

Waste Disposal for Charity and Community Groups Policy



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1 PURPOSE

To set out criteria to supply waste vouchers to eligible Charity and Community groups for use at an approved West Tamar Council Waste Disposal Facility to assist in waste disposal.

2 SCOPE

This Policy applies to any Charity or Community group with a registered office in the West Tamar municipality.

2.1 POLICY APPLICABLE TO:

- A recognised Charity or Community group providing services within the West Tamar Council municipality where:
 - waste has been collected during community clean-ups on Council owned or managed property;
 - the waste has been collected during Clean up Australia Day activities;
 - works conducted by a Charity or Community group would otherwise have been carried out by Council;
 - Community or Charities, through no fault of their own have accumulated waste in excess of usual demands;
 - disposing of waste resulting from an emergency or natural disaster to assist residents who are otherwise unable to manage the waste themselves.
- Where groups are requesting waste disposal privileges for materials generated from an emergency or natural disaster, they must seek prior approval from Council.

3 DEFINITIONS

- **Waste Disposal Facility:**

Includes West Tamar Council owned waste transfers stations located in Exeter (Biloo Street) and Beaconsfield (Bowens Jetty Road), and the Launceston Waste Centre (Cavalry Road, Mowbray).

- **Charity Group:**

- an organisation which is registered with the Australian Charities and Not-for-profit Commission (**ACNC**)

Or

- an organisation that's principal purpose is providing for the good of the community and is:
 - a not for profit organisation;
 - an organisation that has only charitable purposes that are for public benefit;
 - not an individual, a political party, or a government entity.

The organisation must have a registered address within the West Tamar Council municipality, as shown on the ATO certificate, or alternate evidence of a premise within the municipality.

- **Community Group:**

- a community based 'not for profit' group;
- a recognised community group providing services to the West Tamar municipality;
- not receiving ongoing operating funds from the West Tamar Council or State or Federal Government;
- a community group that is not representing a government department or an educational institution (including day cares and schools);
- providing a service to the community; and
- not operating for the sole benefit of its own association.

- **Waste materials:**

- Any materials that are classified as general household waste and that would typically be placed into a kerbside garbage bin for disposal to landfill and
- Damaged household items including furniture and mattresses that are not suitable for reuse or re-sale.

- **Recyclable materials:**

- Any materials that would typically be permitted for collection in Council's kerbside recycling bins, including cardboard, paper, bottles and cans.

- **Non-Accepted Waste:**

- Commercial waste including bricks, tiles, rubble and soil; and other non-accepted items outlined on the Council's Waste Transfer Station website. [Waste Transfer Stations - West Tamar Council](#)

4 POLICY STATEMENT

Council is committed to providing assistance to Community Groups and Charity Groups that are located in the West Tamar municipality to assist in the disposal of waste.

4.1 APPLICATION REQUIREMENTS

A Charity Group or Community Group may apply to Council for waste disposal assistance at any time in a financial year. Application forms are available at www.wtc.tas.gov.au or Council offices at 2-4 Eden St, Riverside or 6 West St, Beaconsfield.

Charity Groups or Community Groups are not automatically considered for waste disposal assistance each year and therefore must submit an application for each year they wish to be considered.

4.2 PROCESS

Council Officers will assess each eligible Charity Group or Community Group's application. Following assessment, the application will be reviewed by the Chief Executive Officer or considered by Council at the next available Ordinary Council Meeting if required under section 4.3 of this Policy.

If approved, the applicant will be allocated waste vouchers for use at an approved West Tamar Council Waste Disposal Facility to assist in the disposal of waste.

Applicants will be required to demonstrate how they are proactively managing their waste volumes, including deterring illegal dumping, to reduce waste to landfill and request the amount of waste vouchers they are requesting for that year.

During assessment, Council Officers will assess the following when determining a recommendation for Council on the number of waste vouchers to be approved:

- a) Eligibility as a Charity Group or Community Group under this Policy;
- b) Any applicable waste management plan;
- c) Previous applications by the applicant;
- d) Any information provided to demonstrate the proactive management of waste volumes

4.3 APPROVAL

The Chief Executive Officer may approve applications from any eligible Charity Group or Community Group requesting up to a maximum of 12 vouchers per financial year. Applications requesting more than 12 vouchers will require consideration by Council at an Ordinary Council Meeting.

Council Officers will advise successful applicants of the approved allocation of vouchers in writing. Council will also advise unsuccessful applicants in writing.

4.4 TERMS AND CONDITIONS

The Waste Disposal for Charity and Community Groups program is an annual program which commences with each financial year and no cross-over between years.

This means that:

- Waste vouchers are only relevant to the financial year which is stated on the voucher itself, and will not carry over once the date of expiration has been reached.
- The voucher amount is for the listed value only and no change will be supplied for any transactions under the listed value.
- A Charity Group or Community Group is not automatically considered for the program each year and therefore must apply for each year they wish to be considered.

In conjunction with the conditions outlined above, applicants must adhere to the following criteria:

- Only one application per Charity Group or Community Group in each financial year will be accepted.
- Exclusively use the allocated waste vouchers to dispose of waste which has been generated via the usual conduct of charitable/community works within the West Tamar municipality.
- The waste vouchers provided are only to be used by the applicant Charity Group or Community Group not by any external individual or company.

Where breaches of any conditions occur, Council reserves the right to cancel any existing vouchers for the remainder of a financial year.

5 RESPONSIBILITIES

5.1 CHIEF EXECUTIVE OFFICER

- Approve applications up to a maximum of 12 vouchers.
- Allocate appropriate skilled and resourced Council Officers to:
 - Assess applications
 - Prepare recommendations for Council to consider
 - Allocate waste vouchers
 - Maintain a register of applications and allocated waste vouchers

5.2 COUNCIL

- Approve applications above 12 vouchers
- Approve the number of waste vouchers to be issued to any eligible Charity Group or Community Group where required.

6 LEGISLATION AND REFERENCES

- *Local Government Act 1993*, Section 205 (Fees and Charges)
- Australian Charities and Not-for-profits Commission: www.acnc.gov.au
- West Tamar Council – Waste: www.wtc.tas.gov.au/waste

7 APPROVAL

Approved by Council on 20 October 2026 (26/182)

Signed:



Chief Executive Officer