

Application for Charitable Organisation Landfill Fee Waiver

Organisation's name	
Organisation's ABN / ACN	
Organisation's postal address	
Your name	
Your position in organisation	
Your contact number	
Your email address	

1. Eligibility Criteria

- a) What resource recovery services does your organisation provide in the ACT? (For example, running a charity bin, op shop or second-hand shop).

- b) Does your organisation receive funding for providing these resource recovery services from the Commonwealth Government, ACT Government, a local government or a state government, including grants or contract payments? If so, provide details.

Application for Charitable Organisation Landfill Fee Waiver

c) Which of the following structures is listed against your organisation on the Australian Business Register? (Please tick)

- Charitable Fund
- Charitable Institution
- Public Benevolent Institution
- Health promotion charity
- Public benevolent institution employer

d) Does your organisation operate public drop-off points in the ACT where people donate items, such as charity bins or shops receiving items from the public? If so, provide details.

e) Does your organisation receive illegally dumped material at its public drop-off points? (Please answer YES or NO – if YES, provide details).

2. Other Information

No other information is required, but you may include further information if you would like to do so. If so, please attach it to this form and **list attachments below**.

3. Declaration

I declare that the contents of this application are true and correct and that all relevant information is covered in this application form and its attachments. I and the organisation agree that if granted a fee waiver, the organisation will abide by all conditions, conditions may be imposed at the time at which the fee waiver is granted or subsequently and a breach of a condition may lead to the termination of a fee waiver.

Application for Charitable Organisation Landfill Fee Waiver

Your signature: _____

Date: _____

Application for Charitable Organisation Landfill Fee Waiver

4. Conditions

If your organisation is granted a fee waiver, the following conditions will apply.

- a) The fee waiver expires on 31 December 2017.
- b) The fee waiver only applies to ACT Government landfill and recycling fees incurred under the Waste Minimisation (Landfill Fees) Determination (as updated from year to year) and charged at the Mugga Lane and Mitchell Resource Management Centres. The fee waiver will not apply to waste disposal and recycling fees set by other organisations. The fee waiver will not apply to transport costs. All waste must be delivered to the Mugga Lane Resource Management Centre or Mitchell Resource Management Centre at the cost of the organisation.
- c) The fee waiver only applies to waste generated in the ACT from the organisation's resource recovery services.
- d) If the organisation holds a permit for a charity bin or bins, it must comply with all conditions on that permit.
- e) The waste must be delivered as a separately identifiable load under the fee waiver. The waste must not contain additional material that is not covered by the fee waiver (ie. a mixed load of fee-exempt waste and other waste).
- f) The organisation must ensure that relevant changes of details or circumstances are notified to the Directorate of Territory and Municipal Services, including changes to the business address, contact details, registration numbers for vehicles that will deliver waste under the fee waiver and any changes that may affect eligibility.
- g) An organisation that uses a third party to transport its waste to landfill must do the following.
 - Ensure that the waste is not delivered in a mixed load. The vehicle must only contain waste from the organisation. It must not contain any waste from another organisation or a mix of fee-exempt and non-fee exempt waste.
 - Lodge a completed Account Update Form with the Directorate to authorise account access for third party vehicles.
 - Provide written confirmation to the Directorate on the day of each third party delivery. The written confirmation must state the name of the transporter, the time and date of the collection, an estimate of the amount of waste collected and a statement that the waste collected was covered by the fee waiver and complied with all conditions. The written confirmation may be emailed or faxed to the Directorate.
- h) The organisation must not bring readily recyclable material to landfill under the fee waiver. Generally, something will be considered 'readily recyclable' if there are free

Application for Charitable Organisation Landfill Fee Waiver

recycling options available in the ACT. The Directorate will update its advice from time to time about what types of material are 'readily recyclable' and where those materials should be taken. At the date on which this fee waiver was granted, 'readily recyclable' material included the following.

Aluminium and steel cans, glass bottles and jars, rigid plastic containers, paper and cardboard. These items can be deposited free-of-charge at the Mugga Lane or Mitchell Resource Management Centres (open seven days a week, 7.30am – 5pm) or the recycling centres at Scollay Street in Tuggeranong, Jolly Street in Belconnen, Botany Street in Phillip or Bailieu Court in Mitchell, or O'Brien Place Gungahlin (open seven days a week, 24 hours a day).

Appliances, white goods and metals (but not televisions or computers). These may be deposited free-of-charge at The Green Shed at Mugga Lane or Mitchell. You may wish to call to confirm conditions or conditions associated with acceptance of these items.

Note that some organisations in the ACT may collect white goods and metal free-of-charge.

Books. Books in good condition can be deposited free-of-charge at The Green Shed at Mugga Lane or Mitchell. Please call to book before delivery.

Poor quality or damaged books can be deposited free-of-charge in the paper cages at the Mugga Lane or Mitchell Resource Management Centres (open seven days a week, 7.30am – 5pm) or the recycling centres at Scollay Street in Tuggeranong, Jolly Street in Belconnen, Botany Street in Phillip or Bailieu Court in Mitchell, or O'Brien Place Gungahlin (open seven days a week, 24 hours a day).

Clothing – clean wearable clothing (but not dirty clothing, not undergarments, not socks and only shoes in as-new condition). These can be deposited free-of-charge at The Green Shed located at Mugga Lane or Mitchell. You may wish to call to confirm conditions or conditions associated with acceptance of these items.

Manchester in good condition (but not dirty clothing, not undergarments, not socks and only shoes in as-new condition). These can be deposited free-of-charge at The Green Shed at Mugga Lane or Mitchell. Please call to book before delivery.

Gardening equipment. These can be deposited free-of-charge at The Green Shed at Mugga Lane or Mitchell. You may wish to call to confirm conditions or conditions associated with acceptance of these items.

Toys. Children's toys in good condition can be deposited free-of-charge at The Green Shed at Mugga Lane or Mitchell. You may wish to call to confirm conditions or conditions associated with acceptance of these items.

- i) The organisation must recycle and recover as much waste as feasible before sending any waste to landfill under the fee waiver.

This will require organisations that generate waste from their operations (such as wrappings and containers from staff lunches or paper from office activities) to maintain separate waste and recycling bins. Organisations may purchase commercial recycling

Application for Charitable Organisation Landfill Fee Waiver

services to assist. Alternatively, they may deliver their recycling free-of-charge to ACT Government facilities at the Mugga Lane or Mitchell Resource Management Centres (open seven days a week, 7.30am – 5pm) or the recycling centres at Scollay Street in Tuggeranong, Jolly Street in Belconnen, Botany Street in Phillip or Bailieu Court in Mitchell, or O'Brien Place Gungahlin (open seven days a week, 24 hours a day). The Government program *ACTSmart* helps organisations to establish recycling services (<http://www.actsmart.act.gov.au/>).

Organisations with large amounts of material that are not recyclable through the outlets listed at (h) should investigate other outlets. For instance, those with fabric and lesser-quality clothing should investigate delivery to rag merchants. The Directorate can provide details.

Organisations should take other steps to maximise their recycling, such as the following.

- Train staff about the importance of recycling and reuse.
- Develop thorough sorting processes.
- Communicate with other charities and second-hand dealers about potential new markets.
- Send items to interstate or overseas charities where such items are scarce.
- Reduce the price of items on sale before deciding to dispose of them. Set general price reductions or donate items from the shop if not sold at the asking price. A 'free corner' in the shop will encourage more people to come in, browse and buy other things while they are there, as well as reducing waste to landfill and providing a better outcome for the community.

Organisations may contact the Directorate for advice about recycling.

- j) The organisation must separate out and identify at the weighbridge 'counted items' when delivering waste to landfill. No charges will apply, but separation allows the Government to monitor these items and ensure they are processed appropriately. At the date on which this fee waiver was granted, 'counted items' included televisions, mattresses and tyres.
- k) The organisation must comply with conditions imposed by the Minister on the fee waiver. Conditions may be imposed at the time at which the fee waiver is granted or subsequently. If conditions are imposed subsequently, they will take effect ten business days after the Directorate has sent the organisation written notification to the contact address given by the organisation.
- l) The organisation must allow Directorate staff to inspect the organisation's facilities to ensure recycling systems are appropriate (such as ensuring that compactors are used for waste only and that separate waste and recycling bins are in place and are being

Application for Charitable Organisation Landfill Fee Waiver

used). Inspections will be by arrangement with at least 48 hours' notice and will not occur more than twice per calendar year.

- m) The Minister may terminate the fee waiver at any time. The Minister may do so due to a breach of a condition or for public policy or other reasons. Termination will take effect ten business days after written notification has been sent to the contact address given by the organisation.