



Waste Less, Recycle More

Improved Systems for Household Problem Wastes – Community Recycling Centre Grants Program

2017 Application Guidelines

Closing date: 5pm, Wednesday 15 November 2017

Every effort has been made to ensure that the information in this document is accurate at the time of publication. However, as appropriate, readers should obtain independent advice before making any decision based on this information.

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Section 1: Program rules

What you need to know about this program

About the NSW Environmental Trust

The NSW Environmental Trust (the Trust) is an independent statutory body established by the NSW Government to fund a broad range of organisations to undertake projects that enhance the environment of NSW. The Trust is empowered under the *Environmental Trust Act 1998*, and its main responsibility is to make and supervise the expenditure of grants. The Trust is administered by the Office of Environment and Heritage (OEH).

About the NSW Environment Protection Authority

The NSW Environment Protection Authority (EPA) is an independent statutory authority and the principle environmental regulator in NSW. It leads the state's response to managing a diverse range of activities that can impact on the health of the NSW environment and its people, using a mix of tools including education, partnerships, licensing and approvals, audit, enforcement and economic mechanisms. The EPA is empowered under the *Protection of the Environment Administration Act 1991* (POEO Act).

About Waste Less, Recycle More

Waste Less, Recycle More (WLRM) was launched in February 2013, providing \$465.7 million over five years to reduce waste to landfill and increase recycling. An additional \$337 million was allocated in October 2016 to extend the initiative for a further four years.

The EPA is responsible for the delivery of the majority of the programs under this initiative along with the overall outcomes. The Trust is responsible for the delivery of most of the contestable grant programs, and works in partnership with the EPA on this responsibility. A key focus of this initiative is to assist communities, business and industry across the NSW economy to reduce waste, increase recycling and meet recycling targets in the [NSW Waste and Resource Recovery \(WARR\) Strategy 2014-2021](#).

The WLRM extension is made up of:

- \$70 million Local Government Waste and Resource Recovery Program
- \$65 million Illegal Dumping Prevention and Enforcement Fund
- \$30 million Litter Prevention and Enforcement Fund
- \$35.5 million Organics Infrastructure Fund and Program
- \$48 million Waste and Recycling Infrastructure Fund
- \$57 million Systems for Household Problem Waste Program
- \$5 million Recycling Innovation Fund
- \$22.5 million Business Recycling Program
- \$4 million Heads of Asbestos Coordination Authorities program

The Improved Systems for Household Problem Wastes – Community Recycling Centres grants program

The Improved Systems for Household Problem Wastes – Community Recycling Centres grants program aims to make it easier for households to recycle and remove problem wastes from kerbside bin systems by establishing a network of community recycling centres (CRCs) across NSW.

The objectives of this program are:

- To provide 90 per cent or more of NSW households with access to a CRC where they can drop off their problem wastes free of charge.
- Raise community awareness by engaging householders in good management of resource recovery and disposal options for their problem wastes.
- To provide a sustainable solution for the management of household problem wastes.

This is round four of the grants program, which will continue to expand the development of CRCs across the state by establishing more CRCs.

The CRC will accept the following 'core' list of wastes from households, free of charge:

- paints (oil and water based)
- motor oils*
- cooking, hydraulic and transmission oils
- household single use batteries
- car batteries (lead acid*)
- fluorescent and compact florescent lighting (mercury containing lamps)
- gas cylinders (including fire extinguishers)
- smoke detectors

Note: The EPA will organise the contracts and pay the cost to collect and process the above materials (from households only) up to 30 June 2021, with the exception of motor oils* and lead acid batteries*. The EPA will not fund or organise collection and processing costs for any of the above wastes that are generated from profit making businesses.

* While motor oils and lead acid car batteries have space allocated at a CRC, it is not collected as part of the EPA collection and processing contract. These items have a market value and the operator may retain the revenue by organising their own contract for these wastes.

Eligibility

Eligible organisations

Organisations eligible to apply include:

- Not-for-profit organisations/non-government (must comply with the [ATO's definition](#)) with an established legal status, or those without a legal status must be able to be administered by another organisation.
- NSW councils (as defined in the NSW Local Government Act).
- Other local-government controlled organisations (or deemed to have the same local government function).
- Private industry or partnership as defined under the Corporations Act.
- Regional waste groups (RWG), Regional Organisations of Councils (ROC) or Joint Organisations of Councils (JOC) may apply and/or coordinate projects on behalf of one or several NSW councils within their regional group, provided each council nominates a contact person for the project.
- State government entities.

Note: all applicants must be legally constituted entities and be organisations not individuals or sole traders.

Non-government/not-for-profit organisations and private industry or partnership as defined under the Corporations Act applying for a grant must consult with the local council in the area the centre is proposed. A letter of endorsement signed by the General Manager or CEO of the local council indicating support of the application and a commitment to deliver community education is required.

Eligible geographic areas

Grants under this round of the program will only be made available for CRCs located in the following priority local government areas (LGAs) of identified need:

- Bayside
- Blacktown
- Camden
- Canterbury-Bankstown
- Central Coast
- Cumberland
- Goulburn Mulwaree
- The Hills
- Ku-ring-gai
- Lake Macquarie
- North Sydney
- Northern Beaches
- Parramatta
- Ryde
- Shellharbour
- Sutherland
- Sydney
- Wagga Wagga
- Waverley
- Wollondilly
- Woollahra
- Yass Valley

A review of service coverage across the state has demonstrated that there is a major gap in the CRC network within the Sydney metropolitan area, and notable gaps in some regional centres. Although some remote areas are not well-served by the program, funding more CRCs in remote areas in their current format is unlikely to be an efficient or sustainable approach. The above priority LGAs have been identified as optimal locations for future CRCs.

Partnership projects

Partnership projects can improve the implementation and reach of projects. An organisation must be appointed to act as the grant applicant and administrator of the grant program including signing the Deed of Agreement and submitting milestone reports. It is expected that an agreement will have been reached between all partners in relation to project management, roles, responsibilities and funding contributions before applying for funds. This should be included with the grant application in the form of a Memorandum of Understanding signed by the Board of each partner organisation or a letter from each partner detailing their, roles, responsibilities and commitments.

Regional applications with multiple centres must provide information for each site. The [Multiple Centres Form](#) must be used and attached to your application.

Multiple applications

Applicants are permitted to submit multiple applications. For example, an organisation might submit an individual project for two different sites or reapply if unsuccessful in a previous round. If undertaking or proposing several projects, applicants must provide evidence of sufficient resources to undertake all projects, including capacity to manage multiple projects funded in previous rounds, and any in kind funding or other resources must be trackable against individual grant funded projects. However, it should be noted that projects supported by WLRM will be expected to be completed on time and requests for variations to project scope, budgets and timelines will only be approved in exceptional circumstances.

Separate applications and individual concept designs/layout will need to be completed per site.

Nominating an administrator

Eligible organisations may nominate another organisation to administer grant funds on their behalf. The administrator must be a legal entity and Deeds of Agreement are prepared in the name of the administering body. Grant payments are made payable to the administrator who is responsible for dispersing funds on the grantee's behalf and the preparation of financial reports. An agreement should be reached between the grantee and the administrator in relation to project management. It is expected that the project will be led by the applicant and not the administrator.

Conditions of eligibility

Eligible organisations must also meet the following conditions to qualify for funding:

- Complete the Trust's forms and documents:
 - Part A: Application Form
 - Part B: Application Budget
 - Part C: Project Plan
- Provide concept designs/layout for the site (include placement of receptacles, dimensions of the allocated areas, traffic flow (see Appendices for a guide). Refer to *Partnership projects* and *Multiple applications* sections above if you are submitting applications for more than one site.
- Demonstrate in your application that your project is aligned with the program objectives (see page 2).
- Include in your application the names of two senior officers in your organisation (e.g. General Manager, CEO, Chief Financial Officer, Group Manager or Director) who can attest to the accuracy of the information within the application.
- For applications from councils, ROCs, JOCs or RWGs: Applications must be submitted directly by the applicant council or relevant ROC/RWG/JOC. It is expected that the project will be driven by council directly or through their nominated ROC, JOC or RWG officer. Even if external contractors and consultants are engaged to assist in elements of the project application, the primary contact of the organisation requesting funding must be available to respond to questions and requests from the Trust or EPA during the application assessment process and, if funded, the project duration.
- Ensure your application is received by the closing date. Late applications will not be accepted.
- Demonstrate that previous Trust, OEH or EPA grants have been managed effectively or where previous grants have performed poorly explain how your organisation's performance will improve. Note that the Environmental Trust maintains a risk register of poor performing organisations.
- Have or can demonstrate that all necessary planning, regulatory or other approvals have been granted, to ensure all project activities are completed within the designated timeframe.
- Submit projects that will be complete no later than 30 June 2020.

Applications that do not satisfy all the above conditions will be deemed ineligible and will not be assessed.

You are also ineligible if:

- Your organisation, a project partner or related organisation generates waste in NSW that is transported for recycling or disposed of outside of NSW, during the life of the grant; and
- There was, at the time of transport, a lawful recycling or disposal facility for that waste within NSW.

Organisations that generate waste near the border to any other Australian State or Territory may, however, apply for an exemption from this provision if they can demonstrate compelling circumstances as to why waste has been sent out of NSW.

Contestable grants of up to \$200,000 per project are available for infrastructure costs to establish a CRC or to upgrade an existing facility through the following funding ratio:

- 100 per cent where infrastructure is built on publicly owned land or leased and the application is from a state or local government authority.
- 100 per cent where the application is from a not-for-profit organisation or a non-government organisation.
- 50 per cent (dollar ratio of 1:1) where the infrastructure is built on privately owned land and/or the application is from private industry.

It should be noted that although funding of up to \$200,000 is available per project, the program is a contestable grants program and an application may or may not be approved for the full amount requested. Value for money is a key assessment criterion under this program. Applicants who can demonstrate best value for money will rank higher than others. This includes in-kind support and co-funding.

What will be funded?

- Equipment needed for the operation of the centre. For example, a centre must have a fork lift on site for moving full/empty receptacles and for loading collection vehicle.
- Design plans.
- Site works up to an investment contribution to achieve the program objectives.
- Roof covers.
- Drainage related to the CRC.
- Concrete slabs.
- Improved access and egress road works up to an investment contribution to achieve the program objectives.
- Safety equipment: including personal protection equipment, first aid cabinet, safety water rinse, and fire extinguisher.
- Security for facility including CCTV systems and fencing.

What will not be funded?

- Signage
- Community education, as the EPA will provide funding directly to councils to educate and inform the local community about the CRC, separate to this grant.
- Operational expenses including:
 - Rent
 - Labour or transport costs including driver, fuel or vehicle maintenance
 - Electricity
 - Equipment maintenance
 - Salaries of existing staff working their usual hours
 - Staff training in safe handling and storage of problem wastes
 - Project management
 - Grant administration costs
- Receptacles for storing the following items as they will be supplied by the EPA collection contractor:
 - Paints
 - Cooking oil
 - Hydraulic and transmission oils
 - Household single use batteries
 - Fluorescent lights
 - Gas cylinders
 - Smoke detectors
- Safety cabinets for the storage of any unsolicited by-catch.
- Spill kits.

- IT equipment such as tablet or similar required for reporting data to EPA.
- Land purchase.
- Projects not located in one of the eligible NSW Local Government Areas.
- Costs of equipment not dedicated to the project purpose (e.g. vehicles, buildings).
- Projects that seek retrospective funding for work undertaken or committed to, or items already purchased, prior to the announcement of the grant round.
- Infrastructure for the collection of commercial problem wastes.
- The transport, removal, and recycling or disposal costs associated with any additional wastes collected (outside of the 'core' list of wastes from households, see page 2 of the 'core' list).
- Continuing administration/operational costs of organisations.
- Projects that fund devolved grants (i.e. projects offering grants to other organisations).
- Ongoing maintenance of projects to which organisations have committed as part of a previous grant.
- Any ongoing leasing costs for vehicles or equipment beyond the term of the grant or up to 30 June 2020 (whichever is sooner).
- Projects which would reasonably be expected to proceed without the assistance of the grant.
- Costs associated with staff, contractors or consultants working on the development of the project grant applications (i.e. no costs incurred before the approval of the grant can be funded by the grant).
- Projects that involve related-party transactions. Applicants that are purchasing goods or services from related entities will not be eligible for funding unless they can prove to the satisfaction of the Trust that any financial benefit is given on terms that would be reasonable in circumstances where the parties are dealing at arm's length or on terms that are less favourable to the related party. While these types of transactions are legal and ethical, the special relationship inherent between the involved parties creates potential conflicts of interest and the Trust would prefer not to have to manage these potential conflicts. **If in doubt, please contact Trust Administration before submitting your application.**

Before finalising the budget (Part B: Application Budget), applicants are strongly encouraged to contact the EPA to discuss eligible and ineligible items.

Funding from multiple sources

Funding under this program requires a **co-contribution** of at least 50 per cent towards the total cost of eligible grant items, where the infrastructure is built on **privately owned land and the application is from private industry**. You must be able to demonstrate this in Part B: Application Budget.

Some large projects may require multiple sources of other funding. For the Trust to make fair decisions about allocating grants, setting funding priorities and avoiding duplication with other government agencies, you are required to advise us if you:

- Have secured funding from another government agency for the same or related activities to those funded by the Trust.
- Have current applications lodged with other government agencies.
- Receive other funding from other government agencies while your project is underway.

The Trust encourages applicants to develop projects which include partnerships, collaboration, other funding sources and in-kind contributions. These all tend to improve outcomes of projects and will make your application more competitive.

Best practice in sustainability

It is expected that projects will implement best practice in sustainability. This can be defined as being mindful of the 'big picture'. For example, in designing, building, upgrading or enhancing a facility. In your application, you will also need to demonstrate a commitment to incorporating sustainability principles into the design of your project. This includes energy and water efficiencies, biodiversity impacts and landscaping. The [Government Resource Efficiency Policy \(GREP\)](#) is a useful reference. You should also include any associated actions your organisation has already implemented, or intends to implement, including reference to local/organisational strategies, policies or plans.

Grant conditions

For the general conditions applied to all grants in this program, please refer to the standard [Deed of Agreement](#). If you are not willing to agree to these condition, you should not submit an application.

Successful grant applications will be required to agree to the following:

1. Apply the CRC Operations and Management Handbook Edition 2 which sets out minimum design and operation standards (see [Appendix 2](#)) and where it is not practical to adopt these guidelines, provide an explanation of your site-specific situation. It is recognised that there will always be significant variability in existing facilities, as well as the opportunities and differing demands of metropolitan to regional and rural centres. However, the guidelines have been developed to ensure safety of the public and staff and correct handling and storage of problem wastes, any deviations from the guidelines must demonstrate that all risks are appropriately managed. The guidelines do not replace nor supersede any existing government code of practice or regulation.
2. Agree to use the standard branding and signage developed by the EPA for the network of CRCs, and promote the centre to the local community.
3. Provide evidence of site/land ownership where the centre is to be located and the arrangement for the ownership beyond the grant. Where the location is not yet determined and/or a site may be leased, a firm commitment by the applicant of its intention to find and secure suitable premises, outlining targeted geographic areas or potential sites.
4. Obtain or can demonstrate the ability or process to be followed to obtain the required consents. (If the volume of materials held on site remains under 'manifest' quantities then generally the local council will be the consent authority, authorised to deal with the Development Application and other requirements. Guidance is provided in the [CRC Operations and Management Handbook Edition 2](#)).
5. Enter into an agreement with the EPA for the ongoing collection of the 'core' materials up to 30 June 2021 (see page 2 of the Guidelines) and allow the EPA collection contractor and auditor to access to the site.
6. Submit design plans and site layout to the EPA for endorsement prior to commencing construction.

Post the establishment or upgrade of the Centre, the host operator will:

1. Accept the 'core' list of household problem wastes: paints; used oils (motor and cooking, hydraulic and transmission oils); batteries (lead acid and hand held); gas bottles; fluorescent tubes and smoke detectors for the duration of the program. The EPA will fund the removal of these core wastes (excluding lead acid batteries and motor oils) up to 30 June 2021.
2. Report online to the EPA on quantities of the core materials collected and annually on any other problem wastes that are accepted at the facility on an ongoing basis utilising the EPA Drop Off online reporting system.
3. Manage the centre and be responsible for ongoing risk assessment and adherence to operational procedures and report annually to the EPA.
4. Provide operational staff to supervise the site and oversee householders' depositing of wastes during opening hours as detailed in the grant application and subsequent funding agreement.
5. Monitor the storage of materials to remain under 'manifest' or licence quantities as described in the CRC Operations and Management Handbook Edition 2 (refer to [Appendix 2](#)), and book collection of the core materials (paints; gas bottles; fluorescent lights and smoke detectors) with the EPA contractor when receptacles require emptying. For licenced sites, ensure storage is managed within licence conditions.
6. Ensure compliance with environmental laws and regulations and adherence to licensing requirements.
7. Promote the centre to the local community using the standard educational resources developed and provided by the EPA (local councils will be eligible for EPA funding to support promotional activities). These resources can be co-branded with the grantee's logos and contact details, and include other information applicable to the facility and its operations). Final artwork must be submitted for EPA approval prior to distribution.
8. Manage partnership agreements where a third party is involved.
9. Organise the collection, transport and processing contracts for any other wastes that the centre accepts.
10. Hold appropriate insurances and public liability coverage.
11. Have in place risk management procedures that apply to the ongoing operation of the centre, management of dangerous goods and WHS.

12. Ensure the facility is kept clean and tidy with all materials contained as described in the CRC Operations and Management Handbook Edition 2 (Refer to [Appendix 2](#)).
13. Agree that if the site accepts waste from commercial or agricultural sources, then a separate system must be in place to ensure that the costs to collect and process such wastes are borne by the site operator.

Compliance with NSW environment protection laws

Note that the Trust, with support from the EPA, will consider the compliance history of applicants under NSW environment protection laws, including penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions under the *National Parks and Wildlife Act 1974*, *Protection of the Environment Operations (POEO) Act 1997*, *Protection of the Environment Operations (Waste) Regulation 2014* and the *Native Vegetation Act 2003*.

In addition, applicants are not eligible for the grant if, on or after 18 August 2017 they, or any directors or managers of the applicants (whether as directors or managers of the applicants or otherwise in their personal capacity or including where they have been directors or managers of other companies), have contravened any provision of the POEO Act with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required under section 88 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, s144AB or 211 of the POEO Act or Part 2 of the *Protection of the Environment Operations (Waste) Regulation 2014* 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 also includes a contravention of any clause of a resource recovery exemption.

These matters can be taken into account whether or not any regulatory action has taken place in relation to those contraventions, including whether or not court proceedings have been commenced or an offence has been proven in court proceedings.

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 in a material particular, the application will not be considered OR, if the grant is made and it is discovered that information supplied was false or misleading in a material particular, 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.

Deed of Agreement – Environmental Trust

Successful applicants will be required to enter into a performance-based Deed of Agreement with the Environmental Trust which will stipulate all funding obligations and conditions. The Trust will monitor the performance and progress of projects. Funding is normally provided against agreed milestones and continuing funding is dependent on satisfactory Milestone Reports.

Successful applicants will have up to 30 days from the date of formal notification of the offer of funding to sign a Deed of Agreement. If the Deed is not signed within the specified period, the offer of funding may lapse.

Successful applicants will also be required to:

- Review and submit to the NSW EPA proposed design plans and site plan showing location within the facility and surrounding activities for approval, prior to development of DA drawings or any other construction or work being undertaken.
Note: The concept and design plans provided to the Trust as part of the application are not considered approved until submitted to, and approved by, the EPA.
- Provide written evidence from any project partners who are contributing funds or resources to the project.
- Forward a Tax Invoice to the Trust for each instalment, as due, of their grant, (plus GST if applicable).
- Have or can demonstrate that the time required for all necessary planning, regulatory or other approvals has been considered and the project is planned with this in mind.
- Provide copies of finalised construction drawings and include the EPA's confirmation that they comply with the previously approved concept design.
- Complete a [Project Measures](#) report at the commencement and with each report. A template is available on the Trust's website detailing what type of information will be required.
- Seek prior approval to any variation to the proposed project plan, project measures, timeframe or budget.
- Comply with all conditions contained in the Deed of Agreement.
- Provide Milestone and Final Evaluation Reports in accordance with the reporting requirements outlined in the Deed of Agreement, including an independently audited (for councils this may be the council's chief financial officer) financial Statement of Expenditure.
- Acknowledge the Trust's and EPA's support in all promotional material or any public statement about your project. Your acknowledgement must include the dual Trust/EPA logo in written material. Logo to be downloaded from the [Trust website](#).
- Seek EPA consent prior to any promotion/advertising about the facility.
- Ensure that an invitation is issued to the EPA seeking prior consent for any launch or public event associated with this funding, and that where they can attend, they are acknowledged as official guests. Where practicable, representatives should be afforded the courtesy of publicly addressing the event.
- Demonstrate that any previous Trust, OEH and EPA grants received by the organisation were conducted or are progressing to the relevant organisation's satisfaction.
- Be prepared for all knowledge gained as part of the grant to be made publicly available whether that be publishing the Final Evaluation Report or promoting the project via other avenues available to the Trust and the EPA.
- Hold adequate insurance cover including public liability insurance of \$10 million, workers' compensation and volunteer insurance.
- Must be able to demonstrate significant commencement within four months of accepting the grant, which can include obtaining all approvals, advertising tenders or commencement of works.
- Plan to commit to the project and it being substantially operational by 31 January 2020.

A sample [Deed of Agreement](#) is available for review on the Trust's website. Applicants are encouraged to have a close look at the sample Deed so that they are aware of all the proposed terms and conditions. This Deed will only be altered in exceptional circumstances.

Assessment criteria

Assessment of the Improved Systems for Household Problem Wastes – Community Recycling Centre applications is a merit-based, contestable process, within the group of eligible local government areas. Eligible applications are assessed by an independent Technical Review Committee (TRC) against the assessment criteria, set out in the table below.

The application form (including the Budget and all supporting documentation) allows the independent Technical Review Committee to assess your project against the criteria and rank it compared to other applications. Your application should be prepared with these criteria and this assessment process in mind. Each and every question in the application form should be answered clearly and fully within the specific box.

Applications will be assessed in three groups in order of priority and merit. The Trust will review the projects recommended for funding in order of merit from Group 1 followed by order of merit from Group 2 and then Group 3 if sufficient funds are available.

Group 1 **Very high priority local government areas:** Blacktown*, Canterbury Bankstown*, The Hills, Ku-ring-gai, Northern Beaches*, Sydney.

Group 2 **High priority local government areas:** Bayside, Camden, Goulburn Mulwaree, North Sydney, Parramatta, Ryde, Shellharbour, Wagga Wagga, Waverley, Wollondilly, Woollahra, Yass Valley.

Group 3 **Priority local government areas:** Central Coast, Cumberland, Lake Macquarie, Sutherland

* These areas have been assessed as requiring two more CRCs, to ensure reasonable access to residents. Up to two applications will be accepted from organisations proposing CRCs in these areas.

1	Demonstrated need for a new or enhanced management system <ul style="list-style-type: none"> Households served by the facility The priority group the local government area falls into (see above) Volume of materials (kg) collected in the last few years at Household Chemical CleanOut events* held in the area Flexibility will be maintained in assessing location of the centres. However, program modelling for establishing the base number of centres to provide geographical coverage to the NSW community will use the following guiding criteria: <ul style="list-style-type: none"> One per 50,000 households in metropolitan populated clusters One per 20,000 households in regional population centres Historical data from Household Chemical CleanOut program* Generally, less than 100 kilometres distance between centres in remote locations Evidence of community desire for facility Understanding of related local problem waste and illegal dumping issues <p>* This information can be provided by the EPA on request. Contact recycling.centres@epa.nsw.gov.au</p>
2	Proposal efficiently and effectively addresses the need <ul style="list-style-type: none"> Contribution of the proposal is aligned with program aims and objectives Extent and current use of existing infrastructure Willingness of site host to embrace and manage services and expand to include other materials in response to community desire/need Quality of the project plan to show how the proposed activities will enable the objectives to be met and outcomes delivered Demonstrated understanding of local household needs and behaviour to ensure the facility meets community expectations Opportunity to engage the community at the centres for the safe management of problem wastes Degree of community involvement and how this will be achieved
3	Value for money and project impacts <ul style="list-style-type: none"> Demonstrated commitment to continue to support the project's outcomes beyond the life of the grant and extent of long-term benefits/flow-on effects resulting from the project Extent to which the budget supports the projected milestones and whether it will ensure the viability of the project overall Extent to which the project will accept additional household problem wastes Appropriateness of the mix in the total budget between: <ul style="list-style-type: none"> materials and other direct project costs professional expertise in-kind support (e.g. equipment, machinery) from applicant and other organisations voluntary expertise/labour
4	Demonstrated ability to deliver the project to a high standard <ul style="list-style-type: none"> Sound project planning and methodology Sound risk management plan and minimisation strategy Appropriate expertise in relevant fields Demonstrated management skills and relevant experience Evidence of site ownership and that the site is compliant with environmental regulation and (if licensed) relevant licensing conditions, and workplace safety regulation. If a suitable site is yet to be identified or secured, the applicant must commit to locating suitable premises within 6 months of being awarded the grant (if successful).

Overview

Part B: [Application Budget](#) form is an Excel document, separate from the main application form. Download the form from the website.

When you populate the budget spreadsheet, the figures you enter will be totalled automatically. You cannot cut and paste data into the document as it can alter the formatting and cause errors, which may result in your budget submission being deemed ineligible and your application not being considered.

Enter the data manually and submit the completed form as an Excel document so that it can be uploaded directly into the Trust database. **DO NOT PDF.**

An incorrect or incomplete Application Budget form may render the application ineligible or reduce the Technical Review Committee's confidence in the applicant's capacity to deliver the project and manage the finances. If you are unclear about what is eligible and ineligible, contact the EPA for advice. For assistance on how to complete the Budget spreadsheet, contact the Trust.

The Application Budget consists of one worksheet with five parts:

- Part 1** Project expenditure breakdown.
- Part 2** Other sources of project income.
- Part 3** Summary of Project Costs for eligible grant items only.
- Part 4** Additional direct project costs (ineligible items).
- Part 5** Summary of Project Costs including ineligible items.

You must complete Parts 1, 2 and 4 and the 'total' fields will be automatically populated in Part 3 and 5.

All costings in your budget need to be detailed, reasonable and justifiable, especially where individual items comprise a large proportion of the overall budget. Detailed costing ensures that your budget is well planned and linked to the objectives and activities of your project. Ensure each line item can be matched against invoices when reporting. Be specific and give unit values where possible. There is a risk that if you do not provide sufficient detail and justification, your application may not be as competitive. If your organisation is registered for GST, **do not include GST in the Application Budget values.**

Cash and In-kind contributions

The Trust values the ability to secure additional cash and in-kind contributions as doing so reflects support for your project and added value for money. Pages 5-6 of these guidelines detail what is eligible and ineligible for funding. Separate eligible and ineligible items in your budget on the appropriate tabs.

That is, show all **eligible** costs for the project in Part 1 and 2 of the budget to a maximum of \$200,000 requested from the Trust. Show all **ineligible** costs provided as cash or in-kind to the project in Part 4 of the budget. The grant will not cover the cost of ineligible items but details of ineligible costs should still be populated to provide an overall total project value.

Taxation - good and services tax (GST)

- Organisations administering a grant (and are registered for GST) are not to include any GST in the application budget. The Trust will add 10 per cent GST to the grant payment.
- Organisations administering a grant **that are NOT** registered for GST are to include in the application budget any GST that will be incurred during the life of the project.
- A tax invoice is required for the amount of each milestone payment of the grant/project. The invoice is to include GST if applicable.
- All invoices from government related entities (GREs) which includes councils, should be exclusive of GST.

Note: In accordance with the ATO advice, the Trust will no longer be adding GST to any grant made to a government agency and in turn, that government agency will no longer be liable to the ATO for GST when receiving our grant. Please advise your financial department that all invoices will need to be issued excluding GST.

Probity

The Trust places high importance on the integrity and transparency of program and project governance. It is vital that all funded projects are delivered in accordance with legal and regulatory requirements, as well as other accepted governance and project management standards. Value for money in project delivery is also a significant priority for the Trust.

Procurement

To conform to relevant governance and probity standards, the Trust requires all grantees to follow NSW Government procurement procedures. This relates to all major budget items, such as the purchase of materials, or the engagement of contractors or consultants.

All contractors (including consultants) must be chosen on their merits and ability to effectively deliver the work. It is required that grantees will select contractors or consultants using a competitive process. This may be subject to audit by the Trust, and so all procurement documentation should be retained by the grantee.

As an example: for any contract in excess of \$30,000, you must secure a minimum of three written tenders/quotations. Also, unless selected through an open competitive process, the value of work to any single contractor (or consultant) must not exceed \$30,000 in total during life of the funded project.

It is also expected that if an applicant uses the services of a contractor or consultant to assist in the development of an application, that contractor or consultant would be excluded from tendering or quoting for work on the successful project, as they would have an unfair advantage.

The conditions of tendering shall be the same for each tenderer on any particular tender process and all tenders must comply with the [NSW Government Code of Practice for Procurement \(2005\)](#).

Third party assistance

While applicants are encouraged to seek collaboration from other project partners, and it is acknowledged that they may seek the services of contractors or consultants, careful consideration is required around any commercial relationships. Applicants are welcome to seek Third Party assistance to develop their project and complete their application, however, please be advised that any costs associated with this service will not be reimbursed using Trust funding and applicants will need to provide details of the financial and contractual arrangements it has with Third Parties. The Trust is aware of many examples where a Third Party's rates or charges have been significantly above market rate or they have insisted on successful grantees using preferred suppliers. The Trust needs applicants to be transparent about their arrangements with consultants so that it can be certain grantees are not being taken advantage of, that projects are as cost effective as possible and that the possibility of actual or perceived fraud or corruption is minimised.

Application and submission process

Use the list at the end of the Part A: Application Form to make sure that your application is complete and accurately represents your project. **Applicants must adhere to the naming instructions for submitting their application documents, which is detailed in the document naming section.**

The Application Form consists of four parts and attachments:

Part A Application Form PDF Document	Part B Application Budget Excel Document	Part C Project Plan Word Document	Part D Concept Design/Layout Submit as a PDF
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These documents can be downloaded from the [Trust website](#). Additional information on Part B: Application Budget and how to complete the form are included as instructions within the Excel document.

Note: Part A and Part B forms are locked. This means that the size of the text boxes will not expand, so ensure your answer fits in the space provided. You will not be able to type beyond the bottom of the text box.

Who to contact if you need further help

Application form assistance NSW Environmental Trust Phone: (02) 8837 6093 Email: waste.recycling@environmentaltrust.nsw.gov.au	Project development assistance NSW Environment Protection Authority Phone: (02) 9995 6880 Email: recycling.centres@epa.nsw.gov.au
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Attachments

Due to the number of applications expected and the detail included within them, any additional or supporting material submitted with your application must be kept to a minimum. Large attachments will not be forwarded to the Technical Review Committee for consideration because of file sharing limitations. If you reference attachments in the application forms, ensure the key information is also summarised in the appropriate box as the attachment may not be sent with it. For example, do not simply write 'see Attachment 3'. Example of acceptable numbers of attachments:

1. Maps (A4)
2. Letters of support (maximum 2 pages each)
3. Quotes or estimates (PDF)

Should you require more pages, please contact Trust Administration on (02) 8837 6093 or by email at waste.recycling@environmentaltrust.nsw.gov.au regarding any planned attachments.

Acknowledgement of receipt of applications

You will receive acknowledgement of the receipt of your application within two days of the closing date. If you do not receive acknowledgement, please contact the Trust to ensure your email has been received.

You will also be sent an additional 'confirmation email' with a unique reference number within three weeks of the closing date. This reference number should be used in all correspondence to and from the Trust. If you do not receive an email within three weeks, please contact the Trust administration on (02) 8837 6093 or by email at waste.recycling@environmentaltrust.nsw.gov.au.

Notification of grant decisions

For most funding rounds, the Minister for the Environment is expected to publicly announce the successful applicants. Applicants will also be notified in writing.

Assessment and approval process

After the closing date, Trust Administration staff will check whether your application is eligible and complete for assessment purposes.

The Trust establishes an independent Technical Review Committee for each grant program. The Trust's Technical Review Committees are made up of people with knowledge and experience relevant to each grant program and include at least one representative of a community organisation and at least one representative of industry. Committee members agree to undertake their duties within the principles of ethical conduct, integrity, objectivity and independence. They are also required to keep all matters concerning applications confidential and to declare any potential conflicts of interest.

The independent Technical Review Committee will assess your application using the assessment criteria outlined on pages 11-12, and will make recommendations to the Trust who will ultimately approve the funding. Successful applicants may not receive the full amount requested and the offer of funding may be subject to special, as well as general, conditions of funding. A copy of the standard [Deed of Agreement](#) can be found on the Trust's website. The Trust may also include conditions that may not have been addressed in these Guidelines, should a particular issue come to light during the assessment process.

Unsuccessful and ineligible applicants will be informed of the outcome of their applications following the official announcement of the successful grants. Unsuccessful applicants can request feedback on their applications by contacting the Trust Administration staff to assist with any future applications.

Please note that decisions made by the Trust are final. There is no appeal process.

Confidentiality

The Trust will use the information you supply to assess your project for funding. The assessment and grant management processes will also involve relevant EPA staff. Information on funded projects may be used for promotional purposes.

We will endeavour to treat sensitive personal and confidential information that you provide to us confidentially. If you require strict commercial confidentiality, you should request this in your application. However, all documents held by the Trust are subject to the [Government Information \(Public Access\) Act 2009](#).

Intellectual property

The applicant must own or be able to lawfully use any intellectual property required to carry out the project. The applicant will be required to grant the Trust (without cost) a non-exclusive irrevocable licence to use, reproduce, communicate to the public, or adapt the intellectual property in the project.

Program changes

The Trust reserves the right, as its sole and absolute discretion and at any time, to change the eligibility and selection criteria for this program. Current eligibility and selection criteria for the fund are described by this document.

Conflict of interest

Refers to question 45 in your application form

Applicants are required to declare any real, potential or perceived conflict of interest (COI) that they may be aware of in relation to the awarding of a grant, particularly where:

- The project for which funds are being sought is to be undertaken on private land where that land is owned by a member or members (or relatives) of the organisation applying for the grant.
- Procurement of equipment or services is made from a related entity.
- Members, relatives of members, or related organisations/companies of the applicant organisation are being paid with Trust funds.
- Members, relatives of members, or related organisations/companies of the staff of the applicant organisation are being paid as contractors/consultants with Trust funds.
- Works carried out by the project could create current or future financial or other benefit for members of the organisation applying for the grant, or their relatives.

Such circumstances do not exclude the project from being funded, however they do need to be acknowledged as a potential conflict of interest. The committee will assess each situation on its merits and environmental need.

Section 2: Guide to completing your application

This information below will be useful when answering specific questions in your application.

Guide notes have not been provided for those questions where the answer is considered to be apparent.

Application proposal	
1	<p>Project title and duration. This is the title of your project and will be used on all promotional material, on the website, funding deed and any other relevant document. It should be short and no more than 68 characters long.</p> <p>Provide the proposed start and end dates for the project. The project, particularly grant funded activities, must be completed within two years of signing of the Deed of Agreement.</p>
	<p>Funding requested. Grant amount requested cannot exceed \$200,000.</p>
2	<p>Project summary. Please provide a 100-word summary of your project. This should be succinct, summarising clearly the main activities and outcomes that you want to achieve. This summary will be used to promote your project on the Environmental Trust website and in media releases. Think of it as a punchy plain English statement that explains to an external audience what the project is about and the benefits it aims to deliver.</p> <p>Project X is about... It's important to do because... When it is finished the project will...</p>
3a	<p>Project location. Provide the site address and site details. List the main local government area that your project is targeting (if you are partnering with a group of councils or creating an alliance) and what state electorate each council is in or includes (this will be used for media releases and grant announcements).</p> <p>If this centre is to be part of a regional approach, then details of each site are required to be submitted on 'Attachment A – Multiple Centres' form.</p>
3b	<p>Priority local government areas Applications will be assessed in order of priority and based on merit. You need to select which local government area group your project belongs to. Select ONE group only.</p>
4	<p>Geographical reach. If your project is part of a larger regional project, list the main local government areas that the project is targeting (if you are partnering with a group of councils or creating an alliance) and what state electorate each council is in or includes.</p> <p>Provide the latitude and longitude (decimal degrees) for your project by accessing Google maps, navigating to your project site or main office and right-clicking on 'What's here?' You can use council's address as the project site.</p>
5-9	Applicant details.
10-12	Licencing and compliance history under NSW Environmental Protection laws
Project details	
13	<p>Milestone and Payment Schedule Complete this part of the application form once you have completed Part B Application Budget form.</p> <p>Please provide the amount you are seeking from the Environmental Trust in the 'total funding requested' box. Grants cannot exceed \$200,000. The first instalment amount should be no more than 50 per cent of your total funding amount requested, the second and third instalments should be a total of up to 40 per cent, and the final instalment should be 10 per cent.</p> <p>Please provide the milestone dates you expect to achieve milestone 2, 3 and 4. Milestone 1 should be approximately February 2018.</p> <p>Note: the total funding requested must match the totals in your Application Budget form.</p>
14	<p>What is the population of the local government areas that the proposed centre will provide access? This is the population of the LGA if your project is in partnership with several regional LGA's please put in the total for all LGAs.</p>
15	<p>Approximately how many households are there in the local government areas? This is how many actual households are in the LGA or in the partnership. This is different to population, and relates to how many physical dwellings/apartments are in the LGA.</p>
16	<p>Approximately how many households will be able to access the proposed centre? This relates to the expected pull of the centre. How many households will be targeted by this project?</p>

Criterion 1: Demonstrated need and support for the project	
17	<p>Explain why this project would not go ahead without funding from this program.</p> <p>Funding will not be provided for activities which it is reasonable to expect would occur without assistance of this grants program, including those sufficiently cost-effective to implement without funding assistance.</p> <p>Please describe why this project would not proceed without funding assistance or how the project can be fast tracked with this grant assistance. It is not sufficient to just say that there are no or not enough funds, unless justification is added. What are the financial and non-financial barriers to this project?</p>
18	<p>Describe the current waste management and recycling services for problem wastes in the LGA.</p> <p>Please provide a description of what the current waste management and recycling services are in the LGAs and any other problem wastes have you identified that don't have a collection service. Refer to any past waste composition audits that the local council may have undertaken. Did they identify any problem wastes being disposed of inappropriately in the residual waste or recycling bins?</p>
19	<p>Why is a Community Recycling Centre required?</p> <p>Please provide details of the number of households that would be serviced by the CRC, the priority group the LGA falls into, and the volume of materials (kg) collected in the last few years at Household Chemical CleanOut events held in the area. Describe the community desire and need for the proposed service, what evidence/data supports this e.g. feedback from community forums, surveys, council strategic plans etc.</p>
20	<p>Provide details on the current issues/data of illegal dumping or other problematic issues regarding household problem and other waste and recycling.</p> <p>What are the current issues regarding illegal dumping in the area that the centre is proposed is there a major problem? What sort of material is being illegally dumped? This may be used as a baseline for monitoring reduction of illegal dumping.</p>
21	<p>If this is a local council application, what consultation has been undertaken with adjacent LGAs, and will their residents have access to the community recycling centre?</p> <p>Please provide information on what if any consultation has been undertaken with the councils of adjacent LGAs that might also utilise the facility for their residents.</p>
22-23	Consultation with local councils, and regional waste strategy/action plan.
Criterion 2: Proposal efficiently and effectively addresses the need	
24	<p>If an existing facility is to be remodelled or upgraded, detail the existing infrastructure.</p> <p>Please provide all relevant information about the existing infrastructure, is it a shed, a building, is it part of council chambers/depot etc.</p>
25	<p>Please describe the planned construction, upgrade or enhancement. Attach a sketch (in draft) of the proposed plan, and a concept design.</p> <p>Provide all information on what work will be done including the square metres of each component and intended use of each area, including site logistics, layout of receptacles for the problem wastes, ventilation, traffic flows and collection servicing area, back of house storage for full/empty receptacles and by-catch cabinets, elevations of public drop off and storage areas, storm water controls. Refer to Appendix 1 and 2.</p>
26	<p>Describe how the centres will apply the design and operating standard guidelines for the facility or aspects where it differs from the design and operating standard guidelines.</p> <p>Please provide information on how the centre will apply the design and operating standard guidelines, it is noted though, that this may not always be practical, in these circumstances please provide an explanation as to what the deviations are, and what will be done instead. Refer to Appendix 2 of the guidelines for a copy of the design and operation standard.</p>
27	<p>What environmental studies, reports, assessments or plans exist for the site and/or the problematic waste issue being addressed through this proposal?</p> <p>Please provide information on what environmental studies, reports, assessments or plans that currently exist for the site or the problematic waste issue being addressed. Has an environmental impact statement been done or will it be required? Will a DA be required? What current plans exist for the site or the area (is the site part of an overall longer term strategy – is it connected to an upgrade of the facility at a later stage for other activities such as waste processing/collection).</p>
28	<p>How will this impact on any development approvals that may be required?</p> <p>Based on the above answer, will any of that impact on the development approvals that might be required?</p>
29	<p>If the facility is licensed, how will accepting liquid waste (e.g. paints) impact on the licence conditions (if yes, what actions do you intend to do)?</p> <p>Some licensed facilities are not licensed to accept liquid waste, and some have conditions surrounding the type of liquid waste that can be accepted. What impact will this project have on any existing licence conditions and what actions do you intend to do. Will you be applying to the EPA to modify the licence to accept other forms of liquid waste in general, if so, what are the time frames around this? Contact your local EPA office.</p>
30	<p>If your premise is licensed, are there any outstanding penalty notices issues or non-compliance with license conditions infringements?</p> <p>If your premise is licensed, have you received any penalty notices or issues of non-compliance with licensing conditions in the past or present? If so, list the details of such, what the penalty attached was/is and what if any remediation work has been undertaken resulting from this – i.e. what process change has occurred?</p>

31	<p>What additional materials do you intend to accept at the facility? (Other than the targeted problem wastes listed in the guidelines. NOTE: If you currently accept, or intend to accept household chemicals, you will need to demonstrate how you will comply with WHS and Dangerous Goods Legislation.)</p> <p>The Improved system for household problem waste – CRC program will fund the collection and disposal of the core group of household problem wastes collected at the centre at no charge to the centre operator for a period of time. Applicants that show a willingness to accept other household materials will rank higher to those who do not, however the disposal of the additional material will be at the cost to the centre.</p>
32	<p>How do you intend to separate household streams from commercial (C&D or C&I) streams?</p> <p>Please describe the process to be used to separate household and commercial waste if it is collected at the facility. This program will collect and remove the core household problem waste at no charge to the centre operator; however, this does not include commercial/trade wastes.</p>
33	<p>Please outline operations and staffing arrangements.</p> <p>Please provide information on how the centre will be staffed and the operational arrangements.</p>
34	<p>What are the proposed opening days and times for public access to the facility?</p> <p>Provide information on the proposed opening times of the centre, will it be open on public holidays etc.?</p>
35	<p>How do you propose to restrict risks to the public and staff when the full receptacles are being collected or moved around the centre?</p> <p>Consider the risks associated with movement on the site. Do you need to restrict access or operation during these processes?</p>
Criterion 3: Value for money and project impacts	
36	<p>What are the plans for the continued operation of the centre post EPA funded collections of the core problem wastes?</p> <p>Please provide information on what plans there are for the continued operation of the centre post EPA funded collections of the core problem waste. Will council continue to accept these materials free of charge? Will a nominal fee be charged? If so, what will this be? Will this be charged per drop off or will it be levied into residential rates?</p>
37	<p>What long-term benefits or flow-on effects will result from your project, and how will they be sustained beyond the life of the project?</p> <p>What are the longer-term benefits and flow on effects resulting from your solution, e.g. will you work with the local councils to measure the reduction of problem wastes being disposed of in the residual waste bin or recycling bin? And or, will this solution contribute to the reduction of illegal dumping?</p>
38	<p>Resources from other sources.</p> <p>List any other grants or payments you (the applicant and partners listed in this application) have/will receive relating to this project, that the Environmental Trust, NSW EPA and other state or commonwealth agencies have/will issue.</p> <p>Note: This grant will fund additional infrastructure above existing commitments. However, it will not fund work that would have been undertaken as part of agreed commitments or existing programs.</p>
39	<p>Describe how your project is delivering good value for money.</p> <p>Value for money is defined as the leverage of additional outcomes or investment per dollar of government funding. In the context of the CRC program the following considerations should be applied:</p> <ul style="list-style-type: none"> • Commitment to the continuation of the service for the collection of the core materials beyond the life of the fund (i.e. beyond 30 June 2021) • Amount of capital investment – although grants funding ratios range between 33 to 100 per cent of funding, those grants whose ratio is reduced represent greater value for money • Amount of in-kind contribution (e.g. donated land, staff time, project management, the collection of additional problem waste at no charge etc.) • A well-planned and costed design plan i.e. the proposed site is commensurate with the funding requested and the demonstrated need for the service <p>Amount requested should represent value for money in accordance with the program objective for the expected reach and use.</p>

Part B	<p>Part B: Application budget form.</p> <p>This is a separate Excel document that must be downloaded from the. You are required to enter in your grant budget, including all sources of income and all sources of expenditure. It will also determine your milestone payments, should your application be successful.</p> <p>Eligible grant items.</p> <p>On the 'Application Budget Form' tab – only include eligible grant items - by referring to <i>what will be funded</i> section of these guidelines. Where council chooses to contribute to eligible grant items, or co contribute because prices exceed the maximum amount available under the grants program, include these amounts in the green column – Other Financial Contributions column. For example, if the costs of construction exceed \$200,000 for the local government area; or if the infrastructure is built on privately owned land and/or the application is from private industry so 50 per cent of the project must be contributed by the applicant, put the additional amount in the green columns.</p> <p>Ineligible grant items.</p> <p>On the 'Ineligible Project Costs' tab – You can include ineligible items as additional contribution by referring to <i>what won't be funded</i> section of these guidelines, and any other direct project costs not listed under <i>what will be funded</i> section of these guidelines. Including ineligible grant items will provide a holistic total project value.</p>
Criterion 4: Demonstrated ability to deliver the project to a high standard	
40	<p>Project measures table.</p> <p>The project measures included in this table offer a range of baseline data and target measures to help you record, monitor and guide the outcomes of your project. The table captures projected quantitative data for your project. If you are successful in receiving a grant, this will be measured against actual (or achieved) quantitative data for each stage of your project.</p> <p>The project measures table allows you to demonstrate what outputs will be delivered as part of your project. In this way, it can become a kind of quick ready reckoner for you to check how the project is tracking against the projected measures. The Trust can use this information to help support all our grant recipients as we review the outcomes of their projects. The Trust can combine project measure data received to build a broader picture of the achievements across all our grants programs.</p> <p>It is recommended that you read through the table and definitions to select project measures that are relevant to your project.</p>
Part C	<p>Part C: Project planning, including risk management.</p> <p>This is a separate Word document which can be downloaded from the Trust website. This document is where you will detail your project objectives, outcomes, risks, tasks etc. All sections of the template should expand. Part C: Project planning definitions can be downloaded from the Trust website as a guide.</p> <p>Ensure you include a detailed risk management plan as well as detail of the resources and skills to undertake the projects. This document is particularly important in demonstrating to the Technical Review Committee that there is genuine intent to have facility commissioned by June 2020, with a minimal risk of delay.</p> <p>There are two components to risk management; risk analysis and risk management. It is important that when developing your risk management plan, that you consider both elements including risks associated with:</p> <ul style="list-style-type: none"> • Transportation of the problem waste to the centre by residents (especially the transportation of liquid waste and Compact Fluorescent Lighting) • Workplace Health and Safety Risks • Financial risks • Material handling risks at the centre • Project delivery risks including maintaining trained/skilled staff <p>The above list is not exhaustive and you are expected to identify all the appropriate risks for your centre.</p>
Other supporting information	
41	<p>Describe the research and consultation that the local council has undertaken in developing your education and community engagement methods.</p> <p>Refer to any baseline data you have about your target audience and the results of consultation with relevant organisations. The EPA will provide funding to the local councils if your grant is successful to implement and run an education and communication campaign, the information you provide here will assist with this. Please provide information on any research or consultation that has been undertaken in developing an education/community engagement plan to engage and communicate with the residents about the centre and to get them to use the facility?</p>
42	<p>How will the community/householders be involved in the development and planning of the project?</p> <p>How will the project involve the community/householders in the development and planning of the project? Will community workshops/forums be held? Will there be an opportunity for the community to provide feedback on the design of the facility?</p>
43	<p>Describe what education/community engagement methods you are going to use to engage/reach the households e.g. how will you engage them to change their behaviour to use the new service?</p> <p>What methods will be used to engage/educate the community to get them to use the facility?</p>

44	<p>It is expected that the project will implement best practice in sustainability. Detail how you intend to achieve this? Also, detail any other benefits of the project, in particular ‘Triple Bottom Line’ outcomes.</p> <p>Best practice can be defined as being mindful of the ‘big picture’ in designing, building, upgrading or enhancing a facility. Incorporating all elements of sustainability, this could include passive solar design, the aspect of the building, using endemic species in landscape design, use of led lighting or incorporating natural lighting where possible, using alternatives to concrete or minimising the use of such and incorporating water sensitive urban design principles.</p> <p>Sustainability Describe council’s commitment to the implementation of the Government Resource Efficiency Policy in this project and any associated actions council has already implemented, or intends to implement, including reference to local strategies, policies or plans. Examples could include recycled content in bins, use of recycled paper for educational material, use of recycled material in landscaping, specification of fuel efficient collection fleet vehicles etc.</p> <p>Economic Examples could include avoiding landfill disposal costs, methane mitigation costs at the landfill or landfill expansion costs.</p> <p>Social Examples could include empowering households to make sound environmental decisions in managing their problem wastes; providing opportunities for community and social enterprise partnerships.</p>
45	<p>Please declare any real, potential or perceived conflict of interest that you may be aware of.</p> <p>This can relate to land ownership, salary and/or contractor payments/selection or any other element of the project. Refer to page 15 for more information.</p>
46	<p>Community benefit.</p> <p>Include information such as:</p> <ul style="list-style-type: none"> • Additional jobs both during construction and ongoing operational. • New or expanded waste services. • Sale of new products from recovered materials. • Procurement of goods and services including communications, advertising, technical, financial, transport etc. <p>You will need to be able to demonstrate these outcomes as the project progresses.</p>
47	<p>Third party assistance.</p> <p>List all parties who have contributed to the submission of this application.</p>
Part D	<p>Concept design/layout at the site.</p> <p>The design of the centres must include:</p> <ul style="list-style-type: none"> • Layout and design (draft or drawings sufficient at this stage) with minimum measures for roads/turning circles. • Rain cover - the unloading and storage areas accessed by the public need to be covered to exclude rainwater (a minimum height of five metres is only required if the collection service vehicle or forklift loading is undertaken in this area, otherwise a height that provides for residential vehicle cover is adequate). Note: reversing in the unloading area must be avoided. • Space allowance and proposed placement of receptacles (e.g. the EPA supplied receptacles are 1.2 metres wide and require 0.5 metres space between). • Detail on receptacles provided for lead acid batteries and used motor oils (lidded; banded etc.). • Back of house storage allowance – to accommodate spare empty receptacles and full receptacles as well as safety bycatch cabinets. • Space allowance and placement of safety cabinets (this should be placed close to the drop off zone but out of sight to the general public). Five safety cabinets are supplied by the EPA to store any unsolicited by-catch chemicals. They generally have a footprint of 1,100 x 600 millimetres each. • Storm water control measures to ensure the unloading and storage areas are not inundated. • Ventilation if enclosed building is proposed. • Concrete slab or other alternative e.g. compressed/sealed surface however you will need to detail how it would be maintained (specific to rural locations). • Traffic flow showing: <ul style="list-style-type: none"> ▪ public access ▪ transfer of full/empty receptacles from/to back of house ▪ service contractor access and loading point • General site plan showing overview of site operations, associated activities that may impact on CRC operations including nearest location that staff may be occupied. <p>Please refer to the design plan checklist and examples in the Appendices including photos of successful CRCs from previous rounds, and the CRC Operations and Management Handbook Edition 2 (Appendix 2).</p>

Additional resources

The Trust strongly recommends that you consult with the EPA on (02) 9995 6880 for assistance with your application.

Any application that is late, incomplete or ineligible will not be considered.