#

**REGIONAL TRANSPORT SUBSIDIES PROGRAM**

**GUIDELINES**

**2019-20**

**Waste and Resource Recovery Modernisation and Council Transition Package**

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# Guidelines

## Submission of applications

Applications should be summited on the application form provided and received by Green Industries SA by **5pm Adelaide time,** **7 February 2020.**

Notification regarding funding approval is expected to be provided within four weeks of application closure, and is subject to the requirement for additional information (if any).

All application forms must be submitted, with a signed declaration, in one of the following formats:

* electronically with all supporting information scanned and sent by email to Han.Tran@sa.gov.au with subject line ‘Regional Transport Subsidies Program’
* signed hard copy by post to:

Regional Transport Subsidies Program
Green Industries SA

GPO Box 1047

Adelaide SA 5001

* signed hard copy by courier to:

Regional Transport Subsidies Program
Green Industries SA

Level 4, 81-95 Waymouth Street

Adelaide SA 5001

## Further information

Han Tran

Project Officer

(08) 8204 9080

Han.Tran@sa.gov.au

# About Green Industries SA

Green Industries SA is an enabler and driver of change, supporting the development of the circular economy through diverse collaborations which improve productivity, resilience, resource efficiency and the environment. It aims to transform how South Australians use and value resources. Its objectives under the Green Industries SA Act 2004 are to:

* promote waste management practices that, as far as possible, eliminate waste or its consignment to landfill; and
* promote innovation and business activity in the waste management, resource recovery and green industry sectors, recognising these areas present valuable opportunities to contribute to the state’s economic growth

For more information visit [www.greenindustries.sa.gov.au](http://www.greenindustries.sa.gov.au).

# South Australia’s Waste Strategy

The Regional Transport Subsidies Program supports *South Australia’s Waste Strategy 2015-2020* which has three objectives:

* a resource efficient economy where the best or full value is secured from products and materials produced, consumed and recovered across the State
* a stable and efficient market for investors through a clear policy framework providing a solid platform for investment decisions
* a culture enabling the South Australian community, businesses and institutions to continue and strengthen their role in implementing zero waste strategies and programs locally, nationally and internationally.

Green Industries SA is drafting a new waste strategy for South Australia for 2020-2025.

# Waste and Resource Recovery Modernisation and Council Transition Package

The 2019-20 State Budget has provided $10 million of new funding over four years in a package of measures which aims to boost recycling and resource recovery through investment, infrastructure, education, assisting regional communities with transport costs and modernisation of council and industry collection services. A key focus of the package is to stimulate councils and industry to upgrade and standardise waste collection and recycling services as well as help local government implement new waste management strategies to divert food waste from landfill.

# Regional Transport Subsidies Program

Transport costs and travel distances present a challenge for recycling in some regional areas. This Regional Transport Subsidies Program is part of the Waste and Resource Recovery Modernisation and Council Transition Package and will provide relief to South Australian local councils in rural and regional areas to support their continued recycling efforts and adapt to the challenging environment since China National Sword Policy. This program was previously called the Regional Transport Relief Fund.

# Objectives

The objectives of the program are to:

* enable local councils to partially off-set some of the total costs associated with the provision of kerbside recycling services
* support ongoing, uninterrupted delivery of kerbside recycling services.

# Who can apply?

All South Australian local councils that are located outside of metropolitan Adelaide and provide yellow bin kerbside recycling services to their residents can apply for this funding.

# Available funding

The total amount available per council is capped at $12 (excluding GST) per tonne per 100 kilometres of transport costs associated with kerbside recycling for the period 1 July 2019 to 30 June 2020.

Transport costs associated with kerbside recycling after 30 June 2020 will **NOT** be funded. Advice regarding further support beyond 30 June 2020 will be provided at the appropriate time.

Kerbside recycling refers to the total recyclable materials received by eligible local regional councils through the yellow bin kerbside collection service. The material types may include paper, cardboard, glass, metal and plastic.

Targeted audits of documentation from selected funding recipients may be undertaken to validate actual tonnages and distances.

# What will be funded

The fund will only be used for the purpose of supporting the continuation of recycling services in regional areas. Eligible cost items include transport costs associated with a council’s provision of kerbside recycling.

The funding request should provide:

* ***actual*** tonnages of recyclables and transport distances for the period ***1 July 2019 to 31 December 2019***,
* ***forecast*** tonnages of recyclables and transport distances for the period ***1 January 2020 to 30 June 2020*** – noting that the forecast tonnages and transport distance will be reconciled with the actual tonnages and transport distance reported for the final payment, and
* ***insurance policy arrangements*** *–*e.g. LGA Mutual Liability Scheme and Workers Compensation Scheme.

Successful applicants are required to report on actual tonnages collected and actual transport distance for the funding period with supporting evidence, as well as evidence of recyclables being recycled and/or lawful stockpiling.

# Eligibility

To be eligible for funding, the following criteria must be met:

* eligible applicants are South Australian local councils that are located outside of metropolitan Adelaide
* eligible cost items are transport costs associated with kerbside recycling for the period 1 July 2019 to 30 June 2020.
* recyclable materials from kerbside collection must be transported for beneficial reuse
* recyclable materials cannot be unlawfully stockpiled
* eligible applicants must provide actual and forecast tonnages of kerbside recyclables collected and transport distances for the funding period with supporting evidence
* eligible applicants must agree to provide final reports on actual tonnages of kerbside recyclables collected and actual transport distance for the funding period with supporting evidence as well as evidence of recyclables being recycled and not unlawfully stockpiled
* Interstate transport will be considered on a case by case basis

Unsuccessful applicants will be eligible to reapply only once. Green Industries SA will provide assistance and feedback to help applicants lodge eligible applications.

# Payment schedule

Payment will be made in two tranches:

* The first payment will be made based on the actual tonnes collected and transport distance for the period 1 July 2019 to 31 December 2019.
* The second, and final, payment amount will be made based on the reported actual tonnages collected and transport distances for the funding period 1 Jan 2020 to 30 June 2020 upon acceptance of final reports by Green Industries SA.

# Privacy and commercial-in-confidence considerations

All applications will be treated as commercial-in-confidence. Green Industries SA reserves the right to include third party evaluations as part of the assessment process and has the ultimate discretion in relation to publicity for successful applications. Applicants are not permitted to publicise any announcements related to this funding without the written approval in the first instance of Green Industries SA.

# Insurance

For the duration of the funding, the successful applicants must maintain workers compensation insurance, public liability insurance through Local Government Association Mutual Liability Scheme and Local Government Association Workers Compensation Scheme or any other insurance policy arrangements.

Successful applicants are encouraged to ensure that their transport company/business or service provider(s) has and maintains workers compensation insurance, public liability insurance for a minimum of $10 million per claim and personal accident insurance of $100,000 per participant.

# Assessment process

* All applicants will be notified by the agency to confirm receipt of their applications.
* Applications will be assessed by a panel convened by Green Industries SA. The panel will assess applications based on the information provided in the application form and supporting documentation provided by the applicant with their application. The panel may consist of Green Industries SA personnel and/or external specialists. The panel will assess all eligible applications against the eligibility requirements included in this guideline.
* If required, additional written information and data may be requested from the applicant or others to assist with the assessment.

# Funding agreement

The successful applicants will be required to enter into a funding agreement with Green Industries SA. This agreement will set out the terms of the funding, conditions, payment schedules, timing, reporting requirements and other matters.

Green Industries SA must be acknowledged in all media and promotional activities relating to the project. All publicity must be approved in the first instance by Green Industries SA. A copy of standard funding agreement can be provided on request.

The funding agreement must be signed within 30 days of receipt to guarantee the funding acceptance.

# Reporting

Green Industries SA requires successful applicants to provide reporting on the project progress and outcomes. Requirements of reporting will be specified in funding agreements. The final report must be received no later than 31 August 2020. Supporting evidence should accompany the report on the actual tonnages collected and transport distances as well as evidence of recyclables being recycled and not unlawfully stockpiled.

**REGIONAL TRANSPORT SUBSIDIES PROGRAM**

**APPLICATION FORM**

**2019-20**

**Waste and Resource Recovery Modernisation**

**and Council Transition Package**

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**Background**

The Regional Transport Subsidies Program provides temporary relief to South Australian local councils in rural and regional areas to support their continued recycling efforts and adapt to a challenging environment. The program provides councils with the opportunity to partially offset increased total costs associated with China’s National Sword Policy and to investigate longer term measures that enable the continuation of kerbside recycling services into the future.

All South Australian local councils that are located outside of metropolitan Adelaide and provide yellow bin kerbside recycling services will have access to this temporary funding. The total amount available per council is capped at $12 per tonne per 100 kilometres (excluding GST) of transport costs associated with provision of kerbside recycling services for the period **1 July 2019 to 30 June 2020**.

**Submitting your application**

Applications will be accepted until **5pm Adelaide time, 7 February 2020.**

**No late applications will be accepted.**

Please email your completed application, including all supporting documents to:

Han.Tran@sa.gov.au with subject line **‘Regional Transport Subsidies Program’**. Emails should not exceed 10MB.

**Checklist**

Before submitting your application, please check you have completed all the following:

* Read the Regional Transport Subsidies Program Guidelines 2019-20 in detail.
* Completed the Application Form in full.
* Attached supporting evidence of the actual and forecast tonnage and transport distance
* Attached copies of a Certificate of Currency for insurance (as required) and all other supporting documents.

**Need assistance?**

Email Han.Tran@sa.gov.au or call (08) 8204 9080 for more information and/or to check your eligibility.

**Section A: Applicant Information**

|  |
| --- |
| **A1. Applicant name (local council) and ABN** |
|  Name: ABN: |
| **A2. Primary contact**  |
| Name: |  | Position:  |
| Phone:  |  | Email:  |
| **A3. Secondary contact** |
| Name: |  | Position:  |
| Phone:  |  | Email:  |
| **A4. Collection point location (**Address of depot or collection point for kerbside recyclables prior to transport for processing) |
| Address: |
| **A5. Insurance (please attach copies of Certificates of Currency as required). Please tick** |
| * **LGA Mutual Liability Scheme**
* **LGA Workers Compensation Scheme**
* **Other** – please specify
 |

**Section B: Kerbside Recycling Processing Information**

|  |
| --- |
| **B1. Please tick where applicable and provide relevant information** |
| ☐ Collection service provider |  | Name:  |
| ☐ Recycling processor  |  | Name:  |
| Contract term:  |   | [DD/MM/20YY – DD/MM/20YY] |
| **B3: Recycling processing facility** |
| Name: |  | Location:  |
| Name: |  | Location:  |
| **B4: Waste transporter**  |
| Name:  |   |   |

**Section C: Kerbside recycling estimation and funding amount**

Please provide **actual** tonnes of kerbside recycling for which youare requesting offset funds from the Regional Transport Subsidies Program and the associated transport distance factor for the period of **1 July 2019 to 31 December 2019**, **AND**

Please provide **forecast** tonnes of kerbside recycling for which youare requesting offset funds from the Regional Transport Subsidies Program and the associated transport distance factor for the period of **1 January 2020 to 30 June 2020**.

Kerbside recycling refers to total recyclable materials received by eligible local councils through a yellow bin kerbside collection service. The material types may include paper, cardboard, glass, metal and plastic.

The total amount available per council is capped at $12 (excluding GST) per tonne per 100 kilometres.

The total funding amount will be calculated as follows:

**Total tonnes** x **$12** x **transport distance factor** = **funding amount**

Transport distance factors used for this funding program are as below. **Please note** that the transport distance is measured one way from the consolidation point to the recycling destination. Distance of collection rounds will **NOT** be funded.

|  |  |
| --- | --- |
| **Allocated Transport Distance (km)** | **Transport Distance Factors** |
| 0-100 | 1 |
| 101-200 | 2 |
| 201-300 | 3 |
| 301-400 | 4 |
| 401-500 | 5 |
| 501-600 | 6 |
| 601-700 | 7 |
| 701-800 | 8 |

**Please note** that the Regional Transport Subsidies Program is generally intended to provide funding support for one way transport of kerbside recyclables from regional council area up to Metropolitan Adelaide, however interstate transport will be considered on a case by case basis.

**Kerbside recycling actual tonnage (tonnes)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Jul 19** | **Aug 19** | **Sep 19**  | **Oct 19** | **Nov 19** | **Dec 19** | **Total**  |
|  |  |  |  |  |  |  |

**Kerbside recycling forecast tonnage (tonnes)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Jan 20** | **Feb 20** | **Mar 20** | **Apr 20** | **May 20** | **Jun 20** | **Total** |
|  |  |  |  |  |  |  |

**Please note** that:

* applicants need to provide supporting evidence of the actual and forecast tonnage[[1]](#footnote-1) and transport distance[[2]](#footnote-2).
* the forecast tonnages and transport distance will be reconciled with the actual tonnages and transport distance reported for the final payment.

**Section D: Declaration and authorisation**

**Declaration**

* I/we have read and understood the Guidelines and obtained clarification where needed.
* I/we declare that the information provided in this application including attachments is true and correct and discloses all required and relevant details. I/we understand that if information supplied as part of the application is false or misleading in a material particular, the application will not be considered OR, if the grant is made and it is discovered that information supplied was false or misleading in a material particular, the grant will be revoked and funds, plus interest, must be repaid. An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.
* I/we declare that I/we have complied with federal and state laws, regulations and the Environment Protection Authority licences (if any).
* I/we authorise Green Industries SA to seek any additional relevant information required to process this application, and I/we hereby request and authorise any parties to supply such information as requested.
* I/we understand that if this application is approved for funding, information about the project may be publicised by Green Industries SA or provided as required or permitted by law.
* I/We understand if this application is approved for funding, a final report with evidence on actual tonnage of kerbside recyclables collected and transport distance as well as evidence that the collected recyclables was recycled and not unlawfully stockpiled must be received by Green Industries SA no later than 31 August 2020.
* I/We understand that the information provided in this application and in any reports required may be subject to an audit as outlined in the Funding Agreement.

|  |  |  |
| --- | --- | --- |
| Signed |  |  |
| Name |  |  |
| Position |  |  |
| Date |  |  |

The Chief Executive, or Chief Executive’s delegate of your organisation must sign the application form. It should not be signed by the contact person unless the contact person is the Chief Executive or delegate.

1. **Examples of supporting evidence of the tonnage collected for recycling** could be weighbridge dockets; invoices with quantities processed or collected; or emails/spreadsheets from collectors or processors with quantities of kerbside co-mingled recyclables processed. [↑](#footnote-ref-1)
2. **Examples of supporting evidence of actual transport distance** could be; - an email from your collector to confirm travel distance and/or final destination(s); or invoices from collectors or processors to confirm final destination of kerbside co-mingled recyclables. [↑](#footnote-ref-2)