



The following guidelines are to be strictly implemented regarding donations of plastic bags for utilization in clean up campaigns to ensure compliance with the MFMA and audit requirements of the City.

- It must be noted that the utilization of bags are for **once-off clean up's** only.
- Once-off clean up's for which donations of bags are received may only take place twice yearly i.e. bags may not be applied for more than twice a year for any particular area.
- The donation of bags **cannot be for continuous or ongoing** cleaning for the same area within short space of time.
- The maximum number of bags provided will be determined based on the number of volunteers expected to be involved in the clean-up.
- Plastic bags may only be provided to groups working on a **voluntary once-off clean-up** basis where no salaries are paid. Solid waste will not issue bags for any events that is been approved and permitted by Corporate Events office.
- The request of any clean up's must be **in writing** on the relevant form to create a record of donations for audit purposes.
- In no way can provision of a clean-up opportunity be misconstrued as a **promise of employment in the future**. It remains as a once-off voluntary action as stated above.
- Clean ups may not interfere in any way with normal Solid Waste Cleansing Operational daily functioning.
- The required Information must be submitted to Cleansing representative (as indicated on the form) to obtain approval of bag donations. All the logistics regarding the delivery of bags and collection of filled bags will be communicated through the relevant area Head of Cleansing.
- All organizers of clean ups must consult with Ward Councillor's and/or Sub Councils prior for any clean up's being planned so as to create awareness of action in their areas.
- Bags will be provided **subject to availability** of stock and budget constraints.
- All requests must be sent two weeks before the clean-up event

**Note:** No tools and equipment may be provided for use in any voluntary once-off clean-up activities. Tools and equipment are Council assets and cannot be loaned or given to any person not employed by Council.