent to submit this application. - Yes

Note: It is an offence under Section 10.6 of the Environmental Planning and Assessment Act 1979 to provide false or misleading information in relation to this application.

Site access details

Are there any security or site conditions which may impact the person undertaking the inspection? For example, locked gates, animals etc.	Yes
Provide details	Locked Gate. Call to organise inspection time

Developer details

ABN	
ACN	
Name	
Trading name	
Address	

Email Address	
---------------	--

HAY SHIRE COUNCIL

Development details

Application type	Development Application
Site address #	1
Street address	455 CADELL STREET HAY 2711
Local government area	HAY
Lot / Section Number / Plan	9/11/DP758507 <input checked="" type="checkbox"/>
Primary address?	Yes
Planning controls affecting property	Land Application LEP Hay Local Environmental Plan 2011 Land Zoning RU5: Village Height of Building NA Floor Space Ratio (n:1) NA Minimum Lot Size 550 m ² Heritage NA Land Reservation Acquisition NA Foreshore Building Line NA

Proposed development

Selected common application types	Erection of a new structure
Selected development types	Shed
Description of development	Erection of single story shed
Dwelling count details	
Number of dwellings / units proposed	
Number of storeys proposed	
Number of pre-existing dwellings on site	
Number of dwellings to be demolished	
Number of proposed occupants	0
Existing gross floor area (m2)	0
Proposed gross floor area (m2)	104
Total site area (m2)	104
Total net lettable area (m2)	0
What is the estimated development cost, including GST?	\$9,990.00
Estimated development cost	\$9,990.00
Do you have one or more BASIX certificates?	
Subdivision	
Number of existing lots	
Proposed operating details	
Number of staff/employees on the site	

Number of parking spaces

Number of loading bays	
Is a new road proposed?	No HAY SHIRE COUNCIL
Concept development	
Is the development to be staged?	No, this application is not for concept or staged development.
Crown development	
Is this a proposed Crown development?	No

Related planning information

Is the application for integrated development?	No
Is your proposal categorised as designated development?	No
Is your proposal likely to significantly impact on threatened species, populations, ecological communities or their habitats, or is it located on land identified as critical habitat?	No
Is this application for biodiversity compliant development?	No
Does the application propose a variation to a development standard in an environmental planning instrument (eg LEP or SEPP)?	No
Is the application accompanied by a Planning Agreement ?	No
Section 68 of the Local Government Act	
Is approval under s68 of the Local Government Act 1993 required?	No
10.7 Certificate	
Have you already obtained a 10.7 certificate?	
Tree works	
Is tree removal and/or pruning work proposed?	No
Local heritage	
Does the development site include an item of environmental heritage or sit within a heritage conservation area.	No
Are works proposed to any heritage listed buildings?	No
Is heritage tree removal proposed?	No
Affiliations and Pecuniary interests	
Is the applicant or owner a staff member or councillor of the council assessing the application?	No
Does the applicant or owner have a relationship with any staff or councillor of the council assessing the application?	No
Political Donations	
Are you aware of any person who has financial interest in the application who has made a political donation or gift in the last two years?	No
Please provide details of each donation/gift which has been made within the last 2 years	

Is the development exempt from the State Environmental Policy (Sustainable Buildings) 2022 Chapter 3, relating to non-residential buildings?	Yes
Provide reason for exemption. Is the development any of the following:	Development that is wholly residential

Payer details

Provide the details of the person / entity that will make the fee payment for the assessment.

The *Environmental Planning and Assessment Regulation 2021* and Council's adopted fees and charges establish how to calculate the fee payable for your development application. For development that involves building or other works, the fee for your application is based on the estimated cost of the development.

If your application is for integrated development or requires concurrence from a state agency, additional fees will be required. Other charges may be payable based on the Council's adopted fees and charges. If your development needs to be advertised, the Council may charge additional advertising fees. Once this application form is completed, it and the supporting documents will be submitted to the Council for lodgement, at which time the fees will be calculated. The Council will contact you to obtain payment. Note: When submitting documents via the NSW Planning Portal, credit card information should not be displayed on documents attached to your development application. The relevant consent authority will contact you to seek payment.

The application may be cancelled if the fees are not paid:

First name	Jessica
Other given name(s)	
Family name	O'Keeffe
Contact number	
Email address	
Billing address	455 CADELL STREET HAY 2711

Application documents

The following documents support the application.

Document type	Document file name
Floor and/or Roof Plan	Mark_Woods_- _0397491210_-_(8x13x3.6)_-_Engineering_RegA0 (1)
Site Plans	Site Plan - Shed 13 x 8
Statement of environmental effects	STATEMENT OF ENVIRONMENTAL EFFECTS FORM electronic

Applicant declarations

I declare that all the information in my application and accompanying documents is , to the best of my knowledge, true and correct.	Yes
I understand that the development application and the accompanying information will be provided to the appropriate consent authority for the purposes of the assessment and determination of this development application.	Yes
I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.	Yes
I understand that the consent authority may use the information and materials provided for notification and advertising purposes, and materials provided may be made available to the public for inspection at its Offices and on its website and/or the NSW Planning Portal	Yes
I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act) under which it may be required to release information which you provide to it.	Yes
I agree to appropriately delegated assessment officers attending the site for the purpose of inspection.	Yes
I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice	Yes

I confirm that the change(s) entered is/are made with appropriate authority from the applicant(s).

HAY SHIRE COUNCIL

STATEMENT OF ENVIRONMENTAL EFFECTS TEMPLATE

If unsure about any of the details required it is recommended that you contact Council's Planning Department by calling Hay (02) 6990 1100 and make an appointment to discuss your proposal with an assessment officer.

Property Details

Lot(s) DP

House Number (s) Street

Town

Description of The Site and Locality

The Site

Details of the Proposed Development

Proposal

Matters for Consideration

(Matters for consideration pursuant of the *Environmental Planning & Assessment Act 1979 Section 4.15*)

a) Is the development permissible within its zone? Yes ☐ No ☐

b) Likely impacts of the development, including environmental impacts on both the natural and built environments, as well as social and economic impacts in the locality.

	Yes	No
(i) Will the proposal result in the loss/damage of any vegetation from the site?	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Are any landscaping works proposed on the land?	<input type="checkbox"/>	<input type="checkbox"/>
(iii) If yes, please describe the proposed works and detail what existing trees/vegetation to be removed/ retained or show details on the site plan.		

HAY SHIRE COUNCIL

	Yes	No
(iv) Does the proposal involve excavation or filling of the site? If yes, outline details and/ or identify on plans.	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
(v) Is vehicular access available from the street? Outline details of vehicular access and parking arrangements (ie location, car parking, etc)	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
(vi) Will the proposal impact on adjoining residences? Could be proximity to neighbours, noise, traffic generation, odours, etc	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
(vii) Will the proposal have any social and/or economic impacts? If yes, outline details	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		

c) Suitability of the site for the development

	Yes	No
(i) Is the area an established residential area?	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Are existing utility services available and adequate to serve the development (ie water, sewerage, telephone, gas, stormwater and garbage)?	<input type="checkbox"/>	<input type="checkbox"/>
(iii) If no, what alternative arrangements are proposed?		
<hr/>		
(iv) Are there any other matters relating to your proposed development or use, such as management details, operating or construction hours, noise etc?	<input type="checkbox"/>	<input type="checkbox"/>
(v) If yes, please specify.		
<hr/>		

PLEASE PROVIDE HOURS OF OPERATION if relevant OR for commercial and/or industrial developments (required)

Days of Operation	Hours of Operation	Days of Operation	Hours of Operation
Monday – Fridayto.....	Mondayto.....
Saturdayto.....	Tuesdayto.....
Sundayto.....	Wednesdayto.....
Public Holidaysto.....	Thursdayto.....
		Fridayto.....

Please attach additional pages for extended answers

ENGINEERING SCHEDULE

CERTIFIED STEEL PORTAL FRAME SHED DESIGN IN ACCORDANCE WITH NCC 2022 FOR SITE WIND SPEED "40.93m/s", WIND REGION "A0", TERRAIN CATEGORY "2.38", IMPORTANCE LEVEL "2"

Internal Pressure: 0.5
Design Snow Load: 0.00 KPa, Roof Snow Load: 0.00 KPa

Customer: Mark Woods
Site Address: 455 Cadell Street, Hay NSW 2711

Main Building: Span: 8, Length: 13, Height: 3.6, Roof Pitch: 11 degrees
The length being comprised of 4 bays, the largest bay is 3.25m bays.
Left LeanTo: NA
Right LeanTo: NA

Total Kit Weight: 2682.3kg

INTERNAL PORTALS	END PORTALS
Column: 2C15015 Rafter: 2C15015 Knee Brace: 2C10010 Knee Brace Length: 1700 Apex Brace: 2C10010 Apex Brace Length: 3300	Column: C15015 Rafter: C15015 Knee Brace: NA Knee Brace Length: NA Apex Brace: NA Apex Brace Length: NA Endwall Mullion: C15015
LEFT LEAN TO PORTALS	RIGHT LEAN TO PORTALS
Internal Column: NA Internal Rafter: NA End Column: NA End Rafter: NA Knee Brace: NA Knee Brace Length: NA	Internal Column: NA Internal Rafter: NA End Column: NA End Rafter: NA Knee Brace: NA Knee Brace Length: NA

NOTE: All unclad intermediate columns are always back to back (refer to drawing: Floor Plan).

PURLINS AND GIRTS		
Eave Purlin: C10010 Side Wall Girts: TH64100 Front End Wall Girts: TH64100 Back End Wall Girts: TH64100 Roof Purlins: TH64100	Max Spacing: 1250 Max Spacing: 1250 Max Spacing: 1250 Max Spacing: 1000	Overlap: 10% Overlap: 10% Overlap: 10% Overlap: 10%

NOTE: Girt spacing will vary to a maximum 1.25m where window/s are located.

FASTENERS
Sleeve Anchor Bolts: M12x80 Sleeve Anchor Yellow Zinc Frame Bolts: M12x30 Purlin Assembly Zinc (Mild) Frame Screws: Frame Screw 14x14x22 Cross Bracing Strap: 32mm x 1.2 strap Open Bay Header Height: NA

COLOUR SCHEDULE
Roof Sheets: Slate Grey External Wall Sheets: Slate Grey Roller Doors: Slate Grey Flashings: Slate Grey PA Doors: Slate Grey Windows: Slate Grey

DOMESTIC & LIGHT INDUSTRIAL STEEL PORTAL FRAME SHED STRUCTURES

This structure is designed in compliance with AS4600, AS3600 and AS1170 1 to 4 as Importance Level 2 with a Live Load of 0.25kPa as "Air Leaky Structures" providing stability when openings are prevalent.

The structures are clad with corrugated pre-painted finish, 0.42mm walls and 0.42mm roof (compliant with AS1562.1 Metal) over cold formed 450 to 550mPa galvanized steel C sections primary frames.

Primary framing is fastened together with 4.6 Class galvanized bolts adequately tensioned on ground prior to erection.

Secondary framing steel bracing, with purlins and girts lapped, are all tek fastened to primary steel with a minimum of two (2) teks per connection as specified in details.

All rainwater products are compliant with AS2179.1 (Metal).

ENGINEERING

The undersigning engineer has checked that the design of the structure complies with relevant current Australian Standards as stated above and the following i.e AS4671- 2001 Steel Reinforcing materials, AS3600 - Concrete structures. However, he will not be present during construction, neither will he conduct inspections nor construction supervision.

The class 10a buildings are designed for erection on pad footings or slab based on soil of classification "A"-"P" with minimum bearing capacity 100kPa (i.e. organic soil is to be removed to a suitable material below natural surface).

Where (suitable) fill is required to level the site, it should be placed and compacted in layers of 150mm maximum.

Concrete pad footings and slab supply and placement is to be in compliance with AS2870-2011 Residential Slabs & Footings, AS3600-2009 Concrete Structures for A2 and B2 exposure (i.e. 25mPa strength @ 28 days strength) with recommended slump 75 to 80mm for light pneumatic tyred traffic all trafficable floors.

25mm deep concrete saw cut, to be made into the surface of the concrete slab every 6m in width or length as crack control joints.

For sites where these conditions are considered to be inadequate, a customized foundation design for the structure can be supplied to suit a specific purpose.

CONSTRUCTION

Erection of the structure is to be in compliance with local and state ordinances,

Occupational Health and Safety Regulations and with plans provided.

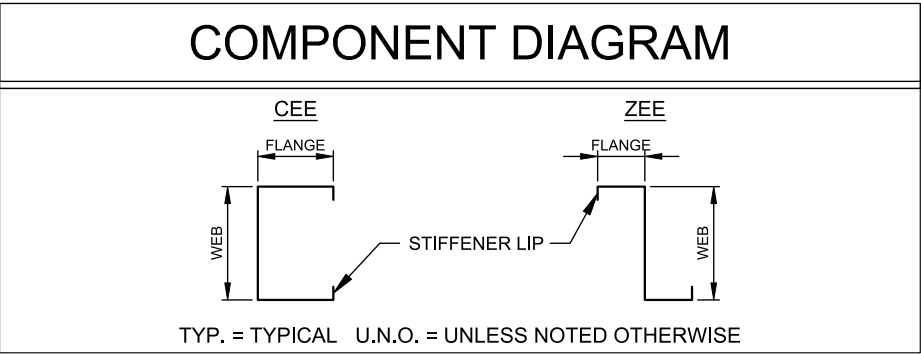
GENERAL

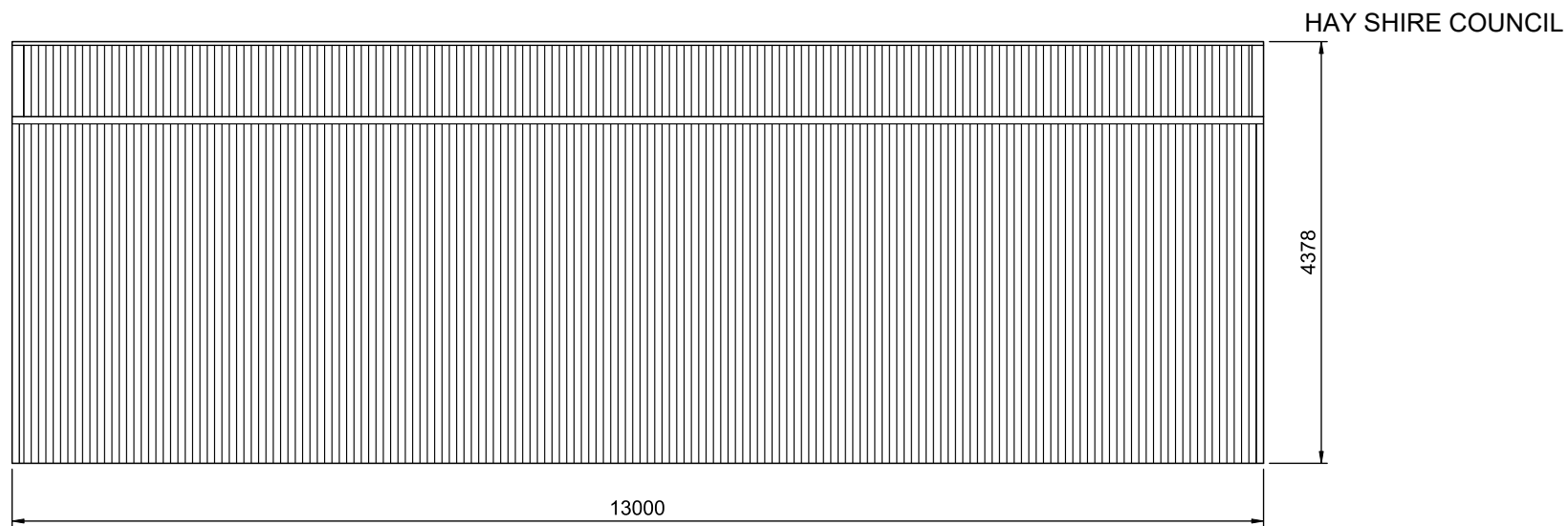
The designs as portrayed on the drawings remain the intellectual property of Best Sheds Pty Ltd and are provided for building approval and construction purposes only.

SNOW LOAD

Following conditions only apply to buildings with snow loading:

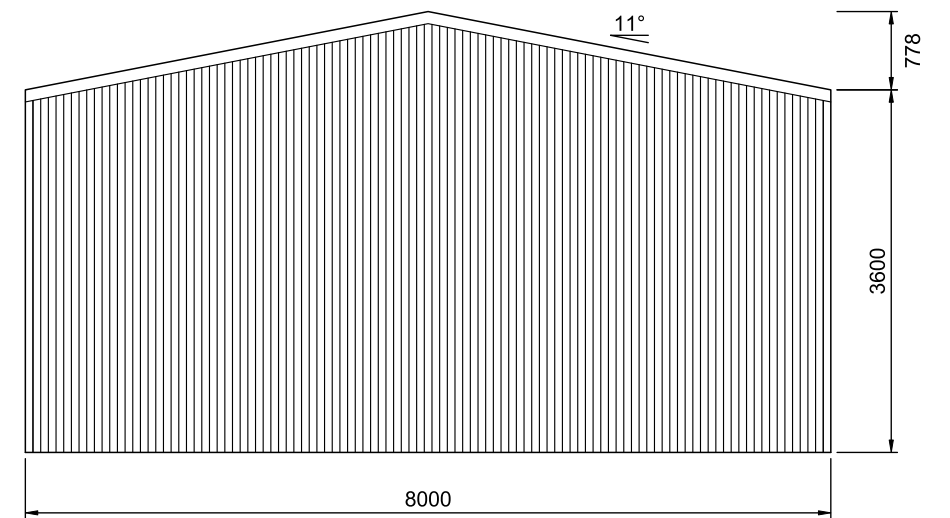
- No maintenance or roof traffic permitted on the roof while there is snow present.
- No other structure to be erected within 500mm of the gutters of this building.





2 LEFT ELEVATION

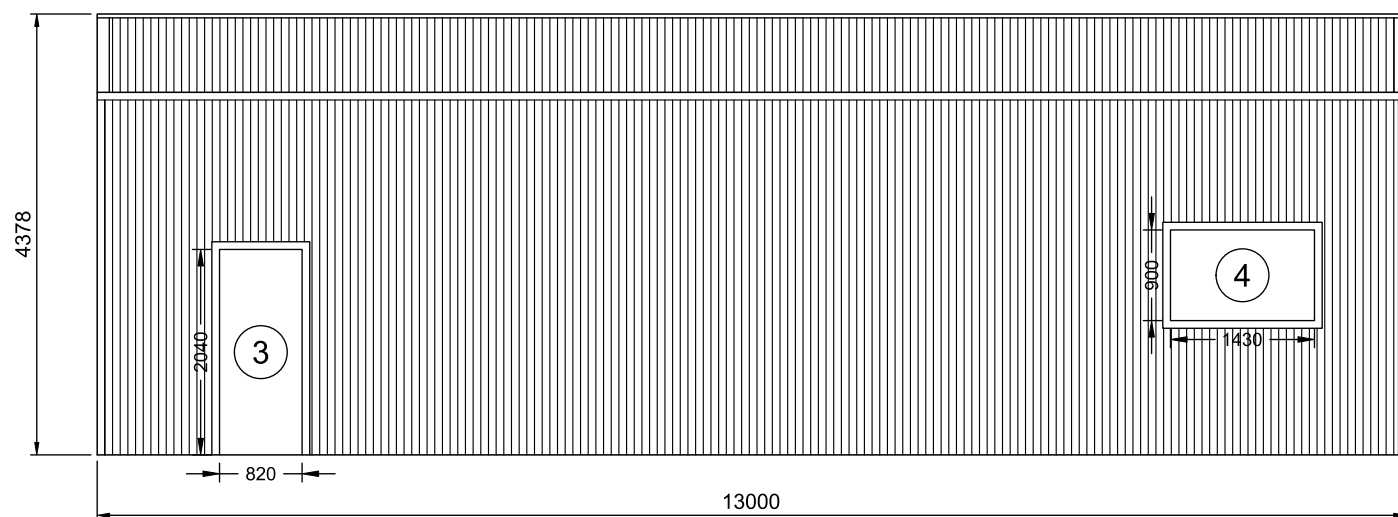
2 SCALE: 1:75



3 REAR ELEVATION

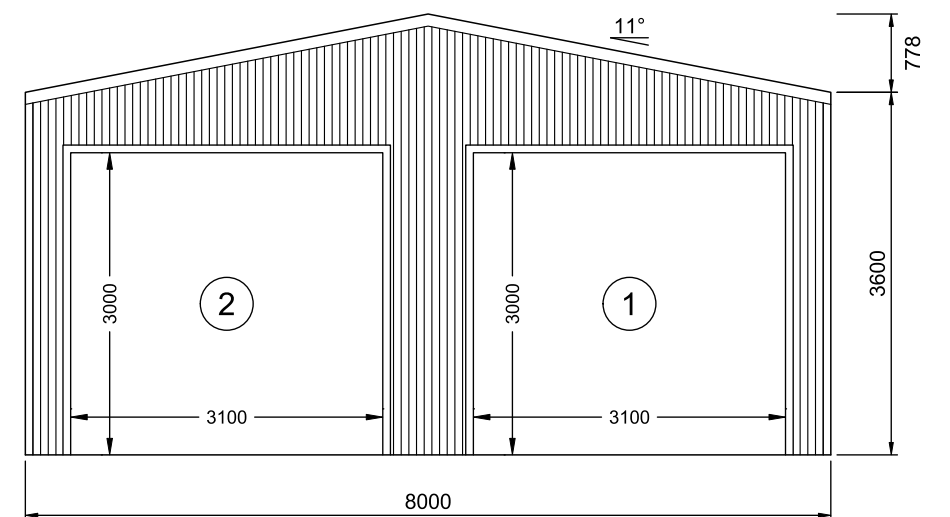
2 SCALE: 1:75

FRAME #5



1 RIGHT ELEVATION

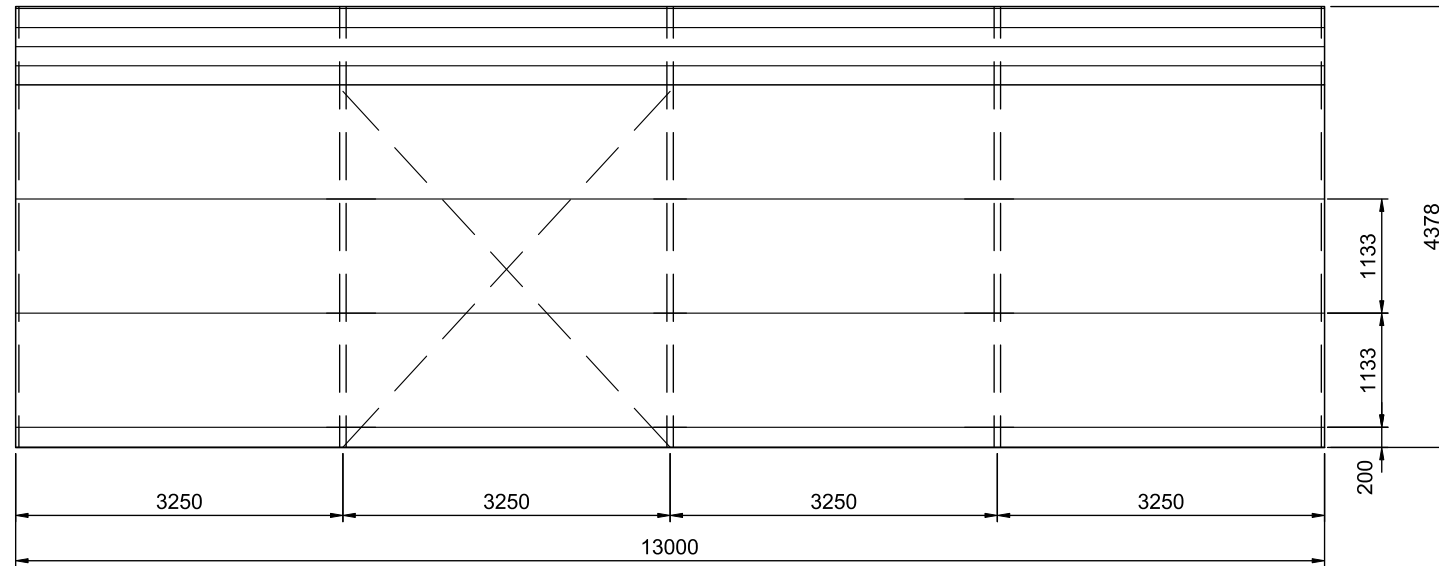
2 SCALE: 1:75



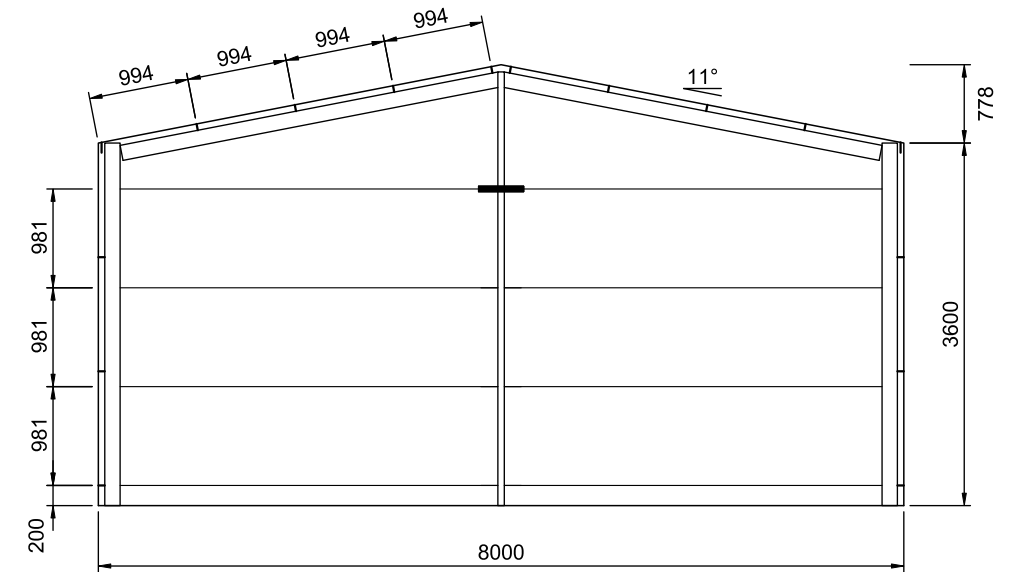
4 FRONT ELEVATION

2 SCALE: 1:75

FRAME #1

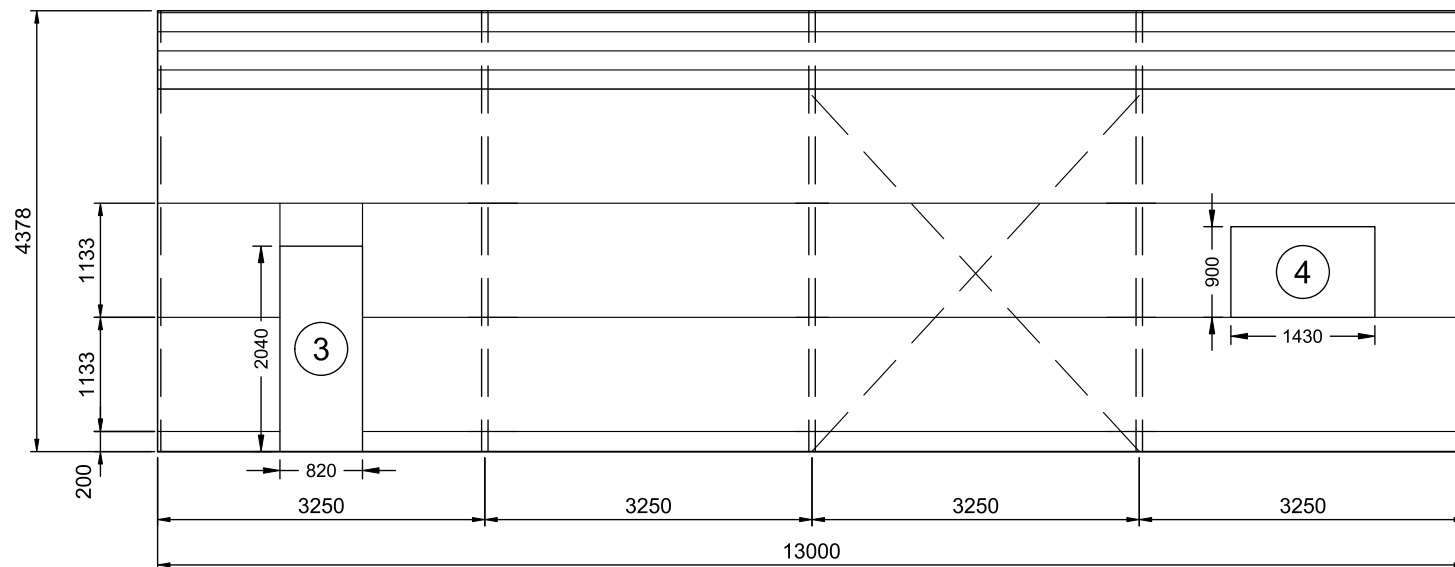


2 LEFT ELEVATION
3 SCALE: 1:75

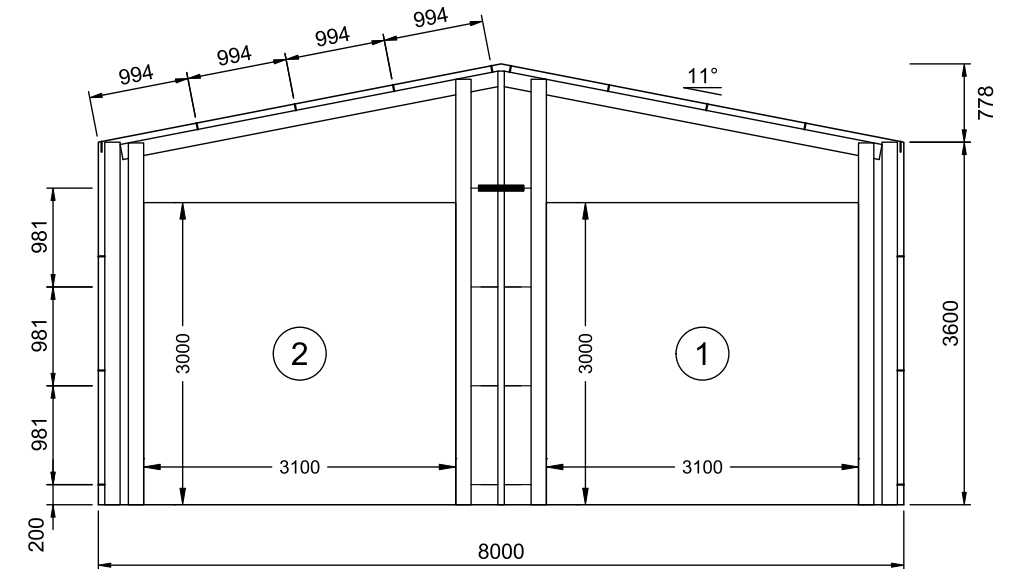


3 REAR ELEVATION
3 SCALE: 1:75

FRAME #5

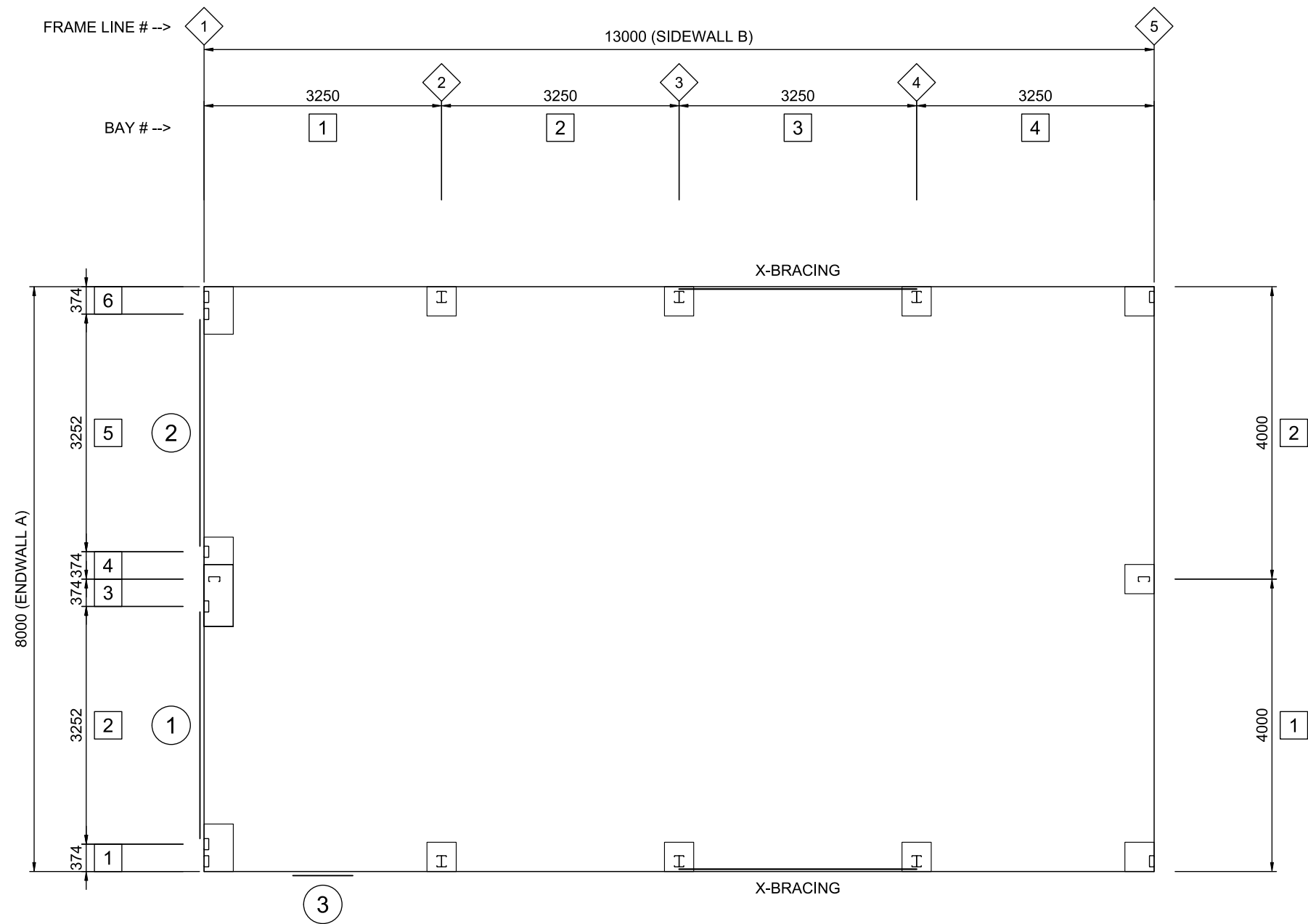


1 RIGHT ELEVATION
3 SCALE: 1:75

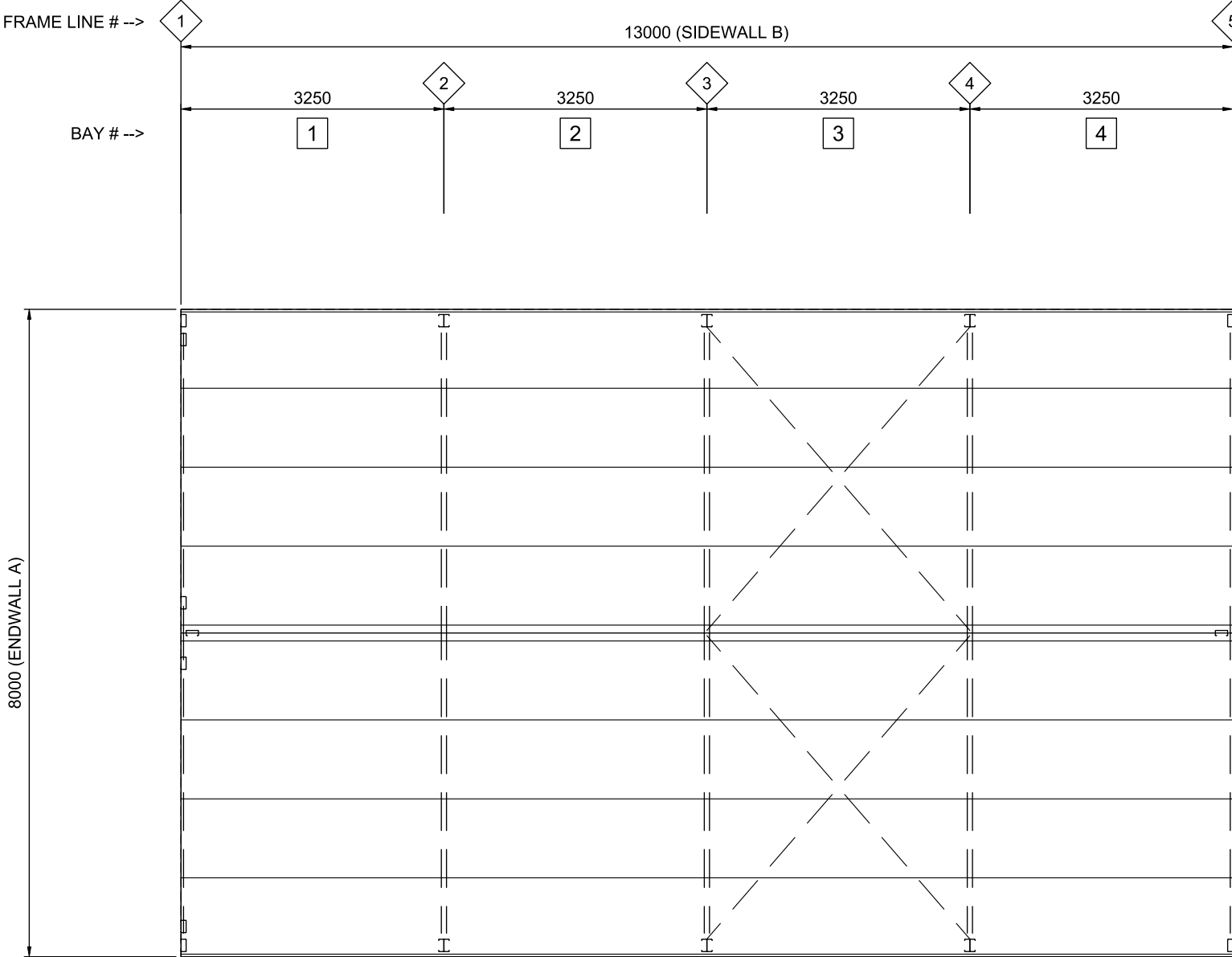


4 FRONT ELEVATION
3 SCALE: 1:75

FRAME #1



1 FLOOR PLAN
4 SCALE: 1:75



1 ROOF FRAMING PLAN
5 SCALE: 1:75

SLAB FOUNDATIONS DOMESTIC / LIGHT INDUSTRIAL
(100mm MINIMUM CONCRETE SLAB INCLUDED)

SOIL CLASSIFICATION (COMPACTED)	REINFORCING IN SLAB	EDGE BEAM	PIER	EDGE BEAM (slab thickness not included)	
	MESH REINFORCING	TRENCH MESH	ø x DEPTH	DEPTH	WIDTH
A, S, & M	SL72	---	450 x 400	---	---
M - D	SL82	L11TM3	---	300	300
H TO H - D	SL82	L11TM3	---	400	300
E TO E - D	SL82	L11TM4	---	400	400
P (DROP EDGE BEAM OR STANDARD EDGE BEAM WITH PIERS UNDER COLUMNS 300 INTO FIRM GROUND)	SL82	L11TM4	450ø	400	400

THICKNESS: 100MM WITH MINIMUM 30MM COVER. REFER TO SLAB FOUNDATION TABLE FOR REINFORCING SPECIFICATION

STRENGTH: 25mPa

2 x M12 BOLTS

2 X 12MM DIA SLEEVE ANCHORS, 10MM DIA INTERNAL ROD-MIN 75MM LONG

REFER TO SLAB TABLE FOR MESH TYPE - 30MM COVER

POLYTHENE WATERPROOF MEMBRANE ON CONSOLIDATED SUB-BASE SHOWN DASHED

DEPTH

WIDTH

100

2C15015 COLUMN

NOTE: ENSURE EARTH/SOIL IS KEPT CLEAR OF WALL CLADDING AT ALL TIMES.

900

450

10G X 16MM SHEETING SCREW, REFER TO SCREW SPACING DIAGRAM FOR FREQUENCY

12G X 35MM SHEETING SCREW, REFER TO SCREW SPACING DIAGRAM FOR FREQUENCY

2 x 14G TEK SCREWS

SHEETING

C10010

C15015 COLUMN

12g x14 x 35mm LONG ROOF SCREWS

RIDGE PURLIN
(EVERY SECOND SCREW TO GO THROUGH THE RIDGE CAPPING AND ROOF SHEETING AND INTO THE RIDGE PURLIN)

INTERMEDIATE PURLIN

EAVE PURLIN

0.42 BMT CORRUGATED ROOF SHEETING

Z

ALTERNATE PIER DETAIL

H

EAVE CONNECTION

I

ROOF SHEETING

TOPHAT 64 ROOF PURLIN WITH 10% MINIMUM OVERLAP

12G X 35MM SHEETING SCREW, REFER TO SCREW SPACING DIAGRAM FOR FREQUENCY

C15015 RAFTER

4 X 14G TEK SCREW

10G X 16MM SHEETING SCREW, REFER TO SCREW SPACING DIAGRAM FOR FREQUENCY

TOPHAT 64 WALL GIRT WITH 10%MM MINIMUM OVERLAP

2C15015 COLUMN

2 X 14G TEK SCREWS

2 x 14G TEK SCREWS ABOVE & BELOW IN SIDE OF PURLIN - UNDERSIDE SCREW NOT VISIBLE IN DETAIL

2 x 14G TEK SCREWS PER COLUMN - UNDERSIDE SCREW NOT VISIBLE IN DETAIL

Y

SLAB DETAIL

E

PURLIN CONNECTION

F

GIRT CONNECTION

G

TOP HAT CONNECTION

INDICATES 12 mmø GRADE 4.6 BOLT

2C15015 FRAME RAFTER

4 X 14G TEK SCREWS

2C15015 FRAME COLUMN

DBL. 1.9mm 11" HAUNCH BRACKET (SAME DEPTH AS MEMBERS)

2C10010 KNEE BRACE, 1700 mm LONG (OMIT AT ENDWALLS)

2908 mm TO TOP OF CONCRETE FOUNDATION

(2) 12 mmø GRADE 4.6 BOLTS AT EACH END OF KNEE BRACE

NOTE: ALL DOUBLE COMPONENTS SHALL BE SINGLE AT ENDWALLS.

2C15015 FRAME RAFTER

DBL. 1.9mm 11" APEX BRACKET, WITH (8) 12 mmø GRADE 4.6 BOLTS PER BRACKET

4 X 14G TEK SCREWS

1600 mm

(2) 12 mmø GRADE 4.6 BOLTS AT EACH END OF APEX BRACE

2C10010 APEX BRACE (OMIT AT ENDWALLS), 3300 mm LONG

NOTE: ALL DOUBLE COMPONENTS SHALL BE SINGLE AT ENDWALLS.

ATTACH OUTSIDE FLANGE OF ENDWALL MULLION TO APEX BRACKET WITH 5 X 14G TEK SCREWS

C15015 (OPEN SIDE OF CEE MAY FACE EITHER DIRECTION, U.N.O.)

C15015 ENDWALL RAFTER

NOTE: SEE DETAIL M/7 FOR ENDWALL MULLION BASE CONNECTION

RAFTER/EAVE PURLIN

COLUMN

6 x 14G TEK SCREWS

COLUMN ADJACENT TO ROLLER DOOR AFTER NOTCHED OUT

A

HAUNCH CONNECTION

B

APEX CONNECTION

C2

ENDWALL MULLION TO RAFTER PEAK CONDITION

D

ENDWALL MULLION ROTATED

bestsheds

Value & Quality Direct to You

151 Smeaton Grange Road,
Smeaton Grange, NSW, 2567
Phone: 02 4648 7777
Fax: 02 4648 7700
Email: sales@bestsheds.com.au

EMERALD

DESIGN & CONSTRUCTION

CIVIL & STRUCTURAL ENGINEERS

COMMERCIAL - INDUSTRIAL - RESIDENTIAL - FORENSIC - STEEL DETAILING

CAMILO PINEDA MORENO

Bend MIEAust RPEng
RPEQ 15562 TBP PE003976 (VIC)

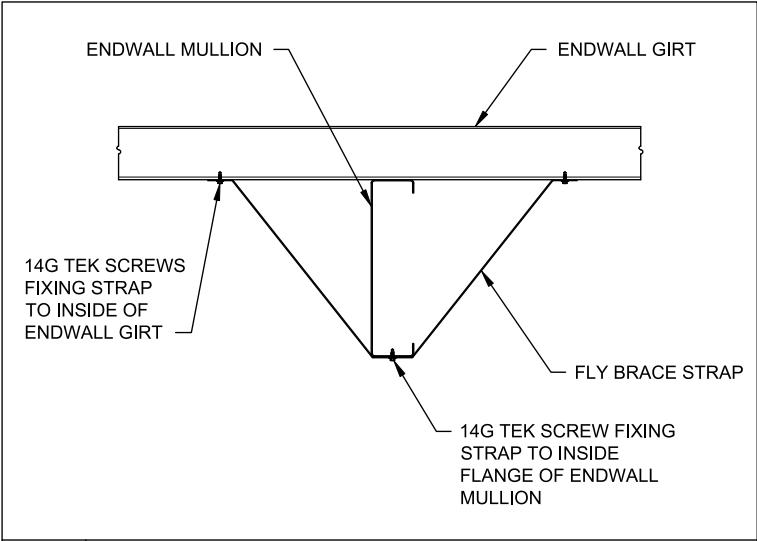
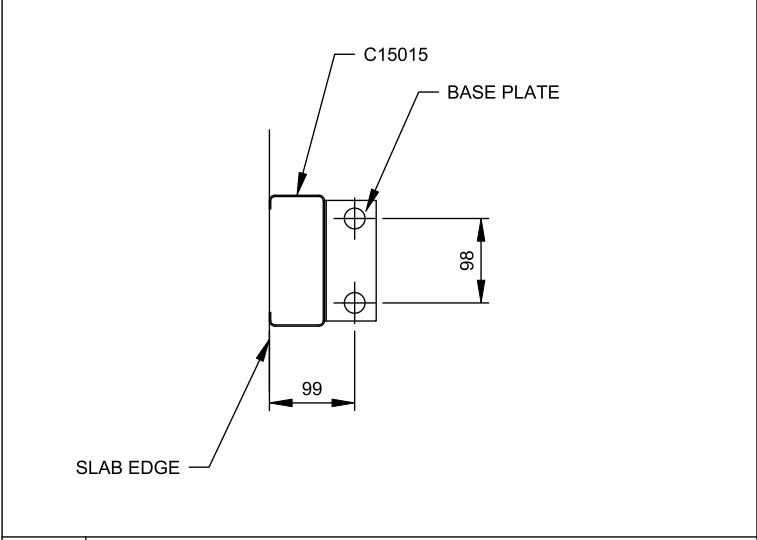
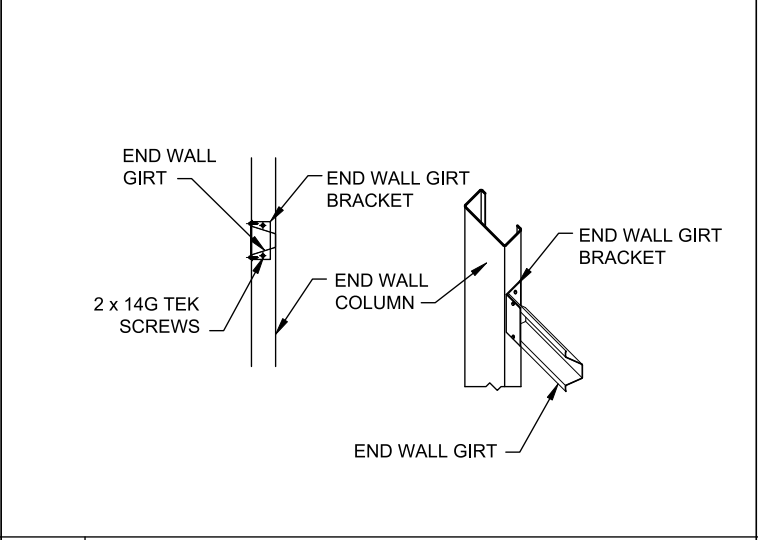
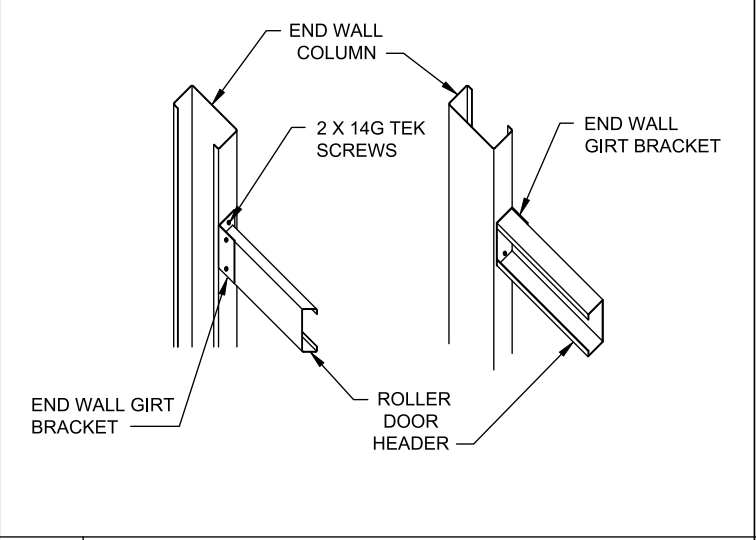
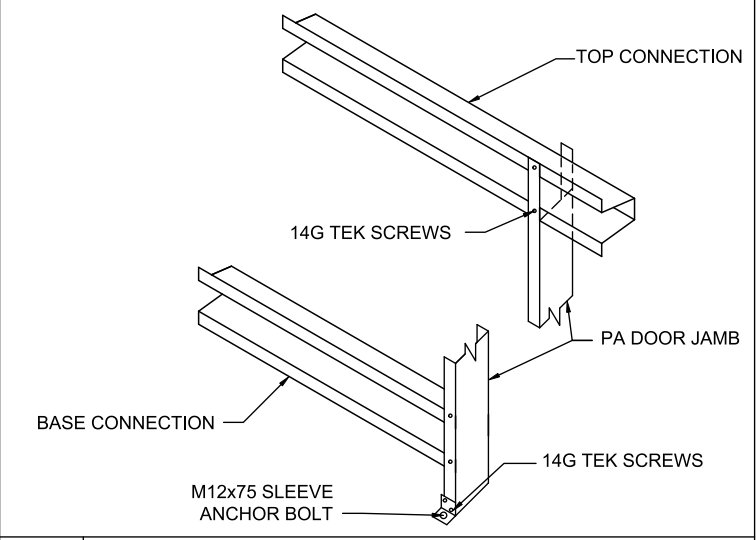
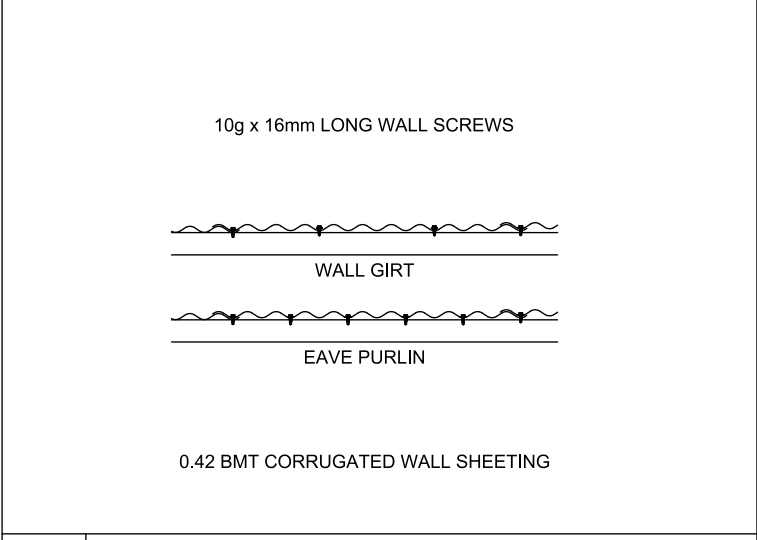
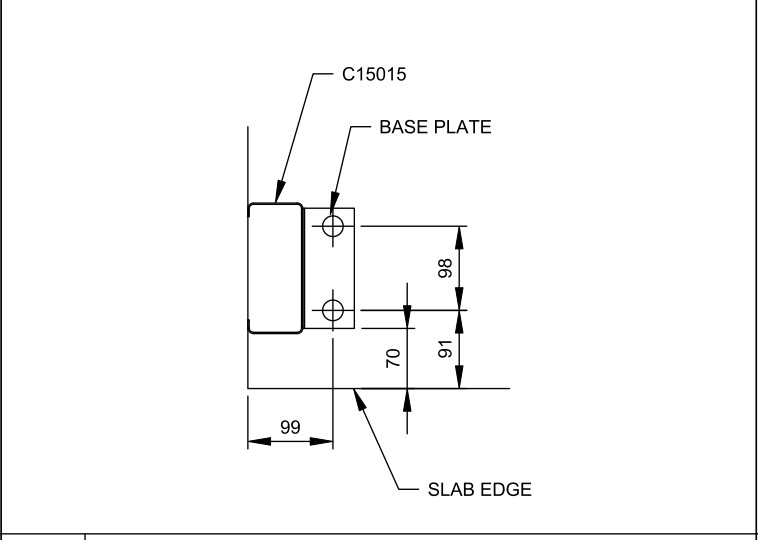
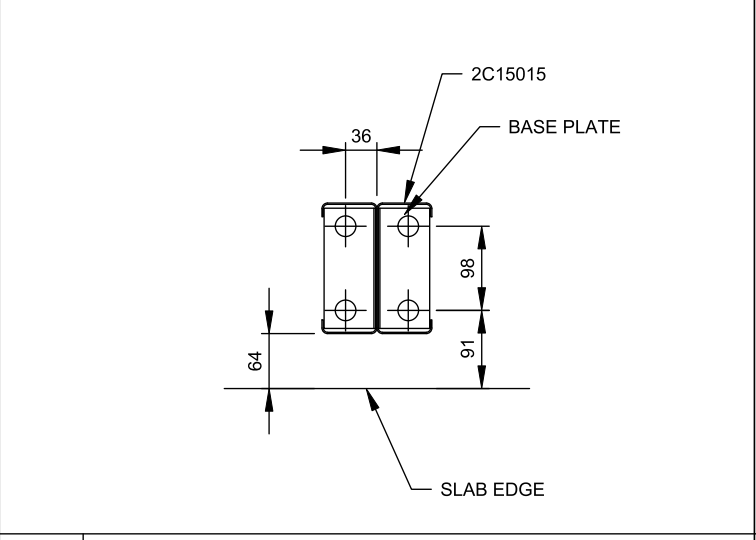
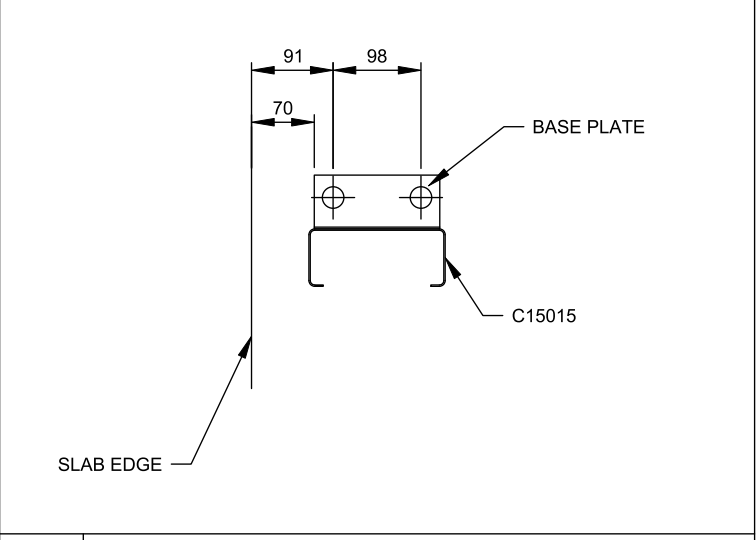
Signature:

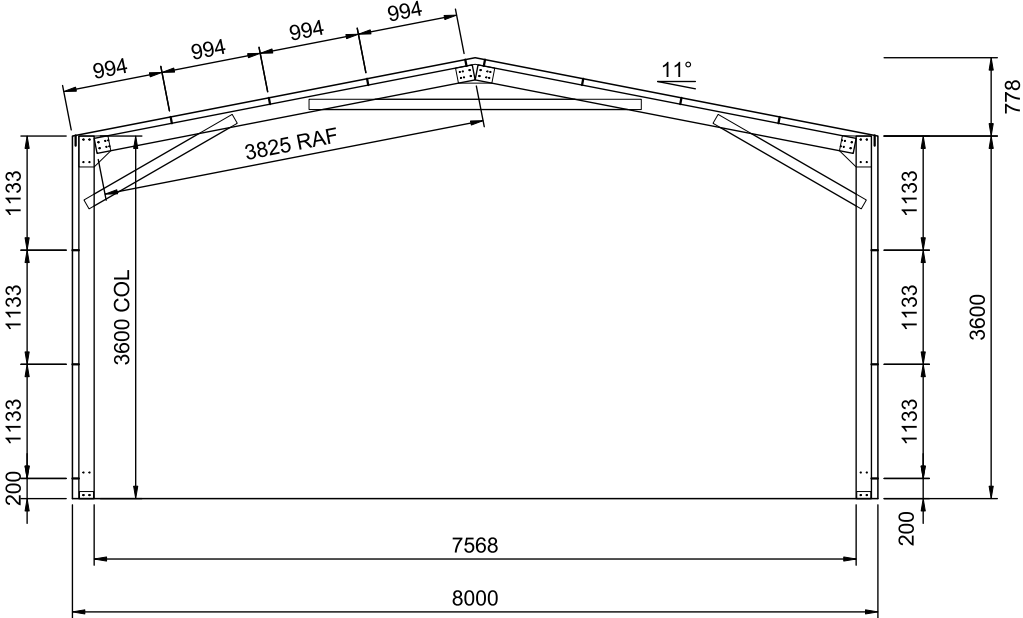
Date: 25.10.2024

Customer Name: Mark Woods
Site Address: 455 Cadell Street
Hay,
NSW, 2711

DATE 25-10-2024
JOB NO. 0397491210
SHEET 6 of 8

This is page number 41 of the Business Paper presented to the Extraordinary Meeting of Council 29th January 2025

	
R	FLYBRACE
	
N	ROTATED ENDWALL MULLION BASE
	
O	ENDWALL GIRT BRACKET
	
P	END DOOR HEADER AND JAMB
	
Q	PA DOOR STYLE CONNECTION
	
J	WALL SHEETING
	
K	CORNER COLUMN BASE
	
L	INTERNAL COLUMN BASE
	
M	ENDWALL MULLION BASE



1
8

TYP. FRAME CROSS-SECTION

SCALE: 1:75

FRAMES 2-4



C3 – John Houston Memorial Swimming Pool Replacement Project – Updated Report

REPORTING OFFICER	General Manager
ATTACHMENTS	Nil

INTRODUCTION

The John Houston Memorial Swimming Pool (JHMS Pool) is named after John Houston who was instrumental in raising funds to construct the pool in Hay, in response to a series of river drownings in the 1960s. Mr Houston's aim was to build a facility where every child, no matter their background, could learn to swim. The pool has become an integral part of Hay's heritage and culture, and its replacement is considered to be of critical importance to meet community need.

The original pool was constructed in 1967 and at the time was at the forefront of modern pool design concepts. However, a number of design flaws in the original construction, has meant the structural integrity was compromised and as a result the pool has deteriorated over the preceding six decades of use. Council invested in a number of remediation works to extend the life of the 50m pool however the underlying structural issues have not been able to be repaired. Despite the remediation work undertaken, the main pool is subject to leakage, breakdowns with inground pipework and filtration equipment failing. It is at the end of its useful life.

Although the pool is meticulously cared for by staff and is always well presented, it is now at a point where repair is no longer an option, and it needs to be replaced. Based on a 2011 review of the 50m pool it is known that structural integrity issues of the pool are such that it could experience a catastrophic failure at any time.

An update, since the December 2024 meeting, on the John Houston Memorial Swimming Pool Replacement Project is provide below.

COMMENTARY

Noting the predicted decline of the complex Council undertook community codesign process in 2020/21 to develop the JHMS Pool Masterplan. The Masterplan outlines a full refurbishment of the complex to create community focused infrastructure with a regional focus. There was overwhelming community support for the plan, and it was adopted by Council in 2021.

The JHMS Pool replacement project is a fully scoped and planned replacement of three swimming pools that will deliver a regional aquatic precinct located in Hay in southwestern NSW. The \$7.9 million project constitutes Phase 4 of the 2021 JHMS Pool Masterplan. The proposed project compliments the recently completed amenities block (Phase 3, 2023) and the adjacent Hay Splash Park (Phase 1, 2022). Phase 2 and 5 of the Masterplan are not yet commenced and are out of scope for this project.

The objective of the project is to ensure the community of Hay has access to a public swimming facility through the development of a new energy efficient pool complex. This will ensure that the JHMS Pool complex continues to be a major social hub and a regional facility.

The project includes 3 x new pools, filtration equipment, solar heating, renewable energy supply, recreational facilities and landscaping.

The outcomes of the project include:

- Provision of a high-quality accessible community focused infrastructure that improves social inclusion and community cohesion for all.
- A fit for purpose aquatic precinct that enhances the amenity and liveability of Hay, with corresponding health outcomes.
- A facility that is compliant to latest Standards and guidelines, particularly around inclusion, access, gender equity, First Nations and energy efficiency
- Increased economic activity through the provision of a regional visitor economy attraction.

Council at its meeting 26th November 2024 resolved to award a design and construct contract to ELM Aquatics to undertake the replacement of the John Houston Memorial Swimming Pools. The Hay community will be able to enjoy brand new, state of the art, swimming pools for the 2025-26 swimming season.

Works are due to commence on site early March and plan to be completed by late November/early December 2025, weather permitting. This will mean the community will have shorter pool opening seasons for both this year and next.

Council was advised at the December 2024 Ordinary meeting that the Contractor has commenced design works as required, including investigating heating options for the pools.

A suggested Project Control Group (PCG) to monitor all aspects of delivery of the project in was presented to the meeting.

Council has been working with the Hay Hydrotherapy Pool Committee in developing the Hay Hydrotherapy Pool project. Unfortunately, when Council went to market (tender) there is insufficient funding to allow the project to proceed in the short to medium term. Council at its November 2024 meeting resolved not to award any contracts for the construction of the facility, that the project is deferred, and the development application is withdrawn.

At this point, staff suggested that some of the grant monies raised for the hydrotherapy pool project could be used to heat the swimming pools to allow aqua gentle exercise and rehabilitation. The proposed scope of work for the heating of the pools would be as follows:

- Undertake detailed design of a pool heating system. This is in the scope of the pool contractor Contract.
- Have a heating system that has the LTS pool heated around 28 degrees and the 50m pool having the cold edge taken off, particularly at the start and end of the extended season (i.e. 20 degrees). The LTS will be able to be heated to 28+ degrees and the 50m to 20+ degrees with the correctly sized systems. The exact heating of the pool water is not fully known at this point.
- The Plantroom roof would be filled with an evacuated tube system - The Evacuated Tube heating system uses copper tubes surrounded with glass to collect heat from the sun and runs the hot water through a closed loop system heating the water in the storage tanks. Then each body of water (pool) has its own looped system that runs through the storage tanks and transfers the heat into the pool water & runs back to the pool. These have been installed on other town pools and work well with relatively low energy use.
- The proposal will need a combination of evacuated tubes and heat pumps with storage tanks to allow the 2 bodies of water to be heated at once to the desired temperatures (plus not enough roof space for more evacuated tubes). The proposal is looking at the biggest heat pump unit practical for our situation – 440KW. The more roof space you can use for evacuated tubes, the smaller the heat pump required. Evacuated tubes are

also the cheapest to run however relies on the sun to do the work, so cloudy and rainy days hinder this type of system.

- Propose that a pool cover for the LTS pool is included to keep the heat contained as much as possible.
- The system will require roughly a 400-amp power supply, requiring an upgrade to the power supply into the site (similar to what would have been needed for the hydrotherapy pool)
- In addition, to keep operational costs down, the proposal also includes upgrading the proposed solar PV and battery system that will go on the roof of the new amenities building. The detailed design process would factor the desired pool temp, usage of pool covers, roof area to collect the heat, capital cost & running costs to get the desired outcome.

Until the detailed design is completed, it will not be known the actual heating system budget required and if a new electrical supply needs to be included in the works to accommodate the full development.

As reported to the December 2024 meeting, Council has met with the Committee on several occasions to investigate and discuss options to utilise the grant funding received (\$692,524 in total) to heat the new swimming pools in lieu of the hydrotherapy pool. Unfortunately, the Committee has not supported this option, and the grant funding at risk of having to be handed back and the monies will be lost to the community.

Council does, however, have quarantined monies (\$320,397) raised by the community over many years for the purpose of establishing a heated pool in Hay. Staff recommend that this money be used for the purpose of heating the John Houston Memorial Swimming Pool Replacement project.

Accordingly, options moving forward include:

- Project proceeds without any pool heating at a budget of \$7.59M
- Project includes the community raised funds and incorporates a heating system (to be designed) at a budget of \$7.9M

Both options allow for a small contingency of approximately \$220,000 (3%).

In addition, the proposed timeline of the project is as follows:

Milestone	Start	Finish
Commence Project	16/09/2024	
Tender Documentation	16/09/2024	20/09/2024
Tendering	23/09/2024	22/11/2024
Award Contracts	25/11/2024	6/12/2024
Pools Detailed Design	9/12/2024	28/03/2025
Pool Closes – End of Season		2/03/2025
Construction Early Works	10/03/2025	16/05/2025
Construction	19/05/2025	28/11/2025
Pool Opens – Start of Season	30/11/2025	
Project Completion	1/12/2025	20/12/2025

The project has some risks that Council should be aware:

- The site has limited power supply; accordingly, an allowance has been included in the project budget based on discussions with local contractor to provide a new 200KVA service from Edwards Street. This will be confirmed during detailed design stage once the full load of power is determined for the pools and heating system. This power upgrade may have additional costs once design works and heating system is finalised.
- Asbestos removal. While we have quantified and costed the asbestos removal to the old kiosk building, we anticipate asbestos pipe removal from under the old pools. This will have to be determined once the old concrete structures are demolished.
- Project construction timelines proposed by the contractor has the pool open to the public by late November/early December 2025.

At the December 2024 Ordinary Council meeting resolved to support the use of the community raised funds for the purpose of heating the new pools; as well as form the PCG as follows:

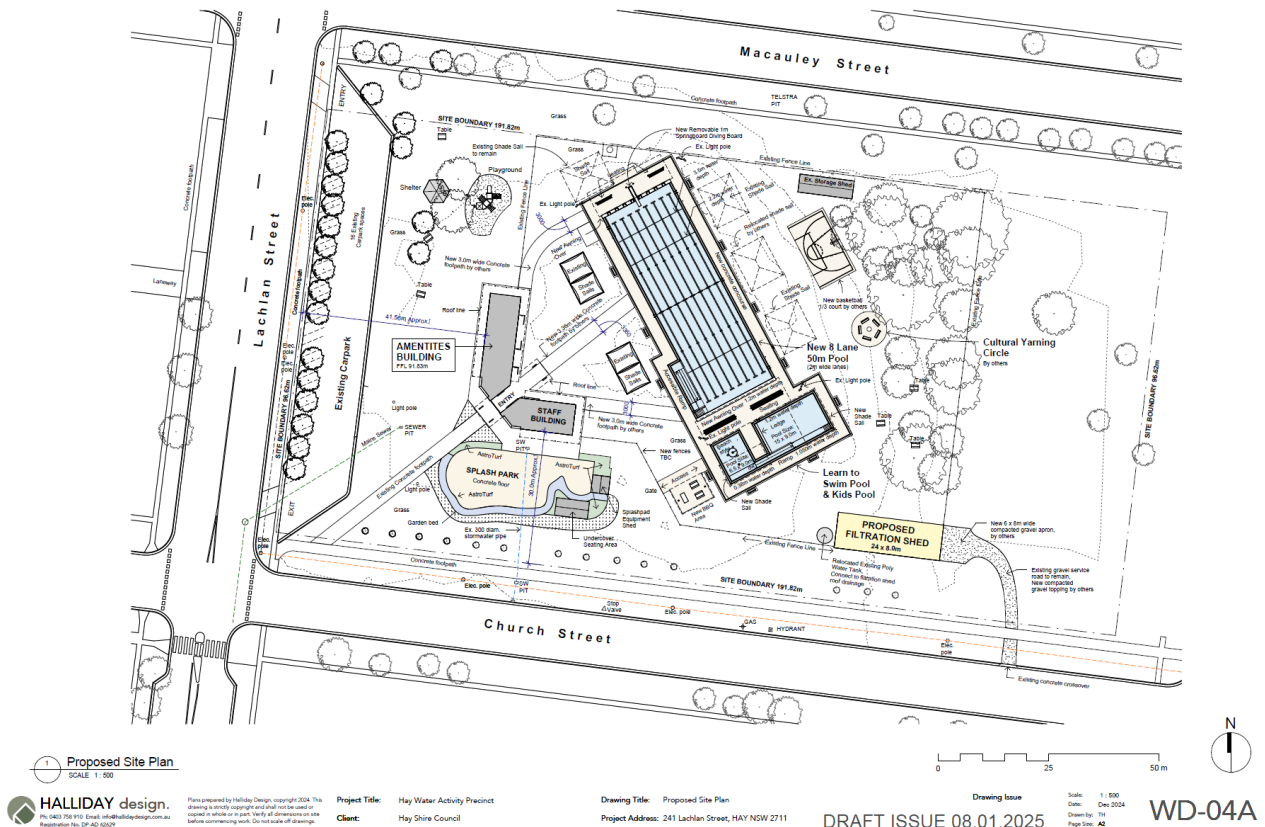
NAME	TITLE
David Webb	HSC – General Manager
Jack Terblanche	HSC – Exec Manager Planning & Compliance
Greg Stewart	HSC – Exec Manager Engineering & Operations
Ali McLean	HSC – Exec Manager Economic Development & Tourism
Kate Stephens	HSC – Finance Manager
Cr Carol Oataway	Mayor
Cr Martyn Quinn	Deputy Mayor
Cr John Perry	Councillor
Mark McLean	ELM Aquatics – Pool Construction Contractor
Stan Wall	LSA – Council Pool Management Contractor
Serena Wall	Community & Swimming Club Representative
Sarah Houston	Houston Family Representative
TBA	First Nations Representative

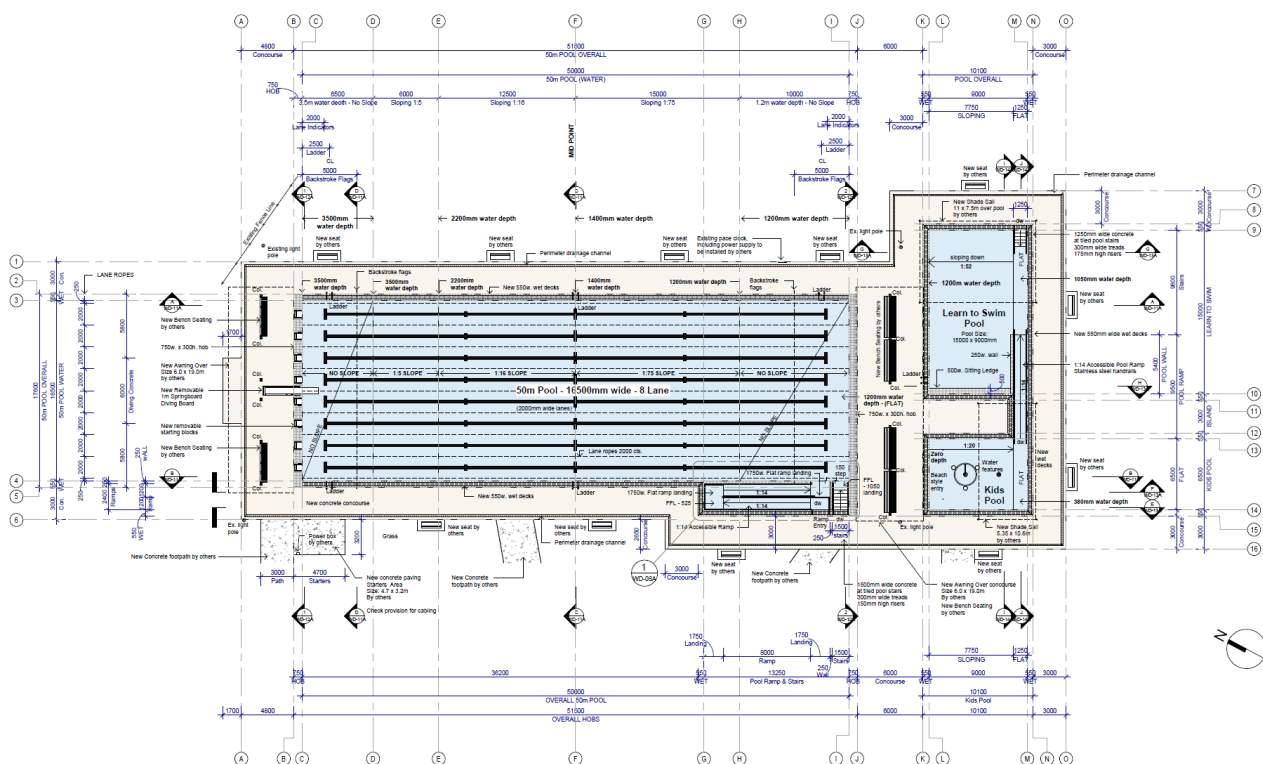
Since the December 2024 Ordinary meeting, Council has been advised it has been successful with its Growing Regions Program (GRP) grant application of \$4,191,173. This now means that Council does not to draw down on the loan with TCORP and the pool can be replaced debt free. Council's cash contribution towards the project is \$100,000.

In addition, Council has continued to have several further discussions with the Hay Hydrotherapy Pool Committee and the State Government funding bodies in regards to repurposing the two grants received for the Hydrotherapy Pool (SCCF - \$392,524 and Clubgrants - \$300,000). Unfortunately, an agreement has not been reached, with the Committee adamant that it will not agree with re-purposing the grant funds to heat the new pools. The money will have to be forfeited and handed back to the Government.

The project budget, following the success of the GRP grant application, is \$8,099,275 (including the community raised funds). Based on current costings and estimates this leaves approximately \$314,000 in contingencies (3.9% of the project budget). The project will now proceed based on this updated budget. As stated earlier in the report there are still some risks around unknowns that may require funding, and this will be subject to a further report to Council if required.

The Contractor is well progressed with the detailed design of the facility.





1 Proposed Swimming Pool Plan
SCALE 1:200

HALLIDAY design.
Ph: 0483 754 910 Email: info@hallidaydesign.com.au
Registration No. DP-AC-02029

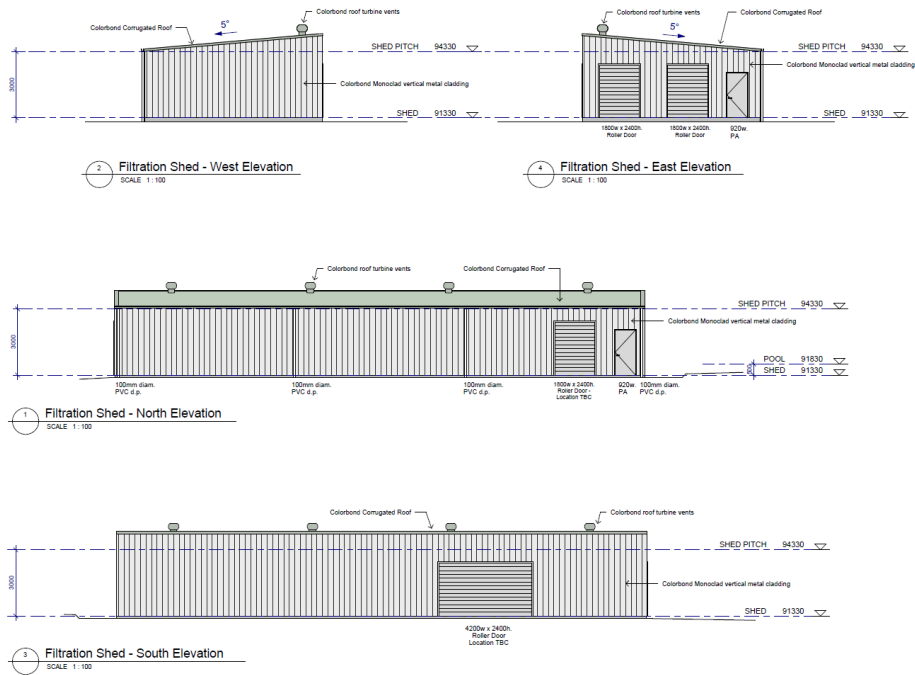
Project Title: Hay Water Activity Precinct
Client: Hay Shire Council

Drawing Title: Proposed Pool Layout
Project Address: 241 Lachlan Street, HAY NSW 2711

Drawing Issue
DRAFT ISSUE 08.01.2025

Scale: 1:200
Date: Dec-2024
Drawn by: Tili
Page No: A2

WD-05A



Plans prepared by Halliday Design, copyright 2024. This drawing is a preliminary design and shall not be used or copied in whole or in part. Verify all dimensions on site before commencing work. Do not scale off drawings.

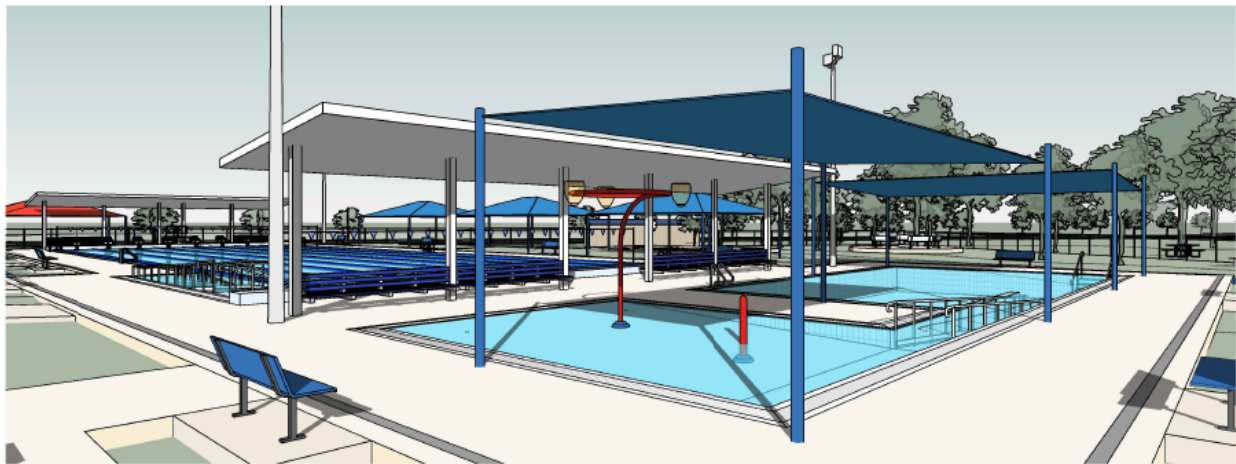
Project Title: Hay Water Activity Precinct
Client: Hay Shire Council

Drawing Title: Proposed Filtration Shed Elevations
Project Address: 241 Lachlan Street, HAY NSW 2711

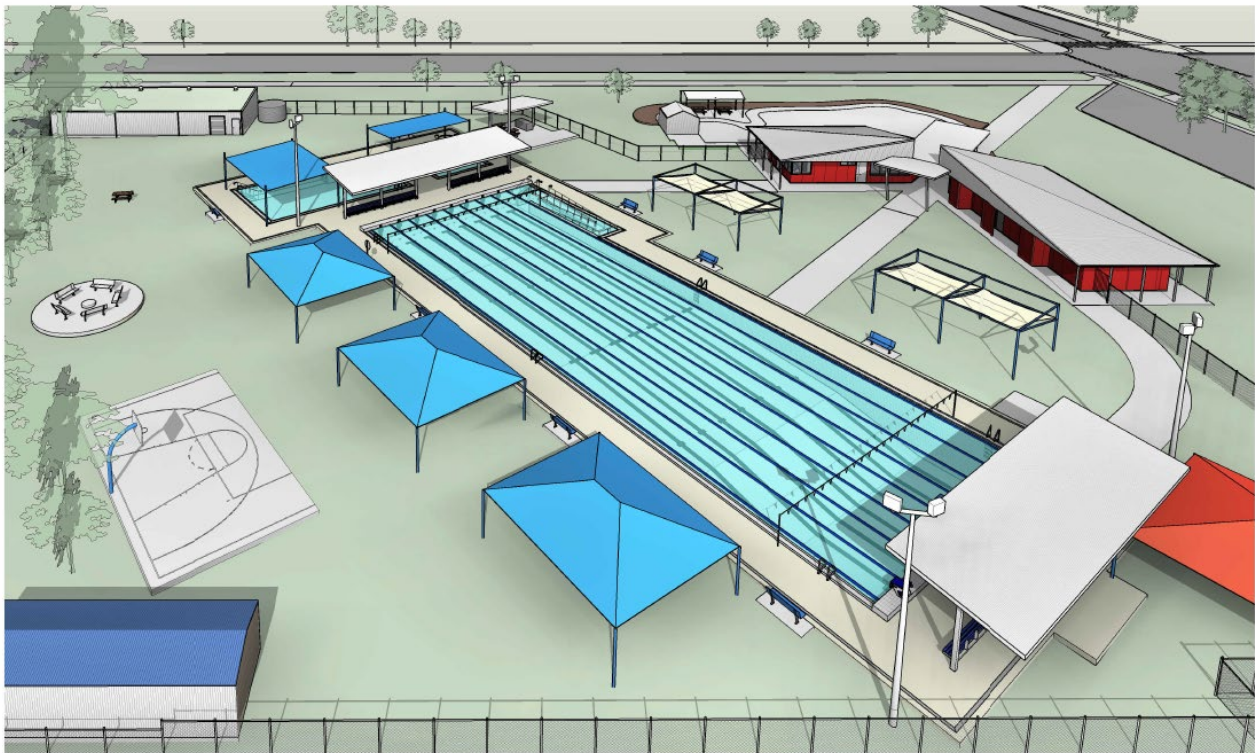
Drawing Issue
DRAFT ISSUE 08.01.2025

Scale: 1:100
Date: Dec 2024
Drawn by: TH
Page Size: A2

WD-10A



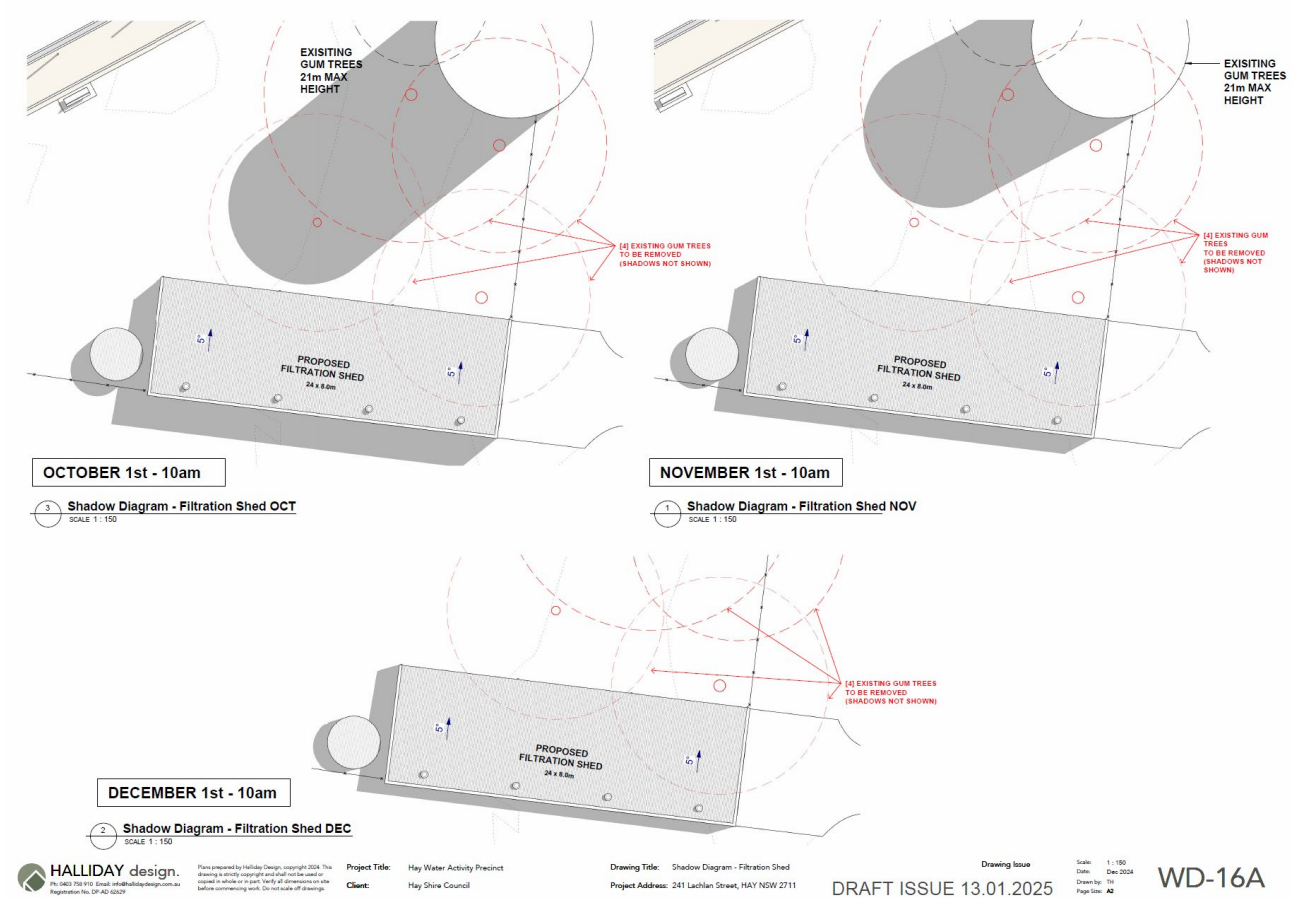
PROPOSED 3D VIEW



PROPOSED MASTERPLAN AERIAL VIEWS

It is expected the detailed design will be completed in March 2025.

To accommodate the installation of a heating system for the pool(s) the roof area of the plant room shed will be required for the evacuated tubes. The plant room shed will require to be shade free to have an effective heating system. Currently there four larger trees that will shade the new shed that require removal.



Staff recommend removal of these four trees and will replace with ten new trees on site.

The project remains on schedule and on budget.

RELEVANCE TO STRATEGIC COMMUNITY PLAN	<p>B. Liveable and vibrant community</p> <p><i>B1 Maintain and beautify the town centres</i></p> <p>B1.1 Enhance the atmosphere of the main street and public areas</p> <p><i>B4 All cultures are strong, well supported and flourishing</i></p> <p>B4.1 Ensure services are accessible to all groups in our community</p> <p>B4.2 Support cultural programs and initiatives, including First Nations</p> <p>B4.3 Promote inclusion in the community</p> <p>C Economic prosperity and sustainability</p> <p><i>C2 Our community values its history and tourism</i></p> <p>C2.1 Actively identify promote and enhance tourism initiatives</p> <p>C2.2 Promote accommodation and camping facilities</p> <p>C2.3 Showcase our open space, recreation and cultural facilities</p>
--	---

	<p>D Governance and Organisational Performance</p> <p><i>D2 Our Community is connected and informed</i></p> <p>D2.1 Enable all residents and groups to participate in local decision making</p> <p>E Our Infrastructure</p> <p><i>E1 Our community can rely on well-maintained infrastructure that is responsive to our service needs</i></p> <p>E1.1 Deliver infrastructure and assets that are responsive to community need</p> <p>E1.2 Ensure Council efficiently manages its infrastructure and assets within available resources.</p> <p>E1.3 Provision of sustainable infrastructure that is adaptive to changing needs, suitable/betterment and funding levels</p>
FINANCIAL IMPLICATION	<ul style="list-style-type: none"> - Significant – project budget is \$7.9M - Council has secured \$2.99 million in funding from the State Government - Council has secured \$4.191 million in funding from the Federal Government - Community raised funds for a heated swimming pool in Hay - \$320,397 - \$8.1 million replacement cost.
LEGISLATIVE IMPLICATION	Local Government Act 1993
POLICY IMPLICATION	Asset Management Strategy and Policy
ASSET IMPLICATION	Major – the swimming pools are at the end of their useful life
RISK IMPLICATION	Major – Financial and Reputational

RECOMMENDATION

That Council:

- (a) Notes the information provided in the report and actions being undertaken;
- (b) Endorses the removal of the four trees and planting of ten new trees on site; and
- (c) A further report is brought to Council once the design of the heating system is completed.

C4 – Regional Economic Development & Community Investment Program

REPORTING OFFICER	General Manager
ATTACHMENTS	- Regional Economic Development and Community Investment Program Guidelines

INTRODUCTION

Staff have been investigating ways to improve water efficiencies in the use of our town water supply.

COMMENTARY

Hay Shire Council exercises water supply functions under Division 2 Part 3 Chapter 6 Local Government Act 1993 (the Act) and Water Management Act 2000 for the localities within the Hay Shire. In this capacity Council holds Water Entitlements with the subcategory “town water supply” (Town Water) and is a designated local water utility.

In addition to Town Water Council holds General Security Water Entitlements in Booligal and PID. During the Water Year Council’s Water Entitlements are credited with Water Allocations in accordance with the relevant Murrumbidgee Valley and Lachlan Way Water allocation statement from The Department of Planning, Industry, Environment – Water (DPE – Water).

Council holds the following water entitlements:

- Hay Town Water Supply – 2805 ML (High Security)
- Booligal Surface Water - 10ML (General Security)
- Booligal Groundwater – 2ML (General Security)
- PID – general supply – 260ML (General Security)

Resilient Rivers Water Infrastructure Program:

On 7 December 2023, the Water Amendment (Restoring our Rivers) Act 2023 commenced. The Act made changes to the Water Act 2007 and Basin Plan 2012 to provide more options, more time, more funding and more accountability to deliver the Basin Plan in full.

On 30 January 2024, the Australian Government released the Restoring Our Rivers: Draft framework for delivering the 450 GL of additional environmental water. The draft framework sets out the proposed programs to deliver the 450 GL target, which includes Resilient Rivers Programs. The Resilient Rivers Programs include the following tools - infrastructure projects, rule changes and land and water partnerships. The Resilient Rivers Water Infrastructure Program (the RRWIP) is the first program to open.

The RRWIP builds on and replaces the Off-farm Efficiency Program and is part of the Australian Government’s commitment to recover water for the environment. It aims to provide a more flexible approach for investment than in previous efficiency measures programs for achieving the 450 GL water recovery target.

Projects funded under the RRWIP will improve the efficiency of water delivery infrastructure on property/on farm and off-farm including in urban, industrial and mining environment, capturing the water savings and increasing the volume of water available for the environment.

Up to \$494 million over four years from 2023–24 will be provided through the RRWIP to fund projects that contribute to the recovery of 450 GL/y of additional water for the environment. Opportunities exist for Basin states to design and implement their own grant opportunities to deliver projects or submit single projects for funding across four focus streams.

Council could apply for funding under Stream C: Targeted Efficiency Measures (TEM) – to deliver projects that create water efficiencies in areas other than the IOM and WUE streams. This could include urban, industrial and/or mining settings. TEM projects will likely vary in scale with projects encouraged from Basin states, private irrigation infrastructure operators, local governments, water right holders or those representing water right holders, corporations, and businesses.

Under the Targeted Efficiency Measures Stream: Urban: Suggested initiatives include Constructing, replacing, upgrading, installing, improving, or refurbishing urban water supply arrangements, including reducing leakage for the purpose of urban water supply.

Staff have identified a water efficiency project in the full roll out of digital meters to all customers/users. As previously reported to Council, staff have undertaken a trial of Taggle digital meters on Council properties. The meters have been in operation for 12-months and have proven to be quite successful. Analysis of data has shown:

- Four significant water leakages were identified and rectified across Shire properties. Notably, one leak at the water mains, with a flow rate of 674.9 KL per hour, was swiftly addressed, mitigating substantial water loss. In total, it is estimated we have saved in excess of 288 KL of water by the use of digital meters in the past 3 months.
- Council has recently completed the installation of new digital bulk water meters to the main supply points (externally funded) and is in the process of installing data loggers (pressure sensors) across the supply network as an additional form of water loss detection (again externally funded). It is too early to ascertain the full advantages of these initiatives.
- Leeton Shire Council, in the past 12 months has saved 134 ML of water detected by the installation of digital meters.
- Similarly, Narrandera Shire Council, in the last 12 months, has saved 101 ML of water detected by the installation of digital meters.

Councils Integrated Water Cycle Management (IWCM) Plan high-lighted council has 30-35% non-revenue water, which is water taken however lost through leakages, broken meters and other losses. This could be attributed to the aging meter fleet, with the average age of the meters being around 25 years, which is roughly 10 years beyond their expected lifespan. Consequently, we suspect these older meters were under-recording consumption, resulting in readings that significantly favoured the customers. A loss rate of 10% would be considered acceptable. A 20% reduction in water losses equates to approximately 200ML of water saved during an average year. It is anticipated that on top of the water saved the additional revenue generated from the digital meters is estimated at \$86,000 per annum, plus there would be expected savings in meter reading of \$32,000 per annum.

The program requires that water is returned to the Government based on the savings that the infrastructure project will deliver. The water return funds the infrastructure project. The value of the water is determined against a number of criteria including the socio-economic benefit realised from the infrastructure project. Based on the identified savings above for Leeton and Narrandera Shire, Council could return up to 125ML from the Council licence allocation to fund the installation of infrastructure project (water meters) estimated to cost \$1 million, based on current market value. It should be noted that the value offered by the Government will be different as it will include multiplier factors which would most likely result in a lower volume of water having to be returned.

Staff have been in discussions with the State, as projects must be State led, to gain funding, with representatives attending the workshop to explain the program in more detail. Applications are quite complex and involves socio-economic testing and rigorous consultation, conducted by the State. Applications via the State will be received up until 30th June 2025.

Since the June 2024 Ordinary Council meeting staff have had several discussions with State Government representatives regarding an application under the RRWIP as well as commenced the application. Staff feel that an application under the Resilient Rivers Water Infrastructure Program for the roll out of digital meters to all users in the Hay town water supply network will have a limited chance of success and have parked the application at this point.

If the project does not proceed under the RRWIP then Council will not have to return any water allocation to the Government.

Regional Economic Development and Community Investment Program

The NSW Government has released a new grant program being the Regional Economic Development and Community Investment Program (copy of program guidelines are attached). The \$50 million program is funded under the Regional Development Trust, which is delivering improved social and economic outcomes for regional NSW, and will support initiatives that promote regional economic development and contribute to job creation and retention consistent with the Trust's key focus areas of:

- Aboriginal economic development and enterprise
- community connection and capacity building
- improving regional service delivery, and
- sustainable regional industries.

Funding will only be provided for a purpose that is consistent with one or more objects of the Regional Development Act 2004:

- to promote economic and employment growth in regions in accordance with the principles of ecologically sustainable development
- to support sustainable economies a healthy environment and resilient communities in regions
- to support place-based solutions, targeted to the development problems of particular locations and developed in collaboration with the local community, that promote improved economic, environmental and social outcomes in regions
- to assist communities in regions to capitalise on regional strengths by supporting the diversification, adaptation and resilience of regional economies, including in relation to established and emerging primary and other industries
- to support the transition of communities affected by economic, environmental and social change
- to facilitate the economic and social development of Aboriginal communities and Aboriginal enterprises in regions
- to encourage cooperation in relation to the matters in paragraphs (a)–(f) among all tiers of government, including local government, the private sector and not-for-profit organisations.

The Hay Urban Digital Metering Project aligns with the program's objectives and purpose. A cash co-contribution of a minimum 20% is required. The revised project budget following a more detail investigation and costing is \$1.8-\$1.9M to deliver in full. This will require a co-contribution of \$380,000.

Council has in its LTFP an allocation of \$700,000 towards installation of digital meters over the next two years, therefore staff recommend a 25% cash contribution (\$475,000) to strengthen the grant application. The Water Fund currently has \$3.3M in cash reserves.

Water meters are continuing to prove to be an ongoing serious issue for Council, with most now past their effective use date, resulting in inaccurate meter reads (typically in favour of the user) and significant water losses across the network. Council continues to have a very high non-revenue water loss which is impacting the Water Fund annual budget and sustainability.

The full roll out of digital meters across Council's supply network is estimated to have a positive budget impact of \$242,000 per annum.

<p>RELEVANCE TO STRATEGIC COMMUNITY PLAN</p>	<p>A - Environmental Sustainability</p> <p><i>A2 Protect our water security</i></p> <ul style="list-style-type: none"> 2.1 Advocate for ongoing water security and quality 2.2 Implement sustainable water practices 2.3 Educate the community in water saving initiatives <p>D Governance and Organisational Performance</p> <p><i>D1 Our community is supported by a strong and resilient Council that is responsive to its needs</i></p> <ul style="list-style-type: none"> D1.1 Communicate organisational performance to the community D1.2 Council effectively manages its resources D1.3 Council put in place the necessary systems to ensure good governance and to also ensure they are implemented. D1.4 Council decision making is based on a sound appreciation of community issues and needs, supporting by reliable information and asset management systems. D1.5 Council will lead by example. D1.6 Council will seek to continuously improve D1.7 Obtain a sustainable funding model D1.8 Develop and encourage internal capabilities <p><i>D2 Our Community is connected and informed</i></p> <ul style="list-style-type: none"> D2.1 Enable all residents and groups to participate in local decision making D2.2 Effectively communicate the range, availability and operation of services and facilities <p>E Our Infrastructure</p> <p><i>E1 Our community can rely on well-maintained infrastructure that is responsive to our service needs</i></p> <ul style="list-style-type: none"> E1.1 Deliver infrastructure and assets that are responsive to community need E1.2 Ensure Council efficiently manages its infrastructure and assets within available resources. E1.3 Provision of sustainable infrastructure that is adaptive to changing needs, suitable/betterment and funding levels
---	--

FINANCIAL IMPLICATION	The Regional Economic Development and Community Investment Program potentially could generate funding to fully roll out digital water metering to all users on the town water supply, estimated to cost \$1.8-1.9M. Council has \$3.3M in cash reserves in the Water Fund.
LEGISLATIVE IMPLICATION	Local Government Act 1993 Water Management Act 2000
POLICY IMPLICATION	Asset Management Strategy & Plan
ASSET IMPLICATION	Moderate – Council's water meters are aged and outdated. The Regional Economic Development and Community Investment Program could provide ability to full roll out digital meters to all customers.
RISK IMPLICATION	Minimal

RECOMMENDATION

That Council:

- (a) Notes the parking of the grant application under the Resilient Rivers Water Infrastructure Program;
- (b) Submits a grant application under the Regional Economic Development and Community Investment Program for the full roll out of digital meters to all users in the Hay town water supply network; and
- (c) Provides a 25% cash contribution to towards the Regional Economic Development and Community Investment Program from the Water Fund Reserves.



Regional Economic Development and Community Investment Program Guidelines

[nsw.gov.au/grants-and-funding/regional-economic-development-and-community-investment-program/regional-economic-development-and-community-investment-program-guidelines](https://www.nsw.gov.au/grants-and-funding/regional-economic-development-and-community-investment-program/regional-economic-development-and-community-investment-program-guidelines)

Printed: 1 October 2024

The [Regional Economic Development and Community Investment Program \(https://www.nsw.gov.au/grants-and-funding/regional-economic-development-and-community-investment-program\)](https://www.nsw.gov.au/grants-and-funding/regional-economic-development-and-community-investment-program) is open to initiatives that promote regional economic development and support employment creation and retention.

On this page

- [Message from the Minister](#)
- [Key information](#)
- [Purpose and objectives](#)
- [Program funding](#)
- [Compliance with the Regional Development Act 2004 \(the Act\)](#)
- [Eligibility criteria](#)
- [The application, assessment and approval process](#)
- [Successful applicants](#)
- [Additional information](#)
- [Appendix A](#)

Message from the Minister



With the Regional Economic Development and Community Investment Program, the NSW Government will deliver regional economic development in rural and regional NSW.

The \$50 million program is funded under the Regional Development Trust, which is delivering improved social and economic outcomes for regional NSW, and will support initiatives that promote

regional economic development and contribute to job creation and retention consistent with the Trust's key focus areas of:

- Aboriginal economic development and enterprise
- community connection and capacity building
- improving regional service delivery, and
- sustainable regional industries.

The Trust ensures the investment of public money is informed by the best available evidence and guided by a clear investment strategy and governance framework. This program is aimed at funding two project types:

- **infrastructure projects** that can create economic opportunities, provide a public benefit and grow employment
- **services and/or programs** that attract key workers, provide workforce development and sustainability or support regional communities to provide the services needed to be great places to live and work.

By investing in the types of projects and initiatives that meet community needs we can ensure continued regional economic development as well as service improvements for the people in regional NSW.

The NSW Government believes that investing in services and infrastructure is crucial to building strong, vibrant regional communities. By delivering \$50 million in this initial round of the Regional Economic Development and Community Investment Program and further funding under the Trust's Community Led investment pathway in future years, we are building a better NSW and giving regional NSW the support it needs to grow and thrive well into the future.

The Honourable Tara Moriarty, MLC

Minister for Agriculture

Minister for Regional New South Wales

Minister for Western New South Wales

Key information

Total funding	\$50 million
Type of opportunity	Open, competitive
NSW Government source agency	Department of Primary Industries and Regional Development
Decision maker	The Minister for Regional NSW
Applications open	6 December 2024
Applications close	5pm, 20 February 2025
Application outcome date	Successful applicants will be notified from 26 May 2025 or as soon as possible after a decision has been made.
Funding deeds executed with successful applicants	Contracting processes will commence once an applicant has signed and returned their letter of conditional offer and confidentiality agreement.
Project completion	Projects must commence within 6 months of the commencement date of the funding deed and be completed within 4 years for infrastructure projects, and within 2 years for the delivery of services and programs.

Purpose and objectives

The NSW Government has allocated \$400 million to the Regional Development Trust (Trust) as part of the [Regional Development Roadmap \(https://www.nsw.gov.au/regional-nsw/regional-development-roadmap\)](https://www.nsw.gov.au/regional-nsw/regional-development-roadmap).

The Regional Economic Development and Community Investment Program (program) is open to initiatives that promote regional economic development and support employment creation and retention.

A total of up to \$50 million is available for projects that are aligned with the Trust's key focus areas:

Table 1: Regional Development Trust - key focus areas

Key focus area	Objectives	Priorities	Outcomes	Example projects
Sustainable regional industries	Enabling regional industries to grow and adapt with structural and environmental change.	<ul style="list-style-type: none"> supporting opportunities for emerging and engine industries enabling industry with the right workforce growing domestic manufacturing and supply building climate adaptation and resilience 	<ul style="list-style-type: none"> increased employment and/or job retention for businesses creating employment opportunities in industries with a skills shortage 	<ul style="list-style-type: none"> upgrading utilities and services to facilitate the expansion of business activities at an industrial precinct serving regional needs delivery of a development program for an industry aligned with regional specialisations that facilitates business collaboration and matches businesses with investors

Key focus area	Objectives	Priorities	Outcomes	Example projects
Aboriginal economic development and enterprise	Delivering sustainable Aboriginal economic, social, and cultural wellbeing by encouraging Aboriginal business development, enterprise and strengthening on-Country connections.	<ul style="list-style-type: none"> enabling Aboriginal business development and economic participation leveraging Aboriginal-owned assets supporting community-based enterprise 	<ul style="list-style-type: none"> increasing employment opportunities for Aboriginal people working in or operating an Aboriginal-owned business increased education and training outcomes for Aboriginal people living and working in regional NSW 	<ul style="list-style-type: none"> infrastructure to enable land activation for a Local Aboriginal Land Council a collaboration between Aboriginal organisations and registered training organisations to provide opportunities for Aboriginal businesses in a targeted area
Community connection and capacity building	Empowering regional communities to maximise the potential of their people, infrastructure and environment.	<ul style="list-style-type: none"> activating community infrastructure to ensure regional NSW is a great place to live and work building community resilience, with a focus on economic adaptability 	<ul style="list-style-type: none"> improved liveability outcomes demonstrated by growth or stabilisation in population for regional and rural areas measured over a 5-year period increase in availability of key workers in areas demonstrating a critical shortage 	<ul style="list-style-type: none"> expansion of conference and event facilities to meet regional needs initiatives at a regional scale to support the attraction and retention of key workers into regional NSW

Key focus area	Objectives	Priorities	Outcomes	Example projects
Improving regional service delivery	Increasing access, quality, and sustainability of services to better meet the needs of people in regional NSW.	<ul style="list-style-type: none"> growing the local workforce improving service delivery and access to quality services to maintain and grow regional communities 	<ul style="list-style-type: none"> improving workforce participation in regional NSW measured by the workforce participation rate creating jobs in key sectors of the workforce where there is an identified need 	<ul style="list-style-type: none"> enabling infrastructure to facilitate the activation of short-term housing where there is evidence it will help to address critical workforce needs of a key regional industry employment of a coordinator to deliver community and health outreach services in rural and remote areas, to meet a critical regional need

Program funding

Within each key focus area, applications may be submitted for:

- infrastructure projects
- services and program delivery

Grant amounts

Project type	Minimum funding (GST exclusive)	Maximum funding (GST exclusive)
Infrastructure projects	\$500,000	\$5 million
Services and program delivery	\$250,000	\$1 million

Individual applicants may submit a maximum of one application for an infrastructure project and one application for a services and program delivery project.

Co-contributions

Applications must include a cash co-contribution, with the exception of Aboriginal-owned organisations that can provide some or all of the required co-contribution in-kind. Co-contributions may include confirmed funding from the Australian Government. Funding received from the NSW Government cannot be included as part of the co-contribution requirement.

Applicant entity type	Required cash co-contribution
For-profit entities	A minimum of 50% of the requested funding
All other applicants	A minimum of 20% of the requested funding
Aboriginal-owned organisations	A minimum of 20% of the requested funding either in cash or in-kind

Evidence of the co-contribution and applicant entity type must be provided as part of the application.

Aboriginal-owned organisations are defined as having a minimum of 50% Aboriginal ownership that can be demonstrated through recognition from an appropriate organisation such as:

- NSW Indigenous Chamber of Commerce
- Office of the Registrar of Indigenous Corporations
- Supply Nation.

Aboriginal-owned organisations can also choose to provide a statutory declaration to demonstrate a minimum of 50% Aboriginal ownership.

Requests for an exemption from the mandatory co-contribution requirement may be considered in exceptional circumstances. Applicants wishing to claim an exemption will be required to provide details of their request as part of the application process.

Unspent funds

If the situation arises where a recipient's project is completed and there are unspent funds remaining from the grant allocation, the department may require the recipient to return the unspent funds. If the recipient requests to use the funds to extend the scope of the project, the department may assess that request if it aligns to the objectives of the program and need for re-scoping the project. In the case of changing the scope of the project, the department will require the recipient to provide supporting information such as revised feasibility, economic or social impact data to support any extension or variation. However, re-scoping projects can only occur with approval and is limited to extenuating circumstances beyond the recipient's control.

Partnerships

Projects that incorporate a collaborative or partnership approach are encouraged. Applications for projects involving multiple entities must be submitted by an eligible lead applicant and evidence of the commitment of the parties to the project must be provided in the form of an agreement, memorandum of understanding or letter signed by the parties.

Compliance with the *Regional Development Act 2004* (the Act)

Purposes for which funding will be provided

Funding will only be provided for a purpose that is consistent with one or more objects of the Act:

- to promote economic and employment growth in regions in accordance with the principles of ecologically sustainable development
- to support sustainable economies a healthy environment and resilient communities in regions

- to support place-based solutions, targeted to the development problems of particular locations and developed in collaboration with the local community, that promote improved economic, environmental and social outcomes in regions
- to assist communities in regions to capitalise on regional strengths by supporting the diversification, adaptation and resilience of regional economies, including in relation to established and emerging primary and other industries
- to support the transition of communities affected by economic, environmental and social change
- to facilitate the economic and social development of Aboriginal communities and Aboriginal enterprises in regions
- to encourage cooperation in relation to the matters in paragraphs (a)–(f) among all tiers of government, including local government, the private sector and not-for-profit organisations.

Eligibility criteria

This section details who can apply for this grant and what it can be used for.

Expand all

Collapse all

Eligible applicants

Eligible applicants must be one of the following entities:

- a company incorporated in Australia
- an incorporated association or co-operative
- a Local Government organisation (Committees under section 355 of the Local Government Act 1993 (NSW) must apply via the relevant council)
- a NSW Joint Organisation of Councils or a Regional Organisation of Councils
- a Regional Development Australia Committee
- an Aboriginal and Torres Strait Islander Corporation incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006
- a Local Aboriginal Land Council
- the Lord Howe Island Board or an Unincorporated Far West Group including RDA Far West (in their capacity as service providers for eligible locations not covered by a local government entity)
- an Australian university.

Eligible applicants must be able to provide evidence to demonstrate they:

- have an Australian Business Number (ABN)
- are financially solvent and not subject to any ongoing legal proceedings
- have at least \$20 million public liability insurance or are willing to secure the insurance before entering into a funding deed if the application is successful.

Eligible projects

Applicants must be able to demonstrate that the project:

- aligns with one of the Trust's key focus areas
- aligns with one or more of the objects of the Act as outlined within these guidelines
- has the required co-contribution, or has provided reasons why an exemption from the mandatory co-contribution is required

- will deliver regionally significant regional economic development outcomes, with regionally significant defined as improving outcomes in 2 or more LGAs. Exceptions can apply to remote and very remote areas or on a case-by-case basis. Please see [Appendix A for a full list of remote and very remote areas \(#appendix-a\)](#).

In addition, infrastructure projects must provide the following:

- evidence that the project is investment ready demonstrated through a completed business case. The business case can be completed using either the template provided or in another format provided the necessary information is included
- all necessary project and planning approvals at the time of application, or evidence that action to secure the required approvals has commenced and that the project can be delivered within the specified timeframe. If all necessary approvals are not in place at the time an application is submitted, funding deeds for successful projects will not be established until any approvals required for the project to commence are secured. If approvals are not secured within 12 months of the applicant signing the confidentiality undertaking on the letter of conditional offer of funding, the offer may be withdrawn at the discretion of the department.

Project type	Project examples
Table 4: Examples of eligible projects	
Infrastructure	<ul style="list-style-type: none"> • enabling infrastructure to support the delivery of regionally significant economic opportunities, e.g., enabling infrastructure for small-to-medium businesses, regional housing developments, research centres, start-up hubs and e-waste recycling centres • tourism infrastructure which will generate regional tourism impact, e.g., major nature-based tourism infrastructure, large scale event precincts and Aboriginal cultural centres • regional airport upgrades and industrial precinct developments to service regional needs • investment in capital works programs for existing business to generate employment growth.
Services and programs	<ul style="list-style-type: none"> • initiatives to support the attraction and retention of key workers into regional NSW • tailored workforce skills development programs to support new and emerging industries including Aboriginal enterprises • employment of a hub coordinator to coordinate the provision of community and health outreach services in rural and remote areas

Eligible project locations

Projects must be located in one of the 95 regional NSW Local Government Areas (LGAs), the Unincorporated Far West region or on Lord Howe Island. (See

[Appendix A for a detailed list of eligible locations \(#appendix-a\)](#)

). Projects located in the Sydney metropolitan area are ineligible.

Projects can be located on publicly owned land or on private land where there is a clear public benefit. If the applicant is not the owner of the land (or infrastructure) where the project will be located,

landowner's consent and/or access agreements will be required as part of the application.

Eligible project costs

Eligible project costs include:

- construction costs for infrastructure development, expansion or upgrades that would not be considered business-as-usual activities and operations
- project management and project assurance support, including employment of project managers either directly or through outsourcing to an external organisation, up to 10% of the total eligible project costs being claimed under the grant
- contingency costs of up to 25% of the total eligible project costs being claimed under the grant to allow for any cost escalations (the total of all eligible project costs, project management and contingency costs being claimed must be within the maximum grant amount for the project type)
- the purchase of equipment that relates specifically to the delivery of the service or program
- the employment of staff or service providers to deliver the service or program only for the duration of the project.

Due diligence and probity

As part of the assessment process, the department will consider whether the project, the applicant and its representatives and any partner organisations pose a reputational or other risk to the NSW Government. Projects and/or applicants found to be unsuitable due to reputational or other risks will be ineligible for funding.

Ineligible applicants

The following applicant types are not eligible to apply:

- individuals
- sole traders
- legally binding partnerships
- trusts.

Ineligible projects

Projects that are not eligible for funding include those that:

- do not meet the minimum and maximum funding amount requirements
- are already funded or expecting to receive NSW Government funding, with the exception of new stages of a previously funded project or activity
- would be more appropriately funded under another NSW Government program
- have more than 50% of their funding request allocated to ineligible project costs
- are for planning purposes only
- require ongoing funding from the NSW or Australian Government to be financially viable.

Ineligible project costs

Project costs that are not eligible for funding include:

- costs that would be considered business-as-usual activities and operations
- financing costs, including interest and debt financing
- information and communications technology (ICT) related costs that are not specifically related to the project and essential to its success
- costs related to rent and utilities unless specifically related to the project for the duration of the project
- development of strategies and reports
- insurance costs (applicants must hold and maintain adequate insurance coverage for any liability arising from their participation in the project)
- depreciation of plant and equipment
- buying or upgrading equipment that is not essential to the delivery of a service or program
- retrospective project costs already incurred prior to the executed funding agreement.

Project feasibility

Projects that are assessed as eligible will be assessed to ensure the project is feasible and able to be delivered. Project feasibility will be assessed against the following criteria:

- provision of a realistic project budget with quotes, and/or detailed cost estimates
- provision of a detailed and realistic project management plan demonstrating the project can be completed in the required timeframe
- provision of a feasible and sustainable proposed operating model
- demonstrated project management experience and capacity (or ability access the necessary expertise and support) to deliver the project
- provision of a detailed risk management plan with risk mitigation strategies.

Merit assessment

Projects that are assessed as eligible and feasible will be assessed by the Regional Development Advisory Council against the following merit-based assessment criteria (see Table 1).

Assessment criteria	Intent	Applications will be reviewed considering the following
Strategic alignment	Aligns with the Trust's key focus areas and relevant regional strategies, policies and plans	<ul style="list-style-type: none"> • alignment with the Trust's key focus areas • evidence of a demonstrated need in the project location and a clear explanation of how the project will address this need • evidence of community support for the project • alignment with other relevant NSW Government strategies, policies or plans.
Value for money	Demonstrates value for money with preference given to proposals that enable co-contribution and partnership	<ul style="list-style-type: none"> • the potential for the project to deliver long-term economic benefits

Economic benefit	Demonstrates economic benefit through productivity improvements and/or by addressing impediments to regional economic growth	<ul style="list-style-type: none"> • whether the project is likely to proceed without NSW Government investment • any financial co-contribution in addition to the minimum requirement • evidence of partnership or collaboration to deliver the project. • facilitate productivity improvements for new or existing industry or other economic benefits • enable or bring forward investment in regional economic development • address impediments to regional economic growth through investment in capital works and/or programs • encourage regional employment growth or retention.
Regional distribution and project type	Facilitates a balanced approach to regional economic development that contributes to a diversity of project types across rural and regional NSW	<ul style="list-style-type: none"> • the existing funding round and previous investments made by the Trust • other sources of investment dedicated to regional economic development by the government, not-for-profit or private sectors.

The application, assessment and approval process

The program is a single stage application process. All applicants are required to submit the application documents in the online portal.

Applications cannot be reopened or amended by the applicant once the closing date has passed. Acceptance of late submissions will be at the sole discretion of the department.

Expand all Collapse all

How to apply

Applicants must apply via SmartyGrants by clicking the 'apply now' button on the program's Grants and Funding Finder website.

What your application needs to include

- a [completed business case \(https://rd.smarty.grants.com.au/d/files/dlm/b36c79476f67ae58bd3065aa2665ea5a616447f\)](https://rd.smarty.grants.com.au/d/files/dlm/b36c79476f67ae58bd3065aa2665ea5a616447f)
(for infrastructure projects)

- a detailed [project management plan \(https://rd.smartygrants.com.au/d/files/dlm/20bc595ddd9889bd18b4c99569ff066f733fdc6\)](https://rd.smartygrants.com.au/d/files/dlm/20bc595ddd9889bd18b4c99569ff066f733fdc6).
- a detailed project budget
- a detailed risk management plan
- [landowner's consent using the template provided \(https://rd.smartygrants.com.au/d/files/dlm/8d46dbe78442c1468c4484fad672c724cc5bf6b\)](https://rd.smartygrants.com.au/d/files/dlm/8d46dbe78442c1468c4484fad672c724cc5bf6b) (if required)
- evidence of the required co-contribution for the project
- letters and comparable evidence of support for the project (if applicable).

False and misleading information

Applicants must not include false or misleading information in their applications.

Conflicts of interest

A conflict-of-interest declaration must be submitted with all applications.

Where a relevant conflict-of-interest is identified (by either an applicant or the department), the department will establish mitigation measures, which may include removing a person from participating in the application, assessment and/or delivery stage of the process.

After the application is submitted

Applicants will receive a notification of receipt once their application has been submitted.

Eligibility assessment

The department will assess all submitted applications against the eligibility criteria identified in these guidelines. Where there is uncertainty or unintended outcomes arising from the eligibility requirements, the department will take a discretionary approach that, in its opinion, best achieves the objectives of the program.

Final eligibility determinations will be made at the discretion of the department.

Any ineligible applications received will not be considered for further assessment.

Feasibility assessment

The department will then assess all eligible applications against the feasibility criteria.

Other subject matter experts and/or technical advisors may be consulted to assist in the assessment of projects (if required). Confidentiality will be maintained throughout the process.

Only projects that score over 70% on the feasibility assessment can undergo merit-based assessment.

Merit-based assessment and recommendation

The Regional Development Advisory Council is an independent body appointed by the Minister for Regional NSW to provide advice on regional investment to ensure the interests of regional communities are at the centre of government decision making.

The department will undertake an initial merit-based assessment for applications that have been determined as eligible and feasible as part of the preliminary assessment stage. The initial merit-based assessment outcomes will be provided to the Regional Development Advisory Council for review.

The department may seek additional information to assist in the merit-based assessment process. The department will notify applicants if additional information and supporting material is required and the timeframes in which it is required.

Other subject matter experts and/or technical advisors may be consulted to assist in the assessment of projects (if required). Confidentiality will be maintained throughout the process.

Following completion of the assessment process, the department will provide the eligibility and merit-based assessment outcomes and the recommendations of the Regional Development Advisory Council to the Minister for Regional NSW for final funding decisions.

The Regional Development Advisory Council may recommend partial funding for projects where only a component of the project is considered suitable and eligible. The Regional Development Advisory Council may also recommend specific funding condition(s), where appropriate.

The Regional Development Advisory Council can take the following broader factors into consideration when recommending projects as suitable for funding:

- total amount of funding available
- other factors that are deemed relevant and important in a local or whole of NSW context.

Advice may also be sought from other NSW Government agencies or other sources (such as probity advisors).

Information on investments from the Trust will be included in the Annual Report, including where the decision-maker has departed from the recommendations of the Regional Development Advisory Council or the department.

Decision making

The final decision maker is the Minister for Regional NSW.

The department will provide the decision maker with the eligibility and merit-based assessment outcomes and the Regional Development Advisory Council's recommendations before deciding which applications to approve. The NSW Government typically receives far more applications than it can support. Applicants are not guaranteed funding even if the application is of high merit.

Further, even if an application is successful, it may not be funded to the full amount requested.

The decision maker may take other factors into account that may result in an application being considered unsuitable for funding, including issues that could cause reputational or other risks to the NSW Government.

In limited circumstances, the decision maker may waive selection criteria, for example, where not doing so would lead to perverse or unfair outcomes; be contrary to the policy intent; or damage the reputation and integrity of the program.

The decision maker's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded, and
- the terms and conditions of the grant.

Probity advice

Officials must seek probity advice for all grant opportunities that are complex, high-risk or high value to support the design, application, assessment and decision making. Independent probity advisors will provide guidance to the department on any issues concerning integrity, fairness and accountability that may arise throughout the application, assessment, and decision-making process. This will ensure decisions are made with integrity, fairness and accountability, while delivering value for money for NSW.

Successful applicants

Expand all

Collapse all

Notification and announcement

Successful applicants will be notified in writing via a Letter of Conditional Offer with Confidentiality Agreement.

The contracting process will commence after the signed Letter of Conditional Offer with Confidentiality Agreement is returned to the department.

The department is required to publish information about grants awarded on the [NSW Government Grants and Funding Finder \(https://www.nsw.gov.au/grants-and-funding\)](https://www.nsw.gov.au/grants-and-funding).

Funding deed

Successful applicants will be required to enter into a funding deed with the NSW Government.

To enter a funding deed, successful applicants will be required to confirm project information and provide a copy of all relevant and applicable insurances, project approvals (e.g. development approvals, landowner's consent) and/or other supporting documentation relevant to the project or as requested by the Department, as part of the contracting process.

The funding deed will also include requirements for performance information on project outcomes to be reported back to the Department for the program evaluation.

The first payment will be made once all required documentation has been provided to, and approved by the department, through forms provided in the online portal and the funding deed has been signed by both parties and the milestones agreed in the Deed are met.

The department makes no binding funding commitment to an applicant unless and until both parties sign a funding deed

. Successful applicants must not make financial commitments until funding deeds have been executed by both parties.

Grants will be paid via milestone payments set out in the funding deed. Timing and requirements will vary at the department's discretion, depending on the grant value and total project cost. Evidence of expenditure will be required to claim instalments and acquit eligible costs.

Successful applicants may be required to submit progress reports to the NSW Government as outlined in the funding deed.

Confidentiality

Applicants must keep funding decisions and assessment outcomes confidential until announced by the NSW Government or the applicant is advised that announcement can proceed. Successful applicants will be required to provide a confidentiality undertaking. This means they must keep the outcome of the application process confidential until the NSW Government makes a public announcement.

Upon entering a funding deed, details about the funding deed may be made publicly available (subject to information which the department deems to be commercial in confidence).

The applicant agrees not to disclose any confidential information pertaining to the program, application or funding deed without prior written consent of the department.

Important terms and conditions

Applicants should note the following:

- Requests for variations or changes to the project will only be considered in limited circumstances and are at the discretion of the department
- All awarded grants will be GST exclusive. If a successful applicant is registered for GST, this will be applied on top of the agreed grant value when payment is made
- Grants are assessable income for taxation purposes, unless exempted by taxation law. It is recommended applicants seek independent professional advice about taxation obligations or seek assistance from the Australian Taxation Office. The NSW Government does not provide advice on individual taxation circumstances
- Successful applicants will be required to pay back unspent funds or those funds which have not been spent in accordance with the funding deed
- Successful applicants will be required to participate in a program evaluation to determine the extent to which their projects have contributed to the objective of the program. The evaluation will require applicants to provide evidence of how projects have resulted in measurable outcomes and benefits that are consistent with the objective of the program
- Any information submitted by an applicant may be used for promotional material prepared by the NSW Government, if the applicant is successful
- The NSW Government may choose to publicly announce funding for individual applications. It may also use non-identifying information provided in the funding deed to develop case studies
- All recipients of NSW Government funding must acknowledge this financial support as per the [Funding Acknowledgement Guidelines for Recipients of NSW Government Grants \(https://www.nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines\)](https://www.nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines)
- The department reserves the right to undertake an audit of grant funding within a period 7 years from the signing of the funding deed.

Applicants must advise the department of any changes to their legal status or of changes or delays to their project.

Unsuccessful applications

The department will notify unsuccessful applicants in writing of the outcome of their applications and will be offered a feedback session.

Additional information

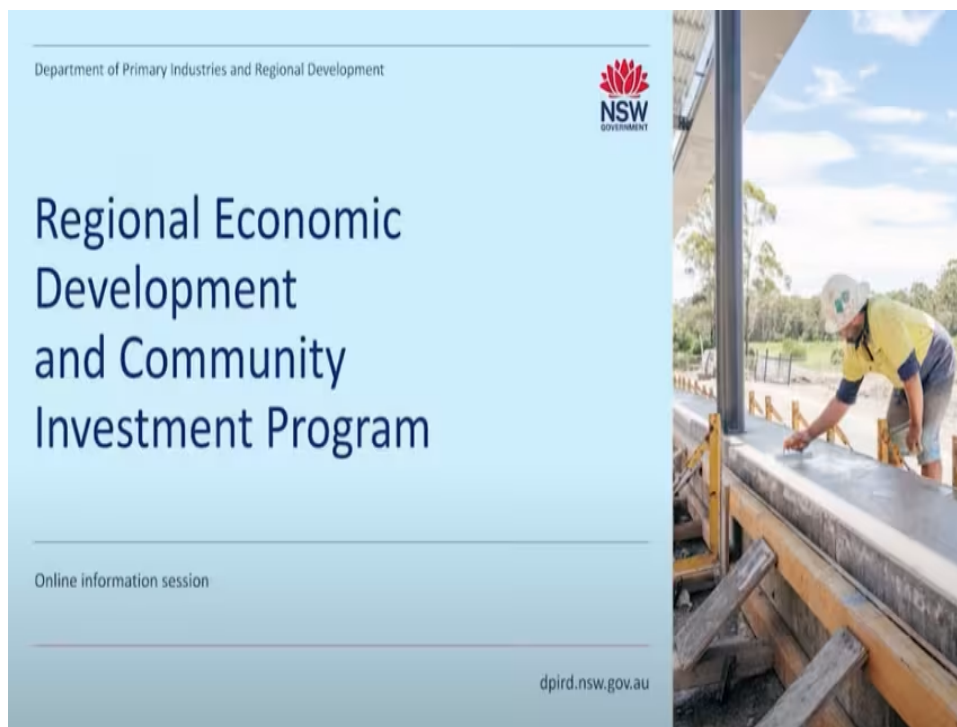
Expand all Collapse all

Getting support

Frequently Asked Questions and other resources to assist with applications are updated regularly at the [Grants and Funding Finder \(https://www.nsw.gov.au/grants-and-funding\)](https://www.nsw.gov.au/grants-and-funding).

. The Grants and Funding Finder should be considered the authoritative source of all information.

You can also watch the [online information session \(https://youtu.be/9S15kUsboB0\)](https://youtu.be/9S15kUsboB0), which outlines the program in more detail.



videocam
18:49

Regional Economic Development and Community Investment Program (REDCIP) information session

The department can assist applicants to develop strong applications. Please contact regionaldevelopmenttrust@dpiird.nsw.gov.au (<mailto:regionaldevelopmenttrust@dpiird.nsw.gov.au>).

including for a referral to your local Economic Development Manager or Regional Aboriginal Partnerships and Outcomes representative.

Please check with the department prior to submitting if you are unclear about any part of the application. Applicants should seek advice from their legal, business and financial advisers to determine the suitability of the funding before applying.

Complaints

Any concerns about the fund or individual applications should be submitted in writing to regionaldevelopmenttrust@regional.nsw.gov.au (<mailto:regionaldevelopmenttrust@dpird.nsw.gov.au>).

. If you do not agree with the way the department handled the issue, you may wish to contact the [NSW Ombudsman \(http://ombo.nsw.gov.au\)](http://ombo.nsw.gov.au).

Government Information (Public Access) Act 2009

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

. Information that is deemed to be commercially sensitive will be withheld.

The

Government Information (Public Access) Act 2009 (NSW)

makes government information accessible to the public by:

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

Ethical conduct

Applicants must not participate in any anti-competitive conduct.

It is a condition of the application process that no gifts, benefits or hospitality are to be made to any department employee at any time. Any inducement in contravention of this condition may result in an applicant's proposal not being considered.

Department rights

The department may, in its absolute discretion, and without limiting any other right which the department may have, do all or any of the following at any time:

- require additional information from an applicant
- change any of the requirements of these guidelines

- alter or vary any process, procedure or timing related to the grant opportunity, including any process, procedure or timing regarding the consideration or the evaluation of any proposal or all applications
- suspend or terminate the grant opportunity
- negotiate with one or more preferred applicants without prior notice to any other applicant
- terminate any negotiations being conducted with any applicant
- readvertise for new applicants
- consider any non-conforming application
- terminate further participation in the grant opportunity by any applicant for any reason (including where the applicant has engaged in conduct that might cause reputational damage to the NSW Government, or if the department reasonably considers an application to contain any false or misleading claims or statements)
- not proceed with any funding deed, or
- proceed with a funding deed in ways not contemplated in these guidelines.

Intellectual property

All intellectual property rights in these guidelines remain the property of the department. Applicants are permitted to use these guidelines for the purpose of preparing an application only, and if successful, managing expenditure in accordance with these guidelines. Applicants must not use these guidelines, or any information contained in these guidelines for any other purpose.

Applications and information submitted in response to these guidelines may be used by the department for promotional material if successful, unless otherwise agreed between the applicant and the department. The applicant agrees that the department may make copies and reproduce applications for any purpose related to the grant opportunity. In addition, the department will retain (electronic and hard) copies of all applications.

No offer

These guidelines are not an offer, recommendation or invitation by the department in respect of any contract or commitment and are subject to a funding deed being fully executed by the parties involved.

Addenda

The department may, in its absolute discretion, issue an addendum to these guidelines. In each case, an addendum becomes part of these guidelines.

Disclaimer

Information in this publication is provided as general information only and is not intended as a substitute for advice from a qualified professional.

The department recommends that users exercise care and use their own skill and judgment when using information from this publication and that users carefully evaluate the accuracy, currency, completeness, and relevance of such information. Users should take steps to independently verify the information in this publication and, where appropriate, seek professional advice.

These guidelines are subject to change at any time at the sole discretion of the department.

The above information can be downloaded to PDF by selecting 'Print this page' at the top right-hand corner of this page. Ease of downloading allows for a user-friendly version of the program guidelines that applicants and grantees can have on-hand. Please note the PDF that generates will not be tagged for accessibility.

Appendix A

Eligible Local Government Areas

Albury	Forbes	Narromine
Armidale Regional	Gilgandra	Newcastle
Ballina	Glen Innes Severn	Oberon
Balranald	Goulburn Mulwaree	Orange
Bathurst Regional	Greater Hume Shire	Parkes
Bega Valley	Griffith	Port Macquarie-Hastings
Bellingen	Gunnedah	Port Stephens
Berrigan	Gwydir	Queanbeyan-Palerang Regional
Bland	Hay	Richmond Valley
Blayney	Hilltops	Shellharbour
Bogan	Inverell	Shoalhaven
Bourke	Junee	Singleton
Brewarrina	Kempsey	Snowy Monaro Regional
Broken Hill	Kiama	Snowy Valleys
Byron	Kyogle	Tamworth Regional
Cabonne	Lachlan	Temora
Carrathool	Lake Macquarie	Tenterfield
Central Coast (NSW)	Leeton	Tweed
Central Darling	Lismore	Upper Hunter Shire
Cessnock	Lithgow	Upper Lachlan Shire
Clarence Valley	Liverpool Plains	Uralla
Cobar	Lockhart	Wagga Wagga
Coffs Harbour	Lord Howe Island	Walcha
Coolamon	Maitland	Walgett
Coonamble	Mid-Coast	Warren
Cootamundra-Gundagai Regional	Mid-Western Regional	Warrumbungle Shire
Cowra	Moree Plains	Weddin
Dubbo Regional	Murray River	Wentworth
Dungog	Murrumbidgee	Wingecarribee
Edward River	Muswellbrook	Wollongong
Eurobodalla	Nambucca Valley	Yass Valley
Unincorporated Far West NSW	Narrabri	
Federation	Narrandera	

Eligible LGAs/areas that are classified as Remote or Very Remote

The following categories are taken from the Accessibility/Remoteness Index of Australia (ARIA+) which is the official classification of remoteness used by the [Australian Bureau of Statistics \(ABS\) \(https://www.abs.gov.au/statistics/standards/australian-statistical-geography-standard-asgs-edition-3/jul2021-jun2026/remoteness-structure/remoteness-areas\)](https://www.abs.gov.au/statistics/standards/australian-statistical-geography-standard-asgs-edition-3/jul2021-jun2026/remoteness-structure/remoteness-areas).

- Bourke
- Balranald
- Bogan
- Brewarrina
- Carrathool
- Central Darling
- Cobar
- Coonamble
- Hay
- Lachlan
- Lord Howe Island
- Moree Plains
- Unincorporated Far West
- Walgett
- Warren
- Wentworth