

Wagga Wagga City Council

SUBSIDY FOR WASTE DISPOSAL BY CHARITABLE ORGANISATIONS & COMMUNITY GROUPS POLICY

REFERENCE NUMBER	POL 093		
ORIGINAL APPROVAL DATE	September 2007		
RESPONSIBLE MANAGER	Gregadoo Waste Management Centre – Facility Manager		
RESPONSIBLE DIRECTOR	Director Commercial Development		
<p>This document is to be reviewed: every four years or in the first twelve months of the new term of Council, whichever is the earliest. Next Review Date: August 2020</p>			
Revision number	Issue Date	Council Resolution	Council Meeting Date
	22/8/2007	Council	10 September 2007
1		Res No: 08/087	31 March 2008
2	27/7/2009	Res No: 09/077	27 July 2009
3	23/4/2013	E Team	23 April 2013
4	August 2013	Res No: 13/224.1	26 August 2013
5	August 2017	Res No: 17/279	28 August 2017

PART 1: INTRODUCTION

This policy is intended to provide guidance and a consistent framework for the provision of subsidised waste disposal fees for charitable organisations and community groups.

1.1 Legislation

Actions and comments are governed by various legislative and council requirements. Councillors and staff members may expose themselves to legal actions or sanctions under these requirements unless complying with this policy and procedures.

The following legislations are applicable to this policy:

- *Government Information (Public Access) Act 2009*
- *Local Government Act, 1993 (as amended)*
- *Wagga Wagga City Council policies*
- *Wagga Wagga Code of Conduct*

The following legislation is **not** applicable to this policy:

- *Charitable Fundraising Act, 1991*

1.2 Purpose of this Policy

This policy has been developed in response to requests from charitable organisations, community groups, and individuals located within the Wagga Wagga Local Government Area for subsidised & waiving of fees for the disposal of waste material at the Gregadoo Waste Management Centre.

1.3 Policy Statement

Applications for ongoing exemptions or reductions in disposal fees will be advertised annually with advertisements ordinarily placed in March/April of each year with the intention that applications will be determined by Council in May/June ready to commence from 1 July.

Requests for support for subsidised disposal fees ongoing or project specific must be submitted on Council's standard form (appendix 1) and addressed to the General Manager, Wagga Wagga City Council.

All requests will be considered on their merits, having regard to the circumstances of each case, the availability of funds in the Council's budget, the guidelines of this policy and any relevant provisions of the *Local Government Act, 1993* (as amended) or any other applicable legislation.

The Waste & Stormwater Services Division shall make recommendations to Council for funding in any given twelve (12) month period. The division, in formulating its recommendations, will assess applications based on the guidelines and criteria for funding, as contained in this policy.

The Finance Division shall allocate estimated funds into the Waste & Stormwater Services Division budgets in any given twelve (12) month period.

PART 2: PROCEDURES

2.1 Support for Charitable Organisations & Community Groups

The Waste & Stormwater Services staff shall assess the request in accordance with the following guidelines:

1. Identify that the request is from a non-profit, non-government registered charity, or community group located in the Wagga Wagga local government area.
2. That the request is made as a written submission each year with justification to be provided before approval can be determined.
3. Terms & Conditions:
 - a) That the fee reduction takes the form of a lump sum amount no larger than \$1000 per financial year.
 - b) The goods must be made available to Councils Resource Recovery Recycling Centre or nominated company and must not be subjected to deliberate damage prior to or during delivery.
 - c) Upon application, registration numbers of private vehicles being used to transport & dispose of waste seeking exemption from fee's at Gregadoo Waste Management Centre are to be provided to Council.
4. That the total price of ongoing support granted to one particular charitable organisation or community group, in any one year does not exceed \$1000.

2.2 Support for Specific Projects

The Wagga Wagga City Council is the only delegated authority to grant fee reductions or waivers subject to the following conditions:

1. That the request is from a non-profit, non-government organisation, charity or community groups, located in the Wagga Wagga local government area.
2. That the project in question will enhance the surrounding environment or provide a benefit to the community.
3. That the request is made as a written submission each year with justification to be provided before approval can be determined.

4. That the fee support takes the form of:
 - a) A maximum of \$250 support for a single, specific project.
 - b) Exemption from mixed waste tipping fees only granted on Clean-Up Australia Day or other advertised clean up events approved by Council.
 - c) Upon application, registration numbers of private vehicles being used to transport & dispose of waste seeking exemption from fee's at Gregadoo Waste Management Centre are to be provided to Council.
5. That the total value of support for specific projects granted to one particular charitable organisation or community group in any one year does not exceed \$1000.

2.3 Exclusions and prohibiting

In the event of non compliance of the Policy, Wagga Wagga City Council reserves the right to withdraw any organisation's application at any time.

APPENDIX 1 – APPLICATION FOR SUBSIDY OF WASTE DISPOSAL FEES FOR THE GREGADOO WASTE MANAGEMENT CENTRE

Wagga Wagga City Council

1. Applicant Details

Name of applicant/organisation/community group:

Mailing Address:

Name of Contact Person:

Telephone:

Email Address:

2. Type of Donation

Waste disposal fee exemption:

Amount requested: \$ _____ (maximum \$250/single project or \$1000 overall)

Event: _____

Type of waste to be disposed:

Total estimated quantity of waste to be disposed: _____ (tonne)

Source of waste to be disposed:

Donations given to your Organisation by Council over the last three years:

Amount	Date	Purpose

3. Information regarding the Organisation/Community Group

What services or activities does your Charitable Organisation or Community Group provide to Wagga Wagga Residents?

PRINCIPLE OBJECTIVES: Describe in broad terms the principal objective of your Charitable Organisation or Community Group:

What contributions do volunteers make to your Charitable Organisations or Community Groups?

4. Nominated Vehicles/Trailers

Council requires a list of registration numbers of private vehicles being used to transport & dispose of waste seeking exemption from fee's at Gregadoo Waste Management Centre. No commercial waste collection vehicles will be approved through this subsidy.

Note – this list can be updated at anytime during the twelve (12) month period by contacting Council's Waste & Stormwater staff. Failure to provide accurate vehicle registration details may result in normal fees and charges being applied.

Vehicle Registration Details _____

5. Additional Information

Please attach include any additional information in support of your application:

Is there any way that your organisation will acknowledge the Councils donation?

6. Approval Process

Once your submission has been received by Council, staff will assess the application and notify applicants, in writing, of the outcome.

Name: _____
(please print)

Signature: _____
(contact person)

Date: _____