

Bushfire Recovery Program for Council Landfills

This form provides guidance on the terminology used in the project plan section of the Council Landfill program funding application form.

Term	Reference
Objective(s)	<p>The project objectives are precise actions or measurable steps that will take the project to its purpose. Where a purpose is a long-term meaningful goal with a desired end result, objectives are short term, and precise goals that are carried out to achieve a purpose. As much as possible make the objectives specific and quantifiable.</p> <p><i>Example: if your purpose is to secure long-term disposal waste services, your objective could be to increase cell capacity.</i></p>
Outputs	<p>The outputs are the activities, services, results and/or products that are generated by this project. Outputs contribute to achieving an outcome.</p> <p><i>Examples: "a site survey, technical drawings, to install X number of pumps, to excavate a trench or specific project management activities."</i></p>
Outcomes	<p>Outcomes are the results and benefits that will be delivered by the project. What does success look like? These are usually expressed as nouns. You can distinguish between short, medium and long-term outcomes if appropriate.</p> <p><i>Example: "(X cubic metres) airspace created, improved leachate collection".</i></p>
Performance Indicators	<p>Performance indicators measure the success of outcomes. Performance indicators can consist of qualitative and or quantitative information that you will capture to demonstrate the project is being successfully delivered and is achieving results.</p>
Governance arrangements	<p>Describe the management arrangements that will be in place to govern the project and ensure the grant funds and contributions are spent appropriately. Define the roles and responsibilities of the people involved in the project.</p>
Resources	<p>Identify what you need to get the project delivered. People, equipment, facilities and how much of each.</p>
Procurement	<p>What procurement process will you use to purchase services and equipment? How will you achieve best value for money? This might be Council's procurement policy.</p>
Stakeholder	<p>A stakeholder is a person with an interest or concern in your project at any stage. They can either influence or be affected by the project.</p> <p><i>Example: Waste transporters, environmental consultants, other government bodies.</i></p>
Quality control	<p>How will the new infrastructure and service be reviewed to ensure the above standards and legislative requirements are being met? How often will this review happen?</p>
Capturing lessons learnt	<p>How will you capture information about the lessons learnt from your project? How would you share the learnings with others in your professional or community networks?</p>
Key project steps	<p>What will be the key steps to deliver your project? Upload supporting documentation where appropriate.</p>
Risk analysis	<p>Looking at the Risk Matrix table provided on page 2, use the likelihood versus the consequence in the axis to any project risk to assign a risk rating (coloured boxes). Redo the risk analysis with the mitigation strategy and provide the remain risk rating (low-medium-high-extreme) in SmartyGrants.</p>

Term	Reference
	<i>Example Risks: Budget, Timeline, Environment, Quality Control and WHS.</i>
Budget	Detail line items, project costs and impacts for the project. Upload supporting financial documentation where available.
Cost benefit analysis	Demonstrate how the project achieves value for money. Detail how the benefits (environmental, social, economic) compare to the project costs and impacts occurred.
Project management experience	Detail Council or principal's experience in delivering a similar project.

Risk Matrix

Likelihood		Risk Rating Matrix				
The event will occur in most to all situations (e.g. +95% of the time)	Almost Certain	Low	Medium	High	Extreme	Extreme
This event is likely to occur more often than not i.e. it will occur in the majority of situations (e.g. >75% of the time)	Likely	Low	Medium	High	High	Extreme
This event might occur or might not occur, perhaps 50% of the time	Possible	Low	Medium	Medium	High	High
This event is expected to not occur significantly more often than it would occur i.e. it will not occur in the majority of situations. (e.g. <25% of the time)	Unlikely	Low	Low	Medium	Medium	High
It is theoretically possible for this event to occur, but it is not reasonably expected to occur virtually at all. (e.g. ~5% of the time).	Rare	Low	Low	Low	Medium	Medium
		Insignificant	Minor	Moderate	Major	Catastrophic

Consequences for consideration

	Insignificant	Minor	Moderate	Major	Catastrophic
Impact on health and safety, or potential damage to property, environment, Aboriginal and non-indigenous culture and/or heritage	Little to no impact	Small impact, recover within a short timeframe (hours/days)	Some medium-term impacts - no material long-term loss.	Significant medium to long-term impacts, some permanent loss.	Substantial over a long term to permanent loss
Legal/regulatory/political/organisational non-compliance	Will not involve non-compliance	Minor breach, possible warning	Non-compliance, moderate to significant ramifications	Major non-compliance potential to result in severe ramifications	Severe issues with potential for prosecution and/or substantial penalties, serious litigation, class action, organisational liability.
Media and political attention	Unlikely to attract	Some local media, very short term	State level media/ political over a short term (e.g. couple of weeks)	State level media/ political for extended term (e.g. several weeks into months)	National and international media/political for a protracted term
Cost and resources to address	Not significant	Modest financial costs and/or short-term resource commitment to rectify (e.g. up to 2% of project budget)	Significant financial costs and/or commitment of resources to rectify e.g. between 2% and 5% of project budget)	Very substantial financial costs and/or commitment of resources to rectify (e.g. between 5 and 10% of project budget)	Involve extremely high financial costs and/or commitment of resources to rectify. (e.g. >10% of project budget)
Delivery of project	Not noticeable	Material impact of delivery timeframes, some slippage, but able to rectify relatively easily	Significant impact on timeframes, or ability to deliver on objectives. Milestones not achieved. Possible to rectify within the medium term	Substantial, short-term shutdown of project. Major impact on ability to achieve project objectives. Possible but difficult to rectify.	Long-term to permanent shutdown of project activities
Reputation/stakeholder relations	Negligible	Minor short-term localised damage,	Material damage to reputation or relations which will	Significant damage with many stakeholders or almost	Virtually irreparable damage that will require significant time

		some effort to rectify.	take a significant amount of time and effort to rectify.	irreparable damage with small number of key stakeholders.	and effort to rectify. Issues reflect badly onto reputation of the organisation and/or NSW Government.
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