

## **Application for Charitable Organisation Landfill Fee Waiver Terms and Conditions – Attachment B**

### **Terms and Conditions**

Charitable organisations which are approved for a landfill fee waiver must abide with the following conditions:

- a) The landfill fee waiver, when approved, is valid until the end of the current financial year.
- b) The landfill fee waiver only applies to ACT Government landfill gate fees under Schedule 2 of the *Waste Management and Resource Recovery (Fees) Determination* (updated yearly), which are charged at the **Mugga Lane Resource Management Centre** and **Mitchell Transfer Station**.
- c) Mattresses must be dropped-off (free of charge) directly at the **Soft Landing** mattress recycling facility at **John Cory Circuit, Hume ACT 2620**.
- d) The fee waiver will not apply to waste disposal and recycling fees set by other organisations.
- e) The fee waiver will not apply to transport costs incurred to deliver waste to the **Mugga Lane Resource Management Centre**, the **Mitchell Transfer Station** or **Soft Landing**. The charitable organisation must bear this cost.
- f) The fee waiver only applies to waste generated in the Australian Capital Territory (ACT) from the charitable organisation's resource recovery services.
- g) The vehicle carrying out the waste disposal must weigh in/out at either the **Mugga Lane Resource Management Centre Transfer Station weighbridge** or the **Mitchell Transfer Station weighbridge** on the day of the transaction. Failure to comply will result in a charge being applied to the transaction. Mattresses can only be dropped-off directly at the **Soft Landing** mattress recycling facility at **John Cory Circuit, Hume ACT 2620** and do not need to pass through either transfer station weighbridge.
- h) If a charitable organisation holds a permit for a charity bin or bins on public (unleased) land, it must comply with all conditions of that permit.
- i) 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 (i.e., a mixed load of fee-exempt waste and other waste which incurs a fee).
- j) The charitable organisation must ensure that relevant changes of details or circumstances are notified to the Transport Canberra and City Services Directorate (TCCS) via email to [TCCS.NoWasteAccounts@act.gov.au](mailto:TCCS.NoWasteAccounts@act.gov.au), 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.

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- k) A charitable organisation that uses a third party to transport its waste to the **Mugga Lane Resource Management Centre** and **Mitchell Transfer Station** must:
- Ensure the engaged third party holds a current waste transporter registration under the *Waste Management and Resource Recovery Act 2016*.
  - Ensure the fee-exempt waste is not mixed with recyclable material or waste from another organisation.
  - Lodge a completed [Account Application Vehicle Authorisation Form](#) with TCCS via email [TCCS.NoWasteAccounts@act.gov.au](mailto:TCCS.NoWasteAccounts@act.gov.au), at least two (2) business days before the delivery is performed by the third party.
  - Ensure a written confirmation is provided to the driver for each 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 transporter/driver is to present the written confirmation to the weighbridge operator on delivery.
- l) The charitable organisation must not bring readily recyclable material to the **Mugga Lane Resource Management Centre** and **Mitchell Transfer Station** under the fee waiver. Generally, something will be considered readily recyclable if there are free recycling options available in the ACT. TCCS will update its advice from time to time about what types of material are readily recyclable and where those materials should be disposed. 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:** Items can be dropped-off free of charge at the **Mugga Lane Resource Management Centre** and **Mitchell Transfer Station** (open seven days a week, 7.30am – 5pm) or a **Recycling Drop-off Centre (RDOC)** at Scollay Street in Tuggeranong, Jolly Street in Belconnen, Botany Street in Phillip, Baillieu Court in Mitchell or O'Brien Place in Gungahlin (open seven days a week, 24 hours a day).
  - **Appliances** (excluding refrigerators, televisions or computers): Items can be dropped-off free of charge at **The Green Shed** at the **Mugga Lane Resource Management Centre** or the **Mitchell Transfer Station**. You may wish to call to confirm conditions associated with acceptance of these items. Some organisations in the ACT may collect white goods and metal free-of-charge.
  - **E-Waste** (televisions, computers and peripherals): Items can be dropped-off free of charge at **The Green Shed** at the **Mugga Lane Resource Management Centre** or the **Mitchell Transfer Station**. You may wish to call to confirm conditions associated with acceptance of these items.

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- **Books:** Books in good condition can be dropped-off free of charge at **The Green Shed** at the **Mugga Lane Resource Management Centre** or the **Mitchell Transfer Station** by appointment only. Poor quality or damaged books can be dropped-off free of charge in the paper cages at the **Mugga Lane Resource Management Centre** or the **Mitchell Transfer Station** (open seven days a week, 7.30am – 5pm) or the **Recycling Drop-off Centre (RDOC)** at Scollay Street in Tuggeranong, Jolly Street in Belconnen, Botany Street in Phillip, Baillieu Court in Mitchell or O'Brien Place in Gungahlin (open seven days a week, 24 hours a day).
  - **Clothing – clean wearable clothing** (excludes undergarments, socks and shoes except in as-new condition): Items can be dropped-off free of charge at **The Green Shed** at the **Mugga Lane Resource Management Centre** or the **Mitchell Transfer Station**. You may wish to call to confirm conditions associated with acceptance of these items.
  - **Gardening equipment:** Items can be dropped-off free of charge at **The Green Shed** at the **Mugga Lane Resource Management Centre** or the **Mitchell Transfer Station**. You may wish to call to confirm conditions associated with acceptance of these items.
  - **Manchester in good condition:** Items can be drop off free-of-charge at **The Green Shed** at the **Mugga Lane Resource Management Centre** or the **Mitchell Transfer Station** by appointment only.
  - **Mattresses:** Mattresses can only be dropped-off directly at the **Soft Landing** mattress recycling facility at **John Cory Circuit, Hume ACT 2620** and do not need to pass through either transfer station weighbridge.
  - **Toys:** Children's toys in good condition can be drop off free-of-charge at **The Green Shed** at the **Mugga Lane Resource Management Centre** or the **Mitchell Transfer Station**. You may wish to call to confirm conditions associated with acceptance of these items.
- m) The charitable 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 to maintain separate waste and recycling bins. Organisations may purchase commercial recycling services to assist. Alternatively, they may drop off their recycling free-of-charge to ACT Government facilities at the **Mugga Lane Resource Management Centre** or the **Mitchell Transfer Station** (open seven days a week, 7.30am – 5pm) or the **Recycling Drop-off Centre (RDOC)** at Scollay Street in Tuggeranong, Jolly Street in Belconnen, Botany Street in Phillip, Baillieu Court in Mitchell or O'Brien Place in Gungahlin (open seven days a week, 24 hours a day).

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The ACT Government program **Climate Choices** helps organisations to establish recycling services: [www.climatechoices.act.gov.au](http://www.climatechoices.act.gov.au)

Charitable organisations with large amounts of material that are not recyclable through the outlets listed above should investigate other outlets. For instance, those with fabric and lesser-quality clothing should investigate delivery to rag merchants.

Organisations should take other steps to maximise 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; and
  - Establish a “free corner” in the shop – this may encourage more customers to enter the shop, browse and buy other things while they are there. It may also reduce waste to landfill and provide a better outcome for the community.
- n) The charitable organisation must separate out and identify at the weighbridge “counted items” when delivering waste to landfill. No charges will apply, but separation allows the ACT Government to monitor these items and ensure they are processed appropriately. “Counted items” can include e-waste (televisions, computer equipment, other electronic equipment), tyres (with or without rim), car batteries, paint tins etc.
- o) The charitable 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 (10) business days after TCCS has sent the organisation written notification to the contact address given by the organisation.
- p) The charitable organisation must allow TCCS staff to inspect the organisation’s facilities to ensure recycling systems are appropriate (e.g., ensuring that compactors are used for waste only and that separate waste and recycling bins are in place and are being used). Inspections will be by arrangement with **at least 48 hours notice** and **will not occur more than twice per calendar year**.

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- q) 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 (10) business days after written notification has been sent to the contact address given by the organisation.

Signature:

Date: