

POLICY NAME: DONATIONS - COMMUNITY RESOURCE RECOVERY INITIATIVES

POLICY REF: D12

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POLICY HISTORY: N/A



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OBJECTIVE

This policy is to provide guidance for the facilitation and management of resource recovery grants to individuals, organisations and community groups seeking financial support to conduct resource recovery initiatives within the Ballina Shire.

The policy also outlines the funding structure, selection criteria and administrative framework to ensure Council community assistance is consistent and equitable.

POLICY

Council will provide financial assistance to encourage and assist individuals, organisations and community groups in the implementation of waste minimisation and resource recovery projects and initiatives for the benefit of our community.

In determining financial assistance, Council will consider the following guidelines to determine if the project or initiative aligns with Council's resource recovery strategic objectives and offers value for money for the community:

Guidelines for Selection

- The recipient individual, community group or organisation will provide the resource recovery project or initiative within the Ballina Local Government area.
- Assess how the project or initiative aligns with Council's resource recovery strategic objectives to improve community waste minimisation and resource recovery opportunities.
- Assess the effectiveness of the proposed project or initiative in creating community awareness and messaging to increase waste minimisation and resource recovery behaviour within the community.
- Assess the number of community members that the proposed project or initiative will reach.
- Consideration of the availability of other funding sources and proposed level of in-kind support to be offered.
- Assistance will not be provided for the purchase of tools and equipment which do not remain for community benefit at the end of the project unless ongoing community benefit can be demonstrated.
- The individual, organisation or community group will be required to maintain relevant public liability, workers compensation and motor vehicle insurance as required.
- Only one application per individual, community group or organisation will be considered per year.
- Projects funded will be identified by Council in press releases and on Council's website.

Assessment Process

1. Council will allocate an amount in the annual Resource Recovery budget for the purpose of providing financial donations to community resource recovery projects and initiatives. This amount may be reviewed throughout the financial year in response to the number and value of applications received.
2. Council will call for submissions from the community. Submissions are to be made on Council's designated application form.
3. Council's Resource Recovery team will assess applications against the policy guidelines and recommend to the next ordinary meeting of Council the distribution of funding to successful applicants. It is not incumbent upon Council to donate any or all of the funds.
4. Following determination, successful and non-successful applicants will be advised, and arrangements made to forward the donation.
5. Council will require successful applicants to provide a brief report with evidence of expenditure.

Compliance

1. Successful applicants must complete and sign a terms and conditions agreement.
2. Successful applicants must complete and acquit their project within 12 months of funding.
3. Successful applicants must seek Council approval for any program and budget variations.
4. Council will not fund retrospective projects or activities.
5. Where appropriate, successful applicants may be required to display a Council provided promotional logo on relevant print and marketing material.

Certification and Acquittal of Donations

1. Upon completion of the project, the recipient is required to complete a certification and acquittal of resource recovery donations form:
 - describing how council's funds have been expended
 - attesting that funds have been expended for the purpose of the donation
 - documenting the amounts expended on individual items
2. Copies of expenditure receipts are to be attached to the certification form where relevant

BACKGROUND

Ballina Shire Council in accordance with Section 356 of the Local Government Act 1993 will allocate funds to provide financial assistance to community groups, organisations and individuals to undertake waste minimisation and resource recovery projects and initiatives within the Ballina Shire.

Council recognises the importance and significance of supporting volunteers, non-profit organisations, community groups and education providers in delivering programmes, events and projects that have clear community benefit and align with Council's strategic resource recovery objectives.

The Donations - Community Resource Recovery Projects and Initiatives policy aims to encourage collaboration with partners in our community to support innovative approaches to waste minimisation and increase reuse and recycling opportunities.

This policy provides a framework to guide how Council will assess donation applications and select eligible recipients.

SCOPE OF POLICY

This policy applies to:

- Council employees
- Councillors
- Community members

RELATED DOCUMENTATION

Related documents, policies and legislation:

- Ballina Shire Council's Delivery Program, Operational Plan and Community Strategic Plan
- Local Government Act 1993
- Waste Avoidance and Resource Recovery Act 2001
- Waste Minimisation and Management Act 1995
- Protection of the Environment Operations Act 1997
- Donations - Rates and Charges
- Donations - Australian Representation
- Donations – Community Sporting Groups Capital Works Assistance
- Donations – Assistance with Council Fees for Community Groups
- Donations – Insurance for Environmental Volunteer Groups
- Donations – Waste Disposal Fees for Not-For-Profit Groups

REVIEW

This Donations - Community Resource Recovery Initiatives Policy will be reviewed at least every four years.