



# **Charitable Recyclers Dumping Reduction Program**

## **Guidelines**

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## ABBREVIATIONS

<b>Department</b>	<b>Department of Water and Environmental Regulation</b>
<b>Dumping reduction program</b>	Charitable recyclers dumping reduction program
<b>NACRO WA</b>	National Association of Charitable Recycling Organisations Inc., Western Australia
<b>Waste Authority</b>	Western Australian Waste Authority
<b>WARR Account</b>	Waste Avoidance and Resource Recovery Account
<b>Waste Strategy</b>	Waste Avoidance and Resource Recovery Strategy 2030

## DEFINITIONS

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

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 and 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 in conjunction 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

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

*Table 1: Waste Avoidance and Resource Recovery Strategy 2030 - objectives and 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.

The charitable recyclers dumping reduction program will complement the charitable recyclers 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 a State Government program administered by the Department of Water and Environmental Regulation acting for 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 2019 - 2020.

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

### 2.1 Objectives

The dumping reduction program aligns with the Waste Avoidance and Resource Recovery Action Plan 2030, which targets reductions in illegal dumping and the provision of funding to promote the recovery of more value and resources from waste with an emphasis on focus materials.

The delivery of actions 5.5 and 8.2, detailed below, are the focus of the dumping reduction program which aligns with the vision, objectives, targets, guiding concepts and principles of the waste strategy.

#### **5.5 Illegal dumping strategies**

*Implement actions to protect the environment from the impacts of illegal dumping:*

#### **8.2 Facilitate waste avoidance and recovery**

*Identify priority areas needing funding and establish a funding program(s) to support the adoption of waste-avoiding practices and behaviour and/or the recovery of resources from waste, with an emphasis on:*

- *focus materials*
- *reuse and low-waste alternatives*
- *community, government and industry initiatives that lead to waste avoidance and resource recovery*
- *increasing the uptake of better practice approaches.*

## 3. Assessment criteria

Dumping reduction program applications will be assessed against eligibility criteria by an independent assessment panel. The assessment panel's recommendations will be reviewed and endorsed by the Department's Executive and the Waste Authority, and submitted 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, or an equivalent system agreed with the Department.
- **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
- expansion of interventions trialled in previous dumping reduction programs
- 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 31 July 2020.

### **3.6 Co-contribution**

To be eligible for funding, applicants and their partner organisations must contribute a minimum of 20 percent of the total cost of the project. The contribution can be cash, in-kind or a combination of both.

## **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 located at [www.wasteauthority.wa.gov.au/programs/public-submissions](http://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 State of Western Australia, administered by the Department.

## **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 18 November 2019,.

Approved project(s) must conclude by 31 July 2020.

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, 18 November 2019
Funding agreement signed	No later than 18 December 2020
50 per cent up-front payment of approved grant funding	By 31 December 2019
Pre-intervention monitoring of sites	1 January 2020 to 31 March 2020
Intervention efforts implemented	By 1 April 2020
Post-intervention monitoring of sites	1 April to 30 June 2020
Project Evaluation Report signed and submitted	31 July 2020
Acquittal and balance payment of approved grant funding	31 August 2020

*Table 2: Dumping reduction program milestone dates*

## 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 project evaluation report must be submitted by 31 July 2020, 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 January 2020 and 31 March 2020.

Monitoring sheets, which will need to be aggregated into the project evaluation report template, must be completed during Part 1. Charitable recyclers 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 intervention(s) using the monitoring sheets and a qualitative assessment.

Charitable recyclers will need to collect information for Part 2 of the evaluation report between 1 April 2020 and 30 June 2020.

In Part 2, charitable recyclers 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 to the project
- 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, 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.

### 9.2 Final payment

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

- Demonstrated completion of the project by 31 July 2020.
- 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:

<http://www.wasteauthority.wa.gov.au/programs/other-programs/crdrp>

## 13. Contact details

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

Department of Water and Environmental Regulation  
Waste Avoidance and Resource Recovery  
Att: Charitable recyclers dumping reduction program coordinator  
Locked Bag 10 Joondalup DC WA 6919

T: 08 6364 6945

E: [betterpractice@dwer.wa.gov.au](mailto:betterpractice@dwer.wa.gov.au)