

WASTE AND RECYCLING SERVICES COMMUNITY SERVICE OBLIGATION PROCEDURE

1 Scope:

This procedure applies to Rockhampton Regional Council employees and Councillors who approve or administer waste and recycling services community service obligations to eligible community organisations and individuals within the Rockhampton Regional Council Region.

2 Purpose:

To provide a process for the application, assessment, approval and recording of applications for free or concessional waste and recycling services.

3 Related Documents:

Primary

Waste and Recycling Services Community Service Obligation Policy

Secondary

Local Government Act 2009

Local Government Regulation 2012

Waste and Recycling Services Community Service Obligation Request for Assistance Form

4 Definitions:

To assist in interpretation, the following definitions apply:

Community Event	An event that is held to benefit the broad community and is open to the whole community.
Community Organisation	As per Schedule 8 of the <i>Local Government Regulation 2012</i> : a) An entity that carries on activities for a public purpose; or b) An entity whose primary objective is not directed at making a profit.
Community Service Obligation	As per Section 24 of the <i>Local Government Regulation 2012</i> : An obligation the local government imposes on a business entity to do something that is not in the commercial interests of the business entity to do, for example, giving a price concession to a particular group of customers.
Council	Rockhampton Regional Council
Eligible Individual	The owner or tenant of a property within the Rockhampton

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	Regional Council area who is able to demonstrate a specific project which benefits the community in the Region.
Global Limit	The amount allocated for community service obligations in Council's annual budget.
Recycled Green Waste Product	Mulch
Region	Area defined by the electoral boundaries of Rockhampton Regional Council.
RRWR	Rockhampton Regional Waste and Recycling

5 Procedure:

- 5.1** Applications are received from individuals and community organisations requesting the waiving of or concession of waste and recycling service charges in accordance with Council's community service obligations.

As part of the annual budget process RRWR determines the global limits of the community service obligation.

As Council is unable to provide assistance for all requests, applications are assessed by delegated Communities and Facilities officers in accordance with the following criteria:

- Community organisation or individual's capacity to meet waste disposal costs;
- Level of community service the organisation or individual provides; and
- Efforts to reduce waste, including collaboration with other agencies.

5.2 Eligibility

To be eligible for assistance:

- 5.2.1** The applicant must be a community organisation as per Schedule 8 of the *Local Government Regulation 2012*, or an eligible individual.
- 5.2.2** All wastes generated for disposal must be from community activities or events within the Region.
- 5.2.3** Every effort must have been made to reuse or recycle the waste prior to disposal. If the load has recyclables the load will be charged at the applicable rate.
- 5.2.4** The request must be for the:
- Disposal of rejected materials donated to a community organisation, with an annual limit of 120 tonnes;
 - Disposal of waste from community events, with a maximum limit of five tonnes; or
 - Supply of mulch in accordance with Council's adopted schedule of fees and charges, does not include loading or delivery.

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5.3 Exclusions

Assistance is not provided for the following:

- 5.3.1 Disposal costs associated with a development approval during construction.
- 5.3.2 Collection costs associated with 240l mobile bins, bulk or skip bins.
- 5.3.3 Disposal of wastes (including green waste) from property maintenance, for example, rental properties, community housing schemes and business premises.
- 5.3.4 Disposal costs for waste which incurs specialised disposal or recycling costs, for example asbestos, tyres, chemicals etc.
- 5.3.5 Waste disposal generated or originating from land with an identifiable asset owner, for example, footpath, road, easement, reserve, park etc.

5.4 Application and Approval

- 5.4.1 Applications must be made on the approved form and submitted by 15 May each year for community organisations seeking approval for a 12 month period, or at least six weeks prior to a community event.
- 5.4.2 Only one application for a community organisation operating in the Region is accepted with direction to any specific sites. Where an applicant operates in multiple sites across the Region it is the organisation's responsibility to inform and allot assistance to its various operations. The amount approved will not exceed the global limit of the community service obligation determined in Council's budget.
- 5.4.3 Applications received are assessed and the applicant advised of the outcome. Successful applicants are issued with a notice of approval.
- 5.4.4 Approvals expire on 30 June each year, or the date stated on the notice of approval.
- 5.4.5 Approval is limited to waste disposal at the approved waste facility, and must be delivered to the appropriate waste and recycling facility by the individual or the community organisation representative holding the notice of approval. This excludes the use of a commercial waste transporter (contractor), unless the approved applicant provides the contractor with an authorisation letter or docket that clearly relates to the specific load and this document is surrendered on entering the facility.
- 5.4.6 Council reserves the right to cancel, suspend or amend any approval granted.
- 5.4.7 Approvals are recorded in a register maintained by Community and Facilities. Details are supplied as required to verify the extent of Council's community service obligation.
- 5.4.8 Financial Services sends accounts to approved applicants detailing costs accrued to date and the remaining balance from the annual allocated value.

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5.4.9 Any costs outside of the allocated community service obligation are payable by the applicant.

5.4.10 RRWR appraises the recycling and reuse potential of waste to reduce the volume to landfill.

6 Review Timelines:

This procedure will be reviewed when any of the following occur:

6.1 The related information is amended or replaced; or

6.2 Other circumstances as determined from time to time by the General Manager.

7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Procedure Owner	Manager Communities and Facilities
Procedure Quality Control	Corporate Improvement and Strategy

**MICHAEL ROWE
GENERAL MANAGER COMMUNITY SERVICES**

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