



**Policy & Strategy
Meeting**

**5 April 2011
Gayndah**

NORTH BURNETT REGIONAL COUNCIL**AGENDA DOC ID 118465****9:00AM, 5 APRIL 2011****POLICY & STRATEGY MEETING – GAYNDAH**

Attendees	Agenda Item 1	Attendees	
Welcome	Agenda Item 2	Welcome	
Apologies	Agenda Item 3	Apologies	
Declaration	Agenda Item 4	Declaration of Interest	
Deputations	Agenda Item 5	Deputations	
	5.1 10.00am	Department of Transport and Main Roads <ul style="list-style-type: none"> • Stephen Mallows • Doug Wass 	
	5.2 1:30pm	Rural Allied Health - Wide Bay Health Service District <ul style="list-style-type: none"> • Kellie Butler, Acting Team Leader • Tina Wallace, Wide Bay Director 	
CEO Report	Agenda Item 6	Chief Executive Officer	
	6.1	2011 National General Assembly of Local Government Call for Motions	003-004
	6.2	Wide Bay Burnett Regional Plan – Sub Regional Narrative – For Discussion	
DCCS Report	Agenda Item 7	Director of Community and Cultural Services	
	7.1	Statutory Policy 113 – Not-For-Profit Organisations	005-019
	7.2	Biggenden- Monto-Taragoala-Gladstone Rail Line – Closed Session	
DOCS Report	Agenda Item 8	Director of Corporate Services	
DODE Report	Agenda Item 9	Director of Development & Environment Services	
	9.1	Waste Management	020-021
DOTS	Agenda Item 10	Director of Technical Services	
Closure of Meeting	Agenda Item 11	Closure of Meeting	

CEO 1 2011 NATIONAL ASSEMBLY OF LOCAL GOVERNMENT CALL FOR MOTIONS

Responsible Officer: Mark Pitt – CEO

Report prepared by: Mark Pitt – CEO

1 PURPOSE OF REPORT

Councils are encouraged to submit motions for the 2010 National General Assembly (NGA). The NGA will be held in Canberra from 19 June to 22 June 2011.

2 INTRODUCTION/BACKGROUND

As noted on the ALGA website:

The National General Assembly of Local Government (NGA) is without question the largest and most important event on the local government calendar. It is convened by the Australian Local Government Association (ALGA) for local councils across Australia to develop and express a united voice on the core issues affecting local government and their communities.

The NGA provides an important platform to showcase local government to influential decision-makers of the federal government, at both the political and departmental levels.

At the Policy and Strategy meeting of 1 February delegates were elected:

Cr PJ Huth moved and Cr KS Wendt OAM BEM seconded: That That Cr JE Jensen and Chief Executive Officer, MJP Pitt be appointed as delegates to the Australian Local Government Association - National General Assembly with Council meeting the normal cost of attendance. Further, Council amend the General Meeting from Tuesday, 21 June 2011 to Thursday, 23 June 2011 with this meeting also being designated for the adoption of the 2011 – 2012 Budget **CARRIED**

3 CORPORATE PLAN

In accordance with Outcome 3 Organisational Capability; Section 3.8 Regional Representation.

4 POLICY IMPLICATIONS

Not applicable.

5 STATUTORY REQUIREMENTS

Not applicable

6 FINANCIAL IMPLICATIONS

Not applicable

7 RISK MANAGEMENT

Considering opportunities for regional representation and advocacy.

8 CONSULTATION

Not applicable.

9 OPTIONS FOR COUNCIL TO CONSIDER

Consider this report and note the information
Consider this report and resolve submit resolutions to the National
General Assembly of Local Government

10 OFFICER'S COMMENTS/CONCLUSION

To be eligible for inclusion in the National General Assembly Business
Papers motions must:

1. fall under one of the themes – partnership, place and position;
2. be relevant to the work of local government nationally;
3. complement or build on the policy objectives of state or territory
association; and
4. have the endorsement of either full council and/or the
Mayor/Chairman, where appropriate powers are delegated.

11 ATTACHMENTS

Correspondence dated 19 January 2011 from the ALGA

RECOMMENDATION

That North Burnett Regional Council resolves to submit the following
resolutions to the National General Assembly of Local Government.

File: 04.06.01 - 113
Responsible Officer: Trisha Hansen – Manager of Community Services
Report prepared by: Pascal Kellenberg – Administration Officer

1 PURPOSE OF REPORT

The purpose of this report is to present organisations requesting to be included in the Not-For-Profit Organisation list. In this particular report we present organisations with an active waiver history which may not clearly qualify under the not-for-Profit criteria, but bring value to the region and have been historically supported.

2 INTRODUCTION/BACKGROUND

A not-for-profit organisation is an organisation whose primary objective is something other than the generation of profit, and which does not distribute any profit to the organisation's members. A not-for-profit organisation may have a "profit" (surplus) over after operating costs, but whereas a for-profit business would distribute that profit to its owners, shareholders or members, a not-for-profit must use the surplus to further the purpose of the organisation and its activities.

Not-for-profit organisations are entitled to pay salaries and to engage in activities which will earn money such as charging for services, selling or leasing property, and investing in shares. Not-for-profit organisations range from sporting clubs and hobby groups to community centres, neighbourhood houses, traditional charities, disability support groups, aged care homes, etc.

2.1 BACKGROUND OF SPECIFIC APPLICANTS

The particular organisations listed here all have an active background with Council waivers; in effect they have at some point received waivers or are still receiving such benefits. This list is not the result of an individual application but an ***effort to evaluate the continuation of historical waiver*** contributions.

Organisation Name	Address	Phone	Considerations
South Burnett CTC	Matthew Kenny 28 Lyons Street Mundubbera	0447695944	Is not-for-profit ✓ Is within Council ✗ - Received faxing services
Mission Australia	Tony McKenzie 89 Adelaide Street Maryborough	41218100	Is not-for-profit ✗ Is within Council ✗ - History of using Mundubbera hall facilities
Royal Antidiluvian Order of Buffaloes	Peter Lancaster PO Box 21 Mundubbera	0409765560	Is not-for-profit ✗ Is within Council ✓ - History of using Mundubbera hall / sports facilities weekly

Organisation Name	Address	Phone	Considerations
Community Solutions Group	Kimka Davis 16 Capper Street Gayndah	41408867	Is not-for-profit ✘ Is within Council ✓ - History of using Mundubbera hall facilities weekly
Aged Care Monto Inc	Julie Keitley 32 Stuart Street Monto	41661082	Is not-for-profit ✘ Is within Council ✓ - History of using Mundubbera hall facilities / chairs
Monto SES	Graham Radel 41 Stuart Street Monto	0429661100	Is not-for-profit ✘ Is within Council ✓ - History of using Council consumables i.e. paper
Monto Local Ambulance Committee	Hector Kilan 27 Edison Street Monto	0427661676	Is not-for-profit ✘ Is within Council ✓ - History of using Monto hall facilities / chairs
Epic Employment Services	Judith Harvey 8 Meson Street Gayndah	0458567855	Is not-for-profit ✘ Is within Council ✓ - History of using Gayndah hall facilities / chairs
Indigenous Wellbeing Centre Aboriginal Corporation	Newaya Beer Shop 12b 9 Maryborough St Bundaberg	41513140	Is not-for-profit ✘ Is within Council ✘ - History of using Eidsvold Sports facilities for events, planning again in 2011

3 CORPORATE/OPERATIONAL PLAN

In accordance with Outcome 3 – Organisational Capability, Section:

3.2 Organisational Systems

4 POLICY IMPLICATIONS

According to Policy 113 – Not-For-Profit Organisations, the organisations requesting to be included in the Not-For-Profit Organisation list **are not** eligible and the policy may need amendments.

5 STATUTORY REQUIREMENTS

Nil

6 FINANCIAL IMPLICATIONS

Nil

7 RISK MANAGEMENT

Nil

8 CONSULTATION

Nil

9 OPTIONS FOR COUNCIL TO CONSIDER

Options that Council may consider include:

- consider the individual applicant and approve for future waivers under the current Policy 113
- consider the individual applicant and approve for future waivers by changing Policy 113 to include For-Profit Organisations of public interest
- consider individual applicants and reject for future waivers

10 OFFICER'S COMMENTS/CONCLUSION

The organisations requesting to be included in the Not-For-Profit Organisation list are organisation which are beneficial to the North Burnett region despite not meeting the standard criteria for inclusion to the list.

11 ATTACHMENTS

- Policy 102
- Appendix to Policy 102

RECOMMENDATION

That this report be received and Council approve each applicant to continue receiving waivers from Council by either:

- Confirming that these applicants can be approved under the current Not-For-Profit Policy 113 despite that the applicants are either not within our region or may be For-Profit, because Council is satisfied that *“the grant will be used for a purpose that is in the public interest”*
- Or by changing Policy 113 to include For Profit Organisations of public interest



Statutory Policy

Policy Title:	Grants to Community Organisations
Policy No:	102
Policy Subject:	Grants
Directorate:	Finance & Information Services
Department:	Financial Operations
Responsible Officer:	Chief Executive Officer
Authorised by:	North Burnett Regional Council
Adopted Date:	Policy & Strategy Meeting – 01/09/2009
Review Date:	01/09/2011
Authorities:	Sections 4(1)(h) and 11 of the <i>Local Government Finance Standard 2005</i>

NBRC Grant Programme Principles

The intention of the North Burnett Regional Council (NBRC) Grant Programme is to enable clubs, organisations, groups and families to:

- Provide events, services, activities and opportunities that would not otherwise be available, and
- Access events, services, activities and opportunities that would not otherwise be available.

NBRC Grant Policy Aims and Objectives

The Grants Programme aims to assist North Burnett communities to make positive contributions to cultural, sporting, community, educational or recreational needs – and opportunities.

The Programme aims to generate widespread and inclusive community benefit - throughout each town and district, and through diverse groups and families.

NBRC Grant Programme Policy Conditions

Applicants must agree to acquit the grant funds in accordance with agreed and approved purpose of the grant. Further, they must agree to report on the expenditure and the outcomes of the approved activity; and to co-operate in activities entailing media coverage and public acknowledgement.

NBRC Grant Programme Policy Conditions (continued)

The Applicant shall have no outstanding debt to Council at the time of assessment.

The Applicant should be able to explain why they are not in a position to fully fund the proposal without Council's assistance.

If the Applicant is applying for a Community or Regional Event project over \$1000, they should be incorporated. They need to provide a copy of the incorporated certificate, and a copy of the Treasurer's most recent report with the application. They *may* be asked to supply copies of the organisation, group or club's audited financial statements for the past financial year.

If the Applicant is applying for a Community or Regional Event project, and is NOT incorporated, they are welcome to join forces with a group that is, e.g. an informal group of citizens could approach the P&C or Lions or any other incorporated body to partner with them. The partner must supply their incorporated certificate and Treasurer's report. As the incorporated body, the partner is accountable for the correct acquittal of the funds (i.e. that the money is spent as agreed) and that the project or event is completed successfully (Elite Performance family applicants do not need to provide Incorporation certificates or financial reports).

Council's grant contribution will be appropriately acknowledged - as per the letter of approval provided by Council (unless otherwise negotiated).

Applicants should seek independent, expert advice regarding the impact of Goods and Services Tax (GST) or income tax that may result from any potential funding from Council. (This includes Elite Performance family applicants).

The Applicant must complete a "Statement by Supplier" form OR submit their Australian Business Number (ABN).

Applicants must not use the Grant Programme to promote any political agenda; or any divisive creed or activity.

Grant Application Approval Process One Council Administration Officer from each location is designated Grants Officer. It is the responsibility of this Officer to ensure that grant applicants receive the required assistance with the completion of the Grant Application Forms, to receive completed applications and also to check the applications to ensure they are complete. It is this person's responsibility to conduct assessments of Grant applications using the **Grants Assessment Guide for Grants Officers** and Policy 102, attend the quarterly Grants Review Meetings with other officers, Director of Cultural and Community Services, Manager of Community Services and the Regional Grants Administration Officer. Applications received are initially reviewed by the Grants Officer at each location, reviewed by the Grants Review Board, and is then forwarded to Council for the final decision and ratification process.

NBRC Grants Eligibility Criterion

Strengthening Communities or **Regional Events** applicants must be:

- Incorporated, (if applying for more than \$1000). Applicants, applying for grants under \$1000, need not be incorporated but should be auspiced by an incorporated partner, (see policy conditions above),
- Holders of an ABN; OR auspiced by a patron organisation that holds an ABN; OR able to submit a 'Statement by Supplier' form,
- Not-for-profit (as opposed to being a commercial or government entity),
- Located in, and focused on service to, the North Burnett,
- Able to demonstrate benefits to North Burnett communities, or sectors of the community, as a direct result of the proposed project, event or activity,
- Clearly able to *deliver* the proposed project, service or event, i.e. able to achieve a successful outcome,
- Clearly able to *administer* the proposed project, service or event, e.g. ability to expend the funds correctly; and willingness to provide financial acquittals and outcome reports to Council at the completion of the project,
- Clearly able to *gather sufficient community support and additional resources* (such as volunteer support, and/or necessary equipment, venues, partners, further sponsorship, etc) such that the project, service or event will be successful,
- Clearly able to maintain the service, project or event in future (if required), without continuing reliance on Council grants.

Elite Performance applicants must be:

- Residents of the North Burnett, and under 18yrs of age,
- Engaged in elite sporting performance at a state or national level,
- Clearly able to raise any additional funds required (over and above the Council contribution),
- Prepared to match contributions over \$500 and up to \$1000 dollar for dollar.

NBRC Funding Guidelines

The North Burnett Regional Council Grant Programme is designed to support activities that are difficult to fund through other sources.

Applicants should *not* apply to Council for grants that are generally funded through an applicant's core funding source, e.g. Dept of Education or Emergency Services core funding – or through dedicated funding sources, e.g. cultural activities suited to RADF.

All reasonable requests will be considered providing they demonstrate community benefit, and are within the guidelines.

Applicants should read the Conditions, Guidelines and the Eligibility Criteria before preparing an application OR talk to a Grants Officer.

Who can apply for a NBR Council grant?

1. The following categories of individual and organisations can apply for an NBRC grant:
 - Individual sports people, under 18yrs of age, who participate at the elite level in any sport, i.e. state or national level, are eligible for the ***Elite Performance Grant***.
 - Community groups, clubs, service organisations, and event committees can apply for the ***community and event grants***. Organisations applying for less than \$1000 do not need to be incorporated. It is recommended that they form a partnership with an incorporated organisation / group. Organisations applying for more than \$1000 do need to be incorporated.

Where do I get the forms and guidelines?

2. Application forms are available online on the Council website, or in hard copy from local Council offices.

Where do I hand in the completed, signed application?

3. Applications (including the application form, budget template and any supporting documents) can be lodged by email, fax, mail or in person in any local Council office, [insert contact details for email, etc here].

Is there someone who can help me to complete the form, and/or with advice?

4. If you need help to complete the form, or if you're not sure what to do, contact [insert contact details for email, etc here].

What supporting material must I hand in with the application?

5. If the Applicant is an incorporated entity, they should provide copies of the Certificate of Incorporation. They should also provide a copy of the Treasurer's most recent report, with the application.
6. If the Applicant is not incorporated, it is recommended that they form a partnership with an incorporated patron that can supply an Incorporation Certificate.
7. Elite Performance applicants do not need incorporation, or financial statements. They will, however, need to provide information about the event they wish to participate in. They will also need to show evidence confirming their participation in the event, i.e. a letter or form showing that they have been selected, nominated or accepted for the sporting event.
8. All Applicants should include their ABN. If they don't have an ABN, they need to include a completed 'Statement by Supplier' form, (which can be picked up from your local newsagent).
9. Applicants should provide copies of existing insurance or licences (where relevant) e.g. public liability insurance for an event, or liquor licences, etc.

What supporting material must I hand in with the application (continued)?

10. Applicants may also need to show other evidence, such as a copy of a lease, or proof of ownership for project that entails building or changes to community structures, etc. Applicants should check with Council if complex changes are being made, e.g. to plumbing & drainage.
11. For more complex projects, such as a regional event, applicants may need to provide additional information showing that they have thought through key activities such as event management, risk management and marketing / promotion. Ask [*contact officer here*] if you will need to provide additional information before you hand in the application. Allow yourself enough time to prepare these plans, i.e. don't leave it until a day or two before the funding deadline. They need not be complex; generally a one page summary in dot points or a table is fine.

What do I need to check before I hand the application in?

12. Applicants should complete all questions in the application forms.
13. The application forms need to be signed by the appropriate person, e.g. the president of the community organisation or event committee; or the parent or guardian of the sports person.
14. Applications should be completed electronically or neatly completed by hand on the forms provided. We strongly recommend that you find someone with neat, clear writing if the forms are completed by hand. If this is a problem, talk to the Grants Officer and they can help to fill in the forms.

Can I make more than one application?

15. Applicants may make as many applications as they choose throughout the year. However, each applicant will be permitted one successful grant allocation only, from Council, per year.

Can I alter my application after it has been submitted?

16. Sometimes circumstances change, e.g. the committee members change, contact or banking details change – or even parts of your project or event may change. When this happens, you **MUST**:
17. Let Council know immediately. You can phone, but please do put the change in writing, e.g. email, letter or fax,
18. Negotiate any major changes to the project before you implement them, e.g. new starting or finishing dates; or different expenditure.

What could make me ineligible for a Council grant?

19. Applicants who have not completed previous grant projects successfully may be ineligible for grants, e.g. they failed to acquit or report on a previous grant; they failed to complete the project; they failed to spend the grant in the agreed way; they did not appropriately acknowledge the Council grant in accordance with the original grant agreement.
20. Applicants who have outstanding debts to Council.

What could make me ineligible for a Council grant (continued)?

21. Requests for recurrent, operational funding, e.g. wages, annual or monthly bills, etc that are part of the general operations or your group, club or committee, are not eligible. You should contact Council directly to discuss exemptions or rebates on items such as rates.
22. Applications requesting 100% of the costs of a project or activity. Applicants should show that the group, community or family is prepared to support the proposed activity by:
 - o their time and effort, OR
 - o use of vehicles, equipment, venues, or other resources already owned or accessible by the community, group or family OR
 - o cash already held by the community, group or family, OR
 - o donations, fund raising, sponsorship or other grants.
23. Applicants applying for over \$1000 in the community or events sector, who are not incorporated, and who do not provide an incorporated patron.
24. Applicants who do not complete the application forms fully AND provide the required supporting material, may not be eligible. This includes the budget!
25. Applications that are not signed (by the appropriate person).
26. Applications that provide insufficient information, incorrect information, misleading information, or that cannot be read easily, may be ineligible.
27. Activities that commence expenditure before Council approval is given may not be eligible. You need to contact Council to discuss this if action or expenditure is vital before the assessment and approval round (i.e. because of an event deadline, etc).
28. Applications that request funds for activities that are not within Council grant aims may not be eligible, e.g. where the request is well outside the guidelines or objectives of the grant.

Are there 'exceptional cases'?

29. Council will consider all reasonable requests, subject to availability of funding, the merits of the application, and whether the request 'fits' with the Grant Guidelines, Conditions and Eligibility Criteria.
30. Applicants can request consideration of 'exceptional cases', e.g. where the project or the applicant may not meet all of the eligibility criteria or the proposal may be innovative, unusual or indicative of exceptional hardship.

If assistance or advice is required, applicants can contact the **Local Grants Officer**

Grant Schedule Guidelines:

31. There will be 3 grant rounds per annum: assessment will occur in the last week of March, September and December. Notification of success will be made in the following months: April, October and January (or February).
32. Grant monies will be released when the approved recipient signs and returns the designated area on the letter of approval.

Budget Guidelines:

33. The Council Grant Programme offers one-off grant allocations to projects, service improvements, events or activities.
34. For applications over \$1000, applicants must provide a realistic budget (using the templates provided), including any known cash or inkind commitments from non-Council sources, any potential income, and all known costs.
35. Eligible costs are those directly related to the proposed project, event or activity, e.g. volunteers involved in the activity, project co-ordinators or workers costs, purchase of equipment, refurbishment or maintenance of an existing building, purchase of a new building (such as a storage shed). advertising and promotion, event or activity-specific insurances or licences, travel, access to expertise, etc.
36. Ineligible costs are operational or recurrent costs, such as wages, rates, day-to-day or annual running costs, utilities (electricity, water, etc), or an organisation's general insurance or incorporation fees. Ineligible costs also include: debts, litigation, retrospective funding, private / commercial ventures, or projects located outside the North Burnett,
37. Applicants can request support from Council in cash and/or inkind terms, i.e. a community may desire inkind contributions such as access to Council halls or equipment, assistance from Council staff, etc,
38. The value of the application will be calculated on the total, combined value of the cash and inkind contributions requested from Council (not just the requested cash contributions).
39. Applications, where Council is expected to fund 100% of costs, may be considered less eligible. Applicants should try to demonstrate that their group, family, partners or community are making a significant contribution, i.e. they may offer cash and/or inkind contributions such as volunteers, time, equipment, venues, vehicles, etc,
40. When applying for grants over \$1000, applicants should be prepared to match Council funding, dollar for dollar. (Dollar for dollar refers to the value of the contribution, i.e. an applicant can match Council funds with inkind contributions and/or cash),
41. Applications should not exceed the grant 'ceilings', i.e. the highest amount that can be applied for in each grant. Ceilings are listed in the Grant Outlines.
42. An allocation of funding does *not* guarantee funding in subsequent years, e.g. one successful grant is not a guarantee of continual annual funding for an event, or continued rate rebates, etc.

How are the applications assessed?

43. The grant process is competitive, i.e. your request may be considered in comparison with the merits of other applications. Further, submitting an application does not automatically entitle a group or individual to an allocation of funds.

How are the applications assessed (continued)?

44. The number and type of applications selected per grant round will depend on:
 - Their quality,
 - Whether applicants meet the eligibility criteria,
 - The nature and scope of community benefit that the project, event or activity delivers. Preference will be given to proposals with greatest potential benefit, and/or a clear value for money proposition,
 - The scale of matching contributions from applicants. Preference will be given to applications that are partially funded or resourced from other sources,
 - Consistency with the aims and conditions of NBRC Grants,
 - The individual merits of the application,
 - The number and value of applications per grant round.
45. Council has allocated funding for each round. Once this ceiling is reached in each round, no further allocations will be made.
46. Grants will be assessed by the CEO or delegated Council Officer after consultation with the relevant Councillors, Council staff and/or other pertinent advisors. Grants over \$500 will also be approved by Council resolution, as per NBRC financial delegations and policies,
47. Any applicant that defaults on grant responsibilities, such as the financial acquittal or outcomes report (written or verbal) can not re-apply.
48. Council's decision is final, and no correspondence will be entered into.

How will I know if the application is successful?

49. Successful applicants will receive a letter of approval, in the month following the assessment round.

What happens next?

50. Successful applicants need to complete, sign and return the designated section on the letter of approval before any funding will be released.
51. One signed copy needs to be returned to Council; you need to keep one copy for your records.
52. Council will pay the grant according to the method of payment you indicated on your application form. Make sure banking details and mailing details are correct. If those details change after you have submitted your application form, it is your responsibility to let Council know and provide new details.
53. The Council may ask for special conditions for the funding, e.g. public acknowledgement, media activity, completion dates, etc. You need to contact Council if the conditions are unclear or unsuitable.
54. Successful applicants have 12mths, from the time of notification, to complete the project and acquit the funding, unless otherwise negotiated.

No funds will be released until you sign and return the letter of approval to Council.

What are my options if the application is not successful?

55. Failure to receive funding may not be due to any lack in the application; it may result from the large number of applications and the limited funds available in any round. If an applicant intends re-submitting, they should seek feedback from the *[insert officer title and contact details here]*. Any recommended improvements should be made prior to re-submitting.
56. Council may be interested in your proposal, but may require additional information. They will contact you. Requests for additional information are (generally) a positive sign, so please provide the information as quickly and completely as possible.
57. While you are welcome to resubmit, please do take note of Council feedback regarding your eligibility, and the eligibility of the proposal. Council decisions are final and no correspondence will be entered into.

Do I have to acknowledge Council's contribution in public?

58. All grant recipients should acknowledge NBRC's contribution via: media coverage, banners, Council logo on a website, brochures, letters or signs, public acknowledgement at an opening or launch, etc.
59. All projects will be eligible for media coverage (in local or regional papers or radio) and/or public acknowledgement. Participation in the grant process automatically grants 'permission' for media coverage and public recognition of approved projects, events or activities. Successful applicants may negotiate when the media coverage occurs, i.e. before, during or after the project. Applicants should indicate media timelines or any media or public knowledge sensitivities surrounding the project on the application form.
60. Applications are confidential until the approval process is complete.

Do I have to make a report to Council?

Council grants are funded from 'public money', i.e. rates and Local Government funds. For this reason, it is important that the grant process be accountable and transparent, and that each project clearly benefits North Burnett communities and families.

To ensure transparency, and clarity regarding the benefits, Council requires recipients of grant money to provide a brief update or report outlining the results, achievements and outcomes.

61. Successful applicants are expected to fill in the template report to Council within 2mths of the completion of the activity, project or event. Templates are provided. Council *may* invite grant recipients to make a verbal report to a Council meeting.

What do I do if the approved project has a problem?

DRAFT FOR CONSIDERATION

62. Grant recipients should contact Council at the earliest opportunity to flag any difficulties with project completion, expenditure or reporting requirements. Early notice can result in negotiation of new timelines or arrangements,

What do I do if the approved project has a problem (continued)?

63. Failure to comply with reporting or expenditure requirements may result in a demand for the return of the granted funds. No further applications from the defaulting individual or group will be considered until the required reports are made. So, it's very important that you contact Council at the earliest opportunity to negotiate if any changes are required, e.g. an extension to the project time, or a change in the project or event.

64. Any organisation or individual that cannot demonstrate that funds have been expended in accordance with the purpose for which the funds were granted, within 12mths of receiving the funds, will be required to return the funds to Council.

For further information: Contact your Local Council Administration Office



APPLICATION FOR WAIVER OF COUNCIL OWNED EQUIPMENT/FACILITIES

Name: _____

Club/Organisation: _____

Address: _____

Contact Number: _____

Name of Function:- _____

Date function to be held:- _____

Location of function:- _____

I, _____ hereby make application for the use of Council's owned equipment/facilities:-

	Amount		Amount
<input type="checkbox"/> Barricade fencing	_____	<input type="checkbox"/> Bunting	_____
<input type="checkbox"/> Chairs	_____	<input type="checkbox"/> Photocopying	_____
<input type="checkbox"/> Garbage Bins	_____	<input type="checkbox"/> Portable Toilet	_____
<input type="checkbox"/> Projector	_____	<input type="checkbox"/> Projector Screen	_____
<input type="checkbox"/> Tables	_____	<input type="checkbox"/> Hall	_____
<input type="checkbox"/> Other	_____	<input type="checkbox"/> Alcohol Served	<input type="checkbox"/> Licenced
		<input type="checkbox"/> Kitchen facilities will be used	

BOND: A refundable bond of \$100.00 for the projector and screen will be payable prior to its collection and \$65.00 for any other equipment. The bond will be refunded following the return of equipment in good order.

COUNCIL USE ONLY

Date Bond Paid: ____ / ____ / ____ Receipt No: _____

Cost of above Waiver Donation is \$ _____ Job Number/GL Number: _____

Donation approved by: _____ Approval Signature: _____

Please turn this page over – checklist on backside

Information Privacy Act 2009 – Collection Notice

The Information Privacy Act 2009 governs how your information is used, collected, disclosed and stored. This information will be used for the purpose of assessing your application and will not be disclosed to any other third party without your written or verbal authorisation unless we are required to by law.

Checklist to submit a valid Application for Waiver of Council Owned Equipment/Facilities
(please address this checklist with your local Council Officer's assistance)

- The Waiver Applicant is included in the Council approved **Not-For-Profit Organisations list** which can be found in **Statutory Policy 113**. If the applicant is not on this approved list he can submit his details to Council for consideration by completing this section:

Not-For-Profit Organisation Name: _____

Organisation Contact Person / Role: _____

Organisation Address: _____

Contact Phone Number _____

If Council accepts the waiver applicant onto the list of approved Not-For-Profit Organisations (which is considered at regular Council Meetings) he becomes eligible to apply for waivers and other benefits as outlined in Statutory Policy 113).

- The Form **Application for North Burnett Regional Council Community Hall/s and Room Hire** has been completed at the local office and therefore the Council owned Equipment/Facilities to be waived with this form have been booked and the availability / booking has been confirmed by the local Council office.
- The booking rules documented in **General Policy 235 Council Community Halls & Room Hire** are being observed, in particular but not exclusively being:
- Not-For-Profit organisations are permitted to secure bookings for a period of 3 months in advance. A \$50 refundable booking fee will apply to bookings made more than 3 months in advance
 - A refundable \$20 key deposit is being paid each time a key is issued
 - A Refundable Bond for licensed Public Functions where alcohol is served applies and needs to be paid even if fees are waived = \$330
- This waiver application shows a \$ amount to be waived which needs to be established with you local Council office when submitting this application
- In case of long term and repeated bookings of a Council Facility the Not-For-Profit Waiver applicant agrees to be flexible in case Council requires the facilities for an important and unanticipated event. Each case and a solution would be discussed with the applicant.
- The **Mobile Kitchen hire costs** cannot be waived and are to be booked and handled according to General Policy 229

Notice to Council Officers:

- ✓ Please assess the checklist above with the applicant
- ✓ Document the \$ value of the waiver on this form
- ✓ Submit any waivers up to \$500 to your local manager or director for an approval signature
- ✓ Submit any waivers over \$500 to the Manager of Community Services
- ✓ Send approved forms to Records

Information Privacy Act 2009 – Collection Notice

The Information Privacy Act 2009 governs how your information is used, collected, disclosed and stored. This information will be used for the purpose of assessing your application and will not be disclosed to any other third party without your written or verbal authorisation unless we are required to by law.

DODE 1. WASTE MANAGEMENT

Responsible Officer: Bob Savage – Director of Development, Environment and Infrastructure
Report prepared by: Bob Savage – Director of Development, Environment and Infrastructure

1 PURPOSE OF REPORT

The purpose of this report is to update Council on the Local Government Waste Facility assistance Grant Program (LGWFAG) and other waste issues.

2 INTRODUCTION/BACKGROUND

The LGWFAG Program has been established to help Councils become “levy ready” for the Queensland Government Waste Reform Strategy. Council has been allocated \$68,000 for computers, traffic control and security.

3 CORPORATE/OPERATIONAL PLAN

- 5.2 Waste Management – Develop Waste Management Strategy for Council facilities
- 5.5 Environmental Protection – Ensure consideration for both the protection and maintenance of the natural environment.

4 POLICY IMPLICATIONS

N/A

5 STATUTORY REQUIREMENTS

Legislation will not be passed now until September/October 2011 with a revised implementation date in December 2011.

6 FINANCIAL IMPLICATIONS

Council staff on compiling details for fully expending the \$68,000 grant. There will be ongoing operational expenses at all landfills as a result of compliance and reporting requirements of the new legislation and from the expense of manning Mount Perry and Biggenden landfills.

7 RISK MANAGEMENT

N/A

8 CONSULTATION

Proposed in relation to operating hours for Biggenden and Mount Perry landfills.

9 OPTIONS FOR COUNCIL TO CONSIDER

Council is asked to consider the most appropriate method of consultation with the Biggenden and Mount Perry communities in relation to landfill operating hours and the facilities are fenced and manned.

10 OFFICER'S COMMENTS/CONCLUSION

We have had discussions with Bundaberg Regional Council, DERM and Mandalay Technologies in regard to appropriate requirements for North Burnett landfills. We will have a responsibility under the legislation to accurately collect waste data, charge the levy and forward reports and levies to DERM. It is our intention to provide each landfill with a tablet, receipt/ticket printer, signage and admin software.

Council is also aware of the repercussions of allowing fires to be lit at the Biggenden and Mt Perry landfills. It is our intention to gate and fence these sites using grant funds. Once this occurs we need to consider operating hours in consultation with the community. We intend to hire a portable office for each site.

11 ATTACHMENTS

RECOMMENDATION

That Council consult with Biggenden and Mount Perry communities in regard to the most appropriate operating hours for manned landfills in those communities.