



Environment Protection Authority

Local Council Transition Fund Guidelines (Round 2)

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

Opening Date: Monday 15 March 2021

Closing date: Friday 23 April 2021



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Background

The Environment Protection Authority (EPA) is the state's primary environmental regulator, a leader, partner and protector for our community and the environment.

The Local Council Transition Fund is administered by the EPA.

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 (MWO) 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 comprises:

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

A total of \$4.491 million of the local council transition fund was awarded under Round 1 to 24 local councils and five regional waste groups in Round 1. The total amount of funding available in Round 2 is \$509,000.

About the fund

Aim and objectives

The aim of the local council transition fund is to allow 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 materials to be safely recirculated back to the productive economy.

This grant provides targeted support for:

- strategic planning and options assessment
- increasing the recovery of organics by:
 - transitioning to new organics collection services and minimising recoverable products and hazardous materials in the red-lid bin
 - or
 - improving recovery of organics in existing services and minimising recoverable products and hazardous materials in the red-lid bin.

Key information

The local council transition fund is a \$5 million funding package. Under Round 1, a total of \$4.491 million was awarded to 24 local councils and five regional waste groups.

- Total amount of funding available under this round is \$509,000.
- Amount per eligible organisation is \$180,000, excluding GST (non-contestable).
- Applications will be assessed when satisfactory applications are received.
- The EPA aims to notify applicants within three weeks of submission of a satisfactory application.
- Applications are open for six weeks, but as applications are assessed on receipt it is likely that the funding will all be allocated before the closing date.
- Draft applications can be submitted for comment and feedback if required.
- Local councils can submit individual applications (for up to \$180,000) or joint applications with other local councils and pool their funding (for up to \$180,000 per eligible organisation).
- Local councils can submit applications jointly with eligible regional waste groups and pool their funding (for 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.

Key dates

- Applications open Monday 15 March 2021.
- Applications close 5pm Friday 23 April 2021.

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

Eligible organisations

The organisations eligible to apply are the eight local councils and two regional waste groups listed in Appendix A.

Collaboration and partnerships

Collaborative projects are encouraged. These could be, for example, projects where local councils work together 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 can 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 must accompany the project table in the application. Evidence can include email correspondence 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 correspondence 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:

- 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.

This list is not exhaustive.

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 EPA 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 (an Excel spreadsheet) with details of the proposed project or projects that will be delivered with the funding. Applicants need to show that their project(s) align with the program's 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 in the application. If you are requesting more than \$500,000 under a collaborative or regional application, the project table must also be signed by a financial officer.

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 by 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 correspondence
- provide evidence of in-principle support from at least three local councils for individual applications from eligible regional waste groups. Evidence can include email correspondence 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 EPA 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 EPA may audit projects and expenditure at any time.

How to apply

Download the project table and fill it out. Email the project table (Excel spreadsheet) and the signed project table in PDF format (use the "Print Project List" tab in the spreadsheet) to: localgovernmentprograms@dpie.nsw.gov.au.

Please put the words **Local council transition fund** in the subject line.

The EPA must receive the project table by the closing date: 5pm Friday 23 April 2021.

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

For any enquiries please email localgovernmentprograms@dpie.nsw.gov.au.

Applicant co-contribution

No co-contribution is required.

Other sources of funding

The applicant must disclose sources of any other funding proposed to supplement project funding, such as the *Better Waste and Recycling Fund*. Eligible organisations must advise the EPA 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

Grant funding will be paid in two parts:

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

Managing your funding and reporting

Project changes

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

Reporting process

A short interim report is required after six months and a template will be provided.

At the end of the project you must submit a **reporting table** that details funding acquitted, projects undertaken and outcomes achieved. With the reporting table you must submit evidence and project documentation, such as reports, media releases and collateral. Commercial-in-confidence or confidential information does not need to be submitted, but 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 must also 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 funding source. You do this by including the EPA's funding statement and the NSW EPA logo on all publications, externally distributed reports, websites and publicity material relating to the funded projects.

The 'large acknowledgement' or 'smaller acknowledgement' can be used depending on the application.

Large acknowledgement

This project is a NSW Environment Protection Authority initiative funded from the waste levy

Smaller acknowledgment

Brought to you by the NSW Environment Protection Authority

Logos are available on request. Organisations must provide the EPA 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 EPA's approval.

Appendix A: eligible local councils and regional waste groups

Eligible organisation	Eligible amount (\$)
Burwood Council	180,000.00
Georges River Council	180,000.00
North Sydney Council	180,000.00
Northern Beaches Council	180,000.00
Waverley Council	180,000.00
Camden Council*	130,000.00
Campbelltown City Council*	130,000.00
Wollondilly Shire Council*	130,000.00
Macarthur Strategic Waste Alliance*	130,000.00
Hunter Joint Organisation	180,000.00

* These 3 councils and regional waste group were awarded \$50,000 each in the previous round.