

Fee Reduction Policy - Dunmore Recycling and Waste Disposal Depot

Policy Name: Fee Reduction Policy - Dunmore Recycling and Waste Disposal Depot	Policy Number: POL- 0032 V04
Date Adopted: 9 September 2016	Review Date: 9 September 2019
Policy Owner: Team Leader Waste Management	

Contents:

1. Policy Objective

This policy has been developed in response to requests from:

1. Registered charities located in the Shellharbour local government area for ongoing exemptions from tipping fees; and
2. Community groups, organisations and individuals located in the Shellharbour local government area, for assistance with tipping fees and the supply and delivery of shredded garden waste and sand and soil products, for single, specific projects.

2. Scope

This policy applies to requests received by Council, for exemption or reduction for tipping fees at Dunmore Recycling and Waste Disposal Depot; or for the supply and delivery of shredded garden waste or sand and soil products, for single, specific projects.

3. References

Section 356 of the Local Government Act 1993 (as amended). This section deals with how Council may provide financial assistance to others. Note that all forms of assistance have a financial value.

4. Definitions

"Funding" under this policy involves a reduction or exemption from fees associated with Dunmore Recycling and Waste Disposal Depot.

5. Variation and Review

Council reserves the right to review, vary or revoke this policy.

Review History

Date Policy first adopted – version 1	28 April 1998
Date amendment adopted – version 2	14 August 2007

Reviewed with no amendment	14 August 2009
Date amendment adopted – version 3	28 August 2012
Reviewed - only formatting changes – version 4	9 September 2016

6. Policy

Applications for ongoing exemptions or reductions in tipping fees will be advertised bi-annually, with advertisements ordinarily placed in May and November of each year, with the intention that applications will be determined by Council in July and December of each year.

Applications for assistance with specific projects, must be submitted on Council's standard form and addressed to the General Manager, Shellharbour City Council.

All requests will be assessed 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.

Applications shall be assessed by the Donations Committee, based on recommendations from the Team Leader, Waste Management and on the basis of the guidelines and criteria for funding, as contained in this policy. The Donations Committee will make recommendations to Council, of those applications which are to receive funding in any given six-month period.

Fee Reduction Policy Guidelines.

Ongoing assistance for registered charities

The Donations Committee shall assess each request in accordance with the following guidelines:

1. That the request is from a non-profit, non-government registered charity, located in the Shellharbour local government area.
2. That the request is made as a written submission each year.
3. That the fee reduction takes the form of:
 - a) a 75% reduction in the advertised price of disposal, for unwanted, second hand goods and clothing donated to the charity by the Shellharbour community. The goods must be made available to Council's Resource Recovery Contractor and must not be subjected to deliberate damage prior to or during delivery.
 - b) free tipping of clean, separated garden refuse, originating from the Shellharbour local government area.
 - c) a full exemption on the tipping fee, for material that has been illegally dumped at charity premises and in or around charity collection bins. In this case:

details of the illegal dumping incident must be registered with Shellharbour City Council; and

the charity must be registered with the NSW Department of Environment & Climate Change, for an exemption from the NSW Waste & Environment Levy.
4. That the total value of ongoing assistance granted in any one year, to any one organisation, not exceed \$3,000.

Assistance for Specific Projects

The General Manager has the delegated authority to grant fee reductions, subject to the following conditions:

1. That the request is from a non-profit, non-government organisation, charity or community group, located in the Shellharbour local government area.
2. That the project in question will enhance the surrounding environment.
3. That the request is made as a written submission.
4. That the fee reduction takes the form of:
 - a) free tipping of clean, separated garden refuse originating from Shellharbour local government area.
 - b) free supply of coarse garden mulch (if surplus stock is available).
 - c) a 50% reduction in the standard fees for sand, soil, and delivery purchases.
 - d) exemptions from tipping fees for mixed wastes collected as part of Clean Up Australia Day activities or other advertised clean up events approved by Council.
5. That the value of assistance for a single, specific project does not exceed \$500.

7. Related Forms

Application for Fee Reduction.

Note: Related forms can be located Online, under “Forms”

8. Attachments:

Attachment 1: Application for Fee Reduction

Policy Authorised by:

Position / Name: Group Manager Infrastructure Services

Date: 9 September 2016

Application for Fee Reduction

This form is only for use in applications for reduction or waiver of Council fees and charges, imposed for use of the Dunmore Waste disposal facility.

1. Applicant/Organisation:

Name of Organisation: _____

Address: _____

Telephone: _____

President/Chairperson Name: _____

Secretary Name: _____

Treasurer Name: _____

2. Type of Donation requested:

Indicate here if application is for ongoing exemption from, or reduction in tipping fees:

Amount Requested: \$ _____

Type of waste to be disposed of: _____

Total estimated Quantity of waste to be disposed of: _____

Origin of waste to be disposed of: _____

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

AMOUNT	DATE	What the funds were used for:

3. Information regarding the organisation

a) What services or activities does your organisation provide to Shellharbour Residents?

b) Principal Objectives: - describe in broad terms, the principal objective(s) of your organisation, as stated in your Constitution.

c) What contributions do volunteers make to your organisation?

4. Additional Information

a) Any additional information which you consider necessary.

b) Is there any way that your organisation will acknowledge the council's donations?

5. Declaration of Non-Profit / Registered Charity or Organisation

I _____ declare the _____ is a non-profit organisation / registered charity for the purposes of the Australian Taxation Office.

(office bearer)

(organisation)

(signed)

(witness)

(registration number)

President / Chairperson Signature: _____ Date: _____