



# **WasteSorted Grants Organics Infrastructure 2022–23 Funding Guidelines**

**Applications close 12pm (WST)  
Monday 6 March 2023**



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## 1. Funding program summary

- Aims to protect the Western Australian environment by supporting existing food organic and garden organic (FOGO) waste facilities to refine their practices.
- Grants are for existing organics processors regulated under Part V of the *Environmental Protection Act 1986 (WA) (EP Act)*.
- Total program funding available is \$1,000,000.
- Maximum \$200,000 grant limit per operating site.
- Closing date – 12pm (WST) Monday 6 March 2023.

## 2. Background

Western Australia's [Waste Avoidance and Resource Recovery Strategy 2030](#) (waste strategy) 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. It contains strategies to support the uptake of separate FOGO collections and ambitious targets, including that all waste is handled by 'better practice' facilities by 2030.

The Department of Water and Environmental Regulation (the department) has developed the [Guideline: Better practice organics recycling](#) (the guideline) to define and benchmark what 'better practice' means for organics recycling facilities regulated under Part V Division 3 of the EP Act.

The guideline:

- enables better environmental management outcomes in the organics recycling industry by preventing impacts to the environment, water resources, public health and amenity
- provides guidance to operators of organics recycling facilities to achieve the waste strategy target for all waste to be managed and/or disposed to better practice facilities by 2030
- supports the waste strategy 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
- increases industry and community understanding of the regulatory process
- supports innovation and growth in the organics recycling industry by providing a benchmark that operators can use to inform the development of alternative approaches to achieve environmental performance objectives.

The uptake of new food organics and garden organics collections relies on the availability of suitable FOGO handling and processing capacity. The *WasteSorted Grants – Organics Infrastructure Program 2022–23* (WSGOI) is a State Government initiative to help fast-track existing organics handling and processing operators to transition to better practice aligned with the guideline.

WSGOI is administered by the Waste Authority and funded through the Waste Avoidance and Resource Recovery Account (WARR Account).

The following program guidelines detail how to apply for WSGOI funding.

### 3. Program overview

#### 3.1 Objectives

Projects must meet one or more of these objectives:

- address priority environmental performance objectives (aspects) outlined in Table 1 below
- support a higher benchmark of environmental management, beyond the existing regulatory controls and outcomes
- support ongoing outcomes of improved protection of the environment, public health and/or amenity beyond the life of the funding

The objective of this program is to deliver better practice operations rather than simply increasing output. Delivering better practice operations is expected to support improved product quality, which will in turn support markets for recycled organics.

#### 3.2 Grant amounts

A total of \$1,000,000 is available for projects to be funded in 2022-23.

A maximum \$200,000 grant limit applies per operating site.

WasteSorted Grants are available to help organisations deliver implementation-ready projects supported by well-developed and fully costed project plans.

### 4. Eligibility criteria

#### 4.1 Who can apply

Applicants who hold a licence or works approval for FOGO handling and processing at a prescribed premises regulated under the following categories:

- Category 61A/62: solid waste facilities or depots (waste transfer stations), premises on which FOGO is stored, sorted and/or processed; or

- Category 67A: compost manufacturing and soil blending, premises on which FOGO is stored pending processing, mixing, drying or composting to produce commercial quantities of compost or blended soils.

Applications for prescribed premises handling and processing other organic feedstocks as well as FOGO are eligible, where FOGO remains the focus material for the project. Applications for prescribed premises handling and processing other organic feedstocks such as garden organics only, and regulated under the above categories, will also be eligible although will be considered at a lower priority in the assessment process.

#### **4.2 What can be funded**

Funding is available for projects implemented in Western Australia, handling or processing waste wholly or primarily sourced in Western Australia.

Examples of infrastructure that may be funded by the program include:

- air extraction systems or aeration systems
- odour treatment systems (e.g. biofilters)
- enclosures (e.g. sheds)
- hardstands
- leachate and stormwater management infrastructure
- relevant monitoring equipment
- other equipment/infrastructure that addresses focus aspects.

#### **4.3 What will not be funded**

- projects outside Western Australia
- applicants from Christmas and Cocos (Keeling) Islands
- organisations that have outstanding waste levy payments
- organisations that have outstanding reports or other obligations under any programs funded through the WARR Account
- applicants unable to confirm reasonable compliance with Western Australian environment protection laws during the last five years.

Examples of ineligible expenditure include:

- processing equipment (e.g. trommel screens, wheeled loaders) that does not directly address the project priority environmental performance objectives
- purchase of land
- external product testing costs

- ongoing operating costs (such as rates, water and electricity costs, repair and maintenance costs, operational staffing)
- project activities that started before signing a funding agreement with the State of Western Australia
- activities to address existing non-compliance with legislative requirements

#### 4.4 Other eligibility criteria

Applicants must supply certificates of currency for relevant insurances to cover potential liability in conducting activities funded through WasteSorted Grants.

Applicants will also need to submit documentation to demonstrate how they are providing safe systems of work and a safe workplace, under the *Work Health and Safety Act 2020 (WA)* and the *Work Health and Safety (General) Regulations 2022 (WA)*.

## 5. Assessment

### 5.1 Assessment criteria

Applications will be assessed based on the following weighted assessment criteria.

### 5.2 What and why – 50% weighting

- What is proposed to address the priority aspects of FOGO handling and processing activities with the potential to cause impacts to the environment? (See Table 1).
- What is the extent of likely benefits on environmental performance from the Project? Describe with regard for the site-specific considerations such as proximity and sensitivity of receptors
- Why is the funding needed to support the waste strategy and its objectives, and help move beyond minimum requirements to better practice? For example, leading to a broader scope of improvement or quicker delivery timeframes. Note that applicants should be planning and investing for improvements to align with the guideline as part of normal business activity.

### 5.3 Key environmental aspects to consider in your application

The [Guideline: Better practice organics recycling](#) sets environmental performance objectives for the aspects of organics recycling facilities with the potential to cause impacts to the environment, public health and amenity. These aspects have been prioritised and applications that address higher priority aspects will be given preference.

**Table 1: Priority environmental aspects for WasteSorted Grants - Organics Infrastructure**

(Adapted from *Guideline: Better practice organics recycling DWER 2022, Table 2*)

Priority	Aspect	Environmental performance objective
High	Odour	Protect the environment by preventing and, where that is not possible, minimising odour emissions that may cause pollution or environmental harm.
Medium	Emissions to land and water	Protect the environment by preventing and, where that is not possible, minimising emissions to land and water that may cause pollution or environmental harm
Lower	Point source emissions to air	Protect the environment by preventing and, where that is not possible, minimising point source emissions to air that may cause pollution or environmental harm.
	Dust	Protect the environment by preventing and, where that is not possible, minimising dust emissions that may cause pollution or environmental harm.
	Noise	Protect the environment by preventing emissions of unreasonable noise and maintaining compliance with the assigned levels in the Environmental Protection (Noise) Regulations 1997 to prevent pollution and environmental harm.
	Emissions of litter and debris	Protect the environment by preventing and, where that is not possible, minimising emissions of litter and debris that may cause pollution or environmental harm.
	Fire prevention and management	Protect the environment by minimising the risk of fires and be sufficiently prepared in the event of a fire to prevent and, where that is not possible, minimise pollution and environmental harm.
	Vectors	Protect the environment by minimising the risk of attraction, refuge, growth and spread of vermin and pests to prevent pollution and environmental harm.

#### 5.4 How – 25% weighting

- How well-developed is the project and how is it supported by well-developed and fully costed project plans?
- How will the applicant contribute to the project? Applications that provide a co-contribution (\$ grant to \$ applicant input) will be considered more favourably.
- How will you measure and demonstrate project impact? Applications that can demonstrate the most project impact, such as through specifying the amount of FOGO processed at better practice, will be considered more favourably.
- How are approvals under Part V of the EP Act factored into the project timeline? (Project funding does not affect the assessment process or imply an outcome for a licence amendment or works approval application under Part V of the EP Act).
- Applications should outline if and how a project will include community building aspects such as engaging with local groups, engaging local goods and service providers and developing relationships with Aboriginal peoples.

#### 5.5 When – 15% weighting

- When will your project run, and in what timeframe will it be completed? Preference will be given to projects that can be completed within one year of funding approval.
- Longer-term projects that clearly demonstrate a significant contribution towards achieving waste strategy and guideline priorities may be considered.

#### 5.6 Who – 10% weighting

- Who is the team delivering the project? Will you engage any other partners, suppliers, etc? Applicants should demonstrate they have planned for and have the experience, capacity and ability to deliver the whole project within the proposed time and budget.
- Where applicable, applicants should outline where they have previously successfully implemented new controls to achieve environmental performance objectives. These include:
  - Planning: these controls refer to preparation and planning required to effectively implement infrastructure, equipment, process, and management requirements
  - Infrastructure and equipment: these controls refer to design and installation specifications

- Operations: these controls refer to process and management requirements, including maintenance, monitoring and response measure.

## 5.7 Other factors

The department may consider other factors such as funding projects across a spread of locations and types of projects to maximise the funding benefits.

## 5.8 Assessment process

WasteSorted Grants applications will be assessed by an independent selection panel against eligibility and assessment criteria.

The applications will be assessed by staff drawn from the department and a representative from another relevant agency.

The assessment panel may seek advice from government agencies and independent technical experts, as required, to assist in determining which applications best meet the assessment criteria. The department's Waste Industries and Compliance and Enforcement teams may be approached to provide independent advice to inform the selection process but would not be involved in the assessment.

Panel recommendations for funding are reviewed and approved by the Waste Authority.

The department may ask applicants to submit additional information or clarify proposals during the application process and seek revised proposals from applicants at any time after the closing date and time.

## 6. How to apply

Applications are submitted through the department's [SmartyGrants portal](#).

Submissions must be received through the department's [SmartyGrants portal](#) before the closing date and time.

### **Late applications will not be accepted.**

The application will form part of the funding agreement for successful projects. Applications must be authorised by the CEO or another authorised officer of the applicant's organisation.

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

The grant program is a competitive, merit-based process. We encourage clear and concise applications demonstrating their merit. Relevant supporting information may be uploaded with your submission.

## SmartyGrants tips

The [help guide for applicants](#) and [frequently asked questions \(FAQ's\)](#) on the SmartyGrants website may help you develop and submit your application.

Applicants must register and log in to SmartyGrants before they are able to start a submission.

We recommend previewing online or downloading the application form to review the information required before starting your application.

SmartyGrants allows users to save, progress and return to the applications before submitting later. **Please ensure you save regularly to avoid losing any work.**

Please check your application carefully. Once an application is submitted, **no further changes can be made.**

## 7. Communication and timelines

All submitted applications will receive email confirmation including a copy of the submission.

The program coordinator may contact the applicant for further information about an application to support its assessment. Please ensure all contact details are correct and the email address supplied is monitored regularly.

The applicant is responsible for ensuring that the application is complete and accurate. If we believe that false or misleading information has been provided, the application may not be accepted. If you identify an error after submitting an application, contact the program coordinator immediately on (08) 6364 6945 or at [wsgoi@dwer.wa.gov.au](mailto:wsgoi@dwer.wa.gov.au)

Please allow about 12 weeks from the closing date for us to assess the applications and notify you and others of the outcome.

All applicants will be notified of the outcome of their submission by email. Feedback will be provided to unsuccessful applicants.

## 8. 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 and is administered by the department.

No project expenditure can be funded from WasteSorted Grants before finalisation of the funding agreement.

## 9. Performance monitoring

The department will undertake regular monitoring of the project, and regular reporting will be a key project deliverable. Monitoring may include progress meetings, site visits and requests for additional information from grant recipients. The department may also seek updates on the project up to one year after completion and acquittal to follow ongoing progress.

## 10. Reporting

Accurate and timely reporting is essential to ensure projects are meeting the program's objective and outcomes.

### 10.1 Milestone reports

A proposal for project milestones should form part of your application. A schedule detailing the anticipated milestone reporting will form part of the successful applicant's funding agreement.

Funding recipients must submit milestone and financial review reports as specified in the funding agreement, including:

- evidence that the milestone has been achieved
- the amount of FOGO and/or other organic materials handled and processed during the reporting period with support from the equipment/resources funded by grants
- other project metrics proposed in the application
- detail of income and expenditure
- copies of paid invoices, receipts and/or financial statements relating to grant expenditure
- employment generated by the project.

### 10.2 End-of-project reports

It is a condition of the funding to submit a project evaluation report and a financial report in the format provided by the department on completion of the project.

Projects can only be fully acquitted when all reports have been approved by the department.

### **10.2.1 Project evaluation**

At the end of the project, you must submit a project evaluation report assessing the outcomes, including:

- if and how the project objectives, milestones and outcomes were reached
- how the project contributed to the waste strategy objectives and targets
- the amount of FOGO and/or other organic materials handled and processed at better practice as part of the project
- the realised and expected ongoing environmental performance benefits of the funded project resources (equipment, infrastructure, etc)
- employment generated by the project and whether this is continuing after completion of the project
- other project metrics and relevant statistics proposed in the application
- statement of compliance with the relevant conditions in licences and works approvals granted under Part V of the EP Act that relate to the project
- any other information reasonably requested by the department.

The evaluation report (or parts of it) may be published on the Waste Authority website to encourage knowledge sharing.

### **10.2.2 Financial report**

The financial report acquits the total grant funding expended on the project.

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

## **11. Payment**

Payment conditions will be detailed in the funding agreement. Payments of up to 100% of grant funding may be made on execution of the funding agreement.

Only costs incurred after the execution of a project funding agreement are eligible for grant funding. WasteSorted Grants cannot be used to cover any purchases until the funding agreement is signed by both the applicant and the Waste Authority. Payment will only be made for actual evidenced project expenditure.

If actual project costs are less than the approved funding for the project, or if the project is not completed in the approved period, only incurred costs will be paid for, and any unspent funding is required to be reimbursed to the department.

## 11.1 Supporting evidence

Before funds are released, successful applicants will be required to provide evidence of:

- ABN/ACN and notice of goods and services tax (GST) registration
- incorporation under the *Associations Incorporation Act 1987*, the *Corporations Act 2001* and Corporations Regulations 2001, or the *Local Government Act 1995*, where relevant
- certificates of currency for relevant insurances to cover potential liability in conducting activities funded through WasteSorted Grants. These may include, but are not limited to:
  - workers' compensation insurance
  - directors' and officers' liability insurance
  - personal accident insurance for volunteers
  - content/mobile plant and equipment insurance
  - public liability insurance.
- work health and safety documentation which outlines the organisation's risk management and safety procedures and addresses Project specific safety risks as related to the *Work Health and Safety Act 2020* and the Work Health and Safety (General) Regulations.

## 11.2 Verifying how the projects funds were used

Recipients must provide evidence of all grant-related project expenditure. This should include copies of receipts, paid invoices and statements.

## 12. Variations

In some cases, variations to approved projects may be required because of unforeseen circumstances, including changes to agreed milestones, achievement dates, budget allocations or activities. In such circumstances, funding recipients must contact the [WasteSorted Grants coordinator](#) as soon as the required changes are identified and seek approval.

## 13. Funding acknowledgement

WARR Account funding 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.

Further information on funding acknowledgement is on the Waste Authority's [website](#) and advice may be sought from the [WasteSorted Grants coordinator](#).

## 14. Documents to assist with your application

The [WasteSorted Grants coordinator](#) can assist with any enquiries regarding documentation and providing templates to help with your application. The available WasteSorted Grants – Organics Infrastructure documents include:

- online [application form](#) to preview and compile information before you apply
- example funding agreement.

## 15. Freedom of information

Details can be found in the department's [information statement](#).

## 16. Complaints

Any complaints should be directed in the first instance to the WasteSorted Grants coordinator via [email](#). Issues that cannot be resolved will be escalated to the Senior Manager Waste Programs.

## 17. Help with your application

For further information about WasteSorted Grants and your application, please contact:

WasteSorted Grants Coordinator

Phone: (08) 6364 6945

Email: [wsgoi@dwer.wa.gov.au](mailto:wsgoi@dwer.wa.gov.au)

As this is a merit based, competitive grant we are not able to review drafts or give feedback before you submit your application.

## 18. Glossary

<b>WasteSorted Grants WSGOI</b>	WasteSorted Grants – Organics Infrastructure 2022-23
<b>department</b>	Department of Water and Environmental Regulation
<b>Waste Authority</b>	Western Australian Waste Authority
<b>WARR Account</b>	Waste Avoidance and Resource Recovery Account
<b>waste strategy</b>	<a href="#"><u>Waste Avoidance and Resource Recovery Strategy 2030</u></a>
<b>guideline</b>	<a href="#"><u>Guideline: Better practice organics recycling</u></a>