



Guidelines

Charitable Recyclers Rebate program (CRR)



1. Introduction

Charitable recyclers operate on a not-for-profit basis providing essential community services to Western Australians in need. Charitable recyclers regularly dispose of material that is illegally dumped at their premises (at donation bins or shopfronts), as well as well-intentioned but unusable donations that cannot be recycled or reused.

In addition to being offences under WA legislation¹, illegal dumping poses a number of issues including:

- a reduction in aesthetic amenity of the area in which the collection infrastructure is located
- increased costs associated with cleaning up and disposing of unusable and unrecyclable material (costs may be incurred by charitable organisations, local governments, businesses or private citizens)
- the potential to attract anti-social or low-level crime activities (for example, destruction of property and minor incidents of arson)
- the potential for environmental harm as dumped materials can contaminate the environment.

The cost of disposing of this material to landfill diverts significant funds from the main purpose of charitable recyclers.

The State Government is committed to reducing waste and increasing recycling as outlined in the Western Australian Waste Strategy: [Creating the Right Environment](#).

The State Government is supporting two programs aimed at reducing illegal dumping and the donation of unusable items at charitable recyclers' collection locations. These programs will work together to support charitable recyclers' continued efforts to divert waste from landfill.

The programs are:

1. The *Charitable Recyclers Rebate Program* (Rebate Program), which will rebate charitable recyclers for the cost of the landfill levy that is passed on to them when disposing of material.
2. The *Charitable Recycler Dumping Reduction Program* (Dumping Reduction Program), which will provide funds to charitable recyclers to pilot, evaluate and implement measures (including improved lighting, fencing signage, acceptance standards, opening hours and educational material) that reduce illegal dumping

¹ Dumping of waste is an offence under the *Environmental Protection Act 1986*.



at their bins and stores and the donation of unusable items. This program is currently under development.

Better Practice Guidelines for Charitable Recyclers (Better Practice Guidelines) are being developed in consultation with charitable recyclers. These will provide guidance on proven measures that can be implemented to prevent and manage illegal dumping and the donation of unwanted goods at collection sites.

Charitable recyclers must be participating in the development of the Better Practice Guidelines in order to access funding under the Dumping Reduction Program.

Once the Better Practice Guidelines are published, charitable recyclers must demonstrate they have considered them when choosing measures to pilot and/or implement in order to access Dumping Reduction Program funding.

The Charitable Recycler programs will be managed by the Department of Water and Environmental Regulation (DWER) on behalf of the Waste Authority.

CRR applications will be assessed by DWER, and funding will be provided to charitable recyclers accordingly.

2. Purpose of this document

The CRR Guidelines provide information on the key elements of the program including:

- eligibility criteria
- participant obligations
- administrative processes

3. Scope of funding

The CRR will provide funding to eligible charitable recyclers (see below) equal to the landfill levy costs incurred from the disposal of illegally dumped or unusable donations. This recognises that for some items, disposal may currently be the only option available at present, as options for reuse, recycling or recovery may not be available or feasible for charitable recyclers.

The current and future landfill levy rates are available from: www.der.wa.gov.au/about-us/media-statements/112-landfill-levy-rates-to-rise-from-january-2015 Eligibility



Eligibility

Under the CRR, funding will be made available via an application process to organisations that meet the following criteria:

- the organisation must be licensed under the Western Australian *Charitable Collections Act 1946*
- the organisation must have obtained Deductible Gift Recipient status from the Australian Taxation Office
- the organisation must collect or receive goods at public drop-off or donation points such as charity bins or shopfronts in the Perth metropolitan region, in accordance with a community service or activity that benefits the community
- collection activities undertaken by the organisation must be voluntary or not-for-profit and with no commercial interest (they are undertaken exclusively to support the charitable purpose of the charitable recycler)
- the organisation must not sell or allow their brand to be used by commercial operators to solicit donated goods

Charitable recyclers may receive funding equal to the landfill levy component applied to waste that is landfilled at sites licensed by the DWER.

Applicants must provide evidence (as set out in section 4 of these guidelines) to substantiate their claims.

Funding will be provided directly to charitable recyclers where a commercial waste service provider has been used to collect and dispose of waste on behalf of the charitable recycler.



4. Application process

Payments will be made in arrears for landfill levy costs incurred on a quarterly basis.

Applications will be accepted on a quarterly basis as outlined below.

Period in which levy cost incurred	Application Due date
1. 1 January – 31 March 2018	28 April 2018
2. 1 April – 30 June 2018	28 July 2018
3. 1 July – 30 September 2018	28 October 2018
4. 1 October – 31 December 2018	28 January 2019

Charitable recyclers seeking funding under the CRR must complete and submit an application through our public submissions page each period:

www.wasteauthority.wa.gov.au/programs/public-submissions/

Forms can be downloaded from:

www.wasteauthority.wa.gov.au/programs/funded-programs/crr/

Application Form

The application must include the following information:

- organisation details
- eligibility details
- details of claim including:
 - weight of waste disposed for which the claim is being made
 - value of the claim being made for the quarter
 - confirmation that the landfill levy has been applied to waste
 - confirmation that the waste has been disposed at a DWER licensed landfill.

Claim form

Applicants are required to also submit a claim form (spreadsheet) with their application that details their organisation's waste disposal to landfill.



Supporting Documentation

Rebate claims must have appropriate supporting documentation. For example:

- receipts from their chosen waste service provider or from the landfill/s to which waste is disposed and
- confirmation of the expenditure that has been charged to the charitable recycler resulting from the landfill levy incurred.

The supporting documentation should indicate the weight of material that has been disposed of to landfill. Weights should be from weighbridges at landfill sites.

Tax Invoice

Charitable recyclers are required to submit a tax invoice as part of their claim.

The invoice should be made out to 'Department of Water and Environmental Regulation', and refer to the 'Charitable Recycler Rebate'.

The invoice must include the following information:

- organisation name
- ABN
- date of the invoice
- claim period
- claim amount
- GST payable
- organisation contact details.

The completed application form, claim form, tax invoice and supporting documentation should be submitted via our public submissions page by the due date.

www.wasteauthority.wa.gov.au/programs/public-submissions/.

You will receive an on-screen confirmation and email advising you that your application was received. If you experience problems submitting your application, please email wastegrants@dwer.wa.gov.au or call the DWER Waste Programs Grants Officer on 6364 6962.

Once received, applications will be reviewed by a DWER programs officer to verify claim details. All organisations will be notified via email of the outcome of their rebate submission.



5. Record keeping requirements

Charitable recyclers must keep records to substantiate their claims made under the CRR in a format that is verifiable and open to auditing if required. Records must be kept for a period of five years after the claim period.

In relation to record keeping, records:

- may be kept on paper or on electronic or other media but must be in a format which will be valid and accessible for five years beyond the claim period and able to be audited if required
- must be complete and cover the information reported
- should include documentation such as receipts, invoices and other payment methods to substantiate any claims made.

Further guidance on record keeping is available in the Australian Standard for Record Management (AS ISO 15489.1—2002) available from www.saiglobal.com.

6. Further information

The CRR application form and associated documents are available from: wasteauthority.wa.gov.au/programs/funded-programs/crr/

For further information about the CRR program, please contact the DWER Waste Programs Grants Officer:

Email: wastegrants@dwer.wa.gov.au

Phone: 08 6364 6962