



Community and industry engagement (CIE) program

Information session

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CIE overview

Funding for projects and events that:

- divert waste from landfill,
- develop and promote better waste management practices,
- contribute to objectives and targets of the waste strategy,
- align with current priority areas:
 - food waste minimisation,
 - plastic waste minimisation,
 - use of recycled construction and demolition (C&D) material; and
- potential for projects in other areas, particularly aligning with Business Plan (e.g. Better Bins).

Assessment of applications

Transparent, competitive and merit based process.

- Assessment process:
 - Applications are assessed by individual panel members.
 - Panel meets to form consensus view.
 - Panel submits recommendations to Department's Executive for review.
 - Executive submits recommendations to Waste Authority for review.
 - Chairman recommends to the Minister for Environment for approval.

Eligible projects and events

Research, development and implementation of activities that:

- Facilitate diversion of waste from landfill.
- Contribute to better waste management practices
 - better practice guidelines,
 - training and knowledge sharing; and
 - promotion and recognition of better practices.

Projects and events

Potentially eligible

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

Ineligible

- ✗ infrastructure purchase and development
- ✗ projects nearing completion
- ✗ operational activities
- ✗ legislative obligations
- ✗ projects that do not facilitate or clearly report on waste diversion from landfill

A successful application

- Aligns with the objectives of the waste strategy.
- Aligns with State Government and Waste Authority priorities.
- Is correct and accurate (including costings).
- Considers stakeholder consultation, collaboration and uptake.

Project description

Give a clear, specific description.

Provide sufficient detail.

- ✘ Increase recycling of hardwood.
- ✓ Development and delivery of four source separation workshops in the XYZ community to reduce recyclables bin contamination by 15 per cent.

Outcomes

What will be the effect of the activity on waste management? Are there multiple outcomes?

Provide sufficient detail.

- ✘ Show that solutions to our waste problems are possible if we work together.
- ✓ Total volume of household plastic waste in City of XYZ reduced by 10 per cent by January 2019.
- ✓ 50+ stakeholders attend the Recycling and Composting waste event.

Objectives

What do you aim to achieve? What are the specific goals of the activity?

Address the objectives of the waste strategy.

Address the State Government and Waste Authority stated priorities.

- ✘ Inform the business for growth and scale.
- ✓ Reduce the contamination of recyclable household waste in XYZ Regional Council area by 50 per cent so that a larger percentage can be recovered.

Deliverables

What tangible (and intangible) products or services will be delivered?

- ✘ A business working model.
- ✓ Development and delivery of five 'waste reduction' seminars for businesses generating food waste in Metro Perth in Q3 2018, with target attendance of 150 organisations.

Key performance indicators

How will you measure success?

Use *SMART* KPIs:

- Specific*
- Measurable*
- Achievable*
- Relevant*
- Time-bound*

- ✗ **Changes in waste levels.**
- ✓ **X tonnes of food and garden organic waste per month diverted from landfill in trial area.**

Methodology and scope

- Give sufficient detail to enable assessors to understand how the project will be delivered:
 - what, when, how, why?
- Consider scope to expand or extend the project.

Selection criteria

- Detail how project meets the selection criteria.
- Be specific – avoid generalisations and vague statements.
- Consider relevance to waste strategy, and State Government and Waste Authority stated priorities.
- Value for money is a key consideration.
- Ensure adequate time to deliver the initiative.

Stakeholder consultation and roles

Who have you consulted with in developing the proposal? Who will you consult with in delivering it? What will their role be?

Include details to demonstrate that the proposal takes stakeholders views into account.

- ✘ **Consultation with stakeholders.**
- ✓ Consultation with at least three large businesses (>500 employees) that generate food waste, relevant peak body ABC and XYZ University at project commencement to scope key barriers for minimisation of waste.
- ✓ Workshop to discuss draft findings with **[identify specific target]** stakeholders.

Milestones

When will the project or event be delivered? What are the key deliverables and when will they be delivered?

Include a high level summary of key steps and timings.

- ✘ Agreement signed Q2 2018
- Events organised Q3 2018
- Project ends Q4 2018

- ✓ Initial research report on key problematic waste types 30 June 2018
- Engage researcher using appropriate procurement method 31 July 2018
- Publication of final report and case studies 30 October 2018

Costings

How much will it cost to deliver the activity?

Is it good value for money?

Include detailed, realistic and evidence based costings.

✘ Staff	\$9,000
Measuring equipment	\$1,000
✓ 0.4 FTE Waste Education Officer for 12 weeks	\$5,760
Hire of screening plant for eight weeks	\$8,000

Co-contributions will be considered favourably. Co-contributions can be a combination of cash and in-kind contributions.

Reporting – a key deliverable

How and when will you report on delivery progress?

- You must include high level summary of key steps and timings.
- Indicate how progress will be reported to the Waste Authority (milestone/financial reporting and final project report).
- Detail how the benefits of the project will be communicated to relevant stakeholders and broader community.

Final tips

- Read the guidelines (www.wasteauthority.wa.gov.au/programs/cie)
- Consult with the CIE coordinator if required.
- Make your application comprehensive and clear.
- Check that all information provided is accurate.
- Ask yourself ‘Would I invest in this? Why?’

2018 applications

- Close at 12pm on Monday, 12 February 2018.
- Must be submitted through the online portal.
- Guidelines and application forms:
www.wasteauthority.wa.gov.au/programs/cie
- For further information contact:
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