

Resource Recovery Industry Development Program

Stream One: Resource Recovery Grants Fund

Round Two Guidelines

August 2019



The Department of State Development, Manufacturing, Infrastructure and Planning improves productivity and quality of life in Queensland by leading economic strategy, industry development, infrastructure and planning, for the benefit of all.

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1. Introduction

On 1 July 2019, the Queensland Government announced the new [Waste Management and Resource Recovery Strategy](#), a strategic framework to transition towards a zero-waste society, reduce waste, increase recycling, cut greenhouse gas emissions and protect our environment. The three strategic priorities within the Strategy will guide the transition towards a more circular economy, reduce the amount of waste disposed of to landfill, or illegally, and provide a more sustainable source of end-of-life products and materials to create new products.

Implementation of the strategy is underpinned by the introduction of a waste disposal levy on waste going to landfill, which commenced on 1 July 2019. Waste levy revenue funds will be allocated to facilitate industry development and the expansion and evolution of the state's waste management and resource recovery industry through a suite of programs, including the [Queensland Resource Recovery Industry 10-Year Roadmap and Action Plan](#) and the [Resource Recovery Industry Development Program](#).

1.1 The Resource Recovery Industry Development Program

The Resource Recovery Industry Development Program (RRIDP) will provide financial assistance for the development of projects that:

- facilitate waste avoidance, landfill diversion (including stockpiles) and recycling activities;
- accelerate investment in waste facilities and infrastructure;
- promote market and job development across Queensland; and
- increase economic growth.

The RRIDP offers three streams to address projects of different scales and areas of focus. **These guidelines are for Stream One (Round Two), the Resource Recovery Grants Fund.**

Stream One: Resource Recovery Grants Fund ([these guidelines](#))

The first stream is a capital grants stream with dollar-for-dollar grants available from \$50,000 to \$5 million for facilities and infrastructure projects that align with the RRIDP and its objectives.

Stream Two: Resource Recovery Project Fund

This is a broader financial incentives stream to attract or expand major resource recovery projects in Queensland. A project supported under Stream Two will deliver significant landfill diversion and resource recovery outcomes. Stream Two is well suited to projects which have the potential to result in significant benefits to Queensland, relative to the State's contribution. Applications will be considered on a case by case basis, with a successful project rated as of exceptional merit relative to the key objectives of RRIDP.

Stream Three: Resource Recovery Investment Pipeline Fund

The third stream is funding for studies for proposed projects that wish to deploy demonstrated technology but require further detailed technical and professional investigations to assist with resource recovery infrastructure investment decisions in Queensland.

2. Stream One: The Resource Recovery Grants Fund

2.1 Overview

The **Stream One: Resource Recovery Grants Fund** (Stream One) will accelerate investment in resource recovery facilities and infrastructure to keep resources circulating, divert waste from landfill and provide both environmental and social benefits. Stream One will support new jobs and economic development, particularly in regional areas, by expanding local processing activity.

Grants from \$50,000 to up to \$5 million will be provided towards capital investment in resource recovery infrastructure, to be at minimum matched by co-funding from the applicant.

Only one application will be accepted per applicant, including where the applicant is the lead applicant for a joint application.

This is a rounds-based stream which will follow a two-stage process, with the first stage being an expression of interest (EOI) which assesses eligibility and identifies projects most likely to meet the government's objectives. Those projects will then be invited to submit a detailed application. More details on eligibility and assessment are included in sections 2.4 – 2.8.

Applications will undergo a two-stage assessment process, an expression of interest followed by a detailed application. Successful applicants will be required to sign a contract and accept payment against milestones. Successful applicants will also be required to provide regular reports to the Department.

Our assessment, contract management and reporting framework ensures incentives offered through our grant programs result in a net benefit for Queensland.

2.2 Funding available

\$15 million is available under this round (Round Two) of Stream One.

2.3 Objectives

The key objectives of Stream One are to:

- support the [Advancing Queensland](#) priorities and the department's [strategic direction](#).

- increase waste diversion rates to meet Queensland Government targets set out in the *Waste Management and Resource Recovery Strategy*;
- accelerate private sector investment in new and improved resource recovery facilities and infrastructure;
- increase economic activity and employment particularly in regional areas or where unemployment is higher than the Queensland average; and
- move Queensland towards a circular economy by adding value to waste resources.

2.4 Eligibility

2.4.1 Applicants

To be eligible to apply, applicants must:

- be a legal entity* with an active Australian Business Number (ABN) or Australian Registered Business Number (ARBN);
- propose capital investment in resource recovery facilities and infrastructure to be located in Queensland;
- have obtained internal approval** to make the Application, including approval to co-fund the project to at least 50 per cent of the eligible capital costs, before applying for a grant;
- have the financial and technical capacity to deliver the resource recovery project; and
- have a history of effective regulatory compliance.

*The applicant organisation may be a business, local government (including local government owned / controlled organisations) or a not-for-profit or non-government organisation. The applicant may also be in the process of establishing an organisation to launch a resource recovery project.

Regional groups of councils and partnerships between industry and local government are also encouraged to apply, but one organisation should be identified as the lead applicant and administrator of the project.

Individuals and sole traders are not eligible.

** For local government applicants, this will be an endorsement of the project from elected members. For other organisations, this may require sign-off from executive management or the board.

2.4.2 Projects

Eligible Projects

To be eligible, a project must:

- be located in Queensland;
- recover waste materials that are currently being landfilled or stockpiled, or materials that are recovered to low value outlets;
- deliver new or improved resource recovery facilities or infrastructure;

- be capable of maintaining the delivery program for the project provided in the application;
- be able to secure all necessary planning approvals / licences within the delivery timeframe; and
- use only technology and solutions that have successfully demonstrated commercial capability.

Stream One will fund eligible costs up to 50 per cent of total eligible project costs.

This requires a minimum confirmed financial co-contribution of 50 per cent from other contributors, which may include funding from sources outside of the Department of State Development, Manufacturing, Infrastructure and Planning. This could be from other Queensland Government agencies, the Australian Government or local government, as well as contributions from non-government sources. Project applicants are required to contribute a minimum 25 per cent towards the project.

The requirement to contribute 25 per cent does not apply to Aboriginal and Torres Strait Islander Councils. While these Councils must co-contribute 50 per cent of the total eligible project cost, this can come from any source except Department of State Development, Manufacturing, Infrastructure and Planning.

Potential projects may include but are not limited to:

- new or expanded collection and transfer infrastructure, for example
 - kerbside collection systems
 - commercial waste collection systems
 - resource recovery centres and recycling drop off centres;
- new or expanded organics processing, for example
 - enclosed or in-vessel composting systems
 - anaerobic digestion, wet or dry;
- new or expanded recovery / sorting facilities, for example
 - upgrades to recycling facilities to meet tighter product quality standards
 - upgrades to mixed waste processing facilities;
- recovery of construction and demolition waste, for example
 - upgrades to existing facilities
 - new facilities where there is limited capacity;
- reprocessing, for example
 - refining of sorted recyclable material into higher quality products
 - manufacturing of new products from sorted recyclables
- new bioprocessing facilities, for example
 - processing bio-waste into reusable resources or energy;
- energy-from-waste, for example
 - energy generated from single stream or mixed wastes;
- industrial biotechnology and bioproducts infrastructure, for example
 - co-generation energy production
 - biofuel production
 - high value output bioproducts;
- on-site and precinct solutions, for example
 - Small scale or precinct-based treatment and recovery that reduce waste generated by a specific business or group of businesses.

Ineligible Projects

The following projects are not eligible for funding and will not be considered under Stream One:

- landfill projects – construction of new landfills or landfill cells, improvement of existing landfills (excluding source separation equipment), new landfill equipment, capping of landfills or rehabilitation of legacy landfills;
- projects that have already commenced construction;
- projects undertaken outside of Queensland;
- infrastructure that is primarily intended to process wastes imported from jurisdictions outside of Queensland;
- projects which have not yet demonstrated the commercial capability of the technology being deployed;
- projects not directly resulting in new infrastructure investment, for example education and behaviour change programs, market development, strategy development, and feasibility studies.

2.4.3 Project Costs

Project costs to be eligible for consideration must be auditable and must be capital costs for project specific investments such as for new, upgraded or expanded resource recovery facilities, large-scale technologies, or for the purchase and installation of fixed plant and equipment required to fully commission new infrastructure.

The following items will not be funded and should be excluded from the estimate of eligible project costs for co-funding:

- project development costs such as options analyses, feasibility studies, business case development and due diligence;
- legal costs;
- any expenditure incurred prior to the project commencement date agreed under the funding agreement;
- development approvals and environmental licence application costs, including any impact assessment studies that may be required;
- civil works outside the direct project site such as road and drainage upgrades;
- site acquisition costs such as purchase or lease costs and any site rehabilitation costs;
- leased equipment;
- operations and maintenance costs, including working capital;
- financing costs;
- existing plant and equipment which may be utilised in the new project;
- grant application, monitoring and administration costs (including any consultant support engaged by the applicant);
- promotion and advertising costs;
- compliance with regulation and licence conditions;
- offtake market development costs;
- education and information campaigns;
- contingency allowances (but it is considered prudent for these to be included in the total project budget).

In-kind contributions from the applicant are welcomed but will not be counted toward the applicant's capital co-contribution.

The applicant is encouraged to demonstrate that local suppliers and contractors will be engaged wherever reasonably practicable. Where significant expenditure outside of Queensland is required, this should be identified and explained in the application. The Queensland Charter for Local Content may apply.

2.5 How to apply

Notification of the funding round opening will be provided via multiple channels including email, social media and advertising. Stream One is a two-stage assessment process where proponents will be able to submit an expression of interest (EOI) and, if eligible, will then be invited to submit a detailed application.

Four weeks will be allowed for proponents to submit an EOI, followed by a four-week assessment period. A further four weeks will be allowed for proponents to submit a detailed application, followed by a twelve-week assessment period.

Should any stage of the assessment period need to be extended, applicants will be notified in writing.

2.6 EOI stage

Interested proponents will be able to visit a Departmental website to submit an EOI for their proposed project using the online portal. Two forms must be submitted, a grant application form and a project data template.

Each EOI will be checked for eligibility against the criteria set out in section 2.4 of these guidelines. If the EOI does not satisfy the eligibility criteria the applicant will be notified. Feedback will be provided upon request.

If the EOI satisfies the eligibility criteria, the department will then consider the projects most likely to achieve the program's objectives. Only those applications which are eligible and most likely to meet the program's objectives will be invited to submit a detailed application.

2.7 Detailed application stage

A detailed application form will be forwarded to the applicant for completion. It will request the following information:

- project background, including the current situation and what problems the project will address;
- project description, including site details, technologies proposed, processing capacity and waste flows. Waste flows refer to inputs, output of recovered materials and / or energy products and residual waste to landfill;
- project viability, particularly in relation to feedstock markets for waste supply and offtake markets for recovered products;

- a financial evaluation to ensure the project is commercially viable and will provide a return on investment, and for the evaluation panel to assess the robustness of key financial assumptions (costs and revenues);
- project plan, including key stages and milestones of the project as well as roles and responsibilities of key parties / staff. It will also include management systems and quality control approaches, and an outline of procurement strategies;
- project risks, including key project risks, potential consequences and mitigation measures that will be put in place to manage the risks. This should include risks associated with obtaining Native Title, land tenure and planning approvals; and
- key benefits, expected outcomes and measures of success
- three years of audited financial statements, to undertake a due diligence assessment.

Detailed applications must contain all information required to be submitted at the time of lodgement, as the Department will not request additional information to assess detailed applications. Guidance on evidence required to substantiate detailed applications will be provided with the application form.

Applicants will receive an acknowledgement of receipt of the detailed application by email within three business days of the closing date.

All detailed applications will be scored in a competitive, merit-based process against the eligibility and assessment criteria. The Department may engage consultants or specialist advisors to assist with the assessment of proposals against the eligibility and assessment criteria including probity checks and technical assessments.

There is no guarantee of approval at any stage in the process, and applicants will be notified in writing of the outcome of their detailed application. Should the number of meritorious applications exceed the funding pool, funding will be allocated to the projects most likely to meet government objectives, until funds are exhausted.

The State reserves the right to award grant funding in a different amount or with alternative conditions to that requested by the applicant.

The State may make public announcements regarding successful applications.

Advice and support

Frequently asked questions (FAQ) will be uploaded to the departmental website periodically once Stream One opens. The Department will not publish questions and responses where they are project or application specific. Applicants should check the FAQ for updates prior to submitting their EOI and detailed application.

The Department is not able to directly assist in the preparation of applications.

The decision in relation to an application is final and may not be appealed. If however, an applicant has any concerns in relation to the application or assessment process, the application may raise their concern at rrip@dsdmip.qld.gov.au and this will be considered.

The Department welcomes feedback on the RRIDP. Further information about providing feedback, compliments or complaints to the Department can be found [on our website](#).

2.8 Assessment criteria

Proposals will be assessed against the following weighted criteria which must be addressed in the detailed application:

- contribution to the development of the resource recovery industry (30%); including
 - achievement of Queensland Government waste diversion targets, including recycling of problematic waste streams (refer to the Queensland Government's *Waste Management and Resource Recovery Strategy*)
 - acceleration of private sector investment
 - development of the waste industry supply chain
- viability of the project (30%), including:
 - access to feedstocks
 - access to offtake markets
 - sound financial evaluation
- project delivery and risk management (25%), including
 - experience in delivering similar projects
 - sound project plan
 - sound risk identification and management plan
- value for money (15%), including
 - government investment per tonne of waste diverted
 - amount of private sector investment compared to government investment
 - local benefits particularly employment

2.9 Funding arrangements

Successful applicants will be required to execute a funding agreement with the State. This funding agreement will outline the terms of the proposed funding and detail the milestones to be achieved by the applicant. A copy of this funding agreement will be provided to applicants invited to submit a detailed application.

A 10 per cent payment will be made on execution of the funding contract. Funding will then be provided in instalments and paid in arrears based on agreed milestones. Payments will be dependent on receipt of satisfactory milestone reports, which will be subject to verification by the Department.

Applicants must advise proposed payment milestones and payment amounts within their detailed application form.

Recipients will be required to provide regular progress reports and milestone completion reports to the Government which demonstrate that the project is being delivered as agreed on schedule, and a project completion report. Templates and

requirements for these will be provided to successful applicants. A post completion report will be required one year after the project's completion date.

The Government reserves the right to undertake an audit of projects to monitor progress and / or appoint an independent advisor to undertake an assessment of projects.

2.10 Tax obligations

Grants may be treated as assessable income for taxation purposes and GST may also be applied. The State does not provide advice to applicants and recommends applicants seek independent professional advice on their tax obligations.

2.11 Program evaluation

As a new initiative of the Queensland Government, the RRIDP will be continuously monitored and reviewed, at a minimum annually, to ensure that the program effectively achieves its objectives. As such, these guidelines may be updated for future rounds after a funding round has closed.

3. Communications

3.1 Media

Once Stream One is open, all media enquiries or public announcements relating to Stream One will be coordinated and managed by Department's media team. Where possible, media and communications about projects will be undertaken jointly with successful applicants.

Applicants will be required to:

- seek and obtain the Department's approval before making public statements, or contacting the media, regarding successful or unsuccessful Applications through Stream One;
- provide the Department with at least 25 business days' notice of any proposed media event; and
- provide any proposed media or public statement to Department for approval prior to its release as well as making any changes or amendments to the form, content or manner reasonably requested by the Department.

3.2 Confidentiality

The Department will maintain strict controls in relation to the management of confidential information provided by applicants and all internal documentation produced in relation to the administration of Stream One.

Applicants must keep confidential any dealings with the Department about their Application, including any funding offered, but may make disclosures to advisors who are under an obligation of confidentiality or if required by law.

The State reserves the right to publicly disclose the names of applicants, information about funding granted and details about the anticipated economic outcomes and benefits to the State.

The State may also disclose confidential information of, or provided by, the applicant:

- if required to be disclosed by law;
- to its advisors;
- to comply with or meet applicable standards for accountability of public money or established governmental policies, procedures and protocols; or
- to a government agency.

3.3 Contact details

For enquiries or assistance about these guidelines, please contact the Department of State Development, Manufacturing, Infrastructure and Planning:

Email: rripd@dmdmip.qld.gov.au

Phone: 13 QGOV (13 74 68)

4. Glossary

Application – means an application (or relevant part of an application) made to Stream One, and includes an EOI, a detailed application and any other supporting or additional information in whatever form provided by the applicant in connection with its EOI or detailed application to Stream One.

Circular economy – a circular economy is an alternative to a traditional linear economy (make, use, dispose) in which we keep resources in use for as long as possible, extract the maximum value from them whilst in use, then recover and regenerate products and materials at the end of each service life.

Department – the Queensland Department of State Development, Manufacturing, Infrastructure and Planning.

Detailed application – a detailed application for funding under Stream One as set out in section 2.7.

EOI – an expression of interest for funding under Stream One as set out in section 2.6.

Feedstock – raw materials sourced as inputs for the process.

Offtake market – the market in which producers of a resource sell.

Resource Recovery – when energy, a material, or a product is taken from waste and re-used.

State – the State of Queensland.

Stream One – the Stream One: Resource Recovery Grants Fund.

5. Terms and Conditions

5.1 Reservation of Rights

The State reserves the right to administer Stream One and conduct the process for the assessment and approval of Applications in connection with Stream One in such manner as it thinks fit and to:

- a) change the structure, procedures, nature, scope or timing of, or alter the terms of participation in, the process or overall RRIDP (including timeframes and submission and compliance of Applications);
- b) consider or accept or refuse to consider or accept any Application which:
 - i. is lodged other than in accordance with these guidelines;
 - ii. is lodged after the relevant closing date for lodgement;
 - iii. does not contain the information required by these guidelines; or
 - iv. is otherwise non-conforming in any respect;
- c) vary or amend the eligibility criteria or assessment criteria set out in these guidelines;
- d) take into account any information from its own and other sources (including other Government agencies or advisors);
- e) accept or reject any Application, having regard to these guidelines, the eligibility criteria and the assessment criteria or any other item, matter or thing which the State considers relevant, including the limitations on the funds available for Stream One;
- f) give preference by allocating weighting to any one or more eligibility criteria or assessment criteria over the other;
- g) seek clarifications or additional information from, or provide clarifications or additional information to, negotiate or deal with, or seek presentations or interviews from, any applicant, without doing or requiring the same from all or any of the other applicants;
- h) conduct due diligence investigations in respect of any applicant and subject Applications to due diligence, technical, financial and economic appraisals;

- i) require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an Application or provide any additional information;
- j) terminate further participation of any applicant in the application process for Stream One;
- k) terminate or reinstate Stream One or any process in Stream One;
- l) not proceed with Stream One in the manner outlined in these guidelines, or at all;
- m) allow the withdrawal or addition of any applicant after the closing date; and
- n) conduct negotiations with any one or more applicants after Applications have been lodged.

Where, under these guidelines, it is stated that the State may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the State may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including the applicants).

If the State does exercise any of its rights under these guidelines the State may inform any or all applicants. The State will not, however, be under any obligation to do so.

5.2 Relationship

The State's obligations regarding the application process are limited to those expressly stated in these guidelines.

Subject to section 5.7, no contractual or legal relationship exists between the State and an applicant in connection with Stream One, these guidelines or the application process.

An applicant, or its representatives:

- a) has no authority or power, and must not purport to have the authority or power to bind the State, or make representations on behalf of the State;
- b) must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the applicant is for any purpose an employee, agent, partner or joint venture with the State; and
- c) must not represent to any person that the State is a party to the proposed project (other than as a potential funder subject to the application process and confidentiality obligations detailed in these guidelines).

5.3 Participation at applicant's cost

Each applicant participates in Stream One at its own cost and risk.

To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the State (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:

- a) any costs, expenses, losses or liabilities suffered or incurred by the applicant in preparing and submitting its Application (including any amendments, requests for further information by the State, attendance at meetings or involvement in discussions) or otherwise in connection with Stream One;
- b) the State at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with Stream One; or
- c) any of the matters or things relevant to its Application or Stream One in respect of which the applicant must satisfy itself, including under these guidelines.

Without limiting the foregoing, if the State cancels or varies Stream One at any time or does not select any applicant following its assessment of the Applications, or does (or fails to do) any other thing referred to under these guidelines, no applicant will have any claim against the State arising from or in connection with any costs, expenses, losses or liabilities incurred by the applicant in preparing and submitting its Application or otherwise in connection with or in relation to (whether directly or indirectly) Stream One.

5.4 Applicant to make own enquiries

These guidelines have been prepared to give potential applicants background information in relation to Stream One. These guidelines do not, and do not purport to contain all of the information that applicants may require in reaching decisions in relation to whether or not to submit an Application. Applicants must form their own views as to what information is relevant to such decisions and obtain their own independent legal, financial, tax and other advice in relation to information in these guidelines or otherwise made available to them during the application process.

The State accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the information supplied by it in connection with Stream One or interpretations placed on the information by applicants.

5.5 Intellectual Property

Any intellectual property rights that may exist in an Application will remain the property of the applicant or the rightful owner of those intellectual property rights. Any part of an Application considered to contain any intellectual property rights should be clearly identified by the applicant.

The applicant grants to the State (and will ensure that relevant third parties grant) a non-exclusive, irrevocable licence to use and reproduce the intellectual property for the purpose of administering Stream One.

5.6 Privacy

In this section, **Personal Information** has the meaning given to that term in the *Information Privacy Act 2009* (Qld).

Personal Information provided by applicants may, in the course and for the purposes of assessment of the Application, be disclosed to the State's associates or project stakeholders.

If any applicant collects or has access to any Personal Information in connection with its Application or Stream One, the applicant must comply, in relation to that Personal Information:

- a) (as if it were the State) with the Information Privacy Principles in the *Information Privacy Act 2009* (Qld); and
- b) with all reasonable directions of the State.

5.7 Acceptance

By submitting an Application, each applicant:

- a) warrants to the State that the information contained in its Application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the State in determining whether or not to provide financial assistance to the applicant under Stream One;
- b) undertakes to promptly advise the State if it becomes aware of any change in circumstances which causes the information contained in its Application to become inaccurate or incomplete in a material respect;
- c) acknowledges that the State will rely on the above warranty and undertaking when evaluating the Application;
- d) acknowledges that the State may elect to remove an applicant or elect not to further consider an Application at any stage as a result of a material change to the information presented in an Application;
- e) acknowledges that the State may suffer loss or damage if the applicant breaches the above warranty and undertaking; and
- f) is taken to have accepted these guidelines, including the terms and conditions, and warrants for the benefit of the State it will not breach these guidelines or seek to bring any claim, of any kind whatsoever, against the State which is precluded by these guidelines.