

18 November 2022

# Hunter Local Land Services – Strategic Weeds - Grants Program

## Program Guidelines

---

## Table of Contents

# Contents

Program Guidelines .....	1
Table of Contents .....	2
Background .....	3
Program Purpose and Objectives .....	4
Key Dates .....	4
Program Funding .....	5
Eligibility Criteria .....	7
Assessment Criteria .....	9
Application Process .....	10
<b>Decision making</b> .....	12
<b>Probity advice</b> .....	12
<b>Can Ineligible Projects be referred to a more appropriate funding program?</b> .....	12
Successful Applications .....	12
<b>Funding Deed</b> .....	12
Unsuccessful Applications .....	14
Additional Information .....	14
Getting Support .....	14
<i>Government Information (Public Access) Act 2009</i> .....	14
Complaints .....	14
Ethical Conduct .....	14
Conflicts of Interest .....	14
Confidentiality .....	15
Hunter Local Land Services rights .....	15
Intellectual property .....	15
No offer .....	16
Addenda .....	16
Disclaimer .....	16
Appendix A .....	17

---

## Background

Hunter Local Land Services Strategic Weeds Grant Program (The Program) was established in 2022 to implement actions of the Hunter Regional Strategic Weed Management Plan, facilitate the distribution of funds targeted at weed management, and assist in community-based projects or landscape-level projects to mitigate the impacts of priority weeds and establish best practice weed management in the Hunter Local Land Services region. The Program is administered in partnership with the Hunter Regional Weeds Committee and the Hunter Weeds Technical Team which were established in 2016 and consist of all Local Control Authorities of the Hunter and Midcoast regions and other stakeholders in weed management. The following are the current funding streams contributing to this grants program:

- Weeds Action Program: The New South Wales (NSW) Weeds Action Program is a NSW Government initiative to reduce the impact of weeds through implementation of the NSW Invasive Species Plan and the NSW Biosecurity Strategy. Subject to the Weeds Action Program Guidelines 2020-2025.
- Early Needs Recovery Program 22/23 & 23/24: Primary Industry Support Package was announced on 18 March 2022 to support the recovery, rebuilding and resilience efforts for primary producers and industries which have been significantly impacted by the February 2022 onwards NSW Severe Weather Storms and Flooding. Open competitive grant.
- Hunter Catchment Contributions 22/23 and Hunter Catchments Contributions Strategic Fund: Hunter Local Land Services allocates a budget each year from Hunter Catchment Contributions to undertake works in weed management across the catchment of the Hunter River. Open competitive grant.
- Hunter Local Land Services MidCoast Weeds Fund: Priority Weeds Partnership to undertake management of weeds to protect agricultural and environmental values within the MidCoast and the Hunter Region. Funding to be utilised for weed management activities in the Midcoast Council area, and neighbouring LGAs to protect the MidCoast and greater Hunter region. Targeted non-competitive grant.
- Widespread Weeds Fund: To deliver weed control programs that are guided by the Hunter Region Strategic Weeds Management Plan and the Hunter Regional Weeds Committee. For development and disbursement of documents associated with best practice weed management, such as educational resources, weed management strategies and inspection or response planning documents. For progressing outcomes, objectives and activities of the Hunter Regional Strategic Weeds Management Plan. Targeted non-competitive grant.

Delivery under these funding objectives will be a mixture of grants and procurement and will be administered under funding deeds with specific milestones and completion dates as negotiated with the applicant group.

All applicants are encouraged to speak with the Hunter Regional Weed Coordinator to gain advice on potential partnerships, project design, and linking edibility criteria.

All applicants should read all program details before applying.

---

## Program Purpose and Objectives

Reduce the impact of weeds through the implementation of the NSW Invasive Species Plan and the NSW Biosecurity Strategy. Meeting actions of the Hunter Regional Strategic Weed Management Plan. Assist landholders to meet their General Biosecurity Duty, undertaking activities that highlight weed impacts and management options for landholders. Undertake control programs to bring weed infestations within landholder capacity to manage, providing for reasonably practicable weed control.

---

## Key Dates

<b>Applications open</b>	1/07/2022. 06:00
<b>Applications close</b>	31/05/2025. 23:59
<b>Assessment process</b>	<p>An initial application eligibility assessment will be made by the Hunter Regional Weeds Coordinator against the program guidelines.</p> <p>Project assessment is made by a panel consisting of at least three (3) of the following based on the type of application:</p> <ul style="list-style-type: none"><li>• the Hunter Regional Weeds Coordinator.</li><li>• a member, or their representative, of the Hunter Regional Weeds Committee or the Hunter Weeds Technical Team.</li><li>• a Hunter Local Land Services Team Leader or General Manager or the Regional Landcare Facilitator.</li><li>• an external panellist, such as representatives from program specific investment organisations.</li></ul> <p>The Assessment panel will use an eligibility scoring tool that assesses the proposal for:</p> <ul style="list-style-type: none"><li>• alignment to the prioritisation of weeds in the Hunter Regional Strategic Weeds Management Plan.</li><li>• clear links to either the Invasive Species plan outcomes or Hunter Regional Strategic Weed management plan outcomes.</li><li>• value for money (In-kind ratio).</li><li>• reduction in biosecurity risk or impact.</li><li>• clearly identified public benefit.</li></ul>

	<p>Further advice may be sought by the panel from the Hunter Regional Weeds Committee, The Hunter Weeds Technical Team or relevant LLS or DPI staff, or probity advisors.</p> <p>Applications can be assessed differently depending on the level of available funding and the type of project (on-ground works, training, capacity building, or location of project);</p> <ul style="list-style-type: none"> <li>• on their own merit, and alignment to the investment and program priorities, and are not comparatively assessed, or</li> <li>• are comparatively assessed and ranked based on outcomes of the assessment process.</li> </ul> <p>Projects are either recommended for funding through the panel, recommended with variations (project or financial), or not recommended.</p>
<b>Application outcome date</b>	Applications will be assessed at the end of each calendar month.
<b>Funding Deeds executed with Successful Applicants:</b>	Assessment rounds processed at the end of each month, as required. Funding deeds or other contracts executed as projects/grants approved for progress.
<b>Project completion:</b>	As negotiated during grant application and detailed in funding deed. May 31 <sup>st</sup> for projects within one financial year. Projects across multiple financial years may be considered and the project completion date will be specified in the funding deed.

In extenuating circumstances, applications submitted after the deadline may be accepted at the sole discretion of the Hunter Local Land Services.

## Program Funding

Delivery under these funding objectives will be a mixture of grants and procurement. Funding sources recorded here may also be granted or form contributions under other approved guidelines.

Funding Source	Funding Amount	Grant Type	Funding Aims	Geographical Restrictions	Acquittal date
Weeds Action Program	\$50,000.00	Targeted	The New South Wales (NSW) Weeds Action Program (the program) is a NSW Government initiative to reduce the impact of weeds through implementation of the NSW Invasive	Hunter Local Land Services Region	May 31 2025

			Species Plan and the NSW Biosecurity Strategy.		
<b>Early Needs Recovery Program</b> <i>22/23 &amp; 23/24</i>	\$149,000.00	Open competitive	To support recovery following recent flood events by delivering strategic works in response to increased weed issues according to the priorities set by the Regional Weeds Committee. May include extension and education activities as well as targeted funding for strategic priorities.	Hunter Local Land Services Region	May 31 2024
<b>Hunter Catchment Contributions</b> <i>22/23</i>	\$100,056.00	Targeted non-competitive	Targeted non-competitive funding for strategic weed projects in the Hunter Catchments Region	Hunter Catchments Region	May 31 2023
<b>Hunter LLS MidCoast Weeds Fund</b>	\$150,000.00	Targeted non-competitive	Targeted non-competitive funding for strategic weed projects in the MidCoast Region agreed	MidCoast Region	May 31 2024
<b>Widespread Weeds Fund</b>	\$355,000.00	Targeted non-competitive	To control priority weeds identified by the RWC which pose a risk to the stability or resilience of the Hunter River Catchment or Hunter Valley Flood Mitigation Scheme.	Hunter River Catchment or Hunter Valley Flood Mitigation Scheme	May31 2024
<b>Hunter Catchments Contributions Strategic Fund</b>	\$201,120.00	Open competitive	Open competitive funding for strategic weed projects in the Hunter Catchments Region	Hunter Catchments Region	May 31 2024

### Co-Contributions

There is no minimum requirement for co-contribution, however those applications with a higher level of in-kind contributions will receive additional points in the eligibility scoring. All sources of co-contribution can be considered however non-grant/government funds in-kind cash and labour will be seen as a higher value for money.

## Unspent Funds

If the situation arises where a grant recipient's project is completed and there are unspent funds remaining from the grant allocation, the Hunter Local Land Services may require the grant recipient to return the unspent funds. If the grant recipient requests to use the funds to extend the scope of the project, the Hunter Local Land Services may assess that request if it aligns to the objectives of the grant program. The Hunter Local Land Services may require the grant recipient to provide supporting information such as revised economic or social impact data.

---

## Eligibility Criteria

Applications are open to organisations of the Hunter Local Land Services region. This includes:

- Community groups
- Landcare groups or networks
- Schools
- Local Aboriginal Land Councils (LALCs)
- Committees/Associations
- Not for profit organisations
- Industry/producer groups
- Other landholder groups and associations.
- government organisations (Local, State, Federal),

## Eligible Applicants

To be eligible for grant funding, an applicant must meet each of the following requirements:

- be one of the following:
  - a company incorporated in Australia
  - a company incorporated by guarantee
  - an incorporated association or co-operative
  - a partnership
  - a local council
  - joint organisation of councils
  - an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*.
- be financially viable and ability to demonstrate this if required
- hold or commit to obtaining public liability insurance of not less than \$20 million per occurrence or hold equivalent or better self-insurance to the satisfaction of the Hunter Local Land Services, prior to executing a Funding Deed with the Hunter Local Land Services
- provide evidence of their organisation's maximum co-contribution if successful
- hold all appropriate licences and permits to undertake the desired projects
- seek independent advice on any interactions of the project and other laws or legal requirements.

- Your organisation/group must not be subject to an Independent Commission Against, Corruption (ICAC), Local Land Services (LLS), Hunter Local Land Services of Primary Industries (DPI), Local Control Authority or other legal investigation
- Able to enter a funding deed with the NSW government.

### Eligible Projects

Applications for funding can be varied and range from on ground works, capacity building of general community or organisations or groups, management documents to help plan out management of a weed species or weed situation long term, or to gather data to inform of weed situations of the Hunter. Delivery under these funding objectives will be a mixture of grants and procurement.

Example table:

Project Type	Key objectives	Examples
<b>Weed Control</b>	Mitigate the impact of priority invasives plants.	<ul style="list-style-type: none"> <li>• Green Cestrum control Wollombi Brook. (Broke Bulga Landcare)</li> <li>• Regional Groundsel bush control program (Hunter Regional Weeds Committee)</li> <li>• Giant Reed in Upper Catchments</li> </ul>
<b>Education/ Capacity building</b>	<p>Raise the capacity of Hunter communities to manage and mitigate the impacts of weeds.</p> <p>Hunter communities are aware of biosecurity and activity looking for and reporting new weed incursions.</p>	<ul style="list-style-type: none"> <li>• Targeted skills development programs</li> <li>• Industry or community development and/or innovation workshops</li> </ul>
<b>Future weed management Planning</b>	Develop planning documents to facilitate future weed biosecurity activities.	<ul style="list-style-type: none"> <li>• Hunter Region Aquatic Weed Eradication Strategy (Port Stephens Council)</li> </ul>
<b>Monitoring</b>	Undertake inspections to monitor for new incursions, inform landholders of general biosecurity duty, and maintain awareness of the distribution and impact of weeds.	<ul style="list-style-type: none"> <li>• Property inspection program (Local Control Authorities)</li> <li>• High-risk pathways and site inspection (Local Control Authorities)</li> </ul>
<b>Research</b>	Future management and control methods identified, developed, and implemented effectively to assist in integrated pest management.	<ul style="list-style-type: none"> <li>• New biocontrol agents for weeds.</li> <li>• Increased effective and efficacy of herbicide delivery.</li> <li>• Increased detectability of weeds. i.e., remote detection, sniffer dogs, EDNA.</li> </ul>

### Ineligible Projects

- Activities that have already been funded



- Activities that have already been delivered
- Activities that are of purely personal or private benefit
- On ground outcomes that are predominantly outside of the Hunter Region

### Project Locations

Projects are to benefit the Hunter Local Land Services Region and should focus works and efforts within the Hunter Region. Projects that have a wider scope such as NSW wide or nationally can be considered if the benefit to the Hunter region is clearly demonstrated and links to the outcomes of Invasives Species Plan or Hunter Regional Strategic Weed Management Plan.

### Eligible Project Costs

- Consultant, contractor and or staff wages and oncosts in delivering the project
- Chemical and other consumables used in the project.
- Small one-off costs to cover equipment. i.e. Knapsack sprayer or hand tools for a volunteer group. Shade houses to rear biocontrol. (Items must not exceed \$1000 each or over \$5000 total)
- Development, printing and distribution of weed related publications.
- Development of Strategic weed management planning tools. I.e. Species management plans, new incursion and rapid response plans.
- All cost associated with undertaking capacity building such as workshops and training events, accredited or non-accredited.

### Ineligible Project Costs

- No more than 10% of the total project cost for project management and administration.
- Activities that have already been funded.
- Activities that are of personal or private benefit.
- Activities that do not align with the intended outcomes (skills and knowledge in land management practices and/or building community participation, skills and knowledge within organisations and communities).
- Capital items generally will not be funded, unless there is a strong justification (where the items directly support outcomes).
- Costs relating to depreciation of plant and equipment beyond the life of the project.
- Non-project related staff training and development costs.

---

## Assessment Criteria

Assessment criteria are to be applied to an application after confirming eligibility, to evaluate the merit of proposals and confirm application rankings (for competitive grants)

*Example table:*

Criteria Categories	Evidence Requirements	Criteria Weighting
Alignment to the prioritisation of weeds in the Hunter	Weed species application covers	15%

Regional Strategic Weeds Management Plan.		
Project provides clear public benefits	Described public benefits	15%
Clear links to either the Invasive Species plan outcomes or Hunter Regional Strategic Weed management plan outcomes	Project management plan, evidence of qualified personnel	30%
Value for money, including ratio of in-kind contributions.	Genuine value of in kind listed in application. Cost of project compared to similar projects.	15%
Reduction in biosecurity risk or impact from weeds.	Economic benefit analysis, breakdown of jobs created by type	25%

## Application Process

If the program is a two-stage process. First stage, applications are made via the portal or via email and assessed as eligible for panel assessment or not. Stage two involves a panel reviewing the applications against the eligibility criteria as described above.

The application form must be filled out for all proposals

There is no limit to the number of genuine applications that can be received from an applicant.

Applications can be sent via email to [matt.kennedy@lls.gov.nsw.au](mailto:matt.kennedy@lls.gov.nsw.au) or filled out online via <https://forms.office.com/r/YZs093VG2V>

Applicants may be contacted for verification or for obtaining further information of an application. Additionally, if a project is recommended with changes the applicant will be contacted to discuss changes to the proposed project.

When an application is submitted online a notification is sent automatically to the applicants email address.

When emailing application, the Regional Weeds coordinator will acknowledge receipt of the application after preliminary reviewing the application.

### Stage One: How to Apply

The Hunter Local Land Services – Strategic Weeds - Grants Program will be a two-stage application process.

All Applicants are required to submit the application documents into the Fund’s online portal or via email to the Regional Weeds Coordinator.

Applications cannot be reopened or amended once submitted, but amendments can be discussed with the Regional Weeds Coordinator

### How to apply

Visit <https://forms.office.com/r/YZs093VG2V> to submit an application or email the application and associated documents to [Matt.kennedy@lls.nsw.giov.au](mailto:Matt.kennedy@lls.nsw.giov.au) to apply for the Hunter Local Land Services – Strategic Weeds - Grants Program.

### What needs to be included in an application?

All applications need to include:

- a clear project scope,
- a project plan,
- a project budget based on quotes or detailed estimates, reasonable assumptions or previous experience with similar projects,
- landowner consent if the land is not owned by the Applicant, or details on the process of obtaining this,
- proof of incorporation for community groups,
- evidence of \$20 million Public Liability Insurance in the name of the Applicant,
- evidence of project co-contribution estimates and details on providing actuals in reporting

### **Stage Two: Assessment Process**

An initial eligibility assessment will be made by the Hunter Regional Weeds Coordinator on the application against the program guidelines.

Project assessment is made by a panel consisting of at least three (3) of the following based on the type of application:

- the Hunter Regional Weeds Coordinator.
- a member, or their representative, of the Hunter Regional Weeds Committee or the Hunter Weeds Technical Team.
- a Hunter Local Land Services Team Leader or General Manager or the Regional Landcare Facilitator.
- an external panellist, such as representatives from program specific investment organisations.

The Assessment panel will use an eligibility scoring tool that assesses the proposal for:

- alignment to the prioritisation of weeds in the Hunter Regional Strategic Weeds Management Plan.
- clear links to either the Invasive Species plan outcomes or Hunter Regional Strategic Weed management plan outcomes.
- value for money (In-kind ratio).
- reduction in biosecurity risk or impact.
- clearly identified public benefit.

Further advice may be sought by the panel from the Hunter Regional Weeds Committee, The Hunter Weeds Technical Team or relevant LLS or DPI staff, or probity advisors.

Applications can be assessed differently depending on the level of available funding and the type of project (on-ground works, training, capacity building, or location of project);

- on their own merit, and alignment to the investment and program priorities, and are not comparatively assessed, or
- are comparatively assessed and ranked based on outcomes of the assessment process.

Projects are either recommended for funding through the panel, recommended with variations (project or financial), or not recommended.

### **Decision making**

The decision maker for the Grant is [the General Manager of Hunter Local Land Services].

The decision maker will review the availability of grant funds and the Assessment Panel's recommendation before deciding which grant applications to approve. The decision maker may take other factors into account that may make an application ineligible for funding, including issues that could cause reputational or other risks to the NSW Government.

The decision maker's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded, and
- the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

### **Probity advice**

Independent probity advisors will provide guidance to the Hunter Local Land Services on any issues concerning integrity, fairness and accountability that may arise throughout the application, assessment, and decision-making process. This will ensure decisions are made with integrity, fairness and accountability, while delivering value for money for NSW.

### **Can Ineligible Projects be referred to a more appropriate funding program?**

Yes. Projects that are more suitable for other NSW Government programs may be referred to those programs. Applications that are referred will be subject to the full Assessment Criteria of the other NSW Government program to which they are referred. Applicants may need to update their application to meet the criteria of the referred program.

---

## Successful Applications

### **Notification**

Successful Applicants will be notified in writing by email.

### **Funding Deed**

Successful Applicants will be required to enter into a funding deed with the NSW Government.

Successful Applicants will be required to provide all supporting documentation and approvals before the Hunter Local Land Services can enter into a funding deed. This includes \$20 million Public Liability Insurance, register as a supplier to DRNSW, any requested documents as part of your application.

The NSW Government makes no binding funding commitment to an Applicant unless and until both parties sign a funding deed.

Successful Applicants must not make financial commitments for funded activities until funding deeds have been executed by both parties.

Grants will be paid via milestone payments set out in the funding deed. Timing and requirements will vary at NSW Government's discretion and project parameters

All successful applicants will be required to provide a final report. A financial payment may be associated with receipt of and acceptance of the report being true. Some successful applicants may be required to submit progress reports to the NSW Government as outlined in the funding deed. The funding deed will contain details for the requirements of the reports.

The funding deed may include additional requirements based on project types, funding source or as required by DRNSW.

### **Important Terms and Conditions**

The NSW Government typically receives far more applications than it can support. Applicants are not guaranteed funding even if the application is of high merit. Further, even if an application is successful, it may not be funded to the full amount requested.

All projects must demonstrate they can commence within applied for or agreed a upon timeframes and be completed within the timeframe as outlined in the project plan.

Applicants must hold all relevant insurances, including a minimum \$20 million Public Liability Insurance for the duration of the project timeframe.

Requests for variations or changes to the project will only be considered in limited circumstances.

All awarded grants will be GST exclusive. If the Applicant is registered for GST, this will be applied on top of the agreed grant value when payment is made. Grants are assessable income for taxation purposes, unless exempted by taxation law. It is recommended Applicants seek independent professional advice about taxation obligations or seek assistance from the Australian Taxation Office. The NSW Government does not provide advice on individual taxation circumstances.

Successful Applicants will be required to pay back unspent funds or those funds which have not been spent in accordance with the funding deed.

Successful Applicants will be required to participate in a program evaluation to determine the extent to which their projects have contributed to the objective of the Fund. The evaluation will require Applicants to provide evidence of how projects have resulted in a measurable change to the lives of local residents that is consistent with the objective of the Fund.

Any information submitted by an Applicant may be used for promotional material prepared by the NSW Government.

The NSW Government may choose to publicly announce funding for individual applications. It may also use information provided in the grant to develop case studies.

All recipients of NSW Government funding should acknowledge this financial support as per the Funding Acknowledgement Guidelines for Recipients of NSW Government Grants available at [nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines](http://nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines). Or as outlined in the funding deed.

The Hunter Local Land Services reserves the right to undertake an audit of grant funding within a period 7 years from the signing of the funding deed.

Applicants must advise the Hunter Local Land Services of any changes to their legal status or of changes or delays to their project.

---

## Unsuccessful Applications

Unsuccessful applicants will be notified in writing of the outcome of their application and will be offered a feedback information session.

---

## Additional Information

### Getting Support

To help applicants prepare their application, additional information and resources for our grants and incentives programs will be available on the Hunter Local Land Services webpage, including relevant application templates and frequently asked questions:

<https://www.lls.nsw.gov.au/regions/hunter/grants-funding-scholarships>

The Hunter Local Land Services can assist applicants to develop strong applications. Please contact [matt.kennedy@lls.nsw.gov.au](mailto:matt.kennedy@lls.nsw.gov.au) or call 1300 795 299

Please check with the Hunter Local Land Services prior to submitting if you are unclear about any part of the application.

### **Government Information (Public Access) Act 2009**

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the *Government Information (Public Access) Act 2009 (NSW)*. Information that is deemed to be commercially sensitive will be withheld.

The *Government Information (Public Access) Act 2009 (NSW)* makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.

### Complaints

Any concerns about the Fund or individual applications should be submitted in writing to [admin.hunter@lls.nsw.gov.au](mailto:admin.hunter@lls.nsw.gov.au). If you do not agree with the way the Hunter Local Land Services handled the issue, you may wish to contact the NSW Ombudsman via [ombo.nsw.gov.au](http://ombo.nsw.gov.au).

### Ethical Conduct

Applicants must not participate in any anti-competitive conduct.

It is a condition of the grant program application process that no gifts, benefits or hospitality are to be made to any Hunter Local Land Services employee at any time. Any inducement in contravention of this condition may result in an applicant's proposal not being considered.

### Conflicts of Interest

There may be a requirement for a conflict-of-interest declaration to be submitted with all proposals or in the application form.

Where a conflict-of-interest detrimental to the assessment process is identified, mitigation measures must be put in place, or an individual may be asked not to participate in the application, assessment or delivery stage of the process.

## **Confidentiality**

Funding decisions and assessment outcomes must be kept confidential until announced by the NSW Government. Successful applicants will be required to provide a confidentiality undertaking. This means they must keep the outcome of the application process confidential until the NSW Government makes a public announcement.

Upon entering into a funding deed, details about the funding deed may be made publicly available (subject to information which the Hunter Local Land Services deems to be commercial in confidence)

The applicant agrees not to disclose any confidential information pertaining to the grant program application or funding deed without prior written consent of the Hunter Local Land Services.

## **Hunter Local Land Services rights**

The Hunter Local Land Services may, in its absolute discretion, and without limiting any other right which the Hunter Local Land Services may have, do all or any of the following at any time without giving notice or reasons:

- require additional information from an applicant
- change any of the requirements of these Guidelines
- alter or vary any process, procedure or timing related to the grant opportunity, including any process, procedure or timing regarding the consideration or the evaluation of any proposal or all applications
- suspend or terminate the grant opportunity
- negotiate with one or more preferred applicants without prior notice to any other applicant
- terminate any negotiations being conducted with any applicant
- readvertise for new applicants
- consider any non-conforming application
- terminate further participation in the grant opportunity by any applicant for any reason (including if the Hunter Local Land Services reasonably considers an application to contain any false or misleading claims or statements)
- not proceed with any funding deed, or
- proceed with a funding deed in ways not contemplated in these Guidelines.

## **Intellectual property**

All intellectual property rights in these Guidelines remain the property of the Hunter Local Land Services. Applicants are permitted to use these Guidelines for the purpose of preparing an application only. Applicants must not use these Guidelines, or any information contained in these Guidelines for any other purpose.

Applications submitted in response to these Guidelines remain the property of the applicant, unless otherwise agreed between the applicant and the Hunter Local Land Services. The applicant agrees that the Hunter Local Land Services may make copies and reproduce applications for any purpose related to the grant opportunity. In addition, the Hunter Local Land Services will retain (electronic and hard) copies of all applications.

## **No offer**

These Guidelines are not an offer, recommendation or invitation by the Hunter Local Land Services in respect of any contract or commitment and, subject to a funding deed being fully executed by the parties to it, nothing in these Guidelines will form the basis of any contract or commitment.

## **Addenda**

The Hunter Local Land Services may, in its absolute discretion, issue an addendum to these Guidelines. In each case, an addendum becomes part of these Guidelines.

## **Disclaimer**

The Hunter Local Land Services does not guarantee or warrant and accepts no legal liability whatsoever arising from or connected to, the accuracy, reliability, currency or completeness of any material contained in this publication. Information in this publication is provided as general information only and is not intended as a substitute for advice from a qualified professional.

The Hunter Local Land Services recommends that users exercise care and use their own skill and judgment in using information from this publication and that users carefully evaluate the accuracy, currency, completeness, and relevance of such information. Users should take steps to independently verify the information in this publication and, where appropriate, seek professional advice.

These Guidelines are subject to change at any time at the sole discretion of the Hunter Local Land Services.

© State of New South Wales through Hunter Local Land Services 2022. The information contained in this publication is based on knowledge and understanding at the time of writing November 2022. However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of Hunter Local Land Services or the user's independent adviser.



---

## Appendix A

### **Eligible LGAs**

The Hunter Local Land Services Region extends across the local government areas of:

Upper Hunter Shire Council

Muswellbrook Shire Council

Singleton Council

Cessnock City Council

Dungog Shire Council

Midcoast Council

Maitland City Council

Lake Macquarie City Council

City of Newcastle

Port Stephens Council