

RECYCLING INFRASTRUCTURE GRANTS
GUIDELINES AND APPLICATION FORM
2020-2021



**Government
of South Australia**

Green Industries SA

Contents

- Guidelines 3**
- About Green Industries SA..... 3**
- Adapting to local pre-processing in a Circular economy 3**
- South Australia’s Waste Strategy 4**
 - South Australia’s Waste and Resource Recovery Infrastructure Plan 4
- Reporting..... 8**
- Appendix 1 9**
- Environment Protection (Waste to Resources) Policy 2010 – Landfill Bans 9**
- Application Form 10**
 - 1. General Information 10
 - Essential criteria check list 11
 - 2. Current activity and expected outcomes 11
 - 3. Preliminary budget (exclusive of GST) 12
 - 4. Other funding sources..... 13
 - 5. Project details / assessment criteria 13
 - 6. Project support..... 16
 - 7. Planning and environmental approvals..... 16
 - 8. Proposed project milestones..... 16
 - 9. Performance measurement 17
 - 10. Risk management 18
 - 11. Supporting information 19
 - Declaration 19

Guidelines

Submission of applications

All applications should be submitted on the application form attached to these Guidelines and received by Green Industries SA by **5pm, Friday 14 May 2021**.

All application forms must be submitted, with a signed declaration, **and be no more than 20 pages, including attachments**, in one of the following formats:

- electronically (Microsoft Word file) and any supporting information scanned and emailed to justin.lang@sa.gov.au

OR

- signed hard copy by post or courier to:

Recycling Infrastructure Grants
Green Industries SA
GPO Box 1047
Adelaide SA 5001

Further information

Justin Lang
Program Manager, Local Government
08 8204 2634
justin.lang@sa.gov.au

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. Its role is to:

- Keep South Australia at the forefront of green innovation in the waste, recycling and resource recovery sectors.
- Deliver reduced waste to landfill and increasing the State's capacity for recycling.
- Build the State's capability and resilience in the area of disaster waste management.

For more information visit www.greenindustries.sa.gov.au.

Adapting to local pre-processing in a Circular economy

Following the initial support package for the South Australian recycling industry and Local Government to assist the sector to respond to the challenges presented by China's National Sword Policy this round will support medium and longer term responses to assist the sector's structural adjustment to a more sustainable circular economy business model.

South Australia's Waste Strategy

The Recycling Infrastructure Grants Program supports *South Australia's Waste Strategy 2020-2025* which outlines actions that can contribute to the development of a circular economy – that is, an economy that realises the best of full value from products and materials produced, consumed and recovered in South Australia through:

- a clearly articulated policy and legislative framework that gives a solid platform for investment decisions and a stable and efficient market
- supporting innovation and commercialisation
- education, advocacy and awareness to support behavioural change in the way waste and resources are managed
- applying the waste management hierarchy consistently with the principles of ecologically sustainable development.

Waste Management Hierarchy and circular economy

South Australia's Waste Strategy 2020-25 is underpinned by the internationally recognised waste management hierarchy, which is a guiding principle of the Green Industries SA Act 2004. Its efforts focus on the highest levels of the hierarchy considering social, environmental and economic practicalities. A transition to a circular economy is also priority and guiding focus for *South Australia's Waste Strategy 2020-2025*.

The Recycling Infrastructure Grants emphasise the principles of a circular economy through a reduced reliance on virgin materials on the basis of continuously functioning utility and an extended lifecycle in a manner that eliminates, as far as is reasonably practicable, waste or pollution, or harm to the environment.

South Australia's Waste and Resource Recovery Infrastructure Plan

South Australia's Waste and Resource Recovery Infrastructure Plan complements the *30-Year Plan for Greater Adelaide 2017*. It has been developed to provide a clear guide for future waste and resource recovery infrastructure needs across the State and support a resource efficient economy in South Australia.

This is the first time such a plan has been prepared for South Australia and its regions. The Plan and the Companion Report provide intelligence for industry that will assist in informing investment decisions, identifies potential infrastructure needs for specialised and problematic waste streams and considers soft infrastructure supporting the waste and resource recovery industry development.

Aim of the Recycling Infrastructure Grants Program

The Recycling Infrastructure Grants Program assists companies, local authorities and organisations to install infrastructure and provide innovative approaches to increase the recovery of resources and reduce the amount of waste sent to landfill each year. The program encourages applications for infrastructure projects that will contribute to achieving these aims and include economic, environmental and social benefits.

Priority will be given to:

- the development of new or upgrading of existing infrastructure and/or equipment to enable remanufacturing/value adding of targeted material streams for local use (preferred); or
- to allow for improved sorting and/or processing to enhance recoverable material quality through reduced contamination levels for local use or re-entry into export markets.

The program targets recyclable materials most affected by low commodity prices: specifically, recovered paper, cardboard and plastics; and, materials affecting the financial viability of Material Recovery Facilities, such as glass fines.

The funding is available to all South Australian recycling businesses and local governments that recover, handle and process these targeted material streams.

Available funding

- Applications for Recycling Infrastructure Grants from \$50,000 to a maximum of **\$250,000** (excluding GST) per project are invited.
- Up to **\$500,000** will be available for large scale projects involving significant capital expenditure and of state significance. Applications are also invited for projects which benefit the local economy and/or three or more council areas. Councils seeking more than \$250,000 are to demonstrate a financial commitment by at least three councils as evidenced through a signing of a Memorandum of Understanding.

Matching the Recycling Infrastructure Grant

The grants contribute a maximum of 50% of eligible project costs, up to the maximum listed above. Applicants should be able to demonstrate at a minimum matched funding from other sources (excluding the South Australian Government). Applicants should not include 'in-kind' (non-financial) payments as matching funds.

Eligibility

The overall aim of the Recycling Infrastructure Grants Program is to encourage innovation to increase the recovery of materials and reduce the amount of waste sent to landfill in South Australia each year.

This program prioritises projects by South Australian businesses and local governments that recover, handle and process recyclable materials with the opportunity to invest in equipment, technology and processes to respond to the prevailing market conditions. To be eligible the project must meet the following criteria:

- Target fibre (paper, cardboard, newspaper etc), and/or plastics and/or glass recyclables or organics from municipal (wheelie bin-based) kerbside or commercial and industrial sources.
- Improve source separation and processing performance through investment and subsequent installation of equipment and technology measures that reduce contamination and improve the quality and volume of kerbside and/or commercial and industrial recyclable materials, particularly fibre, plastics and glass.

- Can demonstrate through market analysis that the recycled material will enter a beneficial remanufacture, secondary processing, or recycling market for local use (preferred) or that can be exported at a higher value.

Other projects which are eligible include:

- Projects with the objective of Improving the recycling of materials banned from landfill under the Environment Protection (Waste to Resources) Policy 2010 (see list of banned materials in appendix 1)
- Target commercial and industrial or municipal solid waste streams.

All applicants must:

- contribute at least 50% of funding (excluding in-kind contributions) from sources other than Green Industries SA funds.
- Have equipment commissioned within two years of the grant being offered. Projects which have a commissioning date of 30 June 2020 or before will be given priority.

Collaborative applications with project partners such as other industry organisations, associations and representatives from targeted market segments are welcomed.

Applicants unsure about the eligibility of their projects are encouraged to contact Justin Lang on telephone 8204 2634 to discuss the matter further.

Ineligible activities

Grant funds will **not** be available for:

- Retrospective projects (infrastructure for which funding is matched by Green Industries SA must start after applications close).
- Waste to energy proposals.
- Construction and demolition waste sorting or processing.
- Landfill (compliance, development, extension or closure).
- Operational expenses, including fuel, electricity, maintenance, project monitoring, motor vehicles or trucks (specialised equipment for vehicles may be considered).
- Advertising costs.
- Education and training programs.
- Salaries, studies, investigations or research and development activities.
- Building purchase, lease or other general service provision, or projects with a primary focus on construction (without additional elements)
- Land purchase or lease.
- Machinery leasing – equipment must be purchased outright.

Assessment criteria

While incomplete applications may not be considered, the following criteria in the application must be assessed as sufficient in order for the application to be regarded as eligible for potential grant funding:

- **Project Management:** capability and capacity to manage is demonstrated through adequate market research, staff experience, risk assessment, and appropriate evaluation of the project (sufficient / insufficient).
- **Timing:** demonstrate in the budget a timeframe for each step in the project process (through to commissioning of equipment). Preference will be given to projects that can be delivered within two years from offer of grant (sufficient / insufficient).
- **Focus on priority materials:**
 - ***Environment Protection (Waste to Resources) Policy 2010:*** processing of materials which are banned from landfill under the policy (see Appendix 1 for list) (sufficient / insufficient).

Applications that meet eligibility criteria will be assessed against the funding priorities and the extent to which it meets the following criteria:

- **Contribution to Circular Economy:** fostering local economic activity that helps achieve carbon reduction, waste and economic development objectives **OR** landfill diversion (below)
- **Landfill diversion:** material being diverted from landfill, including how the estimates for diversion have been calculated
- **Product value and sustainability benefits:** high value recovery or end use (from an economic, employment and environmental perspective) of waste materials and processes. Projects which focus on local markets will be prioritised.
- **Process Improvement/Innovation:** overcoming existing barriers, improvements to efficiency and targets new market segments
- **Financial viability:** demonstrating the financial viability of the company and the project including relevant experience of the people involved and existing business (changes in commodity prices should also be considered if relevant to the project)
- **Local benefits / locally sourced equipment:** in terms of employment, industry, stabilisation of markets
- **Value for money:** the extent that grant monies are leveraged with other funding

Access to intellectual property

Applicants must be able to demonstrate that they have access to any intellectual property necessary to carry out the project. It is expected that in most cases there would be dual ownership of any intellectual property resulting from the project.

Privacy and commercial-in-confidence considerations

All applications will be treated as commercial-in-confidence. Green Industries SA reserves the right to include third party evaluations as part of the assessment process and has the ultimate discretion in relation to publicity for successful applications. Applicants are not permitted to publicise their projects without the approval in the first instance of Green Industries SA.

Insurance

For the duration of the project, the proponent must maintain workers compensation insurance, public liability insurance for a minimum of \$10 million per claim and personal accident insurance of \$100,000 per participant.

Assessment process

- All applicants will be notified by the agency within two weeks of the submission date to confirm receipt of their proposals.
- Applications will be reviewed by a panel comprising Green Industries SA personnel and external specialists. The panel will assess all eligible applications against the assessment criteria.
- If required, additional written information may be requested from the applicant, or third parties in the case of solvency, to assist with the assessment.
- The panel will recommend projects to be funded and funding amounts to the Board of Green Industries SA for decision.

Funding agreement

Successful applicants will be required to enter into a funding agreement with the South Australian Government. This agreement will set out the terms of the grant, conditions, payment schedules, project timing, key performance indicators, reporting requirements and other matters.

Green Industries SA must be acknowledged in all media and promotional activities relating to the project. All publicity must be approved in the first instance by Green Industries SA. A copy of standard funding agreement can be provided on request.

The funding agreement must be signed within 30 days of receipt to guarantee the grant acceptance.

Reporting

Following commissioning of equipment Green Industries SA requires successful applicants to provide reports, usually after six to 12 months, however this will be determined on a case by case basis. Reports will require information on products received for processing and the material types and relevant measurable outputs. Reporting and payment milestone timelines will be agreed with the applicant before funding is offered and included in funding agreements.

Appendix 1

Environment Protection (Waste to Resources) Policy 2010 – Landfill Bans

From 1 September 2010

Hazardous waste, Lead acid batteries, Liquid waste, Medical waste, oil, Whole tyres¹, Aggregated cardboard and paper², Aggregated glass packaging³, Aggregated metals⁴, Aggregated PET or HDPE plastic packaging⁵, Vegetative matter collected by councils⁶.

From 1 September 2011

Vehicles, PP or LDPE plastic packaging⁷, Whitegoods.

From 1 September 2012

PVC or PS plastic packaging⁸, Fluorescent lighting⁹ (Adelaide Metro only), Computer monitors & televisions¹⁰ (Adelaide Metro only), Whole earth mover tyres.

From 1 September 2013

Fluorescent lighting¹¹, Computer monitors & televisions¹², Other electrical or electronic equipment.

Notes

1. Whole tyres other than earth mover tyres and tyres that have been exposed to radioactive materials through mining operations.
2. Aggregated for resource recovery separate from other waste.
3. Aggregated for resource recovery.
4. Aluminium, copper, steel or iron or a blend or alloy of any such metals aggregated for resource recovery (whether alone or with other recyclables), other than metal products with components of different metals that cannot be readily separated.
5. Aggregated for resource recovery (whether alone or with other recyclables).
6. Aggregated for resource recovery and collected by a council by a kerbside waste collection service operated as a separate collection service for such waste, other than such waste collected from within a quarantine area under the Fruit & Plant Protection Act 1992.
7. Aggregated for resource recovery (whether alone or with other recyclables).
8. Aggregated for resource recovery (whether alone or with other recyclables).
9. And any other lighting that contains mercury.
10. Including components, subassemblies and consumables that are part of the equipment when discarded.
11. And any other lighting that contains mercury.
12. Including components, subassemblies and consumables that are part of the equipment when discarded.

Application Form

1. General Information

Name of Organisation			
Please provide your Australian Business Number (ABN) if one has been allocated to you.			
Contact Details			
Name:		Position:	
Tel:		Mobile:	
Email:		Web:	
Address:			
Project Title			
Project summary (please give a short description of the project, maximum 100 words)			
Proposed project start date:		Proposed project commissioning date:	
Budget summary (totals from section 3)			
Funding sought	Applicant Contribution	Other Funding sources	TOTAL COST
\$	\$	\$	\$
Please give a description of the project, why the project is needed and a summary of its objectives.			
Where is your project located?			
Is your organisation (tick one):			
<input type="checkbox"/> The lead organisation of a consortium or partnership		<input type="checkbox"/> The sole applicant?	
If you are applying as the lead partner in this application, please provide the names of the other organisations in the project.			

Essential criteria check list

To be eligible for funding the project must meet all essential criteria below		
1. Does the proposed infrastructure project address at least one of the following funding priorities: <ul style="list-style-type: none"> Improve the efficiency of recycling facilities by increasing processing capacity, removing contamination and reducing residual waste to landfill, particularly in response to the impact of the China National Sword Policy. Targets recyclable materials most affected by China National Sword Policy and low commodity prices i.e. recovered paper, cardboard and plastics and materials most affecting MRF operating bottom lines i.e. glass fines. Improve the recycling of materials banned from landfill under the Environment Protection (Waste to Resources) Policy 2010. Target commercial and industrial or municipal solid waste streams. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Does the project target commercial and industrial or municipal solid waste streams	<input type="checkbox"/>	<input type="checkbox"/>
3. Planning and environmental approvals need to be in place and equipment commissioned within two years of receiving the grant offer. Will the project be delivered within the required timescale? Does the project have clear milestones for implementation? (note: milestones should be listed in section 8)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Will the project be carried out within South Australia?	<input type="checkbox"/>	<input type="checkbox"/>

2. Current activity and expected outcomes

	Mixed C&I tonnes	Mixed MSW tonnes	Source separated tonnes	Total tonnes
Current quantity of material received per annum				
Current processing throughput of material per annum				
Current quantity of material diverted from landfill per annum				
Current quantity of waste disposed to landfill per annum				
Expected additional quantity of material received per annum				
Expected additional throughput of material per annum				
Expected additional quantity of material diverted from landfill per annum				
Expected quantity of waste disposed to landfill per annum				
Who do you expect to source the additional material from?				-

Existing employees (FTE):	
Additional employees expected as a result of this project (no. FTE): x unskilled, x construction / design x machinery operator, x driver, x technical support, x administration x sales / marketing, x supervisor	
Additional financial turnover (per annum) as a result of this project:	

3. Preliminary budget (exclusive of GST)

Please provide a description of all the items required for the project (excluding in kind contributions). Funding from Green Industries SA can be sought for up to 50% of eligible items (refer to page 5 of guideline) up to the nominated maximum. Please add additional lines if required. Quotes for capital items should be attached.

Expenditure item (examples below, please amend as required)	Date	GISA funding sought*	Applicant contribution	Other funding sources (please specify)	Total cost
Description	20.11.20	\$XX,000	\$XX,000	\$XX,000	\$
Design					
Budget approval					
Community consultation					
Prepare planning report					
Agency consultation (EPA)					
Development approval					
Preliminary site works					
Footings					
Services					
Framing / construction					
Slab					
Hardstand / vehicle access					
Retaining					
Storm water					
Signage					
Bays / skips					
Baling equipment					
Other / Commissioning					
Totals:		\$	\$	\$	\$
Green Industries SA funding as % of total funding**:					

*Note: maximum funding available is \$250,000 per site, unless you serve three or more council areas, with support indicated from each (or significant capital expenditure with demonstrated benefits to the local economy).

**Note: this should be no more than 50% of total funding.

4. Other funding sources

If the project is funded through other sources please provide details (for multiple funders please list all funders separately):

1. Name of funding body:
2. Contact details for funding body:
3. Funding amount: \$
4. Please provide date this funding was approved or expected notification date:
5. Name and contact details for funding program:

Please provide a breakdown of any in kind contributions

Project element	Organisation providing in kind contribution	Value of in-kind contribution
		\$
		\$
		\$
	Total value of in-kind contribution	\$
	Total project budget¹	\$

5. Project details / assessment criteria

Infrastructure requirements

1. Provide brief details of the type of infrastructure requested, including capacity, predicted lifespan, where it is made and expected energy demand.
2. Please outline the key reasons for choosing a particular piece of infrastructure and why the infrastructure will meet your needs.

¹ Total project budget is the total cost of the project plus in kind contributions.

Product value and sustainability benefits

Describe the extent to which the project leads to high value end use (from an economic *and* environmental perspective) of waste materials and processes and leads to improved markets for recycled product.

Process improvement / Innovation

Describe the extent to which the project will improve throughput / output, tackling new waste streams, overcoming existing barriers, improvements to efficiency and targets new market segments.

Deliverables

1. Describe the extent to which the project will lead to a reduction of waste to landfill and/or targeting of products which are banned from landfill under the Waste EPP / materials affected by China Sword policy

2. If the project will lead to an increase in product value please provide details (e.g product quality, amount of value added in \$)

3. Please list end markets or users for the recovered material and the location.

4. What assumptions are being made, if any in terms of market demand for products? Please provide any evidence or data analysis to support the assumptions.

5. What is the long term viability of the project? How can it be sustained?

Environmental policies and practices

Please answer all questions below and provide details where appropriate:

1. Have you had any compliance issues with environmental regulators within Australia and/or work health and safety breaches within the past five years? Y/N

If yes, please provide details:

2. Has your organisation adopted any targets for reducing the environmental impacts and resource consumption of its operations? Y/N

If yes, please provide details:

Financial viability of the company and of the project

Demonstrate an objective assessment on the financial viability for the company and the product has occurred. Provide a summary of the expected short and long term costs and benefits of the project (this can form a separate attachment). Changes to commodity stock prices should be considered if relevant to the viability of the project.

6. Project support

Key people involved in the project
Name:
Position:
Role in this project:
Relevant Experience/Expertise:
Name:
Position:
Role in this project:
Relevant experience/expertise:

7. Planning and environmental approvals

You will need to check with all relevant organisations as to the permits and/or approvals required for the project works. If already obtained, please attach a copy to this application.	Yes	No
Is a planning approval required for the project?	<input type="checkbox"/>	<input type="checkbox"/>
Is an environment approval (including new approvals and/or revisions to existing approvals) required for the project?	<input type="checkbox"/>	<input type="checkbox"/>
If yes to either, have you lodged relevant applications?	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of dates lodged or estimated timeframe for submission	Date:	
Is the activity currently undertaken on this site licensed by the EPA? If yes, please provide a copy of the licence as supporting information	<input type="checkbox"/>	<input type="checkbox"/>
Is this site and/or proponent currently subject to any permits/notices from authorities such as WorkCover? If yes, please attach details.	<input type="checkbox"/>	<input type="checkbox"/>

8. Proposed project milestones

Please add any additional milestones or amend where appropriate

Action	Estimated Date
Planning and environmental approval process completed	
Order placed for equipment	
Equipment delivered to the work site.	
Construction/installation completed	
Commissioning / completion	

9. Performance measurement

The applicant must demonstrate that deliverables that have been established for the project are based on sound metrics, are realistic and measurable. For estimated outcomes please provide a baseline and identify measurable values or targets

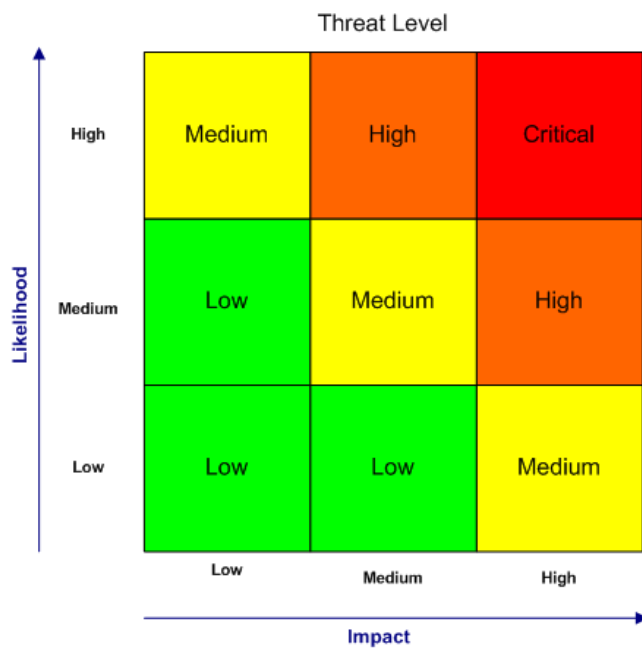
Product value and local benefits		
Key performance indicators e.g. product value, sales value, environmental impacts		
Estimated outcome/target	<u>Baseline</u> e.g all materials are exported overseas	<u>Targets</u> e.g 30% or x tonnes of the product received to be processed locally
How will the indicators be measured?		
When will the indicators be measured?		

Reduction of waste to landfill and/or targeting of products with are banned from landfill under the Waste EPP (for multiple products please list all)		
Key performance indicators e.g annual tonnage of waste diverted, number of T.Vs received or processed.		
Estimated outcome/target	<u>Baseline</u> e.g processing of 50 TVs per month	<u>Targets</u> e.g 20% increase in the number of TVs processed
How will the indicators be measured? Please list all material types which will be measured resulting from this project.		
When will the indicators be measured?		

Processing efficiency and value adding		
Key performance indicators e.g processing capacity or improved product quality		
Estimated Outcome -i.e. how it improves processing efficiency or increases the value of the material.	<u>Baseline</u> e.g 15% contamination in product	<u>Targets</u> e.g a reduction of 10% contamination in product
How will the indicators be measured?		
When will the indicators be measured?		

10. Risk management (mandatory)

Applicants <u>must</u> identify potential risks to the project's achievements using the risk matrix below. The outcomes listed must be assessed as a minimum. Add or delete lines specific to the project if required.			
Outcome	Likelihood (High/Med/Low)	Impact (High/Med/Low)	Risk / Threat (Critical/High/Med/Low)
Delays in planning and environmental approvals			
Delays in shipment of equipment			
Overrun of budget			
Lack of market			
Equipment performance does not meet expectations			
Loss of key personnel			
Other:			



For risks identified as medium, high and critical please describe actions or strategies to minimise these risks.

11. Supporting information

Please provide the information below with your application where appropriate.

Information supplied	Yes	No	N/A	Appendix Number
Site layout plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planning and environmental approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quotes for capital items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Insurance details (including public liability, workers compensation and personal accident)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pictures of site, proposed infrastructure, feedstock and products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Objective assessment on financial viability of project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Declaration

- I/we have read and understood the Guidelines and obtained clarification where needed.
- I/we declare that the information provided in this application including attachments is true and correct and discloses all required and relevant details. I/we understand that if information supplied as part of the application is false or misleading in a material particular, the application will not be considered OR, if the grant is made and it is discovered that information supplied was false or misleading in a material particular, the grant will be revoked and funds, plus interest, must be repaid. An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.
- I/we authorise Green Industries SA to seek any additional relevant information required to process this application, including solvency, and I/we hereby request and authorise any parties to supply such information as requested.
- I/we understand that if the project is approved for funding, information about the project may be publicised by Green Industries SA or provided as required or permitted by law.
- If the project is approved for funding, I/we will obtain all necessary and appropriate clearances from the relevant Commonwealth, state or local governments before executing the grant agreement and undertake to manage the proposed project in accordance with relevant laws and regulations.
- If I/we accept an offer of funding then I/we accept (jointly and severally in the case of a group application) responsibility for administering grant funds and liability in the event grant funds are to be repaid.

Signed

Name

Position

Chief Executive Officer

Date

The Chief Executive, or Chief Executive's delegate of your organisation must sign the application form. It should not be signed by the contact person unless the contact person is the Chief Executive or delegate.