

## BACKGROUND

Council manages public land and roads throughout the City. Council will support charity activities as may be appropriate to the benefit of the community.

Council recognises the suitability of some public land and roads for the retention of clothing collection bins by charities and will cooperate as appropriate for such bins to be located on Council land and public roads.

## OBJECTIVE

The main objectives of this policy are to provide effective control over the use, location and number of clothing collection bins in the City.

## POLICY STATEMENT

This policy notes the following;

- 1 An application for the placement of a clothing bin will only be approved if the owner of the bin is a member of the National Association of Charitable Recycling Organisation (NACRO) and/or a 100 percent charitable organisation (including church groups).
- 2 Proof of membership is to be submitted with the application for approval.
- 3 Approved bins will have a label attached issued by NACRO identifying that the owner is a member of that organisation or clearly labelled that they are a 100 percent charitable organisation.
- 4 The approval for the location of a clothing bin will be for a period of up to five (5) years.
- 5 The organisation to effect public liability insurance of at least \$10 million. On the anniversary of the licence term, the licensee must produce evidence to Council of the current insurance policy. If the licensee fails to maintain the required insurance policy, then Council may effect the policy and recover the insurance premium from the licensee as a charge under the licence.
- 6 Approval will only be granted for the clothing bin to be situated in Council owned car parks and must not obstruct an access way or parking place
- 7 The clothing bin must be emptied on a regular basis and the area around the bin to a distance of 3 metres must be maintained in a neat and tidy condition at all times. This requirement will continue to apply for a period of up to six (6) months following removal of a clothing bin from a location. Failure to remove rubbish and dumped material from around the bin will result in punitive action and ultimately termination of the occupation right for the bin at the specific location.
- 8 Clothing Bins should be as presentable as possible, with regular maintenance and painting undertaken.
- 9 Council may direct the replacement of a clothing bin that is damaged.
- 10 Charity banking of bins is preferable and the location of these bins within the car park will be at the discretion of Wollongong City Council. The number of clothing bins permitted on each site will be determined on a site specific basis.
- 11 Clothing bins will not be permitted on Council nature strips (footpaths).
- 12 Council may direct that a clothing bin be removed or relaced at any time giving 30 days' notice in writing.
- 12 Wollongong City Council reserves the authority to remove a bin after giving 60 days' notice in writing.
- 13 If a clothing bin is placed on Council property without Council's approval, an order will be given to have the bin removed within seven (7) days. If the bin is not removed, Council may issue a Penalty Infringement Notice and/or impound the bin. The fee for impounding a bin will comprise the commercial cost of having the bin transported to a storage facility plus administration and storage fees. These fees may change from time to

time in accordance with Council's Fees and Charges. Any additional costs associated with the clean-up of the area associated with the bin will be carried by the licensee.

- 14 Rental in accordance with Council's Community Groups rental reviewed annually and charged per licence agreement.
- 15 Legal fees associated with the preparation of the licence agreement will be in accordance with Council's Non-Profit Community Groups licence preparation fee as reviewed annually in Council's Fees and Charges.
- 16 The granting of any approval will be subject to any necessary planning requirements.
- 17 Council reserves the right to review this policy on an annual basis.

## POLICY REVIEW AND VARIATION

- 1 Council is to have opportunity to review and adopt, at least once during its Term, each Council policy.
- 2 A resolution of Council is required to adopt any variations to this policy, with the exception of minor administrative changes, such as updates to legislative references, which may be endorsed by the Executive Management Committee (EMC). Endorsement of administrative changes made to this policy by EMC does not alter the requirement for it to be reviewed and adopted by each Term of Council.

## STATEMENT OF PROCEDURES

- 1 These guidelines should be read in conjunction with Council's Leases and Licences of Council's Land and Buildings policy.
- 2 An application must be made on Council's 'Application For Permit' form requesting permission for the placement of a clothing bin.
- 3 The application to include:
  - description of the proposed site of the bin;
  - proposed location sketch plan;
  - proof of membership of National Association of Charitable Recycling Organisations (NACRO);
  - Subject to approval, the licensee to effect public liability insurance for a minimum of \$10 million. On the anniversary of the licence term, or on request, the licensee must produce evidence to Council of the current insurance policy. If the licensee fails to maintain the required insurance policy, then Council may effect the policy and recover the insurance premium from the licensee as a charge under the licence; and
  - If not a standard size, the dimensions of the bin.

WOLLONGONG CITY COUNCIL  
CLOTHING COLLECTION BINS POLICY  
APPLICATION FOR PERMIT

Name of Applicant: .....

Organisation: .....

Address: .....

.....

Telephone: .....

We have consulted with other charity organisations as to proposed location: Yes  No

Proposed Site: .....

*(please show location of bin on sketch plan)*

.....

*Office use only*

*Membership of National Association of Charitable Recycling Organisations (NACRO)* Yes  No

*Public Liability Insurance to at least the value of \$10 million* Yes  No

## SUMMARY SHEET

Responsible Division	Property and Recreation
Date adopted by Council	29 October 2018
Date of previous adoptions	Endorsed with no changes at EMC 24 June 2014, 28 February 2005
Date of next review	31 August 2021
Responsible Manager	Property Services Manager
Authorised by	Manager Property and Recreation