

FILE NO: PSC2005-2681

TITLE: FINANCIAL ASSISTANCE FOR THE DISPOSAL OF WASTE
IN PORT STEPHENS

OWNER: COMMUNITY SERVICES SECTION MANAGER

1. PURPOSE:

- 1.1 To lessen the financial burden of waste disposal for charitable, not for profit and benevolent organisations that provide a bona fide community service within the Port Stephens Council Local Government Area.

2. CONTEXT/BACKGROUND:

- 2.1 The program was developed and adopted in 2000 under the Donations Policy and Section 356 of the Local Government Act 1993 and is funded by the Waste Reserve.
- 2.2 The program was then formalised as a specific policy in 2007 and then amended in 2013 and 2018.
- 2.3 Currently approved organisations may deliver their waste to either the Salamander Bay Waste Transfer Station or the Veolia Newline Road waste facility in Raymond Terrace.
- 2.4 There are generally around 30 organisations approved to receive financial assistance under this policy. The average annual cost to provide this service is \$70,000.

3. SCOPE:

- 3.1 This policy provides financial assistance for waste disposal to charitable, not for profit or benevolent organisations that perform a bona fide service of Council.
- 3.2 In order to qualify for financial assistance an organisation must submit the Financial Assistance for Waste Disposal Application Form and supply evidence that demonstrates compliance with the policy statement. The application is assessed against the policy statement to determine if the organisation qualifies for assistance.

4. DEFINITIONS:

- 4.1 An outline of the key definitions of terms included in the policy.

Full Gate Fee	The advertised per tonne disposal rate at the waste facility.
Waste Levy	The NSW Environmental Protection Authority per tonne levy for solid waste to landfill.
CPI	The Consumer Price Index (All Groups Sydney).

5. STATEMENT:

- 5.1 Eligible organisations are entitled to the level of financial assistance included within Council's Annual Fees and Charges. These charges will increase by CPI annually and will be included within Council's Annual Fees and Charges presented to Council.
- 5.2 The charges applicable to the organisations are based on the tonnage of waste they deliver over the financial year, the tonnage brackets are as outlined in the below table.

Tonnes	Price
0 to 20	Free
20.01 to 60	As per Council's Fees and Charges
60.01 to 150	As per Council's Fees and Charges
Over 150	Full Gate Rate – Waste Levy

- 5.3 Port Stephens Council will provide financial assistance for the disposal of waste to organisations that meet the following requirements:
- Organisations must be registered as a charitable, not for profit or a benevolent organisation (supporting documentation must be supplied with application).
 - Organisations must apply to the NSW Environment and Protection Authority for an exemption from the waste levy and supply this information to Council with their application.
 - The waste generated by the organisation for disposal must be generated by a community service and that service must be a bona fide function of Council as described in the Local Government Act 1993.
 - Organisations are required to reduce waste to landfill by sorting waste into recyclable and non-recyclable items prior to disposal.
 - Organisations are to adopt procedures and work with Council to reduce the amount of waste they generate or receive.
 - Schools which conduct volunteer working bees may be approved for one off waste disposal vouchers.

6. RESPONSIBILITIES:

- 6.1 Waste Services Contract Officer – Responsible for the administrative tasks of the policy.
- 6.2 Waste Management Coordinator – Responsible for the overall implementation of the policy.
- 6.3 Community Services Section Manager – Responsible for monitoring of the policy.

7. RELATED DOCUMENTS:

- 7.1 Port Stephens Council Financial Assistance for Waste Disposal Application Form.
- 7.2 Local Government Act 1993 (NSW).
- 7.3 Port Stephens Council Waste Management and Resource Recovery Policy.

CONTROLLED DOCUMENT INFORMATION:

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EDRMS container No.	PSC2005-2681	EDRMS record No.	25/183761
Audience	Local Charitable, Not for Profit and Benevolent Organisations		
Process owner	Waste Management Coordinator		
Author	Waste Management Coordinator		
Review timeframe	4 years	Next review date	10 June 2029
Adoption date	27 February 2018		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1	24/4/2007	Waste Management Coordinator	Initial Policy	106
2	24/9/2013	Waste Management Coordinator	Amended Policy Adopted	273

Version	Date	Author	Details	Minute No.
3	27/02/2018	Waste Management Coordinator	Revised draft policy for review and endorsement by Executive Leadership Team. Revised to new Policy template. Changes made to pricing table to remove actual charges and replace with "as per Council's Fees and Charges".	034
4	11/02/20	Waste Management Coordinator	Revised to new Policy template. 2.2 - Changes made to wording replace "was" with "then" and inserted additional wording "and 2018". 2.4 - Changed "28 organisations" to now read "generally around 30 organisations". 6.1 – Change made to position title by removing the word "Projects" and inserting "Management" to now read "Waste Management Officer". Draft for Public Exhibition.	019
5	22/03/22	Waste Management Coordinator	6.1 – Updated 'Waste Management Officer' to "Waste Services Team Leader". Controlled document information: amended review timeframe to 3 years in accordance with Council's policy review process.	079

Version	Date	Author	Details	Minute No.
6	10/06/25	Waste Management Coordinator	Reviewed and updated in the policy template. 2.3 Removed SUEZ and added Veolia. 3.2 Added name of application form. 6.1 Updated to reflect current positions. 7 Updated relevant documents ownership. Amended review timeframe to 4 years in accordance with Council's policy and management directive review process.	125