



# Waste Disposal for Charity and Community Groups Guideline

## Purpose

This guideline has been developed to ensure a fair and reasonable approach is taken in relation to waste disposal privileges. Council recognises and appreciates the work undertaken by Charity and Community Groups, whilst being mindful of the ever-increasing costs associated with the disposal of waste.

## Governance Principles

Section 9 of the Local Government Act 2020 (the Act) specifies the overarching governance principles and supporting principles that Council must adhere to in the performance of its role and functions.

This guideline gives effect to the following overarching governance principles outlined in Section 9(2) of the Act:

- Council decisions are to be made and actions taken in accordance with the relevant law;
- Priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- The municipal community is to be engaged in strategic planning and strategic decision making;
- Innovation and continuous improvement is to be pursued;
- Collaboration with other Councils and Governments and statutory bodies is to be sought;
- The ongoing financial viability of the Council is to be ensured;
- Regional, state and national plans and policies are to be considered in making strategic planning and decision making;
- The transparency of Council decisions, actions and information is to be ensured.

This report also considers the following supporting principles defined in Section 9(3) of the Act:

- The community engagement principles (Community Engagement Guideline);
- The public transparency principles (Public Transparency Guideline);
- The strategic planning principles;
- The financial management principles; and,
- The service performance principles.

## Definitions

Charity group	An organisation set up to voluntarily provide assistance and raise money for those in need and for the benefit for the wider community.
Community group	A group that is: <ul style="list-style-type: none"><li>• a community based 'not for profit' organisation;</li><li>• a recognised community group providing services within the Baw Baw Shire;</li><li>• not currently receiving ongoing operating funds from the Baw Baw Shire Council or State or Federal Government;</li><li>• not currently representing a government department or an educational institution (including kindergartens and schools);</li><li>• providing a service to the whole community;</li><li>• not operating for the sole benefit of its own association; and</li><li>• operating under an annual turnover of \$500,000.</li></ul>
Waste	<p>Any material that cannot be reused, resold or recycled, excluding green organics, as outlined in Council's Transfer Station Information Guide.</p> <ul style="list-style-type: none"><li>• Only waste generated within the Baw Baw Shire Shire will be accepted.</li><li>• A range of recyclable goods are accepted free at our transfer stations, see Council's Transfer Station Information Guide or Recycling page on our website for details.</li><li>• Recyclables must be separated from the load wherever possible and placed in the appropriate areas at the transfer station as directed by the attendant. Recyclable materials include electronic waste (any items with a battery or cord including computers, mobile phones and microwaves), textiles (including clothing and shoes), glass bottles and jars (food and drink), plastic bottles and containers (recycling codes 1 and 2), steel and aluminium cans, metal (including white goods, air conditioners and scrap metal such as roofing and gutters), paper and cardboard.</li></ul>
Non-accepted waste	Commercial waste including concrete, bricks, tiles, rubble and soil; and other non-accepted items outlined in Council's Transfer Station Information Guide.

Charity allowance list      The annual disposal allowance of each Charity and Community group will be determined by Council each financial year and tabled in a list known as the 'Charity Allowance List' and provided to the transfer stations contractor.

## Scope

This guideline applies to the following groups:

- A recognised Charity or Community group providing services within Baw Baw Shire;
- A group may also be entitled to waste disposal privileges, at Council's discretion, if:
  - the waste has been generated directly as a result of fundraising activities (excluding commercial stall holders);
  - the waste has been collected during community clean-ups on Council owned or managed property;
  - the waste has been collected during Clean Up Australia Day activities;
  - works conducted by a Charity or Community group would otherwise have been carried out by Council; or
  - disposing of waste resulting from an emergency or natural disaster;
- Where groups are requesting waste disposal privileges for materials generated from an emergency or natural disaster, they must seek prior approval from Council.

## Legislative context

*Circular Economy (Waste Reduction and Recycling) Act 2021*

## Gender Impact Assessment

As this guideline impacts a discrete function exercised by Charity or Community groups, the guideline's impact is indirect and therefore no Gender Impact Assessment is required.

## Environmental Sustainability Strategy

The Waste Disposal for Charity and Community Groups Guideline will assist Council with meeting obligations and goals under Council's Environmental Sustainability Strategy by supporting local charities to dispose of unwanted goods that are exceeding manageable quantities or to dispose of illegally dumped goods. This guideline can support climate change mitigation, illegal dumping reduction and waste to landfill reduction through appropriate sorting, recycling and disposing.

## Related policies and documents

Council's Environmental Sustainability Strategy aims to achieve the following goals:

- Reduce Energy Use and Emissions;
- Sustainable and Resilient Communities;
- Protect the Natural Environment;
- Shift towards a more Circular Economy.

## Guideline principles

Council encourages and supports Charity and Community Groups through the provision of financial assistance in the form of waste disposal privileges.

## Guideline detail

A Charity or Community Group may apply to Council for waste disposal privileges at any time. Application forms are applicable for each financial year and available on Council's website and at our Drouin and Warragul Customer Service Centres.

The applicant must complete all details on the form, including the estimated amount of waste to be disposed of. Groups are asked to be as accurate as possible when estimating the amount of waste, as this will assist with planning for the management of waste at the transfer stations. Council may limit the amount of waste to be disposed of by any group at its discretion and considering the group's specific needs. Groups must meet the requirements of the guideline to qualify for waste disposal privileges (see Definitions).

Council's Resource Recovery officers will assess each eligible Charity or Community Group's application and if approved, the Group will be allocated an annual disposal allowance based on Council's historical data and budget allocations and added to the Charity Allowance List. Council's Resource Recovery officers will review the Charity Allowance List at least annually or on an 'as required' basis, and provide the list to the transfer stations contractor prior to the commencement of each financial year, or after it has been revised.

Approval to the Charity or Community group, along with the allocated disposal allowance, will be provided by Council in writing. Council shall also advise unsuccessful applicants in writing.

Applicants must re-apply to Council each financial year.

The risk to Council by implementing this Guideline is the increasing costs of waste disposal. This risk is mitigated through maintaining the eligibility criteria for participating groups and the enforcement of limits on waste disposal for each group. In addition, Council will implement a process where groups must provide identification and sign for the load when disposing of its waste at the transfer station and the contractor records the amount of waste disposed of. At the end of each month the contractor provides the disposal record sheet and invoice to Council for reconciliation.

If the Guideline was discontinued, there is a risk that some dumped material may need to be managed by Council. There is also a risk that some groups providing community services may not be able to continue due to the cost of waste disposal caused by illegal dumping, such as opportunity shops.

The responsibility and implementation of the Guideline rests with the Resource Recovery team within Council's Community Infrastructure Directorate and will be published on Council's website.

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Responsible Director	Director Community Infrastructure
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