

Incentives for Sustainability Program Operating Guidelines

13 February 2024

Council

PURPOSE

This Operating Guideline has been prepared to support City of Adelaide (CoA) employees to ensure consistency in administering grants and incentives delivered to support sustainability outcomes, including low carbon, circular economy, greening and biodiversity outcomes. These programs are typically run by the Park Lands and Sustainability and the Low Carbon and Circular Economy Teams.

This Operating Guideline has been separated into two sections:

1. Grants Operation
2. Incentives Operation

GRANTS OPERATION

Strategic Context

Sustainability Program Grants may be used by the City of Adelaide to support priorities and actions outlined in the City of Adelaide's strategic documents related to sustainability, climate and circular economies.

Objectives

Objectives for individual grant programs will be listed in public facing guidance and terms and conditions documentation. Objectives must clearly link to a strategic outcome or priority area related to sustainability, climate or circular economies.

Eligibility

Eligibility for individual grant programs will be listed in public facing guidance and terms and conditions documentation. Eligibility criteria will clearly state who is eligible and who is ineligible for the specific program.

Applications in any grant program will be ineligible if any of the following apply:

- The applicant undertakes canvassing or lobbying of councillors or employees of the City of Adelaide in relation to their grant application during the application and assessment process;
- The application does not meet the identified priorities;
- The application will contravene an existing City of Adelaide Policy or Operating Guideline;
- Applicants are yet to acquit on any previous Council funding or finalise outstanding debts to Council.

Current Council employees or former employees who ceased employment less than six months before applying and who are residents are eligible to apply for funding.

INCENTIVES FOR SUSTAINABILITY PROGRAM OPERATING GUIDELINES

Applicants that have received funding from other grants are not precluded from receiving funding from SIS.

Applicants may be eligible for funding more than once per year.

Assessment Criteria

To support decision-making, a set of assessment criteria will be developed for each category within individual grant programs and will be included in the relevant public facing documentation. Assessment criteria should include at a minimum:

CRITERIA	WEIGHTING
Strategic alignment with the priorities of the grant	15%
Cultural, social, and environmental outcomes	15%

Other criteria should be specific to the individual grant's objectives.

Application and Approval Process

Applicants seeking funding can apply by submitting an application form within the advertised timeframes through online submission via Smart Grants.

Once submitted, an application will be assessed according to:

- The eligibility criteria;
- Assessment criteria; and
- Available funding.

Where an application is incomplete or inaccurate, the applicant will be contacted and asked to supply additional information.

City of Adelaide understands that formal application and acquittal processes are not accessible and available for everyone and will provide support to individuals or groups to ensure the Sustainability Program Grants are fair and accessible.

Roles and Responsibilities

Sustainability Program Grants will be organised and run by specific officers within the Park Lands and Sustainability and the Low Carbon and Circular Economy Teams.

The Climate Change Coordinator is responsible for supporting the specific officers in setting up and managing the SmartyGrants system. Each officer will organise an assessment panel when required for their specific grant program.

Administration aims to provide all applicants with the opportunity to access support and feedback while considering the application to the Sustainability Program Grants.

Council is committed to creating opportunities for collaboration and encourages applicants and Administration to work together to ensure that shared outcomes can be achieved.

Decision Making

Based on the identified program priorities, eligibility criteria and assessment guidelines, Administration will assess each application received as part of the Sustainability Program Grants and refer funding recommendations up to the value of \$50,000 (excluding GST) for a single application to the Manager of the relevant team (Park Lands and Sustainability or Low Carbon and Circular Economy) or appropriately delegated officer.

Funding recommendations in excess of \$50,000 will be presented to Council for decision.

Funding Source

Funding for the Sustainability Program Grants is subject to the City of Adelaide's Annual Business Plan and Budget annually. All grant funds will be allocated, administered and managed in a responsible and transparent manner. Approved grants will not exceed the annual budget. We have considered other funding sources available to avoid duplication.

Notification and Payment

All applicants will be notified in writing of the outcome of their application.

All successful applicants will be required to:

- Provide to City of Adelaide a copy of their organisation's Public Liability Insurance "Certificate of Currency" (minimum \$20 million) where relevant;
- Provide to City of Adelaide relevant details for Electronic Funds Transfer of grant monies;
- Sign a funding agreement detailing the grant's terms and conditions.

Funding Acquittal

All successful applicants (including multi-year funding commitments) will be required to provide a detailed written report on all outcomes of the project funded by City of Adelaide in the form of an acquittal report document (a template will be provided). For multi-year commitments, applicants will be required to set the acquittal year during the application process. If a project spans more than one year, a project update will be required at the end of each year. Acquittal reports will be required within 6 weeks from the conclusion of each project or annually for multi-year funding commitments. Applicants may also be required to present, promote and share their successful grant projects with the local community and/or other grant recipients.

Key Performance Indicators

Key measures of performance for the Sustainability Program Grants will be;

- Alignment of funding with the City of Adelaide Strategic Plan and any other identified strategic priorities;
- Impact on sustainability measures, including but not limited to reductions in greenhouse gas emissions, increases in resource recovery and improvements in biodiversity;
- Funded projects are successfully completed within funding agreement and a report and acquittal is submitted at the end of the project;

INCENTIVES FOR SUSTAINABILITY PROGRAM OPERATING GUIDELINES

- Funded applicants achieve the stated outcomes;
- Annual promotion of Grants Program;
- Total amount of City of Adelaide funding distributed annually and total matched funds to measure return on investment.

Monitoring and Implementation

The performance of the Sustainability Program Grants will be monitored through the administrative and financial systems of City of Adelaide.

INCENTIVES OPERATION

Strategic Context

The City of Adelaide's Incentives for Sustainability Program are a primary driver for community action to support priorities outlined in the City of Adelaide's strategic documents related to sustainability, climate and circular economies.

Incentives for Sustainability is currently the culmination of two separate incentive schemes. The Sustainability Incentive Scheme, running in its current form since 2015, and the Circular Economy Incentives, established in 2023.

Objectives

The objectives of the Incentives for Sustainability Program are:

- **Carbon emissions reduction** – support an overall reduction of carbon emissions
- **Growing renewables** – increase smart utilisation and storage of renewable electricity during peak supply periods
- **Zero emissions transport** - accelerate transport decarbonisation to capture economic opportunities
- **Driving Circular Economy** – eliminate food waste and increase resource recovery
- **Climate Readiness** – support increased resilience within the city through increasing water efficiency, improving greenery, and reducing tree canopy loss
- **Equity, access, and affordability** – accelerate uptake of sustainable technologies, practices, and initiatives in an equitable and financially responsive way
- **Innovation, environmental leadership and emerging technologies** – catalyse early adoption, benchmark certification and enhance consumer choice
- **Minimal administrative burden** – ensuring incentives are relatively simple to assess and provide a transparent application process

Eligibility

The General Eligibility Criteria below apply to every available incentive.

- The property must be located within the City of Adelaide municipal area.
- Acquittals must be submitted within 12 months of project completion.
- Incentive funding is subject to City of Adelaide's annual budget processes and funding is limited.












- City of Adelaide reserves the right to cease incentives at any time without notification and applications are not guaranteed to receive funding (except where pre-commitment has been approved and activated).
- Eligibility of specific products or services is at City of Adelaide's discretion. City of Adelaide reserves the right to reject any applications.
- Rebates will be applied to the out-of-pocket installation or service cost incurred by the owner, occupier of the premise or body corporation, after all other incentives, grants, rebates, and discounts received have been deducted.
- The applicant acknowledges and agrees that the City of Adelaide accepts no liability in respect of any claim, cause of actions, loss or damage arising out of, or in relation to, any device purchased, or service procured under the incentives.
- Sustainability measures/devices supported through the incentives must be installed by appropriately licensed and accredited installers, and maintained in accordance with any relevant guidelines, and in a manner which does not pose risks to the health or welfare of any person.
- Where a Development Application (DA), is required, a rebate will be provided once the DA is granted, the system is installed according to the conditions set out in the DA, and the relevant paperwork is submitted.
- If approved, it may take City of Adelaide up to 30 working days to pay the rebate.
- City of Adelaide may request provision of information associated with the project including data for the preparation of a public facing case study.
- If the location for installation of a device supported through the incentives is within a strata or community title property, proof of the approval to install the device from the body corporate or equivalent must be provided with the application. (Refer to the relevant Strata Agreement).
- If a tenant is applying for a reimbursement, a written letter of permission from their landlord must be provided with their application to be eligible for the rebate.

Current Council employees or former employees who ceased employment less than six months before applying and who are residents are eligible to apply for funding. Applicants that have received funding from other grants are not precluded from receiving funding from SIS.

Applicants may be eligible for funding more than once per year.

Each incentive also has its own specific eligibility criteria as defined in **Appendix A**.

Eligible Entities for specific incentives

Rebate Type	 Houses owner occupied	 Houses tenanted	 Houses concession card holders	 Residential strata/ community/ body corporation buildings	 Small Medium Enterprises	 Multistorey commercial	 Non-profit community and sporting	 Precinct	 Building	 Organisation	 Event
Residential Solar PV	✗	✓	✓	✓	✗	✗	✓	N/A	N/A	N/A	N/A
Business Solar PV	✗	✗	✗	✗	✓	✓	✗	N/A	N/A	N/A	N/A
Shared Solar	N/A	N/A	N/A	✓	N/A	✓	N/A	N/A	N/A	N/A	N/A
Energy Storage Systems	✗	✗	✗	✗	✓	✓	✓	N/A	N/A	N/A	N/A
Energy Monitoring	✓	✓	✓	✓	✓	✓	✓	N/A	N/A	N/A	N/A
Energy Smart Buildings	✗	✗	✗	✓ <small>*multi-storey only</small>	✗	✓ <small>*Strata only</small>	✗	N/A	N/A	N/A	N/A
Retailer Energy Productivity Scheme (REPS) top up	✗	✓	✓	✗	✗	✗	✓	N/A	N/A	N/A	N/A
Appliance Electrification	✓	✓	✓	✓	✓	✓	✓	N/A	N/A	N/A	N/A
Electric Vehicle Charging Stations	✓	✓	✓	✓	✓	✓	✓	N/A	N/A	N/A	N/A
Electric Vehicle Charging Station Demand Management	✓	✓	✓	✓	✓	✓	✓	N/A	N/A	N/A	N/A
Climate Active Certification	N/A	N/A	N/A	N/A	N/A	N/A	N/A	✓	✓	✓	✓
Performance Ratings	N/A	N/A	N/A	✓	✓	✓	✓	N/A	N/A	N/A	N/A
Water Saving Devices	✓	✓	✓	✓	✓	✓	✓	N/A	N/A	N/A	N/A
Commercial green waste diversion	N/A	N/A	N/A	N/A	✓	✓	✓	N/A	N/A	N/A	N/A
Business Sustainability Training Support	N/A	N/A	N/A	N/A	✓	✗	✓	N/A	N/A	N/A	N/A
Home Energy / Sustainability Assessments	✓	✓	✓	✓	N/A	N/A	✓	N/A	N/A	N/A	N/A

Application and Approval Process

Applicants seeking funding can apply by submitting an application form within the advertised timeframes through online submission via Smart Grants.

Once submitted, an application will be assessed according to:

- The eligibility criteria; and
- Available funding.

Where an application is incomplete or inaccurate, the applicant will be contacted and asked to supply additional information.

The majority of applications will be processed post-project completion (once the applicant has paid in full), however pre-commitments are required for any applicant of the following rebates:

- Shared Solar
- Energy Smart Buildings
- Commercial Green Waste Diversion
- Business Sustainability Training Support

- Home Energy/Sustainability Assessments other than Residential Energy Scorecard Assessments
- Hard Waste Collection – Making Space for Resource Recovery
- Suppliers of Reusable Delivery Transport Containers
- Initial Purchase of Reusable Delivery Transport Containers
- Commercial Dishwasher.

A pre-commitment may also be available for projects that the Administration considers meet one of the following:

- Require the approval of a third party and involve higher levels of project management.
- Offer greater community demonstration potential.
- Engage multiple households or tenancies in a building.
- Involve participation of Commonwealth concession card holders or tenanted properties.

Administration will not pre-commit more than 75% of unallocated funding at any time in a financial year.

Where pre-commitments are approved, final payment is subject to meeting all requirements of the incentive with project completion within three months, or other such time as agreed in writing by City of Adelaide.

Council understands that formal application and acquittal processes are not accessible and available for everyone and will provide support to individuals or groups to ensure the Sustainability Program Grants are fair and accessible.

Roles and Responsibilities

The Climate Change Coordinator is responsible for administering the Incentives for Sustainability Program. Administration aims to provide all applicants with the opportunity to access support and feedback while considering the application to the Incentives for Sustainability Program. Council is committed to creating opportunities for collaboration and encourages applicants and City of Adelaide to work together to ensure that shared outcomes can be achieved.

Decision Making

Based on the above program priorities, eligibility criteria and assessment guidelines, City of Adelaide will assess each application received as part of the Incentives for Sustainability Program and refer funding recommendations up to the value of \$50,000 (excluding GST) for a single application to the Manager of the relevant team (Park Lands and Sustainability or Low Carbon and Circular Economy) or appropriately delegated officer.

Funding recommendations in excess of \$50,000 will be presented to Council for decision.

Funding Source

Funding for the Incentives for Sustainability Program is subject to the City of Adelaide's Annual Business Plan and Budget annually. All incentive funds will be allocated, administered and managed in a responsible and transparent manner. Approved incentives will not exceed the annual budget. We have considered other funding sources available to avoid duplication.

Notification and Payment

All applicants will be notified in writing of the outcome of their application. All successful applicants will be required to provide to City of Adelaide relevant details for Electronic Funds Transfer of grant monies.

Funding Acquittal

All successful pre-commitment applicants will be required to provide final outcomes of the project funded by City of Adelaide in the form of an acquittal report document (a template will be provided). Acquittal reports will be required within 6 weeks from the conclusion of each project.

All applicants may also be required to present, promote and share their successful grant projects with the local community and/or other grant recipients.

Key Performance Indicators

Key measures of performance for the Incentives for Sustainability program will be;

- Applications received and approved by type of incentive and month
- Total amount of funding distributed annually and total matched funds to measure return on investment.
- Overall investment ratio (total investment/ rebates) since 2015
- Impact on sustainability measures, including but not limited to;
 - Reductions in greenhouse gas emissions
 - Energy efficiency improvements
 - Total Solar PV installed
 - Total Energy Storage (kWh) installed
 - Total EV Charging Stations installed
 - Average EV Charging Station Capacity (kW)
 - Total Rainwater Storage (L) installed
 - Increases in resource recovery
 - Increases in biodiversity.

Monitoring and Implementation

The performance of the Incentives for Sustainability Program will be monitored through the administrative and financial systems of City of Adelaide.

City of Adelaide is committed to regular review of the Incentives for Sustainability Program to ensure City of Adelaide is providing relevant incentives to encourage our community to transition to a climate ready, low carbon and circular economy, consistent with industry and market trends. Recommendations from these reviews will be presented to Council for consideration.

OTHER USEFUL DOCUMENTS
Related documents

- Public facing guidance and terms and conditions documents
- How to for SmartyGrants and payments

Relevant legislation

- *Local Government Act 1999 (SA)*
- *City of Adelaide Act 1998 (SA)*
- *Environmental Protection Act 1993 (SA)*
- *Planning, Development and Infrastructure Act 2016 (SA)*
- *Heritage Act 1993 (SA)*

ADMINISTRATIVE

As part of Council's commitment to deliver the City of Adelaide Strategic Plan, services to the community and the provision of transparent information, all policy documents are reviewed as per legislative requirements or when there is no such provision a risk assessment approach is taken to guide the review timeframe.

This Policy document will be reviewed every **four** years unless legislative or operational change occurs beforehand. The next review is required in **2028**.

Review history:

Trim Reference	Authorising Body	Date/ Decision ID	Description of Edits

Contact:

For further information contact the City Shaping Program.

City of Adelaide
 25 Pirie ST, Adelaide, SA
 GPO Box 2252 ADELAIDE SA 5001
 +61 8 8203 7203
city@cityofadelaide.com.au

Incentives for Sustainability Program Specific Eligibility Criteria

The tables below provide an overview of eligibility for each individual incentive and provide examples of what would be ineligible for each incentive currently available through the Incentives for Sustainability Program.

Residential Solar PV	Eligible	Ineligible
Categories and Descriptions	<ul style="list-style-type: none"> • 20% up to \$1,000 – ≥1.5 kW to <10 kW Solar PV System • 20% up to \$2,500 – 10kW to < 20kW Solar PV System • 20% up to \$5,000 – ≥20 kW Solar PV System 	<ul style="list-style-type: none"> • <1.5kW Solar PV System
Entities	<ul style="list-style-type: none"> • Houses (Tenanted) • Houses (Commonwealth Concession Card Holders) • Residential Strata/Community/Body Corporation Buildings Shared Use areas or individual tenants • Not-for-profit Community or Sporting Facilities 	<ul style="list-style-type: none"> • Houses (Owner Occupied) • Small to Medium Enterprises • Multistorey Commercial properties
Limits	maximum of one application per retail electricity meter (National Meter Identifier – NMI).	Multiple applications per retail electricity meter (NMI)
Power Purchase Agreements	Solar PV systems purchased on a solar lease or power purchase agreements are eligible if the outright ownership is vested with the property owner or tenant at the end of the contracted term.	Solar PV systems purchased on a solar lease or power purchase agreements where outright ownership is vested with an external third party at the end of the contracted term.

Business Solar PV	Eligible	Ineligible
Categories and Descriptions	<ul style="list-style-type: none"> • 20% up to \$1,250 – 10kW to < 20kW Solar PV System • 20% up to \$2,500 – ≥20 kW Solar PV System 	<ul style="list-style-type: none"> • <1.5kW Solar PV System • ≥1.5 kW to <10 kW Solar PV System
Entities	<ul style="list-style-type: none"> • Small to Medium Enterprises • Multistorey Commercial properties 	<ul style="list-style-type: none"> • Houses (Owner Occupied) • Houses (Tenanted) • Houses (Commonwealth Concession Card Holders) • Residential Strata/Community/Body Corporation Buildings Shared Use areas or individual tenants • Not-for-profit Community or Sporting Facilities
Limits	maximum of one application per retail electricity meter (National Meter Identifier – NMI).	Multiple applications per retail electricity meter (NMI)
Power Purchase Agreements	Solar PV systems purchased on a solar lease or power purchase agreements are eligible if the outright ownership is vested with the property owner or tenant at the end of the contracted term.	Solar PV systems purchased on a solar lease or power purchase agreements where outright ownership is vested with an external third party at the end of the contracted term.

INCENTIVES FOR SUSTAINABILITY PROGRAM OPERATING GUIDELINES

Shared Solar	Eligible	Ineligible
<p>Categories and Description</p>	<ul style="list-style-type: none"> • A maximum rebate of up to \$20,000 per site comprising of: <ul style="list-style-type: none"> ○ Up to \$500 per premise connected to the shared solar PV system; and ○ No more than 20% of system costs. • Only for the sharing of solar electricity between tenants in multi-storey premises (>20 kW). More than 25% of power generated must be shared to individual tenants, not common areas. • Demonstrated governance and billing systems in place to distribute >25% of annual solar generation to tenants' electricity usage. <p>The number of premises will be determined based on the net lettable area divided by 500m²</p> <p>Pre-commitments required</p>	<ul style="list-style-type: none"> • Solar PV Systems 20 kW or less. • Solar PV Systems where more than 75% of generated power is used in common area. • Solar PV Systems where governance systems are not in place for the formal distribution of solar between individual tenants. • Solar PV Systems installed on single-storey premises, including strata
<p>Entities</p>	<ul style="list-style-type: none"> • Multistorey Commercial properties • Multistorey Residential Strata/Community/Body Corporation Buildings <p>Premise must be multi-storey, with a premise located above another premise, and may include embedded networks or</p>	<ul style="list-style-type: none"> • Houses (Owner Occupied) • Houses (Tenanted) • Houses (Commonwealth Concession Card Holders) • Single-storey Residential Strata/Community/Body Corporation Buildings

	other technology-based solutions.	Shared Use areas or individual tenants <ul style="list-style-type: none"> • Small to Medium Enterprises • Not-for-profit Community or Sporting Facilities
Limits	Maximum of one application per retail electricity meter (National Meter Identifier – NMI).	Multiple applications per retail electricity meter (NMI)
Power Purchase Agreements	Solar PV systems purchased on a solar lease or power purchase agreements are eligible if the outright ownership is vested with the property owner or tenant at the end of the contracted term.	Solar PV systems purchased on a solar lease or power purchase agreements where outright ownership is vested with an external third party at the end of the contracted term.

INCENTIVES FOR SUSTAINABILITY PROGRAM OPERATING GUIDELINES

Energy Storage	Eligible	Ineligible
Categories and Description	<ul style="list-style-type: none"> • 50% up to \$2,000 – Battery Energy Storage System • The system must be installed to optimise internal electricity consumption and not be configured as a mains electricity supply back-up system only. • Costs associated with the energy storage system equipment and installation only. 	<ul style="list-style-type: none"> • Energy Storage Systems configured as a mains electricity supply back-up system only. • Additional costs such as switchboard upgrades.
Entities	<ul style="list-style-type: none"> • Small to Medium Enterprises • Multistorey Commercial properties • Not-for-profit Community or Sporting Facilities 	<ul style="list-style-type: none"> • Houses (Owner Occupied) • Houses (Tenanted) • Houses (Commonwealth Concession Card Holders) • Residential Strata/Community/Body Corporation Buildings
Limits	maximum of one application per retail electricity meter (National Meter Identifier – NMI).	Multiple applications per retail electricity meter (NMI)
Power Purchase Agreements	Energy Storage Systems purchased on a lease or power purchase agreements are eligible if the outright ownership is vested with the property owner or tenant at the end of the contracted term.	Energy Storage Systems purchased on a lease or power purchase agreements where outright ownership is vested with an external third party at the end of the contracted term.

Energy Monitoring	Eligible	Ineligible
<p>Categories and Description</p>	<ul style="list-style-type: none"> • 50% up to \$100 – stand-alone energy monitoring display installed on a premise with no solar PV or battery system. <p>The energy monitoring system must provide real-time energy monitoring of mains power consumption for the premise.</p>	<ul style="list-style-type: none"> • Energy Monitoring System installed on a premise with existing solar PV or battery system. • Smart electricity (utility) meters
<p>Entities</p>	<ul style="list-style-type: none"> • Houses (Owner Occupied) • Houses (Tenanted) • Houses (Commonwealth Concession Card Holders) • Residential Strata/Community/Body Corporation Buildings • Small to Medium Enterprises • Multistorey Commercial properties • Not-for-profit Community or Sporting Facilities 	
<p>Limits</p>	<p>Eligible Residential, Business, Community and Sporting Premises – maximum of one application per rateable, rate exempt or rate rebated premise.</p> <p>Building Owners, Community Corporations and Body Corporates – maximum of one application per site record</p>	<p>Multiple applications per rateable, rate exempt or rate rebated premise, or site record</p>

INCENTIVES FOR SUSTAINABILITY PROGRAM OPERATING GUIDELINES

Energy Smart Buildings	Eligible	Ineligible
<p>Categories and Description</p>	<ul style="list-style-type: none"> • 20% up to \$25,000 – Innovative, whole-building approaches that make a measurable impact to energy efficiency and the electrification of multi-storey residential or commercial strata/community/body corporate buildings. <p>Pre-commitment required.</p> <p>Business Case required demonstrating measurable impact to energy efficiency and the electrification of the premise.</p> <p>An energy audit or report prepared by an accredited energy assessor, suitably qualified engineer or equivalent may be required for complex energy efficiency measures or to clarify projected savings.</p> <p>Eligible projects include but are not limited to:</p> <ul style="list-style-type: none"> • Energy efficiency upgrades to common area ventilation and lighting • Energy efficiency upgrades to water pumps and water heaters • Energy efficiency upgrades to lifts • Replacement of gas appliances with energy efficient electric or solar 	<ul style="list-style-type: none"> • Projects that are maintenance, like-for-like replacements, or renewals. • Buildings less than 24 months from certificate of occupancy.

	<p>powered alternatives in common or shared use areas</p> <ul style="list-style-type: none"> • Implementation of projects to improve thermal performance of the building, such as: <ul style="list-style-type: none"> ○ Double or higher glazing of windows ○ Shading on the western side of buildings 	
Entities	<ul style="list-style-type: none"> • Multistorey Residential Strata/Community/Body Corporation Buildings • Multistorey Commercial properties 	<ul style="list-style-type: none"> • Houses (Owner Occupied) • Houses (Tenanted) • Houses (Commonwealth Concession Card Holders) • Single-storey Residential Strata/Community/Body Corporation Buildings • Small to Medium Enterprises • Not-for-profit Community or Sporting Facilities
Limits	Maximum of one application per site record per twelve (12) month period for eligible projects	Multiple applications per site record per twelve month period.

INCENTIVES FOR SUSTAINABILITY PROGRAM OPERATING GUIDELINES

REPS Top Up	Eligible	Ineligible
Categories and Description	<ul style="list-style-type: none"> • 25% up to \$500 on Approved REPS activities <p>Categories are:</p> <ol style="list-style-type: none"> 1. Insulation and Building Sealing 2. Heating and Cooling 3. Water Heating 4. Standby Power Controllers 5. Appliances 	<ul style="list-style-type: none"> • Lighting installations that receive a REPS rebate
Entities	<ul style="list-style-type: none"> • Houses (Tenanted) • Houses (Commonwealth Concession Card Holders) 	<ul style="list-style-type: none"> • Houses (Owner Occupied) • Residential Strata/Community/Body Corporation Buildings • Small to Medium Enterprises • Multistorey Commercial properties • Not-for-profit Community or Sporting Facilities •
Limits per category	maximum of one application per approved REPS activity per rateable, rate exempt or rate rebated premise	Multiple applications per category per rateable, rate exempt or rate rebated premise

Appliance Electrification	Eligible	Ineligible
<p>Categories and Description</p>	<ul style="list-style-type: none"> • 50% up to \$1,000 (residential) and \$5,000 (commercial and not-for-profit) <p>Categories are:</p> <ul style="list-style-type: none"> • Hot Water Systems • Heating Ventilation and Air Conditioning Systems • Cooking Appliances – Stove Tops • Cooking Appliances – Ovens • Other Gas Appliances <p>Appliance must be replacing a gas or wood burning appliance with either an all-electric or solar powered appliance.</p>	<ul style="list-style-type: none"> • Replacement of an electric appliance. • Replacement with a gas or hybrid (including gas) appliance.
<p>Entities</p>	<ul style="list-style-type: none"> • Houses (Owner Occupied) • Houses (Tenanted) • Houses (Commonwealth Concession Card Holders) • Residential Strata/Community/Body Corporation Buildings • Small to Medium Enterprises • Multistorey Commercial properties • Not-for-profit Community or Sporting Facilities 	
<p>Limits per category</p>	<p>Eligible Residential, Business, Community and Sporting Premises – maximum of one application per rateable, rate exempt or rate rebated premise.</p>	<p>Multiple applications per rateable, rate exempt or rate rebated premise, or site record</p>

INCENTIVES FOR SUSTAINABILITY PROGRAM OPERATING GUIDELINES

	<p>Building Owners, Community Corporations and Body Corporates – maximum of one application per site record</p>	
--	--	--

EV Charging	Eligible	Ineligible
<p>Categories and Description</p>	<p>EV Charging Stations</p> <ul style="list-style-type: none"> • 50% up to \$250 – Electric bicycle charging station • 50% up to \$1,000 – Electric vehicle one way charging station (7 kW to <50 kW) • 25% up to \$2,000 – Electric vehicle 'smart'* charging station (7 kW to < 50 kW) <p>* Smart stations include those with demand management capabilities or two-way charging capabilities</p> <p>EV Demand Management Systems</p> <ul style="list-style-type: none"> • 25% up to \$1,000 – stand-alone system • 50% up to \$10,000 – network-integrated system 	<ul style="list-style-type: none"> • Electric vehicle charging stations > 50 kW • Software subscription and monitoring service fees
<p>Entities</p>	<ul style="list-style-type: none"> • Houses (Owner Occupied) • Houses (Tenanted) • Houses (Commonwealth Concession Card Holders) • Residential Strata/Community/Body Corporation Buildings • Small to Medium Enterprises • Multistorey Commercial properties 	

	<ul style="list-style-type: none"> • Not-for-profit Community or Sporting Facilities 	
Limits per category	<p>maximum of one application per retailer electricity meter (National Meter Identifier – NMI).</p> <p>The application may include multiple electric vehicle chargers.</p> <p>A demand management system must be controlling four or more electric vehicle chargers on a single NMI.</p>	<p>More than one application per NMI.</p> <p>Demand Management system controlling less than four EV chargers on a single NMI.</p>

INCENTIVES FOR SUSTAINABILITY PROGRAM OPERATING GUIDELINES

Climate Active Certification	Eligible	Ineligible
Categories and Description	<ul style="list-style-type: none"> • 25% up to \$2,500 – Greenhouse gas inventory independent audit • 50% up to \$4,000 – Greenhouse gas emissions inventory and emissions reduction strategy preparation <p>Pre-commitments recommended but NOT required</p> <p>Only consultant service fees associated with an organisation, precinct, building or event seeking Climate Active carbon neutral certification, are eligible.</p> <p>For accredited consultants undertaking the process for their own organisation, precinct, building or event certification, evidence of time spent and hourly rate of the staff undertaking the assessment will be required.</p>	<ul style="list-style-type: none"> • Certification fees to climate active • Other associated fees (not consultant services)
Entities	<ul style="list-style-type: none"> • Precinct within City of Adelaide • Building within City of Adelaide, including: <ul style="list-style-type: none"> ○ Residential Strata/Community/Body Corporation Buildings ○ Multistorey Commercial properties • Organisation with primary registered business address (i.e. largest premise by number of staff) within the City of Adelaide, including: <ul style="list-style-type: none"> ○ Small to Medium Enterprises ○ Not-for-profit Community or Sporting Facilities • Events within City of Adelaide 	<ul style="list-style-type: none"> • Houses (Owner Occupied) • Houses (Tenanted) • Houses (Commonwealth Concession Card Holders) • Organisations with primary registered address outside of City of Adelaide • Precincts, Buildings and Events outside of City of Adelaide
Limits per category	Maximum of one application per twenty four (24) month period.	

Performance Ratings	Eligible	Ineligible
<p>Categories and Description</p>	<ul style="list-style-type: none"> • 50% up to \$5,000 – Building environmental ratings <p>Categories are:</p> <ul style="list-style-type: none"> • Green Star • EarthCheck • Living Building • Other <p>Pre-commitments required</p> <p>Eligible ratings include any rating scope and/or type offered by the Green Building Council of Australia (Green Star), EarthCheck, or the Living Future Institute Australia.</p> <p>Other certification schemes may be eligible at Council discretion.</p> <p>Must be completed by an accredited practitioner.</p> <p>Only consultant service fees associated with an eligible rating are eligible.</p> <p>For accredited consultants undertaking the process for their own building, evidence of time spent and hourly rate of the staff undertaking the assessment will be required.</p>	<ul style="list-style-type: none"> • NABERS ratings not funded • Certification costs and other fees associated with ratings (not consultant services)
<p>Entities</p>	<ul style="list-style-type: none"> • Residential Strata/Community/Body Corporation Buildings • Small to Medium Enterprises • Multistorey Commercial properties 	<ul style="list-style-type: none"> • Houses (Owner Occupied) • Houses (Tenanted) • Houses (Commonwealth Concession Card Holders)

INCENTIVES FOR SUSTAINABILITY PROGRAM OPERATING GUIDELINES

	<ul style="list-style-type: none"> • Not-for-profit Community or Sporting Facilities 	
Limits per category	<p>Residential, business, non-profit community and sporting facilities – maximum of one application per rateable, rate exempt or rate rebated premises per twenty four (24) month period.</p> <p>Landlords and body corporations – maximum one application per site record per twenty four (24) month period.</p>	

Water Saving Devices	Eligible	Ineligible
Categories and Description	<ul style="list-style-type: none"> • 50% up to \$500 – Rainwater tank > 2,000 L plumbed into a single premise toilet, hot water service or washing machine. • 50% up to \$5,000 – Rainwater tank plumbed into a common laundry, public conveniences or a toilet or hot water service or washing machine in a negotiated number of dwellings • 50% up to \$1,000 – purchase and installation by a registered plumber of digital water meter with display to enable real-time water use data 	<ul style="list-style-type: none"> • Rainwater tanks not plumbed into an eligible appliance • Rainwater tanks installed for garden use alone • Digital water meters without real-time digital capabilities • Digital water meters not installed by a registered plumber • any ongoing costs associated with the digital water meters.
Entities	<ul style="list-style-type: none"> • Houses (Owner Occupied) • Houses (Tenanted) • Houses (Commonwealth Concession Card Holders) • Residential Strata/Community/Body Corporation Buildings • Small to Medium Enterprises • Multistorey Commercial properties • Not-for-profit Community or Sporting Facilities 	
Limits	Residential, business, non-profit community and sporting facilities – maximum of one application per rateable, rate exempt or rate rebated premises.	More than 20 digital water meters.

INCENTIVES FOR SUSTAINABILITY PROGRAM OPERATING GUIDELINES

	<p>Landlords and body corporations – maximum one application per site record.</p> <p>The application may include a maximum of 20 digital water meters.</p>	
--	---	--

Commercial Green Waste Diversion	Eligible	Ineligible
<p>Categories and Description</p>	<ul style="list-style-type: none"> • 50% up to \$5,000 on out-right purchase or first 12-months of a rental agreement – commercial rapid composter, dehydrator or similar system to divert green waste from landfill. <p>Pre-commitment required including statement affirming landfill avoidance strategy. This could include:</p> <ol style="list-style-type: none"> a. Privately Contracted Green Waste Removal Service (billing invoices from licenced operator over a consecutive two months required as proof, billing periods must not overlap) b. Providing green waste to community garden. <p>A trade waste application may be required from SA Water to operate a commercial composter, dehydrator, or similar system on site if the system dispels wastewater to the sewer network. The name of the</p>	<ul style="list-style-type: none"> • Maintenance or other costs associated with running the system. • Application that does not define landfill avoidance strategy or details of contact with SA Water officer regarding requirement for Trade Waste Application. • Applications where organic waste bins are not being stored in compliance with City of Adelaide Waste Management By-Laws • Applications where individual business applying but waste managed by landlord or building manager.

	<p>officer and date of contact must be included in the application and, if required, a copy of an approved trade waste application must be provided.</p> <p>Organic waste bins must be stored in compliance with the City of Adelaide Waste Management by-laws 2018.</p> <p>If an individual business is applying, waste must be managed by that business and not by a building manager or landlord.</p>	
Entities	<ul style="list-style-type: none"> • Small to Medium Enterprises • Multistorey Commercial properties • Not-for-profit Community or Sporting Facilities 	<ul style="list-style-type: none"> • Houses (Owner Occupied) • Houses (Tenanted) • Houses (Commonwealth Concession Card Holders) • Residential Strata/Community/Body Corporation Buildings
Limits	<p>maximum of one application per rateable, rate exempt or rate rebated premises.</p>	<p>Multiple applications per premises.</p>

INCENTIVES FOR SUSTAINABILITY PROGRAM OPERATING GUIDELINES

Business Sustainability Training Support	Eligible	Ineligible
<p>Categories and Description</p>	<ul style="list-style-type: none"> 50% up to \$200 – Multi-session training courses designed to build small to medium business capacity to improve sustainability and/or reduce emissions. <p>Pre-commitment required.</p> <p>Courses must meet the following conditions to be eligible:</p> <ol style="list-style-type: none"> Cover one or more topics related to sustainable business operations or climate change literacy Completed over two or more sessions Builds internal capacity to improve sustainability and/or reduce emissions for the business' operation 	<ul style="list-style-type: none"> cost to attend conferences, trade shows or award ceremonies cost of overseas, interstate or intrastate travel expenses
<p>Entities</p>	<ul style="list-style-type: none"> Small to Medium Enterprises Not-for-profit Community or Sporting Facilities 	<ul style="list-style-type: none"> Houses (Owner Occupied) Houses (Tenanted) Houses (Commonwealth Concession Card Holders) Residential Strata/Community/Body Corporation Buildings Multistorey Commercial properties
<p>Limits</p>	<p>maximum of two applications for individuals per organisation per twelve (12) month period</p>	<p>More than two applications per organisation per 12 month period.</p>

Home Energy/Sustainability Assessments	Eligible	Ineligible
Categories and Description	<ul style="list-style-type: none"> 50% up to \$200 – Residential Efficiency Scorecard (RES) or similar. <p>If not RES, pre-commitment required.</p> <p>Assessments must be undertaken by an accredited practitioner</p>	<ul style="list-style-type: none"> Assessments not undertaken by accredited practitioner
Entities	<ul style="list-style-type: none"> Houses (Owner Occupied) Houses (Tenanted) Houses (Commonwealth Concession Card Holders) Residential Strata/Community/Body Corporation Buildings shared use areas or individual tenants Not-for-profit Community or Sporting Facilities 	<ul style="list-style-type: none"> Small to Medium Enterprises Multistorey Commercial properties
Limits	maximum of one application per rateable, rate exempt or rate rebated premise per twenty-four month (24) period	More than one application per premise per 24 month period.

INCENTIVES FOR SUSTAINABILITY PROGRAM OPERATING GUIDELINES

Food Organics Collection Service	Eligible	Ineligible
<p>Categories and Description</p>	<ul style="list-style-type: none"> Two-months expenses up to \$400 – contracting a food organics collection service. <p>Billing invoices from licenced operator over a consecutive two months required, billing periods must not overlap</p> <p>Organic waste bins must be stored in compliance with the City of Adelaide Waste Management by-laws 2018.</p> <p>If an individual business is applying, waste must be managed by that business and not by a building manager or landlord.</p>	
<p>Entities</p>	<ul style="list-style-type: none"> Small to Medium Enterprises Multistorey Commercial properties Not-for-profit Community or Sporting Facilities 	<ul style="list-style-type: none"> Houses (Owner Occupied) Houses (Tenanted) Houses (Commonwealth Concession Card Holders) Residential Strata/Community/Body Corporation Buildings
<p>Limits</p>	<p>Business, non-profit community sporting facilities – maximum of one application per rateable, rate exempt or rate rebated premise.</p> <p>Landlord, building owners, and body corporations – maximum of one application per site record</p>	<p>Multiple applications per premise or site record.</p>

Hard Waste Collection	Eligible	Ineligible
<p>Categories and Description</p>	<ul style="list-style-type: none"> 50% up to \$400 – one-off hard waste pickup to remove unwanted items and increase storage space for resource recovery items. <p>Pre-commitment required</p> <p>Billing invoices from a licensed waste operator must be presented.</p> <p>If an individual business is applying, hard waste must be owned and managed by that business and not by a building manager or landlord.</p> <p>Evidence must be provided to show how space recovered through hard waste pickup will be used for resource recovery/reusable systems. Site visit may occur to ensure storage space setup matches evidence provided.</p>	
<p>Entities</p>	<ul style="list-style-type: none"> Small to Medium Enterprises Multistorey Commercial properties Not-for-profit Community or Sporting Facilities 	<ul style="list-style-type: none"> Houses (Owner Occupied) Houses (Tenanted) Houses (Commonwealth Concession Card Holders) Residential Strata/Community/Body Corporation Buildings

INCENTIVES FOR SUSTAINABILITY PROGRAM OPERATING GUIDELINES

<p>Limits</p>	<p>Business, non-profit community sporting facilities – maximum of one application per rateable, rate exempt or rate rebated premise.</p> <p>Landlord, building owners, and body corporations – maximum of one application per site record</p>	<p>Multiple applications per premise or site record.</p>
----------------------	--	--

Suppliers of Reusable Delivery Containers	Eligible	Ineligible
<p>Categories and Description</p>	<ul style="list-style-type: none"> 50% up to \$500 – services that deliver back-of-house supplies in reusable containers to your business. <p>Pre-commitments required</p> <p>Evidence of reusable transport containers (e.g., reusable crates, kegs) used by supplier must be provided (swap system)</p> <p>Billing invoices over a consecutive two-month period from a supplier must be presented, and the billing period must not overlap</p> <p>The rebate applicant must be receiving supplies transported with reusable delivery containers. Supplier can be located outside the CoA as long as the recipient of this rebate is located within the Adelaide CBD or North Adelaide.</p>	<ul style="list-style-type: none"> Beer kegs, pallets, bakery crates, large drums/tanks and milk crates cannot be used by a supplier to replenish their existing stock of reusable containers.
<p>Entities</p>	<ul style="list-style-type: none"> Small to Medium Enterprises Not-for-profit Community or Sporting Facilities 	<ul style="list-style-type: none"> Multistorey Commercial properties Houses (Owner Occupied) Houses (Tenanted) Houses (Commonwealth Concession Card Holders) Residential Strata/Community/Body Corporation Buildings

INCENTIVES FOR SUSTAINABILITY PROGRAM OPERATING GUIDELINES

<p>Limits</p>	<p>Business, non-profit community sporting facilities – maximum of one application per rateable, rate exempt or rate rebated premise.</p> <p>Landlord, building owners, and body corporations – maximum of one application per site record</p>	<p>Multiple applications per premise or site record.</p>
----------------------	--	--

Initial Purchase of Reusable Delivery Containers	Eligible	Ineligible
<p>Categories and Description</p>	<ul style="list-style-type: none"> 50% up to \$10,000 – initial purchase of reusable transport containers between supplier and business. <p>Pre-commitments required</p> <p>Evidence of reusable transport containers (e.g., reusable crates, kegs) used by supplier must be provided (swap system)</p> <p>Reusable transport containers must be made with at least 50% recycled material. Reusable containers must comply with SA Health and Transport standards</p> <p>The rebate applicant must be either a CoA business receiving supplies transported with the purchased reusable delivery containers or be a CoA business transporting products with purchased reusable containers (swap system).</p>	<ul style="list-style-type: none"> Beer kegs, milk crates, bakery crates, large drums/ tanks, and pallets cannot be used by a supplier to replenish their existing stock of reusable containers.
<p>Entities</p>	<ul style="list-style-type: none"> Small to Medium Enterprises Not-for-profit Community or Sporting Facilities 	<ul style="list-style-type: none"> Multistorey Commercial properties Houses (Owner Occupied) Houses (Tenanted) Houses (Commonwealth Concession Card Holders)

INCENTIVES FOR SUSTAINABILITY PROGRAM OPERATING GUIDELINES

		<ul style="list-style-type: none"> Residential Strata/Community/Body Corporation Buildings
Limits	<p>Business, non-profit community sporting facilities – maximum of one application per rateable, rate exempt or rate rebated premise.</p> <p>Landlord, building owners, and body corporations – maximum of one application per site record</p>	Multiple applications per premise or site record.

Commercial Dishwasher	Eligible	Ineligible
Categories and Description	<ul style="list-style-type: none"> 50% up to \$7,000 – commercial dishwasher to improve opportunities to use, wash and reuse items. <p>Pre-commitment required</p> <p>Applicant must provide details on how the dishwasher will improve reuse systems. This could include:</p> <ul style="list-style-type: none"> Evidence of purchase of new reusable items at the time of installation Photographic evidence of use of single use items prior to installation and description of reusables that will be replacing those. <p>Dishwasher must have high energy star rating.</p>	<ul style="list-style-type: none"> Replacement of existing dishwasher without evidence of increased use of reusable items and reduction of single use items Installation of a new system for a new premise (i.e. no previous use of single use items).
Entities	<ul style="list-style-type: none"> Small to Medium Enterprises Not-for-profit Community or Sporting Facilities 	<ul style="list-style-type: none"> Multistorey Commercial properties Houses (Owner Occupied) Houses (Tenanted) Houses (Commonwealth Concession Card Holders) Residential Strata/Community/Body Corporation Buildings
Limits	<p>Business, non-profit community sporting facilities – maximum of one application per rateable, rate exempt or rate rebated premise.</p>	<p>Multiple applications per premise.</p>

INCENTIVES FOR SUSTAINABILITY PROGRAM OPERATING GUIDELINES

Indoor Sorting Bins	Eligible	Ineligible
<p>Categories and Description</p>	<ul style="list-style-type: none"> • 50% up to \$5,000 – indoor sorting bin (e.g. recycling, organics) and educational signage. <p>Indoor bins must match existing back-of-house bin collection services. Eligible streams include:</p> <ul style="list-style-type: none"> • food organics • 10c containers • co-mingled recycling • paper and cardboard • electronic waste and batteries <p>Bin colours must match the National Australian standard (e.g. green/FOGO, yellow/co-mingled recycling, blue/paper and cardboard).</p>	<ul style="list-style-type: none"> • Bins for materials processed as alternative fuel
<p>Entities</p>	<ul style="list-style-type: none"> • Small to Medium Enterprises • Multistorey Commercial properties • Not-for-profit Community or Sporting Facilities 	<ul style="list-style-type: none"> • Houses (Owner Occupied) • Houses (Tenanted) • Houses (Commonwealth Concession Card Holders) • Residential Strata/Community/Body Corporation Buildings
<p>Limits</p>	<p>Business, non-profit community sporting facilities – maximum of one application per rateable, rate exempt or rate rebated premise.</p> <p>Landlord, building owners, and body corporations – maximum of one application per site record</p>	<p>Multiple applications per premise or site record.</p>

Reusable Takeaway Containers	Eligible	Ineligible
<p>Categories and Description</p>	<ul style="list-style-type: none"> • 50% up to \$3,000 – purchase or subscription of reusable takeaway coffee cups and food containers through reusable supplier <p>Billing invoices over a consecutive three-month period from a supplier must be presented, and the billing period must not overlap.</p> <p>The rebate applicant must be for providing reusable coffee cups or takeaway containers to customers or tenants (swap system).</p>	<ul style="list-style-type: none"> • Replacement of existing crockery/cutlery.
<p>Entities</p>	<ul style="list-style-type: none"> • Small to Medium Enterprises • Multistorey Commercial properties • Not-for-profit Community or Sporting Facilities 	<ul style="list-style-type: none"> • Houses (Owner Occupied) • Houses (Tenanted) • Houses (Commonwealth Concession Card Holders) • Residential Strata/Community/Body Corporation Buildings
<p>Limits</p>	<p>Business, non-profit community sporting facilities – maximum of one application per rateable, rate exempt or rate rebated premise.</p> <p>Landlord, building owners, and body corporations – maximum of one application per site record</p>	<p>Multiple applications per premise or site record.</p>