Local Council Transition Fund

Guidelines

A non-contestable program for local councils funded by the waste levy under the Phase 2 Transition Package

Opening Date: Monday 18 May 2020

Closing date: Tuesday 11 August 2020
Background

The Department of Planning, Industry and Environment aims to preserve our environment, support our industries and contribute to a strong economy. The management of waste is a key focus area.

Alternative waste treatment transition package

This funding is a response to the EPA’s decision to revoke the general and specific Resource Recovery Orders and Resource Recovery Exemptions for the application of mixed waste organic outputs (MWOO) used as a soil amendment on agricultural, mining rehabilitation and forestry land.

In 2018, the NSW Government provided a transition funding package for the alternative waste treatment (AWT) industry and affected local councils to minimise cost and disruption to services. Following public consultation, the NSW Government allocated an additional $24 million in early 2020, under the Phase 2 Transition Package. The package is comprised of:

- $5 million local council transition fund
- $12.5 million organics collections grants
- $6.26 million research and development fund

About the fund

Aim and objectives

The aim of the local council transition fund is for eligible local councils to provide sustainable, reliable and affordable kerbside services to their communities.

The fund supports strategic planning, options assessment and the transitioning to sustainable waste management services that maximise recovery from the red-lid bin and allow safe recirculation back into the productive economy.

This grant provides targeted support for:

1. strategic planning and options assessment
2. increasing the recovery of organics:
   (i) transitioning to new organics collection services and minimising recoverable products and hazardous materials in the red-lid bin, or
   (ii) improving recovery of organics in existing services and minimising recoverable products and hazardous materials in the red-lid bin.

Key information

- Total amount of funding available is $5 million
- Amount per eligible organisation is $180,000, excluding GST (non-contestable)
- Applications are open for a three-month period and will be assessed as satisfactory applications are received
- The Department aims to notify applicants within three weeks of submission of a satisfactory application
- Draft applications can be submitted for comment and feedback if required
- Local councils can submit individual applications (up to $180,000) or joint applications with other local councils and pool their funding (up to $180,000 per eligible organisation)
- Local councils can submit applications jointly with eligible Regional Waste Groups and pool their funding (up to $180,000 per eligible organisation)
Regional waste groups can submit stand-alone applications up to $180,000 if supported by three or more councils.

The Department may open a further round of funding if the $5 million is unallocated in this first round. Eligible councils and regional waste groups are encouraged to notify the Department if they do not wish to apply under this round but would apply at a later stage. However, applications are strongly encouraged under the first round.

Key dates

- Applications open Monday 18 May 2020
- Applications close 4pm Tuesday 11 August 2020

The Department aims to assess applications and notify applicants within three weeks of receipt of a satisfactory application.

Eligible organisations

Organisations that are eligible to apply include:

- 29 local councils listed in Appendix A
- regional groupings of councils established to receive the Waste Less, Recycle More Regional Coordination support funding as listed in Appendix B

Collaboration and partnerships

Collaborative projects are encouraged, for example projects where local councils work jointly or with a regional waste group to deliver joint strategic planning and options assessment, community consultation, community engagement and education, or regional procurement for new services.

Applicants are able to pool their funding ($180,000 per eligible organisation) to propose joint projects. A dedicated project manager can be funded to lead the collaboration. For joint projects, evidence of support from all eligible organisations is required to accompany the project table (application). Evidence can include email correspondance or letter(s).

If eligible regional waste groups submit an individual application there must be evidence that the regional project has in-principle support of at least three local councils in the region, that are also eligible organisations. Evidence can include email correspondance or letter(s).

What will be funded?

The types of projects that will be funded are those that share the program aim and objectives, including (this is not an exhaustive list):

- strategic planning, options assessment, project management, business case development, waste composition and service performance assessment, social research and community engagement
- tendering and new service rollout
- projects to increase participation, reduce contamination and improve householder awareness and understanding.

Funding can be allocated towards salaries of staff working on, or managing, the projects.
What will not be funded

- Legal advice
- Projects that seek retrospective funding for work already undertaken prior to 12 May 2020. Although a new stage of a project can be funded
- Funding to duplicate work that is being funded through other sources. Eligible organisations must advise the Department if they have secured funding for the same project through another source, including but not limited to grants under the Waste Less, Recycle More initiative.

Application process

The application requires the completion of the project table (Excel spreadsheet) with details of the proposed project or projects that will be delivered with the funding. Applicants need to show that their project or projects are aligned with the program aim and objectives.

The project table must be signed by a senior officer in your organisation with the appropriate financial delegation who can attest to the accuracy of the information within the application. A financial officer is also required to sign the project table if requesting more than $500,000 under a collaborative or regional application.

Eligible councils and regional waste groups must

- complete all sections of the project table
- ensure their application is received by the closing date
- ensure the project table is signed by a senior officer in their organisation with the appropriate financial delegation, and a financial officer if the application is for more than $500,000 under a collaborative or regional application
- provide evidence of support from all eligible organisations included in a joint application, such as letter(s) or email correspondance
- provide evidence of in-principle support from at least three local councils for individual applications from eligible regional waste groups. Evidence can include email correspondance or letter(s)
- ensure projects comply with all planning and environmental laws, regulatory and policy requirements in NSW.

Successful applicants will sign the letter of agreement. The Department reserves the right to recover funds not spent in accordance with the project table and these fund guidelines. Interest earned on this funding becomes part of the fund and must be used in accordance with the conditions and requirements of this fund. The Department may audit projects and expenditure at any time.
How to apply

Download the project table. Email your completed and signed project table to: recycling.centres@epa.nsw.gov.au.

Please put the description ‘Local council transition fund’ in the subject line.

Or, post your application form to:
Local council transition fund
Circular Economy Resource Management
Department of Planning, Industry and Environment
Locked Bag 5022
Parramatta NSW 2124

The project table must be received by the Department by the closing date: 4pm Tuesday 11 August 2020.

The Department will acknowledge receipt of your application, by email, within three working days of receipt of your application.

For any enquiries please email recycling.centres@epa.nsw.gov.au.

Applicant co-contribution

No co-contribution is required.

Other sources of funding

The applicant must disclose any other sources of funding proposed to supplement project funding, such as the Better Waste and Recycling Fund. Eligible organisations must advise the Department if they have secured funding for the same project through another source, including but not limited to grants under the Waste Less, Recycle More initiative.

Payment schedule

Payment of grant funding will be in two parts:

- Payment 1: 90% of grant funds will be paid upon receipt of signed letter of agreement and an invoice.
- Payment 2: 10% of grant funds will be paid upon receipt of a satisfactory reporting table.

Managing your funding and reporting

Project changes

The Department acknowledges that sometimes projects may need to be changed or timelines adjusted. Proposed changes to projects must be submitted to the Department for approval.

Reporting process

The reporting table is required at the end of the project, detailing funding acquitted, projects undertaken and the outcomes achieved. Evidence and project documentation should be submitted with the reporting table, such as reports, media releases and collateral. Commercial in confidence or confidential information does not need to be submitted, however, the report title and an outline is required.
The reporting table must be signed by a senior officer in your organisation with the appropriate financial delegation who can attest to the accuracy of the information within the report. A financial officer is also required to sign the reporting table if more than $500,000 funding was received under a collaborative or regional application.

**Acknowledgement and branding**

Projects supported by the fund are required to acknowledge the Department as the funding source. This is done through inclusion of the Department’s funding statement and the NSW Government’s waratah logo on all publications, externally distributed reports, websites and publicity material relating to the funded projects.

There are two acknowledgements that can be used depending on the size of the collateral:

**Large acknowledgement:**

This project is a NSW Department of Planning, Industry and Environment initiative funded from the waste levy.

**Smaller acknowledgement:**

Brought to you by the NSW Department of Planning, Industry and Environment.

Logos are available on request. Organisations must provide the Department with a copy of all publicity material prior to publishing or release and must not publish or release publicity material containing the NSW Government’s waratah logo without the Department’s approval.
Appendix A: eligible local councils

- Bayside Council
- Bellingen Shire Council
- Blacktown City Council
- Burwood Council
- Camden Council
- Campbelltown City Council
- City of Parramatta Council
- Coffs Harbour City Council
- Council of the City of Ryde
- Council of the City of Sydney
- Cumberland Council
- Fairfield City Council
- Georges River Council
- Hunters Hill Council
- Inner West Council
- Ku-ring-gai Council
- Lane Cove Municipal Council
- Liverpool City Council
- Nambucca Valley Council
- North Sydney Council
- Northern Beaches Council
- Penrith City Council
- Port Stephens Council
- Randwick City Council
- Waverley Council
- Willoughby City Council
- Wingecarribee Shire Council
- Wollondilly Shire Council
- Woollahra Municipal Council
Appendix B: eligible regional waste groups

- Hunter Joint Organisation
- Macarthur Strategic Waste Alliance (MSWA)
- MidWaste Regional Waste Forum (MidWaste)
- Northern Sydney Regional Organisation of Councils (NSROC)
- Southern Sydney Regional Organisation of Councils (SSROC)
- Western Sydney Regional Organisation of Councils (WSROC)