

# Application BSBR001280

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## Application Summary

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Application ID

BSBR001280

Application Title

BSBR - MID-COAST COUNCIL

Program Name

Black Summer Bushfire Recovery Grants Program

Applicant

MID-COAST COUNCIL

Submitted Date

6/10/2021

## Program selection

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MID-COAST COUNCIL

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Are you a trustee on behalf of a trust?

No

Do you have an ABN?

Yes

## Entity details

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ABN

44961208161

Legal name

MID-COAST COUNCIL

Business name

MidCoast Council

Date of registration

24/05/2016

GST Registered

Yes

Are you a charity registered with the Australian Charities and Not-for-profits Commission (ACNC)?

No

Are you a not-for-profit?

No

## Program Selection

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Program

Black Summer Bushfire Recovery Grants Program

Program Element

Black Summer Bushfire Recovery Grants Program

## Eligibility

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Select which entity type you are.

an Australian local governing agency or body as defined in section 15 (for example a Council)

Is your project in one or more of the eligible Local Government Areas (LGAs) listed in Appendix A of the grant opportunity guidelines?

Grant opportunity guidelines can be found on [Business.gov.au](https://www.business.gov.au)

Yes

Will your project support the recovery or resilience efforts of communities in eligible Local Government Areas (LGAs) affected by the 2019-20 bushfires?

Yes

Does your project have at least \$20,000 in eligible project expenditure?

Yes

## Applicant address

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Applicant street address

Is the address located in Australia?

Yes

Address Details

2 Biripi Way

TAREE SOUTH NSW 2430

Australia

Applicant postal address

Is the address located in Australia?

Yes

Address Details

2 Biripi Way

TAREE SOUTH NSW 2430

Australia

## About your organisation

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We collect the following data from all applicants. We use this data to better understand your organisation and to help us develop better policies and programs.

### Indigenous organisations

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Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

No

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

No

## Project information

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### Recovery or Resilience Needs

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Identify one or more of the recovery or resilience needs your project aims to support.

You need to select one or more of the kinds of recovery or resilience needs - social recovery and resilience, economic recovery and resilience and/or resilience and recovery of the built environment. See Section 6.1 of the grant opportunity guidelines.

social recovery and resilience

No

economic recovery and resilience

Yes

recovery and resilience of the built environment  
No

## Project Type

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Select one or more of the criteria below that best describes/supports your eligible project activities.

See section 6.3.1 of the grant guidelines and Appendix B.

projects that address an urgent and unmet need resulting directly from the 2019-20 bushfires  
No

enhance the cultural life of the community  
No

preserve or increase employment  
Yes

help to mitigate climate-related risk and damage  
No

address the health impacts of the bushfires  
No

benefit of Indigenous people or communities  
No

protect or promote interstate and overseas trade and commerce  
No

be delivered through a relevant communications service  
No

undertaken in the Australian Capital Territory  
No

run by local councils  
Yes

involve meteorological observations or statistical collection and analysis  
No

relate to insurance  
No

## Project title and description

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If your application is successful, we will publish some grant details on GrantConnect and other government publications. Published details include:

- name of the grant recipient
- a project title
- a brief project description and its intended outcome
- amount of grant funding awarded

Provide a project title.

A Long-Term Home for Taree Universities Campus

Provide a brief project description for publication.

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your community.

The community owned Regional University Centre, Taree Universities Campus, provides student support within campus-style facilities for residents to study online tertiary courses from any Australian institution while staying at home. Thereby, cost and distance barriers to quality education are removed, and opportunities for local industries to meet skills gaps and recover from the MidCoast LGA devastating 2019 bushfires are boosted.

MidCoast Council, formed through amalgamation, has the previous Greater Taree City Council building superfluous to its needs. Hence, the opportunity exists to revitalise this prime location for Taree Universities Campus to expand into in 2023 when arrangements for its current premises cease.

## Detailed project description and key activities

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This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Project funds will be used to secure a long-term (25 year) lease of the former Greater Taree City Council premises – redundant to MidCoast Council's premises needs since January 2021 after the post-amalgamation move of most staff from the former three LGAs to another single location – and to make the building fit-for-purpose for Taree Universities Campus (TUC).

The building is located within the CBD of Taree, in Pulteney Street, and thus is considered a suitable and desirable location for the

campus. The cost to secure rights to the building for 25 years is \$5 million dollars with remodelling of the layout estimated to cost a further \$500,000. Thus the total amount sought is \$5.5 million. MidCoast Council will undertake a Tender Process in accordance with its Legislative requirements and Policy. It is likely that local suppliers will benefit from this process.

We now present the rationale behind the need for long-term premises for TUC.

TUC opened in 2020 and has garnered the overwhelming support of four university partners and the MidCoast community as a whole. To date, TUC has secured \$514,000 of in-kind contributions (including a three-year peppercorn lease arrangement with a local business for its current premises in Pulteney Street Taree); however a purpose-designed accessible location from June 2023 must be sourced.

TUC operates with \$1.1 million granted through the federal Regional Universities Centres program through to June 2023, with surety of ongoing funds from Department of Education, Skills and Employment. TUC utilises this initial grant to provide supported online education through building student cohorts and by supporting their needs with local academic and industry experiences. Further funding is derived from negotiated partnerships with four quality universities to share fees paid to universities for commonwealth supported student places. This sharing of fees is unique to this Regional Universities Centres model and aims to reduce the reliance of TUC on federal government funding in the long term.

The mission of TUC is to create learning and opportunities close to home. We acknowledge the traditional custodians of the land on which we live and work, the Gathang-speaking Biripi, Worimi and Gringai people, and our vision is to boost employment opportunities for local people through developing skills to meet the community identified regional skills gaps.

This model works for people of all ages and stages including school leavers, the unemployed and mature aged students. This community-driven model is the best fit to rebuild a region such as the MidCoast with high unemployment and low education aspirations and success rates.

The presence of TUC increases the attractiveness of the MidCoast as a place to study, work and grow. This can help to arrest the exit of the younger demographic who leave to study or to seek new growth opportunities.

In less than twelve months, eighty students have registered with TUC and regularly access the Campus for key activities, including :

- Academic workshops, one on one mentoring, tutoring, career guidance, support to resolve study issues
- Access to high speed internet (200MBps), dual screens, printing and copying, video conferencing
- Student wellbeing and empowerment sessions and events
- Connections with local services and local businesses for training and work placement, employment and professional development pathways

The key statistics of students studying in TUC's first year are:

- 13% identify as ATSI
- 56% are first in family to undertake study at degree level
- 51% are aged 30 years under
- 36% are aged between 30 and 40 years
- 76% are employed

These statistics deliver on TUC's aims of attracting local Indigenous students, creating pathways to study for families that have not previously had this opportunity, and educating students that are aged appropriately for career development and advancement. These students are keen to remain in the local area where their skills can advance industries and increase employment levels for our region. TUC is a not for profit community organisation that brokers and supports tertiary education courses in demand for the community which will help to fill workplace vacancies and to provide upskilling opportunities for existing workers. Additionally it provides general and Indigenous foundations and enabling pathway programs for those who haven't achieved tertiary entry requirements.

TUC needs a long-term home that will add confidence to existing and potential students, university partners, industry groups and employers of TUC's commitment to support the recovery of the MidCoast through education. The expansion of TUC facilities will accommodate wider uptake of learning opportunities, thus boosting the skill level of local residents which in turn enhances employment levels, develops local businesses and attracts new industries to our region.

## Project outcomes

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This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

The community-owned Regional University Centre, Taree Universities Campus (TUC), provides academic support, tutorial and individual study spaces, for local students to undertake tertiary education with partnering universities in their own regional town.

TUC removes the socio-economic and cultural barriers to tertiary education in the MidCoast Council region, through offering flexible and supported online tertiary opportunities in the region, removing the additional costs to travel or leave the community to gain a tertiary qualification and experiences.

TUC was founded due to the current education offerings not working. 2019 data indicated that the MidCoast region has low participation and success rates when it comes to tertiary education.

For example:

- Less than 10% of the population aged 15 years and over in the MidCoast area (2016 Census) has a Bachelor or higher degree compared with the average of 22% for Australia
- For those in the 25-34 year age group, the proportion with a Bachelor degree or above is 15.5% compared to 39.2% for Australia
- Of the total students enrolling in university from the MidCoast, less than 18% actually complete their study.

It is therefore essential that the initiatives fostered through TUC to address those statistics remain supported in the long term for the local community.

The expected outcomes, therefore, from this funding are primarily aimed at providing a more permanent home for TUC. This then:

- secures regional tertiary education facilities in the longer term
- increases learning opportunities for local residents
- boosts local skill levels to meet the needs of local employers who are still recovering from the impact of the 2019 bushfires,
- enhances employment levels in our region, where unemployment rates are above state averages
- develops opportunities for student work placement, with local businesses, potentially leading to employment
- opens the possibility of expansion of our MidCoast LGA by new industries being attracted to a skilled workforce
- strengthens community resilience by growing local solutions to workforce skills shortages

TUC is supported in its current initial Pulteney Street location with a three-year peppercorn lease arrangement made possible by a local business benefactor; however TUC needs a more permanent purpose-designed accessible location, as this current lease arrangement ceases in June 2023.

The amalgamated MidCoast Council now operates from one central location, and as such the opportunity exists to revitalise the building previously used by Greater Taree City Council. This building has been under-utilised since end 2020 and provides the prime relocation for TUC to expand in to in 2023. These premises are also located in Pulteney Street in close proximity to TUC's current address thereby reducing any confusion that could be caused by relocation. Simple directional signage will ensure continuity of access and remove any confusion for existing TUC attendees.

The expected longer term outcomes of skill building in this region following the devastating droughts, 2019 bushfires, 2020 flood and COVID pandemic is to ensure locals can meet the increasing demands of the LGA's prominent employing industries of health, business, public administration, education and natural resources management as the regions' population grows.

The population of MidCoast is forecast to increase by 20.4% by 2036. This will increase the demand in these aforementioned industries, and specifically health care and social assistance, retail, accommodation and food services, education and training, construction and public administration. Further growth has occurred in recent months from the recognised trend of people choosing to relocate to the regions exacerbated by the COVID pandemic, as reflected in the Regional Australia Institute data (Source:

[http://www.regionalaustralia.org.au/home/wp-content/uploads/2021/09/M395\\_RAI-CBA-Regional-Movers-Index-September-21\\_v04.pdf](http://www.regionalaustralia.org.au/home/wp-content/uploads/2021/09/M395_RAI-CBA-Regional-Movers-Index-September-21_v04.pdf))

The Taree Chamber of Commerce survey of 129 MidCoast industries in 2019 found that 86% of respondents will have future vacancies and 71% of those are difficult to fill. Additionally 60% said they would like local professional development opportunities and other innovative opportunities.

The Regional Australia Institute job vacancy data for 2019, supported the survey, charting a high number of professional vacancies in these industries. Following the coronavirus migration, regional vacancies have continued to escalate and peaked in May 2021 (Source:<http://www.regionalaustralia.org.au/home/regional-jobs-continue-record-streak/>). Many of the vacancies require tertiary qualifications, or at least to be working toward attainment. Anecdotally attracting residents who bring recognised skills to the area, will place further upward pressure on services and industries to support the population growth and demand for facilities and increased opportunities in the MidCoast LGA.

## Project duration

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Your project must be completed in line with the dates provided in the grant opportunity guidelines.

Your project can start upon execution of the grant agreement, estimated to be from January 2022.

You must complete your project by 31 March 2024.

Estimated project start date

01/01/2022

Estimated project end date

30/06/2023

Estimated project length (in months)

18

## Project milestones

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Provide details on the project milestones including the key activities occurring at each milestone.

The milestone start and end dates must be between the project start and end dates. You can add up to 10 milestones.

Milestone title

BSBR Funding Awarded

Description

Notification of success and approval of application following assessment process,

Estimated start date

01/01/2022

Estimated end date

31/01/2022

Milestone title

Project Partner Agreement Signed

Description

Formal arrangement agreed and executed between MidCoast Council and TUC

Estimated start date

01/02/2022

Estimated end date

14/02/2022

Milestone title  
Notification to supporters and suppliers

Description  
Notification of success to supporters of application  
Notification of success and confirmation of project timelines to suppliers

Estimated start date  
01/03/2022

Estimated end date  
31/03/2022

Milestone title  
Tender and Award Works

Description  
Reconfirm quotes from local suppliers, and award notification of works required

Estimated start date  
01/04/2022

Estimated end date  
31/08/2022

Milestone title  
Planning, Approvals and Procurement

Description  
Establish working plans with all contractors  
Checklist of Approvals established, managed and met  
Initiate provision of Purchase Orders to suppliers in line with submitted quotes

Estimated start date  
01/08/2022

Estimated end date  
31/10/2022

Milestone title  
Services coordinated

Description  
Services prepared for installation and fit out requirements

Estimated start date  
01/10/2022

Estimated end date  
30/11/2022

Milestone title  
Internal works

Description  
Internal works undertaken in line with existing allocations of approvals and procurement of materials

Estimated start date  
01/12/2022

Estimated end date  
31/03/2023

Milestone title  
Fit out and commissioning

Description  
Fit out complete to required standards and commissioning of equipment complete to legal requirements

Estimated start date  
01/04/2023

Estimated end date  
31/05/2023

Milestone title  
Handover

Description  
Handover of space for Taree Universities Campus use from 1st July 2023

Estimated start date  
01/06/2023

Estimated end date  
30/06/2023

## Eligible Local Government Areas (LGAs)

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You can only undertake project activities in a Local Government Area (LGA) that has been declared as eligible for assistance under the Disaster Recovery Funding Arrangements (DRFA) for the 2019-20 bushfires. Individual projects may include activities that are undertaken in multiple eligible LGAs. Eligible LGAs are listed in Appendix A.

State  
Please select from the list below.  
NSW  
LGA's Eligible in NSW  
Mid Coast

## Project location

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### Project Site 1

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2 Pulteney St  
TAREE NSW 2430  
Australia

Estimated % of project value expected to be undertaken at site  
100

## Project budget

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Provide a summary of your eligible project expenditure over the life of the project.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the grant opportunity guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is \$20,000.

You will also be required to attach a detailed project budget later in the application form. Refer to the grant opportunity guidelines for the requirements of the budget.

Please note the below budget limitations:

- Administrative support/overheads (including project management or project co-ordination) (max 10% of the grant)
- Staff training (max 5% of the grant)
- Contingency costs (max 10% of the grant)
- Report on project outcomes (max 5% of the grant)

## Project budget summary

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Type of expenditure	Head of expenditure	Financial Year	Costs
Project expenditure			\$5,500,000
	Equipment/ Materials (purchase or hire)		\$431,000
		2021/22	\$0
		2022/23	\$431,000
		2023/24	\$0
		2024/25	\$0
		2025/26	\$0
	Salary		\$0
		2021/22	\$0
		2022/23	\$0
		2023/24	\$0
		2024/25	\$0
		2025/26	\$0
	Contracts		\$0
		2021/22	\$0
		2022/23	\$0
		2023/24	\$0
		2024/25	\$0
		2025/26	\$0
	Infrastructure / Building, including approvals		\$5,000,000
		2021/22	\$5,000,000
		2022/23	\$0
		2023/24	\$0
		2024/25	\$0
		2025/26	\$0
	Workshops, conferences and events		\$0
		2021/22	\$0
		2022/23	\$0
		2023/24	\$0
		2024/25	\$0



Type of expenditure	Head of expenditure	Financial Year	Costs
		2025/26	\$0
	Domestic travel		\$0
		2021/22	\$0
		2022/23	\$0
		2023/24	\$0
		2024/25	\$0
		2025/26	\$0
	Administrative support/overheads (including project management or project co-ordination)		\$25,000
		2021/22	\$9,000
		2022/23	\$16,000
		2023/24	\$0
		2024/25	\$0
		2025/26	\$0
	Planning, environmental or other regulatory approvals		\$1,000
		2021/22	\$1,000
		2022/23	\$0
		2023/24	\$0
		2024/25	\$0
		2025/26	\$0
	Staff training		\$0
		2021/22	\$0
		2022/23	\$0
		2023/24	\$0
		2024/25	\$0
		2025/26	\$0
	Contingency		\$35,000
		2021/22	\$0
		2022/23	\$35,000
		2023/24	\$0
		2024/25	\$0

Type of expenditure	Head of expenditure	Financial Year	Costs
		2025/26	\$0
	Report on project outcomes		\$8,000
		2021/22	\$0
		2022/23	\$8,000
		2023/24	\$0
		2024/25	\$0
		2025/26	\$0
	Other		\$0
		2021/22	\$0
		2022/23	\$0
		2023/24	\$0
		2024/25	\$0
		2025/26	\$0
Total project expenditure			\$5,500,000

Financial Year	Costs
2021/22	\$5,010,000
2022/23	\$490,000
Total project expenditure	\$5,500,000

What is the total project cost including ineligible expenditure not included above?

This is the sum of eligible and non-eligible costs to the project.

\$ 5,617,000

## Source of funding

In this section you must provide details of how you will fund the project.

The total of all sources of funding should be equal to your total project expenditure in the section above. Sources of funding include

- grant amount sought
- your contribution
- other contributions as allowed in the grant opportunity guidelines.

## Grant amount sought

Enter the grant amount sought. We will add GST to this where applicable.

The minimum grant amount under this grant opportunity is \$20,000. The maximum grant amount under this grant opportunity is \$10,000,000.

\$ 5,500,000

## Your contribution

Enter your organisation name. In the description field, provide additional details. Indicate whether your contribution is sourced from cash flow, loans, equity etc.

## Other non-government contribution

Enter the organisation name. In the description field, provide additional details.

If you have project partners we will ask you for their details later in the application. You must provide their name and their contribution here.

Name of contributor  
Taree Universities Campus INC

Details of contribution

Contribution Type	Amount	Due Date	Description
Cash	\$0		
In-Kind	\$117,000	1/06/2023	IT Equipment , Furniture and Security devices transferred from current location
Total	\$117,000		

## Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 50 per cent against each criterion, as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

To support your responses you must include mandatory attachments later in the application.

### Assessment criterion 1

How your project will assist in community recovery from the 2019-20 bushfires? **(Score out of 50)**

You should demonstrate this by identifying:

- a. how your project addresses the recovery or resilience needs of the community directly related to impacts of the 2019-20 bushfires through the adoption of/or investment in one or more of the following benefit areas:
  - social recovery and resilience needs of the local community may include improving community connections and social inclusion through community development activities, cultural events and workshops, protecting local heritage and addressing disadvantage within the community, preserving Aboriginal cultural heritage and supporting Indigenous communities through activities, workshops and events.
  - economic recovery and resilience needs of the region may include job creation, new businesses, tourism and supporting local producers and suppliers. Projects must support communities, not just individual businesses or organisations.
  - recovery and resilience of the built environment needs may include the improvement or extension of existing infrastructure in a manner that drives economic growth, creates jobs and makes the affected LGA or broader region a more attractive place to live or visit.
- b. how your project complements, builds on and does not duplicate existing or planned 2019-20 bushfire recovery efforts in the community.
- c. the broader benefits that your project will deliver for the region and the community.

The worst of the 2019/2020 NSW bushfires in the MidCoast Region occurred during November-December of 2019 and were devastating – and remain so – for this region, its residents and the natural environment. Over 250,000 hectares including over 395 buildings and outbuildings were damaged including a school (Bobin Public School) and many businesses (MidCoast Council website). The following economic disruption arising from COVID-19 and the damage caused by the disastrous March 2021 floods have exacerbated economic recovery and exhausted the community.

It was during this turbulent time of attempted recovery that Taree Universities Campus (TUC) began operations. TUC is a not for profit community organisation that brokers and supports tertiary education courses in demand from community members and businesses to help fill workplace vacancies and to provide upskilling opportunities for existing workers. Additionally it provides general and Indigenous foundation and enabling pathway programs for those who haven't achieved tertiary entry requirements.

TUC's project to relocate to a long-term home seeks to afford students still experiencing the effects of the devastating fires and, in part for this reason, reluctant or unable to move away, the opportunity to acquire a tertiary education while staying close to their established support networks of friends, family and wider community.

TUC's record of student registrations confirms success in facilitating skills development to meet the skills gaps identified by local businesses including producers and suppliers. TUC aids economic recovery and builds resilience from within the local region by:

- attracting local Indigenous students (13% of registered students)
- creating pathways to study for local students that have not previously had this opportunity (56% of students are first in family to university), and
- educating local age-appropriate students for career development in existing businesses or for advancement in new businesses attracted to the area (51% of students are aged 30 years and under).

TUC's community-driven model is the best fit to help rebuild through education a region such as the MidCoast with its high unemployment and low education aspirations and success rates and where industries are still seeking employees to assist them in recovery from the black summer bushfires.

The forecast population increase for MidCoast over the next fifteen years is 20.4%. This increases the workforce demand on local industries, specifically health care, accommodation, education and training, construction and public administration. TUC has specifically partnered with universities which offer supported degrees to match the needs of these industries. In recent months, anecdotal evidence points to further relocations to the region, linked to the COVID pandemic. This further increases demand for skilled local workers and adds pressure on the already existing skills shortages in the MidCoast region.

The mission of TUC is to create learning and opportunities close to home, its presence thereby increasing the attractiveness of the MidCoast as a place to study, work and grow. The broader longer term benefit is for TUC to help arrest the need for the exit of the younger demographic for study or through lack of personal growth opportunities in the local area. TUC students are keen to remain in the local area where their skills can advance industries and increase employment levels in the region. Further, TUC is generating job creation opportunities by providing a learning space bringing like minded professionals together to collaborate and respond to local initiatives and needs.

TUC is a unique tertiary model in NSW and as such does not duplicate existing efforts in the community. TUC is the only RUC in NSW that is community owned and managed by a volunteer board of local representatives. The model ensures that local needs are communicated, known and responded to, to best support and complement the community of the MidCoast LGA in its economic recovery. The community owned nature encourages and enables businesses to leverage partnerships with each other, the university partners and the community. The expansion and relocation of TUC to long term premises complements and builds on the education achievements of the initial formative years, to ensure the ongoing economic recovery and resilience needs of the MidCoast are met through a local workforce, skilled to meet the needs of identified key industries.

The establishment of a long term regional centre for higher education within the MidCoast will have enduring economic implications. The tertiary qualifications and skills pathways offered by TUC address skills shortages and help develop the community's new professionals thereby fostering the MidCoast's economic recovery in the wake of the bushfires. In short, the project will dramatically increase the competitiveness, vibrancy and economic self-reliance of the community.

## Assessment criterion 2

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Capacity, capability and resources to deliver the project **(Score out of 50)**

You should demonstrate this by identifying:

- a. your track record managing similar projects and access to personnel and/or partners with the right skills and experience
- b. sound project planning to manage and monitor the project, including scope, implementation methodology, timeframes, budget and risk management planning (including mitigation of health risks associated with the current COVID-19 pandemic).

MidCoast Council has a range of in-house expertise to manage these types of projects. These skill sets include, project & program managers, legal and property, finance, procurement, communication, change management, asset managers and admin staff.

The MidCoast Council Yalawanyi Ganya Office Centralisation Project was undertaken to consolidate MidCoast Council's administration and customer service functions into a central location in Taree following the 2016 Merger of Greater Taree City, Great Lakes and Gloucester Shire Councils and the 2017 merger of MidCoast Water. Construction and fit-out of Yalawanyi Ganya was completed in December 2020.

The purpose of the program was to enable Council to deliver lower operating costs and greater efficiencies to the MidCoast Community and create a high-performing workplace that supports collaboration, innovation, flexibility and wellbeing.

The program was delivered by our project team comprising of a dedicated Program Manager, Project Managers, a Change Management Team and other in-house expertise from our Communications, Finance and Procurement Teams. Results were achieved by applying the following approach to the Program:

- Leadership / Sponsorship – by Council's Executive and Leadership Team through the development of a governance framework and provision of strategic direction
- Program/Project Management
- Change Management
- A focus on technology and collaboration

The project was completed on time and below budget at 18.5M (Original Budget \$20 million) and was recently acknowledged as the NSW Local Government Excellence Award Winner - Yalawanyi Ganya Office Centralisation Program - Special Project Initiative.

Recently MidCoast Council has entered into an agreement with Property NSW for its 26 Muldoon Street Taree location which was the former MidCoast Water administration office. The agreement entered into with Property NSW is to enable major refurbishment of the office and construction of additional structures on MidCoast Council land, following which a long-term lease has been entered into.

The Woolworths Tuncurry project saw Council enter into a lease agreement for the construction of the Woolworths complex in Tuncurry

on MidCoast Council land. MidCoast Council owned vacant land which was identified by Woolworths as suitable site for a supermarket. Agreement for lease was entered into which provided for construction by Woolworths with a long-term lease entered into following completion of construction.

MidCoast Council is currently undertaking a project to use technology and equipment from its vacated former administration buildings to fit-out its Administration Building in Gloucester. This fit-out will focus on providing modern technology, collaboration spaces, meeting rooms and greater functionality for staff to provide services to the Community. It should be noted that Council's Gloucester office has also entered into partnerships with Service NSW and CentreLink to provide much needed services to the community that they would otherwise not have access to.

MidCoast Council has a Project management Framework that is scalable dependent on the size, scope and reporting requirements of each project. It also has an adopted Risk Management Framework to effectively manage risks across a broad range of categories including Financial, Reputational, Environmental, Compliance, Public Health and Wellbeing Service Delivery and Infrastructure and Worker Health and Wellbeing. Council's robust Risk Management Framework was recently acknowledged as the winner of the StateWide Risk Management Excellence Awards.

MidCoast Council provides an enormous range of services to the community and has a large number of venues each of which require a COVID Safe Plan. This includes public venues such as Customer Service Centres, Art Galleries, Visitor Information Centres, libraries, swimming pools and recreation facilities etc. In addition, Council is required to have a COVID Safe Plan for its construction sites and works depots. As such, MidCoast Council has in excess of 30 COVID Safe Plans and QR Code registrations and has the necessary skills and experience available to appropriately manage COVID 19 across any of its projects.

In addition, Council has a Pandemic Response Team (PRT) which is a dedicated team of senior executives and other key staff who manage all of Council's COVID 19 risks and controls. Council also has an adopted Pandemic Response Plan and Staged Activation Guide to effectively manage the changing environment of COVID 19.

From managing these projects MidCoast Council has a proven track record ensuring capacity, capability and resources to deliver the Taree Universities Campus project on time and within budget, managing risk and meeting outcomes.

## Project partners

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If applicable, provide details about all project partners

For details about project partner contributions refer to the grant opportunity guidelines.

### Project partner

---

TAREE UNIVERSITIES CAMPUS LTD

---

Is the project partner a trustee on behalf of a trust?

No

Does the project partner have an ABN?

Yes

### Project partner details

---

ABN

68636393603

Legal name

TAREE UNIVERSITIES CAMPUS LTD

Business name

TAREE UNIVERSITIES CAMPUS LTD

Date of registration

15/06/2020

GST Registered

Yes

Is the project partner charity registered with the Australian Charities and Not-for-profits Commission (ACNC)?

Yes

Is the project partner a not-for-profit?

Yes

## Project partner street address

---

Is the address located in Australia?

Yes

Address Details

1 Pulteney St  
TAREE NSW 2430  
Australia

## Project partner postal address

---

Is the address located in Australia?

Yes

Address Details

PO Box 749  
TAREE NSW 2430  
Australia

## Project partner contact

---

Project partner contact: Donna Ballard

---

Title

Mrs

Given Name

Donna

Family Name

Ballard

Position Title

CEO, Taree Universities Campus

Email Address

s 22@tareeuni.org.au

Phone Number

s 22

Mobile Number

s 22

Project partner contact: Donna Ballard address

1 Pulteney St  
TAREE NSW 2430  
Australia

## Project partner letter of support

Project Partner letter of support

Project Partner letter of support

Project Partner Letter of Support.pdf

## Bank Account Details

---

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

Account Name

s 22

BSB

s 22

Account Number

s 22

## Payment Contact

---

We will send the payment remittance advice to this person. All other notifications are sent to the primary contact whose details you provide on the last page of this application.

Title

Mr

Given name

s 22

Family Name

s 22

Position Title

s. 22

Email address

s 22 @midcoast.nsw.gov.au

Phone number

s 22

Mobile Number

s 22

## Application finalisation

---

### Conflict of interest

---

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

No

### Program feedback

---

How did you hear about this grant opportunity?

Industry group

### Additional information

---

You should attach any additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

#### Project plan

A detailed project plan that includes a risk assessment plan.

Taree Universities Campus Project Management Plan - Final.pdf

#### Project budget

A detailed project budget that identifies costs under each head of expenditure and includes an explanation of how the costs were determined. Include any third party contributions.

Budget.pdf

#### Evidence of community support

This could include items such as letters of support for your project and testimonials.

Taree Universities Campus - Letter of Support 29 Sept 2021..pdf

#### Evidence of landownership or environmental approvals (where applicable)

Where the proposed project site/s are not owned or managed by you, written consent is required from the property owner and/or property manager that allows for the implementation of the proposed project on each project site.

Titles evidencing ownership.pdf

#### Trust documents

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust. If your trust deed is too large or you cannot upload your document please contact us via [BSBR@industry.gov.au](mailto:BSBR@industry.gov.au).

## Primary contact

---

Title

Mr

Given Name

s 22

Family Name

s 22

Position Title

s 22

Email Address

s 22 @midcoast.nsw.gov.au

Phone Number

s 22

Mobile Number

s 22

Business postal address of the primary contact

Is the address located in Australia?

Yes

Address Details

2 Biripi Way

TAREE SOUTHNSW 2430

Australia

## Declaration

---

### Applicant declaration – WWC

---

#### Privacy and confidentiality provisions

---

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- Australian Government Public Data Policy Statement
- Commonwealth Grants Rules and Guidelines
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

#### Applicant declaration

---

I declare that I have read and understood the grant opportunity guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/management committee or person with authority to commit the applicant to this project.



I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the **Criminal Code Act 1995** (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people engaged on this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true  
Yes

## 6. TITLE DETAILS

Current title search dated 20 November 2017 indicate the property is in the name of:

THE COUNCIL OF THE CITY OF GREATER TAREE

*Extracts below:*

11/20/2017 SIX

NEW SOUTH WALES LAND REGISTRY SERVICES - TITLE SEARCH

-----

FOLIO: 267/722754

-----

SEARCH DATE	TIME	EDITION NO	DATE
20/11/2017	3:12 PM	1	22/1/1998

LAND

-----

LOT 267 IN DEPOSITED PLAN 722754  
AT TAREE  
LOCAL GOVERNMENT AREA MID-COAST  
PARISH OF TAREE COUNTY OF MACQUARIE  
TITLE DIAGRAM DP722754

FIRST SCHEDULE

-----

THE COUNCIL OF THE CITY OF GREATER TAREE (RA 3710050)

SECOND SCHEDULE (1 NOTIFICATION)

-----

1 LAND EXCLUDES MINERALS AND IS SUBJECT TO RESERVATIONS AND  
CONDITIONS IN FAVOUR OF THE CROWN - SEE MEMORANDUM S700000A

NOTATIONS

-----

NOTE: THE CERTIFICATE OF TITLE FOR THIS FOLIO OF THE REGISTER DOES  
NOT INCLUDE SECURITY FEATURES INCLUDED ON COMPUTERISED  
CERTIFICATES OF TITLE ISSUED FROM 4TH JANUARY, 2004. IT IS  
RECOMMENDED THAT STRINGENT PROCESSES ARE ADOPTED IN VERIFYING THE  
IDENTITY OF THE PERSON(S) CLAIMING A RIGHT TO DEAL WITH THE LAND  
COMPRISED IN THIS FOLIO.

UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

FOLIO: 12/787793

-----

SEARCH DATE	TIME	EDITION NO	DATE
20/11/2017	3:13 PM	1	10/3/1989

LAND

-----

LOT 12 IN DEPOSITED PLAN 787793  
AT TAREE  
LOCAL GOVERNMENT AREA MID-COAST  
PARISH OF TAREE COUNTY OF MACQUARIE  
TITLE DIAGRAM DP787793

FIRST SCHEDULE

-----

THE COUNCIL OF THE CITY OF GREATER TAREE

SECOND SCHEDULE (1 NOTIFICATION)

-----

1 RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)

NOTATIONS

-----

NOTE: THE CERTIFICATE OF TITLE FOR THIS FOLIO OF THE REGISTER DOES  
NOT INCLUDE SECURITY FEATURES INCLUDED ON COMPUTERISED  
CERTIFICATES OF TITLE ISSUED FROM 4TH JANUARY, 2004. IT IS  
RECOMMENDED THAT STRINGENT PROCESSES ARE ADOPTED IN VERIFYING THE  
IDENTITY OF THE PERSON(S) CLAIMING A RIGHT TO DEAL WITH THE LAND  
COMPRISED IN THIS FOLIO.

UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*



# Dr David Gillespie MP

FEDERAL MEMBER FOR LYNE

27<sup>th</sup> September 2021

To Whom It May Concern,

## Taree Universities Campus – Permanent Location

It gives me great pleasure to add my support to Taree Universities Campus (TUC) application for funding under the Black Summer Bushfires Recovery Grants program, to establish a permanent regional centre for rural students pursuing a university education.

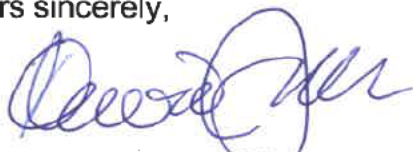
Currently, TUC does not have a long-term location to provide students with support and access to educational facilities. Consequently, TUC plans to transfer current work operations from the present, interim location to new, permanent premises. Works proposed to facilitate the establishment of the new location include construction, installation of floor coverings, light fittings, as well as the provision of new furniture and IT equipment.

The overall aim is to provide a permanent service for MidCoast residents to pursue a tertiary education. TUC's project seeks to afford students, still experiencing the effects of the devastating bushfires, the opportunity to acquire a tertiary education while staying close to their established support networks - friends, family, and wider community.

The establishment of a long-term, regional centre for higher education within the MidCoast will have enduring economic implications. The tertiary qualifications and skills pathways offered by TUC will address skill shortages and help develop the community's new professionals, thereby fostering the MidCoast's economic recovery in the wake of the bushfires. In short, the project will dramatically increase the competitiveness, vibrancy, and economic self-reliance of the community.

For these reasons, I strongly support Taree Universities Campus Ltd application for funding and trust it will be given the favourable consideration it deserves.

Yours sincerely,



**The Hon Dr David Gillespie MP**  
Federal Member for Lyne

Dr David Gillespie MP

FEDERAL MEMBER FOR LYNE

*He Listens. He Cares. He Delivers.*

### Wauchope Office

☎ 02 6586 4462  
📍 Corner of High and Hastings Streets,  
Wauchope, NSW 2446  
@ david.gillespie.mp@aph.gov.au  
[Page 19 of 69](#)

📘 DavidGillespieMP

📷 davidgillespiemp

### Taree Office

☎ 02 6557 8910  
📍 144 Victoria Street,  
Taree, NSW 2430

🐦 davegillespiemp

📺 David Gillespie



## **Black Summer Bushfire Recovery Grant Confirmation of Project Partner and Letter of Support**

MidCoast Council and Taree Universities Campus will collectively deliver the project funded by the Black Summer Bushfire Recovery Grant; these are the exclusive project partners. This project supports the recovery and resilience efforts of communities in eligible Local Government Areas affected by the 2019-20 bushfires.

MidCoast Council is the lead organisation for the project titled "A long term home for Taree Universities Campus Inc." As such it is confirmed MidCoast Council submit the application form and enter into the grant agreement with the Commonwealth, and a formal arrangement will be in place prior to execution of the grant agreement.

Details of Taree Universities Campus Inc:

ABN:	68 636 393 603
Legal Name:	Taree Universities Campus Ltd
Entity Type :	Entity Incorporated in Australia
Date Registered:	15 June 2020
GST Registered:	Yes
Street Address :	Shop 1 1 Pulteney St, TAREE NSW Australia
Postal Address:	PO BOX 749 TAREE NSW 2430
Local Government Area:	MidCoast Council (Eligible)

Taree Universities Campus (TUC) is not indigenous owned or controlled and as the project partner will work with MidCoast Council to successfully complete the project by June 2023. The project provides rights to the building previously occupied by Greater Taree City Council for 25 years and facilitates outcomes to increase employment opportunity and facilitate economic recovery and resilience in the MidCoast LGA.

The community owned Regional University Centre, Taree Universities Campus, commenced in 2020, and has access to premises under a peppercorn lease arrangement to June 2023.



**Taree  
Universities  
Campus**

TUC provides student support within campus-style facilities for residents to study online tertiary courses from any Australian institution while staying at home. Thereby, cost and

distance barriers to quality education are removed, and opportunities for local industries to meet skills gaps and recover from the MidCoast LGA devastating 2019 bushfires are boosted.

It will be the role of TUC to ensure support and access to facilities for local students continues, to maintain their education pathway, and ensure they complete their chosen study path and qualification. The responsibilities include transferring current work operations from the present location to the new premises. The resources contributed include the transfer of infrastructure, IT and furnishings and the support of existing staff to facilitate the transfer of location and ensure access to education facilities are not restricted.

**Donna Ballard**, Chief Executive Officer, Taree Universities Campus is the nominated management contact officer Contact details are email : [s22@tareeuni.org.au](mailto:s22@tareeuni.org.au) and mobile **s 22**.

Yours sincerely,

**s 22**

**Donna Ballard**  
Chief Executive Officer  
Taree Universities Campus

28<sup>th</sup> September 2022

<b>Activity</b>	<b>Estimate</b>
Rights to the building (25 Year Lease)	\$5,000,000
Building Works	\$142,000
Floor Coverings, Light fittings and soft furnishings	\$98,000
Furniture	\$66,000
ICT Equipment	\$63,000
Inernet	\$33,000
Security (Camers,Doors, Swipe Access, etc)	\$17,000
Signage, Internal Directional and External Signage	\$12,000
Administraion support	\$25,000
Developmnet Applications and Approvals	\$1,000
Auditing and reporting	\$8,000
Contingencies	\$35,000
	<b>\$5,500,000</b>

**Third Party Contributions (Taree University Campus)**

<b>Activity</b>	<b>Estimate</b>
ICT Equipment and mobile infrastructure	\$55,000
Furniture, desks, study equipment and devices	\$52,000
Security Cameras and Devices	\$10,000
	<b>\$117,000</b>



# Project Management Plan

**A long-term home for  
Taree Universities Campus Inc**



## Document control sheet

### Action statement

Date	Name	Position	Action required (Review/Endorse/Approve)	Due date
29/09/2021	§ 22	Project Manager	Initial Draft	06/10/2021

### Version history

Version no.	Date	Changed by	Nature of amendment
1	29/09/2021	§ 22	Initial draft.

**Prepared by:** § 22  
**Title:** §. 22  
**Organisation/ Branch:** MidCoast Council  
**Division:** Corporate Services, Governance  
**Location:** 2 Biripi Way, Taree NSW 2430  
**Version no:** 1  
**Version date:** 29<sup>th</sup> September 2021  
**Status:** First Draft

### Contact for enquiries and proposed changes

If you have any questions regarding this document or if you have a suggestion for improvements, please contact:

**Project Manager:** § 22

**Phone:** § 22



**Project plan approval**

In signing this approval:

- I agree that the document meets the standard required for the project plan deliverable (requirements above).
- I understand the financial and other impacts associated with approving this project plan.
- I authorise progression to the implementation stage.

**Project customer** (accountable for ensuring the stated benefit(s) of the project to the business have been measured and achieved)

Name N/A

Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Project sponsor** (accountable for representing the organisation(s) delivering the project)

Name s.22

Position s.22 MidCoast Council

Signature s 22 Date 1 October 2021

The following key stakeholders critical to the project's success have endorsed this document.

Name Donna Ballard

Position Chief Executive Officer – Taree Universities Campus

Signature s 22 Date 5 October 2021

Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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# 1 Introduction

## 1.1 Purpose of this document

The purpose of this Project Plan is to detail how the grant application, fit out and lease of Council Pulteney Street building will be managed. It outlines the purpose of the project and how it will be achieved. It provides a guide to all parties involved to detail the roles and responsibilities of each party, as well as the approval mechanisms and communication channels.

Further, this plan sets a baseline measurement for the project budget and timeline, allowing objective measurement of its progress and success. It sets out how success will be measured and how often, as well as the communication channels for performance reporting.

## 1.2 Definitions

<b>Terms, abbreviations and acronyms</b>	<b>Meaning</b>
Funding Deed	
MidCoast	MidCoast Council
Project Customer	As defined in the 'Governance' section of this plan
Project Deed	
Project Manager	As defined in the 'Governance' section of this plan
Project Sponsor	As defined in the 'Governance' section of this plan

## 2 Project purpose

### 2.1 Background and current situation

In late December 2020, MidCoast Council vacated its Pulteney Street Administration building as part of an office centralisation project to relocate staff from its Forster and Taree administration buildings into one central building located at 2 Biripi Way, Taree. As such the previous administration building located in Pulteney Street, Taree is vacant, and Council is seeking tenants.

The project provides a lease (25 year) for the Pulteney Street building, providing a long-term home for Taree University Campus and facilitates increased education opportunities, to create employment opportunities which will result in economic recovery and resilience for the MidCoast Council Local Government Area.

The project includes a fit out of the existing Pulteney Street building to ensure the venue is fit for purpose for the needs of Taree Universities Campus (TUC). This includes transferring current work operations from the current TUC location to the new premises including infrastructure, ICT and furnishings to ensure the seamless transition for students and education staff from the current location to the new location in 2023.

The total project cost is estimated at \$5M+ Fit-out costs (estimated 500k) – see Budget.

### 2.2 Outcomes and benefits required

TUC deliver support and access to facilities for local students to ensure they complete their chosen study path and obtain relevant qualifications.

### 2.3 Links with MidCoast objectives

The project has strong links to the Values defined in MidCoast Council's Community Strategic Plan – *MidCoast 2030 – Shared Vision, Shared Responsibility* as listed below:

- We value... our unique, diverse and culturally rich communities

*Our diverse communities offer active and social opportunities, are safe and are places where we work together with a creative focus acknowledging our rich history and culture.*

- We value... a connected community

*We are socially and physically connected with each other, by ensuring we have activities, facilities, roads, footpaths and technology that are upgraded and well maintained.*

- We value... our environment

*Our natural environment is protected and enhanced, while we maintain our growing urban centres and manage our resources wisely.*

- We value... our thriving and growing economy

*We are a place where people want to live, work and play, business is resilient and adaptable to change by utilising knowledge and expertise that supports innovation.*

- We value... strong leadership and shared vision  
*We work in partnerships towards a shared vision, that provides value for money and is community focused.*

## 3 Scope of project

### 3.1 In scope

The following is a list of deliverables associated with the project;

#### Deliverables

- Establishment of long-term (25 year) lease
- Preparation of Tender Documents, conduct of tender, appointment of contractors to undertake fit-out of building
- Fit-out of Pulteney Street building to ensure it is fit for purpose for TUC occupation to facilitate the delivery of services to the MidCoast Community – Project Managed by MidCoast Council.
- Transition of TUC from its existing premises to the new location (2023)

#### MCC Approval Gateways;

- Compliance with Grant Terms and Condition
- Sign off project plan including deliverables, timeline and budget.
- Appointment of a Project Manager
- Sign off any Open Tenders prior to issue

### 3.2 Out of scope

- Any operational issues identified/associated with TUC operations, staff, move to new premises.

### 3.3 Scope management

Robust scope management is essential to control the cost and timeframe of a project. Clear scope definition from the start, along with strong scope management throughout the project will lead to a higher performing project.

In order to create a well-defined scope from the beginning the Project Manager (once appointed) will ensure that MidCoast Councils vision for the project is fully understood including all of the deliverables and their functionality. The Project Manager will complete a comprehensive work breakdown structure to define and communicate the scope to all parties. The Project Manager (PM) will also communicate the importance of setting the scope correctly to the project team.

It is then the PMs job to hold all parties accountable to the scope and ensure that variations are kept to a minimum. In the event that variations do occur there will be a robust procedure in place to ensure that all parties are fully aware of the impact of the variation. This procedure is outlined below.

During procurement and tendering clear documentation including detailed drawings and detailed finish specifications will help to manage scope creep during the construction/fit-out phase.

### **3.3.1 Change control**

Any material changes to the scope will require the completion of a Change Request specifying the reasons for the change and the impact of the change to the budget and the timeframes. This Change Request will be required to be approved by the Project Customer, the Project Manager and the Project Sponsor and any other relevant stakeholders.

## **3.4 Related projects**

It is envisaged that all design, approval and construction/fit-out works will be carried out within the scope of this project.

## **3.5 Constraints**

There are a number of constraints to this project that will restrict how the project is managed, the most pertinent of which is the funding. MidCoast is to manage the project and administrate funds. MidCoast will provide the Project Manager and the Project Sponsor with appropriate resources to ensure that the obligations of the Funding Deeds are met. The Project Manager is ultimately responsible to ensure that the obligations under the funding deeds are met.

### 3.6 Milestones

There are a number of milestones outlined below;

Milestone	Evidence of Completion	Completion Date
Funding Deed is signed by council	Signed Deed	
Establishment of long-term (25 year) lease	Lease prepared and signed	
Appointment of a Project Manager	Project manager Appointed and appropriately resourced	
Sign off project plan including deliverables, timeline and budget.	PMP signed by Sponsor and other parties	
Preparation and sign off of Tender Documents, conduct of tender, appointment of contractors to undertake fit-out of building	Tender Doc's Prepared, Tender conducted by Procurement Coordinator using VendorPanel	
Fit-out of Pulteney Street building to ensure it is fit for purpose for TUC occupation to facilitate the delivery of services to the MidCoast Community – Project Managed by MidCoast Council.	Expand into detailed project plan	
Transition of TUC from its existing premises to the new location (2023)		

Each of these milestones has been factored into the Project Schedule.

## 4 Project control

There will be a number of tools in place to ensure that the long-term home for Taree Universities Campus project is delivered on time and within budget and to the standard of quality specified. These include the following;

- Continual performance reporting against a baseline timeline
- Continual performance reporting against baseline budget
- An ordered governance structure with clear roles and responsibilities
- A Communication Plan that outlines the channels and frequency of communication
- Identification of potential risks and a plan of management for each

### 4.1 Governance

#### 4.1.1 Governance Structure

The Black Summer Bushfire Recovery Grant has provided funding for the project via a Funding Deed with MidCoast Council. MidCoast is to administrate the funds via the Project Deed. MidCoast Council will provide the Project Manager and the Project Sponsor with appropriate support to ensure that the obligations of the Funding Deed are met. The Project Manager is to ensure that the obligations under the deeds are met.

#### 4.1.2 Project customer

MidCoast Council and Taree Universities Campus will work collaboratively throughout this project. Ultimate responsibility for the project rests with MidCoast Council, however it is acknowledged that the long-term tenant (TUC) will need to be consulted throughout the project.

#### 4.1.3 Project sponsor

The project sponsor is s. 22 MidCoast Council. The Sponsor is accountable for representing MidCoast Council in the delivery of the project. The Sponsor is responsible for signoff of the project at the agreed project gateways as outlined in the timeline. The project sponsor will also be responsible for sign off of any variations to the scope or deliverables.

The Project Sponsor can be contacted directly or through the Project Manager.

#### 4.1.4 Project manager

The Project Manager will be appointed should the grant application be successful and will be appointed by the project sponsor to manage the day to day activities of the project. This includes forward planning, including the finalisation of this document, project controls such as time management, cost control and quality control. The Project Manager is also responsible for customer satisfaction, progress monitoring and reporting.



## 4.2 Stakeholders

The main stakeholder for this project is Taree Universities Campus , CEO Donna Ballard is the representative. Ongoing communication with stakeholders will be necessary to ensure that all parties are kept informed of the progress of the project. Communication channels and frequency are outlined below.

The following is a list of people or parties impacted by this project;

- Department of Industry, Science, Energy and Resources
- MidCoast Council
- Taree Universities Campus
- The Local Federal Member for Lyne
- The Department of Education, Skills and Employment (DESE)
- The broader Community
- Nearby Businesses

## 4.3 Risks

There are a number of risks associated with this project that may affect the success of the project. The table below attempts to identify these risks, categorise them and seek mitigations to reduce, remove or transfer the risk. Please refer to the risk rating matrix below for categorisations.

Likelihood	5 Almost Certain	M	H	H	E	E
	4 Likely	M	M	H	H	E
	3 Moderate	L	M	M	H	E
	2 Unlikely	L	M	M	H	H
	1 Rare	L	L	M	M	H
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
		Impact				

Risk	Likelihood	Impact	Risk Rating	Actions taken to reduce risk
Time overruns	Likely	Moderate	High	Scope and deliverables clearly defined and used to develop realistic baseline timeline. Monthly performance reporting against this baseline will identify time delays and allow the project manager to seek solutions early.
Cost overruns	Moderate	Major	High	Scope and deliverables clearly defined and used to develop realistic baseline budget. Monthly performance reporting against this baseline will identify cost overruns and allow the project manager to seek solutions early.  A robust tender process with a clearly defined scope and good selection criteria will also help select a contractor that will manage costs well. Further, the use of a fixed cost contract for the construction component will limit cost overruns.
Scope creep	Likely	Major	High	During project initiation the PM will ensure that MidCoast Council's vision for the project is fully understood including all of the deliverables and their functionality. The PM will communicate the importance of setting the scope correctly and will

				fully document the scope and provide it to all parties. It is then the PM's job to hold all parties accountable to the scope and ensure that variations are kept to a minimum. In the event that variations do occur there will be a robust procedure in place to ensure that all parties are fully aware of the impact of the variation.
Black Summer Bushfire Recovery funding won't be adequate to produce a fit for purpose operational building	Moderate	Major	High	Robust costing for the full project will be essential to scope the project correctly. Coordination of the separate project elements into one budget will allow the best chance of producing useful buildings within the funding allocations. Cost and scope management will then allow the project to be completed within budget. Once the facilities & buildings are fully scoped (and before construction commences) the full project budget will be reviewed to ensure there are sufficient funds to complete the project.
Poor quality design for facilities & building	Unlikely	Moderate	Moderate	During project initiation the PM will ensure that MCC's vision for the project is fully understood including all of the deliverables and their functionality. Sign-off on a design review from the Project Sponsor will help ensure that the design quality is maintained.
Poor quality of construction	Unlikely	Major	High	A robust tender process will ensure that well-qualified contractors are appointed, who will help ensure that the build quality is maintained. Building & Facility defects and warranty periods into the construction contract will also assist in ensuring the quality of the build.  Clear specification of the fixtures and finishes will ensure that the quality of the finished product meets expectations.
Facilities & Buildings don't meet the needs of user	Unlikely	Major	High	Consultation with the TUC is recommended once the design is drafted to ensure that the design meets requirements. Depending on how clear this vision is, this may require some further needs analysis.  Clear communication of MidCoast Council and TUC's roles and responsibilities will also ensure that the buildings are designed to meet the needs of users.
Building works impact on local residents or nearby businesses	Rare	Minor	Low	The Communication Plan set out in this document outlines how and when local residents and/or businesses will be informed of the works and kept informed of their progress. Any management plans required will be built into the construction contract to ensure that the impact on surrounding residents/businesses is kept to a minimum.

Reputational Damage to MidCoast Council	Rare	Moderate	Moderate	The project controls implemented within this Project Plan should ensure that the project is well managed and that all stakeholders are kept informed of its progress. This will limit the possibility of any reputational damage arising from this project.
WH&S of construction workers and visitors to the site compromised	Rare	Major	Moderate	A robust tender process will ensure that a well-qualified builder is appointed, who will help ensure that high quality WH&S procedures and COVID-19 protocols are maintained. The contract will dictate the minimum safety standards required and ensure that the contractor manages the safety of all workers and visitors to the site. Further, all contractors will be required to have appropriate insurances to cover their workers and any third parties.
Contractor insolvency or misconduct	Rare	Major	Moderate	As part of the tender process the financial viability of all potential contractors will be assessed to reduce the risk of any contractors entering insolvency during the project. Further, examples of similar projects they have completed will be required, including references to ensure only reputable contractors are appointed, thereby reducing the possibility of misconduct. Any contracts will include appropriate insurance requirements.
Environmental risk associated with the site	Unlikely	Moderate	Moderate	Environmental assessments and management plans will be conducted as required. Project Manager to liaise with relevant authorities within council to ensure that time delays are kept to a minimum.
Poor stakeholder communication	Likely	Minor	Moderate	The Communications Plan within this document will set out who, when and how communication will be delivered. This will reduce the risk that communication does not occur, or is handled poorly. Further, the implementation of the Project Deed and this Project Plan will ensure that all roles and responsibilities are clearly defined.
Natural events – rain, hail, flood etc.	Rare	Minor	Low	Use of a fixed cost contract will help alleviate any cost overruns arising from natural events. Also ensuring that all contractors are comprehensively insured will transfer some of this risk to insurance providers.

## 4.4 Project Schedule

A baseline schedule for the project will be determined once funding is approved and the grant deed is further examined to ensure all grant conditions and timeframes are met. The schedule (once developed) will be used to manage the time to complete the project. Monthly reporting will compare the most current Project Schedule to the Baseline Schedule to determine any time overruns/underruns and develop plans of action for each. The Communication Plan sets out who will receive this report, when and how often.

Built into this project schedule will be the milestone dates included in the Project Deed and the approval gateways that must be met to progress the project.

## 4.5 Project Budget

Below is the baseline budget for the project. This budget will be used to manage the cost to complete the project. Monthly reporting will compare the most current Project Budget to the Baseline Budget to determine any cost overruns/underruns and develop plans of action for each. The Communication Plan sets out who will receive this report, when and how often.

The budget has been formulated taking into account the Black Summer Bushfire Recovery Grant Funding provided for the project.

<b>Activity</b>	<b>Estimate</b>
Rights to the building (25 Year Lease)	\$5,000,000
Building Works	\$142,000
Floor Coverings, Light fittings and soft furnishings	\$98,000
Furniture	\$66,000
ICT Equipment	\$63,000
Inernet	\$33,000
Security (Camers, Doors, Swipe Access, etc)	\$17,000
Signage, Internal Directional and External Signage	\$12,000
Administraion support	\$25,000
Developmnet Applications and Approvals	\$1,000
Auditing and reporting	\$8,000
Contingencies	\$35,000
	<b>\$5,500,000</b>
<b>Third Party Contributions (Taree University Campus)</b>	
<b>Activity</b>	<b>Estimate</b>
ICT Equipment and mobile infrastructure	\$55,000
Furniture, desks, study equipment and devices	\$52,000
Security Cameras and Devices	\$10,000
	<b>\$117,000</b>

## 4.6 Communication Plan

As this is a high profile project clear and consistent communication will be essential. The methods, frequency and lines of communication for the various stakeholders are outlined below.

Communication	Description	Frequency	Recipient/ Participants
Project Meeting	Fortnightly meeting to discuss day to day project matters. Minutes of meeting will be circulated to the recipients listed, who are responsible for distributing as necessary.	Fortnightly	Project Manager Contractors/Consultants as required
Monthly Report	Monthly project report including project update, performance reporting and risk reporting	Monthly	Prepared by Project Manager Project Sponsor Contractors/Consultants as required
External Stakeholder Updates	A comms plan will be developed once grant approval has been received		Local Residents General Public Project Sponsor Project Manager
Community Engagement	A Community Engagement Plan will be developed once grant approval has been received		Local Residents/Businesses General Public Project Sponsor Project Manager

## 4.7 Procurement management

The Local Government Act 1993, along with the Tendering Guidelines for NSW Local Government set out robust procurement practices to ensure that value for money is achieved when purchasing goods and services. This ensures that the public can rest assured that rate payer or taxpayer dollars are managed in a fair, ethical manner while ensuring value for money is achieved.

Procurement for this project will be in accordance with Local Government Act and the Tendering Guidelines for NSW Local Government and managed via VendorPanel. Consideration will be given to supporting the local community including local business content while still achieving the value for money outcome. In recognition of the impact of the Black Summer bushfires and other recent local disasters on local industries, the funds generated from this project will contribute to economic recovery in the MidCoast region. Using these guidelines and the terms of the Funding Deed the following procurement guidelines for this project have been summarised below.

Value of Goods/services	Procurement Method
\$0 to \$5,000	Direct purchasing with written fee proposal
\$5,001 to \$20,000	Minimum three written quotes, Mini/Minor works form
\$20,001 to \$250,000	Minimum three written quotes, RFQ form
Over \$250,000	Public Tender

All procurement should be run through the Project Manager, in consultation with Council's Procurement Coordinator to ensure that the correct procurement process is followed and that the appropriate contract documentation is used. Document preparation for Public tenders will be carried out in conjunction with the Procurement Coordinator. Open Tenders will be assessed by a Tender Panel containing not less than one representative of TUC and not less than two representatives of MidCoast. The final decision will be made by Council meeting of elected councillors.

All offers/suppliers will be assessed based upon selection criteria, price and local preference in accordance with the Tendering Guidelines for NSW Local Government and managed via VendorPanel.



## 5 Project performance measurement

To ensure that the project is managed well the performance of the project will be monitored throughout its lifecycle. The following are a set of Key Performance Indicators that will be used to measure the success of the project. How these are measured and the project's targets are also outlined below.

KPI	Measurement method	Target
Project delivered on time	Compare Project Schedule to Baseline Schedule. Time measured in weeks.	Complete Project within 12 weeks of Baseline Schedule
Project delivered within budget	Compare Project Budget to Baseline Budget. Time measured in weeks.	Complete Project within allocated Funding and within Baseline Budget.
Project benefits realised	See below	

## 6 Benefits realisation

To ensure that the true goals of the project are met the target benefits of the project were identified earlier in the 'Outcomes and benefits required' section of this document. These benefits will be measured as described in the table below. Some of these measures will require the assistance of WSCLM to measure, and may require data from before and after the completion of the project.

KPI	Measurement method	Target
Deliver a fit for purpose facility that allows TUC to undertake their role effectively	Feedback from TUC	

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**From:** Webservices  
**Sent:** Wednesday, 30 June 2021 2:28 PM  
**To:** BSBR grants program  
**Subject:** Form submission from: Black Summer Bushfire Recovery Grant Form

Submitted on Wednesday, June 30, 2021 - 14:27 Submitted by anonymous user: 198.143.39.22 Submitted values are:

First name (Required): Donna

Last name (Required): Ballard

Organisation (Required): Taree Universities Campus Ltd Email address (Required): s.22@tareeuni.org.au Contact number (Required): s. 22 Your question (Required - maximum 200 words): Please provide a copy/link to the guidelines for Black Summer Bushfire Recovery as soon as they are available Local government area or shire (Required): MidCoast Council NSW

The results of this submission may be viewed at:

<https://recovery.gov.au/node/2856/submission/461>

**From:** BSBR assessments <BSBRassessments@industry.gov.au>  
**Sent:** Tuesday, 1 March 2022 10:13 AM  
**To:** s 22 @midcoast.nsw.gov.au'  
**Cc:** BSBR assessments  
**Subject:** BSBR001280– Mid-Coast Council – Agreement Negotiation [SEC=OFFICIAL]

Dear Mr. s 22 ,

Congratulations on your successful Black Summer Bushfire Recovery Grants Program application.

The online acceptance process for the Grant Agreement allows the Business Grants Hub to send funding offers through the Portal where your organisation can accept the offer online.

To progress to the online acceptance process, please read and return the requested information by **8 March 2022**.

#### Authorised Signatory

- As your organisation will be digitally accepting the grant agreement, it requires you to identify who is able to accept agreements on behalf of your organisation. This person will need to register their own login to the portal found at <https://portal.business.gov.au/> and will need the Primary Contact to assign the role of 'Authorised Signatory' to accept the agreement on the portal during the next 30 days. Please note, accepting the grant agreement on the portal is the equivalent to signing the grant agreement.

Please confirm the following information for the Authorised Signatory:

Full Name:	
Email:	
Phone Number:	

#### GST Status

- Has your GST registration status changed since your application was submitted?

#### Marketing/Project/Project Outcome Description

- Once a grant agreement is executed, we will publish the project details on [GrantConnect](#), including the name of your organisation, project description and amount of grant funding awarded.
- An indicative schedule has been included for your review and approval.

Project Start Date		Agreement execution date	
Project End Date		28/08/2023	
Title and description	Milestone Start Date	Milestone End Date	Milestone adjustments
Formal agreement executed between MidCoast Council and TUC.	01/04/2022	15/04/2022	Start date adjusted from 01/02/2022 - projects cannot commence before 01/04/2022. End date adjusted from 14/02/2022 to fit timelines.

Title and description	Milestone Start Date	Milestone End Date	Milestone adjustments
Notify suppliers and supporters of application success.	29/04/2022	29/05/2022	Start date adjusted from 01/03/2022 – and end date adjusted from 31/03/2022 to fit timelines.
Confirmation of quotes from local suppliers and award notification of works acquired.	30/05/2022	29/10/2022	Start date adjusted from 01/04/2022 – and end date adjusted from 31/08/2022 to fit timelines.
Establish working plans, approvals and procurement of purchase orders.	29/09/2022	29/12/2022	Start date adjusted from 01/08/2022 – and end date adjusted from 30/10/2022 to fit timelines.
Services prepared for installation and fit out requirements.	29/11/2022	28/01/2023	Start date adjusted from 01/10/2022 – and end date adjusted from 30/11/2022 to fit timelines.
Internal works undertaken in line with existing approvals and procurement of materials.	29/01/2023	29/05/2023	Start date adjusted from 01/12/2022 – and end date adjusted from 31/03/2023 to fit timelines.
Fit out complete to required standards and commissioning of equipment complete to legal requirements.	30/05/2023	29/07/2023	Start date adjusted from 01/04/2023 – and end date adjusted from 31/05/2023 to fit timelines.
Handover of project space for TUC use	30/07/2023	28/08/2023	Start date adjusted from 01/06/2023 – and end date adjusted from 30/06/2023 to fit timelines.

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- Review the Sample Agreements to understand the terms and conditions you will be signing. Please note this Grant has two Grant Agreements ([Simple Grant Agreement](#) and [Standard Grant Agreement](#)).
- Please note that you cannot commence your project until you have executed a grant agreement and from the project start date included in the agreement.
- Please note that payment timeframes and reporting obligations will be addressed in detail in the grant agreement.

If you have any questions, please reply to [BSBRassessments@industry.gov.au](mailto:BSBRassessments@industry.gov.au).


Kind regards

Black Summer Bushfire Recovery Grants Program

Business Grants Hub

**Internet:** [www.business.gov.au](http://www.business.gov.au)

**Email:** [BSBRassessments@industry.gov.au](mailto:BSBRassessments@industry.gov.au)

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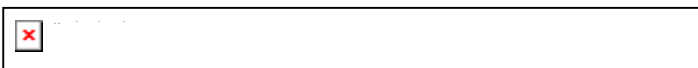
**From:** s 22 <s 22@MidCoast.nsw.gov.au>  
**Sent:** Tuesday, 1 March 2022 11:58 AM  
**To:** BSBR assessments  
**Subject:** FW: BSBR001280– Mid-Coast Council – Agreement Negotiation [SEC=OFFICIAL]

Thank you for the e mail below. We have a previous e mail from you dated 18<sup>th</sup> February which referred to a date of 20<sup>th</sup> March 2022 to accept the Grant Agreement. As we are reporting the successful Grant to Council on 9<sup>th</sup> March it would be appreciated if we can work to the original date of 20<sup>th</sup> March to Execute the Grant agreement.  
I look forward to hearing from you

Regards  
s 22



s 22  
s. 22



Direct s 22  
s 22@MidCoast.nsw.gov.au

[www.midcoast.nsw.gov.au](http://www.midcoast.nsw.gov.au) or follow us



Begin forwarded message:

**From:** BSBR assessments <[BSBRassessments@industry.gov.au](mailto:BSBRassessments@industry.gov.au)>  
**Date:** 1 March 2022 at 10:23:03 am AEDT  
**To:** s 22 <s 22@midcoast.nsw.gov.au>  
**Cc:** BSBR assessments <[BSBRassessments@industry.gov.au](mailto:BSBRassessments@industry.gov.au)>  
**Subject:** BSBR001280– Mid-Coast Council – Agreement Negotiation [SEC=OFFICIAL]

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Congratulations on your successful Black Summer Bushfire Recovery Grants Program application.

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To progress to the online acceptance process, please read and return the requested information by **8 March 2022**.

#### Authorised Signatory

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Please confirm the following information for the Authorised Signatory:

Full Name:	
Email:	
Phone Number:	

#### GST Status

2. Has your GST registration status changed since your application was submitted?

#### Marketing/Project/Project Outcome Description

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4. An indicative schedule has been included for your review and approval.

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Title and description	Milestone Start Date	Milestone End Date	Milestone adjustments
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Kind regards


Black Summer Bushfire Recovery Grants Program

Business Grants Hub

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Email: [BSBRassessments@industry.gov.au](mailto:BSBRassessments@industry.gov.au)



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**From:** s 22 s 22 @MidCoast.nsw.gov.au>  
**Sent:** Monday, 7 March 2022 11:00 AM  
**To:** BSBR assessments  
**Cc:** s. 22  
**Subject:** BSBR001280– Mid-Coast Council – Agreement Negotiation

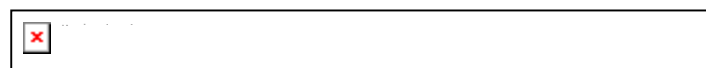
Please see below for required information completed in red text

Regards

s 22

s 22

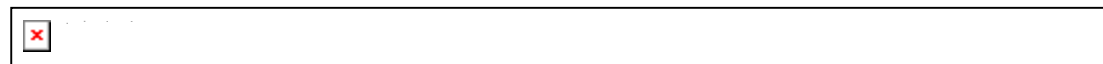
s. 22



Direct s 22

s 22 @MidCoast.nsw.gov.au

www.midcoast.nsw.gov.au or follow us



**From:** BSBR assessments <[BSBRassessments@industry.gov.au](mailto:BSBRassessments@industry.gov.au)>  
**Date:** 1 March 2022 at 10:23:03 am AEDT  
**To:** s 22 <s 22 @midcoast.nsw.gov.au>  
**Cc:** BSBR assessments <[BSBRassessments@industry.gov.au](mailto:BSBRassessments@industry.gov.au)>  
**Subject:** BSBR001280– Mid-Coast Council – Agreement Negotiation [SEC=OFFICIAL]

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Full Name:	s 22	
Email:	s 22	@midcoast.nsw.gov.au
Phone Number:	s 22	

**GST Status**

2. Has your GST registration status changed since your application was submitted? **No**

**Marketing/Project/Project Outcome Description**

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Title and description	Milestone Start Date	Milestone End Date	Milestone adjustments
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Black Summer Bushfire Recovery Grants Program

Business Grants Hub

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Email secured by Check Point

**From:** BSBR assessments <BSBRassessments@industry.gov.au>  
**Sent:** Monday, 7 March 2022 5:09 PM  
**To:** s 22; BSBR assessments  
**Cc:** s 22  
**Subject:** RE: BSBR001280– Mid-Coast Council – Agreement Negotiation [SEC=OFFICIAL]

Thanks s 22,

Confirming receipt of your email.

Your proposed changes are accepted and will be incorporated into the draft agreement that will be issued to you in the coming weeks.

We will now commence preparation of your agreement and will endeavour to get the agreement issued to you in the portal for acceptance in a timely manner. At this point in time we do not require any additional information but we will contact you in the coming weeks if additional information is required.

The next step in the process is that we will issue an agreement which you will be able to review and accept in the portal. Due to the high demand for this program we are currently preparing a large number of agreements but we will endeavour to issue your agreement in a timely manner.

Thanks,

BSBR Program Team.

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**From:** s 22 [mailto:s 22@MidCoast.nsw.gov.au]  
**Sent:** Monday, 7 March 2022 11:00 AM  
**To:** BSBR assessments <BSBRassessments@industry.gov.au>  
**Cc:** s 22 <s 22@MidCoast.nsw.gov.au>  
**Subject:** BSBR001280– Mid-Coast Council – Agreement Negotiation

Please see below for required information completed in red text

Regards

s 22

s 22

s. 22



**MIDCOAST**  
council

We deliver benefits for our  
community in a way that  
adds value and builds trust

Direct s 22

s 22@MidCoast.nsw.gov.au

From: BSBR assessments <[BSBRassessments@industry.gov.au](mailto:BSBRassessments@industry.gov.au)>  
Date: 1 March 2022 at 10:23:03 am AEDT  
To: s 22 <s 22 @midcoast.nsw.gov.au>  
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**Marketing/Project/Project Outcome Description**

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Project Start Date	Agreement execution date
Project End Date	28/08/2023

Title and description	Milestone Start Date	Milestone End Date	Milestone adjustments
Formal <b>Heads of Lease agreement</b> executed between MidCoast Council and TUC.	01/04/2022	15/04/2022	Start date adjusted from 01/02/2022 - projects cannot commence before 01/04/2022. End date adjusted from 14/02/2022 to fit timelines.
Notify suppliers and supporters of application success.	29/04/2022	29/05/2022	Start date adjusted from 01/03/2022 – and end date adjusted from 31/03/2022 to fit timelines.
Confirmation of quotes from local suppliers and award notification of works acquired.	30/05/2022	29/10/2022	Start date adjusted from 01/04/2022 – and end date adjusted from 31/08/2022 to fit timelines.
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- Please note that payment timeframes and reporting obligations will be addressed in detail in the grant agreement.

If you have any questions, please reply to [BSBRassessments@industry.gov.au](mailto:BSBRassessments@industry.gov.au).


Kind regards

Black Summer Bushfire Recovery Grants Program

Business Grants Hub

**Internet:** [www.business.gov.au](http://www.business.gov.au)

**Email:** [BSBRassessments@industry.gov.au](mailto:BSBRassessments@industry.gov.au)

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**From:** s 22 <s 22@MidCoast.nsw.gov.au>  
**Sent:** Monday, 7 March 2022 8:30 PM  
**To:** BSBR assessments  
**Cc:** s 22  
**Subject:** RE: BSBR001280– Mid-Coast Council – Agreement Negotiation [SEC=OFFICIAL]

Thank you for your response – on reviewing key milestone 1 we would ask that the date be amended as below. This is due to discussions with our partner TUC on timeframes and also the Council meeting schedule which we must work with to have the Heads of Agreement signed by Council:

Formal <b>Heads of Lease agreement</b> executed between MidCoast Council and TUC.	01/04/2022	<del>15/04/2022</del> 6/05/2022	Start date adjusted from 01/02/2022 - projects cannot commence before 01/04/2022. End date adjusted from 14/02/2022 to fit timelines.
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**From:** BSBR assessments  
**Sent:** Monday, 7 March 2022 5:09 PM  
**To:** s 22 ; BSBR assessments  
**Cc:** s 22  
**Subject:** RE: BSBR001280– Mid-Coast Council – Agreement Negotiation [SEC=OFFICIAL]

Thanks Mr. s 22

Confirming receipt of your email.

Your proposed changes are accepted and will be incorporated into the draft agreement that will be issued to you in the coming weeks.

We will now commence preparation of your agreement and will endeavour to get the agreement issued to you in the portal for acceptance in a timely manner. At this point in time we do not require any additional information but we will contact you in the coming weeks if additional information is required.

The next step in the process is that we will issue an agreement which you will be able to review and accept in the portal. Due to the high demand for this program we are currently preparing a large number of agreements but we will endeavour to issue your agreement in a timely manner.

Thanks,

BSBR Program Team.

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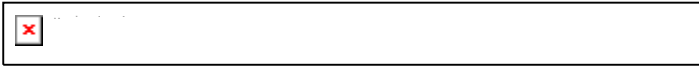
---

**From:** s 22 [mailto:s 22@MidCoast.nsw.gov.au]  
**Sent:** Monday, 7 March 2022 11:00 AM  
**To:** BSBR assessments <[BSBRassessments@industry.gov.au](mailto:BSBRassessments@industry.gov.au)>

Cc: s 22 <s 22@MidCoast.nsw.gov.au>  
Subject: BSBR001280– Mid-Coast Council – Agreement Negotiation

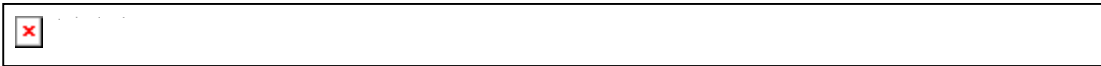
Please see below for required information completed in red text  
Regards  
Steve

s 22  
s. 22



Direct s 22  
s 22@MidCoast.nsw.gov.au

www.midcoast.nsw.gov.au or follow us



**From:** BSBR assessments <BSBRassessments@industry.gov.au>  
**Date:** 1 March 2022 at 10:23:03 am AEDT  
**To:** s 22 s 22@midcoast.nsw.gov.au  
**Cc:** BSBR assessments <BSBRassessments@industry.gov.au>  
**Subject:** BSBR001280– Mid-Coast Council – Agreement Negotiation [SEC=OFFICIAL]

Dear Mr. s 22,

Congratulations on your successful Black Summer Bushfire Recovery Grants Program application.

The online acceptance process for the Grant Agreement allows the Business Grants Hub to send funding offers through the Portal where your organisation can accept the offer online.

To progress to the online acceptance process, please read and return the requested information by **8 March 2022**.

**Authorised Signatory**

- 1. As your organisation will be digitally accepting the grant agreement, it requires you to identify who is able to accept agreements on behalf of your organisation. This person will need to register their own login to the portal found at <https://portal.business.gov.au/> and will need the Primary Contact to assign the role of ‘Authorised Signatory’ to accept the agreement on the portal during the next 30 days. Please note, accepting the grant agreement on the portal is the equivalent to signing the grant agreement.

Please confirm the following information for the Authorised Signatory:

Full Name:	s 22
Email:	s 22@midcoast.nsw.gov.au
Phone Number:	s 22

**GST Status**

2. Has your GST registration status changed since your application was submitted? **No**

**Marketing/Project/Project Outcome Description**

3. Once a grant agreement is executed, we will publish the project details on [GrantConnect](#), including the name of your organisation, project description and amount of grant funding awarded.
4. An indicative schedule has been included for your review and approval.

<b>Project Start Date</b>	<b>Agreement execution date</b>
<b>Project End Date</b>	28/08/2023

<b>Title and description</b>	<b>Milestone Start Date</b>	<b>Milestone End Date</b>	<b>Milestone adjustments</b>
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Title and description	Milestone Start Date	Milestone End Date	Milestone adjustments
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Kind regards

Black Summer Bushfire Recovery Grants Program

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**From:** s 22 <s 22@MidCoast.nsw.gov.au>  
**Sent:** Friday, 11 March 2022 12:44 PM  
**To:** BSBR assessments  
**Subject:** RE: BSBR001280– Mid-Coast Council – Agreement Negotiation [SEC=OFFICIAL]

Thank you for your advice – we note that our Grant Agreement is to be signed by 20<sup>th</sup> March 2022. Can you please confirm that the Agreement will be issued by then and that we are able to sign it off in the portal or are you looking at a later date than 20<sup>th</sup> March

Regards

s 22

---

**From:** BSBR assessments  
**Sent:** Monday, 7 March 2022 5:09 PM  
**To:** s 22 ; BSBR assessments  
**Cc:** s 22  
**Subject:** RE: BSBR001280– Mid-Coast Council – Agreement Negotiation [SEC=OFFICIAL]

Thanks Mr. s 22 ,

Confirming receipt of your email.

Your proposed changes are accepted and will be incorporated into the draft agreement that will be issued to you in the coming weeks.

We will now commence preparation of your agreement and will endeavour to get the agreement issued to you in the portal for acceptance in a timely manner. At this point in time we do not require any additional information but we will contact you in the coming weeks if additional information is required.

The next step in the process is that we will issue an agreement which you will be able to review and accept in the portal. Due to the high demand for this program we are currently preparing a large number of agreements but we will endeavour to issue your agreement in a timely manner.

Thanks,

BSBR Program Team.

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**Cc:** s 22 <s 22@MidCoast.nsw.gov.au>  
**Subject:** BSBR001280– Mid-Coast Council – Agreement Negotiation

Please see below for required information completed in red text

Regards

s 22

s 22

s. 22

[Redacted]

Direct s 22

s 22 @MidCoast.nsw.gov.au

www.midcoast.nsw.gov.au or follow us [Redacted]

[Redacted]

[Redacted]

From: BSBR assessments <BSBRassessments@industry.gov.au>  
Date: 1 March 2022 at 10:23:03 am AEDT  
To: s 22 <s 22 @midcoast.nsw.gov.au>  
Cc: BSBR assessments <BSBRassessments@industry.gov.au>  
Subject: BSBR001280– Mid-Coast Council – Agreement Negotiation [SEC=OFFICIAL]

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To progress to the online acceptance process, please read and return the requested information by **8 March 2022**.

**Authorised Signatory**

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**GST Status**

- 2. Has your GST registration status changed since your application was submitted? **No**

**Marketing/Project/Project Outcome Description**

- 3. Once a grant agreement is executed, we will publish the project details on [GrantConnect](#), including the name of your organisation, project description and amount of grant funding awarded.

4. An indicative schedule has been included for your review and approval.

<b>Project Start Date</b>	<b>Agreement execution date</b>
<b>Project End Date</b>	28/08/2023

<b>Title and description</b>	<b>Milestone Start Date</b>	<b>Milestone End Date</b>	<b>Milestone adjustments</b>
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**From:** BSBR assessments <BSBRassessments@industry.gov.au>  
**Sent:** Sunday, 13 March 2022 11:13 AM  
**To:** s 22; BSBR assessments  
**Subject:** RE: BSBR001280– Mid-Coast Council – Agreement Negotiation [SEC=OFFICIAL]

Hi s 22

Thanks for your email, we currently focussing on issuing low value agreements but hopefully we will issue your agreement soon.

We will be extending the 'due dates' for these agreements by 21 days.

Thanks,

BSBR program team.

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**From:** s 22 [mailto:s 22@MidCoast.nsw.gov.au]  
**Sent:** Friday, 11 March 2022 12:44 PM  
**To:** BSBR assessments  
**Subject:** RE: BSBR001280– Mid-Coast Council – Agreement Negotiation [SEC=OFFICIAL]

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Regards

s 22

---

**From:** BSBR assessments <[BSBRassessments@industry.gov.au](mailto:BSBRassessments@industry.gov.au)>  
**Sent:** Monday, 7 March 2022 5:09 PM  
**To:** s 22 <s 22@MidCoast.nsw.gov.au>; BSBR assessments <[BSBRassessments@industry.gov.au](mailto:BSBRassessments@industry.gov.au)>  
**Cc:** s 22 <s 22@MidCoast.nsw.gov.au>  
**Subject:** RE: BSBR001280– Mid-Coast Council – Agreement Negotiation [SEC=OFFICIAL]

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s 22

s 22

s.22

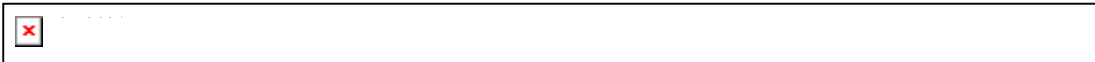


We deliver benefits for our community in a way that adds value and builds trust

Direct s 22

s 22@MidCoast.nsw.gov.au

[www.midcoast.nsw.gov.au](http://www.midcoast.nsw.gov.au) or follow us 





**From:** BSBR assessments <BSBRassessments@industry.gov.au>  
**Date:** 1 March 2022 at 10:23:03 am AEDT  
**To:** s 22 <s 22@midcoast.nsw.gov.au>  
**Cc:** BSBR assessments <BSBRassessments@industry.gov.au>  
**Subject:** BSBR001280– Mid-Coast Council – Agreement Negotiation [SEC=OFFICIAL]

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Project End Date		28/08/2023	
Title and description	Milestone Start Date	Milestone End Date	Milestone adjustments
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