

# **Regional Youth Radio**

# Program Guidelines 2021



### Guidelines

Applicants are advised to read the Guidelines carefully before completing an application for funding. The Guidelines provide an overview of the Regional Youth Radio Program and important information about the application and granting process.

## **Key Dates**

Applications open	9:00am – Thursday 9 December 2021
Applications close	5:00pm – Friday 28 January 2022
Successful applicants announced	April 2022
Contract negotiations	April 2022
Projects to commence	May 2022
Project progress reports (mid-term)	December 2022
Project completion	June 2023
Project completion reports due	End of July 2023

### Program overview

The Regional Youth Radio Program provides one-off, time-limited grants of between \$2,500 and \$20,000 to a range of eligible organisations in NSW. Funding is for *new* projects that enable young people to lead and participate in youth radio and podcasting activities.

A total of \$100,000 is available in the 2021-22 financial year.

This program provides small grants for the following in rural, regional and remote NSW:

- minor capital works or equipment purchases to upgrade youth radio sound studios
- minor equipment purchases to support the development, recording and broadcasting of youth podcast series
- short courses, training and skills development for young people in radio broadcasting, radio program development, podcast development and broadcasting
- Regional Youth Radio Program development
- youth podcast series development.

Organisations applying for funding must have spoken with young people and involved them in developing the project proposal prior to submitting an application.

### **NSW Government Priorities for Young People**

The Regional Youth Radio Program aligns with the four pillars of the NSW Regional Youth Framework. The four pillars are Work Ready, Wellbeing, Community and Connectivity. The Regional Youth Radio Program contributes by investing in projects that strengthen young people's opportunities to have a voice via the delivery of youth-led radio and podcasting initiatives.

The NSW Department of Communities and Justice Strategic Direction 2020-2024<sup>1</sup> sets out the Department's vision for active and inclusive communities. The Department provides a range of community support to improve wellbeing, increase community participation, and promote social inclusion and cohesion.

The Regional Youth Radio Program is an initiative of the Office of Regional Youth, administered by the Department of Communities and Justice.

### Program aim

The Regional Youth Radio Program is informed by evidence indicating that:

- youth voice and participation initiatives have been drastically impacted by COVID-19, increasing the importance of youth participation, connection to community and opportunities for young people to have their voices heard<sup>2</sup>
- community radio makes a contribution to managing community mental health by empowering audiences to better understand and control issues that impact their emotional and social wellbeing<sup>3</sup>
- community radio provides marginalised young people with a platform to vocalise matters of importance to them and their community and help them to gain experiential knowledge<sup>4</sup>
- increased social and cultural capital is developed through young people building concrete media skills and can lead to entrepreneurial activities<sup>5</sup>
- podcasting provides young people with the opportunity to create newsengaging habits and gain new interests<sup>6</sup>
- community connectedness<sup>7</sup> promotes a positive sense of wellbeing in young people. Young people can however experience a range of barriers<sup>8</sup> that hinder their participation in the community.

The Regional Youth Radio Program aims to increase young people's participation in activities that strengthen their opportunities to have a voice, as well as their connection and belonging to their communities.

The Regional Youth Radio Program supports organisations to empower young people to design and deliver projects, enabling them to:

- have a voice
- overcome barriers to participating in the community
- build community-based partnerships and networks

- feel a greater sense of belonging within their community
- feel empowered, as their ideas and opinions are respected, considered and acted upon
- gain relevant training to support their participation
- feel more confident within themselves and their abilities, having expanded their knowledge and skills
- seek further opportunities to participate and stay engaged in their community.

### Program outcomes

The goals of the Regional Youth Radio Program are that:

- young people have a greater sense of voice
- young people feel a sense of connection and belonging to their communities.

The Regional Youth Radio Program aims to contribute towards the following outcomes:

Short-term project outcomes:

- increased participation in youth-led and youth-driven community activities
- young people address and overcome barriers to participation
- young people participate in activities that strengthen their connection to their local community
- young people's contributions are recognised and valued.

Medium-term program outcomes

- young people feel a sense of choice and control (self-determination) in their lives
- young people feel a sense of connection and belonging to their local communities.

### Program core components

Projects funded under the Regional Youth Radio Program are to involve young people at every stage of the project. It is expected that young people will take an active role in identifying, designing and implementing projects.

Projects funded under the Regional Youth Radio Program are required to include the following core components in their project:

### Positive (adult) relationships

Eligible organisations are required to:

- partner with young people to identify a project that is important to them
- work with young people to develop their ideas into a project proposal prior to submitting a grant application
- establish partnerships with young people based on mutual respect.

### Meaningful engagement

Eligible organisations are required to:

 establish a project steering committee where young people can actively influence decisions, chair and facilitate meetings, lead discussions and provide input on budgeting and expenditure.

### Access to resources and financial support

Eligible organisations are required to:

• consider and address any barriers that may prevent young people from participating.

### Acquiring and expanding knowledge and skills

Eligible organisations are required to:

- work with young people to identify skills that align with their interests and support their participation in the project and in the community. These could include:
  - radio programing, program development and radio DJ/hosting skills
  - podcasting development, recording and hosting skills
  - communication and presentation skills
  - negotiation and conflict resolution skills
  - project management
  - writing scripts, applications, resumes, reports, and letters
  - dealing with the media
  - formal certificates in radio and podcasting.

### Respect, value and recognition

Eligible organisations are required to:

- promote the project within the community and to the media
- promote young people's contributions and impact on issues that are important to them and their community.
- recognise young people's involvement via certificates, references or any other form of recognition identified by young people.

### Program Logic

A Regional Youth Radio Program Logic has been developed. See **Appendix A** *Regional Youth Radio Program Logic* for further information on the purpose and intended outcomes of the program.

### Performance and outcome measures

Contributions towards the program outcomes are tracked over the life of the project. Funded organisations are required to provide information against a set of measures and indicators at three intervals:

- commencement (participant survey)
- mid-term (progress report)
- completion (final report and participant survey).

See Appendix B Reporting and Data Collection.

### Community based partnerships

The Regional Youth Radio Program provides a unique platform for eligible organisations to build authentic and meaningful partnerships with young people in their community. The more successful these relationships are, the more likely young people are to seek further opportunities to participate and stay engaged in the community beyond the project.

Funded organisations are to engage young people in a way that evokes a shared sense of responsibility and ownership across all stages of the project including planning, design, delivery and evaluation.

Successful partnerships<sup>9</sup> strike the right balance between enabling youth ownership whilst providing the right organisational supports and resources required to participate. To do this effectively, adults must be willing to engage with young people and work in partnership on issues that are important to them.

Working in partnership with young people requires organisations to encourage project leadership by the young people involved. It is also important that young people are empowered to determine the nature and level of their involvement.

In 2016, the Advocate for Children and Young People consulted with 150 young people to develop a 'Participation Charter'<sup>10</sup> which states *We respectfully request that adults assist us to make meaningful contributions by*:

- providing guidance, balanced with independence
- providing training and skill development
- providing resources and financial support
- understanding that we have many commitments
- encouraging us to work collaboratively

• fully informing us of our role and our rights in the decision-making process.

## Youth-led projects

The Regional Youth Radio program funds projects which are genuinely youthled. This means that young people are involved at every stage of the project from identifying the need, through to design, delivery and final review (see *Life Cycle of a Youth Radio Project*).

Applicant organisations must have the capacity to encourage, support and facilitate a youth-led project.

### **Target audience**

Young people12 – 24 years of age living in rural, regional, and remote NSW are the focus of the program. See **Appendix C** for a list of eligible Local Government Areas.

The program seeks to fund a diverse range of projects across rural and regional NSW, and encourages applications from Aboriginal, and Culturally and Linguistically Diverse organisations.

## **Project themes**

## Priorities Identified by Young People

Young people have told us through a number of different mechanisms what is important to them, what concerns them, and what they are interested in<sup>11</sup>.

Youth Radio programs or podcasts developed as part of this program can focus on key issues identified by young people including:

- community inclusion and participation
- COVID-19
- cultural identity and connection
- cyber safety and awareness
- domestic and family violence
- financial literacy (budgeting, rent, phone, contracts, fines)
- health and wellbeing (including mental health)
- homelessness/housing

• young people impacted by drought, fire or flood.

Youth Radio projects may seek to address one or more of these issues, or they may address other issues or interests raised by young people, such as music, art, sport or the environment which are important to them and their local communities.

Applicant organisations are to engage young people in the initial 'Identifying the need' stage of the project (see *Life Cycle of a Youth Radio Project*) to ensure the project is responsive to the needs of young people.

While addressing a youth identified issue, all applications for funding will be asked to demonstrate how they are supporting young people to build their skills and experience throughout the project, which can include hands on learning to build skills, or the completion of short courses related to the project's implementation.

Skills developed during funded projects help young people to participate in the social and economic life of their communities. Their participation and engagement through the funded projects help to reduce social isolation, improve wellbeing, and generate positive change in their communities.

## Life Cycle of a Youth Radio Grants Project



Applicant organisations must ensure the input of young people is firmly embedded in each stage of the project.

## Application for funding

Non-government organisations and local NSW councils are invited to apply for grants between \$2,500 and \$20,000 to deliver a Youth Radio project for up to 12 months.

All applicants must complete and submit an online application form which is available at <u>nsw.gov.au/YouthRadio</u>. The website also includes downloadable resources to support the application process.

Applications close at 5:00pm on Friday 28 January 2022. Applications submitted after the advertised closing date will not be accepted.

## Eligible applicants

Eligible organisations must be:

- operating in rural, regional or remote NSW
- an incorporated non-government (not-for-profit) organisation operating in NSW (including community radio stations, youth radio stations, youth focused organisations)
- a regional university or TAFE college
- a NSW local government authority.

### Ineligible applicants

You should **not** apply for this grant if you are:

- a Commonwealth or State Government agency
- an individual or sole trader
- a commercial for-profit organisation
- a school (including P&Cs)
- a sub-contractor engaged to manage or deliver the project on behalf of a non-eligible organisation.

### How to apply

Applications are submitted via SmartyGrants, an online grants administration system. To access SmartyGrants and the online application form please visit <a href="https://nsw.gov.au/YouthRadio">nsw.gov.au/YouthRadio</a>.

Applications must be completed and submitted online via SmartyGrants by **5:00pm on Friday 28 January 2022.** SmartyGrants will automatically shut off at 5:00pm and does not allow for extensions to be granted.

### **Project exclusions**

Projects will *not* be eligible for funding if they:

- are run in schools as part of the curriculum or other areas of school responsibility
- include interstate or overseas travel, scholarships and/or conference attendance
- provide case-management or counselling for young people.

Project funding must *not* be used for:

- religious festivals, rituals, events or promotions, except multi-faith events which involve young people from more than one religion
- <u>major</u> capital works (e.g. establishing or significantly refurbishing a youth radio station / radio station)
- large equipment purchases (e.g. vehicles)
- costs that are not directly associated with the implementation or delivery of the project
- operating expenses such as rent, insurance, electricity, water, rates or funding towards the running of other programs within the organisation
- existing projects or programs.

## Project budget

A detailed budget identifying expenses as well as any in-kind contributions is required as part of the grant application.

Project funding *can* include:

- costs associated with implementing the project, including project coordination, skills development or training
- up to 10% of the budget can be used for minor administration costs
- up to 50% of the budget can be used to purchase minor equipment/sound studio furnishings (applicants must demonstrate the need for these purchases in their application)
- up to 50% can be used for minor capital works or maintenance to upgrade radio sound studios
- up to 10% of the budget for travel costs associated with training courses/skills development
- up to 5% of the budget can be used for catering.

Travel costs associated will the completion of identified training and short courses will be considered. Travel costs associated with training courses should not exceed 10% of the overall project budget.

All projects must include program content development.

Projects that include a cash or in-kind contribution from the applicant organisation or associated project partners are welcome.

### Assessment criteria

Applications will be considered against the assessment criteria and ranked against other applications. Assessments are conducted by an Assessment Panel.

Each application is assessed against the following criteria:

- the project is delivered in Regional NSW (refer to list of Local Government areas Appendix C)
- the project demonstrates that young people have had and will have meaningful input at every stage of the project (identifying the need, planning and design, delivery, final review and recognition) - the project is youth-led and youth-driven
- the project improves young people's access to and inclusion in activities that amplify youth voice
- the project provides young people with knowledge and skills to strengthen their ability to participate in their local communities
- the project recognises the contributions young people make to their local communities
- the project clearly demonstrates substantial benefits to young people compared with the total cost of the project the project represents good value for money.

Please allow up to 16 weeks for advice regarding the outcome of your application. All applicants will be notified in writing.

### Successful applicants

Successful applicants will enter into a Funding Agreement with the Department of Communities and Justice and will be required to report on the progress and completion of the project. See **Appendix B** *Reporting and Data Collection*.

Specific reporting requirements will be advised once the grant is approved. Any unspent funds, or funds not expended in accordance with the Funding Agreement must be returned to the Department of Communities and Justice.

## Available support

For help preparing applications or further information please email <u>youth@facs.nsw.gov.au</u>

### APPENDIX A Regional Youth Radio Program Logic

Inider their participation in the community.     components to participation (within a community setting) are:     eligible organisations to partner and deliver projects and deliver projects that amplify youth voice.     them to:     funded     funded <td< th=""><th>NEED/PROBLEM</th><th>EVIDENCE</th><th>PROGRAM Program components and activities</th><th>MECHANISM FOR CHANGE</th><th>OUTPUTS</th><th>PROGRAM ( The program ain towards achi outco</th><th>ns to contribute eving these</th><th>GOALS</th></td<>	NEED/PROBLEM	EVIDENCE	PROGRAM Program components and activities	MECHANISM FOR CHANGE	OUTPUTS	PROGRAM ( The program ain towards achi outco	ns to contribute eving these	GOALS
<ul> <li>Instruction address any provide input on budgeting barriers that may and expenditure.</li> <li># of recognition</li> </ul>	<ul> <li>range of barriers that hinder their participation in the community.</li> <li>These can include, but are not limited to</li> <li>limited options to have a voice and be heard</li> <li>limited funding. options for youth voice related initiatives</li> <li>costs involved</li> <li>limited travel options</li> <li>accessibility issues</li> <li>cultural and family barriers</li> <li>not knowing what participation opportunities exist</li> <li>concerns about not being taken seriously</li> <li>concerns about not having the power to influence decisions</li> <li>fear of speaking up</li> </ul>	<ul> <li>most effective program components to overcome barriers to participation (within a community setting) are:</li> <li>Positive (adult) relationships <ul> <li>community</li> <li>organisations and young people</li> <li>become equal partners in the design and delivery of a community project.</li> </ul> </li> <li>Meaningful engagement <ul> <li>young people are empowered to participate in a way that evokes a shared sense of responsibility and ownership across all stages of the project including planning, design, delivery and evaluation.</li> </ul> </li> <li>Access to resources and financial support</li> <li>consider and address any</li> </ul>	off grants, the program funds eligible organisations to partner with young people to design and deliver projects that amplify youth voice. Each organisation is required to: Partner with young people to deliver a youth-led and youth- driven project Core components: Positive (adult) relationships Eligible organisations are to: • partner with young people to identify a project that is important to them • work with young people to develop their ideas into a project proposal prior to submitting a grant application • establish partnerships with young people based on mutual respect. Meaningful engagement Eligible organisations are to: • establish a project steering committee where young people can actively influence decisions, chair and facilitate meetings, lead discussions and provide input on budgeting	<ul> <li>deliver projects enabling them to:</li> <li>have a voice and be heard</li> <li>overcome barriers to participating in the community</li> <li>build community based partnerships and networks</li> <li>feel a greater sense of belonging within their community</li> <li>feel empowered, as their ideas and opinions are respected, considered and acted upon</li> <li>gain relevant training to support their participation</li> <li>feel more confident within themselves and their abilities having expanded their knowledge and skills</li> <li>seek further opportunities to participate and stay</li> </ul>	and youth- driven projects funded # of young people directly involved in planning and organising the project # of young people that attended and participated in activities as part of the project # of youth-led and youth-driven programs / podcasts developed # of youth-led and youth-driven activities held / programs run / podcast episodes released as part of the project # of young people that undergo training as part of the project	SHORT OUTCO Empowerment Social and	<ul> <li>TERM DMES</li> <li>Increased participation in youth-led and youth-driven community activities</li> <li>Young people address and overcome barriers to participation</li> <li>Young people participate in activities that strengthen their connection to their local communities</li> <li>Young people's contributions are recognised</li> </ul>	greater sense of voice and are heard Young people feel a sense of connection and belonging to

The Measurement of
Social Connectedness and
its Relationship to
Wellbeing, The Ministry Of
Social Development, Te
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Office of the Advocate for Children and Young People, Understanding and Supporting Children and Young People's Participation 2015, accessible at https://www.acyp.nsw.go v.au/participationresources/understandingand-supporting-childrenand-young-peoplesparticipation

Rewriting the Rules for Youth Participation, Inclusion and diversity in government and community decision making, National Youth Affairs Research Scheme, 2008, accessible at https://docs.education.go <u>v.au/node/</u>29376

prevent young people from participating. Acquiring and expanding knowledge voice and skills

young people receive the appropriate training to enhance and support their participation in the project and the community.

#### Respect, value and recognition

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#### young people feel valued. their ideas and opinions are respected, considered and acted upon. They are recognised as active members of their community.

Research into youth radio and vouth voice initiatives, such as podcasts / radio on demand demonstrates its importance:

community radio ٠ has been shown to make contributions to managing community mental health by empowering audiences to better understand and control issues that impact their emotional and

social well-being

community radio

Improve young people's access to and inclusion in community activities that amplify youth

#### Core component:

Access to resources and financial support Eligible organisations are to:

consider and address any ٠ barriers that may prevent young people from participating.

Provide young people with knowledge and skills to strenathen their ability to participate in their local community and support future economic participation

#### Core component:

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#### Acquiring and expanding knowledge and skills

- Eligible organisations are to:
  - work with young people to identify skills that align with their interests, and support their participation in the project and in the community. These could include:
    - radio programing, program development and radio DJ/hosting skills podcasting development, recording and hosting skills communication and presentation skills negotiation and conflict resolution

project management

writing scripts,

skills

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activities and events that were held as part of the		
part of the project # of young people who report feeling a sense of empowerment and belonging in the place and	Empowerment	Young people feel a sense of choice and control (self- determination) in their lives
community where they live # of young people who report feeling supported to make decisions throughout the duration of the project	Social and Community	Young people feel a sense of connection and belonging to their communities

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٠ Regional Youth Radio Program - Guidelines 2021

provides	applications, resumes,			
, marginalised young	reports, and letters			
people with a	- dealing with the			
platform to	media			
vocalise matters of	<ul> <li>formal certificates in</li> </ul>			
importance for	radio and podcasting.			
them and their				
community and	Recognise the contribution			
help them to gain	young people make to their			
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knowledge (and				
skills).	Core component:			
SKIIIS).	Respect, value and recognition			
<ul> <li>increased social</li> </ul>				
and cultural capital	Eligible organisations are to:			
is developed	<ul> <li>promote the project within</li> </ul>			
	the community and to the			
through young	media			
people building				
concrete media	<ul> <li>promote young people's</li> </ul>			
skills and can lead	contributions and impact			
to employment /	on issues that are			
	important to them and			
entrepreneurial	their community.			
activities.				
<ul> <li>podcasts or radio</li> </ul>	<ul> <li>recognise young people's</li> </ul>			
-	involvement via			
on demand	certificates, references or			
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and mental health: The			
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being, November 2011 The			
Radio Journal International			
Studies in Broadcast and			
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## **Reporting and data collection**

NSW Human Services Outcomes Framework	Empowerment	Social and Community
Short-Term Program Outcomes	<ul> <li>Increased participation in youth-led and youth-driven community activities</li> </ul>	<ul> <li>Young people address and overcome barriers to participation</li> <li>Young people participate in activities that strengthen their connection to their local communities</li> <li>Young people's contributions are recognised and valued</li> </ul>
Measure (Contributions towards the project outcomes will be captured in the progress and completion reports)	<ul> <li>How has young people's input been embedded at every stage of the project including planning, design, delivery and evaluation</li> </ul>	<ul> <li>How have young people been supported to overcome barriers to participate</li> <li>How has young people's participation in the project strengthened their connection to their local communities</li> <li>How have young people's contribution to their local communities been recognised</li> <li>What skills have young people learnt as part of the project</li> <li>How have these skills improved their ability to participate in their local communities</li> </ul>
Indicator (Contributions towards the project outcomes will be tracked using these indicators in the progress and completion reports)	<ul> <li>Number of youth-led and youth-driven community projects funded per round</li> <li>Number of young people directly involved in planning and organising the project</li> </ul>	<ul> <li>Number of young people that attended and participated in activities as part of the project</li> <li>Number of youth-led and youth-driven programs/podcasts developed</li> <li>Number of youth-led and youth-driven activities held / programs run / podcast episodes released, as part of the project</li> <li>Number of young people that undergo training as part of the project</li> <li>Number of recognition activities and events that were held as part of the project</li> </ul>
Medium-Term Program Outcomes	<ul> <li>Young people feel a sense of choice and control (self-determination) in their lives</li> </ul>	<ul> <li>Young people feel a sense of connection and belonging to their local communities</li> </ul>

Measure (Contributions towards the program outcomes will be captured in the completion report)	How have young people been supported to make decisions across all stages of the project including planning, design, delivery and evaluation	<ul> <li>How has participation in the project improved young people's sense of connection and belonging to their local communities</li> </ul>
<b>Indicator</b> (A participant survey (core group of young people only) will be distributed at commencement and completion of the project)	<ul> <li>Number of young people who report feeling supported to make decisions throughout the duration of the project</li> </ul>	<ul> <li>Number of young people who report feeling a sense of empowerment and belonging in the place and community where they live</li> </ul>

### APPENDIX C - Eligible Local Government Area's

Albury City Council	Griffith City Council	Tamworth Regional Council
Armidale Regional Council	Gunnedah Shire Council	Temora Shire Council
Ballina Shire Council	Gwydir Shire Council	Tenterfield Shire Council
Balranald Shire Council	Hay Shire Council	The Council of the Municipality of Kiama
Bathurst Regional Council	Hilltops Council	Tweed Shire Council
Bega Valley Shire Council	Inverell Shire Council	Upper Hunter Shire Council
Bellingen Shire Council	Junee Shire Council	Upper Lachlan Shire Council
Berrigan Shire Council	Kempsey Shire Council	Uralla Shire Council
Bland Shire Council	Kyogle Council	Wagga Wagga City Council
Blayney Shire Council	Lachlan Shire Council	Walcha Council
Bogan Shire Council	Lake Macquarie City Council	Walgett Shire Council
Bourke Shire Council	Leeton Shire Council	Warren Shire Council
Brewarrina Shire Council	Lismore City Council	Warrumbungle Shire Council
Broken Hill City Council	Liverpool Plains Shire Council	Weddin Shire Council
Byron Shire Council	Lockhart Shire Council	Wentworth Shire Council
Cabonne Council	Maitland City Council	Wingecarribee Shire Council
Carrathool Shire Council	Mid-Coast Council	Yass Valley Council
Central Coast Council	Mid-Western Regional Council	
Central Darling Shire Council	Moree Plains Shire Council	
Cessnock City Council	Murray River Council	
City of Lithgow Council	Murrumbidgee Council	
Clarence Valley Council	Muswellbrook Shire Council	
Cobar Shire Council	Nambucca Valley Council	
Coffs Harbour City Council	Narrabri Shire Council	
Coolamon Shire Council	Narrandera Shire Council	
Coonamble Shire Council	Narromine Shire Council	
Cootamundra-Gundagai Regional Council	Oberon Council	
Cowra Shire Council	Orange City Council	
Dubbo Regional Council	Parkes Shire Council	
Dungog Shire Council	Port Macquarie-Hastings Council	
Edward River Council	Port Stephens Council	
	Fort Stephens Council	

	Regional Council	
Federation Council	Richmond Valley Council	
Forbes Shire Council	Shellharbour City Council	
Gilgandra Shire Council	Shoalhaven City Council	
Glen Innes Severn Council	Singleton Council	
Goulburn Mulwaree Council	Snowy Monaro Regional Council	
Greater Hume Shire Council	Snowy Valleys Council	

### References

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