

Community Waste Disposal Voucher Policy 2018

Preamble

Bass Coast Shire has a number of community and charitable organisations that provide a positive community benefit and often incur costs due to waste disposal resulting from undertaking their community activities.

Charitable organisations accept donations of unwanted goods from the community. Sometimes these donations are not useable and cannot be on-sold or given away. This creates issues where excess and sometimes large waste, such as furniture, is generated by these groups.

Bass Coast Shire also has a large network of community groups that occasionally deal with illegal dumping or conduct beach or bushland “clean-ups”.

To help community and charitable organisations within Bass Coast Shire manage this excess waste, Council offers waste disposal vouchers. The vouchers allow for 6 x 1 cubic metre loads of waste to be taken to Council’s transfer stations at no cost.

This policy sets out the principles and framework around the issuing of these vouchers. Where a situation arises that a community benefit is identified outside of the policy, a variation to this policy can be made at the discretion of the Chief Executive Officer.

Policy objectives

The objective of this policy is to outline the provisions for issuing community waste disposal vouchers, which includes:

- What type of community groups are eligible for vouchers
- The process for requesting a voucher by community groups
- How Council will issue a voucher

Policy statement

1.0 Eligible community groups

The community waste disposal vouchers are designated for not-for profit organisations that provide a service to the community. Council will issue waste vouchers to organisations including but not limited to opportunity shops, carer service providers, hall committees of management and community clubs such as Rotary, Lions and Probus. Council will assess each community group’s requirement for the vouchers prior to issue.

2.0 Requesting a voucher

Council will only accept a request for a waste disposal voucher that is received in writing and is on the requesting organisations letterhead. Council will not issue vouchers unless this

formal written request is provided. Council will not issue new vouchers if the request is made within three months of the community group's previous request for a waste voucher.

3.0 Issuing the voucher

Council will issue vouchers with a letter explaining the requirements of using the voucher such as the voucher is not to be used for normal business operations. The procedure for issuing community waste disposal vouchers explains the process for issuing and recording the issuing of waste disposal vouchers. The Waste Services Administration Officer and Waste Education Officer are authorised to issue community waste disposal vouchers.

Council will suspend any community group from receiving further vouchers if it is identified that the voucher is being misused.

Additional documents

No additional documents required

Reference to other documents

- Community waste disposal voucher issuing letter
- Procedure for issuing community waste disposal vouchers

Review process

This policy will be due for review in four years from the date it is adopted.

Accountability process

The Sustainable Environment Manager will be responsible for ensuring adherence to and the review of this Policy.

Approval

Adopted by Council at its meeting held on	Date 18/04/2018
Signed by the Mayor, Cr Pamela Rothfield	
	
Date 18/04/2018	