



Community and Industry Engagement Program

Guidelines 2019-20

STREAM 1: CIE Recycling Infrastructure

STREAM 2: CIE General

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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).

The Community and Industry Engagement (CIE) program is a State Government program administered by the Department of Water and Environmental Regulation acting for the Waste Authority, which supports projects that contribute to the Waste Strategy's objectives and targets.

The CIE program provides funding under two streams:

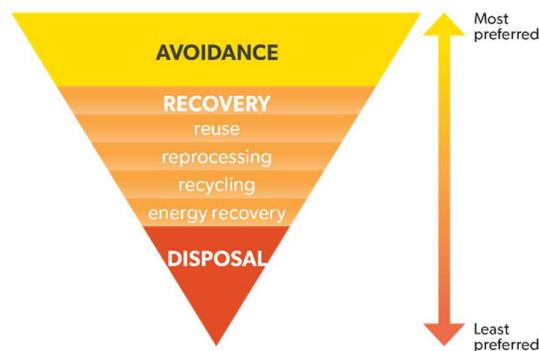
- **Stream 1: CIE – Recycling Infrastructure**
- **Stream 2: CIE – General**

These guidelines provide information on how to apply for CIE funding for Stream 1 and Stream 2 projects.

Table 1: Waste Strategy Objectives and Targets

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>
<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% ○ 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

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:

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

The Waste Strategy also identifies:

- focus materials and priorities for actions and measurement under the Waste 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; and
- a headline strategy to provide funding to promote the recovery of more value and resources from waste with an emphasis on focus materials.

2. PROGRAM OVERVIEW

2.1 Stream 1: CIE - Recycling Infrastructure Funding Stream

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

Priority will be given to infrastructure projects that support recovery and reprocessing of focus materials as described in the Waste Strategy.

A maximum \$250,000 grant limit applies per project.

2.2 Stream 2: CIE – General Funding Stream

The aim of the CIE General Funding Stream is to support eligible organisations to develop and implement projects that promote behaviour change through better practice systems and processes, education and knowledge sharing to facilitate the objectives, targets, guiding principles and focus materials in the Waste Strategy.

A maximum \$100,000 grant limit applies per project.

3. OBJECTIVES

The objectives of CIE are aligned with the objectives of the Waste Strategy. Assessment of applications for 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; and
- projects relating to focus materials, including plastics, paper and cardboard, organics (including food organics), construction and demolition waste, metals, glass, textiles and hazardous waste (non-domestic).

CIE 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.

The aim of the CIE Recycling Infrastructure Funding Stream is to support investment in local recycling infrastructure that contributes to the achievement of the Waste Strategy's objectives, targets and guiding principles.

4. CRITERIA

CIE applications will be assessed against eligibility, priority and rating criteria by independent selection panels. Panel recommendations for funding are reviewed and endorsed by the Department's Executive and the Waste Authority, and submitted to the Minister for Environment for approval.

4.1 Eligibility criteria

CIE funding is available for projects implemented in Western Australia. Organisations eligible for CIE funding are:

- businesses
- community groups
- industry
- local governments
- not-for-profit organisations, including charitable recycling organisations
- peak industry bodies
- regional councils
- research and education organisations
- 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 – Recycling Infrastructure Funding

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 recovery and recycling.

Projects that are eligible for the 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.

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.

Stream 2: CIE – General Funding

Projects that are eligible for the 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:

- resources directly relevant to the project/activity
- venue hire and set up, including equipment
- keynote speaker costs
- promotion and advertising
- report preparation.

Infrastructure, including plant and other large equipment items, are not funded through Stream 2.

Please contact the CIE Coordinator if you require advice on eligibility of budget items.

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 this 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

All applications will be assessed against the following four 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.

In addition, applicants for recycling infrastructure funding will be assessed against siting, licensing and compliance considerations as outlined in section 4.3 of these guidelines.

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 for 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 of waste expected to be recovered as a result of implementing the project.
- Additional economic benefit, such as an increase in the value of recovered material, jobs and 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 the project may 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 project budget showing the full cost and sources of funding for the project; a recent financial statement from the applicant (for example, recent accounts or a balance sheet).
- 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.

4.3 Specific assessment criteria - Recycling Infrastructure

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 relevant CIE application form (Stream 1 or Stream 2 application form). Successful applications' form will become part of the funding agreement.

Applications should be concise, and supporting information may be attached to the application form where relevant.

Applicants can submit more than one application in each funding round.

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

Completed applications must be submitted through the Waste Authority portal: www.wasteauthority.wa.gov.au/programs/public-submissions/cie prior to the closing date of each funding round.

All applications submitted via the website's public submissions portal will receive on-screen and email confirmations. If a confirmation email is not received, please contact the CIE Coordinator via email to confirm that your application has been received.

The CIE Coordinator may contact you for further information about your application to support its assessment. Please ensure your contact details are correct, and the email supplied is monitored daily. Once applications close, no further project information can be accepted.

Please allow at least 12 weeks from the funding round closing date for advice regarding the outcome of an application.

Late applications will not be accepted.

All organisations that apply for funding will be notified via email of the outcome of their submission. Detailed feedback will be provided to unsuccessful applicants.

6. FUNDING AGREEMENT

Successful applicants will be 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 State of Western Australia, administered by the Department.

7. PERFORMANCE MONITORING

The Department will undertake regular monitoring of project implementation, and regular reporting will be a key project deliverable. Regular monitoring may also include regular progress meetings, site visits, and requests for additional information from grant recipients.

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

8. REPORTING

It is important that accurate and timely reports are submitted. Eligibility for future WARR Account funding is dependent on a grant 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 milestone and financial review reports must include:

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

Grant recipients must submit appropriate evidence to the CIE Coordinator once milestones have been achieved and reported (for example, tax invoices or other formal documentation that supports the activity and related expenditure).

The CIE Coordinator will assess whether the relevant milestone has been met and adequately reported, and once satisfied, the invoice will be processed.

Invoices relevant to the reporting period must be attached to the report. Additional information to support the expenditure may be requested.

8.2 End of project reports

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

Project acquittal will not be completed until the final reports have been approved by the Department. This final report may be published on the Waste Authority website to support knowledge sharing.

A. Project Evaluation report

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

The project evaluation report must include:

- information about how the grant funds have been applied
- 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 Department.

B. Financial report

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

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

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 incurred costs will be paid for.

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 Department being satisfied that such payments are consistent with its financial obligations and responsibilities under the *Financial Management Act 2006*, the *Waste Avoidance and Resource Recovery Act 2007* and other relevant legislation.

9.1 Supporting evidence

Prior to releasing funds, recipients will be required to provide evidence of:

- its incorporation under the *Associations Incorporation Act 1987* or the *Corporations Law 2001* and Corporations Regulations 2001 (or your auspice if you have one)
- its ABN and notice of its goods and services tax registration
- certificates of currency for relevant insurances to cover its potential liability in conducting activities funded through CIE. These may include, but are not limited to:
 - worker's compensation insurance
 - directors and officers liability
 - personal accident insurance for volunteers
 - content / mobile plant and equipment insurance
 - public liability insurance

9.2 Verification of expenditure

Recipients must provide evidence of project expenditure. The CIE Coordinator 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. Proposed milestones will be assessed by the CIE Coordinator and included in the application as relevant to the CIE funding round. Proposed milestone payments may be applied commensurate with the significance of the milestone activity.

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

Projects are expected to be completed within the financial year relevant to the funding round. As a minimum, one project initiation and one final acquittal milestone, including associated financial payments, would apply.

Milestone payments may be made on:

- completion of milestones in accordance with the agreed project payment / reporting schedule
- evidence of expenditure (including copies of invoices, evidence of payment and detail of recipient matching contributions where relevant)
- submission of milestone and financial reports as relevant
- submission of associated tax invoice
- assessment of relevant documentation (reporting, invoice) and approval by the Department for the relevant amount based on evidence provided and the relevant schedules in the funding agreement.

9.4 Final payment

Once the project is completed, a final project payment will be made upon:

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

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

10. VARIATIONS

10.1 Milestones

In some cases, variations to a project 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 through the submission of 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 and approval by the Department on behalf of 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
- there is some other significant change in the project or its outcomes
- there are 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 State Government and the Waste Authority for the provision of WARR Account funding support when referring to the funded project.

WARR Account funding support must be included 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 documentation includes:

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

The CIE Coordinator is available to assist on any documentation related queries and provision of templates.

13. CONTACT DETAILS

If you require further information about the Community and Industry Engagement Program, or wish to discuss your project's eligibility, please contact:

CIE Coordinator

Waste Programs – Waste Avoidance and Resource Recovery Division

Department of Water and Environmental Regulation

Phone: 6364 6945

Email: cie@dwer.wa.gov.au