



OFFICE USE ONLY
Project ID
Funding Period
Date received

# Recycled Construction Products Program (RCPP) Claim form A2

## Funding Stream A: Metropolitan local government policy

Application for **metropolitan local governments**

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This funding application is for metropolitan local governments which wish to access funding under [Stream A](#) of the Recycled Construction Products Program.

The program and its key elements are described in the following document which is available on the [Waste Authority website](#).

[Recycled Construction Products Program - Program Overview](#)

The [Stream A: Metropolitan local government pre-allocated stream guidelines](#) must be read in conjunction with the [Program Overview](#).

Other documents in this series are  
[Stream B: Metropolitan – open competitive stream guidelines](#).



# Contents and instructions

*It is recommended that you read this document and contact the program coordinator before completing this claim form.*

**References and definitions ..... 3**

You will need to read and understand this section to ensure understanding of the program's funding, eligible material, where its use is permitted and where to find further information.

**Funding eligibility checklist ..... 4**

Use this checklist to ensure your local government's eligibility for this program. If you are unsure about eligibility, contact the program coordinator.

**Applicant details..... 4**

You will need basic information about your local government, including its Australian Business Number (ABN) and mailing details. It is important the Chief Executive Officer is aware of, and approves of this claim. The CEO must sign off this claim form at the end of the document.

**Attachments ..... 5**

To be eligible you will demonstrate that a policy on the use of the recycled C&D products has been developed, approved and implemented by the council. You will need to provide a copy of the policy, council minutes and evidence of the council's promotion of the policy within civil permit applications, tendering documents and on its website.

**Terms and conditions ..... 6**

It is important the local government's CEO reads and understands this section as his or her initials are required in this section.

**Disclaimer ..... 6**

It is important the local government's CEO reads and understands this section as his or her initials are required in this section.

**CEO authorisation..... 6**

The CEO must authorise this claim form. If the policy is endorsed prior to 30 June 2017, you will qualify for a 50 per cent incentive increase on the use of recycled C&D products under Stream A, backdated to the 10 September 2015. If the policy is endorsed after 1 July 2017, the increased incentive will be effective from the date of the endorsement.



## Purpose of this form

The information provided by the applicant in this form will be assessed by the Waste Authority in determining whether to pay the applicant an amount of funds as an incentive for the adoption of a policy on the use of recycled C&D products, in accordance with the [Recycled Construction Products Program - Program Overview](#). The decision whether to provide funding, and the amount of that funding, is at the discretion of the Waste Authority.

By signing this document, the applicant acknowledges that, if the Waste Authority decides to provide the incentive funding, payment of the funds will be subject to the terms and conditions and disclaimer set out herein and in the [Recycled Construction Products Program - Program Overview](#), and on the basis that the information provided by the applicant is true and correct.

### 1. References and definitions

**Authorisations** means all approvals, consents, authorisations, permits, clearances, licences and other requirements.

**DER** means the Department of Environment Regulation or any other department, body or instrumentality charged with the administration of this Program, from time to time, on behalf of the State of Western Australia.

**GST** has the meaning given to it in the *A New Tax System (Goods and Services Tax) Act 1999*.

**Licensed** means licensed under Part V Division 3 of the *Environmental Protection Act 1986*.

**Metropolitan region** has the meaning given to that term in section 4(1) of the *Planning and Development Act 2005*.

**Prescribed premises** are those where the activity proposed or currently undertaken on the premises is listed on Schedule 1 of the *Environmental Protection Regulations 1987*.

**Project** means the initiative or activities described in this document as having been undertaken by the local government authority.

**Program** means the Recycled Construction Products Program.

**Recycled C&D Products** means **recycled road base** and/or **recycled drainage rock** that has been produced in accordance with the *Recycled Construction Products Program Appendix 1 – Product Specification*.

## 2. Funding eligibility checklist

<b>Eligible applicant</b>	
Following the implementation of a policy on the use and promotion C&D products, a once-only payment is available to <b>all local governments in the Perth metropolitan region</b> .	
Does the local government area include metropolitan localities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you participated in the Waste Authority's data collection programs in the most recent financial year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Approvals</b>	
The policy has been developed, approved and implemented by this local government. Provide copies of the policy and council minutes with this application. This section relates to Attachment A and B on page 5 of this document.	
Is the policy approved by the council?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The date the policy was approved by council.	
<b>Promotion</b>	
The policy is promoted within the local government area. Provide examples of webpages, permit applications and tender documents demonstrating the adopted policy is being promoted. This section relates to Attachments C, D, E and F on page 5 of this document.	
Is the policy publicly available on the applicant's website?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the policy referenced in permitting applications for civil projects?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the policy referenced in local government tender documents for civil projects?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any other strategies used to promote the policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please outline them.	

## 3. Applicant details

The following information is about **the local government**.

Applicant name	
ABN/ACN	
<b>CEO contact</b>	
Name, title	
Mailing address	
Telephone	



E-mail			
<b>Preparer for correspondence</b>			
Name, title			
Mailing address			
Telephone			
E-mail			
<b>Second preparer for correspondence</b>			
Name, title			
Mailing address			
Telephone			
E-mail			
<b>EFT payment information for applicant</b>			
BSB		Account number	
Account name			
Accounts payable contact name			
Telephone			
E-mail			

## 4. Attachments

Attachments supporting this application should be included by uploading copies of the relevant documents.

Applicants may upload as many as 12 supporting documents per application through the Waste Authority's public submissions upload facility on the website.

Required attachments in support of this application include:

- A. A copy of the policy document which adopts the use of recycled C&D products within civil projects in the local government area.
- B. A copy of the council minutes that demonstrates that the local government endorses the policy.
- C. Examples of promotion of the policy via website, mail outs, media articles etc.
- D. Evidence that the policy is referenced within permit applications for civil projects.
- E. Evidence that the policy is referenced within the local government's tender documents for civil engineering projects.
- F. Any additional information or documentation that you consider relevant.

## 5. Terms and conditions

Funding is provided under the Recycled Construction Products Program with the following terms and conditions:

- The Waste Authority may approach the applicant for project and policy information to use in case studies to promote the products or the incentive scheme.
- Nothing in this incentive program will create or imply the relationship of employer/employee or principal/agent between the program coordinator and the funding recipient.
- The general conflict of interest mechanisms in place for staff of the Department of Environment Regulation and members of the Waste Authority shall apply in the program's approval process.

Initials	Date

## 6. Disclaimer

The Waste Authority, DER, the State and the Minister accept no liability whatsoever for any loss or damage arising from the use of recycled C&D products by the local government.

It is an end user's responsibility to ensure that the construction products they use are geotechnically suitable and otherwise fit for their purpose and they do not cause environmental harm, pollution, unreasonable emissions or unauthorised discharges contrary to the *Environmental Protection Act 1986* or other legislation.

Adherence to authorisations are the responsibility of the user. Permits and approvals are not reviewed for validity purposes nor are technical specifications.

Funding is subject to the requirements of this program and any subsequent variation conveyed in writing to the applicant. The Waste Authority may use its discretion in the application of all funding under this program to ensure projects align with the overall *WA Waste Strategy: Creating the Right Environment*.

Initials	Date

## 7. CEO authorisation

By signing this document I declare that:

- I have read and understand the terms and conditions, and the disclaimer in sections 5 and 6, in addition to the general terms and conditions set out on the Waste Authority's website.
- I confirm that the information contained in this application is true and correct at the time of application.
- Should any new information relating to this application become available which may adversely affect the programs objectives and outcomes, the program coordinator will be informed as soon as possible.

Signature			
Print name		Date	

**Local governments** must have this application signed by the Chief Executive Officer