Community and Industry Engagement Program

Guideline

Stream 1: **CIE – General Funding Stream**

Stream 2: **CIE – Recycling Infrastructure Funding Stream**

Application Closing Date –10am, Monday 29 April 2019

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ABBREVIATIONS

CIE	Community and Industry Engagement program
Department	Department of Water and Environmental Regulation
Waste Authority	Western Australian Waste Authority
WARR Account	Waste Avoidance and Resource Recovery Account
Waste Strategy	Waste Avoidance and Resource Recovery Strategy 2030

DEFINITIONS

For the purpose of this document, **Waste Strategy priorities** include the priorities, objectives, targets, focus materials and strategies outlined in the *Waste Avoidance and Resource Recovery Strategy 2030*.

1. BACKGROUND

Western Australia's *Waste Avoidance and Resource Recovery Strategy 2030* 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 strategy contains 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 Objectives and Targets

Avoid *Western Australians generate less waste.*	Recover *Western Australians recover more value and resources from waste.*	Protect *Western Australians protect the environment by managing waste responsibly.*
o 2025 – 10% reduction in waste generation per capita o 2030 – 20% reduction in waste generation per capita	o 2025 – Increase material recovery to 70% o 2030 – Increase material recovery to 75% o 2020 – Recover energy only from residual waste	o 2030 – No more than 15% of waste generated in Perth and Peel regions is landfilled o 2030 – All waste is managed and/or disposed to better practice facilities

The Waste Strategy identifies:

- focus materials, which indicates priorities for actions and measurement under the strategy;
- that there are benefits of supporting external organisations to leverage 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.

The Community and Industry Engagement program (CIE) is a State Government program administered by the Waste Authority, which supports projects that contribute to the Waste Strategy's objectives and targets. The CIE program was in place prior to the February 2019 release of the *Waste Avoidance and Resource Recovery Strategy 2030*.

This revised CIE funding round will continue to support projects that contribute to the objectives and targets in the new Waste Strategy. **However, unlike previous CIE funding rounds, this revised CIE funding round will also support recycling infrastructure projects.** This revised CIE funding round offers two streams:

➢ **Stream 1: CIE – General Funding Stream**
➢ **Stream 2: CIE – Recycling Infrastructure Funding Stream**

This guideline provides information on how to apply for CIE funding, for Stream 1 and 2 projects.

2. PROGRAM OVERVIEW

2.1 Stream 1: CIE – General Funding Stream

The aims of the CIE General Funding Stream are to support eligible organisations to:

- develop and implement **projects** that contribute to achieving the objectives and targets of the Western Australian Waste Strategy;
- **maximise** their expertise and networks to engage more effectively with targeted groups;
- improve waste management practices and efficiencies through effective **education and knowledge sharing** in alignment with Waste Strategy;
- provide **data** that measures the impact of behaviour change and educational initiatives;
- develop more informed **stakeholder networks and insights** into specific waste sector communities; and,
- **inform future policy and program design** by increasing the Waste Authority's and Departmental knowledge of waste management practices and trends.

Community organisations and projects will be prioritised.

2.2 Stream 2: CIE - Recycling Infrastructure Funding Stream

The aim of the CIE Recycling Infrastructure Funding Stream is to support investment in local recycling infrastructure to support the achievement of the Western Australian Waste Strategy's objectives and targets.

3. OBJECTIVES

The objectives of CIE are aligned with the objectives of the Waste Strategy. Funding will focus on projects and events that align with the following priorities:

- projects that support the Waste Strategy's objectives to **avoid** waste, **recover** more value and resources from waste, and **protect** the environment.
- projects relating to plastics, paper and cardboard, organics (including food organics), construction and demolition waste, metals, glass and textiles.
- funding will be available to support organisations in the delivery of implementation-ready projects that are supported by well-developed and fully costed project plans.

4. CRITERIA

CIE applications will be assessed against eligibility, priority and rating criteria and ranked by an independent selection panel. The panel's recommendations for funding are reviewed and endorsed by the Department and the Waste Authority and approved by the Minister for Environment.

4.1 Eligibility criteria

Organisations that are eligible for CIE funding are:

- industry
- business
- local governments
- regional councils
- peak industry organisations
- research and education organisations
- community groups.
- Western Australian state government agencies

Organisations that have outstanding waste levy payment or reporting obligations, or outstanding obligations under any programs funded through the WARR Account, are ineligible to apply.

A. Projects

Stream 1: CIE – General Funding Stream

Projects that are eligible for CIE General Funding Stream are:

- research and development projects that improve waste management practices, contribute to waste avoidance, resource recovery and the diversion of waste from landfill.
- projects that develop and implement targeted training and knowledge sharing sessions.
- projects that communicate messages for behaviour change and promote their adoption.
- projects that contribute to the implementation of waste management guidelines, measures, data collection and reporting frameworks and promote their adoption.
- events that recognise significant contributions to the achievement of the Waste Strategy's objectives.

Activities that may be eligible for the CIE General Funding Stream include:

- operational staff
- administrative staff
- research staff
- resources pertinent to the project/activity
- promotion and advertising
- report preparation
- venue hire and set up, including equipment
- keynote speaker costs

- advertising and promotion.

Infrastructure, plant and other equipment are <u>not funded</u> through Stream 1.

<u>Stream 2: CIE - Recycling Infrastructure Funding Stream</u>

Projects that are eligible for CIE - Recycling Infrastructure Funding Stream are:

- Projects that support infrastructure which recovers value and resources from focus materials, including plastics, paper and cardboard, organics, construction and demolition waste, metals, glass and textiles.
- For the purposes of this funding stream, infrastructure means physical infrastructure such as plant and equipment, to support the sorting and processing of materials collected for recycling.
- It is envisaged that recycling infrastructure projects will primarily support the Waste Strategy's *recover* objective, however projects that support the Waste Strategy's *avoid* and *protect* objectives are eligible.

B. Ineligible projects, activities and events

Funding is not available for:

- projects, or parts of projects that are nearing completion
- ongoing operational activities
- activities to meet legislative requirements

C. Duration

Funding will generally be allocated for projects that can be delivered within a financial year with completion by 30 June 2020.

Longer-term projects that clearly demonstrate a significant contribution towards Waste Strategy targets and include clear deliverables and outcomes may be considered.

4.2 Assessment criteria

Applications will be assessed against the following five criteria:

1. Extent of beneficial project impacts
2. Viability of the project
3. Capacity of applicant to deliver all aspects of the project to a high standard
4. Value for money
5. Siting, licensing and compliance considerations, where relevant

A number of specific factors, shown below, will be considered in assessing each criteria. Applicants should provide sufficient information in the relevant sections of the application form to address these considerations, as relevant to their project.

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 project aligns with the guiding concepts and principles set out in the Waste Strategy, as well as Waste Authority position statements.
- The significance of the problem addressed by the proposal.
- Additional tonnages expected to be recovered as a result of implementing the project.
- Additional economic benefit, such as jobs, increase in the value of recovered material, flow-on benefits.
- Environmental and social benefits.
- Extent to which the project will demonstrate or improve best practices in waste management.
- Extent to which project will educate, improve behaviour and/or promote outcomes to relevant stakeholders and/or extent to which project is able to be replicated elsewhere.
- What, if any, negative impacts will the project have on any group or person and how will these be addressed.

2   Viability of the project

- Financial/commercial viability.
- Technological viability.
- Demonstrated need in the marketplace
- Consideration of sourcing input materials and end-markets for outputs (where relevant).
- Sustainability of impacts beyond funded period.
- Consideration of project risks and plans for their mitigation.

3   Capacity of applicant to deliver all aspects of the project to a high standard

- Availability of the operational resources required to complete the project on time and budget, including materials, technology, services and staff experience.

- Effective project implementation and management processes in place to govern delivery.
- Clearly defined project objectives, deliverables, key performance indicators, milestones and anticipated outcomes.
- Evidence of financial resources and robustness; a clear project budget showing the full cost and sources of funding for the project.
- Evidence of an adequate plan and resources and for the measurement and evaluation of project outcomes.
- Evidence of the ability to successfully deliver projects will be considered favourably.

4   Value for money

- Extent to which all activities relating to the project are carried out and deliver a benefit in Western Australia.
- How the project will improve knowledge and behaviour relating to better waste and resource management practices.

5   Siting, licensing and compliance considerations, where relevant

- Implications of siting of project (location, ownership/leasing of land, any permissions required from site owner).
- Any licenses in place or still required.

5. APPLICATIONS

Applications must be made on the CIE application form. The application form will become part of the funding agreement. Applications should be concise however supporting information can be attached to the application form.

Applicants can submit more than one application. An application can include requests for funding under both stream 1 and stream 2 for a single project.

Applications must be signed by the chief executive officer or authorised officer of the applicant organisation.

Completed applications must be submitted through the Waste Authority portal located at www.wasteauthority.wa.gov.au/programs/public-submissions/cie prior to 10am, Monday 29 April 2019.

Late applications will not be accepted.

If required, further information may be sought from applicants to inform the evaluation of their application.

> Use the project checklist in the CIE application form to check that your application meets the eligibility criteria.

6. FUNDING AGREEMENT

Successful applicants will be notified in writing, and provided with a funding agreement which outlines the terms and conditions of the grant.

The funding agreement is the contract between the applicant and the Waste Authority on behalf of the State of Western Australia.

7. PERFORMANCE MONITORING

The Department will undertake regular monitoring of project implementation. This may include regular progress meetings, site visits, requests for verbal and written information and formal progress reports from recipients.

Regular monitoring of progress will identify projects that may be experiencing delays or other issues in meeting project milestones.

8. REPORTING

It is important that accurate and timely reports are submitted. Future funding will depend on a recipient's demonstrated capacity to achieve project outcomes, including income and expenditure management, reporting and meeting specified timeframes.

8.1 Milestone and financial review reports

CIE funding recipients must submit milestone and financial review reports (in a format prescribed in the CIE documentation) once a project milestone has been achieved and by the date specified in the agreed schedule. The report must include evidence of expenditure and payments, copies of invoices and evidence that the milestone has been achieved.

Recipients must submit appropriate evidence to the CIE Co-ordinator once milestones have been achieved and reported (for example, tax invoice or other formal documentation that supports the activity and related expenditure). The CIE Co-ordinator will assess whether the relevant milestone has been met and adequately reported, and once satisfied, will process the invoice.

The milestone and financial review reports must include:

- detail of income and expenditure
- copies of invoices and receipts
- evidence that the milestone has been achieved.

The reports must be submitted together in a single document. Funding recipients may be asked to provide additional information.

8.2 End of project reports

By the date specified in the agreed schedule, the recipient must submit a financial report and a project evaluation report in a format prescribed in the CIE documentation.

The reports must be submitted together in a single document.

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

A. Financial report

The financial report acquits the total funding advanced by the State Government through the Waste Authority and expended by the recipient during the project.

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

B. Project evaluation report

Recipients must submit a project evaluation report, signed by an authorised officer of the recipient organisation, by the date specified in the agreed schedule. Additional information may be included as an attachment to the report.

The project evaluation report shall provide:

- information about how the grant funds have been used
- the recipient's assessment of the outcomes of the project including:
  - achievement of project objectives
  - contribution to the Waste Strategy objectives and targets
  - the achievement of project milestones
  - relevant statistics
  - project performance measured against expected outcomes
  - details of community and other participation and their learnings
- any other information reasonably requested by the Waste Authority.

9. PAYMENT

Payment will be made for actual project expenditure. If project costs are below the approved funding for the project, or if projects are not completed in the allotted period, only costs incurred will be reimbursed.

No part payments will be made for partly achieved milestones, unless agreed in writing at least 30 days prior to the milestone due date.

If not expended, identified funds must be committed by the specified dates in the funding agreement. Evidence of commitments must be made available to the CIE Coordinator and will normally only be paid by prior written agreement.

All projects funded through CIE must be fully implemented, funds expended or committed and final reports submitted by the specified dates.

Payment conditions will be set out in the funding agreement. An initial payment will be made upon signing of contract, subject to the Waste Authority being satisfied that such payments are consistent with its financial obligations and responsibilities in the *Waste Avoidance and Resource Recovery Act 2007* and other relevant legislation.

9.1 Supporting evidence

Prior to releasing funds, the applicant organisation will be required to provide the Waste Authority with evidence of:

- its incorporation under the *Associations Incorporation Act 1987 (WA)* or the Corporations Law 2001 and Corporations Regulations 2001
- its ABN and notice of its goods and services tax registration
- certificates of currency for insurances, including but not limited to, worker's compensation insurance, directors and officers liability, personal accident insurance for volunteers (where applicable) and public liability insurance to cover its potential liability in conducting activities funded through CIE.

9.2 Verification of expenditure

Recipients must provide evidence of project expenditure. The CIE Co-ordinator will assess milestone and financial reports to ensure that sufficient evidence of expenditure and completion of the milestone is provided and that reports have been certified by the authorised officer.

9.3 Milestone payments

Milestones will be developed by the applicant and included in the application. Proposed milestone payments may be utilised and will be commensurate with the significance of the milestone activity.

Projects are expected to run during the 2019-20 financial year and a project initiation milestone, one or two mid-project milestones, and a final acquittal payment will normally be adequate.

Milestone payments may be made on:

- completion of milestones in accordance with the agreed project payment schedule

- evidence of expenditure (including copies of invoices, evidence of payment and detail of recipient matching contributions)
- submission of a milestone and financial review report
- approval by the Department and submission of a tax invoice to the CIE Coordinator for the amount identified in the agreed payment schedule.

9.4 Final payment

A final project payment will be made upon:

- completion of project
- submission of a financial report acquitting the total funding advanced by the Waste Authority and expended by the recipient during the project
- submission of a project evaluation report
- evidence of remaining expenditure (copies of invoices, evidence of payment and detail of recipient matching contributions)
- approval by the Department
- submission of a tax invoice to the CIE Coordinator.

Additional funding will not be available for projects that exceed approved funding.

10.   VARIATIONS

10.1 Milestone

In some cases, project variations may be required due to unforeseen circumstances, including changes to agreed milestones, achievement dates or changes in activities. In those circumstances, funding recipients shall advise the CIE Coordinator, and where required, submit a project variation request form for approval as soon as the required changes are identified.

Major variations to the project may be subject to a review by the Department and the assessment panel and approval by the Waste Authority.

A major variation occurs when:

- the majority or all components of a project are not expected to be completed by milestone deadlines
- there is a change in the focus of the project; or
- there is some other significant change in the project or its outcomes
- major changes to the organisation structure or financial position.

10.2 Structure of recipient organisation

Where changes occur to the structure or composition of the recipient organisation during the course of the project, depending on the bearing of the change to the application, the Department may seek amendment to the application. This may include the refund of unspent moneys, and where applicable, result in a reduction in the funding allocated.

Funding recipients shall advise the CIE Coordinator promptly, in writing, should changes in the structure or composition of the organisation occur.

11.   FUNDING ACKNOWLEDGEMENT

In signing the funding agreement and application, applicants agree to acknowledge the Waste Authority and WARR Account support when referring to the funded project.

WARR Account 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.

Information on funding acknowledgement can be located at:

www.wasteauthority.wa.gov.au/publications/acknowledgement-guidelines

12. ASSOCIATED DOCUMENTS

- CIE application form: CIE funding agreement
- CIE milestone and financial review template
- CIE project evaluation and financial report template
- CIE project variation request form

CIE documents can be located at www.wasteauthority.wa.gov.au/programs/cie or by contacting the CIE Co-ordinator.

13. CONTACT DETAILS

All communications should be directed to:

CIE Co-ordinator

Phone: 08 6364 6945

Mail: Department of Water and Environmental Regulation

Locked Bag 10

Joondalup DC WA 6919

email: cie@dwer.wa.gov.au