

Description:

A small tree that defines many vegetated wetlands in the Gympie Region and is from western parts to the coast. Much of its habitat was historically been cleared for pine plantations.



Melaleuca quinquenervia by Ian McMaster (CC BY)

Cabbage Tree Palm (*Livistona australis*)

Description:

This palm grows at a range of altitudes (0-1000 metres), in moist areas of open forest, swamp forest, along stream banks and in rainforests. It can form large colonies, like that seen in The Palms locality.



Livistona australis by Ian McMaster (CC BY NC/4.0)

Flooded or Rose Gum (*Eucalyptus grandis*)

Eucalyptus grandis, commonly known as the flooded gum or rose gum, is a tall tree with smooth bark, rough at the base fibrous or flaky, grey to grey-brown. At maturity, it reaches 50 metres tall, though the largest specimens can exceed 80 metres tall. It is considered a koala food species.



Flooded or Rose Gum

Gympie Messmate (*Eucalyptus cloeziana*)

Description:

This tree grows best within the Gympie Region, where some forest trees attain heights of nearly 60 metres. Elsewhere the trees may reach only 15 metres. One of the major hardwood plantation species in southern Queensland.



Gympie Messmate

Macadamia (Macadamia spp. ((M.ternifolia and M. integrifolia)

Description:

Macadamia ternifolia

This species of macadamia is confined to the first line of significant hills West of the Pacific Ocean. A small, multi-stemmed tree which grows up to 8 metres tall with distinctive pink flowers. Unlike other macadamias, the Gympie Nut is toxic and inedible.



Macadamia ternifolia by Macadamia Conservation Trust

Macadamia integrifolia

A small to medium sized tree to about 15 metres with a bushy habit. Flowers are white and usually occur in winter and spring. It has proved to be hardy in a range of climates and soils but prefers good drainage and rich soils on South facing slopes. This is the edible variety of the Macadamia Nut and is planted commercially.



Macadamia integrifolia by Ian McMaster (CC BY NC/4.0)

Hoop Pine (Araucaria cunninghamii)

Description:

The Hoop Pine is a striking timber tree that can live up to 450 years and grow to a height of 60 metres. This species has seen extensive historical clearing for logging and agriculture and is now valuable as a revegetation species in landslip prone areas due to its extensive root system. It is often grown commercially in timber plantations.



Hoop pine

Kauri (*Agathis robusta*)

Description:

An emergent of lowland tropical rainforests. The Queensland Kauri occurs in two separate localities; a southern population is located in the Wide Bay area, and a northern population is located on the Atherton Tableland in North Queensland. This tree was heavily logged in the past, making large specimens rare in the wild.



Agathis robusta by Charmaine Thomas (CC BY)

Rusty Tulip Oak (*Argyrodendron* sp. Kin Kin (W.D Francis AQ 81198)

Description:

This tree has a distinctive deep coppery colour on the underside of leaves. It is found in rainforests on less fertile or drier soils from Caboolture to Gladstone. A rainforest cabinet timber.



Copper Booyong (*Argyrodendron* sp. Kin Kin (W.D Francis AQ 81198)

Swamp Grasstree (*Xanthorrhoea fulva*)

Description:

This grasstree does not develop a trunk and is found in wet sandy soils. Ground Parrots cut thin stems of this grasstree to line their nests at ground level in the Cooloola wallum country.



Xanthorrhoea fulva by John Barkla (CC BY NC/4.0)

Wallum Sun Orchid (*Thelymitra purpurata*)

Description:

A ground orchid found in the Cooloola area in wallum heath. It is known for its stunning flower colour and is sought after as a collectors' item by plant enthusiasts.



Thelymitra purpurata by Gordon Deans (CC BY)



Schedule 2 - Tree protection zone

Description

The tree protection zone (TPZ) is an area around a tree that contains vital root and crown structures necessary for maintaining tree health. Preventing work within the TPZ is one method for minimising damage to trees during development.

Measuring the TPZ

The TPZ is represented as a radius around the tree and is calculated by measuring the trunk diameter at 1.4m above the ground and multiplying it by 12.
This is represented as:

$TPZ = DBH \times 12$

Where:

TPZ = tree protection zone

DBH = diameter at breast height

An example the TPZ based on DBH is included in Table 1 and an illustration demonstrating how to measure the TPZ is provided in Figure 1 below.

Table 1 - Example of the TPZ

Diameter at breast height (DBH)	Tree protection zone (TPZ)
10cm	1.2m
2cm	2.4m
40cm	4.8m
75cm	9m
100cm	12m

Figure 1 - Example of TPZ calculation

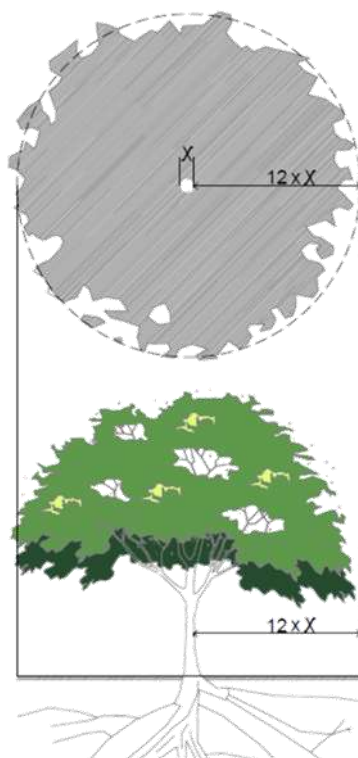


Table 2 - Major koala food, shelter and habitat trees in the Gympie region

Species	Common Name	Usual Habitat
Primary		
<i>Eucalyptus bancroftii</i>	Tumbledown Gum	Sandy soils in coastal areas (dry heath)
<i>Eucalyptus major</i>	Grey Gum	Low ridges
<i>Eucalyptus microcorys</i>	Tallowwood	Fertile, well drained slopes and gullies
<i>Eucalyptus propinqua</i>	Small-fruited Grey Gum	Mid-lower slopes & valleys
<i>Eucalyptus robusta</i>	Swamp Mahogany	Swampy areas on coastal lowlands
<i>Eucalyptus tereticornis</i>	Blue / Forest Red Gum	Alluvial flats - also on some fertile slopes
Secondary		
<i>Corymbia citriodora</i> ssp <i>variegata</i>	Spotted Gum	Ridges
<i>Eucalyptus crebra</i>	Narrow-leaved Ironbark	Hilly terrain at lower altitudes (dry areas)
<i>Eucalyptus grandis</i>	Flooded Gum / Rose Gum	Fertile soils along creeks / gullies & rainforest margins
<i>Eucalyptus longirostrata</i>	Grey Gum	Hilly loam to clay soils
<i>Eucalyptus moluccana</i>	Gum-topped Box	Alluvial soils (not close to waterways)
<i>Eucalyptus racemosa</i>	Scribbly Gum	Deep sandy soils on coastal lowlands - can occur in hinterland
<i>Eucalyptus resinifera</i>	Red Mahogany / Messmate	Sandy or well drained acidic soils (good soil moisture)
<i>Corymbia intermedia</i> *	Pink Bloodwood	A wide range of soils and conditions
<i>Eucalyptus acmenoides</i> *	Yellow Stringybark	Slopes & ridges with sandy or stony soils
<i>Lophostemon confertus</i> *	Brush Box	Variety of habitats - well drained soils

Species	Common Name	Usual Habitat
Supplementary		
<i>Corymbia tessellaris</i>	Moreton Bay Ash	Sandy soil or well drained slopes
<i>Eucalyptus burturbinata</i>	Grey Gum	Fertile soils at higher altitude
<i>Eucalyptus carnea</i>	Broad-leaf White Mahogany	Hills & ridges on shallow soil
<i>Eucalyptus fibrosa</i>	Broad-leaf Ironbark	Sandy or stony soils
<i>Eucalyptus latisinensis</i>	Broad-leaf White Mahogany	Poorly drained sandy or loamy soils
<i>Eucalyptus pilularis</i>	Blackbutt	Sandy, well drained soils in coastal areas
<i>Eucalyptus siderophloia</i>	Grey Ironbark	Stoney slopes & ridges (or alluvial flats)
<i>Lophostemon suaveolens</i>	Swamp Box	Swamps, alluvial flats & poorly drained sites
<i>Melaleuca quinquenervia</i>	Paperbark Tea tree	Swamps in coastal or sub-coastal areas
Other potentially useful species found uncommonly in the region		
<i>Eucalyptus dura</i>	Smooth branched Ironbark	Dry ridges
<i>Eucalyptus eugenioides</i>	Thin-leaf Stringybark	Mountainous areas with basalt soils
<i>Eucalyptus exserta</i>	Qld Peppermint	Rocky sites with skeletal soils
<i>Eucalyptus melanoleuca</i>	Yarraman Ironbark	
<i>Eucalyptus melanophloia</i>	Silver-leaf Ironbark	Undulating ridges & slopes (drier inland areas)
<i>Eucalyptus melliodora</i>	Yellow Box	High altitude fertile soils (e.g. basalt)
<i>Eucalyptus montivaga</i>	High elevations	
<i>Eucalyptus salignus</i>	Sydney Blue Gum	One site only (Munro logging area)
<i>Eucalyptus sideroxylon</i>	Red Ironbark	Poor shallow soils in western areas
<i>Eucalyptus tindaliae</i>	Qld White Mahogany	Sandy, acidic soils at low altitudes
<i>Eucalyptus populnea</i> **	Poplar Box	
<i>Eucalyptus cloeziana</i> **	Gympie Messmate	

* upgraded from supplementary to secondary post field surveys

** included as supplementary post field surveys



Appendix E - Biodiversity Offset Policy

Purpose of the policy

The purpose of *Appendix E* is to assist applicants to adequately address the assessment benchmarks in the Biodiversity Overlay Code relating to offsets for matters of local environmental significance.

Application

Appendix E applies to assessable development providing a biodiversity offset for the significant residual impact on matters of local environmental significance. A biodiversity offset applies when determined by Council, the clearing of vegetation will result in a significant residual impact as defined.

Offsets are not always suitable and must only be applied where it has been demonstrated that clearing cannot be practicably avoided, and any impacts have been minimised. An application must comply with all assessment benchmarks in the Biodiversity Overlay Code in order to comply. There may be instances where an offset is not sufficient to warrant approval.

Significant residual impact

A significant residual impact (SRI) is an impact on a matter of local environmental significance (MLES) that is likely to:

MLES: Priority Local Species

An action will have a significant residual impact on priority local species habitat if the action is likely to:

- reduce the extent of the occurrence of a priority local species;
- reduce the extent of vegetation required for priority local species survival;
- lead to a decrease in the size of the local population of a priority local species;
- fragment habitat or an existing population for a priority local species;
- result in genetically distinct populations forming as a result of habitat isolation;
- introduce disease that may cause a priority local species population to decline;
- interfere with the recovery of a priority local species; and
- cause disruption to ecologically significant locations (breeding, feeding, nesting, migration or resting sites) of a priority local species.

MLES: Wetlands and waterways, including buffer areas

An action will have a significant residual impact on a wetlands or waterway if it is likely that the action will result in environmental values being affected in any of the following ways:

- areas of the wetland or waterway being degraded or artificially modified;
- a measurable change in water quality of the wetland or waterway; for example, a change in the level of the physical and/or chemical characteristics of the water, including salinity, pollutants, or

nutrients in the wetland or waterway, to a level that exceeds the water quality guidelines for the waters;

- any impact resulting in a change to the habitat or lifecycle of native species, including invertebrate fauna and fish species, dependent upon the wetland or waterway; and
- any impact resulting in a change in the volume, timing, duration and frequency of ground and surface water flows in either a wetland or waterway.

MLES: Core ecological linkages and ecological linkages

An action will have a significant residual impact on core ecological linkages and ecological linkages if it is likely that the action will result in environmental values being affected in any of the following ways:

- vegetation clearing results in the physical separation (any clearing that would result in the separation of an otherwise intact area of vegetation) of vegetation within the core ecological linkages or ecological linkages and on adjoining sites;
- development that is located in an area on the site that creates a physical barrier, causes fragmentation and loss of connectivity;
- permanent modification of vegetation within the corridor boundaries;
- vegetation clearing results in loss of stepping stones or connectivity to habitat nodes;
- vegetation clearing isolates wildlife populations and their habitat resources;
- the installation of physical barriers that prevent wildlife movement and dispersal;
- any impact resulting in edge effects that degrade the values of the corridor; and
- any impact resulting in the reduction of the width of the core ecological linkages.

Editor's note: Council will be utilising the EHP Landscape Fragmentation and Connectivity tool during the assessment of applications.

This reflects the State guidelines used to assess significant residual impacts on matters of state environmental significance (MSES), adapted to apply to MLES.

State and Federal government offset policies

Offset policies exist under State and Federal government legislation. *Appendix E* will not apply to those matters of environmental significance which have been conditioned to be offset under a State or Federal government policy (unless otherwise allowed for under the *Environmental Offset Act 2014*). Guidance on satisfying offset requirements for Matters of State Environmental Significance (MSES) can be found on the [State government's offsets website](#).

Biodiversity offset principals

The following principles apply to a biodiversity offset:

- (a) A biodiversity offset is not to replace or undermine existing environmental principles or regulatory requirements
- (b) A biodiversity offset is not to be used to facilitate development in areas otherwise identified as being unacceptable through the planning scheme or legislation
- (c) Environmental impact is first to be avoided, then minimised and mitigated before considering the use of offsets for any remaining significant residual impact
- (d) A biodiversity offset is to produce a better environmental outcome and deliver a net ecological gain at maturity
- (e) A biodiversity offset is to be provided in a strategically important location
- (f) The time-lag between the impact and the delivery of the biodiversity offset is to be minimised by commencing the offset prior to the vegetation clearing
- (g) Biodiversity offset sites must be provided with permanent protection as conservation land; and
- (h) A biodiversity offset is to be the responsibility of the applicant for the development or the vegetation clearing, including the payment of all costs associated with securing and managing a biodiversity offset.

Calculating offset requirements

Offset areas and costs are calculated using the [State government financial settlement offset calculator](#). Offsets are to be calculated on the basis of the following:

For impacts on Priority species habitat, Wetlands and waterways (including buffer areas)	State offset calculator ratio 2:1
For impacts on Ecological linkages and Core ecological linkages	State offset calculator ratio 3:1

Biodiversity offset delivery options

There are two types of biodiversity offsets that may be provided in accordance with the *Offsets Act*:

- (a) Financial settlement (calculator is provided on the [State government's offsets website](#));
- (b) Land-based offsets that is proponent driven.

A biodiversity offset can also be delivered as a combination of financial settlement and land-based offset.

Financial settlement offset

An applicant may choose to pay a financial contribution to Gympie Regional Council to undertake the offset on the applicant's behalf. Funds received by Gympie Regional Council will be accumulated and spent strategically through the purchase and protection of suitable cleared or degraded land for offsets restoration works and ongoing maintenance.

Financial settlement offsets are calculated using the State offset calculator as identified above.

Land-based offset (proponent driven)

A proponent driven offset is delivered entirely by the applicant. This includes sourcing and acquiring of the offset site, implementation of the offset planting and ecological restoration, ongoing maintenance, monitoring, auditing and any required reporting. This land is required to be protected in perpetuity. Offsets may be provided on the same site as the significant residual impact is occurring, or on a suitable strategic offset receiving site.

Biodiversity offset areas

Offsets must be located within the Gympie Regional Council boundary and may constitute an entire lot or be a defined area within one or more lots. A biodiversity offset receiving site:

- (a) Is to be located on land:
 - i) That is suitable for the direct planting of vegetation;
 - ii) That has the same or very similar underlying geology, soils, aspect and drainage to re-establish (offset) the vegetation subject to clearing;
 - iii) That is strategically important in its location.
- (b) Achieves the following standards:
 - i) Is designed and delivered to minimise edge effects;
 - ii) Is designed and managed to attain and maintain habitat functionality and ecological connectivity, and achieve remnant vegetation status over time;
 - iii) Where feasible, be like for like. The site is to be managed in a way which contributes towards a comparable vegetation community in comparable condition to the site where the impact is occurring.
 - iv) An offset receiving site capable of being planted with the same regional ecosystem, or of the same broad vegetation type, as the impact site is preferred.
 - v) Be able, over time, to achieve equivalent ecological outcomes in relation to vegetation community, habitat, species, ecosystems, landscape, hydrology and physical area;
 - vi) The offset enhances and contributes to the Biodiversity Overlay areas, as identified on the Biodiversity Overlay map set – Appendix F.

Agreed delivery arrangement

The applicant is required to enter into an agreed delivery arrangement with Gympie Regional Council for each biodiversity offset. The State government provides a series of forms that can be used for MLES offsets to assist applicants to work through and enter into an agreed delivery arrangement with Gympie Regional Council.

Offset delivery and management plan

Where land-based proponent driven offsets are proposed (either on private land or public land), a biodiversity offset delivery and management plan is to be prepared by a competent person and submitted to Council for approval, which includes details (including costing) specifying:

- (a) Land holder details and signature
- (b) The proposed offset area with associated Lot on Plan, GPS reference points, including any areas subject to specific management actions
- (c) The proposed vegetation clearing, and environmental values impacted, as determined by an ecological assessment report prepared by a suitably qualified person
- (d) Table of existing flora/fauna on the offset receiving site, as determined by the ecological assessment report prepared by a suitably qualified person
- (e) Details of surrounding land uses
- (f) Restoration and rehabilitation of the land is to be informed by the principles detailed within the SEQ Ecological Restoration Framework Guideline and Manual
- (g) The management objectives and outcomes expressed as measurable and achievable criteria (including key performance indicators) for the biodiversity offset area on which the performance of the floristic and structural re-vegetation components can be assessed annually over at least five-years
- (h) At the end of the 5-year maintenance period, a report is prepared by a suitably qualified person and delivered to Council certifying that the offset planting has achieved a survival rate of a minimum of 90% and not more than 5% weed cover across the site
- (i) The density and diversity of species reflecting the target regional ecosystem and how this is to be achieved by either planting, natural regeneration from seed stock, or reliance upon natural encroachment into the site
- (j) Identification and detailed mitigation strategies for possible risks to the offset site (including, but not limited to; pest threats, domestic animal threats, risks associated with natural hazards)
- (k) How weeds and pests will be removed and prevented from re-infestation
- (l) Any failed biodiversity offsets are to be rectified or replaced
- (m) Schedule of maintenance activities to be undertaken for a period of five-years following the offset establishment phase
- (n) Details of regular monitoring, auditing and reporting to be undertaken by the proponent
- (o) A template monitoring and evaluation checklist that identifies how the key performance measures are being met (e.g. vegetation coverage, plant survival rates and weed eradication rates), that is to be utilised in all annual monitoring reports
- (p) The estimated management costs associated with achieving the offset management objectives, actions and outcomes; and
- (q) Details of the proposed protection mechanism to be placed over the offset receiving site.

The proponent for a land-based proponent driven offset is responsible for all:

- (a) administrative costs including but not limited to costs associated with reconfiguration, surveying, transfer of ownership to the local government (if transfer of ownership is agreed to by Council) and protection of the offset site;
- (b) rehabilitation costs that include, but are not limited to, revegetation, weed and pest management, monitoring, auditing and reporting for a period of five-years.



Environmental offset receiving sites must become secure land managed for conservation purposes.

Securement of biodiversity offsets

Securement of a land-based biodiversity offset is to be achieved through one or more of the following:

- (a) Environmental Covenant;
- (b) A reserve for environmental purposes under the *Land Act 1994*;
- (c) A nature refuge under the *Nature Conservation Act 1992*;
- (d) Utilising (by agreement) land held by Gympie Regional Council that is located in a strategically important area.

Register of offset sites

Gympie Regional Council will maintain a register of biodiversity offsets to:

- (a) Record income from financial contributions and expenses of acquiring and rehabilitating offset land;
- (b) Maintain a database of locations of:
 - i. Land-based proponent driven offsets;
 - ii. Financial settlement offsets.

Appendix F - Biodiversity Overlay mapping

The maps that form Appendix F include the following:

- Map Set 1 – Core ecological linkages and Ecological linages
- Map Set 2 – Priority species habitat
- Map Set 3 – Wetlands and waterways

Environment Program Grant Category Guidelines 2023/24



Gympie Regional Council's Community Grants Program provides financial assistance to eligible community organisations and applicants to deliver initiatives which:

- Respond to community need
- Align with Council's Corporate Plan 2022- 2027 and other relevant strategies and plans
- Enhance the social, environmental, economic and/or cultural wellbeing of the Gympie region.

Administration of Council's grants is in accordance with Council's Community Grants Policy.

ENVIRONMENT PROGRAM GRANT CATEGORY

Applications open: 15 December 2023

Applications close: 14 January 2024

Notification of outcome: prior to 31 January 2024

Program delivery timeframe: Funded projects must be delivered within 12 months of the notification outcome date (i.e. completed by 31 January 2025).

Reporting: Milestone report submitted by 31 August 2024, with Acquittal Report submitted within four weeks of the project end date, unless extension is provided in writing by council.

Category purpose:

This is a pilot grant category to support ongoing environmental programs delivered by community groups primarily focused on environment activities. The grant purpose is to improve environmental outcomes in the Gympie region through delivery of ongoing environmental programs and activities that align with priorities in Council's Environment Strategy.

Priorities: (address one or more)

1. Biodiversity and habitat protection
2. Adapting to a changing climate and natural hazard management
3. Improving land management practices that influence water quality and waterway health
4. Energy efficiency and the addition of renewable energy.
5. Wildlife protection and rehabilitation.

Amount:

Maximum grant amount: \$20,000

Council contribution: Maximum 80% of program cost

Applicant contribution: Minimum 20% of program cost.

APPLICANT ELIGIBILITY (who can apply)

The Environment Program Grant, is open to applications from community organisations that:

- Are an incorporated not-for-profit community organisation (including not-for-profit co-operatives and companies limited by guarantee), or have an auspice arrangement with an incorporated not-for-profit community organisation

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- Hold \$20M public liability insurance and other forms of insurance relevant to the proposed activities
- Have no outstanding debt with Council
- Are based in, or provide direct benefits to, the Gympie region.

The following applicants are **ineligible** to apply:

- Individuals, businesses and enterprises
- Educational institutions, kindergartens and pre-school/childcare centres
- Parents and friends or parents and citizens associations
- Medical organisations or primary health care providers
- Religious organisations where the application is for the organisation's core business
- Political organisations
- Organisations that hold a gaming machine licence
- Organisations with a liquor licensed supporters/associated club that commercially trade seven days a week
- Applicants that have not acquitted a previous Council Community Grant within the approved acquittal timeframe (i.e. a community group/applicant can still apply if they have an existing Council Community Grant provided the delivery and acquittal of the funded project is still within the timeframes set out in the Funding Agreement and any approved variations).

PROGRAM AND EXPENSE ELIGIBILITY (what activities and items can be funded)

Programs eligible for funding must:

- Demonstrate a purpose that is in the public interest with significant community need and/or benefit
- Address the purpose and priorities of the grant category
- Demonstrate alignment with council's priorities as described in current council strategies, plans or policy positions
- Adhere to the terms and conditions of this funding program.

Programs ineligible for funding are:

- Primarily for a commercial venture
- Have a sole religious or political purpose
- Are considered to be the core responsibility of other levels of government
- Proposed initiatives that are exclusive to individual organisations or their members.

Programs and activities are ineligible if:

- conducted outside of the Gympie Regional Council area
- conducted or undertaken on private land where no broader environmental/community benefit can be demonstrated. For example, riverbank rehabilitation is proposed to be undertaken by a not for profit community organisation on private land adjacent to the Mary River, and the proposed works will improve water quality further downstream where the public access drinking water and recreational activities. This type of program undertaken on private land would be considered to be contributing to broader environmental and community benefit.

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Expenses that will be considered for grant funding:

- Program related operational expenses including fuel for vehicles, consumable foods for wildlife rehabilitation, program officer costs.
- Program related equipment purchases, with grant contribution to these purchases being a maximum of \$20,000 (e.g., new or upgraded equipment used for monitoring, research, or improvement of the environment).

Expenses that will not be considered for funding include:

- In-kind services from Council
- Core operational or administrative costs (e.g. ongoing salaries, rent, rates, insurance)
- Debts or the costs of litigation
- Merchandise
- Prizes, awards or trophies
- Purchase of alcohol
- Capital Works (e.g. facilities upgrades)
- Equipment for personal use
- Grant writing and grant management fees
- Expenses which are over \$1,000 and do not have a quote submitted with the application.

One quote from a registered business must be submitted for all expense items over \$1,000.

LAND OWNERS CONSENT

Applicants must provide evidence to council that written approval has been obtained from the landowner for the proposed activities and program (if required).

- **For program works on Council owned or controlled land:** applicants must obtain Council's consent prior to progressing their application. To seek this consent, please contact Council's Environment Team before you commence your application via environment@gympie.qld.gov.au
- **For proposed activities on State land:** if the project is proposed on State land, please contact SLAMlodgement@resources.qld.gov.au.
- **For proposed activities on private land:** applicants must obtain the registered owner/rate payer's written consent prior to submitting the application and/or the works being undertaken.

OTHER REQUIREMENTS

- Applicants must ensure that activities comply with all local, state and federal government legislative and policy requirements including working with children requirements, risk management and building standards/ approvals.
- As far as possible, all relevant permits or approvals must be supplied.
- Applicants may be required to attach further documents on request.
- Lobbying of elected members of Council or Local Government Employees in relation to the grant application is prohibited and will disqualify the application.

Environment Program Grant Category Guidelines 2023/24



ASSESSMENT CRITERIA

Criteria		Weighting
1. Environmental benefit of the program Evidenced by the strength of the application meeting the grant category purpose and one or more of the category priorities. <ul style="list-style-type: none"> Provide detail on the reasoning behind the proposed activity, and the issue or need that will be addressed. Provide detail on the intended outcomes of the proposed activity, and how these benefit the region. Provide detail on the level of proposed On Ground component. 		70%
2. Program management and organisation capability Evidenced by: <ul style="list-style-type: none"> Sound budgeting (e.g. the budget is itemised, complete, balanced and reasonable) Sound program planning (e.g. risk management; resource/volunteer capacity; asset management; waste management; contingency; sustainability planning for recurrent projects; success of prior grant acquittals if applicable) Sound environmental and sustainability practices. 		30%
Higher Priority will be given to programs that	<ul style="list-style-type: none"> Propose high levels of on-ground works Propose the use of local trades, services and businesses Increase the self-sufficiency of community organisations Demonstrate collaboration and partnerships Demonstrate sustainability of outcomes (where possible) Deliver clear, measurable, environmental outcomes Demonstrate value for money, and that the program is in the public interest. 	
Other Considerations	<ul style="list-style-type: none"> Distribution of grant funding across the region Council planning and development issues 	

On Ground Component

- To assist with the protection and enhancement of the region's natural assets, council gives high regard to Programs where at least 60 per cent of the funds allocated are spent on-ground.
- On Ground means field work including revegetation and habitat development, weeding and replanting on rehabilitated land sites, field surveys, bio-control field releases that meet the criterion. Rehabilitation of native animals intended for release into suitable wildlife habitat can be considered as an on ground outcome.

Environment Program Grant Category Guidelines 2023/24



NUMBER OF APPLICATIONS

Eligible applicant organisations can lodge a maximum of one application to the Environment Program Grant category during the 2023-2024 financial year.

AUSPICE ARRANGEMENT

An auspice is an organisation that manages grant funding on your behalf. For example, a small community group with limited resources may use a larger non-government organisation as their auspice. Applications to the Community Grants program can be submitted under an auspice arrangement.

Auspice organisations are responsible for:

- Counter-signing the Funding Agreement provided by Gympie Regional Council to the grant recipient
- Administration of the grant on behalf of the grant recipient
- Ensuring, to the best of their ability, that the grant is used for the purpose for which it was provided
- Providing the grant recipient with an itemised financial statement at the end of the Program that clearly shows how the grant was spent.

The auspice organisation may provide insurance coverage to the applicant. Auspice Organisations are required to hold a minimum of \$20M Public Liability Insurance and demonstrate sound workplace health and safety practices.

Please note: A Letter of Confirmation from the auspice organisation is a requirement in your application.

GST (GOODS AND SERVICES TAX)

Applicants are required to submit their budget inclusive of GST, and GST is included in the approved grant-funding amount. If successful, applicants registered for GST must submit a tax invoice that specifies the GST component of the grant-funding amount.

APPLICATION, ASSESSMENT AND DELIVERY PROCESS

BEFORE YOU APPLY

- Applicants are encouraged to speak with a member of Council's Community Development Team or Environment Team to enquire whether the proposed Program and Program costs are eligible.

SUBMITTING AN APPLICATION

- Applications must be submitted via Council's online grant portal at <https://gympie.smartygrants.com.au/>
- No late or incomplete grants will be accepted. No out of round applications will be accepted without Council approval.

SUPPORTING DOCUMENTATION

- Current Certificate of Public Liability (compulsory for all applications)
- Written quotes for expenses over \$1,000 must be supplied

Other supporting documents can include and not limited to:

- Evidence of environmental and community need

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- Evidence of financial position of the organisation in the form of the financial statement endorsed or presented at last AGM
- Business, strategic, feasibility or other planning documents
- Letters of support from stakeholders
- Evidence of confirmation of availability of key personnel referred to in the application
- Event or workshop programs.

ASSESSMENT PROCESS

Eligibility check: All applications are checked against eligibility criteria to ensure the applicant, Program, amount requested and timeframes are eligible.

Assessment: Eligible applications are assessed against the assessment criteria by a panel comprised of council staff who have knowledge and experience in the respective grant category. Panel members participate in a moderation meeting to review the assessments and determine grant recommendations.

Approval: For grant categories with a maximum value over \$2,500, the grants assessment panel will provide grant recommendations to Council for consideration and approval by resolution.

NOTIFICATION OF OUTCOME

- Applicants are advised by email of the outcome of their application.
- Unsuccessful applicants are invited to seek feedback about their application by contacting the Council Officer listed in the email.

FUNDING AGREEMENT AND PAYMENT

- Successful applicants must claim the grant funds within 30 days of notification by entering into a Funding Agreement.
- If the applicant has an auspice arrangement with an incorporated organisation, the Funding Agreement and payment will be made with that incorporated organisation.

ACKNOWLEDGMENT OF FUNDING

The grant recipient shall acknowledge the funding support from Gympie Regional Council by placing Council's logo on all promotional material, equipment or infrastructure and/or use a funding acknowledgement statement in all media (provided in Funding Agreement).

VARIATIONS

- The development or delivery of Programs may be impacted by a variety of factors both within and outside of the grant recipient's control.
- Applicants or grant recipients must contact council as soon as practicable with any Program changes so council can consider a Program variation/grant extension.

ACQUITTAL OF FUNDING

Grant recipients must:

- submit an online Milestone Report by 31 August 2024.
- submit an online Acquittal Report within four weeks of the project end date, unless extension is provided in writing by council.

Environment Program Grant Category Guidelines 2023/24



- include evidence in the Reports of:
 - grant expenditure (e.g. invoices)
 - acknowledgement of funding
 - program delivery (e.g. photos of on ground works, equipment, events)
 - quantifiable data (e.g. number of trees planted, event attendees, number of wildlife rescued/taken to vet).

Please note: Data gathered through environmental surveys, monitoring and research must be shared with council as part of the Acquittal.

PRIVACY STATEMENT AND RIGHT TO INFORMATION

Council's Privacy Statement regarding the information you provide can be found at <https://www.gympie.qld.gov.au/council/about-council/privacy-statement>.

Submitted documents may be subject to disclosure and applicants may access information under the *Right to Information Act 2009*, subject to the exemptions under that Act. For more information, see www.gympie.qld.gov.au/access-information

CONTACT

For information, support and assistance please contact Council's Community Development Team on 1300 307 800 or grantsadmin@gympie.qld.gov.au.