



Mildura Rural City Council

Waste Minimisation and Resource Recovery Grants

Policy – CP079

Prepared	Reviewed	Approved	Date	Council Minute No.
Waste Management Coordinator	SMT	Council	August 2023	2023/0136
EDMS File: 18/02/01		To be reviewed: August 2026		
Document Owner: Manager Waste Services		Review Frequency:		

1. The purpose of this policy is

To provide direction and governance for grants provided to the community through the Waste Minimisation and Resource Recovery Grants Program.

2. Policy Statement

The Mildura Rural City Council Waste Minimisation and Resource Recovery Grants Program provides an opportunity for eligible local businesses, community groups and schools to access funding for innovative waste management projects, that will minimise waste and increase waste being diverted from landfill. This includes initiatives to implement or enhance better waste management practices within the organisation.

It is expected such projects or services will have measurable outcomes and align with the Council and Community Plan 2021-2024 Waste & Resource Recovery Strategy 2022-2027.

Funding is available up to a maximum of \$20,000 (GST free) per successful application.

3. Principles

Council is aware of the importance of encouraging and implementing better waste management within the local community. Providing local businesses, community groups and schools the opportunity to apply for a Waste Minimisation and Resource Recovery Grant allows groups to access funding to aid in decreasing the amount of waste going to landfill. Funding may be provided for projects that implement Waste Minimisation, Circular Economy and/or increase Resource Recovery.

The grants will be funded annually in accordance with Council's Waste and Resource Recovery Strategy.

4. Eligibility

MRCC will consider grant applications from Australian Business Number (ABN) registered businesses, incorporated and non-incorporated community groups, for-profit

and not-for-profit organisations. This includes, but is not limited to, Commercial Businesses, Incorporated Associations, and Community Based Groups. This also extends to a state government entity seeking funding for activities beyond those considered the responsibility of State or Federal Government; including schools on a non-infrastructure basis and is separate to the normal school curriculum. Specific eligibility criteria and other conditions are outlined in the respective grants program guidelines available at www.mildura.vic.gov.au/grants.

Applicants are required to be either based within the municipality or provide services, projects, events or programs within the boundaries of our Local Government Area. New groups, proposing to establish themselves within the boundaries of the municipality, are also eligible to apply.

Proposed projects, events or programs must be undertaken or located on property that is municipal property, a Crown reserve, land owned by a public authority or land held for public purposes by an individual, group or trustee.

Council reserves the right to determine an application ineligible if any organisation or project is found to be non-compliant with a previous grant, has an outstanding debt, lease payment or agreement, or is the subject of any legal action, dispute or otherwise, which may damage Council's reputation.

Ineligibility:

- Projects that require re-current or ongoing funding from Council.
- Waste services already provided by Council or a private waste management company.
- The service or project is the responsibility of another level of government or services abandoned by state or federal government (cost shifting).
- Projects that have received funding through another Council Grant program.
- Funding of management or administrative support, contributions to salary costs or ongoing operational costs such as annual rent, power, or labour cost not directly associated with your project.
- Funding of computer products for administration use that does not contribute directly to the grant project.
- Funding for the replacement of consumable items and/or equipment.
- Funding of equipment that is not relevant to the implementation or delivery of the project.
- The purpose of the project is political in nature.
- Funding for a religious group or purpose – unless the project is non-denominational and demonstrates a broader community benefit.
- Funding to assist an individual person.

- The project intends to manufacture products that create a direct commercial return that do not demonstrate a broader community benefit.
- Funding of general fundraising campaigns, activities, and appeals.
- The applicant organisation supports, or the intended purpose of the project promotes gambling or alcohol, drugs, or tobacco use.
- Funding of travel, study, or conferences (including feasibility studies).
- The applicant organisation has not satisfactorily acquitted a previous Council grant.
- The project replicates or may compete with a service or program that already exists within the community (projects that complement or expand the capability of existing programs will be considered).
- The project has commenced or will commence before the grant funding is announced (we do not fund in retrospect).
- Funding of costs associated with preparing a grant application and/or sourcing of quotes.

5. Auspice Application

Not-for-profit community groups that meet all other eligibility criteria but are unincorporated can have their application supported by an auspisor, an eligible incorporated organisation. The following conditions apply:

- The auspisor must be incorporated and have an ABN.
- The auspisor accept legal and financial responsibility for the grant if successful.
- Applications can be submitted directly by group being auspiced. However, the funding agreement for successful grants will be made between the auspisor and Council, and grant money will be paid directly to the auspisor.
- The auspisor must provide information for the application including contact details and ABN.

6. Funding Conditions

- The project must place within a 24-month period.
- The project must be undertaken within the Mildura Rural City Council Local Government Area.
- Applicants must apply for a permit/land managers consent to undertake activities on Council land and must factor this cost into their application.
- Applicants must seek consent from Council for any variations to the original project. All requests will be considered, and the applicant will be notified of Council's decision. Approval must be received for all variations.
- The applicant must have public liability insurance with a suitable level of coverage relevant to the nature of the project. A copy of your current Public Liability Insurance Certificate (minimum \$10 million) must be submitted as part of your application.
- The applicant must supply a financial statement (less than 3 months old) if requested.
- Two quotes (less than 3 months old) must be submitted as part of the application for any individual budget items over \$1000. Additional quotes must be submitted upon request.
- A successful applicant must enter into a Funding Agreement with Council and adhere to all conditions outlined in the agreement.

7. Advertisement of Grants

Council advertises grants at defined intervals throughout the year, usually in February and August. Council may use all media (including radio, television, print and internet) and its service networks to advertise grant funding opportunities, including important closing dates for applications.

In addition, Council may conduct community information sessions to highlight grant availability. Staff will be made available to assist with application enquiries.

8. Applications

Applicants are encouraged to read and follow the grant guidelines and address all relevant criteria outlined in the grant application. It is mandatory that applicants discuss their projects with relevant Council staff prior to submitting a grant application.

- Applications must be submitted online, using Council's online grants management system found at www.mildura.vic.gov.au/grants. Hardcopy applications can be submitted in exceptional circumstances and subject to approval by the relevant Coordinator.
- All applications received will be formally acknowledged.

9. Assessment Process

Council will establish an appropriate Grants Assessment Team, who individually score applications received, based on meeting the agreed selection criteria.

To ensure probity and fairness, each member will complete a Disclosure of Conflict-of-Interest Declaration prior to the grants assessment process.

Where relevant/appropriate, advice or information given to one applicant will be made available to all other applicants. To ensure impartiality, Council officers who have assisted with an application, will not be part of the Grants Assessment Team.

Applications will then be ranked accordingly, based on defined scoring protocols, before a report is forwarded to Council regarding the recommended distribution of grants funding.

After consideration of applications and current program objectives, Council may propose an alternative form of assistance to meet the stated objectives of the application. This may include supporting a new initiative, project, or other event, as recommended by the Chief Executive Officer for discretionary assistance.

Public Liability Insurance is an eligible requirement of all grants programs and applicants must demonstrate insurance that is both appropriate to the activity or event proposed to be undertaken and to the minimum value of \$10 million as part of the application process. This insurance must be in the name of the applicant group.

Where a grant applicant group is being covered by an auspicing agency's public liability insurance cover, this will be reviewed on a case-by-case scenario against certain criteria to ensure the cover is sufficient.

10. Assessment Criteria

The following Assessment Criteria will be used by the Assessment Team to evaluate applications. Applicants are strongly advised to detail how their project will address each of the selection criteria and how the outcomes of the project will be measured.

- Contributes to the achievement of the waste management objectives outlined in the – Environment section of the Council Plan 2021-2025.

- Demonstrates a focus on environmental sustainability, primarily waste minimisation, circular economy and resource recovery and ongoing benefits to the community.
- Demonstrates how the project will develop and benefit the business, organisation, or the community. As well as the ability to achieve and demonstrate outcomes.
- Consider both social and environmental issues with any procurement of goods and services.
- Demonstrate how the project will have long term waste minimisation benefits and become an example to other community businesses or organisations.
- A detailed budget that articulates all monetary and in-kind support.
- A timeline that estimates when key objectives and tasks will be undertaken and completed by.

Once grants have been allocated, a funding agreement will be drawn up and signed by both Council and the successful organisation before payment of the amount approved is made.

Implementation

Councilors, General Manager Infrastructure and Assets, Manager Waste Services and Waste Education and Project Officer.

11. Acquittal Process

Upon the completion of a project, the successful organisation will submit to the Mildura Rural City Council details of expenditure to indicate the funds were utilised for the intended project along with an acquittal report.

This acquittal report will include:

- Overview of the progress of the project/service.
- Outcomes, outputs, performance measures.
- Copies of publicity, media reports, printed materials relating to the specific project.
- The provision of supporting documents and receipts and an indication of how objectives have been met.
- An on-site inspection of your project (if required).

12. Definitions

Acquittal – Is a written process where the applicant demonstrates to the funding body that it has expended all funds per the terms and conditions as per the funding agreement.

Auspikor – Is an incorporate organisation that accepts all legal and financial responsibilities for the unincorporated applicant.

Australian Business Number (ABN) – Australian Business Number or ABN is an 11-digit unique identifier used between businesses and government.

Circular Economy – Is an economic system based on the reuse and regeneration of materials and/or finished products in a sustainable and/or environmentally friendly way.

GST– Goods and Service tax, a value-added tax levied on most goods and services sold or consumed domestically.

Incorporate Association – An incorporated organisation separates the individual members from the entity. Incorporating an association makes the groups of individuals a single legal entity with rights and legal protection as per the 'Associations Incorporation Reform Act 2012'.

Mandatory Criteria – The minimum requirement of criteria to be identified for a successful application.

Permit/Land Managers Consent – Grant applications seeking funds relating to capital infrastructure on Council land, or to a Council owned facility, require a land managers consent form to be submitted to Council for processing and approval at the time of the grant application.

Consent is also required from Landowners other than Council i.e., Department of Environment Land Water and Planning (DELWP) and approval (or proof of application) from the relevant Landowner must be submitted to Council at the time of the grant application.

Resource Recovery – The effort or activity of separating valuable/reusable materials from waste that can be reused/repurposed/recycled.

Waste Management – The incorporation of various schemes that process waste, including reducing waste, reusing, recycling, controls, processing, and discarding.

Waste Minimisation – Processes and practices intended to reduce waste produced and discarded to landfills. Minimising or eliminating the generation of harmful or persistent wastes.

13. Legislation and other references

Legislation

For further information related to this policy see:

- General Conflict of Interest Section 127- Local Government Act 2020

Documents

This Policy is implemented in conjunction with the following documents:

- Grants Policy (CP021)
- Waste Minimisation and Resource Recovery Grant Guidelines

14. Risk Assessment Reference

Please tick the corporate risk(s) that this policy is addressing.

Risk Category	<input checked="" type="checkbox"/>	Risk Category	<input checked="" type="checkbox"/>
Asset Management		Financial Sustainability	<input checked="" type="checkbox"/>
Committees		Human Resource Management	
Compliance – Legal & Regulatory		Leadership & Organizational Culture	
Contract Management		Occupational Health & Safety	
Contract Tendering & Procurement		Organizational Risk Management	
Corporate Governance	<input checked="" type="checkbox"/>	Project Management	<input checked="" type="checkbox"/>
Environmental Sustainability	<input checked="" type="checkbox"/>	Public Image and Reputation	<input checked="" type="checkbox"/>