



2018-19
**Local Government
Levy Ready Grant Program
(LGLRGP)**



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An electronic copy of this report is available on the Department of Local Government, Racing and Multicultural Affairs' website at www.dlgrma.qld.gov.au.





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Introduction

On 20 March 2018, the Queensland Government announced the development of a comprehensive recycling, resource recovery and waste strategy to be underpinned by a waste disposal levy (the levy).

The levy will commence on 4 March 2019. Successful implementation of the levy will require appropriate infrastructure at waste disposal facilities, including weighbridges, security fencing and monitoring capacity.

The 2018-19 Local Government Levy Ready Grant Program (LGLRGP) has been established as a one-off grant for necessary infrastructure upgrades for waste disposal facilities.

The Department of Local Government, Racing and Multicultural Affairs (the Department) is administering the 2018-19 LGLRGP on behalf of the Department of Environment and Science, which has primary responsibility for implementing the levy.

Aims and objectives

The aim of the 2018-19 LGLRGP is to provide financial assistance to support Local Governments to undertake any necessary infrastructure works at waste disposal facilities that will be required to implement the levy.

The objectives of the 2018-19 LGLRGP are to support eligible projects that:

- facilitate accurate collection of the levy
- ensure adequate security and operational site controls
- comply with environmental authority and regulatory requirements.

Eligible applicants

Eligible applicants for the 2018-19 LGLRGP are:

- Local Government bodies, constituted under the *Local Government Act 2009* and the *City of Brisbane Act 2010*.

Local governments in the levy zone (refer **Attachment 1**), and those in the non-levy zone that expect to receive levyable waste, are eligible to apply for funding.

Private entities are not eligible to apply for funding under the 2018-19 LGLRGP.

Funding

Funding for the 2018-19 LGLRGP is \$5 million.

Projects approved for funding under the 2018-19 LGLRGP will be allocated a subsidy of up to 70 per cent of eligible project costs (i.e. total project cost, less ineligible costs, less other financial contributions).

All Local Governments are expected to make a financial contribution to the project/s approved for funding under the 2018-19 LGLRGP. While Local Governments may request a higher subsidy rate, the final funding percentage will be determined at the discretion of the Chief Executive responsible for the levy.



Funding may be prioritised for projects where:

- the Local Government waste disposal facility has an environmental authority to dispose of more than 5,000 tonnes of waste
- the Local Government is situated in the levy zone (refer **Attachment 1**)
- the Local Government has limited capacity to self-fund a project.

In accordance with Section 4.1.32 of the Funding Deed of Agreement, successful applicants must return all unspent funding to the Department.

Funding period

All projects funded under the 2018-19 LGLRGP must be completed by **28 June 2019**. Additional delivery time may be considered in exceptional circumstances.

Eligible projects

The 2018-19 LGLRGP provides targeted funding for eligible projects that will support the successful implementation of the levy. A list of eligible projects is provided at **Attachment 2**.

Ineligible project costs

Funding is intended to assist with eligible projects. This includes total project costs less ineligible costs, less other financial contributions to the approved project. A list of ineligible project costs is provided at **Attachment 3**.

Project proposal assessment and approval

Local Governments are invited to submit a Project Proposal that includes each project for which funding is sought.

Project Proposals will be assessed against the aims and objectives of the program. Local Governments will also need to address key eligibility criteria, including ensuring Projects Proposals:

- are for Local Government waste disposal facilities has an environmental authority to dispose of 2,000 tonnes or more of waste
- are for Local Government waste disposal facilities planned to be operational for the next five years at minimum
- demonstrate an understanding of whole of asset life costs and the ability to manage such responsibilities
- demonstrate value for money
- have the capacity and capability to deliver the project in the required timeframes
- have minimum WorkCover and public liability insurance of \$10 million.

Local Governments seeking project funding for multiple waste facility sites must submit separate project proposals for each site. Within each project proposal, Council can request funding for a number of components related to that facility.

Local Governments will also be required to submit valid quotations, where possible, to support cost estimates for project funding sought. Local Governments outside the levy zone (i.e. non-levy zone) will be required to provide justification, supported by evidence, where possible, that that substantial volumes of levyable waste will be received.



Applications must be submitted through the Grants and Subsidies Portal on the Department's website, which can be accessed via the following link:
<https://planning.dsdmip.qld.gov.au>.

The Grants and Subsidies Portal simplifies the Project Proposal process, allowing Local Governments to manage submissions for multiple waste disposal facilities under a single grant submission package; reducing double-handling and providing functionality for saving, editing and 'fine-tuning' of Project Proposals prior to final submission.

Project Proposal submissions under the Program close at **5:00pm on Friday, 12 October 2018**.

The Chief Executive is under no obligation to consider Project Proposals submitted after the Program has closed.

Project Proposals will be reviewed and assessed by a technical assessment panel against the assessment and eligibility criteria. Local Governments may be asked to provide additional information to support submitted Project Proposals.

How to apply

To apply for funding under the 2018-19 LGLRGP:

- Navigate to the Department's online Portal: <https://planning.dsdmip.qld.gov.au/grant>.
- Sign-in to the Portal. Council super-users must give permission through the Portal for any user to access grants. More information can be found here <https://planning.dsdmip.qld.gov.au/planning/online-services/help>.
- Follow the instructions provided on the Portal to enter the required information directly into the provided fields for the Project Proposal.
- Ensure the Certification Form is completed and signed.

When the 2018-19 LGLRGP opens the following will also be available:

- An instructional video on this process on the Grants Dashboard as well as at <https://planning.dsdmip.qld.gov.au/planning/online-services/help>
- A User Manual Guide for Councils on the Department's website at www.dlgrma.qld.gov.au/lglrgp

Claims for payment

Under the 2018-19 LGLRGP, funding is administered on a 60:30:10 model. In particular circumstances, the Department may approve a different payment schedule.

Payment Schedule	First Payment (60 percent of approved funding)	The Department will pay the Council upon receipt of a compliant Project Management Plan from the Council in the required format.
	Second and Subsequent Payments (up to 30 percent of approved funding)	The Department will pay the Council upon receipt of a completed subsidy claim form.
	Final Payment (10 percent of approved funding)	The Department will pay the Council upon receipt of a completed final report and subsidy claim.



Each claim for payment must be made on the prescribed form, with certification that the work has been completed satisfactorily, and that expenditure for the amount stated has been properly incurred on the approved work in accordance with the program guidelines and the funding agreement.

Certification must be made by an appropriately delegated officer of the successful applicant, or other persons as agreed by the Department.

All final reporting and claims for payment are submitted to the Department within one month of the approved project completion date.

The prescribed forms for claiming payments are available on the Department's website at: www.dlgrma.qld.gov.au.

Acknowledgment of the funding

In accordance with Section 6.1 of the Funding Deed of Agreement, funding recipients must acknowledge the contributions of the Queensland Government funding.

This may include:

- erection of signage once the project has physically commenced construction and for one year after project completion
- acknowledgement in publicly made statements, or appropriate documentation.

Further information on acknowledgement requirements, including the use of the Queensland Government logo, is available on the Department's website at: www.dlgrma.qld.gov.au

Key dates

The key dates for the 2018-19 LGLRGP are:

- opening date for Project Proposal submissions – 9:00am on Friday, 31 August 2018
- closing date for Project Proposal submissions – 5:00pm on Friday, 12 October 2018
- Project Proposal submission assessment – from Monday, 15 October 2018
- Project Proposals considered for approval – from Monday, 29 October 2018

For more information, contact the Department by email 2018-19LGLRGP@dlgrma.qld.gov.au or by phone:

Northern Region	
Cairns Office	(07) 4037 3407 or (07) 4037 3411
Townsville Office	(07) 4758 3472
Rockhampton Office	(07) 4758 3472
Southern Region	
Brisbane Office	(07) 3452 6762
Toowoomba Office	(07) 4616 7315
Maroochydore Office	(07) 5352 9711
Maryborough Office	(07) 4122 0410
Brisbane	
Program office	(07) 3452 6729



Attachment 1 - List of Local Government areas in the levy zone

Banana Shire Council
Brisbane City Council
Bundaberg Regional Council
Burdekin Shire Council
Cairns Regional Council
Cassowary Coast Regional Council
Central Highlands Regional Council
Charters Towers Regional Council
Douglas Shire Council
Fraser Coast Regional Council
Gladstone Regional Council
Gold Coast City Council
Gympie Regional Council
Hinchinbrook Shire Council
Ipswich City Council
Isaac Regional Council
Livingstone Shire Council
Lockyer Valley Regional Council
Logan City Council
Mackay Regional Council
Mareeba Shire Council
Maranoa Regional Council
Moreton Bay Regional Council
Mount Isa City Council
Noosa Shire Council
North Burnett Regional Council
Redland City Council
Rockhampton Regional Council
Scenic Rim Regional Council
Somerset Regional Council
South Burnett Regional Council
Southern Downs Regional Council
Sunshine Coast Regional Council
Tablelands Regional Council
Toowoomba Regional Council
Townsville City Council
Western Downs Regional Council
Whitsunday Regional Council



Attachment 2 – List of eligible projects

Local Government waste disposal facilities with an **environmental authority** to dispose of more than **2,000 tonnes of waste** will be eligible to apply for funding for projects outlined below.

Category	Scope	Outcome
IT upgrades and/or repairs	Software and/or hardware such as tablets or desktops.	Record and transmit data required for accurate calculation of the levy.
Security	Lighting, secure boundary fencing, bollards, barriers, and/or lockable gates.	Manage and monitor the normal ingress of waste materials to and within the facility.
Utilities	Connections and/or upgrades to energy, water and/or internet utilities.	Ensure services are available to support operations of the facility.
Traffic control	Signage and/or traffic lights.	Notify waste transporters of the information required for the facility operator to meet statutory obligations, and to direct the flow of traffic.
Other	Necessary infrastructure and/or upgrades for waste disposal facilities.	Support successful implementation of the levy.



Local Government waste disposal facilities with an environmental authority to dispose of more than 5,000 tonnes of waste will be eligible to apply for funding for projects outlined below.

Category	Scope	Outcomes
Weighbridge and gatehouse	Weighbridge, weighbridge platform, approach ramps and/or gatehouse.	Facilitate measurement of waste entering the facility to enable accurate calculation of the levy payable.
IT upgrades and/or repairs	Software and/or hardware such as tablets or desktops.	Record and transmit data required for accurate calculation of the levy.
Security	Lighting, secure boundary fencing, bollards, barriers, and/or lockable gates.	Manage and monitor the normal ingress of waste materials to and within the facility.
Utilities	Connections and/or upgrades to energy, water and/or internet utilities.	Ensure services are available to support operations of the facility.
Traffic control	Signage and/or traffic lights.	Notify waste transporters of the information required for the facility operator to meet statutory obligations, and to direct the flow of traffic.
Other	Necessary infrastructure and/or upgrades for waste disposal facilities.	Support successful implementation of the levy.

The Chief Executive responsible for the levy has discretion to consider funding other projects that are not listed above as eligible projects.



Attachment 3 – List of ineligible project costs

The following list details examples of costs that are not eligible to receive funding under the 2018-19 LGLRGP:

- pre-planning activities, including pre-construction, that commence prior to the date of formal advice of funding approval
- works already commenced or completed
- items purchased prior to the funding being announced
- upgrades to existing and/or purchase of secondary weighbridge
- works for waste facilities that are not waste disposal facilities (i.e. transfer stations)
- purchase or lease of core business capital equipment such as motor vehicles and office equipment
- temporary works, except where required as part of the construction of the eligible works or required to enable completion of the proposed project
- land acquisition and associated costs
- vehicle/plant leasing unless directly required for construction (e.g. water trucks, excavators)
- completed feasibility, planning studies and/or conceptual design
- employee education and/or training
- statutory fees and charges and any costs associated with obtaining regulatory and/or development approvals
- ongoing costs for administration, operation and maintenance or engineering
- costs of preparing the Project Proposal for funding or associated supporting material
- project management costs for the Project Proposal
- legal expenses
- in-kind contributions
- overhead charges
- corporate overheads and oncosts, including technical, professional and clerical salaries of Council employees
- furnishings and supplies
- duplication of existing funding applications under other Queensland Government grants programs and/or initiatives.

The above list identifies the most common examples of ineligible costs and is not intended to be comprehensive. If there is any doubt about ineligible costs, please contact the Department.