
Garden Waste Mulch - Community Assistance Policy -

Policy Number: POL16/170 • **Adopted:** 20/12/2011 • **Reaffirmed:** 21/05/2013, 25/07/2017 • **Minute Number:** MIN11.1293, MIN13.488, MIN17.651 • **File:** 2828E • **Produced By:** Assets and Works Group • **Review Date:** 1/12/2020

1. PURPOSE

To define Council's eligibility requirements for supply of free garden waste mulch located at Waste Management depots to residents and not for profit community organisations.

2. STATEMENT

The policy is based on Council Minute No – MIN11.1293

2.1. Scope

This Policy applies to all garden waste mulch held at Council owned Waste Management depots. It sets out how requests from not for profit community groups for free supply of mulch are to be considered under Shoalhaven City Council's delegated authority. It also sets out the eligibility requirements of residents. The Council Waste Depots included in this Policy are:

- West Nowra Depot
- Berry Depot
- Ulladulla Depot
- Huskisson Depot
- Bendalong
- Callala
- Conjola
- Kangaroo Valley
- Kioloa
- Sussex Inlet

The policy also notes fees which would apply for the sale of garden waste mulch to non residents, except non resident ratepayers, and commercial operators. Mechanical loading fees are also noted as being applicable if this service is required at certain facilities

2.2. Applications

No application form is required from individual residents for the collection of garden waste mulch from the Waste depots.

Applications for free garden waste mulch are required from community organisations. Applications under this Policy should be made on the attached form "Application for Assistance".

2.3. Guidelines and Procedures for Applicants

This Policy should be read in conjunction with Council's "Donations Policy".

3. PROVISIONS

3.1. Eligibility of Residents

This Policy allows residents of the Shoalhaven City Council to gain access to free garden waste mulch. Proof of residency will be required. Examples of proof of residency include, drivers licence, electricity account or telephone account.

3.2. Eligibility of Organisations

This Policy enables certain organisations to apply for free garden waste mulch material from Council waste depots, provided that the applicant is a bona fide non-profit organisation that meets the following eligibility criteria:

- a) Organisations that are a registered charity and evidence of registration as a charity has been provided to Council, or
- b) Organisations that are a local community or sporting group which are recorded in Council's Community Services Directory, and
- c) Educational institutions

Organisations or individuals that do not fall into any of these categories cannot be granted free garden waste mulch under this delegation

3.3. Conditions

Once an organisation or individual is deemed to meet the eligibility set out in Clause 3.2, free garden waste mulch may only be approved by delegated authority for those activities which meet the following conditions. All requests shall be determined by the General Manager (Director, Assets and Works) in accordance with Clause 3.3 (a), (b) and (c) below unless otherwise determined by Council:

- a) In relation to the supply of free garden waste mulch to either an individual or organisation, the material must not be on sold,
- b) In relation to the supply of free garden waste mulch to an organisation, the proposed use is for a non-commercial based activity, including for the purpose of community development, education and/or awareness activities,
- c) Supply of free garden waste mulch, including where all or part of the proceeds are to be on-donated to another charity or entity, shall not be supported.

3.4. In considering a request via 3.2 (a), (b) and (c), the General Manager (Director, Assets and Works) will take into consideration the impact of the decision on the operational budget of the waste unit and any “hard” costs incurred as a result of providing the assistance. Fees associated with “hard” costs include (but are not limited to):

- Use of equipment
- Staff costs

3.5. The amount of material approved under this Policy for an individual or organisation will be limited as follows-

Eligible residents can receive garden waste mulch up to 500kg or approximately 2m³ per load.

Eligible non profit organisations will be provided material to a maximum equivalent of 20m³ per application. Approval can be provided by the General Manager (Director, Assets and Works).

All material must be self loaded by resident or community applicants. If loading by Council is required, then charges will apply (refer Clause 3.6). Note: Council loading can only take place at the West Nowra, Ulladulla and Huskisson Waste Depots.

3.6. Non residents, except non resident ratepayers, and commercial requests are not eligible to receive free garden waste mulch under this policy. These parties can purchase garden waste mulch at the rates in Council’s fees and charges.

All commercial loads must be loaded by Waste Management staff if the purchase takes effect at West Nowra, Ulladulla or Huskisson depots, including a loading fee.

Collection of this material from Waste Depots can take place any time during normal operating hours.

3.7. Provision of garden waste mulch is subject to availability.

3.8. The General Manager (Director, Assets and Works) cannot grant approval to organisations under this Policy:

- a) If other Council assistance is provided related to the same request
- b) For marketing, advertising or promotion of a commercial entity
- c) Where the assistance to be provided can be self funded

3.9. Applications from organisations for free garden waste mulch must be submitted in writing on the form attached to this Policy a minimum of one (1) week prior to the date of the material being required.

3.10. No retrospective applications for assistance will be considered.

3.11. Applications which do not meet these provisions shall be advised that the request is not eligible for consideration under this Policy and the request reported to Council. Note: these requests may therefore be delayed in approval.

3.12. An annual report shall be submitted to Council detailing each organisation granted assistance under this Policy.

4. IMPLEMENTATION

The Assets and Works Group, Works and Services Section, Waste Services Unit will administer this procedure.

5. REVIEW

To be reviewed within one year of the election of a new Council.

6. APPLICATION OF ESD PRINCIPLES

None applicable.

Application for Free Garden Waste Mulch

Financial Year _____ / _____

Please note – assistance is subject to budget constraints and may not be approved.

Please complete the following application form

This information is the minimum required for an application.

Date: _____

Details of Organisation/Individual:

1. Name of Applicant/Organisation :
.....
Contact person Signature:
2. Mailing address:
3. Phone: (Home)(Business)
4. Amount of mulch being sought:
5. Organisation details Non Profit/Charity/Incorporated/other (*please circle*)

Proposed use of mulch

1. Please give a brief description of why the mulch is required:
.....
.....
2. Date the assistance is required.....
3. Which waste depot will the mulch be collected from?
4. Has Council previously assisted/sponsored your organisation? YES/NO
5. What was the amount (per annum) of \$ or Volume.....
the assistance from Council?
6. Detail the Benefit to Council arising from this assistance:
.....
.....
.....

Council Use Only
Fee as stated in the Fees & Charges.....
Is this request over \$1000 - Report to Council required?.....

Comments:
<input type="checkbox"/> OfficerDate.....
Comments.....
.....
<input type="checkbox"/> Officer.....Date.....
Comments.....
.....
<input type="checkbox"/> OfficerDate.....
Comments.....
.....

Comments:
Manager.....Date.....
Comments.....
Supported Yes / No
Section Manager.....Date.....
Comments.....
Supported Yes / No

Comments:
Director Assets and Works.....Date.....
Comments.....
Approved / Declined

This form is for the purpose of Shoalhaven City Council sighting insurance requirements and for administrative purposes. The information will be used solely by Council officials for the purpose mentioned above. The applicant understands that this information is provided on a voluntary basis and they may apply to Council for access to, or amendment of, the information at any time.