



Charitable recyclers dumping reduction program

Program guidelines 2018

April 2018

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ABBREVIATIONS

Department	Department of Water and Environmental Regulation
NACRO WA	National Association of Charitable Recycling Organisations Inc., Western Australia
Waste Authority	Waste Authority of Western Australia
WARR Account	Waste Avoidance and Resource Recovery Account
Waste strategy	Western Australian waste strategy: <i>Creating the right environment</i>

DEFINITIONS

For the purpose of this document, **waste strategy priorities** include the priorities, objectives, targets and strategies outlined in the Western Australian waste strategy.

References to **illegal dumping** mean reusable or unusable donations deposited and left beyond the bounds of the facilities provided at a donation site.

Applicant is the charitable recycler that submits the funding application, will act as signatory to the funding agreement and has additional responsibilities as specified in these guidelines.

Donation site means a collection point or shopfront where donations are deposited by the public for further processing by a charitable recycler. Clear instructions are provided at a donation site as to appropriate placement of donations by the public, as well as which items are acceptable.

Intervention means strategies aimed at reducing illegal dumping or littering at donation sites as set out in the Better practice for charitable recyclers guidelines. This may include strategies that aim to deter illegal dumping and improve site servicing.

Partner organisation is a charitable recycler working with the applicant to deliver and report on the intervention strategies.

Post-intervention monitoring means quantitative and qualitative data obtained through observation at the donation sites, after the implementation of intervention strategies.

Pre-intervention monitoring means quantitative and qualitative data obtained through observation at the donation sites, prior to the implementation of intervention strategies.

Problematic donation site means a collection point or shopfront where donations are deposited that has ongoing issues with illegal dumping, littering or unusable donations or that are subject to antisocial behaviour such as graffiti or arson.

Unusable donations means items which cannot be reasonably reused or recycled by the charitable recycler that are disposed of to landfill. Unusable donations may include general rubbish, electrical appliances and poor quality or damaged goods.

1. Background

Table 1 shows the 2020 targets for diversion of waste from landfill set out in the Western Australian waste strategy (**waste strategy**).

Sector	2020 target
Municipal solid waste - metropolitan region	65%
Municipal solid waste - major regional centres	50%
Construction and demolition - state	75%
Commercial and industrial - state	70%

Table 1: Waste strategy - 2020 landfill diversion targets

The State Government recognises the benefit of working with charitable recyclers that apply resources to divert unwanted reusable items from landfill.

Charitable recyclers operate on a not-for-profit basis providing essential community services to Western Australians in need. These organisations regularly dispose of material that is illegally dumped or littered at their donation bins or shopfronts and well-intentioned but unusable donations that cannot be recycled or reused.

The cost of dealing with and disposing of this material to landfill diverts funds from the organisations' core business. The State Government supports the efforts of charitable recyclers to divert waste from landfill by assisting them with the management of illegal dumping, littering and unusable items.

The unauthorised discharge or abandonment of waste, which is an offence under section 49A of the *Environmental Protection Act 1986*, is broadly referred to as illegal dumping. The Department of Water and Environmental Regulation (the Department) investigates and prosecutes illegal dumping under the Act.

Illegal dumping creates issues including the loss of amenity, clean-up costs, criminal activity (such as vandalism and arson) and potential environmental harm. To support charities to manage illegal dumping, the Waste Authority administers the charitable recyclers rebate. This program provides a rebate of the waste levy paid by charitable recyclers on unusable materials left at their facilities and disposed of to landfill.

The charitable recyclers dumping reduction program will complement the rebate program and support charitable recyclers. The program aims to reduce the occurrence of illegal dumping and littering and to prevent unusable items being left at donation sites, which ultimately end up in landfill. Landfilling waste costs charitable recyclers over \$300,000 in disposal fees each year in the Perth metropolitan region.

The charitable recyclers dumping reduction program is funded by the State Government through the Waste Avoidance and Resource Recovery Account (WARR Account) and administered by the Waste Authority.

These guidelines provide information on the options available for charitable recyclers to participate in the dumping reduction program, including detailed information on how to apply, the eligibility criteria and the assessment process.

2. Program overview

The dumping reduction program has a budget of \$50,000 in 2017-18.

Participants are required to contribute at least 20 per cent to the cost of a project.

The focus of this funding round will be on implementing demonstration projects and monitoring and evaluating their effectiveness.

In future years, the program will focus on the implementation of the most effective strategies.

2.1 Objectives

The objectives of the dumping reduction program are aligned with objectives 3 and 5 of the waste strategy:

- Strategic objective 3 - Develop best practice guidelines, measures and reporting frameworks and promote their adoption.
- Strategic objective 5 - Communicate messages for behaviour change and promote its adoption, and acknowledge the success of individuals and organisations that act in accordance with the aims and principles in the waste strategy and assist in its implementation.

3. Assessment criteria

Dumping reduction program applications will be assessed against the eligibility criteria by an independent assessment panel. The assessment panel's recommendations will be reviewed by the Department's executive, submitted to the Waste Authority for endorsement and then to the Minister for Environment for approval.

Successful applicants will be notified in writing and will be required to sign a funding agreement prior to commencing the proposed program activity.

3.1 Eligible organisations

To be eligible for dumping reduction program funding, a charitable recycler must:

- be a charitable organisation licensed under the Western Australian *Charitable Collections Act 1946*
- have obtained deductible gift recipient status from the Australian Taxation Office
- collect or receive goods at public drop-off or donation points such as charity bins or shopfronts in the Perth metropolitan region, in accordance with a community service or activity that benefits the community
- be a member of National Association of Charitable Recycling Organisations Incorporated, Western Australia (NACRO WA)
- have no outstanding obligations under other Waste Authority funding programs.

3.2 Funding criteria

Applications will also be assessed on the extent to which they demonstrate:

- a **sound rationale** for the selection of the target donation sites
- **value for money** on project proposals and sound procurement practices through quotations, as applicable
- **methodology** to collect robust quantitative and qualitative data sets to monitor progress at donation sites
- **organisational capacity** to evaluate outcomes and deliver the final report on time and to a good standard.

3.3 Preferred project

Preference will be given to applications that address the following criteria:

- Collaboration: two or more eligible charitable recyclers working together to support each other's donation sites. For applications involving more than one charitable recyclers, an applicant must be nominated. The applicant is the charitable recycler that submits the funding application and is the signatory to the funding agreement. The applicant has additional responsibilities as specified in these guidelines.
- Target and monitor problematic sites: a minimum of two problematic sites must be nominated by each charitable recycler, with no less than four sites per application. Charitable recyclers should select sites with recurring issues.
- Commit to pre-intervention monitoring: to be undertaken for the first three months of the project at an agreed monitoring frequency.
- Implement no more than two interventions at each problematic site: charitable recyclers to implement approved intervention strategies after three months of pre-intervention monitoring.
- Follow appropriate processes to implement interventions: where relevant, at least three competitive quotes are obtained when procuring products and services throughout the project. Evidence of good procurement practices must be provided in the application and final report.
- Commit to post-intervention monitoring: This includes maintaining photographic evidence of illegal dumping and recording quantitative and qualitative data at an agreed frequency. Records should be kept using the monitoring sheet provided.
- Consistently and effectively communicate key messages to the community: provide instructions at donation sites and acknowledge WARR Account funding, in accordance with the [acknowledgement guidelines](#).
- Commit to providing a comprehensive project evaluation report as detailed in section 8 of these guidelines.

3.4 Activities

Activities that may be eligible for dumping reduction program funding include:

Purchase and installation of equipment or infrastructure

- signage
- bin replacement or refurbishment of collection bins
- exterior sensor lighting
- optical surveillance devices
- fencing and gates
- other interventions, as agreed with the department

Servicing to enable improved site monitoring

- increasing the frequency of servicing of collection bins
- additional operational staff (in hours required per week)

Costs associated with

- pre-intervention data monitoring
- post-intervention data monitoring
- report preparation

3.5 Duration

Funding is available for projects that can be completed by 1 March 2019.

3.6 Co-contribution

To be eligible for funding, applicants and their partner organisations must contribute at least 20 per cent of the total cost of the project.

4. Applications

Applications must be made using the dumping reduction program application form. The signed application forms part of the funding agreement. Supporting information can be attached to the application.

Applicants may participate in more than one application.

Applications must be signed by the chief executive officer or an authorised officer of the applicant and any partner organisations.

Completed applications must be submitted through the Waste Authority portal www.wasteauthority.wa.gov.au/programs/public-submissions prior to the advertised closing time. Late applications will not be accepted.

5. Funding agreement

Successful applicants will be notified in writing and provided with a funding agreement outlining the terms and conditions of the funding.

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

6. 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.

7. Timeframes

Table 2 outlines proposed milestones for the dumping reduction program.

Applications are to be submitted by 5:00 pm Friday, 4 May 2018.

Approved project(s) must conclude by 1 March 2019.

Due dates for approved projects are expected to be met on time and to standard.

Milestone	Date
Dumping reduction program applications received	5:00 pm, 4 May 2018
Funding agreement signed	No later than 30 June 2018
50 per cent up-front payment for projected expenditure	By 13 July 2018
Pre-intervention monitoring of sites	1 August 2018 to 31 October 2018
Intervention efforts implemented	By 31 October 2018
Post-intervention monitoring of sites	1 November to 31 January 2018
Project Evaluation Report signed and submitted	1 March 2019
Acquittal and balance payment	15 April 2019

Table 2: Proposed dumping reduction program milestones

8. Reporting

Each approved applicant, with support from partner charitable recycler(s), is required to submit a project evaluation report that analyses and evaluates the effectiveness of the different intervention strategies trialled in the project for the relevant sites. The report shall include:

1. An account of the problematic donation sites pre-intervention, identifying their locations, how they are set up and describing the issues that have been experienced at the sites.
2. Details of the monitoring of the project sites pre- and post-intervention.
3. Analysis of the effectiveness of the strategies through quantitative and qualitative data sets collected through the pre- and post-intervention monitoring periods. Any improvements or ongoing issues should also be discussed.
4. Itemisation of the amount and timing of funds spent during the project.

The report must be submitted by 1 March 2019, using the report template provided by the Department. It must be signed by an authorised officer of the applicant.

It is important that comprehensive and accurate reports are submitted on time. Future funding will depend on applicants' demonstrated capacity to achieve project deliverables, including income and expenditure management, reporting and timeframes.

Final payment will not be made until the project evaluation report has been approved by the Department.

8.1 Detailed requirements for the project evaluation report

Part 1 – Preliminary assessment (three months)

Part 1 reports the baseline data collected.

Charitable recyclers will need to collect information for Part 1 of the evaluation report between 1 August 2018 and 31 October 2018.

Monitoring sheets, which will need to be aggregated into the project evaluation report template, must be completed during Part 1. Charitable recyclers (s) must compile their observations and, where appropriate, provide evidence of:

- illegal dumping and littering (photographs or other evidence) that has been observed at the nominated problematic donation sites; and/or
- site by site analysis and an aggregated report on the frequency, quantities and type of items illegally dumped or littered during the preliminary assessment period.

Part 2 – Project assessment (three months)

Part 2 reports the outcomes from the monitoring sheets and a qualitative assessment.

Charitable recyclers will need to collect information for Part 2 of the evaluation report between 1 November and 31 January 2019.

In Part 2, charitable recyclers (s) must continue to monitor illegal dumping and littering on the sites and also compile observations and, where appropriate, provide evidence to demonstrate:

- the donation sites have implemented intervention activities (photographs, or other evidence).
- the applicant's assessment of the outcomes of the project including:
 - achievement of project objectives and contribution to waste strategy priorities
 - the contribution to continuous improvement in charitable recycling better practice
 - relevant statistics and monitoring results
 - effectiveness of the intervention activities.

Additional information may be included as an attachment to the report.

Part 3 – Financial report

Part 3 is the financial report which details the project's income and expenditure.

The financial report must be signed by the chief executive or chief finance officer of the applicant.

In Part 3, the charitable recyclers must provide:

- a statement of income and expenditure
- evidence that the applicant and any partners have made a minimum 20 per cent financial contribution
- copies of invoices and receipts
- other information reasonably requested by the Waste Authority or the Department.

9. Payment

Payment for approved projects will be made in two tranches.

The initial payment will be 50 per cent of the total approved funding requested, made to the applicant on behalf of its partner(s). The applicant is responsible for distributing funds received to partners as appropriate.

The second payment will only be made for the balance of approved funding, based on evidence of expenditure provided. 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.

All projects funded through the dumping reduction program must be fully implemented, funds expended or committed and final reports submitted by the completion date specified in the program agreement.

9.1 Initial payment

A 50 per cent up-front payment will be made to the applicant following execution of the funding agreement and receipt of a tax invoice, based on the costing included in the application form.

9.2 Final payment

A final project payment will be made to the applicant upon:

- Demonstrated completion of the project by 1 March 2019.
- Completion and submission of project evaluation reporting in accordance with section 8 of these guidelines. Payment will be based on the information provided in Part 3 of the project evaluation report.
- Approval by the department
- Submission of a tax invoice to the dumping reduction program co-ordinator.

No additional funding will be provided for projects that exceed approved funding.

9.3 Supporting evidence

Prior to the first release of funds, the applicant will be required to provide the department with evidence that it:

- is a charitable organisation licensed under the Western Australian *Charitable Collections Act 1946*
- has obtained deductible gift recipient status from the Australian Taxation Office
- collects or receives goods at public drop-off or donation points such as charity bins or shopfronts in the Perth metropolitan region, in accordance with a community service or activity that benefits the community
- is a member of NACRO WA

- has 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 the dumping reduction program.

9.4 Verification of expenditure

Recipients must provide evidence of project expenditure. The charitable recyclers dumping reduction program co-ordinator will assess the project evaluation report, including the financial information, to ensure that sufficient evidence of expenditure and completion of the project(s) is provided and that reports have been certified by the authorised officer(s).

10. Variations

In some cases project variations may be required due to unforeseen circumstances, including changes to agreed amounts, achievement dates or changes in activities. In such circumstances, the applicant shall advise the dumping reduction program co-ordinator and 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 review and approval by the Department and/or the Waste Authority.

A major variation occurs when:

- the majority or all components of a project are not expected to be completed by agreed deadlines
- there is a change in the focus of the project
- there is some other significant change in the project or its outcomes.

10.1 Structure of applicant

Where changes occur to the structure or composition of the applicant during the course of the project, depending on the bearing of the change on the application, the Department may seek to amend the application. This may include the refund of unspent moneys, resulting in a reduction in the funding allocated, where appropriate.

The Applicant shall advise the dumping reduction program co-ordinator, in writing, if changes in the structure or composition of the applicant or any partners occur.

11. Funding acknowledgement

In signing the funding agreement and application, applicants agree to comply with the Waste Authority acknowledgement guidelines 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 found on the Waste Authority [website](#).

12. Associated documents

- Better practice guidelines for charitable recyclers.
- Charitable recyclers dumping reduction program application form.
- Charitable recyclers dumping reduction program funding agreement.
- Project evaluation reporting template.
- Project variation request form.

Dumping reduction program documents are available at www.wasteauthority.wa.gov.au/programs/crdrp.

13. Contact details

All communications should be directed to the charitable recyclers dumping reduction program coordinator.

Charitable recyclers dumping reduction program coordinator

Phone: 08 6364 6945

Locked Bag 33, Cloisters Square

PERTH WA 6850

Email: betterpractice@dwer.wa.gov.au