

Snowy Valleys Council



SNOWY VALLEYS EXTRAORDINARY COUNCIL MEETING BUSINESS PAPER 17 JANUARY 2019

THE MEETING WILL BE HELD AT 2.00PM
IN THE SNOWY VALLEYS COUNCIL CHAMBERS, 76 CAPPER STREET, TUMUT

Disclosure of Pecuniary Interests at meetings

- Item from Bluett Local Government Handbook

[14.125] A Councillor or a Council Committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable. The person must not be present at, or in the sight of, the meeting either at any time during which the matter is being considered or discussed or at any time during which a vote is being taken on any question relating to the matter (s 451). A Councillor who has declared a pecuniary interest in a matter before the council but has withdrawn from the meeting because of that declaration is not counted in considering whether the meeting is quorate for that matter.

Disclosure of Political Donations and Gifts

The Environmental Planning and Assessment Act 1979 places obligations on Councillors, staff, applicants and any person who makes a public submission, to disclose information relating to political donations and gifts during the environmental plan making or development assessment process.

Furthermore, for each planning decision made at a Council or Committee Meeting, the names of Councillors who supported the decision and those that oppose the decision must be recorded.

The fact that political donations or gifts have been made by applicants / proponents of a planning application should not affect whether an application is approved or refused. Political donations or gifts should not be relevant in making a determination. The matter should be determined on its merits. Nor do they provide grounds for challenging the determination of any applications.

For further information, visit www.planning.nsw.gov.au/donations

Public Recording of Meetings prohibited without Council authority

A person may use any recording device, including audio and visual recording and any device capable of recording speech, to record the proceedings of a meeting of a council or a committee of a council only by the resolution of the council or committee.

A person may, be expelled from a meeting of a council or a committee of a council or using or having used a tape recorder without consent.

Livestreaming of Meetings

Please be aware that this meeting will be recorded and livestreamed.

Photography

Flash photography is not permitted at a meeting of the Council or a Committee of the council without the consent of the General Manager.

Public Forum (extract from the Code of Meeting Practice)

a) All prospective public forum speakers must advise the General Manager of their wish to address Council by the Monday prior to a Council meeting.

They must also provide a verbal or written précis of the subject matter at that time.

b) The public forum section shall only operate for a period of thirty (30) minutes immediately after apologies have been formally received.

c) Preference shall be given to addressees who wish to speak to any item before Council at that particular meeting.

d) The maximum time allowed for each speaker will be 5 minutes.

e) Not more than two members of a group may speak.

f) All persons addressing the meeting shall speak to the Chair.

g) The Chairperson may curtail the public participation where the information being presented is considered repetitive or irrelevant.

h) Councillors may ask questions of the person/s addressing Council only if so approved by the Chair.

i) Councillors will not enter into general debate with the speakers.

j) The Mayor is to approve of variations to this procedure in urgent / compelling circumstances.

k) All people / organisations who wish to address Council be made aware of the above condition.



Thursday 17 January 2019
Snowy Valleys Council Chambers
76 Capper Street, Tumut
2.00pm

EXTRAORDINARY AGENDA

1. OPENING OF MEETING

2. APOLOGIES AND LEAVE OF ABSENCE

3. DECLARATIONS OF PECUNIARY INTEREST

Pursuant to Section 451 of the Local Government Act (1993), Councillors are required to declare any direct or indirect pecuniary interest in any matters being considered by Council.

4. ADMISSION OF LATE REPORTS

5. MANAGEMENT REPORTS

5.1 CLIMATE CHANGE ACTION - GRANT OPPORTUNITY 2

6. CONFIDENTIAL

7. MEETING CLOSURE

5. MANAGEMENT REPORTS**5.1 CLIMATE CHANGE ACTION - GRANT OPPORTUNITY**

REPORT AUTHOR: ACTING DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

Councillors have requested to hold an extraordinary meeting to consider an opportunity for grant funding, Increasing Resilience to Climate Change (IRCC), with the view to decide whether a funding application could be submitted by 1 March 2019.

To be eligible for a grant, the project must respond to a previously identified climate change risk identified in the last five years using contemporary standards of climate change vulnerability assessment.

No climate change risk assessments have been undertaken in the Snowy Valleys area since 2012, therefore an application from Snowy Valleys Council to the IRCC fund without an up-to-date risk assessment or a well-documented update of the previous versions would likely be unsuccessful.

However there are additional funding rounds on offer in July/August 2019 and June 2020; so it is proposed that work be undertaken to review Council's Climate Risk assessments and identify project opportunities in time to apply for the second round of IRCC grant funding.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on 17 January 2019 regarding the grant opportunity from Local Government New South Wales – Increasing Resilience to Climate Change (IRCC)**
- 2. Notes that to be eligible to receive an IRCC grant the proposal must be responding to a previously identified climate change risk identified in the last five years using contemporary standards of climate change vulnerability assessment.**
- 3. Undertakes a climate change risk assessment, incorporating a review of the previous Council risk assessments, with the view to identifying risk mitigation projects for an application to round 2 of Increasing Resilience to Climate Change funding in July/August 2019 if sufficient additional funds can be sourced in 2018/19, or refer the matter to the 2019/20 Budget deliberation process.**

BACKGROUND:

Councillors have requested to hold an extraordinary meeting to consider an opportunity for grant funding to increase resilience to climate change (IRCC).

The funding is offered by Local Government New South Wales (LGNSW) with grants of between \$30,000 to \$120,000 individual projects and between \$50,000 and \$300,000 for regional projects to coordinate adaptation projects across a number of councils (<https://lgnsw.org.au/policy/increasing-resilience-climate-change>).

Applications are due for the first round of funding by 1st March, so it is appropriate that Council considers whether it wishes to pursue this first opportunity in time to develop an application if necessary.

REPORT:

It has been expressed by councillors that there appears to be a growing demand for action on climate change by the community. While Council decided at the 22nd November 2018 Ordinary Council Meeting to not undertake an urgent review of its Community Strategic Plan in light of the recent publication of the latest report from the Intergovernmental Panel on Climate Change, it is acknowledged that this funding is an opportunity that should not be dismissed without further investigation.

Investigation has therefore been conducted into the purpose of the grant and the conditions with which likelihood of success can be ascertained if an application was submitted. Discussions have been held with representatives from LGNSW and Statewide Mutual (the facilitator of the previous risk assessments) and the opportunity is summarised below:

IRCC Objectives

- Implementation of treatments for identified climate risks, reducing future climate impacts and reducing potential liability for local and regional decision makers
- Regional and/or sectoral consideration of climate change impacts in decision making
- Implementation of climate change adaptation actions beyond business as usual projects and programs
- Enhanced adaptive capacity through the development of a community of practitioners and resources from across sectors and disciplines with practical experience in implementing adaptation responses across NSW.
- The grant requires that a climate change risk assessment has been completed within the last 5 years.
- The grants require a significant supporting work around project planning and costs assessment

Most relevant to the situation for Snowy Valleys Council is that to be eligible for a grant, the proposal must be responding to a previously identified climate change risk or vulnerability. The cited risk or vulnerability must have been identified or revisited and documented to the appropriate standards in the last five years.

Council has not undertaken a climate change risk assessment since its inception in 2016. The most recent risk work was conducted by the former councils in early 2012 in collaboration with a regional vulnerability assessment.

Therefore an application from Snowy Valleys Council to the IRCC fund without an updated risk assessment would likely not be competitive. However there are additional funding rounds on offer in July/August 2019 and June 2020; so conceivably, work could be undertaken to review Council's Climate Risk assessments and identify opportunities prior to a subsequent IRCC grant funding round.

Discussions have been held with the Office of Environment and Heritage. Verbally, it has suggested that the best approach for Council to take would be to:

1. Review the 2012 Climate Change Risk assessments completed by each former council, with reference to the regional vulnerability assessment conducted at the same time.
2. Analyse whether the risks identified in this work are still relevant and identify gaps that may need to be filled.
3. Where possible add some detail to the risk analysis, including community risks, to provide a basis for appropriate project scoping to mitigate these risks.
4. Identify the top 3 risks and determine whether projects need to be developed to address these. The funding available is specifically targeted for projects addressing significant climate change risks.

5. If projects are identified, agree the high level scope, objectives and delivery timings for these, including which round of funding can be targeted.

This appears to be practical advice and it is therefore recommended that this advice be adopted by Council. A facilitator with specific expertise in engaging around climate change risk could be engaged by Council to help develop this work in a compressed time frame.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework: CSP Outcome 2028

Theme 3: Our Environment

Delivery Outcomes

3.1 Demonstrate leadership in environmental sustainability by reducing Council's carbon footprint and supporting the use of clean energy

Operational Actions

3.1.1 Develop and implement strategy to reduce Council's carbon

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Providing leadership to the community regarding appropriate action within Council's span of influence.	There is still some community debate on anthropomorphic climate change, so this action may be perceived negatively by parts of the community.
Environmental	Taking appropriate action to minimize Snowy Valley's climate change risks and inform adaptation actions. Council's energy and emission footprint and also mitigating climate change risk to the community	Some actions are beyond Council's sphere of influence and therefore some people may have greater expectations that do not align with this.
Economic	Taking appropriate to inform climate change understanding and actions that may provide economic benefit.	All activity of council consumes its limited resources, however this operational plan has been developed to not compromise financial sustainability. The Council may need to support local industry in making transitions that may be required due to long term climate changes.
Governance	Council delivers transparency through responding to global issues such as climate change according to its community's needs.	Some members of the community may not be comfortable or happy that Council is responding or they may desire a stronger response.

Financial and Resources Implications

This work has not been budgeted in the 2018/19 financial year. There are opportunities to seek philanthropic support to facilitate a risk assessment that will be pursued, however if no support is provided, undertaking this work will be unbudgeted. It is provisionally estimated that a review of the risk assessments will cost approximately \$10,000 in facilitation and risk expertise.

Costs and Benefits:

A cost benefit analysis has not been undertaken.

Policy, Legal and Statutory Implications:

NA

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

This report may assist Council in determining climate risks within the community.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:Internal Consultation

Councillors, the mayor and the executive team has been consulted in developing this report.

External Consultation

The Office of Environment and Heritage has been consulted for advice regarding the approach that Council should take. State Wide Mutual has also been consulted as the facilitators of the previous climate change risk assessments.

Preliminary contact has been made with Snowy Monaro Council to request whether there is any desire to undertake this work in partnership. Staff are still on leave, so no response has been received at the time of writing this report.

Attachments

- 1 Assessment Guidelines - Round 1 Increasing Resilience to Climate Change [↓](#)



Guideline for Applicants to the Increasing Resilience to Climate Change Grants Program

Updated December 2018



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About Increasing Resilience to Climate Change (IRCC) grants

Local Government NSW (LGNSW) and the NSW Office of Environment and Heritage (OEH) will assist councils to increase their resilience and adapt to climate change in NSW by directing financial assistance to address identified climate risks and vulnerabilities.

IRCC has been established with the following objectives:

- Implementation of treatments for identified climate risks, reducing future climate impacts and reducing potential liability for local and regional decision makers
- Regional and/or sectoral consideration of climate change impacts in decision making
- Implementation of climate change adaptation actions beyond business as usual projects and programs
- Enhanced adaptive capacity through the development of a community of practitioners and resources from across sectors and disciplines with practical experience in implementing adaptation responses across NSW.

Funding

There is a total of \$1,100,000 in funding available in Round 1 of IRCC.

Individual projects

Grants between **\$30,000 to \$120,000** are available to individual councils. Collaboration is encouraged with research institutions, private sector or government agencies and other organisations, as it strengthens your application.

Regional projects

Grant between **\$50,000 to \$300,000** are available for regional projects to coordinate adaptation projects across a number of councils. Further partnerships with other organisations, including community groups, are also encouraged. Councils that may be under-resourced are encouraged to partner with other councils under the regional projects grants stream.

A competitive assessment process will be undertaken to determine successful applicants. Projects can last for a maximum of 24 months.

Applications close Friday **1 March 2019**.

Eligibility

Grants are open to NSW local government organisations including councils, Regional Organisations of Councils (ROCs), Joint Organisations, County Councils and other council alliances. Collaboration with NSW agencies, Aboriginal Land Councils, business, research and community organisations is encouraged however each grant application must be lodged by a local government organisation that will be responsible for administering the grant.

To be eligible for a grant, the proposal must be responding to a previously identified climate change risk or vulnerability. Proposals must cite a:

- climate change risk assessment, meeting Australian standards (AS/NZS 4360 or ISO 31000), conducted in the five years prior to the commencement of IRCC (i.e. completed or updated after November 2013); or
- a climate change vulnerability assessment (peer reviewed methodology) conducted in the last five years, which includes participation in cross government Integrated Regional



Vulnerability Assessments (IRVAs) or Enabling Regional Adaptation (ERA) projects led by OEH .

- provide alternative documentation showing how a climate change risk has been previously identified, that it is still current, and what work has been done to determine the suitability of the proposal as an adaptation project.

Projects must be consistent with a climate change risk/vulnerability assessment. This will need to be demonstrated. Please provide as much detail as possible such as Risk ID number or regional system/pathway you are seeking to address, as well as how the proposed project would address a high priority risk(s) to reduce the risk, increase resilience and reduce vulnerability.

Ineligible projects

The IRCC will **not** fund the following activities:

- climate change risk or vulnerability assessments
- continuing administration/operational costs of organisations
- activities where a known person/ organisation can be held legally responsible for the task
- projects that fund devolved grants (i.e. projects offering grants to other councils or organisations / community groups)
- funding ongoing maintenance of projects to which councils have committed as part of a previous and unrelated grants schemes
- reimbursement of salaries of existing local government staff who will be supervising or working on the project as part of their usual duties. However, the grant may fund additional human resources to specifically work on the project.
- activities that do not respond to climate change risks, impacts or vulnerabilities previously identified in a risk/vulnerability assessment.
- projects that are primarily renewable energy installation, energy efficiency upgrades or rain water tank installations.
- projects that would have occurred under business as usual for example are already outlined in existing operational and/or financial plans or organisational strategies.

Examples of some initiatives eligible for IRCC funding

As described earlier, IRCC will fund projects to implement priority works identified in climate risk/vulnerability assessments. Examples of such initiatives may include:

- Risk treatments for community assets at risk of climate change impacts (e.g. building upgrades to minimise the impacts for vulnerable community members or climate-related degradation).
- Building local or regional capacity to implement adaptive responses (e.g. community engagement programs that build capacity to respond and adapt to extreme weather events).
- Detailed scoping or analysis to support the implementation of priority adaptation actions (e.g. cost benefit analysis, design specifications).
- Measurement and evaluation of risk treatments or adaptation responses.

Maintenance of grant-funded works

Successful grants recipients are responsible for ensuring the ongoing maintenance of the project, into the future. This can be demonstrated through council annual operational plans or resourcing strategies.



Funded projects to be documented in council's Integrated Planning & Reporting framework

Successful grants recipients are encouraged to include the project in their annual reports and ensure climate change adaptation and resilience is included in subsequent community strategic planning (if not already). Grant recipients are also encouraged to ensure that funded projects are embedded into ongoing organisational risk management frameworks.

Assessment Criteria

Eligible applications will be assessed by a Technical Committee against the following assessment criteria, which are weighted equally.

Criterion 1 – Builds adaptive capacity

- Project builds the capacity of councils to reduce climate risks, increase resilience and reduce climate vulnerability
- Project responds to risk or vulnerability identified by previously conducted assessment effectively
- Clear explanation of the climate risk/vulnerability to be addressed as well as its priority in a climate change risk assessment or equivalent
- Opportunities to learn and share knowledge within and between organisations, be replicated and/or scaled in other councils
- Project delivers co-benefits, such as reducing greenhouse gas emissions, increased amenity, reduced operational costs etc.

Criterion 2 – Has a high level of support

- Collaboration within and across local government organisations, project partners and with external stakeholders
- Project aligns to organisational strategic objectives
- Project embeds consideration of climate change into local government processes and procedures.

Criterion 3 - Has effective project planning

- Sound project planning and methodology
- Outputs and milestones clearly targeted towards achieving stated outcomes
- Measurable stated outputs and milestones both quantitatively and qualitatively.
- Project will be an effective precedent for other organisations and/or produce an effective case study.
- Project outline highlights how it is not business as usual

Criterion 4 – Value for money

- Cost effectiveness, including avoided costs, co-contributions and in-kind support
- Well planned and costed budget
- Project risks identified and addressed.



Submitting your proposal

Documentation

In applying to the IRCC program for funding you will need to complete the online application. The application will require signoff from the General Manager or someone within the organisation with the appropriate financial delegation.

Partnerships

Obtaining the support of other organisations/groups can add value to a project and also promote regional responses to climate impacts and vulnerabilities. You should provide evidence of your project partners' support when submitting your application. Please note partnerships are not an essential criterion for funding, but are likely to strengthen your application.

Letters of support

Letters of support are only required to confirm project partner involvement. These should be submitted with your application, and must be signed by a partner representative with appropriate delegated authority for the organisation.

Good and services tax (GST)

All councils are registered for GST, so do not include any GST in your budget when you fill in your application. LGNSW will add GST to your grant payment.

Insurance

It is a condition of grant that you have public liability insurance of \$20,000,000 and any other appropriate insurance cover for all your measures, works, activities and volunteer personnel. You need accident insurance for the life of the project and you need to ensure that all the people you employ are covered by workers' compensation insurance.

Attachments

Additional material can be submitted. However, please ensure your application form includes the pertinent information and references to attachments.

Please upload supporting documentation to provide evidence of how the climate risk was identified (eg. a climate change risk assessment). See Eligibility criteria above.

Use of weblinks to documents is also strongly encouraged.

Grant Writing Assistance

The Office of Environment & Heritage may be able to provide grant writing assistance through individual support or through grant writing workshops in regional locations if required. Please contact LGNSW for more information.

Closing date for submission of proposals

Applications must be submitted through the website. All components of your application must be provided electronically, including all attachments. If this is not possible please contact Denise Anderson, LGNSW on denise.anderson@lgnsw.org.au or 02 9242 4056.

Closing Date for round three: midnight Friday **1 March 2019**.

Acknowledgement of receipt of applications

You should expect acknowledgement of your application immediately after submitting your application. Acknowledgement will be via email.

**Notification of grant decisions**

The successful applicants will be notified in April 2019. Unsuccessful applicants will also be notified via mail. Written contract agreements will be provided to successful applicants and funding will be awarded on completion of the IRCC Grant Agreement.

Project commencement

All projects should commence by 1 May 2019 for a period of up to 24 months. Projects may commence before this date, once the Grant Agreement is finalised.

Payment Timetable

Funding will be provided in staged payments to most grants (80% initially) with one instalment provided on receipt of a signed Grant Agreement. A final payment (20%) will be paid on acceptance of a satisfactory final report, required by 30 April 2021.

Who to contact if you need further help

If you require further help with your application, please contact:

Denise Anderson, LGNSW, on (02) 9242 4056, or denise.anderson@lgnsw.org.au

Assessment and Approval Process

After the closing date, program staff will check whether your application is eligible and sufficiently complete for assessment purposes. Program staff may also contact you for further information about your application.

The IRCC has a Technical Committee to assess the applications. The Technical Committee consists of people with knowledge and experience in climate change adaptation.

The Technical Committee will assess the merit of your proposal by using the assessment criteria outlined in these guidelines and will make recommendations to the IRCC Management Committee (representatives from OEH, and LGNSW). The Management Committee, having considered the Technical Committee's recommendations, determines which applicants will receive grants.

Decisions by the Management Committee are final.

Conflict of interest

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.

Obligations of successful applicants

Successful applicants will be required to:

- Finalise your work plan and monitoring and evaluation framework.
- Provide written evidence of partnership funding where relevant.
- Obtain any necessary licences to undertake the work.
- Sign a IRCC Grant Agreement that sets out terms and conditions associated with the grant.
- Comply with all conditions contained in the Grant Agreement.
- Provide evidence of appropriate insurance coverage (see page 7).
- Forward a tax invoice to the LGNSW for each instalment of their grant, if applicable.
- Seek prior approval from the LGNSW to alter proposed outputs, milestones or budget variations more than 10 per cent.



- Provide progress reports and comply with all conditions contained in the Grant Agreement.
- Provide a final report including a financial report certified by the Chief Financial Officer or certifying accountant. Guidance on the format of the final and progress report will be provided by LGNSW.
- Acknowledge OEH and LGNSW's support in all promotional material or any public statement about your project and include logos on relevant written material.
- Be prepared for all knowledge gained as part of the grant to be made publicly available.
- Contribute to evaluation of the IRCC project.
- Ensure that all procurement and employment is undertaken in line with your organisation's internal policies and guidelines.
- Notify LGNSW if the project receives additional support (such as increased council participation) or leverages additional funds and, if deemed necessary, provide LGNSW with an updated work plan.



Instructions for completing the application form

Separate application forms should be completed for each project.

Applications that are incomplete or do not provide the necessary level of detail to facilitate an adequate assessment of the project against others on a state-wide basis will be considered ineligible for funding. Lodging an application for financial assistance does not guarantee assistance will be offered.

These explanatory notes correspond to the items on the application form.

Program assessment criteria	
1. Project name	<ul style="list-style-type: none"> Provide a descriptive name of the project
2. Eligibility	<ul style="list-style-type: none"> The applicant must be a local government organisation. If you have a project partner(s), attach a letter of support from that organisation, which also outlines details of the partner's financial and other resource commitment to the project.
3. Identification of climate risk or vulnerability	<ul style="list-style-type: none"> Indicate if your project addresses a climate change risk or vulnerability identified in the last 5 years through either a risk assessment meeting Australian standards (AS/NZS 4360 or ISO 31000) or a vulnerability assessment that employs a peer reviewed methodology. Those councils that have undertaken a risk assessment with Echelon and Statewide Mutual or through Local Adaptation Pathway program comply with ISO 31000. Participants in Integrated Regional Vulnerability Assessments (IRVA) or Enabling Regional Adaptation projects, led by OEH are eligible to apply. If the risk assessment or vulnerability study is over 5 years, provide alternative documentation showing how a climate change risk has been previously identified, that it is still current, and what work has been done to determine the suitability of the proposal as an adaptation project. Alternative documentation may include the minutes of council's risk assessment committee undertaking the review. Please provide as much detail as possible such as Risk ID number or regional vulnerability you are seeking to address.
4. Grant stream	<ul style="list-style-type: none"> Indicate if you are applying as an individual council or for a regional project
5. Project description	<ul style="list-style-type: none"> Provide a succinct summary of the project (maximum of 150 words). This may be used or edited for promotional and media purposes. Include an overview of the project including project location, the climate change related issues the project will address, project need, expected outcomes and how these will be achieved. Please ensure this captures the main elements of your project in an informative way. Please check spelling and grammar as this description will at a minimum be used on the LGNSW website.



6. Project objective
<p>The objective should be about the issue or problem you want to overcome and ultimately what you want your project to achieve. A strong objective should be:</p> <ul style="list-style-type: none"> • specific about what you want to achieve • measurable • achievable • realistic • time bound <p>The standard format for an objective is: 'To [action verb and statement reflecting your measurement indicator] by [performance standard] by [deadline].'</p>
7. Methodology
<ul style="list-style-type: none"> • Provide a summary of the steps or actions needed to meet your objectives. This will be further expanded in the Preliminary Work Plan
8. Resilience to Climate Change
<ul style="list-style-type: none"> • Applicants must demonstrate that their project will moderate harm or capture opportunities associated with climate change.
9. Co-benefits
<ul style="list-style-type: none"> • Climate co-benefits have been identified as win-win opportunities to tackle climate change with other positive outcomes. Co-benefits are where a single activity or policy can generate multiple benefits across varying sectors. For example, cooling an urban setting by implementing urban greening strategies can provide psychological and health benefits, enhance energy efficiency (avoided cooling costs) and provide biodiversity habitat. • Outline if any social, economic or environmental co-benefits will be generated by your project.
10. Engagement and Dissemination
<ul style="list-style-type: none"> • Describe who and how you will involve and engage participation in your project to build and share knowledge about adapting to climate change (adaptive capacity). • Describe strategies that you will use to maintain the outcomes of this project once the funding support ceases. • Describe how you will share the outcomes and learnings from your project.
11. Project partners
<ul style="list-style-type: none"> • Project partners offer increased opportunity to build adaptive capacity and community support for your project. List project partners and define what role they will play in your project e.g. steering committee, promote the project through their networks, officer time, funding etc. • Please note partnerships are not an essential criterion for funding, but are likely to strengthen your application. • Upload any letters of support from project partners as evidence.
12. Project learnings
<ul style="list-style-type: none"> • Describe how the project outcomes will continue once the funding is expended. • How could this project be replicated/scaled in other organisations.
13. Organisational objectives and priorities
<ul style="list-style-type: none"> • Applicants must demonstrate how the proposed project meets relevant organisational objectives. What commitments, strategies or objectives support the implementation of this project? • How does this project link to the Integrated Planning and Reporting framework?



14. Project outcomes
<ul style="list-style-type: none"> The project outcome is the broad effect or benefit of the project. Outcome statements often use words like: minimise, maximise, increase, decrease, improve, expand, update, upgrade, maintain, start or complete. What does the success of your project look like? Outcomes should be specific, measurable and realistic e.g. minimise heat impacts in a prescribed area, reduced risk from flooding in a prescribed area, improved management of extreme heat events through community participation, increased resilience of public infrastructure through improved locating of X. How will you measure the outcomes?
15. Project risks
<p>Identify key project risks and proposed management measures. Risk categories covered should include:</p> <ul style="list-style-type: none"> Schedule risk. This refers to anything that will likely lead to delay in the project schedule, and ability to meet agreed milestones. For example, this could be a result of delays in approval processes, unforeseen approval processes, availability of equipment and/or resources, stakeholder/community opposition Budget risk. This refers to any risk that can result in increased cost. For example, this could be a result of higher than expected cost of equipment and/or labour, the need to source material from further away than planned, land contamination, other construction risks etc. Environmental and heritage risk. This refers to any impact on the natural environment. For example, construction works can lead to loss of natural habitat, loss of amenity etc. WHS (formerly OH&S). This refers to safety and health risks. These are mostly relevant for during construction.
16. Conflict of Interest
<p>Please declare any real, potential or perceived conflict of interest that you may be aware of. This can relate to land ownership, salary and/or contractor payments. 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:</p> <ul style="list-style-type: none"> members, or relatives of members, of the applicant organisation are being paid as project managers with grant funds members, or relatives of members, of the applicant organisation are being paid as contractors with grant 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. <p>Such circumstances do not exclude the project from being funded, however they do need to be acknowledged as a potential COI. The Committee will assess each situation on its merits and environmental need.</p>
17. Total Amount Requested
<ul style="list-style-type: none"> The preliminary work plan should outline the project's expected output, activities, measures, timeline, budget and grant amount sought for each milestone. Grants are to be completed within 2 years of the grant offer. Projects can commence from March 2018. The figure from the Preliminary Work Plan needs to be transferred.
18. Authorisation
<ul style="list-style-type: none"> Grant applications need to be authorised by Council's General Manager, your organisation's CEO or someone within the organisation with the appropriate financial delegation.