



**QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE**

**BUSINESS PAPER**  
**EXTRAORDINARY COUNCIL**  
**MEETING**  
**WEDNESDAY, 14 OCTOBER 2020**

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 2.3 of Council's Code of Meeting Practice that an **Extraordinary Council Meeting** will be held in the RSL Pavilion, Rear of Memorial Hall, Molesworth Street, Tenterfield and via Zoom, on **Wednesday 14 October 2020** commencing at **11.00 am**.

Kylie Smith  
**Actg Chief Executive**

## COMMUNITY CONSULTATION – PUBLIC ACCESS

**Community Consultation (Public Access) relating to items on this Agenda can be made between 9.30 am and 10.30 am on the day of the Meeting. Requests for public access should be made to the General Manager no later than COB on the Monday before the Meeting.**

Section 8 of the Business Paper allows a period of up to 30 minutes of Open Council Meetings for members of the Public to address the Council Meeting on matters INCLUDED in the Business Paper for the Meeting.

Members of the public will be permitted a maximum of five (5) minutes to address the Council Meeting. An extension of time may be granted if deemed necessary.

Members of the public seeking to represent or speak on behalf of a third party must satisfy the Council Meeting that he or she has the authority to represent or speak on behalf of the third party.

Members of the public wishing to address Council Meetings are requested to contact Council either by telephone or in person prior to close of business on the Monday prior to the day of the Meeting. Persons not registered to speak will not be able to address Council at the Meeting.

Council will only permit two (2) speakers in support and two (2) speakers in opposition to a recommendation contained in the Business Paper. If there are more than two (2) speakers, Council's Governance division will contact all registered speakers to determine who will address Council. In relation to a Development Application, the applicant will be reserved a position to speak.

Members of the public will not be permitted to raise matters or provide information which involves:

- Personnel matters concerning particular individuals (other than Councillors);
- Personal hardship of any resident or ratepayer;
- Information that would, if disclosed confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business;
- Commercial information of a confidential nature that would, if disclosed:
  - Prejudice the commercial position of the person who supplied it, or
  - Confer a commercial advantage on a competitor of the Council; or
  - Reveal a trade secret;
- Information that would, if disclosed prejudice the maintenance of law;
- Matters affecting the security of the Council, Councillors, Council staff or Council property;
- Advice concerning litigation or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege;
- Information concerning the nature and location of a place or an item of Aboriginal significance on community land;
- Alleged contraventions of any Code of Conduct requirements applicable under Section 440; or
- On balance, be contrary to the public interest.

Members of the public will not be permitted to use Community Consultation to abuse, vilify, insult, threaten, intimidate or harass Councillors, Council staff or other members of the public. Conduct of this nature will be deemed to be an act of disorder and the person engaging in such behaviour will be ruled out of order and may be expelled.

## CONFLICT OF INTERESTS

**What is a "Conflict of Interests"** - A conflict of interests can be of two types:

**Pecuniary** - an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

**Non-pecuniary** - a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Local Government Act (eg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

### **Remoteness**

A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in Section 448 of the Local Government Act.

**Who has a Pecuniary Interest?** - A person has a pecuniary interest in a matter if the pecuniary interest is the interest of:

- The person, or
- Another person with whom the person is associated (see below).

### **Relatives, Partners**

A person is taken to have a pecuniary interest in a matter if:

- The person's spouse or de facto partner or a relative of the person has a pecuniary interest in the matter, or
- The person, or a nominee, partners or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter.

N.B. "Relative", in relation to a person means any of the following:

- (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the person's spouse;
- (b) the spouse or de facto partners of the person or of a person referred to in paragraph (a)

### **No Interest in the Matter**

However, a person is not taken to have a pecuniary interest in a matter:

- If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative or company or other body, or
- Just because the person is a member of, or is employed by, the Council.
- Just because the person is a member of, or a delegate of the Council to, a company or other body that has a pecuniary interest in the matter provided that the person has no beneficial interest in any shares of the company or body.

### **Disclosure and participation in meetings**

- A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
  - (a) at any time during which the matter is being considered or discussed by the Council or Committee, or
  - (b) at any time during which the Council or Committee is voting on any question in relation to the matter.

**No Knowledge** - A person does not breach this Clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

### **Participation in Meetings Despite Pecuniary Interest (S 452 Act)**

A Councillor is not prevented from taking part in the consideration or discussion of, or from voting on, any of the matters/questions detailed in Section 452 of the Local Government Act.

**Non-pecuniary Interests** - Must be disclosed in meetings.

There are a broad range of options available for managing conflicts & the option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with. Non-pecuniary conflicts of interests must be dealt with in at least one of the following ways:

- It may be appropriate that no action be taken where the potential for conflict is minimal. However, Councillors should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (eg. Participate in discussion but not in decision making or vice-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (eg. Relinquishing or divesting the personal interest that creates the conflict)
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in S451 of the Local Government Act apply (particularly if you have a significant non-pecuniary interest)

### **Disclosures to be Recorded (s 453 Act)**

A disclosure (and the reason/s for the disclosure) made at a meeting of the Council or Council Committee or Sub-Committee must be recorded in the minutes of the meeting.

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## ORDER OF BUSINESS

1. Opening & Welcome
2. Civic Prayer & Acknowledgement of Country
3. Apologies
4. Disclosure & Declarations of Interest
5. Business of the Meeting
6. Meeting Close

# AGENDA

## WEBCASTING OF MEETING

This meeting will be recorded for placement on Council's website for the purposes of broadening knowledge and participation in Council issues, and demonstrating Council's commitment to openness and accountability.

All speakers must ensure their comments are relevant to the issue at hand and to refrain from making personal comments or criticisms or mentioning any private information.

No other persons are permitted to record the meeting, unless specifically authorised by Council to do so.

## 1. OPENING & WELCOME

### 2. (A) OPENING PRAYER

*"We give thanks for the contribution by our pioneers, early settlers and those who fought in the various wars for the fabric of the Tenterfield Community we have today.*

*May the words of our mouths and the meditation of our hearts be acceptable in thy sight, O Lord."*

### (B) ACKNOWLEDGEMENT OF COUNTRY

*"I would like to acknowledge the traditional custodians of this land that we are meeting on today. I would also like to pay respect to the Elders past, present, and emerging of the Jukemba, Kamilaroi and Bundjalung nations and extend that respect to other Aboriginal people present."*

## 3. APOLOGIES

## 4. DISCLOSURES & DECLARATIONS OF INTEREST

## 5. BUSINESS OF THE MEETING

### OUR COMMUNITY

(ITEM COM27/20) BUSHFIRE COMMUNITY RECOVERY AND RESILIENCE  
FUND.....5

## 6. MEETING CLOSED

|                      |                                                        |
|----------------------|--------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>           |
| <b>Submitted by:</b> | Chief Corporate Officer                                |
| <b>Reference:</b>    | <b>ITEM COM27/20</b>                                   |
| <b>Subject:</b>      | <b>Bushfire Community Recovery and Resilience Fund</b> |

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                             |                                                                                                                                                                           |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - LEAD 12 - We are a well engaged community that is actively involved in decision making processes and informed about services and activities.          |
| <b>CSP Strategy:</b>        | We partner with the community, business and Federal and State Government in the achievement of our goals.                                                                 |
| <b>CSP Delivery Program</b> | Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region. |

#### **SUMMARY**

Council has now been invited to submit interest under the Bushfire Community Recovery and Resilience Fund (BCRRF) Phase 2 (Stream 1) for an additional \$250,000.

#### **OFFICER'S RECOMMENDATION:**

##### **That Council:**

- (1) Nominate a project or projects for submission to the Bushfire Community Recovery and Resilience Fund; and**
- (2) Apply / do not apply for a dispensation from the requirement to administer a Council-led community grants program to target small-scale community activities given the amount of events previously funded and on hold due to Covid 19 restrictions.**

#### **BACKGROUND**

Council has now been invited to submit interest under the Bushfire Community Recovery and Resilience Fund (BCRRF) Phase 2 (Stream 1) for an additional \$250,000.

Phase Two Stream 1 funding is intended to be flexible in order to meet recovery needs of local communities. Local Councils are asked to undertake activities that contribute to community recovery and/or resilience including projects that support community wellbeing.

Projects will need to contribute to fulfil one or more of the following Disaster Recovery Outcomes:

- The needs of vulnerable groups are addressed in disaster recovery;
- The community is aware of the disaster recovery processes;
- The community can express its changing disaster recovery needs;
- Community members are aware of the risks of future disasters;
- The community has improved capacity and capability to respond to future disasters;
- Business and not-for-profits have in place adequate mitigation practices for risks and threats; and

Our Community No. 27 Cont...

- Government, private sector, civil society and organisations are engaged in plans for preparedness and management of the recovery.

Local Councils are required to use a minimum of 25% of their Phase 2 Stream 1 funding towards a council-led community grants program to target small-scale community activities that meet one or more of the Disaster Recovery Outcomes. The remaining funds can be used towards other projects that meet one or more of the Disaster Recovery Outcomes.

#### **REPORT:**

Phase 2 of the Bushfire Community Recovery and Resilience Fund (BCRRF) has commenced with Councils and the community being able to participate in community well-being, social and broader recovery and future disaster resilience.

This initiative is split into two streams:

**Stream 1:** Eligible local councils have been contacted directly regarding Stream 1. The stream provides funding for shorter-term projects within high and moderate social impacted local government areas. Payments of \$250,000 or \$100,000 are available to eligible councils only.

**Stream 2:** This is for the broader community and is a grants program for organisations in bushfire-affected Local Government Areas, including community groups, councils, joint organisations, NGOs, and not-for-profits. It is for social recovery and preparedness projects between \$20,000 and \$300,000. Grants will be assessed with a regional lens to maximise the recovery support to communities across local government boundaries.

The Bushfire Community Recovery and Resilience Fund (BCRRF) is administered by Resilience NSW in consultation with the National Bushfire Recovery Agency and Emergency Management Australia. The Applications for this funding close on Tuesday, 27 October 2020 at midday. Local Councils must complete projects and expenditure by 30 June 2022.

Council has now been invited to submit our interest under the Bushfire Community Recovery and Resilience Fund (BCRRF) Phase 2 (Stream 1) for an additional \$250,000.

The funding stipulates that for local council-led community grants program, the application must include a Grants Program that details how the program outcomes are consistent with the Guideline (attached), details of eligibility and duration of the program as well as detail on the selection process. Use of BCRRF funds for the administration costs to run the council-led grants program are permissible as reasonable program management costs from the remaining 75% of the overall Phase 2 Stream 1 funds per local council. This may be re-assessed on a case-by-case basis.

Numerous funding programs have been shared through eligible project activities throughout the Shire in the past 18 months. These directly relate to community groups to foster resilience in the wake of natural disasters and benefit the wider community and economic environment as a result of various funding streams. The funding received to date and allocated to the projects includes increased trade for local business, improve community connectivity, services and community resilience resulting from enhanced facilities. There will also be an indirect impact to attracting visitors to our region.

## Our Community No. 27 Cont...

It is suggested that in consideration of the current community capacity constraints considered at the last Council meeting, that Council may wish to seek an exemption from this condition as the challenge to deliver more projects through community groups may impact on delivery of currently funded opportunities. Whilst the situation around Covid is improving, the future health directions are still subject to change and could have a significant impact on delivery. If Council are happy with the guidelines in the current form it is suggested that this project be administered by the Disaster Recovery Officer.

Staff have been unable to confirm if a request to remove or modify the requirement to run the grant program would be met with favor from the funding provider at the time of writing the report, however staff will continue to seek clarification or confirmation prior to consideration of projects for submission. Should this not be an option, Council may need to deliberate further in the development guidelines to deliver the grant funding depending on further advice on the requirements and types of project to be considered.

Whilst eligible to apply for, or partner in Stream 2, it is seen as an opportunity for the community to directly participate in the funding available and as such no recommendation has been made in this report to submit an application, either directly from Council or in partnership, for these funds at this time.

It is acknowledged that a partnership opportunity may exist for the provision of a Helipad in Tenterfield to assist the rescue services provide ongoing support in an emergency. This opportunity could be explored and may be included in the resolution to support such an application if the occasion arises.

Council has engaged with community groups, progress associations and members of the public where requests have been made to restore and improve community assets to impact positively on our Shires' residents and visitors alike.

It is suggested that the investigations that have been undertaken and the increased scope of works identified for the Memorial Hall, to improve connectivity and enable the improved capability to allow for disaster resilience training, and to support community connectedness, would demonstrate a viable project under the funding. This project could be achieved in the timeframe and have an increased benefit to community recovery by the introduction of more elements requested by the users of the facility and which have been precluded in the current budget price in the recent tender request for the works.

**COUNCIL IMPLICATIONS:****1. Community Engagement / Communication (per engagement strategy)**

Council has engaged with community groups, progress associations and members of the public where requests have been made to restore and improve community assets to impact positively on our Shires' residents and visitors alike.

**2. Policy and Regulation**

- Local Government Act 1993 (NSW)

**3. Financial (Annual Budget & LTFP)**

The selection of projects will determine any impacts on Council assets and future budgets.



Our Community No. 27 Cont...

#### **4. Asset Management (AMS)**

Any potential new asset development on Council owned/managed land from these funds will have an impact on Council's Long Term Financial Plan and Asset Register.

At this stage staff are entering into negotiations with the tenderer selected for works on the Memorial Hall project and as such a market price exists that can be applied in meeting the timeline for this project.

#### **5. Workforce (WMS)**

There is a significant increase in administration and project management of grants at this time and the project is considered to have the least additional impact on existing resources in delivery within the timeframes.

#### **6. Legal and Risk Management**

Consideration needs to be given to changes in the risk profile and at this point, with the information available is not considered to have a material impact on Councils risk profile.

#### **7. Performance Measures**

Performance measures pertain to the grant delivery and outcomes matching the grant criteria. As previously alluded to a new project rather than an extension of a current project will impact on the ability to deliver within the timeframes required with the funding.

#### **8. Project Management**

If Council resolve to allocate the funding to expand the budget for works on the Memorial Hall, it will be scheduled and completed using a combination of Council staff and contractors/trades people.

**Kylie Smith**  
**Actg Chief Executive**

|                               |                                                                                            |         |
|-------------------------------|--------------------------------------------------------------------------------------------|---------|
| Prepared by staff member:     | Kylie Smith                                                                                |         |
| Approved/Reviewed by Manager: | Kylie Smith, Actg Chief Executive                                                          |         |
| Department:                   | Office of the Chief Corporate Officer                                                      |         |
| Attachments:                  | <b>1</b> Bushfire Community Recovery and Resilience Fund - Phase Two Stream 1 - Guidelines | 5 Pages |

## **Bushfire Community Recovery and Resilience Fund**

### **PHASE TWO STREAM 1**

#### **GUIDELINES**



## Overview

Phase Two of the Bushfire Community Recovery and Resilience Fund (BCRRF) will support community recovery by funding \$25 million worth of projects and initiatives that will promote community well-being, social and broader recovery and future disaster resilience following the bushfires. Stream 1 will involve allocation of funds to local councils for smaller-scale, short term community projects. Stream 2 will involve allocation of grants to medium and long-term community projects. This guideline covers BCRRF Phase Two Stream 1.

The funding for the BCRRF is provided through the joint Commonwealth-State Disaster Recovery Funding Arrangements. The BCRRF guidelines have been developed in consultation with Emergency Management Australia and are supported by the National Bushfire Recovery Agency. Funding will be made available to support community recovery of areas in New South Wales impacted by the unprecedented bushfires from 31 August 2019 onwards. Resilience NSW are the lead disaster management agency for NSW, responsible for all aspects of disaster recovery and building community resilience to future disasters.

## Objective

The objective of Phase Two Stream 1 of the BCRRF is to deliver flexible, small-scale grants to local councils for smaller-scale, locally led community recovery activities. The purpose is to support communities overcome the social impacts of the bushfires.

## Funding

Phase Two Stream 1 is a non-competitive funding round that has payments available of either \$250,000 or \$100,000 to eligible, priority bushfire affected local government areas (LGAs) in NSW. Local councils eligible for Phase 2 Stream 1 have been identified through prioritised consideration of social recovery indicators including capturing residential impact, small business support needs and percentage of land scarred by the bushfires. Councils will receive notification in writing advising the total funding amount they are eligible.

Funding will be available from 29 September 2020. Funding Deeds will be executed as quickly as possible and payments made shortly after. All required documentation needs to be complete and submitted before payment will be released. Funding will be administered by Resilience NSW.

## Bushfire Community Recovery and Resilience Fund

### PHASE TWO STREAM 1

#### GUIDELINES



## Eligibility

### Applicants

Eligible applicants are local councils that have been determined as priority social recovery councils and have been declared in New South Wales (NSW) relating to bushfires from 31 August 2019 onwards, and are eligible for Category C funding assistance under the Commonwealth Disaster Recovery Funding Arrangements. These local councils are:

- Armidale Regional
- Bega Valley
- Blue Mountains
- Central Coast
- Cessnock
- Clarence Valley
- Coffs Harbour
- Dungog
- Eurobodalla
- Glen Innes Severn
- Goulburn Mulwaree
- Greater Hume
- Hawkesbury
- Kempsey
- Kyogle
- Lithgow
- MidCoast
- Mid-Western
- Nambucca
- Oberon
- Port Macquarie-Hastings
- Queanbeyan-Palerang
- Richmond Valley
- Shoalhaven
- Singleton
- Snowy Monaro
- Snowy Valleys
- Tenterfield
- Upper Lachlan
- Walcha
- Wingecarribee
- Wollondilly

Local councils are the only eligible applicants for Phase Two Stream 1 funding.

### Projects

Phase Two Stream 1 funding is intended to be flexible in order to meet recovery needs of local communities. Local councils are asked to undertake activities within a disaster declared LGA related to bushfires from 31 August 2019 onwards that contribute to community recovery and/or resilience including projects that support community wellbeing.

Projects will need to contribute to fulfil one or more of the following Disaster Recovery Outcomes:

- The needs of vulnerable groups are addressed in disaster recovery
- The community is aware of the disaster recovery processes
- The community can express its changing disaster recovery needs
- Community members are aware of the risks of future disasters
- The community has improved capacity and capability to respond to future disasters
- Business and not-for-profits have in place adequate mitigation practices for risks and threats
- Government, private sector, civil society and organisations are engaged in plans for preparedness and management of the recovery

Local councils are required to use a minimum of 25% of their Phase 2 Stream 1 funding towards a council-led community grants program to target small-scale community activities that meet one or more of the Disaster Recovery Outcomes. The remaining funds can be used towards other projects that meet one or more of the Disaster Recovery Outcomes. Example projects are provided overleaf.

## Bushfire Community Recovery and Resilience Fund

### PHASE TWO STREAM 1

#### GUIDELINES



#### Local council-led grants program

For local council-led community grants program, the application must include a Grants Outline Program that details how the program outcomes are consistent with this guideline, details of eligibility and duration of the program as well as detail on the selection process. Use of BCRRF funds for the administration costs to run the council-led grants program are permissible as reasonable program management costs from the remaining 75% of the overall Phase 2 Stream 1 funds per local council. This may be re-assessed on a case-by-case basis.

Resilience NSW must be consulted with prior to any changes to outcomes or duration to the local council's grants program after award of Phase Two Stream 1 funding. Delivery of the local council's grants program must be consistent with the guideline. Local councils will be responsible for providing evidence that the grants program, as a project, complies with the auditing and reporting requirements outlined in this guideline.

#### Example Projects

Projects eligible for funding could include but are not limited to:

- Regional social events and digital communication initiatives that support social recovery, commemoration and improve community connectedness;
- Programs and initiatives that support community recovery and well-being including support for connectedness, improved identity of place and cultural heritage;
- Community education programs to improve regional knowledge and resilience in response and preparedness to future disasters and how to be better prepared for hazards into the future;
- Neighbourhood and community strengthening activities that focus specifically on capacity building, and knowledge building and sharing.

Local councils are encouraged to partner with local organisations and community interest groups to design and deliver the projects.

#### Activities that are not eligible for funding

- Application that seek support for supplementing, increasing or continuing ongoing service delivery that is the core business of the council;
- Applications that request ongoing program funding;
- Applications for projects and/or activities that are not related to the community recovery attributed to the bushfire event;
- Applications that request covering existing debts or budget deficits.

#### How to Apply

Local councils will be provided a link to fill in a simple [online application form](#) in Enquire2 portal. New users will need to register a new account. Information required includes:

- Local council contact details,
- Grants Outline Program (template provided in the [online application form](#)) for the council-led community grants program,
- Proposed activity(s) and estimated costs,
- Nomination of which Disaster Recovery Outcomes align with the proposed activity(s),

Only one application is allowed per local council. Multiple activities may be included as part of an application. Resilience NSW will review and approve the application. Should insufficient or unaligned information be provided Resilience NSW may request further clarification from councils.

## Bushfire Community Recovery and Resilience Fund

### PHASE TWO STREAM 1

#### GUIDELINES



Local councils will need to enter into a legally binding funding agreement with Resilience NSW (NSW Government) to receive funding. Late application requests for submission extension must be made in writing to Resilience NSW setting out the reasons for the request prior to the application close date. A funding agreement will be issued to the local council upon award. Applicants will be expected to have an appropriate level of insurance cover the details of which will be determined in the funding agreement. Applications will be reviewed and awarded as promptly as possible.

At the completion of the project(s), local councils will be asked to provide a brief summary of the activities that were funded and evidence of expenditure via the Enquire2 portal.

### Review Process and Timeframes

Local councils are asked to submit the online forms as soon as possible. Phase Two Stream 1 funding will be open for applications until midday 27 October 2020. Applications will be reviewed by Resilience NSW to ensure:

- All required documentation is complete and submitted,
- Proposed projects align with funding objectives outlined in this guideline.

Councils will receive notification in writing advising the total funding amount they are eligible. Funding Agreements will be drafted as soon as possible. Councils will be informed in writing on the status of their application. Successful councils will be informed of the status of their successful application executed as soon as possible and payments released soon after. Further financial management requirements will be outlined in the funding agreement.

Local councils must complete projects and expenditure by 30 June 2022. Extensions may be considered on a case-by-case basis. Extensions cannot be granted without prior approval from Resilience NSW and the Australian Government.

Projects will be monitored for compliance and progress during delivery in alignment with the guideline and the funding agreement requirements. Local councils will be required to provide an update report quarterly at the end of each quarter, until the completion of the project. This includes report of actual expenditure under the grant. A short completion report and evidence of expenditure will be required to be submitted within 2-months of project completion.

### Contact

For further information and technical queries relating to the application form and Enquire please contact the Resilience NSW via email at [bcrrf@resilience.nsw.gov.au](mailto:bcrrf@resilience.nsw.gov.au).

### Public Acknowledgment

Under the Disaster Recovery Funding Arrangements, all projects under the BCRRF must appropriately acknowledge and recognise that it is jointly funded under the Commonwealth/State Disaster Recovery Funding Arrangements.

Local councils must acknowledge the funding contributions of the Commonwealth and New South Wales Governments at any public events, in announcements, or any other promotional material or publicity relating to the projects funded the Bushfire Community Recovery and Resilience Funding Program. Should any materials differ from the Disaster Recovery Funding Arrangement requirements the local council must seek prior approval from the Commonwealth.

These publications must also include both the State and Commonwealth Government logos and the following disclaimer: 'Although funding for this product has been provided by both the Australian and

## Bushfire Community Recovery and Resilience Fund

### PHASE TWO STREAM 1

#### GUIDELINES



New South Wales Governments, the material contained herein does not necessarily represent the views of either Government'.

## Governance

### Record keeping

For expenditure under the BCRRF, Local councils must keep an accurate audit trail for seven (7) years from the end of the financial year in which the expenditure is claimed, or until such time as the claim is acquitted by the Commonwealth Government. This will require transaction listing of eligible expenditure that reconcile to the claimed amount and support each transaction.

For assurance purposes, the Commonwealth Government may at any time, through the Resilience NSW request documentation request from local councils to evidence the state's compliance under the Disaster Recovery Funding Agreements.

### Assurance activities

The Commonwealth Government or NSW Government may at any time undertake assurance activities to reconcile audited state claims either directly or via an independent advisor. Eligible local councils may be required to provide documentation to support assurance activities.

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