



WasteSorted Infrastructure Grants Guidelines 2023–24

Applications close 12pm (WST) Monday 2 October 2023



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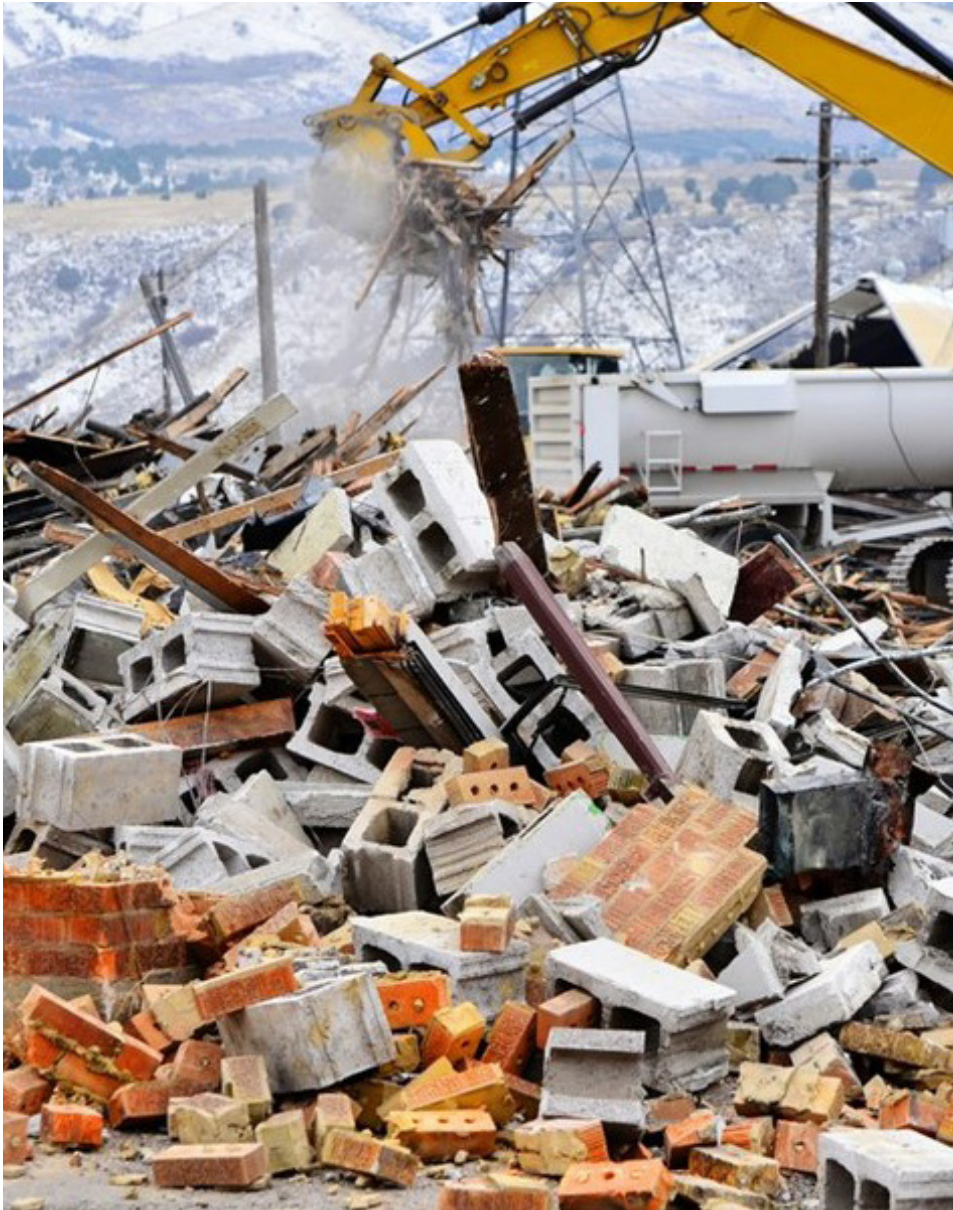
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1. Funding program summary

WasteSorted Grants – Infrastructure 2023–24 (WasteSorted Grants) is an initiative of the Government of Western Australia (State Government) administered by the Waste Authority and funded through the Waste Avoidance and Resource Recovery Account.

The aim of the WasteSorted Grants program is to support investment in recycling and processing infrastructure in Western Australia.

The following guidelines provide information on how to apply for funding.

Priority will be given to infrastructure projects that support recovery and reprocessing of focus materials, as described in section 4.1.

Total program funding: \$1,000,000

Grant limit: \$250,000 maximum per project

Closing date: 12pm (WST) Monday, 2 October 2023



2. Background

Western Australia's [Waste Avoidance and Resource Recovery Strategy 2030](#) (waste strategy) includes a vision for Western Australia to become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste.

The waste strategy outlines objectives to avoid waste, recover more value and resources from waste, and protect the environment. These objectives are supported by ambitious targets (Table 1).

Table 1 Waste Strategy vision, objectives and targets

VISION	<i>Western Australia will become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste.</i>		
OBJECTIVES	Avoid <i>Western Australians generate less waste.</i>	Recover <i>Western Australians recover more value and resources from waste.</i>	Protect <i>Western Australians protect the environment by managing waste responsibly.</i>
TARGETS	<ul style="list-style-type: none"> 🎯 2025 – 10% reduction in waste generation per capita 🎯 2030 – 20% reduction in waste generation per capita 	<ul style="list-style-type: none"> 🎯 2025 – Increase material recovery to 70% 🎯 2030 – Increase material recovery to 75% 🎯 From 2020 – Recover energy only from residual waste 	<ul style="list-style-type: none"> 🎯 2030 – No more than 15% of waste generated in Perth and Peel regions is landfilled. 🎯 2030 – All waste is managed and/or disposed to better practice facilities

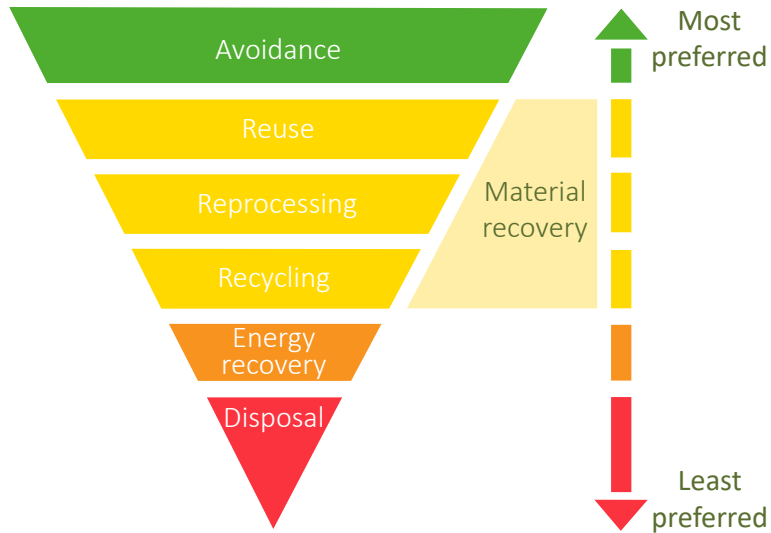


Figure 1 Waste hierarchy

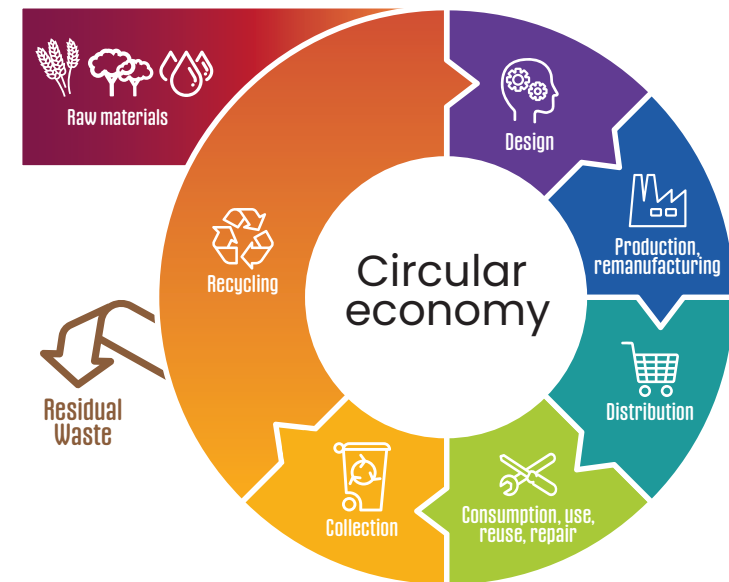
The waste strategy applies the waste hierarchy, which ranks waste management options in order of their general environmental desirability.

Other guiding principles of the waste strategy include:

- a circular economy, which builds on long-standing sustainability concepts, including life cycle thinking and resource efficiency
- behaviour change through knowledge sharing and enabling infrastructure.

The waste strategy also identifies:

- focus materials and priorities for actions and measurement
- the benefits of supporting external organisations to use their expertise and networks to engage with industry and the community to deliver outcomes
- a headline strategy to provide funding to promote the recovery of more value and resources from waste, with an emphasis on focus materials.





3. Objectives

Long-term planning for waste infrastructure at a state level is the basis of headline strategy 6 in the [waste strategy action plan](#) and supports the waste strategy's vision.

The draft state waste infrastructure plan has been developed to provide a long-term information framework to guide decision-making for the planning and development of waste infrastructure in Western Australia.

With an outlook to 2050, it focuses on the built waste and recycling infrastructure needed for the state to achieve waste strategy targets in 2030.

The draft infrastructure plan includes some of the waste infrastructure characteristics, needs, challenges and opportunities unique to each region, and outlines State Government waste infrastructure principles.

The WasteSorted Infrastructure Grants are aligned with the waste strategy's objectives of avoiding waste, recovering more value and resources from solid waste and protecting the environment. Assessment of applications for funding will focus on:

- projects that support the waste strategy's objectives
- the program's priorities for focus materials in this funding round (see section 4.1 below).

Grants are available to support organisations in the delivery of implementation-ready projects that are supported by well-developed and fully costed project plans.





4. Assessment process

Applications for the WasteSorted Infrastructure Grants will be assessed by an independent panel against eligibility requirements and scored merit criteria. Panel recommendations for funding will be reviewed and approved by the Waste Authority.

The applications will be assessed by staff drawn from the Department of Water and Environmental Regulation (the department) and a representative from another relevant agency.

The assessment panel may seek advice from government agencies and independent technical experts, as required, to assist in determining which applications best meet the assessment criteria. The department's Waste Industries and Compliance and Enforcement teams will provide independent advice to inform the selection process but will not be involved in the assessment.

The department may ask applicants to submit additional information or clarify proposals during the application process and may request revised proposals from applicants at any time after the closing date and time.

4.1 Eligibility

4.1.1 Who can apply?

Funding is available for projects implemented in Western Australia that are handling or processing waste wholly or primarily sourced in Western Australia.

Organisations eligible for funding include:

- businesses (normally with at least one year of continuous operation)
- incorporated community groups
- local governments
- not-for-profit organisations, including charitable recycling organisations
- regional councils.

Organisations not eligible for funding include:













- organisations without an ABN/ACN
- individuals
- State Government agencies and statutory authorities
- applicants from Christmas and Cocos (Keeling) Islands
- schools ([WasteSorted Schools](#) grants are available specifically for school waste projects)
- research and education organisations
- peak bodies
- organisations that have outstanding waste levy payments, reporting or other obligations under any programs funded through the Waste Avoidance and Resource Recovery Account
- unincorporated groups that do not have an auspice organisation
- applicants unable to confirm reasonable compliance with Western Australian environment protection laws during the past five years.



4.1.2 Priority materials

Infrastructure projects will primarily support the waste strategy's 'recover' objective to increase material recovery; however, projects that support the waste strategy's 'avoid' and 'protect' objectives are also eligible.

Preference in the 2023–24 funding round will be given to infrastructure development that recovers higher value resources from focus materials, including:

 Higher priority	 Medium priority	 Lower priority
 organics: food and garden organics	 glass: packaging and containers	 plastics
 textiles: clothing and other fabric-based materials	 metals: steel, non-ferrous metals, packaging and containers	 tyres
	 construction and demolition waste	 paper and cardboard: office paper, newspaper and magazines
	 non-domestic hazardous waste	e-waste

Infrastructure funding requests for plastics, paper and cardboard, tyres and e-waste are being assessed as a lower priority as significant funding is being made available for these materials by the State and Australian governments through other programs.

In this program, 'infrastructure' refers to:

- facilities and equipment to support greater sorting and decontamination of recovered materials
- facilities and equipment to enable reprocessing of materials to a higher quality suitable for manufacturers and end markets
- facilities and equipment for the remanufacturing of recovered materials into new products.

Please contact the [program coordinator](#) if you need advice on the eligibility of budget items.



4.1.3 Ineligible projects and activities

Funding is not available for:

- operational costs (routine or cyclical works, maintenance, operational staffing)
- ongoing operating costs (such as rates, water and electricity costs, repair and maintenance costs, other overheads)
- projects, or parts of projects, that are nearing completion
- projects not located in Western Australia, or that intend to manage waste materials that are not primarily sourced from Western Australia
- project activities that started prior to signing a funding agreement with the State Government
- construction or installation that has commenced prior to signing the funding agreement
- applicants currently in breach of environmental or WHS legislation
- projects unable to demonstrate financial capacity
- transport or vehicles
- concept screening, product development research, marketing concept development and feasibility studies
- projects that are focused on funding advertising, signage and related communications activities
- projects that do not demonstrate value for money
- the purchase of land
- activities to address non-compliance with legislative requirements

- [Containers for Change](#) projects (e.g. donation and refund points, aggregation, processing and logistics)
- school projects (schools seeking grants for waste projects should contact [WasteSorted Schools](#)).

Please contact the [program coordinator](#) if you need advice on the eligibility of proposed projects.

4.1.4 Duration

Preference will be given to projects that can be completed within one year of the funding approval.

Longer-term projects that clearly demonstrate a significant contribution towards waste strategy objectives and priorities may be considered.



4.2 Project eligibility criteria

All applications will be assessed against five evenly weighted criteria:

Relevance to targeted focus materials:

- extent to which the project addresses focus materials identified and prioritised by the Waste Authority (see section 4.1).

Extent of beneficial project impacts:

- extent to which the project supports one or more of the waste strategy's objectives of avoid, recover and protect
- extent to which the project aligns with the guiding concepts and principles set out in the waste strategy, in addition to Waste Authority position statements
- the significance of the problem proposed to be addressed by the proposal
- additional tonnages of waste expected to be recovered because of implementing the project
- additional economic benefits, such as an increase in the value of recovered material, creation of new jobs and their flow-on benefits
- environmental and social benefits (e.g. avoiding landfill, reduced greenhouse gas emissions, creation of new jobs)
- extent to which the project will demonstrate or improve better practices in waste management

- extent to which the project may deliver positive behaviour change through education and/or promotion of outcomes to relevant stakeholders
- extent to which the project will be able to be replicated
- extent to which any negative impacts the project may have will be addressed.

Viability of the project:

- financial/commercial viability
- technological viability
- demonstrated need in the marketplace
- consideration of sourcing input materials and end markets for outputs
- consideration of project risks and effective plans for their mitigation.

Capacity of applicant to deliver the project:

- demonstrated ability to complete the project on time and budget
- clearly defined project objectives, deliverables, key performance indicators, milestones, anticipated outcomes and proposed budget
- detailed project plan including required resources, measurement and evaluation of project outcomes
- evidence of financial capability to deliver the project (e.g. a budget showing the source and application of funds for the project) including a recent financial statement (e.g. organisation accounts or a balance sheet)
- applicant's compliance with environmental laws and work health and safety laws.

**Value for money:**

- extent to which the project will deliver benefits in Western Australia
- grant required per tonne of materials diverted from waste by the project (evaluated by material type)
- evidence of due diligence to market conditions (e.g. market testing, research including supplier information and quotations) to deliver the best-value proposal
- sustainable impact of the project beyond the funded period
- proportion of total project costs funded by the applicant and/or other funders.

In addition to these criteria, applicants will need to meet insurance, licensing, compliance and work health and safety requirements.

Applicants should provide sufficient information in the relevant sections of the application form to address these considerations.

To maximise the benefit of the grants program, the department may consider other factors such as the diversity (location or type) of projects.



5. Applications

Applications must be completed and submitted through the department's [grants portal \(SmartyGrants\)](#). You must register for and log in to SmartyGrants before you start a submission.

Please read the [help guide for applicants](#) and [frequently asked questions \(FAQs\)](#) on the SmartyGrants website prior to submitting an application.

It is recommended that you view or download the program application form to review the information required before starting an application.

SmartyGrants allows users to save progress and return to the applications to submit at a later time/date. However, **once an application is submitted, no further changes can be made**. This includes adding attachments or additional information.

Applications must be clear, concise, relevant and free of marketing or any other unrelated material. Relevant supporting information may be uploaded with your submission.

Applicants can submit more than one application in each funding round, supported by evidence of resources and capacity to complete multiple projects.

Applications must be authorised by the CEO or an authorised officer of the applicant's organisation.

Late applications will not be accepted. Submissions must be received before the closing date and time.

Applicants will receive an email confirmation following the successful submission of an application.

The program coordinator may contact an applicant for further information about an application to support its assessment. Please ensure all contact details are correct and the email address supplied is monitored regularly.

The applicant is responsible for ensuring an application is complete and accurate. If it is found that false or misleading information has been provided, an application may not be accepted. If you identify an error after submitting your application, contact the program coordinator immediately on (08) 6364 6945.

Please allow about 12 weeks from the funding round closing date for assessment, internal approvals and notification of the outcome of the application.

All applicants will be notified via email of the outcome of their submission. Feedback will be provided to unsuccessful applicants.



6. Funding agreement

Successful applicants will be provided with a funding agreement that outlines the terms and conditions of the grant.

The funding agreement is the contract between the applicant and the State Government and is administered by the department.

No project expenditure can be funded from WasteSorted Grants prior to the finalisation of the funding agreement.

7. Performance monitoring

The department will undertake regular monitoring of the project, and regular reporting will be a key project deliverable. Monitoring may include progress meetings, site visits and requests for additional information from grant recipients. The department may also seek updates on the project after completion and acquittal to observe ongoing progress.





8. Reporting

Accurate and timely reporting is essential to ensure projects are meeting the program's objective and outcomes.

8.1 Milestone and financial review reports

Funding recipients must submit milestone and financial review reports in a format provided by the department by the dates specified in the funding agreement.

The milestone and financial review reports must include:

- evidence that the milestone has been achieved
- quantity of materials (in tonnes) diverted from landfill during the reporting period (where applicable)
- detail of project income and expenditure
- copies of paid invoices, remittance advice, receipts and/or financial statements.

8.2 End-of-project acquittal reports

It is a condition of the funding that the recipient submits a project evaluation report and a financial report in the format provided by the department on completion of the project.

8.2.1 Project evaluation report

Recipients must submit a project evaluation report on completion of the project. This evaluation report (or parts of it) may be published on the Waste Authority website to encourage knowledge sharing.

The evaluation report must include the recipient's assessment of the outcomes of the project, including:

- achievement of project objectives and milestones
- contribution to the waste strategy objectives and targets
- amount and type of materials avoided or diverted from landfill during the duration of the project (where applicable)
- the likelihood of ongoing avoidance or diversion of these materials after completion of the project
- employment generated by the project and whether this is continuing after completion of the project
- relevant statistics
- project performance measured against expected outcomes
- details of any behaviour change achieved and how this was measured qualitatively or quantitatively
- any other information requested by the department.

8.2.2 Financial report

The financial report documents the total grant funding expended on the project.

The financial report must be signed by the CEO or the authorised officer of the recipient organisation.

Project acquittal will not be completed until all the final reports have been approved by the department.



9. Payment

Payment conditions will be detailed in the funding agreement. Payments of up to 100 per cent of grant funding may be made on execution of the funding agreement.

WasteSorted Infrastructure Grants cannot be used to cover any purchases until the funding agreement is signed by both the applicant and the Waste Authority. Payment will only be made for actual evidenced project expenditure as per 9.2 below. If actual project costs are less than the approved funding for the project, or if the project is not completed in the approved period, only incurred costs will be paid for, and any unspent funding is required to be reimbursed to the department.

Only costs incurred after the execution of a project funding agreement are eligible for grant funding.

9.1 Supporting evidence

Before funds are released, successful applicants will be required to provide evidence of:

- ABN/ACN and notice of goods and services tax (GST) registration
- incorporation under the *Associations Incorporation Act 1987*, the *Corporations Act 2001* and *Corporations Regulations 2001*, or the *Local Government Act 1995*, where relevant
- certificates of currency for relevant insurances to cover potential liability in conducting activities funded through WasteSorted Grants which may include but are not limited to:

- workers' compensation insurance
 - directors' and officers' liability insurance
 - personal accident insurance for volunteers
 - content/mobile plant and equipment insurance
 - public liability insurance.
- work health and safety documentation which outlines the organisation's risk management and safety procedures and addresses project specific safety risks as related to the *Work Health and Safety Act 2020* and the *Work Health and Safety (General) Regulations 2022*.

The department will also require evidence of project approvals and/or licences required to complete your project once these are available.

9.2 Verification of expenditure

Recipients must provide evidence of all grant-related project expenditure. This includes copies of receipts, paid invoices, remittance advice and statements.

9.3 Project milestones and payment

Project milestones will be proposed by the applicant and considered by the department.

A schedule detailing the agreed milestone and payment structure, including milestone reporting, will form part of the successful applicant's funding agreement.



10. Variations

In some cases, variations to approved projects may be required due to unforeseen circumstances. Variations may include changes to agreed milestones, achievement dates, budget allocations or activities. In such circumstances, funding recipients must contact the [program coordinator](#) as soon as the required changes are identified to seek approval.

11. Funding acknowledgement

Funding support must be acknowledged in all media statements, articles and printed materials associated with the funded activity, including advertisements, project reports, annual reports, newsletters, brochures, banners, posters and multimedia materials.

Further information on funding acknowledgement is located on the [branding page](#) of the Waste Authority's website and advice may be sought from the [program coordinator](#).

12. Documents to assist with your application

The following documents can be found on the [WasteSorted Infrastructure Grants 2023–24 webpage](#).

- Application form
- SmartyGrants help guide for applicants
- SmartyGrants applicant FAQs
- WasteSorted Infrastructure Grants terms of participation
- Example funding agreement

The [program coordinator](#) can assist with any enquiries about documentation and the provision of templates.

13. Freedom of information

Details can be found in the department's [information statement](#).



14. Complaints

Any complaints should be directed in the first instance to the Programs Manager – Grants and Agreements via [email](#). Issues that cannot be resolved will be escalated to the Senior Manager Waste Programs.

15. Contact details

For further information about WasteSorted Grants, please contact:

Program coordinator

Phone: (08) 6364 6945

Email: wsg@dwer.wa.gov.au

16. Glossary

Department	Department of Water and Environmental Regulation
Waste Authority	Western Australian Waste Authority
Waste strategy	Waste Avoidance and Resource Recovery Strategy 2030



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Prime House, 8 Davidson Terrace
Joondalup Western Australia 6027

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