



SOUTH AUSTRALIAN GOVERNMENT TRADE WASTE INITIATIVE APPLICATION GUIDELINES

Contents

Introduction	2
Resource Productivity Assessments.....	2
Eligible organisations and activities	2
Ineligible organisations and activities	5
Level of funding	5
Application and assessment process.....	5
Key dates	5
Application process	6
Selection criteria.....	6
Grant Agreement.....	7
Privacy and commercial-in-confidence considerations	7
Insurance requirements	7
Food and Beverage Implementation Grants.....	8
Eligible organisations and activities	8
Ineligible organisations and activities	10
Level of funding	10
Application and assessment process.....	11
Key Dates.....	11
Application process	11
Selection criteria.....	11
Grant Agreement.....	12
Privacy and commercial-in-confidence considerations	12
Insurance requirements	12

Introduction

The South Australian Government Trade Waste Initiative (the Initiative) is delivered by Green Industries SA. It will help businesses make improvements to the way trade waste is managed (focusing on quality and quantity), reduce operating costs and increase productivity by improving the way materials, energy and water are used.

By reducing the amount of waste and contaminants discharged by sewer or other means, the Initiative will improve the environmental performance of South Australia's manufacturing industry and for many, will also reduce operating costs. Removal or treatment of trade waste at source reduces the risk of contaminants impacting on re-use options or the receiving environment. By looking at trade waste in conjunction with the broader operations of the business and use of other resources, further opportunities for improving performance and productivity may be uncovered.

The Initiative has two grant funding components:

- (i) resource productivity assessments, and
- (ii) trade waste implementation grants for the food and beverage industry.

Funding is available as a matched (1:1) grant to successful applicants as a subsidy for the cost of a resource productivity assessment and/or to implement trade waste management improvements.

The Initiative has been developed in consultation with an industry reference group and has involved collaboration between SA Water, Food South Australia, the Department of State Development, Primary Industries and Regions South Australia, the Environment Protection Authority, the Department of Premier and Cabinet, and Green Industries SA.

Resource Productivity Assessments

Grant funding is available to cover 50% (maximum of \$10,000, plus GST) for a tailored assessment to identify opportunities for improving business operations, making it more efficient, saving resources (materials, water, energy), preventing waste and increasing productivity. An assessment report will include recommendations for improving the way trade waste is managed, which can lead to reduced operating costs and lessen environmental impacts. It may also recommend other areas of improvement such as those relating to materials, water and/or energy efficiency; process efficiency; and solid waste management, all of which can help reduce operating costs and improve productivity, performance and profitability.

A *Preferred Supplier List* of consultants has been established through an application and assessment process managed by Green Industries SA (GISA), in collaboration with other government agencies. To be eligible for resource productivity assessment funding, one of the listed suppliers must be used for an assessment.

Eligible organisations and activities

To be eligible for grant funding the applicant must:

- Hold a current SA Water volume and load based (VLB) trade waste discharge authorisation (or SA Water has estimated the VLB authorisation may apply to the applicant, based on historical trade waste discharge, business type and/or predicted production increases).

These applicants must supply written permission for SA Water to disclose information to Green Industries SA for the purposes of assessing the Trade Waste Initiative grant funding application.

The 'permission to disclose information' enables GISA to verify eligibility (ensure applicants meet trade waste VLB thresholds¹), and assists GISA's understanding of the applicant's trade waste discharge history, including any recommendations that may have been made via an SA Water *Cleaner Production Review*. Providing this permission to disclose information enables SA Water to supply data directly to GISA on behalf of the applicant.

A 'permission to disclose data' template is available from http://www.sawater.com.au/_data/assets/pdf_file/0007/65356/Confidentiality-Disclosure-Form.pdf.

In some cases, it may be useful to include the chosen third party supplier on the permission form so they can receive trade waste data directly from SA Water. The data may be required for completion of the resource productivity assessment.

OR

If not an SA Water trade waste VLB customer, applicants licensed under South Australia's *Environment Protection Act 1993: Part 15: Schedule 1 – Prescribed activities of environmental significance: Section 6 – Food production and Animal and Plant Product Processing* are eligible to apply – this section includes:

- 6 (1) *Abattoirs, Slaughterhouses or Poultry Processing Works*
Poultry or poultry meat products that are produced in excess of 200 tonnes per year, and other animal meat/animal meat products produced in excess of 100 tonnes per year.
- 6 (2) *Breweries*
Production of beer (infusion, boiling or fermentation) in excess of 5000L per day.
- 6 (4) *Fish Processing*
Fish processing (scaling, gilling, gutting, filleting, freezing, chilling, packing or otherwise processing fish) with an output <100 tonnes per year that discharge waste water to sewer or septic tank effluent disposal system; or where output <2 tonnes per year and waste water is disposed of otherwise (not to sewer or septic system).
- 6 (5) *Milk Processing Works*
Manufacture of evaporated or condensed milk, cheese, butter, ice cream or other similar dairy products where milk is processed in excess of 5ML/year.
- 6 (6)(b) *Produce Processing Works*
Processing of any agricultural crop material at which more than 10ML of waste water is generated and disposed.
- 6 (11) *Wineries or Distilleries*
Excluding those outside the Mount Lofty Ranges Water Protection Area at which 500 tonnes or less is processed per year, or inside Mount Lofty Ranges Water Protection Area at which 50 tonnes or less is processed per year. Also excludes works for bottling only.

OR

If a business does not meet either criteria above (i.e. is not an SA Water VLB trade waste customer, and does not hold a relevant EPA license), applications will be considered if there

¹ 8 tonnes Biological Oxygen Demand (BOD) or Suspended Solids (SS); 16 tonnes Total Dissolved Solids (TDS); 8ML volume of trade waste per year. Thresholds must have been met continuously since 1 January 2015 on a 12 month rolling average basis.

is evidence the business site is generating and discharging trade waste² that meets or exceeds at least one of the following VLB thresholds³:

- 8 tonnes Biological Oxygen Demand (BOD) or Suspended Solids (SS) per year
- 16 tonnes Total Dissolved Solids (TDS) per year
- 8 ML volume per year

Applicants must also:

- be a legal entity and currently hold an Australian Business Number (ABN) for a site in South Australia
- ensure a South Australian business site is the sole subject of the resource productivity assessment
- ensure the assessment is delivered in accordance with the *Resource Productivity Assessment Guideline* available from Green Industries SA or at <http://www.greenindustries.sa.gov.au/resource-productivity-assessment-program>
- ensure the assessment is undertaken by a third party supplier from the *Preferred Supplier List* (also referred to as “listed suppliers” herein) available at <http://www.greenindustries.sa.gov.au/preferred-suppliers-list>
- agree to their application being assessed by Green Industries SA⁴ in accordance with the selection criteria listed herein
- agree to provide GISA staff and/or contractors with site access to assist with the assessment of applications, project delivery and verification of results
- agree to contribute a minimum 50% of third party (listed supplier) assessment costs, in cash (funds from external sources cannot be used as part of the applicant’s contribution)
- comply with all State Government laws.

Resource productivity assessments should be undertaken at sites where the main business activity has occurred for a minimum of 12 months. Sites that have been operating for less than 12 months, or new sites, may be considered if there is evidence of the main business activity (or equivalent) occurring at another site, to ensure relevant data is available for assessment.

Assessments may be:

- new / not previously been undertaken for the applicant at the proposed business site
- requested to provide up-to-date or additional information based on a previous assessment (e.g. for assessments that were completed more than 12 months prior to application, or where further information is required in order to meet Resource Productivity Assessment Guideline criteria)

² Trade waste is any wastewater and substances contained within it, arising from any commercial, industrial, business, trade or manufacturing activity, which is discharged to the environment, including sewer, re-use system, or a similar system.

³ VLB thresholds must have been met continuously since 1 January 2015 on a 12 month rolling average basis. The values provided are equivalent to 80% (or 20% below) SA Water’s VLB trade waste thresholds.

⁴ Assessment of applications may be undertaken by staff or contractor(s) of the Green Industries SA, and any other parties deemed by GISA to be necessary for providing sufficient information and expertise to sufficiently assess applications against selection criteria.

- requested for verification of a previous assessment that may not have been undertaken by an approved third party (a listed supplier) and / or may require updates due to availability of new information or changes to production levels.

Ineligible organisations and activities

Businesses that do not generate trade waste⁵ (commercial / industrial wastewater) are ineligible to apply.

Businesses that are not SA Water trade waste VLB customers; are not licensed under Part 15; Schedule 1; Sections 6(1), 6(2), 6(4), 6(5), 6(6)(B) or 6(11) of South Australia's *Environment Protection Act 1993*; and applicants that cannot supply evidence of exceeding, meeting, or falling within 20% of at least one of the VLB thresholds are ineligible to apply.

Businesses wholly located outside the State of South Australia are ineligible to apply.

Resource productivity assessments that do not meet the minimum standards described in the *Resource Productivity Assessment Guidelines* will not be funded through the Trade Waste Initiative.

Alternative options for businesses not meeting these criteria

Businesses that do not meet trade waste related criteria; projects that are related to resource efficiency but do not meet minimum requirements in the *Resource Productivity Assessment Guideline*; and/or projects that are based on new or newly operating premises can apply for resource productivity assessment support through Green Industries SA's Business Sustainability Program. Contact aubrey.thomas@sa.gov.au for information.

SA Water business customers can also seek assistance through the [SA Water Cleaner Production Program](#). Customers seeking assistance regarding water efficiency and leak analysis can also approach SA Water Business Relations for technical assistance. For further information contact Business Technical Support on (08) 7424 3753 or at BusinessTechnicalSupport@sawater.com.au.

Level of funding

Up to \$10,000 (plus GST) in matched (1:1) grant funding is available to successful applicants as a contribution towards the cost of a Resource Productivity Assessment undertaken by a member of the Preferred Supplier List. Successful applicants are required to fund a minimum 50% (in cash) of the assessment cost. Applicant contributions cannot include third party funds.

Only one Resource Productivity Assessment application per applicant (based on ABN) can be funded over the lifetime of the Trade Waste Initiative.

Application and assessment process

Key dates

Applications must be submitted before the nominated closing date for any given funding round. All applications will be acknowledged within two weeks of submission. Additional written information may be requested from the applicant before an application can be assessed.

⁵ Trade waste is any wastewater and substances contained within it, arising from any commercial, industrial, business, trade or manufacturing activity, which is discharged to the environment, including sewer, re-use system, or a similar system.

Resource Productivity Assessments should be completed within three (3) months of Green Industries SA approving a grant.

Application process

Applicants must complete an application form which is subject to assessment and approval by Green Industries SA. The application form includes lodgment details.

Applications will be assessed and awarded on an ongoing basis throughout grant rounds. Results are typically known within 4-6 weeks of GISA receiving all the necessary information required to complete the assessment.

Any application lodged after the nominated closing date for any given funding round will be considered a late application. The decision to accept late applications will be at the discretion of Green Industries SA.

Selection criteria

Applications will be assessed by Green Industries SA against the following criteria:

- **Alignment with Assessment Guidelines**
 - The extent to which the project matches the delivery model recommended in the *Resource Productivity Assessment Guideline*, including the range of aspects covered by the assessment (process efficiency, energy and water efficiency, solid and trade waste management) and the level of detail to be provided.
 - The extent to which the project has been tailored to suit the needs of the business (e.g. how previous information will be utilised; focus on specific aspect(s) of operations; level of detail required for Food and Beverage Implementation Grants or other funding applications).
 - Use of service provider that has been listed on the *Preferred Supplier List* is essential.
- **Benefits of the project in reducing trade waste discharge load and volume**
 - The extent to which the project is likely to identify improvements in trade waste quality and/or reduce trade waste quantity and thereby reduce pressure on the various sewerage systems (including SA Water) and the environment.
- **Business credential and project management**
 - Demonstrated experience of the management team in delivering similar projects, and staff availability during project delivery.
 - Data and staff availability to support project delivery.
- **Environmental benefits**
 - The extent to which the project is likely to identify opportunities that will reduce environmental impacts arising from business activity and thereby improve the environmental performance of the business.
 - Areas that will be considered include waste water (trade waste) volume and load, greenhouse gas savings, solid waste reduction, solid waste avoidance, and materials, energy and water efficiency improvements.

- **Economic benefits**
 - The extent to which the project is likely to identify productivity and efficiency benefits that will reduce operational costs, increase profitability, and or increase or maintain employment levels within South Australia.
- **Value for money**
 - The extent to which the project represents value for money based on the scale of the operation and expected quality of output.
 - Previous government contributions towards resource productivity-related projects.
- **Timing**
 - Project timeframe and estimated timeframes for each phase and key milestones, and how this fits within the timeframe of the Trade Waste Initiative.
 - The expediency with which the project can be completed.

Grant Agreement

Applicants must agree to enter into a funding agreement with Green Industries SA. The Grant Agreement will outline the purpose of funds, project scope and payment schedule based on agreed milestones.

Payment schedules typically include an initial payment upon signing of the Agreement (which may be passed onto the selected third party service provider as a 'mobilisation fee'). In most cases, the other major payment will be based on provision of a satisfactory project report at the end of the project. Applicants are expected to pay their selected third party supplier directly, using a combination of grant funding and their own funds.

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.

Insurance requirements

For the duration of the project, the funded organisation must maintain workers compensation insurance, and public liability insurance for a minimum of \$10 million.

Food and Beverage Implementation Grants

Grant funding is available to food and beverage manufacturers in South Australia as a subsidy towards the cost of improvements that will lead to reductions in trade waste volume and/or contaminant loading. Trade waste improvements must be identified and recommended via an approved Resource Productivity Assessment or through successful on-site technology trials.

Eligible organisations and activities

To be eligible for grant funding the applicant must:

- Be a food and/or beverage manufacturer⁶ that holds an SA Water volume and load based (VLB) trade waste discharge authorisation.

Food and beverage manufacturers planning to connect to the SA Water trade waste (sewer) network with 24 months, and which SA Water can identify as likely to meet VLB thresholds⁷ are also eligible to apply.

- Submit written permission for SA Water to disclose information to Green Industries SA for the purposes of the Trade Waste Initiative, specifically for GISA to verify the applicant's eligibility; review historical trade waste data and any reports that may have been produced by SA Water staff for the applicant; and to monitor trade waste discharge during and following project completion to assist with program evaluation and reporting. Supplying this permission to disclose information enables SA Water to supply data directly to GISA on behalf of the applicant.

A 'permission to disclose data' template is available from

http://www.sawater.com.au/_data/assets/pdf_file/0007/65356/Confidentiality-Disclosure-Form.pdf.

- Be a legal entity and currently hold an Australian Business Number (ABN) for a site in South Australia.
- Ensure a South Australian business site is the sole subject of the grant funding application.
- Agree to the application assessment process described herein, and successful applicants must agree to enter into a Grant Agreement with Green Industries SA.
- Agree that if requested, staff and contractors of Green Industries SA are provided with site access to assist with the assessment of applications, project delivery and verification of results.
- Agree to commit a minimum 50% of eligible project costs in cash (funds from external sources cannot be used as part of the applicant's contribution)
- Comply with all State Government laws.

In addition, applicants must either:

⁶ In the context of the Trade Waste Initiative, "food and beverage manufacturer" produces a saleable food or beverage product (wholesale or retail) that is: (a) used directly for human consumption, and/or (b) is used directly in the preparation of food or beverages for human consumption, and/or (c) is prepared from organic waste generated by other food and beverage businesses and used in the production of pet food products.

⁷ 8 tonnes Biological Oxygen Demand (BOD) or Suspended Solids (SS); 16 tonnes Total Dissolved Solids (TDS); 8ML volume of trade waste per year. Thresholds must have been met continuously since 1 January 2015 on a 12 month rolling average basis.

- (a) Complete an approved resource productivity assessment within the 12 months prior to application, which may be:
- an assessment completed as a result of successful application for a Trade Waste Initiative Resource Productivity Assessment grant; or
 - an assessment completed by a listed supplier within the 12 months prior to application, and which align with the *Resource Productivity Assessment Guideline*, in particular:
 - o assessments must address trade waste management plus at least one other aspect of the operations (e.g. process efficiency, energy or water efficiency, solid waste management)
 - o recommendations should be prioritised, and based on the most cost effective solutions for the business
 - o there should be evidence that recommendations are made giving due consideration to the unique operating environment of the businesses, including any foreseeable expansion, relocation, increase or decrease in production levels
 - o costs relating to new plant/equipment or upgrades to plant/equipment should be based on current supplier quotes.

A full copy of the assessment report must be provided with grant applications.

OR

- (b) Be able to demonstrate their chosen trade waste management solution(s) has been selected following on-site trials, preferably of more than one technological solution (e.g. testing has occurred through more than one manufacturer of technology/equipment) and there is a company-wide commitment to improving other aspects of the business in relation to energy, water, waste and/or process efficiency.

Applicants will need to supply evidence of all on-site technology trials (including manufacturer and equipment details, trial timeframe, and related results) and evidence that other aspects of the business (energy efficiency, water efficiency, solid waste management, and/or process efficiency) have been assessed, or are currently being considered in order to demonstrate that a holistic approach is being taken with respect to trade waste management.

Applicants will need to supply information relating implementation costs and expected savings associated with project implementation, and how the project will impact on other aspects of the business such as labour, space requirements, need for shutdown during installation, ongoing maintenance cost / procedures, and staff training requirements.

Grant funding is limited to implementation activities that are expected to lead to trade waste improvements (i.e. reductions in volume and/or reduction in contaminants going to sewer), and may include:

- new plant/equipment that will lead to improvements in trade waste quality and/or quantity
- upgrades or additions to existing plant/equipment that will lead to improvements in trade waste quality and/or quantity
- shared infrastructure that will lead to improvements in trade waste quality and/or quantity in a select geographical area

Funding may be directed towards capital expenditure items and costs associated with its design and installation. Monitoring equipment, when coupled with an activity that will reduce trade waste discharge load or volume, may also be included in funding applications.

Staff training and education that will lead to improvements in trade waste quality and/or quantity may be considered as a component of a grant funding application. For this activity to be eligible, it must be additional to the free service currently offered under the SA Water Cleaner Production Team in that it provides training that is more targeted or specialised. Applicants should seek clarification from SA Water regarding the level of service currently offered when determining if a proposed training-related activity would be eligible for grant funding.

For further information regarding the Cleaner Production Program visit <https://www.sawater.com.au/business/trade-waste/cleaner-production-and-trade-waste> or contact SA Water Business Relations on (08) 7424 3753.

Funds can be requested for implementation activities that are intended to occur on a new site, with estimates of resource use and waste levels based on existing operations and extrapolated to the new operations. To be eligible for this type of project, the application should include information relating to an existing site with estimated figures provided for the new site.

Implementation activities should commence after application and be completed within 2 years of grant approval.

Preference will be given to projects that utilise South Australian suppliers of plant/equipment, and where applicants can demonstrate economic benefits to South Australia.

Ineligible organisations and activities

Trade waste implementation grants are only available to food and beverage businesses⁸ that are current customers of SA Water, or are planning to connect to the SA Water trade waste (sewer) network within 24 months (2 years) of application and which also trigger or are about to trigger at least one VLB trade waste threshold. All other organisations are ineligible to apply.

Ineligible activities include:

- energy efficiency upgrades or other activities that are not directly related to trade waste improvements
- installation of monitoring equipment on its own, as this does not have a direct benefit for reducing trade waste volume or load
- ongoing monitoring and maintenance costs.

Level of funding

Up to \$300,000 (plus GST) is available to successful applicants for approved trade waste improvement activities. Successful applicants are required to fund a minimum 50% of eligible project costs (in cash). Applicant contributions cannot include third party funds.

⁸ In the context of the Trade Waste Initiative, “food and beverage customers” are trade waste customers with a saleable food or beverage product (wholesale or retail) that is: (a) used directly for human consumption, and/or (b) is used directly in the preparation of food or beverages for human consumption, and/or (c) is prepared from organic waste generated by other food and beverage businesses and used in the production of pet food products.

Application and assessment process

Key Dates

A mid-term assessment date and a closing date will be set for each funding round. All applications submitted by a nominated date will be assessed as a group. Applications will be acknowledged within two weeks of submission. Additional written information may be requested from the applicant before an application can be assessed.

Trade waste implementation projects should be completed with 24 months of Green Industries SA approving a grant.

Application process

Applicants must complete an application form, which is subject to assessment and approval by an Inter-Agency Assessment Panel convened by Green Industries SA. The assessment panel includes representatives from Green Industries SA, SA Water, the Environment Protection Authority, Department of State Development, and Primary Industries and Regions SA.

All applications received by the mid-term assessment date, or closing date, will be assessed as a group by the Inter-Agency Assessment Panel. Grants will be awarded on a competitive basis, with results typically known within 4-5 months of application.

Applicants seeking funds of \$150,000 or more will be required to provide financial statements as evidence of the business' solvency. Green Industries SA reserves the right to have financial data independently reviewed and request further information if required.

Lodgment details are included on application forms

Only one application per business / applicant (based on ABN) can be accepted over the lifetime of the Trade Waste Initiative.

Any application lodged after the closing date for any given funding round will be considered a late application. The decision to accept late applications will be at the discretion of Green Industries SA.

Selection criteria

Applications should be based on a business case that addresses the following criteria:

- **Benefits of the project in reducing trade waste discharge load and volume**
 - The extent to which the project is likely to lead to improvements in trade waste quality and/or reduce trade waste quantity.
- **Benefits of the project to the green economy**
 - Estimated number of jobs created/people employed and over what time period.
 - Other indicators to include (if relevant/available):
 - net gain in employment over normal operating environment (on-going employment)
 - measurement of expected productivity improvements arising from the investment
 - supply chain benefits – what will be the positive impact (or any dis-benefits) on the company's supply chain and identify of companies involved
 - whether and how the project creates opportunities between businesses to better utilise waste materials / byproducts.

- **Environmental benefits**
 - Quantify and include time period indicators where relevant for:
 - water quality improvements, including those relating to trade waste
 - greenhouse gas savings
 - solid waste reduction and avoidance
 - reduction in raw materials, energy and water use as a result of the investment.
- **Financing/investment**
 - How the project is being financed e.g. investors and Government support.
 - Estimated payback period and return on investment.
 - Estimated flow on improvements (cost savings) to others.

Note: independent verification of the proponent's finances may be undertaken.
- **Business credentials and project management**
 - The project timeframe and estimated timeframes for each phase and key milestones and how this fits within the Trade Waste Initiative two-year lifespan.
 - Risk management – the level of risk associated with the project and the risk mitigation strategy.
 - Demonstrated business management experience of the management team developing/delivering the project.
- **Value for money**
 - The extent to which the project represents value for money based on the scale of the operation and expected quality of output.
 - Previous government contributions towards trade waste improvements.
- **Timing**
 - The expediency with which the project can be completed.

Grant Agreement

Applicants must agree to enter into a funding agreement with Green Industries SA. The Grant Agreement will outline the purpose of funds, project scope and payment schedule based on agreed milestones. It will also outline obligations for reporting (typically against agreed project milestones) and verification of data (typically in relation to trade waste quantity and quality pre and post implementation).

Payment schedules typically include an initial payment upon signing of the Agreement, followed by milestone payments based on project activities. A relatively small amount of grant funding may be withheld until the necessary reporting has been delivered to the satisfaction of Green Industries SA.

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. Applicants are not permitted to disclose details about funded projects without prior written consent from Green Industries SA which has ultimate discretion about publicity for successful applications.

Insurance requirements

For the duration of the project, the funded organisation must maintain workers compensation insurance, public liability insurance for a minimum of \$10 million.