

# WasteSorted Donation Improvement Program

## Grant guidelines



Applications open 4 May 2026, close 8 June 2026 at 5pm (AWST)



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This document is available in alternative formats and languages on request to the department.





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## Background

**The Department of Water and Environmental Regulation (the Department) will administer grant funding to support projects that help charitable recyclers decrease the amount of illegal donations at charity collection sites and to encourage responsible donations.**

The Government of Western Australia recognises the benefit of working with charitable recyclers that divert unwanted reusable items from landfill.

Charitable recyclers operate on a not-for-profit basis and provide essential community services to Western Australians in need. These organisations are frequently required to dispose of materials that are either illegally dumped at their donation bins and shopfronts, or donated with good intentions but are unsuitable for reuse or recycling. This places a significant operational and financial burden on charities that rely on donations to support their services.

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 investigates and prosecutes illegal dumping under the EP Act.

Under the *Litter Act 1979* (Litter Act), litter is defined broadly as any discarded refuse, rubbish or other unwanted material. The Litter Act specifically provides that littering offences may arise from vehicles, with Section 27A establishing presumptions and liabilities for offences involving cars.

The Litter Report Scheme lets community members report littering offences from identifiable vehicles when unwanted material such as rubbish or other discarded items are thrown out or left behind.

Littering and illegal dumping create issues such as the loss of amenity, costs associated with cleanup, criminal activity (e.g. vandalism and arson) and potential environmental harm.





## Program overview

The WasteSorted Donation Improvement Program (DIP), is a State Government program administered by the Department, acting on behalf of the Waste Authority of Western Australia (Waste Authority), and funded through the Waste Avoidance and Resource Recovery (WARR) Account.

Landfilling waste costs charitable recyclers more than \$1.65 million in disposal fees each year in the metropolitan region. The DIP will complement the Charitable Recyclers Rebate Program and support charitable recyclers.

The DIP 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 at a cost to the recycler. The program will support funding for infrastructure and community education to reduce dumping and littering and improve collections at collection sites.

The budget is \$150,000 in 2026–27. Applicants may submit more than one project application with a maximum grant of \$25,000 (excluding GST) per project.

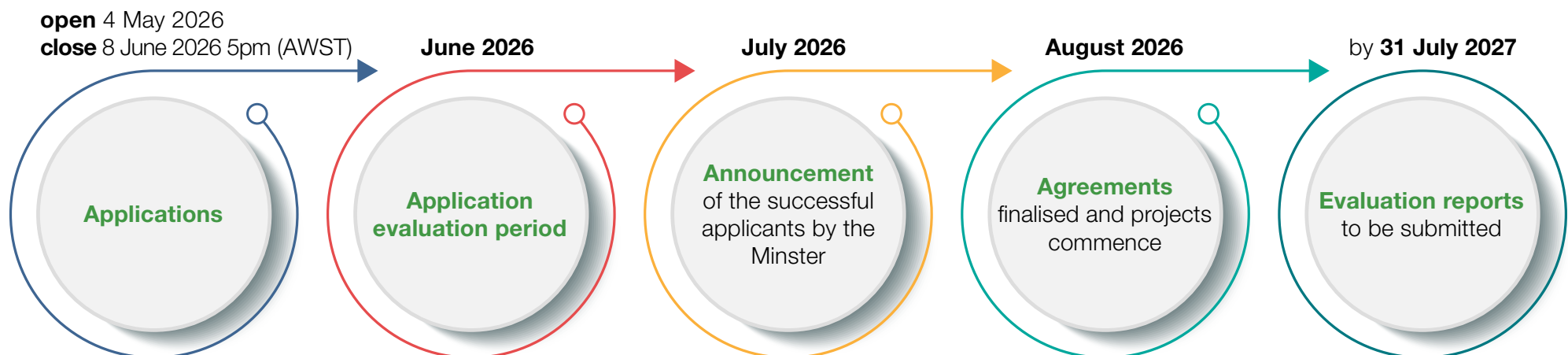
These guidelines provide information on the options available for charitable recyclers to participate, including detailed information on how to apply, eligibility criteria and the assessment process.

### Objectives

The program aligns with the [Waste Avoidance and Resource Recovery Strategy 2030](#) and the upcoming *Beyond WASTE 2030 Strategy and Roadmap*, and aims to:

- reduce dumping and littering at charity collection sites
- increase awareness of responsible donation habits.

### Timeframes





## Assessment process

Applications will be assessed against eligibility criteria by a panel drawn from the Department's staff. The 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 required to sign a funding agreement before starting the proposed project activity.

### Assessment criteria

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

- a sound rationale for the selection of a target donation site and the plan to change littering behaviour through site improvements and community education – weighting 40 per cent
- value for money on project proposals – weighting 30 per cent
- organisational capacity to implement project proposals, collect project data, evaluate project outcomes and deliver an acquittal report – weighting 30 per cent.

### Eligibility

To be eligible, the applicant must confirm that it:

- is a charitable organisation licensed under the *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 accordance with a community service or activity that benefits the community
- is a member of National Association of Charitable Recycling Organisations Inc., Western Australia
- 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 DIP.

### Preferred projects

Preference will be given to applications that:

- target problematic sites – charitable recyclers should select sites with recurring dumping and littering issues
- use appropriate processes to implement interventions – evidence of appropriate market research and good procurement practices must be provided in the application
- commit to post-intervention monitoring – this includes maintaining photographic evidence of illegal dumping and littering and recording relevant data at an agreed frequency for a period of two months
- demonstrate consistent communication – this includes displaying clear instructions at donation sites and providing community education on responsible donating
- acknowledge funding – applicants must commit to acknowledging WARR Account funding in accordance with established guidelines.



## Activities

The program will support funding for equipment and communications that reduce dumping and littering and improve collections.

Activities that may be eligible are below.

### **Purchase and installation of equipment or infrastructure such as:**

- motion sensing optical surveillance devices

If an organisation wishes contested matters to proceed, video footage must be retained. It is also strongly recommended that footage clearly shows:

  - the arrival and departure of the person responsible
  - the duration of time spent at the location
  - the person's proximity to, and interaction with, signage.
- signage

Installation should ensure that:

  - signs are clearly visible from vehicle access points and footpaths
  - signs are positioned at eye line and are not obstructed if goods are left on the ground directly in front of signs
  - signs clearly state that leaving donations outside of business hours is illegal.
- collection bin replacement or refurbishment
- exterior sensor lighting
- fencing and gates

- expansion of interventions installed in previous dumping reduction projects
- other interventions, as agreed with the Department.

### **Purchase and implementation of communications tools and initiatives such as:**

- community education costs to promote responsible donations.

## Duration

Funding is available for projects which can be completed by 31 July 2027. This timeframe includes, up to nine months to complete the funded project, two months to monitor and one month to complete the final report.

## Co-contribution

To be eligible for funding, applicants must contribute a minimum of a 20 per cent in-kind contribution of the total cost of the project.



## Applications

Applications must be made using the Department's SmartyGrants platform. The signed application form becomes part of the funding agreement. Supporting information can be attached to the application.

Applicants may submit more than one project application with a **maximum grant of \$25,000 (excluding GST)** per project.

Applications must be signed by the chief executive officer or an authorised officer of the applicant.

Completed applications must be submitted through the SmartyGrants platform prior to the advertised closing time. Late applications will not be accepted.

## 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.

## Performance monitoring

The Department will undertake regular monitoring of project implementation. This may include 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.





# Reporting

Each approved applicant is required to submit periodic milestone reports and a project evaluation report that analyses and evaluates the effectiveness of the different intervention strategies trialled in the project for the relevant sites.

## The milestone reports

(up to two in total) will include:

- project progress
- evidence of grant fund expenditure (invoices/receipts/statements/remittances)
- issues affecting implementation such as delivery delays, equipment/installation availability
- activities planned for the next period.

## The evaluation report

will include:

- an account of the problematic donation sites pre-intervention, identifying their locations, how they are set up and describing the dumping, littering and other issues experienced
- intervention methods
- details of the monitoring of the project sites post-intervention (e.g. the introduction of equipment or community education to reduce dumping and littering)
- analysis of the effectiveness of the intervention strategies collected through the pre and post intervention monitoring. Any improvements, infringements issued or ongoing issues should also be discussed
- photos of equipment or items purchased with grant funds
- a financial statement signed by an authorised officer for the project.

The project evaluation report, including the financial statement, must be submitted by 31 July 2027, using the report template provided by the Department.



## Requirements for the project evaluation report

### 1 Preliminary assessment

Part one evaluates the issues encountered at problematic donation sites prior to intervention:

- illegal dumping and littering (photographs or other evidence) that has been observed at the nominated problematic donation sites
- analysis on the frequency, quantities and type of items illegally dumped or littered prior to intervention.

### 2 Project assessment

Part two reports the outcomes from the intervention(s) and a qualitative assessment.

Charitable recyclers will need to collect information for part two of the evaluation report for a period of two months.

In part two, charitable recyclers must continue to monitor illegal dumping and littering on the sites, compile observations and, where appropriate, provide evidence to demonstrate:

- the donation sites have implemented intervention activities (photographs or other evidence)
- details of any community education to reduce dumping and littering
- the applicant's assessment of the outcomes of the project including:
  - the contribution to continuous improvement in charitable recycling better practice
  - relevant statistics and monitoring results
  - effectiveness of the intervention activities
  - effectiveness of community education activities.

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

### 3 Financial report

Part three 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 has made the required minimum 20 per cent in-kind contribution to the project
- other information reasonably requested by the Waste Authority or the Department.



## 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.

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 must be fully implemented, funds expended and final reports submitted by the completion date specified in the project funding agreement.

## Variations

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

Variations may relate to:

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

Recipients are encouraged to contact the DIP coordinator to discuss any potential changes to proposed projects.

## 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.

Waste Authority 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.



## Associated documents

All DIP documents are available on the Waste Authority website.

## Freedom of information

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

## Complaints

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

## Contact details

All communications should be directed to:  
DIP Coordinator by email [wsgoi@dwer.wa.gov.au](mailto:wsgoi@dwer.wa.gov.au) or  
phone (08) 6364 6945





# Glossary

## Definitions

In this document, **Waste Strategy priorities** include the priorities, objectives, targets and strategies outlined in the current waste strategy and upcoming *Beyond WASTE 2030 Strategy* and Roadmap.

**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.

**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.

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

**Intervention** means strategies aimed at reducing illegal dumping or littering at donation sites.

**Littering** is defined broadly as discarding refuse, rubbish or other unwanted material.

**Post-intervention monitoring** means data obtained through observation at the donation sites after the implementation of intervention strategies.

**Pre-intervention monitoring** means 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.



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