

# WAP1520 – Greater Sydney regional subprogram—Abridged Grant Round Guidelines

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## KEY DATES

Anticipated timeframes for the Abridged Grant Round:

Programme Round Applications open	Applications close	Application assessment period	Project announcements	Projects must commence and be completed between
1 July 2018	9am Monday 13 August 2018	13 August to 31 August 2018	Monday 3 September 2018	3 September 2018 and 30 June 2020

## ENQUIRIES OR QUESTIONS

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**DEFINITIONS** The following definitions apply throughout this document.

Administrative agency	The agency responsible for administering Program funds and for collating and submitting reports to the Department. The administrative agency for the Program is Hawkesbury River County Council.
Applicant	An entity who is applying under the Program and who may enter into a formal Funding Agreement with the Department if their Application is successful.
Application	An application for funding under the WAP1520 – Greater Sydney regional subprogram—Abridged Grant round.
Application Form	The WAP1520 – Greater Sydney regional subprogram—Abridged Grant round application form, available at <a href="http://www.hrcc.nsw.gov.au">www.hrcc.nsw.gov.au</a>
Assessment Criteria	The assessment criteria to be used to assess Applications as described in Section 3.3 of these Guidelines.
Assessment Process	The process that will be used to assess Applications as described in Section 3.4 of these Guidelines.
Closing Time	The Closing Time for Applications as outlined in Section 3.1 of the Guidelines.
Committee	The Program steering committee, a panel convened by the Administrative Agency to provide regional oversight and peer review of Program progress, and to assist in the determination of grant funding allocations to Program partners.
Department	The NSW Department of Primary Industries
Eligibility Criteria	The criteria that an Applicant, and a Project must meet in order to be eligible for funding under the Programme, as described in Section 2.1 of these Guidelines.
Funding Agreement	A legally enforceable, performance-based contract between the administrative agency and the successful Applicant that sets out the terms and conditions governing the funding to be provided under the Program.
Goals and investment priorities	The funding priorities of the Program as defined in Section 1.4 of these Guidelines.
Greater Sydney	The Greater Sydney Local Land Services (GS LLS) region, which is mapped at <a href="https://greatersydney.lls.nsw.gov.au/">https://greatersydney.lls.nsw.gov.au/</a>
Guidelines	The WAP1520 – Greater Sydney regional subprogram—Abridged Grant Round Guidelines (this document).
Lead organisation	The organisation that enters into the MOU with the Department and is ultimately responsible for delivery of the Program. The lead organisation for the Program is Greater Sydney Local Land Services.
Local Control Authorities	Local Control Authorities (LCAs) are responsible for administering the NSW Biosecurity Act 2015 in their areas. In Greater Sydney, the Local Control Authority is the local council or county council.
Program	The WAP1520 – Greater Sydney regional subprogram, a partnership of numerous stakeholders, predominantly local councils, working together to deliver outcomes and outputs associated with the NSW Invasive species Plan in Greater Sydney.
Project	A project which satisfies the Eligibility Criteria in Section 2.3 of these Guidelines.
Project Activities	The Activities that Applicants propose to undertake to address one or more of the Program goals and investment priorities.
Project Outcomes	The outcomes that a Project proposes to deliver.
Project Site	The location/area where Project Activities will take place. A Project may have multiple Project Sites.
WAP1520	NSW Weeds Action Program 2015-2020, a grant funding initiative managed by the Department

## Part 1: Introduction

### 1.1 Overview

The NSW Weeds Action Program 2015-2020 (WAP1520) is a NSW Government funding initiative to reduce the adverse impact of weeds. The WAP1520 follows from the successful implementation of the NSW Weeds Action Program 2010-15 (WAP1015). It is a NSW Government initiative to reduce the impact of weeds through implementation of the NSW Biosecurity Strategy 2013-21 (the Biosecurity Strategy) and the NSW Invasive Species Plan 2018-21 (the ISP).

The Biosecurity Strategy outlines how government, industry and the community need to work together to identify, minimise, respond to and manage biosecurity risks, including weeds. In particular the WAP1520 embraces the vision of the Biosecurity Strategy: “Government, Industry and the people of NSW working together to protect the economy, environment and community from the negative impacts of animal and plant pests, diseases and weeds for the benefit of all people in NSW.”

The ISP provides a state-level framework for the coordinated and cooperative management of invasive species, including weeds. It compliments other existing strategies, in particular the Biosecurity Strategy and the Australian Weeds Strategy.

WAP1520 demonstrates the NSW Government’s commitment to the ISP through:

- developing state, regional and local processes to assist in the timely detection of and quick response to new weed incursions;
- supporting development of integrated, cooperative, cross-disciplinary, cross-jurisdictional programs;
- supporting prioritisation of weed management activities to achieve the greatest benefit;
- supporting effective and targeted on-ground risk mitigation for high priority weeds;
- developing and promoting proven strategies that foster long term behaviour change and result in increased community ownership of and involvement in effective weed management;
- supporting programs that implement integrated weed management systems;
- improving the knowledge base for weed management, in particular to influence the community, industry and other stakeholders;
- monitoring the implementation of the ISP and weed management generally; and
- promoting the use of cost-sharing arrangements to forge effective and strong partnerships.

## **1.2 Governance and delivery of the Program**

The WAP1520 – Greater Sydney regional subprogram (the Program) involves a number of stakeholders in the Greater Sydney Local Land Services (GS LLS) region working in partnership to deliver activities that contribute to the goals and objectives of the ISP and Greater Sydney Regional Strategic Weed Management Plan. Program partners are primarily Local Control Authorities (LCAs). The NSW Government purchases WAP1520 outcomes from these Program partners.

The WAP1520 is administered by the NSW Department of Primary Industries (the Department) which has entered into a Memorandum of Understanding with GS LLS, the lead organisation for the Program in the Greater Sydney region. The MOU sets out the roles, functions and obligations of the parties. GS LLS has contracted delivery of Program administration to Hawkesbury River County Council (the Administrative Agency).

The Administrative Agency:

- collates and makes the regional submission on behalf of all the partners;
- receives and distributes the funds;
- collates and submits reports;
- enters into Funding Agreements with Program partners.

The Funding Agreements clearly specify each party's obligations and functions in relation to partner Projects and outline the consequences in the event of a Program Partner failing to meet its obligations.

The Program is overseen by the WAP1520 - Greater Sydney regional subprogram steering committee (the Committee). The committee is made up of representatives from local government, state government and community agencies.

## **1.3 Grant funding available**

\$398,391 (no GST) is available over the final two years of the Program. Please note that Program years are financial years. Applicants should consider this when preparing Project budgets. It should be noted that funds are allocated by Treasury annually. This means that there can be no guarantee of ongoing funding from year to year. Existing Program Partner Projects will have priority over any new Applications or requests for increases to projects in any year. The Administrative Agency may run subsequent rounds depending on timing and availability of funds.

Projects that provide financial or in-kind contributions will be highly regarded in the Project's value for money assessment (Assessment Criterion 4 in Section 3.3.1). There is no set contribution; however priority will be given to Projects where Applicants demonstrate their commitment with substantial contributions which may be a mix of

cash and in kind resources. These must be clearly defined and recorded against outcomes. All financial figures must be recorded exclusive of GST. Forward year's figures must be recorded in today's dollars (i.e. do not attempt to project Consumer Price Index increases).

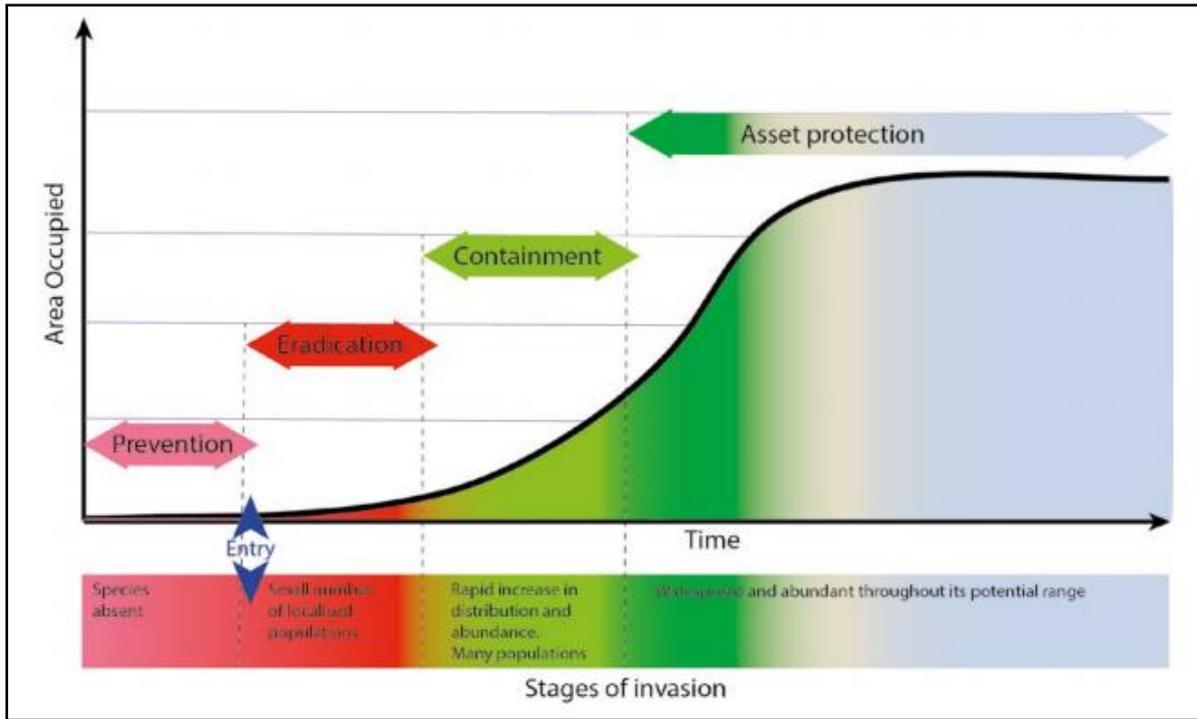
Any claim made in terms of contributions, expenditure or achievements must be able to be proven if NSW DPI requests further details or that the project be audited. An audit may be carried out at any time which could lead to a project review.

#### **1.4 Goals and investment priorities**

The main purpose of the WAP1520 is to assist agencies to create an environment that promotes and facilitates long-term, sustainable, voluntary compliance in weed management across the whole of the NSW Community. Priorities for WAP1520 are to:

- prevent the establishment of new invasive species
- eliminate or prevent the spread of new invasive species
- ensure that NSW has the ability and commitment to manage invasive species
- reduce the impact of widespread invasive species.

The generalised Weed Invasion Curve below illustrates the invasion process for weeds from arrival to widespread establishment and shows that the effort and resources required to control a weed rise with time and area occupied. Managing weeds earlier rather than later is more effective. Program grant funds will be prioritised towards activities where the return on investment is highest; that is at the beginning of the invasion curve.



## PART 2 – ELIGIBILITY CRITERIA

### 2.1 Applicant Eligibility

Regional WAP subprograms are collaborative efforts, developed within each region by NSW DPI, LLS and LCAs - see section 4.3 in the Weed Policy document available at: [https://www.dpi.nsw.gov.au/\\_data/assets/pdf\\_file/0005/722840/Weed-Management-in-NSW.pdf](https://www.dpi.nsw.gov.au/_data/assets/pdf_file/0005/722840/Weed-Management-in-NSW.pdf)

To be eligible, applicants must be:

- a local control authority, or
- a state government agency.

### 2.2 Applicant Declarations

Applicants will be required to make declarations regarding their Application. Responses to declarations in eligible Applications will be considered in the Assessment Process.

Application declarations may include, but will not be limited to, declarations to the effect that:

- a. the Applicant has, or is able to obtain before the time of entering into a Funding Agreement:
  - the landholder's/leaseholder's written permission to use the Project Site and to carry out the Project Activities
  - approval from any organisation or individual/s that the Applicant partners with or represents on the Project.

- b. the Applicant has or is able to obtain, all necessary permits, regulatory or other approvals and authorisations, to ensure all Project Activities are completed within the designated timeframe
- c. the Applicant has not received funding for the Project Activities at the Project Site in the past, where the Application is for weed control activities.
- d. Project Sites will be actively monitored and maintained for 5 years after the Project is completed, if the Project Activities include weed control.

## 2.3 Project Eligibility

To be eligible, a Project must:

- contribute towards one or more of the goals and investment priorities outlined in Sections 1.1 and 1.4
- only consist of Eligible Activities as described in Section 2.4 below
- have a proposed Project timeframe of between one and two years with the Project to commence in 2018-19, in line with those requirements set out in Part 1.1 and 1.3.

## 2.4 Eligible Activities

Funds are available for Project Activities that contribute directly to the NSW Invasive Species Plan 2018-2021, either directly or by implementing the actions and strategies described in the Greater Sydney Regional Strategic Weed Management Plan, available at <http://greatersydney.ils.nsw.gov.au>

A number of other regional strategic documents and other resources can be accessed at <http://hrcc.nsw.gov.au/latest-newssydney-wap/wap1520/> to assist with Project planning.

Other State level strategies and policies can be accessed at NSW DPI's website, <http://www.dpi.nsw.gov.au/agriculture/pests-weeds/weeds/strategy>.

### 2.4.1 Eligible Project Activities for Local Control Authorities (LCAs):

1. Early detection activities - Funding is available to support programmed, pro-active inspections by LCAs of:
  - high risk pathways (e.g. rail corridors; main roads; waterways; online market places)
  - high risk sites (e.g. boat ramps; aquariums; market; dams; depots that transfer weed/plant material; development sites; existing weed infestations; florists; plant nurseries; quarries; mines; retail homemaker outlets; roadside rest areas/truck stops; sale yards; sewage treatment plants; showgrounds, stock/produce outlets; stormwater drains; tip or waste sites; transport depots; waste disposal facilities; waste recovery centres; wetlands)
  - priority sites (i.e. high value assets)

2. Weed control activities – Funding is available to control infestations of State and Regional priority weeds that have a Priority Weed Objective of:

- PREVENTION
- ERADICATION, or
- CONTAINMENT\*

The Project Site may be on council managed land or on privately managed land.

Applications for weed control activities on privately managed land will be considered by the Committee only where the funding is for primary weed control purposes to assist with initial knockdown of an infestation. All ongoing maintenance is the responsibility of the private land manager. The LCA must administer the funding and manage and oversee all weed control works on behalf of the private land manager. At no time is funding to be issued to the private land manager.

\*If the Project Site is within the Core Infestation Area for a species then a peer-reviewed Weed Risk Assessment must be provided by the Applicant showing there is a high risk from that species AND high feasibility of control of that species in that LGA.

Applicants must commit to maintaining the Project Site for 5 years after Project completion.

3. Capacity building activities - Funding is available for Projects that result in demonstrably long-term, effective behaviour change of government, industry and/or community stakeholder groups in relation to the prevention, eradication and minimisation of risks to biosecurity from weeds.

#### **2.4.2 Eligible Project Activities for State Government Agencies:**

1. Weed control activities – Funding is available to control infestations of State and Regional priority weeds that have a Priority Weed Objective of:

- PREVENTION
- ERADICATION, or
- CONTAINMENT unless that land is within the Core Infestation Area.

Applicants must commit to maintaining the Project Site for 5 years after Project completion.

2. Cross-tenure projects - Funding is available for regional scale partnership projects where multiple land managers are identified, engaged and coordinated to provide an outcome that has strategic significance and benefit for the Greater Sydney region.
3. Provision of specialised services - Funding is available for delivery of services that are primarily of benefit to the Greater Sydney region.
4. Capacity building activities - Funding is available for Projects that result in demonstrably long-term, effective behaviour change of government, industry and/or community stakeholder groups in relation to the prevention, eradication and minimisation of risks to biosecurity from weeds.

## **2.5 Activities that will not be funded through the Program**

- project administration
- purchase of capital equipment
- committee memberships
- control of widespread/environmental weeds
- ongoing maintenance of projects to which organisations have previously committed
- control of weed species that are within the Core Infestation area for that species, unless the Applicant is an LCA and provides a peer-reviewed Weed Risk Assessment showing there is a high risk from that species AND high feasibility of control of that species in that LGA.
- control of infestations of regional priority weeds with the Regional Priority Weed Objective of Asset Protection
- projects delivered by state government agencies that are of state significance and have a state-wide impact or benefit, unless it can be demonstrated that other regional subprograms are also contributing to the Project
- information-intensive extension projects such as development of websites, apps, social media, printed materials or stalls/events that disseminate pre-prepared information that does not connect with the needs, values and abilities of a particular sector
- programs that fund devolved grants (i.e. offer grants to other organisations).

## **Part 3: Application and Assessment Process**

### **3.1 How to apply**

The Application period opens 1 July 2018 and closes 9am on 13 August 2018 (Closing Time).

Use the following process to submit an Application for funding under the WAP1520 – Greater Sydney regional subprogram - Abridged Grant Round:

1. Read these Guidelines.
2. Access the Application Form available at [www.hrcc.nsw.gov.au](http://www.hrcc.nsw.gov.au) OR via email request to [wapadmin@hrcc.nsw.gov.au](mailto:wapadmin@hrcc.nsw.gov.au)
3. Complete all relevant sections of the Application Form.
4. Submit the completed Application Form and required attachments only—no additional supporting documentation should be submitted.
5. Submit the Application Form via email to [wapadmin@hrcc.nsw.gov.au](mailto:wapadmin@hrcc.nsw.gov.au) by 9am on 13 August 2018. Keep a copy of your Application Form for your records.

If you are submitting a hard copy Application Form it must be received by the Administrative Agency before 9am on 13 August 2018. If you believe your Application may not arrive before this time, please contact the Administrative Agency on 02 4574 9600.

Hard copy Applications are to be addressed and delivered to:

Post:

WAP1520 – Greater Sydney regional subprogram - Abridged Grant Round  
Hawkesbury River County Council  
PO Box 6021  
South Windsor DC NSW 2756

Courier deliveries to:

WAP1520 – Greater Sydney regional subprogram - Abridged Grant Round  
Hawkesbury River County Council  
6 Walker Street  
South Windsor NSW 2756

### **3.2 Late Applications**

Unless an alternative timeframe has been agreed to by the Committee prior to the Closing Time, any Application received by the Committee after the Closing Time (if lodged electronically or delivered by post or courier), will be considered late and will be registered separately.

The Committee may consider admitting late Applications under extenuating circumstances. Any requests for an extension of time to lodge an Application must be made to the Committee prior to the Closing Time. These requests should be submitted in writing to: [wapadmin@hrcc.nsw.gov.au](mailto:wapadmin@hrcc.nsw.gov.au)

The Committee has no obligation to accept a late Application. Any decision by the Committee to accept or not accept a late Application is at the Committee's absolute discretion and will be final.

### **3.3 Assessment Criteria**

Where an Application is found to be eligible in accordance with the Eligibility Criteria described in Part 2, it will then be assessed on the extent to which it addresses the Assessment Criteria in Section 3.3.1 below.

The following guidance under each Assessment Criterion is not intended to be prescriptive. Unless otherwise indicated, Applicants are not necessarily required to meet all of the items specified for each Assessment Criterion. When assessing Applications, Criterion 1 will be weighted more highly than Criteria 2, 3 and 4.

### **3.3.1 WAP1520 – Greater Sydney regional subprogram - Abridged Grant Round**

#### **Assessment Criteria**

*Criterion 1*—The Project aligns with Program goals and investment priorities.

In assessing this criterion, consideration will be given to the extent to which Project Activities will contribute to the goals and objectives of the NSW Invasive Species Plan 2018-21 and Greater Sydney Regional Strategic Weed Management Plan by:

- preventing the establishment of new invasive species
- eliminating or preventing the spread of regional priority species
- ensuring that NSW has the ability and commitment to manage invasive species.

*Criterion 2*— Efficacy of Project Activities

In assessing this criterion, consideration will be given to:

- the feasibility of the methodology the Applicant will use to deliver the proposed outcomes (e.g. suitability of selected weed control technique for the target weed species; whether the inspection regime is sufficient to mitigate risk of weed spread from high risk pathways and sites; whether community engagement activities seek meaningful input and participation from clearly identified stakeholder groups and base any strategies on the needs and interests of the group)
- whether the time frame is realistic for achieving the proposed outcomes.

*Criterion 3*— Commitment to ongoing maintenance

The Application should include a commitment to the ongoing maintenance of the Project Outcomes once a Project is complete, and consideration will be given to:

- how the Project Site/s will be maintained over time if weed control activities are funded
- how community, government and industry stakeholders that have been engaged using Program funds will continue to be supported after Project completion
- financial contributions or other significant in-kind contributions to the ongoing management of the Project
- planned annual programming that repeats inspections of high risk pathways and sites, if weed surveillance activities are funded.

*Criterion 4*—Value for public money

The Application should show that the total Project budget represents good value for public money, taking into account:

- the likely benefit of the proposal relative to the amount of grant funds requested
- whether funding requests are reasonable (e.g. cost per kilometre of high risk pathway inspected; cost per high risk site/property inspected; cost per person/stakeholder group engaged; cost per hectare/kilometre of weed control)
- the level of financial and/or in-kind cash contribution to be provided by the Applicant, Project partners, third parties or other sources.

### **3.4 Assessment Process**

Once an Application is submitted, the Administrative Agency will send confirmation of its receipt within 7 days. All Applications will be screened by the Administrative Agency to confirm whether the Eligibility Criteria (in Part 2 of these Guidelines) have been met. Applications that do not meet all of the Eligibility Criteria may not be eligible for funding under the Program.

Applications will be assessed by the Committee against the Assessment Criteria in Section 3.3.1 of these Guidelines. Each Application will be assessed by at least five assessors. The Administrative Agency may contact Applicants during the Assessment Process to seek clarification about their Application, especially where the information provided in the Application is ambiguous or where contradictory statements are made, or to request evidence in support of any declaration made in the Application. The Committee reserves the right to accept or disregard additional information provided by the Applicant and will not allow responses which materially improve or amend an Applicant's original Application. The Committee reserves the right at its absolute discretion to exclude from further consideration Applications that do not contain sufficient information on which to make an assessment.

Where the Program is oversubscribed, Applications which are considered suitable will be funded in order of merit to the limit of the grant funds available. The Administrative Agency will notify unsuccessful Applicants in writing. All Applicants will be given the opportunity to receive written or other feedback on their application, provided a request in writing is made within one month of public notice of successful projects. All decisions on successful Projects are final and there is no right of appeal.

### **Part 4 Funding Agreement requirements**

A Funding Agreement is a legally enforceable, performance-based contract between the Administrative Agency and a successful Applicant that sets out the terms and conditions governing the funding to be provided to the successful Applicant under the Program. All Project funding payments are subject to the successful Applicant entering into and complying with the terms and conditions of a Funding Agreement. The Administrative Agency will enter into a Funding Agreement with each successful Applicant.

A Recipient will be legally responsible for ensuring all of the obligations under the terms and conditions of the Funding Agreement are met. The Administrative Agency may withdraw the offer of funding to any successful Applicant if the Funding Agreement is not signed by the successful Applicant within the timeframe determined by the Administrative Agency. The payment of funding is contingent on the Recipient achieving prescribed milestones as set out in the Funding Agreement. Recipients will be required to acknowledge the Government's support and funding where applicable.

Some key requirements of the Funding Agreement include:

### *Reporting*

The Funding Agreement will require Recipients to regularly report to the Administrative Agency on Project progress, implementation of the Project Activities and Project Outcomes. Mid-year progress reports must be submitted annually in February. Annual progress reports must be submitted annually in early August. Pre-populated templates will be provided.

Additionally, the NSW Biosecurity Information System (BIS) provides a data capture system for a range of actions and attributes in weed management. Reporting in the BIS is mandatory for LCAs and is considered a key performance indicator for compliance management and community engagement across the State. The NSW Weeds Metadata Standard defines how matters are to be measured and reported. The Standard is available through the weeds extranet <http://extranet.dpi.nsw.gov.au/weeds>.

### *Payments*

Payments will be linked to reporting requirements stipulated in the Funding Agreement. The Administrative Agency will monitor the progress of Projects by assessing these reports and by conducting Project Site visits where necessary. The Administrative Agency may defer, reduce, or not make payments if the Recipient has not achieved a milestone or carried out the Project to the Administrative Agency's satisfaction.

A successful Applicant must not commence work on the Project before a Funding Agreement is executed with the Administrative Agency. Payments will not be backdated for activities that commenced before the execution of the Funding Agreement, and no payments will be made unless a Funding Agreement has been executed. The Funding Agreement will include provision for the Administrative Agency to seek repayment of funds that are found not to have been spent in accordance with the purposes specified in the Funding Agreement.

### *Project delays*

NSW DPI recognises that seasonal conditions, new weed outbreaks and other changes result in Projects requiring amendment after Projects commence. Where the outcomes for a specific year differ from the proposed targets, or where there needs to be a long-term change to outcomes or activities, a variation may be granted.

In the event of Project delays the Funding Agreement will require the Recipient to notify the Administrative Agency in writing of the delay, setting out the reason for the delay and the method and timeline for rectification of the delay. The Administrative Agency will work with Recipients to ensure that, wherever possible, delays can be rectified and do not result in the termination of the Project.

### *Project review*

If, during the life of the Funding Agreement, a Recipient organisation undergoes a significant change to its organisational structure, resources, or circumstances, the Administrative Agency may carry out a review and assess whether the Project governed by a Funding Agreement continues to represent value for money. Following that review, the Administrative Agency may:

- reduce the amount of funding payments or the scope of the Project to help complete the Project efficiently
- terminate the relevant Funding Agreement if the Project is no longer considered to represent value for money.