



Government of South Australia

Green Industries SA

2017-18

**SOLID WASTE MANAGEMENT
IMPROVEMENT INCENTIVES (SWMII)
FUNDING GUIDELINES**

An initiative of Green Industries SA's Business Sustainability Program

Contents

- 1. About Green Industries SA 2
- 2. SWMII Overview 2
- 3. SWMII Objective 2
- 4. Funding availability 2
- 5. Funding eligibility 3
 - 5.1. Eligible organisations..... 3
 - 5.2. Eligible projects 4
- 6. Application process..... 5
- 7. Assessment criteria 6
- 8. Funding agreement..... 6
- 9. Contact Officers 7

1. About Green Industries SA

Green Industries SA helps develop the green economy in response to the demand for clean and green produce, and the reduction of emissions to air, water and soil from industry. Green Industries SA promotes the more efficient use of resources, and the conservation and recovery of scarce resources.

The functions of Green Industries SA (GISA) forms part of the *Green Industries SA Act 2004* and includes development, adoption and administration of South Australia's waste strategy. For more information about GISA see www.greenindustries.sa.gov.au.

2. SWMII Overview

SWMII – Solid Waste Management Improvement Incentives – are available to assist South Australian businesses, not-for-profit organisations, tertiary education centers, and South Australian local and state government agencies improve solid waste management practices and increase the amount of waste diverted from landfill.

Funding and in-kind support can be offered for a range of projects and activities including feasibility studies, research or other investigations; strategic planning and goal setting; waste assessments and audits; recycling trials; waste management infrastructure and signage.

This program is being delivered as part of GISA's *Business Sustainability Program (BSP)*. The incentives offered can include in-kind support, advice and guidance from the BSP team; and/or financial support in the form of grant funding to individual organisations, or fee-for-services arrangements with service providers delivering projects in partnership with GISA and other organisations.

3. SWMII Objective

The primary objective of *SWMII* is to reduce the amount of waste sent to landfill by prioritising waste management in accordance with the waste management hierarchy. This helps to support South Australia's Strategic Plan target to reduce waste to landfill by 35% by 2020.

Refer to *South Australia's Waste Strategy 2015-2020* for more information about the waste management hierarchy, available at www.greenindustries.sa.gov.au/publications-waste-strategy-2015-2020.

4. Funding availability

A maximum of \$15,000 (plus GST) per project is available within the fiscal year during which funds are approved. Projects must commence in the 2017-18 financial year.

In-kind costs, wages and salaries for organisations listed as A, B, C and D in section 5.1 (below) will not be covered by GISA funding.

The level of incentive funding available is limited within each fiscal year. In the event that *SWMII* is oversubscribed, projects may be considered for funding in subsequent financial years at the absolute discretion of GISA.

5. Funding eligibility

5.1. Eligible organisations

Organisations listed A to E below are eligible for funding support.

Those listed as A, B, C, and D are eligible to apply for grant funding that can be used to cover third party costs for project delivery.

Those listed as E may either be engaged by grant applicants (organisations listed as A, B, C or D) to deliver a funded project, or engaged directly by GISA through a fee-for-service agreement. GISA may consider direct engagement for projects that are low cost and low risk, and/or benefit more than one organisation (such as those delivered on behalf of, or in partnership with, an industry or business group, Local or State Government agency).

GISA has absolute discretion in determining the funding mechanism that may be offered.

- A.** Businesses that currently operate in South Australia, or will be operating in South Australia within 12 months from seeking support.
- B.** Not-for-profit organisations that are:
 - registered with an appropriate Australian and/or state-based authority as a legal entity, e.g. the Australian Charities and Not-for-profits Commission or the Australian Securities and Investments Commission (ASIC)
 - currently based in South Australia.
- C.** Tertiary education centres (such as a university) that have:
 - a site(s) currently operating in South Australia.
- D.** Local or State Government agencies that:
 - seek support for a project that benefits the South Australian business community, or for a project aimed at improving solid waste management within its own Agency / operations.
- E.** Private, serviced-based businesses (such as specialist advisory consultants) that:
 - demonstrate there is a need and stakeholder support to deliver the project for the benefit of a specific industry/business sector, industry/business group, or geographical region (i.e. projects must be delivered for the benefit of multiple businesses and require coordination from an independent entity, with no one participant willing or able to take a leadership role in the project)
 - demonstrates staff have relevant experience, skills and qualifications to deliver the project in its entirety (includes liaising with all relevant stakeholders, and delivering high quality written reports and other outputs relevant to the project scope)
 - holds professional indemnity insurance valued at a minimum \$1 million per claim for the duration of the project.

In addition to meeting the criteria above, all organisations must:

- ensure the project meets the eligibility criteria listed in section 5.2 (below)
- discuss the project with a GISA Contact Officer (refer section 9) - your organisation and GISA must agree on:
 - project scope
 - project milestones and deliverables
 - reporting timeframes and key performance indicators
 - level of contribution from your organisations and GISA (in-kind and financial).
- hold a current Australian Business Number (ABN)
- be registered for GST

- be solvent, and able and willing to enter into a legally binding funding agreement with GISA
- hold, or will be able to obtain, Public Liability Insurance to the value of \$10 million (minimum) for the duration of the project
- be willing to provide reports, information and data, including financial information as required by GISA
- comply with all State Government laws.

Ineligible organisations

The following organisations are **not** eligible to apply for *SWMII* funding:

- businesses that provide waste management services, such as commercial recyclers, landfill operators, and waste transfer station operators
- pre-schools, primary and secondary schools
- businesses that do not have an operational site in South Australia, and do not intend to start operating in South Australia within 12 months from contacting GISA.

5.2. Eligible projects

To be eligible for funding, the project must:

- aim to increase the amount of waste diverted from landfill in accordance with the waste management hierarchy by prioritising waste avoidance, reduction, reuse, recycling, and materials recovery
- OR
- investigate practical opportunities to further increase the amount of waste diverted from landfill in accordance with waste management hierarchy principles
- be based in South Australia for the benefit of South Australians
 - be new and not previously undertaken at the site
 - be delivered by suitably qualified and competent person(s)
 - target 'beyond compliance' activities.

Examples of eligible projects include:

- waste and recycling assessments that establish a baseline for waste sent to landfill and landfill diversion from a specific site(s), the latter broken down into elements of the waste hierarchy; and which also recommend opportunities for improvement, taking into consideration environmental and economic factors relevant to the site(s)
- feasibility studies that identify practical, solid waste management improvements for a specific site(s), region(s), or industry/business sector or group
- research or other investigations to determine whether a previously identified solid waste management solution could be practically implemented (considering as a minimum costs, benefits, savings, and availability of relevant technologies)
- development of strategic plans or other goal-setting projects aimed at improving solid waste management for a specific business site or group/cluster
- recycling trials to test recommendations made through a waste and recycling assessment/audit and which may require recycling signage and/or educational materials
- development and design of waste management signage and/or education materials for specific applications, such as those required for a specific business site, government agency, or business cluster.

Examples of **ineligible** projects:

- projects already commenced at the time of contacting GISA
- projects that do not aim to encourage waste management practices that are higher on the waste management hierarchy
- project delivered to meet regulatory compliance and which do not promote practices 'beyond compliance'.

6. Application process

All eligible organisations must discuss their project with a GISA Contact Officer (refer to section 9) to be considered for funding support. The key purpose of the discussion is to determine if the organisation has an eligible project. Whenever practicable, a face-to-face meeting will be arranged to discuss the project, the approval process and timeframes.

Following discussion with GISA, organisations listed as A, B, C or D (refer to section 5.1) may be issued with a grant application form which must be completed and submitted to GISA for assessment against the criteria outlined in section 7 (below). To complete the form, applicants are required to attach a project proposal from the third party (those listed as type E in section 5.1) that will be engaged to deliver the project. Project proposals must include the project scope, methodology, milestones and deliverables; a breakdown of project costs; and details regarding the level of experience and expertise of the third party in delivering projects.

For organisations listed as E (refer to section 5.1) that are seeking to be engaged directly for project delivery, GISA may issue a written request for quote or proposal following discussion. A written response to the request for service must be submitted to GISA for consideration.

Project discussions and subsequent provision of grant application forms and service requests will be undertaken on an ongoing basis during 2017-18, or until program funds are exhausted, whichever occurs first. If there is a need to close the offer of funding, notification will be posted on the GISA website, and all parties that have expressed an interest in applying (and provided contact details) will be notified.

Following submission of appropriate information (i.e. an application form from grant applicants; project quote or proposal from service providers), confirmation of receipt will be provided by email within 10 working days. Additional information may be requested to clarify aspects of the submission, which needs to be supplied as requested for consideration by GISA. If deemed appropriate, GISA staff may consult with other relevant government agencies regarding the submission.

The duration from submission to notification of an outcome may vary depending on the nature of the project, staff availability, and approval processes. Notification as to the status of the submission will be provided at significant decision-making points throughout the evaluation process.

In most cases, the decision to offer financial assistance will be advised in writing (via email or letter) within 6 weeks of supplying a complete submission. Generally, this timeframe can be reduced by consulting with GISA during the project development, and by ensuring all relevant information is supplied in a timely manner.

Privacy and commercial-in-confidence considerations

All submissions will be treated as commercial-in-confidence. GISA reserves the right to include third party evaluations as part of the assessment of submissions.

Those seeking financial assistance are not permitted to publicise their projects without seeking approval from GISA which has the ultimate discretion about publicity for successful applications.

7. Assessment criteria

Submissions must include evidence for meeting the eligibility criteria detailed in section 5 (above). The quality of information provided to demonstrate that eligibility criteria and objectives are met will be assessed by GISA.

Preference will be given to submissions that:

- clearly demonstrate a commitment to achieving 'beyond compliance' with regards to solid waste management matters
- provide detailed information / evidence on the estimated level of landfill diversion likely to be achieved as a result of the project
- clearly articulate, and provide evidence to demonstrate the need for the project
- provide detailed, supporting evidence of relevant qualifications and experience of service provider(s) that will deliver the project
- clearly demonstrate previous experience managing similar projects within the project management team
- demonstrate a considered approach as to how recommended improvements may be implemented following completion of the project
- demonstrate commitment for the project to continue and/or progress after completion
- demonstrate that the project may be applied to a broader audience
- include, and clearly document, in-kind support (such as provision of staff time and expertise) for project delivery
- include financial contributions from the applicant and/or program participants
- will be completed, or near to completion, by 30 June 2018.

8. Funding agreement

A 'grant agreement' may be offered on the basis of a successful application for funding from an individual organisation listed as either A, B, C, or D in section 5.1 (above).

A 'services agreement', or other form of fee-for-service arrangement may be agreed with organisations listed as either D or E in section 5.1 (above).

An agreement will set out the terms and conditions, payment schedules, project timing, reporting requirements and other matters. GISA has absolute discretion in determining the funding mechanism that may be offered.

The Government of South Australia's commitment to funding (via GISA) is limited to what is outlined in the agreement. Failure to meet the obligation of the agreement will result in the Government of South Australia (via GISA) taking steps to safeguard the interests of the State.

The Government of South Australia must be acknowledged in all media and promotional activities relating to the project, for example by the statement 'this project has been funded by the Government of South Australia'. All publicity must be approved in the first instance by GISA.

Insurance

For the duration of the project and funding agreement, the funded organisation must maintain public liability insurance valued at a minimum of \$10 million. Fee-for-service agreements between GISA and service providers required the service provider to hold professional indemnity insurance valued at a minimum \$1 million per claim must also be maintained for the duration of the project.

9. Contact Officers

To discuss potential projects and for further information about *SWMII*, please contact:

Aubrey Thomas or Jessica Wundke
Senior Advisers, Industry Sustainability
Green Industries SA

aubrey.thomas@sa.gov.au or jessicawundke@sa.gov.au

0423 782 647 or 0411 653 179

(Call hours are Monday-Tuesday, and Thursday-Friday between 9:00am and 4:00pm)