

Extraordinary Meeting of Council - 26 June 2024  
Attachments

**9.1 DRAFT OPERATIONAL PLAN AND BUDGET 2024/25 AND RESOURCING**

**STRATEGY 2024-2034 FOR ADOPTION.....2**

9.1.7 Under Separate Cover - Guidelines For Community Waste Disposal Assistance

For Adoption.....2



## **Guidelines**

# Community Waste Disposal Assistance Scheme



*We're with you*

WINGECARRIBEE SHIRE COUNCIL

# AGENDA OF THE EXTRAORDINARY MEETING OF COUNCIL WEDNESDAY 26 JUNE 2024



Guidelines -Community Waste Disposal Assistance - 01 July 2024 onwards v2

## How to submit your application

- Applications must be submitted online utilising the smarty grants platform.
- Access to the internet and an email address will be required.
- The link to the Application Form is available on Council's website.
- The application must be submitted by the due date.
- Late or incomplete applications will be not considered.

**Applications will be advertised and taken prior to the commencement of a new financial year with the application form available on Council's website.**

If you require assistance you should contact the Waste Services Coordinator.  
Email: [Resource@wsc.nsw.gov.au](mailto:Resource@wsc.nsw.gov.au) or Telephone: 02 4868 0888

---

## Introduction

The Community Financial Assistance for waste disposal program is a program specific program for council under Section 356 of the Local Government Act 1993.

It provides financial assistance to others (including charitable, community and sporting organisations and private individuals) for the disposal of waste incurred through their operations in the assistance of the services they provide to the community.

The program further encourages the development of responsible and sustainable resource recovery, waste disposal. It encourages participation and supports community initiatives that promote partnerships and working together to maintain our community in line with Wingecarribee Shire Council's Community Strategic Plan – Wingecarribee 2041.

---

## 1 Objective

1.1 The Community Strategic Plan for Wingecarribee Shire, "*Wingecarribee 2041*" outlines five themes. These include a commitment to leadership, our people, our places, our environment and our economy. These were developed in consultation with the community and underpin the work of Council.

A copy of this plan is available on the Wingecarribee Shire Council website.

The objective of the Community Waste Disposal Assistance Scheme is to further this commitment to the Community Strategic Plan – Wingecarribee 2041 through the assistance of waste disposal to local non-profit community (*incorporated*) organisations and community associations/ groups to assist in environmental and readiness initiatives and responsible resource recovery and waste disposal.

The Community Waste Disposal Assistance Scheme will be established on the waste management System at the Moss Vale Resource Recovery Centre and allow organisations and groups to draw down on the approved amount over a period of 12 months each financial year, commencing 1 July each year.

---

*We're with you*

Page 2 of 6

# AGENDA OF THE EXTRAORDINARY MEETING OF COUNCIL WEDNESDAY 26 JUNE 2024



Guidelines -Community Waste Disposal Assistance - 01 July 2024 onwards v2

## 2 Funding Principles

So that funding is allocated equitably, and effectively successful applications must meet the following criteria:

- 2.1. The applicant Organisation must demonstrate their commitment to the principles of social justice and how they work towards the promotion of equity, access and participation and the rights of all Wingecarribee residents who access their services, projects, activities and events.
- 2.2. Applicants must address how their application fits into one of the five themes outlined in the **Community Strategic Plan - Wingecarribee 2041**, especially those that relate to Waste management, resource recovery, sustainability and circularity, and building of community resilience through the management of waste.
- 2.3. Council will only accept one application from organisations/ community groups.
- 2.4. Priority will be given to:
  - 2.4.1. Areas where the need is considered greatest and where there is an obvious and documented community/local need.
  - 2.4.2. Organisations/ Groups which have not previously received funding from Council.
  - 2.4.3. Organisations/ Groups which support the goals and strategies of the Community Strategic Plan - Wingecarribee 2041.
  - 2.4.4. Organisations/ Groups that demonstrate clear value for money.
  - 2.4.5. Organisations/ Groups that demonstrate waste management and resource recovery principles.
- 2.5. Community Waste Disposal Assistance applications must benefit and/or support local cultural, community, environment, resilience, sustainability and waste management.
- 2.6. Community Waste Disposal Assistance Scheme funds **must** be expended **within the twelve (12) month period** within the nominated financial year unless otherwise approved by Council.
- 2.7. All Community Waste Disposal Assistance awarded by Council is made on the assumption of honest and full disclosure of information. Evidence of any breach of this trust will make the Community Waste Disposal Assistance null and void in which case, any funds paid under the subject scheme must be returned to Council.
- 2.8. Applicants should note that the information and documents requested in the application form will be used to assess that the organisation is currently functioning and sustainable.
- 2.9. Before applying for a Community Waste Disposal Assistance please refer to the table below to make sure you are eligible for funding under this scheme:

A guide on the types of projects that may be considered are as follows below:

*We're with you*

Page 3 of 6

# AGENDA OF THE EXTRAORDINARY MEETING OF COUNCIL WEDNESDAY 26 JUNE 2024



Guidelines -Community Waste Disposal Assistance - 01 July 2024 onwards v2

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>• Projects which meet the objectives of the scheme and organisations that comply with the guidelines.</li> <li>• Projects that demonstrate a link to the themes, goals and strategies of the Community Strategic Plan -Wingecarribee 2041</li> <li>• Any community project where there is a demonstrated need.</li> <li>• Projects based in the Wingecarribee local Government area.</li> <li>• Projects that maximise access for participation across the general community and those that provide access to people with mobility restriction/s.</li> <li>• Projects that demonstrate sustainable waste management and resource separation and recovery</li> <li>• Projects that benefit and/or support local cultural environment, resilience, environment and resource recovery principles.</li> </ul>	<ul style="list-style-type: none"> <li>• Private organisations and/or individuals or projects that provide a commercial financial benefit to the applicant.</li> <li>• Projects that cannot demonstrate a need or will not ensure access for all residents of the Shire.</li> <li>• Projects that pose a risk to the environment or work, health and safety</li> <li>• State and Federal government departments</li> <li>• Permanent works of a capital nature executed on and/or pertaining to private property.</li> <li>• Recurrent services or ongoing components of a project</li> <li>• Funding requests for works, projects and events that have already been completed.</li> <li>• Projects mainly benefiting community groups/organisations or residents outside the Wingecarribee Shire</li> <li>• Funding to cover a shortfall in the applicant organisation's operational budget.</li> <li>• Capital works or facility upgrades on places of worship.</li> </ul>

## 3 Procedures

To be considered for Community Waste Disposal Assistance, applicants must follow these procedures:

- 3.1 A new application form must be completed each year through Smarty grants.
- 3.2 Only **one** application of any type can be submitted by each organisation/ community group.
- 3.3 Applications for Community Waste Disposal Assistance should include quote(s) or estimate(s) justifying the budget request.
- 3.4 Outline how your application will source separate material to maximise the recovery of material for reuse and recycling.
- 3.5 Attach any additional relevant information which you believe would assist Council in determining your Community Waste Disposal Assistance (i.e. volumes, resource recovery process, etc) in pdf, Word or jpg format.
- 3.6 Council may recommend part funding for your project. To assist in the determination process, where possible, break your project into stages according to your priorities.

*We're with you*

Page 4 of 6

# AGENDA OF THE EXTRAORDINARY MEETING OF COUNCIL WEDNESDAY 26 JUNE 2024



Guidelines -Community Waste Disposal Assistance - 01 July 2024 onwards v2

- 3.7 Funding for projects being undertaken in a Council facility, park or sports field that is managed by a Council 355 Management Committee and/or a similar group which manages a facility on Council's behalf, must obtain written approval from the relevant management committee/officer, and attach evidence that such approval has been granted.
- 3.8 Where a project is dependent on some form of contribution from another organisation, a letter of endorsement from the other organisation is required. Wingecarribee Shire Council cannot issue a letter of support for this scheme.
- 3.9 All organisations/ groups are encouraged to register with the EPA for a Community Service Exemption (CSE) to support your application.
- 3.10 If you know in advance of difficulties in commencing your project and/or claiming the Community Waste Disposal Assistance within the financial year for which it has been approved, please contact Council to discuss your situation.
- 3.11 Applications WILL NOT BE CONSIDERED IF:
  - 3.11.1 They are not completed in full, and the required documentation is not attached.
  - 3.11.2 They are not submitted on the online application form.
  - 3.11.3 Are submitted AFTER the closing date.

---

## 4 Evaluation Process

To ensure continuing objectivity in the evaluation process, the following procedure will be strictly adhered to:

- 4.1 Applications will be considered on their merits, considering the circumstances of each case, the availability of funds and the relevant provisions of the Local Government Act 1993, or any other Act or Acts authorising Council to provide Financial Assistance, subsidies or donations.
- 4.2 Any sensitive information will be treated as confidential, noting that applicants names will be provided to Council in considering their application.
- 4.3 Applications will initially be processed for eligibility in accordance with these guidelines.
- 4.4 Applications may then be assessed and ranked according to priority by relevant Council staff.
- 4.5 All applications must be accompanied by financial statements or reports of the organisation presenting their application.

Final recommendations will be reported to Council for final endorsement.

---

## 5 Notification of Outcomes and Accountability

- 5.1 Successful applicants will receive notification via the email address designated on the application.
- 5.2 Unsuccessful applicants will receive notification via the email address designated on the application. Their advice will include the reason(s) that their application was not successful.
- 5.3 **IMPORTANT** – the applicant should continue to pay any notices that are issued whilst applications are being received and assessed.

---

*We're with you*

Page 5 of 6

# AGENDA OF THE EXTRAORDINARY MEETING OF COUNCIL WEDNESDAY 26 JUNE 2024



Guidelines -Community Waste Disposal Assistance - 01 July 2024 onwards v2

- 5.4 Before receiving the Community Waste Disposal Assistance, successful applicants must complete and return to Council the required information to establish them within the Waste management system. Successful applicants must also comply with the progress and/or final report outlining:
  - 5.4.1.1 How the project is meeting/has met its objectives.
  - 5.4.1.2 How the project is being/has been evaluated.
- 5.5 Community Waste Disposal Assistance are approved for a specified project/ community need. Any minor variations to the original purpose can be approved by the General Manager. Substantial variations and those that involve a change to the original purpose must be submitted in writing to be approved by Council.
- 5.6 Council must be acknowledged in any publicity relating to projects funded through the Scheme.
- 5.7 Council reserves the right to use information about funded projects in publicity and reports.

---

## 6 Assistance to Complete Your Application

Any enquiries or requests for assistance with any aspect of the application form should be directed to the **Coordinator Waste Services (02) 4868 0888** or via email to [Resource@wsc.nsw.gov.au](mailto:Resource@wsc.nsw.gov.au)

---

*We're with you*

Page 6 of 6