



Regional Recycling Transport Assistance Package

Program guidelines

Prepared by: Waste Avoidance and Recovery Programs, Office of Resource Recovery, Department of Environment and Science

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Overview

On 1 July 2019, the Queensland Government released the [Waste Management and Resource Recovery Strategy](#) (the Waste Strategy) underpinned by a waste levy. The waste levy, which commenced on 1 July 2019, is a market signal incentivising the diversion of waste from landfill.

Regional Queensland faces unique challenges in resource recovery and recycling, such as lower population densities, widely dispersed regional centres, limited access to recycling infrastructure and high transportation costs. The Queensland Government is delivering the Regional Recycling Transport Assistance Package (RRTAP) to assist with these challenges and to support improved waste management outcomes.

Details regarding eligible RRTAP applicants, projects and costs are provided in these guidelines. RRTAP applicants must read these guidelines in full before applying for funding, and are strongly encouraged to familiarise themselves with the online application portal and other supporting documentation before applying.

About this program

RRTAP is a competitive grant program specifically for regional Queensland. For the purposes of this program, regional Queensland includes those Queensland regions located outside of the local government areas of South-East Queensland (**refer to Attachment 1**).

The Department of Environment and Science (the department) is administering RRTAP. A total of \$6 million of funding is available for the program.

Key dates

Date	Item
8 October 2019	Application portal opens
29 November 2019	Application portal closes

Objectives

RRTAP seeks to fund the transport costs associated with recycling activities. The objectives of RRTAP are to:

1. Provide interim support for regional Queensland organisations to divert more resources from landfill and recycle additional material.
2. Facilitate recycling which is currently unviable due to transport costs.
3. Reduce the environmental and social impacts of waste on regional communities.

Eligibility

To be eligible to apply for RRTAP the following criteria must be met:

- The applicant must be either a:
 - Local Government body constituted under the *Local Government Act 2009* which is located in regional Queensland (**Attachment 1**); or
 - Business with operations in regional Queensland local government areas (**Attachment 1**) with an Australian Business Number (ABN) or Australian Company Number (ACN). The applicant must specify the legal entity (i.e., the company, incorporated association, partnership or individual) responsible for the application.
- The applicant must be the entity that bears the cost of transporting waste for recycling. Applications made on behalf of another entity will not be accepted.
- Waste must be transported to a facility legally authorised to accept and capable of receiving the waste to conduct, or prepare the waste to conduct, a *recycling activity*. A *recycling activity* includes:
 - re-use of waste resources;
 - recycling waste resources to make the same or different products; or

- recovering waste resources, including extracting energy from those resources.
- The waste has been generated in regional Queensland (**Attachment 1**) and is not interstate waste.
- Applicants applying for more than \$75,000 in funding must be registered for GST.

Funding

RRTAP will only fund the transport cost component of eligible projects (i.e. RRTAP will not fund processing costs – see the description of eligible project below). For example, if a project costs a total of \$100,000 of which \$15,000 is transport costs, only a maximum of \$15,000 of funding can be sought.

Applicants will be required to nominate the amount of funding sought to a maximum amount of \$250,000 (excluding GST). The funding amount must be equal to or less than the transport cost component of the eligible project.

Each applicant can submit one application only.

The funding period for the RRTAP will be until 30 June 2021. All projects must commence within 60 days of execution of the funding agreement and must be completed for acquittal by 30 June 2021. Funding may be paid subject to conditions and in instalments at the department's discretion.

Applicants that can demonstrate in-kind or co-contributions will be favourably assessed.

Grants may be treated as assessable income for taxation purposes and GST may also be applied. The State does not provide tax advice to applicants and recommends applicants seek independent professional advice on their tax obligations.

RRTAP is a competitive program and not all applications will be funded.

No funding will be payable until a funding agreement has been fully executed by the applicant and the State.

What is an eligible project?

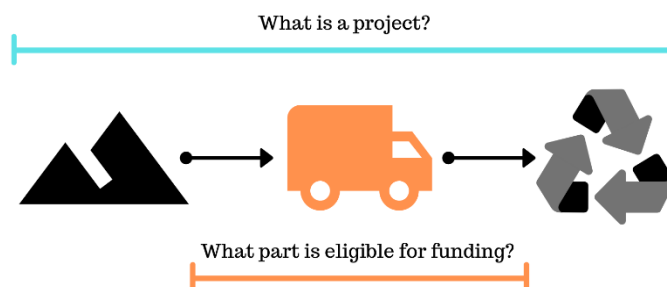
An eligible project is an existing, new or expanded (i.e. additional to what is already being conducted) recycling activity that is unviable due to transport costs at the time of application. A project is considered unviable due to transport costs where:

$$\text{Landfill costs} < [\text{Recycling costs} + \text{Transport costs}]$$

An eligible project may be a current recycling activity, a proposed addition to a current recycling activity or a completely new recycling activity. However, all applicants will need to provide evidence to demonstrate the project is unviable due to transport costs in their application.

An eligible project may be for any component/s along the supply chain from waste generation through to end markets. General project costs will be required to be described in the application, however only the costs of transporting the waste will be eligible for funding.

The program does not place limitations on the type of recyclable materials that may be the subject of an application.



Different waste types can be included in one project. If multiple types of waste are included in a single project, each type must be accounted for separately for reporting purposes.

Example projects may include:

- Transporting a single load or multiple loads of material to a processing facility. The material may otherwise be going to landfill.

- Expanding an existing recycling activity by increasing the frequency of collection and transportation of material. This may avoid the need to stockpile or landfill the material.
- An existing project where material is transported through multiple stages of the recovery process from waste processing through to product creation (i.e. operating at a loss).
- New transport routes that require multiple stops to complete a load before delivering for recycling.

In all of the above instances, the activity must have been previously unviable due to transport costs.

Ineligible projects

The following projects are ineligible for RRTAP funding:

- ✗ Projects which result in the transport of waste for the purposes of disposal to landfill.
- ✗ Projects which result in the transport of waste for the purposes of incineration with no energy recovery.
- ✗ Projects that facilitate the stockpiling or shifting of waste for which there is no end market.
- ✗ Projects that result in illegal stockpiling.
- ✗ Projects which involve the movement of exempt waste as defined by the *Waste Reduction and Recycling Act 2011*.
- ✗ Projects funded through other Government programs such as the Container Refund Scheme Small-Scale Infrastructure Grant, or Resource Recovery Industry Development Program.
- ✗ Projects which result in non-compliance with an environmental authority.

How to apply

Applications for funding under RRTAP must be submitted through the SmartyGrants portal by the application closing date 29 November 2019.

Applicants are required to ensure the department receives the application and all supporting documentation in full by the time and date the application portal closes. By submitting an application, the applicant agrees to abide by all of the terms and conditions as specified in these guidelines. Submission or approval of an application will not guarantee that funding will be provided.

Late submissions are the responsibility of the applicant and the Chief Executive of the department is under no obligation to consider applications submitted or received after the Program has closed. All decisions made are at the discretion of the Chief Executive of the department and are considered final.

The department will make the SmartyGrants portal available at <https://www.qld.gov.au/environment/pollution/management/waste/recovery/funding-grants>

Setting up a SmartyGrants account is free and previous SmartyGrants users can use the same SmartyGrants account. A help guide for applicants is available at <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

If you experience technical difficulty creating a SmartyGrants account or completing an online form, please contact SmartyGrants on (03) 9320 6888.

Costs of preparing and submitting an application are the sole responsibility of the applicant.

Information and supporting documentation

Applicants will be required to submit an application through the SmartyGrants system supported by the following information:

Project Details

- Details of the applicant organisation and nominated contact details.
- A summary of the proposed project that includes descriptions of the:
 - waste stream/s and volumes to be recycled
 - current management practices of the waste
 - mode of transport and the entity that will undertake the transport
 - transport route including addresses of start point and destination/s and distance of the route, including frequency
 - *recycling activity* intended to be undertaken

- indicative timeframes for project activities.
- If the application relates to a currently operating recycling activity, a description of why the operation is currently unviable with transport costs being a contributing factor.
- Details of how the project will meet the objectives of the program, creates opportunities and environmental/social outcomes for regional Queensland.
- A description of project governance, including:
 - a clear explanation of the proposed activities and timeframes
 - demonstrated organisational capability and capacity for delivering the project
 - description of the project risks, including key project risks, potential consequences and mitigation measures that will be put in place to manage the risks
 - nomination of a project lead responsible for contract management and delivery.
- Proof of relevant authorisations where applicable. For example, environmental authority numbers for transporting or processing waste material.
- A description of the long-term sustainability of the project i.e. beyond cessation of the funding.

Finances

- Total costs to dispose of the waste to landfill.
- Total project costs, including:
 - Total costs to recycle the material at a licenced facility
 - Total costs to transport the material to the recycler
- Total funds the applicant is contributing to the project (must be at least the costs to recycle).
- Total funds contributed by third parties, if any.

Documentation

The applicant will also be required to provide the following supporting evidence as attachments;

1. Correspondence from the entity recycling the waste confirming for the duration of the project:
 - a. The fees to be passed onto the applicant
 - b. That the facility has capacity to process the material
 - c. That the entity has a market for the end product.
2. If the application relates to an existing recycling activity, evidence of current recycling costs.
3. Two written quotes demonstrating the costs of transporting the material for the purposes of the project. Where the applicant is undertaking the transport component themselves, provide details of transport costs.
4. Written quote/s demonstrating the costs to landfill the waste.
5. Evidence to support any contributions from third parties.
6. Senior executive authorisation for the proposed project. For a business, this means a signature on letterhead from a senior executive within the business. For a local government, this means evidence of council approval.
7. Audited financial statements for the previous two years. If an applicant has not been conducting business for this length of time, audited statements for a shorter period of time will be considered.

Insurance

Successful applicants will be required to provide the following prior to release of any grant funding:

- Certificate of currency for public liability insurance coverage of at least \$20 million (in total and per event) that is current and remains current for the duration of the project.
- Certificate of currency for workplace health and safety insurance and evidence of adequate insurance coverage for workers and volunteers as required under the *Work Health and Safety Act 2011* (where applicable).

Assessment criteria

Applications that have complied with these guidelines and are found to meet the eligibility criteria will be assessed against the following assessment criteria and prioritised for funding based on merit:

1. The project achieves improved waste outcomes (30%)
2. The project delivers regional benefits (30%)
3. The project represents value for money for the State of Queensland (20%)

4. The applicant demonstrates project management and governance that ensures project delivery (20%).

The Chief Executive reserves the right to consider a range of factors when prioritising projects for funding. Considerations may include;

- the impact a project may have on market conditions,
- a project's ability to maximise recycling,
- ensuring a spread of funds across multiple regions or waste types,
- a project's longer-term sustainability, or
- a project's ability to foster regional collaboration.

Assessment process

Applications will be assessed according to the following process:

- All applications will be assessed by an appropriately qualified panel.
- The panel will recommend projects for approval by the Chief Executive of the department.
- The Chief Executive of the department will approve eligible projects for funding.
- Successful applicants will be notified in writing by the Minister for the Environment and Great Barrier Reef, Minister for Science and Minister for the Arts.
- Successful applicants will be contacted regarding funding arrangements, grant deeds and supporting documentation/approvals.
- Unsuccessful applicants will be notified in writing.

Please note all funding decisions are final.

Funding agreements

Successful applicants will be required to execute a funding agreement with the State before any funding will be paid. This funding agreement will outline the terms of the proposed funding and detail the milestones to be achieved by the applicant. The Queensland Government reserves the right to undertake an audit of projects to monitor progress and/or appoint an independent advisor to undertake an assessment of projects.

Changes to projects after commencement will require the signing of a separate agreement between the department and the applicant to evidence acceptance of those changes.

Reporting

Successful applicants will have project and reporting requirements. Templates will be provided for reporting purposes and will include details such as:

- evidence of project milestones achieved, such as actual tonnages of material received, transported and delivered through the transport route (e.g. odometer readings, invoices and receipts).
- evidence of material being recycled (e.g. photographs and invoices).
- proof of project expenditure including invoices.

Acquittal

The project will be completed and acquitted (including final payment) once the milestones identified in the project proposal have been completed and all required reporting has been provided to the satisfaction of the department.

Appeals and Complaints

Applicants can only appeal decisions relating to the eligibility of their application. An applicant cannot appeal the assessment panel's recommendations, the decision to part fund a project, or the decision to fund another organisation or project.

If an applicant is found to be ineligible, the department will inform the applicant by written notice the reasons for the decision. The applicant has seven days to appeal the decision from receipt of the notice. Appeals are to be sent in writing to:

Program Manager
Office of Resource Recovery
wasteprograms@des.qld.gov.au

Note – Members of the general public cannot appeal a funding decision.

Complaints can be made via the department's website www.des.qld.gov.au/contactus/feedback-form-complaint

More information

Frequently asked questions are available on the department's website:

<https://www.qld.gov.au/environment/pollution/management/waste/recovery/funding-grants>

For further information and enquires on the program, please contact Waste Avoidance and Recovery Programs on (07) 3330 5164, or wasteprograms@des.qld.gov.au

Privacy statement

The department is collecting personal information to assess RRTAP applications for funding and prepare a grant deed, should an application be successful.

All personal information provided as part of the application, will be routinely provided to the following parties for assessing the application:

- Other Queensland Government agencies to assess your application.
- Any external assessment panel members.

Where necessary, information contained in your application may also be provided to the Queensland Minister for Environment and the Great Barrier Reef, Minister for Science and Minister for the Arts, and the Minister's members of staff for reporting purposes (except for that information which relates to the department's confidentiality obligations).

The department will seek consent for any uses or disclosures outside of these specific terms.

Grant applications are subject to the *Right to Information Act 2009*. Applicants wishing to access their personal information that is in the control of the department, may contact [Right to Information Services](#). For any questions or concerns regarding the privacy of your personal information, please contact the department by email at privacy@des.qld.gov.au

Attachment 1 – Eligible Regional Local Government Areas

Projects eligible for application under RRTAP are located within Queensland and **outside** the following local government areas:

- Brisbane City Council
- Gold Coast City Council
- Ipswich City Council
- Logan City Council
- Moreton Bay Regional Council
- Noosa Shire Council
- Redland City Council
- Sunshine Coast Council.