



Charitable Recyclers Dumping Reduction Program

Getting our WasteSorted

Guidelines

Table of contents

1. Background.....	2
2. Program overview	2
2.1 Objectives	3
3. Assessment criteria.....	3
3.1 Eligible organisations.....	3
3.2 Funding criteria.....	3
3.3 Preferred project.....	4
3.4 Activities	5
3.5 Duration	5
3.6 Co-contribution	5
4. Applications	5
5. Funding agreement.....	6
6. Performance monitoring.....	6
7. Timeframes.....	6
8. Reporting	6
8.1 Requirements for the project evaluation report	7
9. Payment	8
10. Supporting evidence	8
11. Variations.....	9
12. Funding acknowledgement	9
13. Associated documents.....	9
14. Contact details.....	9
15. Glossary	10

1. Background

Vision	<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>		
Objectives	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>
Targets	<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%. • From 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.

Table 1: Waste Avoidance and Resource Recovery Strategy 2030 – objectives and targets

The State Government recognises the benefit of working with charitable recyclers that 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 either illegally dumped or littered at their donation bins or shopfronts, or donated by well-intentioned community members but which cannot be recycled or reused.

The cost of dealing with and disposing of this material to landfill diverts funds from an organisation's 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* (EP Act), is broadly referred to as 'illegal dumping'. The Department of Water and Environmental Regulation (the department) investigates and prosecutes illegal dumping under the EP Act.

Illegal dumping creates issues such as the loss of amenities, costs associated with clean-up, criminal activity (e.g. vandalism and arson) and potential environmental harm.

2. Program overview

The Charitable Recyclers Dumping Reduction Program (DRP) is a State Government program administered by the department, acting on behalf of the Waste Authority.

Landfilling waste costs charitable recyclers over \$1 million in disposal fees each year in the Perth metropolitan region. The DRP will complement the Charitable Recyclers Rebate Program and support charitable recyclers.

The DRP 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. The DRP will support funding for equipment and behaviour change communications to reduce dumping and improve collections at collection sites.

The DRP has a budget of \$50,000 in 2020–21.

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

2.1 Objectives

The DRP aligns with the *Waste Avoidance and Resource Recovery Action Plan 2030*, and aims to:

- reduce dumping at charity collection sites
- encourage positive behaviour change
- demonstrate successful interventions through action-oriented research
- share project outcomes with other charitable organisations.

3. Assessment criteria

DRP applications will be assessed against eligibility criteria by an assessment panel drawn from the department's staff. 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 project activity.

3.1 Eligible organisations

To be eligible for DRP 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; and/or preferred communication methods for behaviour change initiatives
- *value for money* on project proposals
- *methodology* to collect robust quantitative and qualitative data to monitor progress at donation sites and record behaviour change outcomes
- *organisational capacity* to evaluate project outcomes and deliver detailed acquittal reports on time and to a high 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 recycler, a lead organisation must be nominated.

The lead organisation (the applicant) is the charitable recycler that submits the funding application and is the signatory to the funding agreement. The lead organisation has additional responsibilities as specified in these guidelines.

- Targeting and monitoring problematic sites: a minimum of two problematic sites must be nominated by each charitable recycler, with no fewer than four sites per application. Charitable recyclers should select sites with recurring dumping issues.
- Commitment to pre-intervention monitoring: to be undertaken for the first three months of the project at an agreed monitoring frequency.
- Implementation of no more than two interventions at each problematic site: charitable recyclers must implement approved intervention strategies after three months of pre-intervention monitoring.
- Use of appropriate processes to implement interventions: evidence of appropriate market research and good procurement practices must be provided in the application.
- Commitment 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.
- Consistent and effective communication of key messages to the community: including instructions at donation sites and community education about responsible donating. Commitment to acknowledge Waste Avoidance and Resource Recovery Account (WARR Account) funding, in accordance with the [acknowledgement guidelines](#).

3.4 Activities

The DRP will support funding of equipment and communications that reduce dumping and improve collections at collection sites.

Activities that may be eligible for DRP funding include:

Purchase and installation of equipment or infrastructure:

- signage
- collection bin replacement or refurbishment
- exterior sensor lighting
- optical surveillance devices
- fencing and gates
- expansion of interventions trialled in previous dumping reduction projects
- other interventions, as agreed with the department.

Purchase and implementation of communications tools and initiatives:*

- behaviour change communication campaigns
- advertising to promote behaviour change.

*strong reference will be given to behaviour change campaigns that are aligned with the Waste Authority's [WasteSorted](#) behavior change collateral for consistent communication purposes. Contact [WasteSorted](#) for more information.

Costs associated with:

- pre-intervention data monitoring
- post-intervention data monitoring.

3.5 Duration

Funding is available for projects which can be completed by 1 June 2021.

3.6 Co-contribution

To be eligible for funding, applicants and their partner organisations must contribute a minimum of 20 per cent 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 [DRP application form](#). The signed application form becomes part of the funding agreement. Supporting information can be attached to the application.

Applicants may participate in more than one project 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 website](#) 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 identifies projects that may be experiencing delays or other issues.

7. Timeframes

Table 2 outlines proposed milestones for the DRP.

Applications are to be submitted by 5:00 pm, 17 August 2020.

Approved project(s) must conclude by **1 June 2021**.

Milestone	Date
Applications received	5:00 pm, 17 August 2020
Funding agreement signed	No later than 26 October 2020
Payment of approved grant funding	By 1 November 2020
Pre-intervention monitoring of sites	1 November 2020 to 31 January 2021
Intervention efforts (equipment/communication campaign) implemented;	By 1 February 2021
Post-intervention monitoring of sites; Review of communication campaign outcomes	1 February to 30 April 2021
Project reports (evaluation & financial) submitted to the Department	1 June 2021
Approval of Acquittal reports	30 June 2021

Table 2: Charitable Recyclers 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 should include:

- An account of the problematic donation sites pre-intervention, identifying their locations, how they are set up and describing the dumping and other issues which have been experienced at the sites.
- Details of the monitoring of the project sites pre- and post-intervention (e.g. the introduction of equipment or a behaviour change campaign to reduce dumping).
- Analysis of the effectiveness of the intervention 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.
- Photos of equipment or items purchased with grant funds.
- Evidence of grant fund expenditure (invoices/receipts). A financial statement must be signed by an authorised officer for the project.

The project evaluation report, including the financial statement, must be submitted by 1 June 2021, using the [report template](#) provided by the department.

8.1 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 November 2020 and 31 January 2021.

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

- illegal dumping and littering (photographs or other evidence) that has been observed at the nominated problematic donation sites
- 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 February 2021 and 30 April 2021.

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)
- details of any communications/behaviour change campaign run to reduce dumping
- 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
- effectiveness of education/communications 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.

The recipient must provide:

- a statement of income and expenditure
- evidence that the applicant and any partners have made the required 20 per cent contribution to the project (financial, in-kind or a combination of both)
- copies of project invoices and receipts
- other information reasonably requested by the Waste Authority or the department.

9. Payment

Payment for approved projects will be made in full at the commencement of the project, following execution of the funding agreement and receipt of a tax invoice.

The grant payment will be made to the successful applicant on behalf of its partner(s). The successful applicant is responsible for distributing funds received to project partners as appropriate.

If project costs are below the approved funding for the project, or if projects are not completed in the allotted period, the grant recipient may be required to return funds to the department.

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

10. Supporting evidence

Prior to the grant payments, 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, which may include but are not limited to: workers' 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 DRP.

11. Variations

Project variations may be required due to unforeseen circumstances. In such circumstances, the grant recipient can make a project variation request.

Variations may relate to:

- budget: reallocation of grant funds within the budget to different areas of the project
- timelines: extensions for project completion dates.

Recipients are encouraged to contact the [DRP Coordinator](#) to discuss any potential changes to proposed projects.

12. 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 relating to the project
- articles and printed materials associated with the funded activity, including:
 - advertisements
 - signage (including posters and banners)
 - brochures
 - project reports
 - annual reports
 - newsletters
 - multimedia materials.

[Acknowledgement guidelines and logos](#) are available on the Waste Authority website.

13. Associated documents

All [DRP documents](#) are available on the Waste Authority website:

- *Better practice guidelines for charitable recyclers*
- *Charitable Recyclers Dumping Reduction Program application form*
- *Project evaluation reporting template*

14. Contact details

All communications should be directed to:

DRP Coordinator

Email: wastegrants@dwer.wa.gov.au

Phone: (08) 6364 6962

15. Glossary

Abbreviations

Department	Department of Water and Environmental Regulation
Dumping reduction program (DRP)	Charitable Recyclers Dumping Reduction Program
NACRO WA	National Association of Charitable Recycling Organisations Inc., Western Australia
Waste Authority	Western Australian Waste Authority
WARR Account	Waste Avoidance and Resource Recovery Account
Waste Strategy	<i>Waste Avoidance and Resource Recovery Strategy 2030</i>

Definitions

In this document, **Waste Strategy priorities** include the priorities, objectives, targets and strategies outlined in the *Waste Avoidance and Resource Recovery Strategy 2030*.

Illegal dumping refers to reusable or unusable donations deposited beyond the bounds of the facilities provided at a donation site.

Applicant/recipient 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.

Behaviour change refers to any transformation or modification of human behaviour.

Donation site is 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 which outline the appropriate placement of donations by the public and the items acceptable for donation.

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 is subject to antisocial behaviour such as graffiti or arson.

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