

# Application Form - Stream 3

## Form Preview

### Eligibility

#### Conditions of Eligibility

Please read the eligibility section in the Guidelines for Applicants. Applications must be for projects carried out in the Regional Levy Area or Non-Regulated Area of NSW. Please re-declare you meet each of the following criteria to be eligible for funding.

1. Your organisation must be one of the following:

**A local government (as defined in the NSW Local Government Act 1993)**

Yes  No

**A group of local governments (as defined in the NSW Local Government Act 1993)**

Yes  No

**A Regional Waste Management Group applying and/or coordinating the project on behalf of several NSW councils within their regional group, provided each council nominates a contact person for the project.**

Yes  No

**A Regional Organisation of Councils applying and/or coordinating the project on behalf of several NSW councils within their regional group, provided each council nominates a contact person for the project.**

Yes  No

**A Joint Organisation of Councils applying and/or coordinating the project on behalf of several NSW councils within their regional group, provided each council nominates a contact person for the project.**

Yes  No

2. Your organisation has a clear proposal that:

**Will procure an appropriately qualified and experienced expert to develop and/or review plans or documents related to landfill closure, transfer station construction and environmental improvements AND/OR will send Council staff on a training course that with the aim to improving waste management.**

Yes  No

**Is authorised by the names of two senior officers in your organisation (e.g. General Manager, CEO, Chief Financial Officer, Group Manager or Secretary) who can attest to the accuracy of the information within the application.**

Yes  No

**Has a completed, separate risk assessments for each site/facility proposed in the application.**

Yes  No

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**Provides separate site layouts for each site/facility proposed in the application.**

Yes

No

**Provides at least two contact people within the eligible organisation who will be responsible for delivering the project, ongoing grant management and available to respond to questions from the EPA.**

Yes

No

**For organisations submitting multiple applications, provide a priority list ranking the sites/facility in order of importance and preference for funding.**

Yes

No

**Will be completed prior to June 2027.**

Yes

No

**Has received three quotations from appropriately qualified and experienced persons for advisory services. For seeking funding only for an education course, a quote from a Registered Training Organisation**

Yes

No

4. You have read the guidelines for applicants before completing this application form and acknowledge other eligibility requirements, stream specific conditions and eligible items that can be funded and ineligible items.

Yes

No

## Part A: General information - Stream 3

\* indicates a required field

### Application details

**Applicant organisation name \***

**Project title \***

**Start date of project**

Must be a date.

**End date of project**

Must be a date and no later than 30/6/2027.

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### What funding are you applying for under Stream 3?

- Advisory services
- Education
- Both

### Funding category

### Which of the following best describes the advisory services you seek to procure \*

- Pre-landfill closure documents
- Operational landfill closure documents
- Landfill post-closure documents
- Transfer station design documents
- Transfer station construction documents
- Environmental improvement documents
- Operational management plans
- Landfill consolidation assessment and prioritisation
- Other

At least 1 choice must be selected.

### If other, please describe

### Do you intend to apply for funding under Stream 1 or 2 once advisory services have been completed?

- Yes
- No

### Are you submitting multiple applications under this program?

- Yes
- No

If yes, please name all sites (including the site being applied for under this application), stream applying for, funding request per site and order of priority for consideration.

Name of site	Stream being applied for	Funding request	Priority for consideration
		Must be a dollar amount.	Must be a number.
	<input type="checkbox"/> Stream 1: Consolidation and transformation		
	<input type="checkbox"/> Stream 2: Environmental improvements		
	<input type="checkbox"/> Stream 3: Advisory services and education		

### Stream specific conditions

As part of your application, have you met the following stream specific conditions:

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**At the time of application, the subject site(s) must be operational and receiving waste from the community, or have been operational in the 12 months prior to the time of application \***

Yes

No

**You have completed, and will submit with this application, an E-RAMP [add link] assessment of the subject site(s) if less than 5,000 tonnes of waste per annum, or your own risk assessment if your site/facility accepts more than 5,000 tonnes per annum**

Yes

No

### Project Summary

**Provide a 150-word maximum summary of your project. This summary will be used to promote your project on the NSW EPA website and in media releases should your application be successful. Include reportable metrics for your project eg. Number of environmental or operational actions, number of closed or transformed sites, capacity and efficiency improvements etc**

Word count:

Must be no more than 150 words.

### Site Location

**Name of site**

**Address**

Address

  

**Environment Protection Licence number (if applicable)**

If there are multiple subject sites for this application, please list each below:

**Name of landfill or transfer station**

**Street Address**

**Lot and DP**

Name of landfill or transfer station	Street Address	Lot and DP
<input type="text"/>	<input type="text"/>	<input type="text"/>

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If you are submitting more than one application, attach a separate cover letter which provides a list of all sites across all of your applications. Each site must be ranked in order of priority with 1 being the highest priority.

Attach a file:

### State electorate and local government area

#### Local government area

To determine local council, visit: <https://www.olg.nsw.gov.au/public/>

#### State electorate

To determine state electorate, visit: <https://elections.nsw.gov.au/elections/find-my-electorate>

**Secondary areas** - If more than one list below matching each council with its respective electorate.

#### Local government area

#### State electorate

Local government area	State electorate
<input type="text"/>	<input type="text"/>

### Applicant contact details

#### Applicant

Individual  Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed

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ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Applicant Primary Address

Address

  

### Applicant Primary Phone Number

Must be an Australian phone number.

### Applicant Primary Email

Must be an email address.

### Applicant Mobile Phone Number

Must be an Australian phone number.

### Registered for GST

Yes  No

### Primary contact details

Individual  Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Position

### Phone Number

Must be an Australian phone number.

### Email

Must be an email address.

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Secondary contact (senior officer or office-bearer)

### Applicant Admin Contact

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Position

### Phone Number

Must be an Australian phone number.

### Email

Must be an email address.

Contact details for partners or grant administrator (if applicable)

### Partner

Individual  Organisation

Organisation Name

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Partner ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

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### Partner Position

### Partner Primary Address

Address

  

### Partner Primary Phone Number

Must be an Australian phone number.

### Partner Primary Email

Must be an email address.

### Partner Mobile Phone Number

Must be an Australian phone number.

## Part B: Assessment Criteria - Advisory Services

The TRC will assess your response against the assessment criteria set out in the Guidelines for Applicants. You must answer each of the questions for each criterion set out in this document. Your answers must be clear and legible and must detail how your proposed project meets the assessment criteria.

### **Criterion 1 - The project shows it will deliver information that is relevant and useful - 30%**

- The application clearly describes, with supporting evidence, how it delivers on the program objectives and outcomes.
- The application has a completed risk assessment that addresses current operational condition and mitigations for the proposed site/facility.
- The application describes how it will address an issue or knowledge gap.

### **Criterion 2 - The project shows intention to act on information delivered - 30%**

- The application describes how the information delivered will help inform future management and future use of the site/facility.
- The application shows there is a financial commitment to act on the information delivered once the project is complete. For instance, planning for activities within budgetary cycles or how new learnings will be embedded as business as usual
- The application describes the timeframe for acting on the information delivered once the advisory services are complete.
- The application describes how it will support knowledge sharing. For instance, with other local councils.

### **Criterion 3 - The project shows how it will deliver on strategic priorities - 20%**



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- The application describes how it delivers on broader strategies, including but not limited to: Council Waste Strategies, Regional Waste Strategies, NSW Government priorities.

### Criterion 4 - The project shows value for money - 10%

- The application pricing and service offering are viable and credible.
- The application shows that multiple quotes have been sought.
- The application budget shows the required 50% or more co-contribution has been committed, with supporting evidence.

### Describe your request for advice

Advice requests must be specific, to ensure the work aligns with the objectives and/or outcomes of the program, listed in the *Landfill Consolidation and Environment Improvement Program - Guidelines for applicants*.

#### Your outcomes

#### How does your intended outcome link to the Program outcomes?

#### Explanatory notes

Your outcomes	How does your intended outcome link to the Program outcomes?	Explanatory notes
What changes do you expect will occur as a result of your project. Be brief. One per row.	Please explain how your intended outcome helps contribute to the Program Outcomes.	Add notes if you need to provide more context.

### Describe the need for the advisory services

**What is the issue or knowledge gap the advisory services seek to address? How have the issues or knowledge gaps been identified as a priority?**

**What work to-date have you completed to assess the site needs, or data analysis to help inform advisory services required for the site?**

### Risk Assessment

**Did the risk assessment demonstrate a need for environmental management?**

- Yes  
 No

**What were the main issues identified in NSW EPA E-RAMP risk assessment(s) (or alternative assessment if landfill accepts more than 5,000 tonnes per annum) for each landfill.**

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**Applicants are required to attach a copy of the risk assessment for each landfill including current operating conditions and mitigation measures.**

Attach a file:

How will the identified environmental issues and risks be addressed through the project?

Detail the current operational and environmental issues and risks if the site continued as BAU. Please describe why the project will help address these issues and inform future management and use of the site/facility.

Has the need for the project been identified in a Regional Waste Strategy, Action Plan or associated strategic planning or policy documents?

- Yes
- No

**If yes, briefly explain the need for the project in the context of the regional waste strategy and action plan.**

**If no, briefly explain how the project will contribute to the objectives of a regional waste strategy, council plans, or broader NSW Government strategies and policies to benefit the region.**

**Upload relevant pages of Regional Waste Strategy, Action Plan or associated strategic planning or policy documents**

Attach a file:

Education provider

**Is the course you are applying for delivered by a Registered Training Organisation approved by the Australian Skills Quality Authority?**

- Yes
- No

A register of training organisations can be found at <https://training.gov.au/>

How will education for Council staff improve waste management?

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Please list out the courses/training to be scheduled, names and positions of staff to attend

Course name	Course accreditation number	Number of staff to attend course	Names of staff and position description
		Must be a number.	

**For the listed courses, explain why this will help staff with operational and environmental improvements on site, and the expected impacts**

eg. Capacity improvements by X or compactness rates by X

**Describe how the course modules directly relate to operational and environmental improvements at the site**

**Please upload course information**

Attach a file:

What benefits or flow-on effects will result from the project?

**How will the project benefit the community and the environment? What environmental, economic or social benefits will the advice help to achieve?**

**How will Council support knowledge sharing from the project across other local councils (i.e. presentation of project and learnings at monthly ROC meetings)?**

Have advisory services been undertaken for the landfill and/or transfer station in the past?

- Yes
- No

**If you answered yes to the above, please provide detail about what advisory services were undertaken, what were the past outcomes and actions on advisory services?**

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**Please describe how the new procurement of advisory services under this stream will add to the services already undertaken (e.g. if transfer station design documents have already been produced, the procurement of transfer station construction documents will allow Council to progress the development of a transfer station)**

What is the expected timeframe for completing the actions or recommendations of the advisory services?

Once the outputs of the advisory services have been finalised, how long do you expect it to take for landfill closure, consolidation, improvement or transfer station building activities to commence?

**Project delivery timeline and anticipated next-step actions (gant chart)**

Attach a file:

**Please provide any evidence that the support required is part of Council plans and has approval to be progressed (i.e. letters of support for the project).**

Attach a file:

### Monitoring and evaluation

What are the objectives of the project and how will they be measured and reported?

Objective	How will this objective be measured?	Target goal (KPI)	Reporting frequency
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What are some potential risks that could hinder the project? How does council intend to manage these risks?

Please detail any risks or uncertainties in the delivery of the project, and how each of these will be managed. Please include only one risk or dependency per row. Add more rows if you want to list additional risks or dependencies.

Risk	Risk Level	Mitigation actions
For example, you may require approval, have stretched resources, or time constraints for delivery.		You should provide an explanation of how you will prevent or treat the risk or dependency.

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List any other grants or payments you (the applicant and partner organisations listed in this application) have received in the past or will receive.

If previous NSW Government funding has been received please demonstrate that grants have been managed effectively.

**Note:** This grant can fund additional work above existing commitments. However, it will not fund work that would have been undertaken as part of agreed commitments or existing programs run by the EPA, the Environmental Trust, council or partner organisations.

## Part B: Assessment Criteria - Application budget

Please complete and upload your budget table using [this template](#). Please read the Project budget background sheet, How to use this form sheet and project activity sheet which provides guidance on what the funding can and cannot be used for.

Provide a summary of the budget based on your budget table, specifying the total funding sought for the proposed project excluding GST, and your level of co-contribution.

**Note:** Projects require a minimum 50% of co-contribution from applicants. NSW EPA funding will make up the remaining 50%. Funding from other government grants or programs cannot be included as the co-contribution.

**Upload your completed project budget template here**

Attach a file:

Preferred service provider

**From the quotes you have received, which provider is your preferred and why?**

3 quotes or more are required for Advisory Service

**Upload quotes/invoices**

Attach a file:

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**Have you previously worked with this service provider?**

- Yes
- No

**If you answered yes to the above, please provide detail about work undertaken by the service provider.**

Grant request

**Total Amount Requested**

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Applicant co-contribution**

Must be a dollar amount.

What is the amount (dollars) of the total project cost contributed by the applicant?

**Total expenditure amount**

This number/amount is calculated.

Use as a calculation

Does your proposal include at least a 50% co-contribution towards eligible project costs?

- Yes
- No

Please list all relevant financial years for the proposed project in the table below and indicate how much government funding and co-contribution amounts will be required over each financial year.

<b>Financial year</b>	<b>Cash co-contribution</b>	<b>Funding sought from LCEI R5 (\$ GST excl.)</b>	<b>Funding from any other government sources (if any)* (\$ GST excl.)</b>	<b>Subtotal for the FY (\$ GST excl.)</b>
	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	This number/amount is calculated.

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\* Will there be any other Australian or NSW Government sources of funding for the project? This includes funding received or applied for the project. Funding from other government grants or programs cannot be included as the co-contribution. You may be required to provide evidence of other Commonwealth/NSW funding sources.

Commonwealth department/NSW agency name	Description/program name	Amount (\$ GST excl)
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		Must be a dollar amount.

## Part C: Compliance record

### Environmental legislative compliance history

In the last 3 years have you received any notices (e.g. penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions) under NSW Environment Protection laws including, but not limited to, *Protection of the Environment Operations Act 1997* (POEO Act), and the Protection of the Environment Operations (Waste) Regulation 2014 (POEO Waste Regulation)?

- Yes
- No

### Legislative compliance history

**If yes, provide detail below and what improved processes you have implemented to correct these breaches (attach additional supporting information if needed).**

**Based on past compliance history, explain why you believe this should not prevent you from obtaining grant funding.**

### Supporting information

Attach a file:

### Compliance history of project partners

In the last 3 years, have any of your partner organisations involved in the project received any notices (e.g. penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions) under NSW Environment Protection laws

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including, but not limited to, *Protection of the Environment Operations Act 1997* (POEO Act), and the *Protection of the Environment Operations (Waste) Regulation 2014* (POEO Waste Regulation)?

If the project does not have any partner organisations, please select 'Not applicable'.

### New Question

- Yes
- No
- Not applicable

## Compliance history of project partners

**If yes, provide detail below and what improved processes you have implemented to correct these breaches (attach additional supporting information if needed).**

**Based on past compliance history, explain why you believe this should not prevent you from obtaining grant funding.**

### Supporting information

Attach a file:

## Waste activities compliance

In the last 3 years, have you or any alliance/partner organisation involved in the project contravened any provision of the POEO Act?

For the purposes of this matter, the relevant provisions of the [POEO Act](#) are sections 48, 64, 88, 115, 120, 142A, 143, 144, 144AA, 144AB and 211 of the POEO Act or [Part 2 of the POEO Waste Regulation](#) in relation to any waste activities where a consequence of the contravention has the result of the avoidance, minimisation or undermining of the waste contribution. This includes incorrect or inadequate recording and reporting and the provision of false or misleading information about waste.

- Yes
- No

## Waste activities compliance

**If yes, provide detail below and what improved processes you have implemented to correct these breaches (attach additional supporting information if needed).**



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**Based on past compliance history, explain why you believe this should not prevent you from obtaining grant funding.**

### Supporting information

Attach a file:

## Part C: Authorisations

\* indicates a required field

What happens if I supply false or misleading information?

Applicants must certify that all the information in the application is true and correct. Note: If applicants supply information as part of the application that is false or misleading, the application will not be considered. Further, if after the grant has been awarded it is subsequently discovered that information supplied was false or misleading, the grant will be revoked and funds, plus interest, must be repaid. An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.

**Do you certify that all information provided as part of this application is true and correct? \***

Yes

### Authorisations

Include the names of two senior office bearers in your organisation (e.g. General Manager, Chairperson, Treasurer, Chief Executive Officer or Executive Officer) who can attest to the accuracy of the information within the application.

Name	Title/ position	Organisatio	Email	Phone Number	Date	Signature
			Must be an email address.	Must be an Australian phone number.	Must be a date.	Upload signature