

Sustainability Incentives Scheme

Pre-commitment Procedures

Valid as of September 2024
Version 3

Pre-commitments Procedures

Purpose:

To provide funding certainty for the City of Adelaide Sustainability Incentives Scheme.

Overview:

The City of Adelaide Administration (the Administration) may give Pre-commitments to incentive payments in advance of an installation or eligible action being completed. Final payment of such incentives will be subject to an applicant subsequently meeting all requirements of the incentives.

This means that an allocation may be set aside for a period of three months, or other such time as agreed in writing by the City of Adelaide, to provide some certainty and enable approvals and engagement to occur.

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

- a. require the approval of a third party and involve higher levels of project management.
- b. offer greater community demonstration potential.
- c. engage multiple households or tenancies in a building.
- d. involve participation of Commonwealth concession card holders or tenanted properties.

Criteria:

1. Pre-commitments will primarily be limited to:
 - a. Three (3) months in duration for existing premises;
 - b. Up to one (1) year for Climate Active certification and Performance Ratings rebates
 - c. Up to one (1) year for new buildings with a project value ≤\$5 million
 - d. Up to two (2) years for new buildings with a project value >\$5 million.
2. A Commitment may be extended where it is demonstrated that significant progress has been made to complete the agreed works.
3. Administration will not pre-commit more than 75% of unallocated funding at any time in a financial year.

4. An eligible Applicant may request a Pre-commitment for the following:

- a. Any projects involving Commonwealth concession card holders or tenanted properties
- b. Energy storage (any size)
- c. Solar PV systems of 10 kW or more
- d. Electric Vehicle Charging Stations
- e. Food Organics Collection
- f. Partnership Projects (incentives equal to or greater than \$50,000 in a single application requires Council approval).

5. Pre-commitments are a **requirement** for any applicant for the following rebates:

- a. Switchboard Upgrades
- b. Commercial Green Waste Diversion
- c. Initial Purchase of Reusable Delivery Transport Containers
- d. Suppliers of Reusable Delivery Transport Containers
- e. Indoor Bins and Hard Waste Collection
- f. Thermal Efficient Window or Door
- g. Shading Devices
- h. Insulation
- i. Living Buildings
- j. Climate Smart Buildings

The following process will be administered:

Step 1 – In-principle advice

1. Applicant to submit to the City of Adelaide:
 - a. completed application form(s) with installer or consultant's itemised quotation
 - b. supporting system information required to calculate rebate
 - c. request for a Pre-commitment (Commitment)
2. The Administration will review and provide in-principle advice of:
 - a. A single application for incentives less than \$50,000 to a site record or premise
 - i. a Commitment being agreed, the estimated rebate and requirement to 'activate' the Commitment within 10 business days by paying the installer's or contractor deposit ($\geq 10\%$) or enter into a binding contract for purchase.
 - b. A single application for incentives equal to or greater than \$50,000 for a site record or premise in a financial year – Partnership Projects
 - i. the estimated rebate and requirement to seek Council endorsement for Partnership Projects (Consideration of a Pre-commitment may take up to two (2) months)
 - ii. Council's decision and if a Commitment is agreed, requirement to 'activate' the Commitment within 10 business days by paying the installer's or contractor's deposit ($\geq 10\%$) or enter into a binding contract for purchase.

Step 2 – Pre-commitment Activation

1. Applicant will activate a Commitment by:
 - a. paying at least the minimum 10% deposit or enter into a binding contract for purchase
 - b. providing evidence of payment (tax invoice or receipt) or a binding contract to Council Administration within the 10 business day activation period.

Note: A Commitment will lapse should it not be activated within the activation period.

2. Council Administration to provide written advice to the Applicant confirming:
 - a. a Commitment has been activated;
 - b. installation or contracted work must be completed and all supporting information provided to Council within the Commitment expiration date as may be agreed in writing by Council;
 - c. a Commitment will lapse should Council not receive all required information by the Commitment expiration date

Step 3 – Rebate Payment

1. Applicant to:
 - a. complete installation or eligible action
 - b. meet all requirements of the incentives
 - c. provide all supporting information to Council by the Commitment expiration date, unless otherwise agreed in writing by Council.
2. Council Administration to review and provide advice of:
 - a. outstanding incentive requirements; and/or
 - b. final incentive payment(s).