



Guidelines

Charitable Recyclers Rebate program (CRR)

2023

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 several 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 charitable recyclers through the *Charitable Recyclers Rebate (CRR) Program* (Rebate Program), by providing a rebate to charitable recyclers for the cost of the landfill levy that is passed on to them when disposing of material.

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

The Rebate Program is administered by the Department of Water and Environmental Regulation (DWER) on behalf of the Waste Authority.

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

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

2. Purpose of this document

The CRR Guidelines provides 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, as reuse, recycling or recovery may not be available or feasible for charitable recyclers.

The current landfill levy rebate is \$70/tonne for waste generated in the Perth metropolitan region, [Media Statements - Waste levy capped for 2019-20](#).

4. 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 that they meet the above criteria and details relating to the waste disposal as set out in section 5 of these guidelines to substantiate their claims.

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

5. 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 2023 | 29 April 2023 |
| 2. 1 April – 30 June 2023 | 29 July 2023 |
| 3. 1 July – 30 September 2023 | 28 October 2023 |
| 4. 1 October – 31 December 2023 | 27 January 2024 |

Charitable recyclers seeking funding under the CRR must complete and submit an online application through our DWER SmartyGrants homesite each period.

A CRR application comprises of:

- Online application form
- Claim sheet
- Supporting documents
- Tax invoice

The Claim sheet, supporting documents and tax invoice must be uploaded as attachments for the application.



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 sheet

Applicants are required to upload a claim spreadsheet which outlines their organisation's waste disposed to landfill. Email the [CRR Coordinator](#) for a copy of the spreadsheet.

Supporting Documentation

Rebate claims must have appropriate supporting documentation attached.

For example:

- a detailed report from their chosen waste service provider outlining the waste costs and disposal weights for the quarter.
 - If submitting a report from a waste service provider, applicants should include a copy of the original email file from the provider, along with the actual report.
- receipts from their chosen waste service provider or from the landfill/s to which waste is disposed.
- 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 or on-vehicle weighing logs.

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, and its supporting documentation such as the claim sheet and tax invoice should be submitted online via our DWER SmartyGrants homesite by the due date.

You will receive an email confirming your application was received. If you experience difficulties submitting your application, please email the [CRR Coordinator](#) or call 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.

6. 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 15489.1:2017) available from www.saiglobal.com.



7. Further information

Information about the CRR program is available from:

www.wasteauthority.wa.gov.au/programs/view/charitable-recyclers-rebate

SmartyGrants help guide: <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

Please contact the CRR Coordinator for further information about the CRR program:

Email: wastegrants@dwer.wa.gov.au

Phone: 08 6364 6962