

Expression of  
Interest

## Clothing Bins on Public Land Clothing Collection

Closing Date for Applications: **5pm, 1 August 2023**

## 1. Introduction

Council currently permits clothing bins to be placed on Council's land in 7 locations:

- Kokoda Track - Council carpark -- Maximum of **2 bins**
- Hospital Rd Concord - Adjacent to the Hospital's main carpark -- Maximum of **2 bins**
- Cintra Park, Gipps St Concord – (Carpark Gipps St end) -- Maximum of **2 bins**
- Crane St Concord - St Lukes Oval carpark -- Maximum of **2 bins**
- Five Dock Leisure Centre – carpark -- Maximum of **2 bins**
- Kings Rd Five Dock - Council carpark -- Maximum of **1 bin**
- Henley Marine Drive Drummoyne - Council Carpark next to Swimming pool -- Maximum of **1 bin**

Council is seeking Expressions of Interest from organisations that are interested in permits for one or more of the above locations. Following a review of Expressions of Interest, Council will contact suitable organisations and invite them to apply for permits to install bins.

Locations for clothing bins on public land must meet suitability requirements including availability of sufficient open space to ensure that the bin installation will not impact on vehicular and pedestrian access, and parking availability. Council will continue to review and consider alternative locations for clothing bins that meet all site requirements.

## 2. Objectives

The objectives of this Expression of Interest process are to:

- Ensure organisations placing charity bins in public areas have procedures and processes in place for managing their responsibilities in relation to bins banks
- Ensure clothing bins and surrounds are maintained in a satisfactory manner and do not detract from the amenity of the area
- Ensure collection points are easily accessible to the majority of the community
- Encourage clothing reuse, recycling and waste minimisation
- Support charitable organisations that foster clothing and textile reuse and recycling

### 3. EOI and Application Process

As per Section 68 of the Local Government Act 1993, clothing bins must not be placed on public land without prior approval from Council:

*“(1) A person may carry out an activity specified in the following Table only with the prior approval of the council, except in so far as this Act, the regulations or a local policy adopted under Part 3 allows the activity to be carried out without that approval.*

*Part C Management of Waste*

*3 Place a waste container in a public place.*

Organisations interested in providing clothing and textile collections in City of Canada Bay are invited to take part in a two-part process:

1. Initial EOI proposal – Submit an Expression of Interest for placement of charity bins on public land

Council will review the submissions as part of the EOI process and invite suitable organisations to complete and submit a Section 68 Application for a permit.

2. Application to manage clothing donation bins

Following the permit application, approved organisations will enter into an agreement with Council regarding the specific management of clothing bins. Approvals will be granted for up to a 48-month period and must be renewed prior to the approval expiration date.

### 4. Fees and Charges

There is no fee payable for completing and submitting an Expression of Interest (Step 1 – EOI Proposal). If your organisation proceeds to the second stage, Council will assess all proposals against the objectives of the EOI and discuss with the organisation the ideal location and set up of the clothing donation bins to meet the objectives of the Clothing Donation Bin Policy adopted in 2023. Application charges and annual permit fees will apply in the second stage.

Permit applicants are required to pay an application fee. A tax invoice will be sent via email for payment when your application has been accepted by Council. Payment must be made within three working days of receipt of the invoice.

In addition to this application fee, successful applicants are required to pay an annual permit fee for each and every approved bin. Part year payments will be charged pro-rata for the period of approval required.

As at FY2023-24, the fees for initial application and annual permits are:

**Initial Application Fee:** \$350 (GST exempt)

**Annual Permit Per Bin (Registered Charity):** \$448 pro-rata (GST exempt)

**Annual Permit Per Bin (Non-Registered Charity):** \$1,030.00 pro-rata (GST exempt)

Fees and charges will be reviewed annually in line with Council's budget cycle and advertised in Council's *Fees and Charges Report*, accessible on Council's website.

## 5. Clothing Bins on Public Land - Mandatory Requirements

Successful Clothing Bin Permit applicants must agree to and meet each of the below requirements:

**a) Public Liability & Conditions**

- Each applicant will be required provide Council with a copy of the organisation's public liability insurance with a limit of indemnity not less than twenty million dollars (\$20,000,000). The certificate of currency must be provided to Council prior to the placement of clothing donation bins on public property. An updated certificate of currency must be provided each time coverage expires.

**b) Bin Design and Placement**

- Only one clothing donation bin is permitted at each public location, with a maximum of two bins at each site
- Bins must be of steel construction and maintained in good repair
- Bins must be placed on level ground
- Bins must be placed in such a manner so as not to constitute a traffic or pedestrian hazard
- Bins must be easily accessible to the majority of the community
- Bin banks must not detract from the amenity of the area
- Where directed by Council, bins that have become damaged, dilapidated or unsightly must be removed or replaced within seven days

**c) Signage and Communication**

- The organisation name and contact phone number must be clearly visible on each clothing bin
- The contact number must be answered or provide message bank capability 24 hours a day to report issues with the bin such as illegal dumping, graffiti or damage
- The operator must remove all litter and/or illegally dumped material located on a 5m radius from the clothing donation bins within 24 hours of notification by the public (including within 24 hours of a message being left by a member of the public)
- Each bin must clearly identify a list of all items that are accepted
- Any company branding on bins must be approved by Council
- Each bin must display signage with the locations of nearby clothing bins on Council land, for customers in case the bin is full or blocked (bin location details to be provided by Council)
- Each bin must display Council signage warning about illegal dumping, on at least two opposite sides of the bin. Signage is to be printed, installed and maintained at the operator's cost. Council will make signage assets available to successful applicants. An example sign is provided below for reference.



**d) Maintenance & Removal of Illegal Dumping**

- Clothing donation bins and surrounds must be maintained in a satisfactory manner by the operator
- Clothing donation bins must be emptied regularly (minimum weekly)
- The operator must remove all litter and/or illegally dumped material located on a 5 meters radius from the clothing donation bins within 24 hours of notification or immediately when servicing the bins.
- All graffiti must be removed within 2 days of it being reported, or otherwise as directed by Council. All offensive/obscene graffiti must be removed within 24 hours
- Each bin is to be completely repainted at least every two years
- The organisation/operator must respond to any other requests for maintenance within 2 days

**e) Reporting & Material Destination**

- Each organisation will be required to detail how collected items are being reused, recycled or disposed of and supply copies of contracts and/or agreements with any entity that the organisation delivers collected goods to
- All organisations granted permission to place clothing donation bins on Council land will be required to deliver a quarterly and annual report which includes:
  - Total weight of material collected from clothing bins within the City of Canada Bay
  - Total weight of material recovered for resale or reuse
  - Total weight of material exported
  - Total material sent to landfill
  - Details of material exported (i.e. where the material was exported to and the intended use)
- All reported details should be specific to Canada Bay wherever possible. Where LGA-specific data is not available, the process for calculating this data must be provided
- The report must also include the number of times the bins were:

- Checked for servicing
- Emptied
- Repainted due to graffiti
- Repaired due to vandalism
- As well as the total number of illegal dumping incidents

## 6. Clothing Bins on Public Land - Preferred Criteria

Clothing Bin Permit applicants meeting the following criteria will be preferred when assessing applications:

**a) Domestic processing and maximising reuse & recycling**

- Council has a preference for collected material being recycled and recovered in Australia, and maximising diversion from landfill. Applicants are to provide details of recovery, including:
  - projected landfill diversion
  - projected proportion of reuse for all materials collected
  - projected proportion of recycling for all materials collected
  - projected proportion of export for all materials collected
  - total proportion of reuse and recovery expected to occur in Australia

**b) Charity Status**

- Council has a preference for operators that are a 100 percent charitable organisation. Where applicable, applicants should provide evidence that they are:
  - Currently registered with the New South Wales Department of Gaming & Racing under the *Charitable Fundraising Act 1991*
  - a Member Organisation (not Supporter Organisation) of the Charitable Recycling Australia
- For-profit organisations will require proof of Clothing Reuse Export Accreditation Scheme

**c) Additional payments to Council or nominated charity**

- While not required, Council will take into consideration proposals for additional payments to nominated charity. This may take the form of a nominated payment per kilogram for all material collected.

## 7. Enforcement & Bin Removal

Council reserves the right to require the removal of any clothing donation bin from any public site regardless of prior approvals if the bin or the activity associated with it causes a nuisance, or the operator fails to adhere to any of the requirements of the permit. No refund will be forthcoming to the operator if Council deems the bins to be removed due to noncompliance of the terms.

Failure to comply with any requirements of this policy or conditions of approval will result in the following enforcement action:

- The organisation will be contacted and provided 24 hours to rectify the matter
- If no action is taken within this time frame or works are not to the satisfaction of Council the permit will be revoked and steps taken to have the clothing donation bin(s) impounded

- Illegally placed bin banks will be impounded in accordance with the provisions of the Public Spaces (Unattended Property) Act 2021

Impounded clothing donation bins will only be released after payment of an impounding fee as detailed within Council's Fees and Charges Report.

## 8. Expression of Interest Response Requirements

Responses to this Expression of Interest must provide the below details in relation to either:

### 1. Charity bins

- Proposed locations for placement of charity bins, and the number of bins proposed for each location.  
*Note that Council has identified 7 locations where charity bins may be located.*
- A management statement on how the bins and surrounding area is to be maintained, including the frequency of emptying bins and inspection for illegal dumping
- A list of items accepted
- Details of recovery including projections of landfill diversion, proportion of reuse, proportion of export
- Details of export including destinations and intended use
- Provide proof of Clothing Reuse Export Accreditation Scheme (if applicable)
- Proof of registration with the *New South Wales Department of Gaming & Racing under The Charitable Fundraising Act 1991* (if applicable)
- Insurance and public indemnity details, or confirmation that insurance and public indemnity requirements will be met
- Details of any nominated additional payments to a nominated charity (if applicable)

## APPENDIX A – Clothing Bin Application Form

(Provided for reference only. Not required as part of EOI response)

<b>CLOTHING BANK ON PUBLIC LAND APPLICATION FORM</b> Under Section 68 (C2&E2) of the <i>Local Government Act 1993</i>	
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### LODGEMENT AND PAYMENT OF APPLICATION: You can lodge and pay for your application via:



**Council:** City of Canada Bay Civic Centre, 1A Marlborough Street, Drummoyne  
8.30am-4pm, Monday-Friday – **Payment by CASH, CHEQUE OR CARD**



**Email:** [customer.service@canadabay.nsw.gov.au](mailto:customer.service@canadabay.nsw.gov.au)

A tax invoice will be sent via email for payment when your application has been accepted by Council. Payment **MUST** be made within three (3) working days of receipt of invoice and can be paid using credit card via Council's online eServices Portal: [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au)



**Mail:** City of Canada Bay, Locked Bag 1470, Drummoyne NSW 1470 – **Payment by CHEQUE ONLY**

**Please note:** Your application will **NOT** be processed until **FULL** payment has been received.  
If paying by CREDIT CARD, an additional 0.6% processing fee will apply.  
If paying by AMEX CARD, an additional 1.0% processing fee will apply.

<b>Office Use</b>	<b>Fee Paid:</b> \$ <input type="text"/>	<b>Receipt No:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>
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### Applicant details

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Phone (m):	<input type="text"/>	Phone (w):	<input type="text"/>
Email:	<input type="text"/>		

### Fees and Charges

- Initial Application Fee (to accompany this application): **\$340 (GST exempt)**

Location:	<input type="text" value="Kokoda Track - Council carpark"/>	Number of Bins (maximum 2):	<input type="text"/>
Location:	<input type="text" value="Hospital Rd Concord"/>	Number of Bins (maximum 2):	<input type="text"/>
Location:	<input type="text" value="Cintra Park, Gipps St Concord"/>	Number of Bins (maximum 2):	<input type="text"/>
Location:	<input type="text" value="Crane St Concord - St Lukes Oval carpark"/>	Number of Bins (maximum 2):	<input type="text"/>
Location:	<input type="text" value="Five Dock Leisure Centre – carpark"/>	Number of Bins (maximum 2):	<input type="text"/>
Location:	<input type="text" value="Kings Rd Five Dock - Council carpark"/>	Number of Bins (maximum 1):	<input type="text"/>
Location:	<input type="text" value="Henley Marine Drive Drummoyne"/>	Number of Bins (maximum 1):	<input type="text"/>
Location:	<input type="text"/>	Number of Bins (maximum 2):	<input type="text"/>
Location:	<input type="text"/>	Number of Bins (maximum 2):	<input type="text"/>
<b>Total number of bins:</b>		<input type="text"/>	



Annual Fee per approved bin:  
Registered Charity  
Non-registered Charity

**\$448 (GST exempt)**  
**\$1030 (GST exempt)**

Total cost if all bins approved  
(Annual Fee multiplied by  
total Number of Bins):

\$

## Documents to be supplied by applicant

Please tick

1. Details of the number and size of clothing bins ☐
2. List of all items accepted ☐
3. A management statement on how the bins and surrounding area is to be maintained, including the frequency of emptying bins and inspecting for illegal dumping ☐
4. Details of recovery, including projected landfill diversion, proportion of reuse, proportion of export, details of export including destinations and intended use. ☐
5. Proof of membership of the Clothing Reuse Export Accreditation Scheme (if applicable) ☐
6. Proof of registration with the *New South Wales Department of Gaming & Racing under The Charitable Fundraising Act 1991* (if applicable) ☐
7. Details of any nominated additional payments to a nominated charity (if applicable) ☐
8. Insurance and public indemnity details ☐

## Bin Permit dates

Dates permit is required:

From:

To:

**30/06/2027**

## Declaration

1. I hereby state that the above information is true and correct;
2. I am the person responsible for making this damage deposit/bond payment and am the authorised person to receive the refund;
3. I will advise the City of Canada Bay Council of any changes to my address; bank account; or credit card, and understand that failure to update these details may delay payment of the refund at a later date.
4. I have reviewed the Clothing Bank Policy and agree to comply with all rules and conditions.
5. I have attached a copy of the company's Public Liability Insurance to the value of \$20 million

Signature:

Date:

## APPENDIX B – Bin Locations

		
<p><b>Henley Marine Drive Drummoyne</b></p>	<p><b>Kings Rd Five Dock</b></p>	<p><b>Five Dock Leisure Centre</b></p>
		
<p><b>Cintra Park, Gipps St Concord</b></p>	<p><b>Hospital Rd Concord</b></p>	<p><b>Kokoda Track, Concord West</b></p>
		
<p><b>Crane St Concord</b></p>		