

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

20 June 2017

Agenda Item 6.1	Kerbside Landfill Waste, Recycling and Organics Collection Policy	
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GREATER SHEPPARTON CITY COUNCIL**Policy Number 91.POL1****Kerbside Landfill Waste, Recycling and Organics Collection Policy
Version 2.0****Adopted XXX 2017****Last Reviewed 20 June 2017**

Business Unit:	Strategic Waste
Responsible Officer:	Manager – Works and Waste
Approved By:	Chief Executive Officer
Next Review:	30 November 2019

PURPOSE

The aim of this policy is to outline the arrangements for kerbside collection provided to service entitled properties across the Greater Shepparton municipality.

OBJECTIVE

Council is committed to reducing waste to landfill by ensuring that kerbside collection services facilitating the segregation of waste at the source are available to as many domestic residences within Council area provided it is economically feasible.

SCOPE

This Policy applies to all properties in the Greater Shepparton municipality entitled to a service (Service Entitled Properties) on the principle of equity to all residents.

POLICY

1. Urban and Rural Waste Service Provision

Council is entitled to charge Service Rates and Charges for the collection and disposal of refuse under the Local Government Act, 1989 and applies charges to all Service Entitled Properties.

In accordance with this Policy, Council will provide a Standard Kerbside Collection Service consisting of:

- Weekly Landfill Waste collection;
- Fortnightly mixed Recyclables collection;
- Fortnightly food and garden Organics collection (in Urban Areas);

For households rated residential and rural residential located within urban boundaries regardless of the size or type of the property the Standard Kerbside Collection Service is compulsory. The service is compulsory based on the Local Government Act functions of Council to advocate and promote proposals which are in the best interests of the local community; and exercise, perform and discharge functions under other Acts. With reference to the Health Act, a Council function is to seek to prevent disease, prolong life and promote public health by ensuring that the municipal district is maintained in a clean and sanitary condition. Council has interpreted this as ensuring that urban areas are provided with a kerbside waste collection system. Such a system would not be financially viable and almost impossible to maintain contractually where households continuously opted in and out of the program.

2. Variations and Provision of Other Sized Bins

With the exception of vacant allotments, the relevant Standard Kerbside Collection Service will be provided to all properties except as provided below:

- a) Commercial and Industrial properties
- b) Multi-Unit Developments may share bins or change bin sizes subject to a waste management agreement developed, altered and regulated by the owner/ building management, for example Strata Management Company, Housing Trust or relevant Body Corporate and subject to Council approval.
- c) Residential aged care facilities will be able to apply for a reduced number of food and organics MOBs to meet the volume of organic material being generated;
- d) Commercial and aged care facilities that are receiving from the time of collection service being implemented and continuing thereafter, an organic collection service through a private operator; or

- e) Where Council has approved the use of alternative sized bins or additional bins.

It is acknowledged that some residents may require a different combination of bin sizes. Variations to the Standard Kerbside Collection Service or other variations, additional services or commercial and industrial requirements will be subject to approval of Council. Additional or reduced fees and charges may apply. Council will generally provide free delivery of reduced Landfill Waste Bins to act as an incentive to reduce the amount of material going to landfill.

Current available service choices are:

Urban Areas		
Landfill Waste – Weekly (Red Lid)	Recyclables – alternate fortnights (Yellow Lid)	Food and Garden Organics – alternate fortnight to recyclables (Lime Green Lid)
80 Litre 120 Litre 240 Litre	120 Litre 240 Litre	80 Litre 240 Litre
Outside Urban Areas		
80 Litre 120 Litre 240 Litre	120 Litre 240 Litre	Not available

3. Ownership of Waste

Bin contents once deposited into the bin and that bin is placed in its normal collection point becomes Council's property. Once collected, Council or residents cannot retrieve items of value accidentally placed into a bin. Council may also check bins for Contamination or audit Bin contents to contribute to its understanding of user's waste and resource recovery practices.

4. Provision of Additional Bins for Residential Properties

Additional Bins beyond the Standard Kerbside Collection Service may be provided in the sizes listed above. Up to one additional Landfill Waste Bin and two additional Organics Bins or Recyclables Bins may be provided. Both Delivery and Administration Charges (to be paid at the time of application) and additional annual Kerbside Collection Service Charges (pro-rata invoicing will be sent with the rates) apply.

The Owner or Owner's Agent must formally advise Council if they wish to cease an existing Additional Bin service.

5. Provision of Kitchen Organics Caddies and Compostable Bags for the Collection of Food Waste

Council will initially provide properties within defined urban boundaries with a Kitchen Organics Caddy and a roll of 150 Compostable Bags. These should last for a year and bags will be replenished annually. Additional rolls of 150 Compostable Bags may be made available during the year to residents who demonstrate their residency, justify their high usage and may incur a charge. Compostable Bags are only to be used for the disposal of Kitchen Food Organics.

6. Industrial and Commercial Premises

It is not Council's responsibility to collect landfill waste, recyclables and organics generated by the activities of business, industrial and commercial premises. At Council's

discretion, all industrial and commercially rated properties may be allowed to access the three bin and caddy Standard Kerbside Collection Service for disposal of Landfill Waste, Recyclables and Organics of a Domestic Scale (e.g. from staff lunchrooms) in order to encourage diversion of waste from landfill.

Additional Bins over and above the Standard Kerbside Collection Service may be deemed by Council to be commercial in scale and the owner may be referred to make private commercial arrangements. As a guide, exceeding 2 Mobile Garbage Bins, 2 Mobile Recyclables Bins or 2 Mobile Organics Bins would require written justification and to gain approval.

Council reserves the right to withdraw commercial or industrial collection services at any time and particularly where Commercial Waste is disposed of in Council provided bins.

7. Schools, Kindergartens, Child Care Centres, Community Groups and Not for Profit Organisations

Schools, Kindergartens, Child Care Centres, community groups and not for profit organisations are allowed to access the Standard Kerbside Collection Service under a fee for service provision.

Additional bins will be subject to an assessment of user need. Additional bins may be delivered free of charge where an acceptable commitment to recycling separation, organics separation and/ or composting can be demonstrated. Additional service collection charges are non-waivable and would still apply.

8. Stolen, Missing, Vandalised or Damaged Bins

Bins damaged through fair wear and tear, which have been vandalised or Bins which become lost into the Collection Vehicles or damaged by the Collection Contractor will be replaced through the Contract at no cost to the Owner. Customers may report these issues through the Customer Services Officers.

Council may undertake retrievals of stolen or missing bins and if Council can establish the ownership return it without the need for a statutory declaration.

For all other stolen, missing, vandalised or damaged bins, residents may be requested to provide a Statutory Declaration to secure a new Council bin free of charge and Council may investigate these instances. If a bin is missing or damaged other than by any fault of the Council, the owner is liable for all costs to repair or replace the bin. Replacement bins may be either new or repaired and Council oversees the management of all repairs or replacements of Bins.

The onus is on the Owner to notify Council of stolen or missing Bins as soon as possible. New Owners may find that a service has previously been withdrawn under clause 12. Council will not refund for non-service due to Bins being stolen or missing.

9. Missed Collection Services

In the event that a collection is missed and the bin was out in compliance with this policy, Council expect to collect the missed bin on the same day if it is reported prior to 2:00pm or on the next day if it is reported after 2:00pm.

10. Ownership of Bins

Bins (including any additional bins) are supplied and owned by Council and Contractors will only pick up bins hot stamped with Council's logo. Council will arrange for ongoing repair and replacement carried out by Council's Contractor.

Residents must not take bin infrastructure with them if they move properties as the bins are registered to the property address. In relation to additional bins, residents must

notify Council in writing of their residential change of address, whereby Council will arrange transfers/retrievals of any/all additional bins if appropriate/necessary.

11. Bin Collections

Council's Community Living Local Law includes a number of requirements relating to the security and use of bins. Bins should be placed on the kerbside the night before the collection and removed from the kerbside no later than 12noon on the following day after collection.

Bins should be placed as close as possible to the kerbside with the wheels facing the property. For rural residents, please place your bins one metre off the sealed road, well clear of traffic.

Bins should be spaced one (1) metre apart from other bins, and free of obstructions such as power poles, letter boxes, trees, low hanging branches and parked cars. Where possible, bins should not be placed on the road surface (including driveway crossovers).

Residents who live in a court, are required to take their bins to the nearest straight section of road and where there is no verge, residents are to place them in the safest accessible location, so they can be easily accessed by the collection vehicles.

12. Refusal of Service and Contamination Control

Kerbside Collection Service may be refused for:

- failing to use the approved bin supplied by Council;
- Placement of a bin which is overflowing (the lid of the bin should close properly);
- placing Contamination or Prohibited Waste out for collection;
- part of a load is jammed within the bin and will not release
- placing a bin that weighs more than 100kg out for collection;
- failing to place the bin in a location that can be reached by the collection vehicle;
- and
- failing to use the Bins correctly, leading to contamination of recyclables or organics;

and Council reserves the right to cease a collection service where there is repeated misuse of the waste collection service.

Contamination and Prohibited Waste is recorded by closed-circuit TV cameras in Collection or through audits.

If a bin is found to contain contaminated or inappropriate material, an educative and enforcement process will commence, escalating as follows:

- If contaminated material is found in the Bin prior to collection, the bin will not be collected. The contaminated bin will be stickered to inform the resident that the incorrect material was placed in the bin.
- If Contamination is found in the collection process, in the first instance, the contaminated Bin will be stickered and a letter sent to inform the resident that the incorrect material was placed in the Bin.
- If Contamination is found in the collection process, in the second instance the Council will send a follow up letter to the property occupier informing them that the Bin was again presented for collection with Contamination and outlining the actions that will transpire should a third or fourth instance occur.
- In the third instance the Bin collection will be suspended for the property. The user must commit to abide by the requirements in using the Bin appropriately.

Both the property owner/occupier will be notified based on Council's rating information; and

- In the fourth instance the Bin will be removed from the property and not replaced until the user commits to abide by the requirements to use the Bin appropriately. Please note that should the Bin collection be suspended or removed, the waste service charges will continue to accrue on the property until the user commits to use the service as intended.

If extreme levels of contamination occur Council may suspend or remove the Bin at any time.

The Council's staff will support the household to change behaviours to use the Bins correctly as far as practical to avoid escalation of the problem.

Council reserves the right to pass on costs associated with Contamination of a bin back to the Owner. As an example, where a highly contaminated Bin causes rejection by the Organics Processor, associated costs may be passed back to the Owner of the Bin which caused that Contamination.

Council reserves the right to refuse service where it is impractical to collect, store or present Bins or where as part of planning approval conditions, responsibility for waste management is passed to the owner/occupier.

Bins will not be collected from anywhere other than a kerbside/ roadside location unless prior arrangements, including a signed agreement, indemnifying Council and the Collection Contractor against any claims for damages from the property owner or occupier, are in place.

One such prior arrangement is that Council may, subject to approval by Council, provide services within a site where the occupier is too elderly or frail, or otherwise unable, to put out the Bins at the kerbside. Council will only consider this option on a case by case basis and after a report from Council's Neighbourhoods Department.

13. Approved Collection Routes

Council may, from time to time consider altering the day of collection and/ or extending or altering the Approved Collection Routes. These changes will be properly communicated to the affected properties.

14. Requests from Residents to Extend Collection Routes

Extension in rural areas will only be considered where:

- (a) the ratio of homes to the distance involved makes provision of a service economically feasible; and
- (b) Requests can be considered within the scope of any contract agreement Council has with its service provider.

Existing collection routes will only be extended after thorough investigation. Council will only provide services via roads listed on Council's Register of Public Roads or via private roads, where there is formal agreement that the private road may be used for provision of the service.

DEFINITIONS

Reference term	Definition
Approved Collection Routes	<p>means the designated routes and areas taking into account that it is not economically feasible to support a collection service in all areas with a low density of settlement. The following Approved Collection Routes have been designated:</p> <ul style="list-style-type: none"> i. Landfill Waste, Organics and Recyclables collections to all townships within Greater Shepparton as defined within Appendix A - PLANS OF URBAN ZONES FOR ORGANICS COLLECTION. ii. Landfill Waste and Recyclables collections to all sealed roads and defined sections of unsealed roads within Greater Shepparton as defined within Council Contract C1588 and depicted within Appendix B - plan of sealed roads and unsealed roads serviced. iii. A small number of the organic collections (189 properties) outside the area defined in i. which have been historically provided with a service. <p>Routes may be varied from time to time.</p>
Bin	means a Mobile Garbage Bin, a Mobile Organics Bin or a Mobile Recyclables Bin.
Commercial Waste	means waste, other than organic waste, recyclable waste, interceptor waste or waste discharged to a sewer, produced as a result of the ordinary use or occupation of commercial premises and not of a Domestic Scale.
Compostable Bags	means approved compostable bags supplied by Council used to line the Kitchen Organics Caddy. Council use purple bags (meeting Australian Standard AS 4736-2006 and approved by Council's Organics Contractor) to clearly identify bagged organics as being in an approved Compostable Bag.
Contamination	means the placement of materials other than Organics into a Mobile Organics Bin or placement of materials other than Recyclables into a Mobile Recyclables Bin.
Council	means Greater Shepparton City Council including any of its authorised representatives or staff under delegated authority of Council.
Domestic Scale	means outputs of Landfill Waste, Recyclables or Organics of a size, volume or weight similar to that produced as a result of the ordinary use or occupation of domestic premises.
Kerbside Collection Service	means the Standard Kerbside Collection Service, plus any variation to Bin size or number authorised by Council

Landfill Waste	means waste that is sent to landfill. It includes any discarded object or material (whether or not it has any apparent value).
Landfill Waste Bin	means a Mobile Garbage Bin (Red lid bin). Bins are 80 litres, 120 litres or 240 litres in size and will have red lids.
MGB	means Mobile Garbage Bin (Red lid bin)
Mobile Garbage Bin	means the wheeled receptacle used to collect and store all forms of domestic and commercial Landfill Waste (Red lid bin)
MOB	means Mobile Organics Bin (Green lid bin)
Mobile Organics Bin	means the wheeled receptacle used to collect and store all forms of domestic and commercial Organics
Mobile Recyclables Bin	means the wheeled receptacle used to collect and store all forms of domestic and commercial Recyclables
MRB	means Mobile Recyclables Bin (Yellow lid bin)
Multi-Unit Development	means properties with multiple dwellings forming a high density cluster. It may include multiple flats, residential units or dwellings on a single property or be in multiple ownerships, for example strata titles.
Organics	means non-packaged; fruit and vegetable material; bread, pastries and flours (including rice and corn flours); meat scraps, bones, seafood (cooked or raw); egg, oyster shells; cheese, yoghurt, general dairy products; food soiled paper products (tissue, hand towels, etc.); hair; animal excrement; organic garden waste, including branches up to 100 mm diameter; Compostable Bags to Australian Standard AS 4736-2006; and any other items or variations to this list as nominated by Council and which may be published on the Council's website from time to time. It includes any discarded object or material (whether or not it has any apparent value).
Organics Bin	means Mobile Organics Bin (Green lid bin). Bins are 80 litres or 240 litres in size.
Owner	of land takes the same meaning as defined in the Local Government Act 1989
Owner's Agent	means a person who has been provided with written authorisation to act on behalf of the Owner. This may include Managing Agents and persons provided with Power of Attorney. Council may require a copy of the written authorisation to establish that authority.

Prohibited Waste	means material not to be accepted into the specific Bin. This includes placement of hot coals, dangerous chemicals, asbestos, syringes or any other items which may cause injury to persons within the waste service or items not permitted to go to landfill, including Prescribed Wastes, into a Mobile Garbage Bin, Mobile Recyclables Bin or Mobile Organics Bin.
Recyclables	means the following containers, packages and products: newspapers, magazines, junk mail, stationery, office paper, envelopes, telephone books, egg cartons, cardboard; liquid paperboard cartons; glass bottles and jars (excluding crockery); aluminium rigid and semi rigid packaging; all rigid plastic packaging; steel rigid packaging, including empty aerosol cans; and any other items or variations to this list as nominated by Council and which may be published on the Council's website from time to time. It includes any discarded object or material (whether or not it has any apparent value).
Recyclables Bin	means Mobile Recyclables Bin (Yellow lid bin). Bins are 120 litres or 240 litres in size and will have yellow lids.
Service Entitled Property	means any premises entitled to the relevant collection service as set out in this Policy and at locations defined by the Approved Collection Route for that service. For the purposes of collection, service entitlement is based on rateable properties not on allotments or titles of land.
Standard Kerbside Collection Service	Means: in Urban Areas, a 120 litre Landfill Waste Bin, a 240 litre Recycling Bin, a 240 litre Organics Bin and a Kitchen Organics Caddy with access to compostable liner bags; outside Urban Areas, a 120 litre Landfill Waste Bin and a 240 litre Recycling Bin and for Multi-Unit Developments an 80 litre Landfill Waste Bin, a 120 litre Recycling Bin, a 80 litre Organics Bin) and a Kitchen Organics Caddy with access to compostable liner bags

RELATED POLICIES AND DIRECTIVES

- *Development of Policy Documents, and Policy Guideline Rates and Charges*
- *Waste and Resource Recovery Management Strategy 2013-2023*
- *GSCC Environmental Management Strategy*

RELATED LEGISLATION

- *Local Government Act 1989)s162)*
- *Public Health and Wellbeing Act*

REFERENCES

Greater Shepparton City Council, Contract No. C1588, Landfill Waste, Recyclables and Organics Collection

Greater Shepparton City Council, Contract No. C1589, Recyclables Acceptance and Sorting

Greater Shepparton City Council, Contract No. C1590 Kerbside and Other Organics Acceptance and Processing

REVIEW

The Policy will be reviewed in line with Council's Policies and Protocols Framework.

The Director of Infrastructure and Manager Works and Waste have the authority to waive, enact or vary the requirements of this Policy as needed to meet operational requirements.

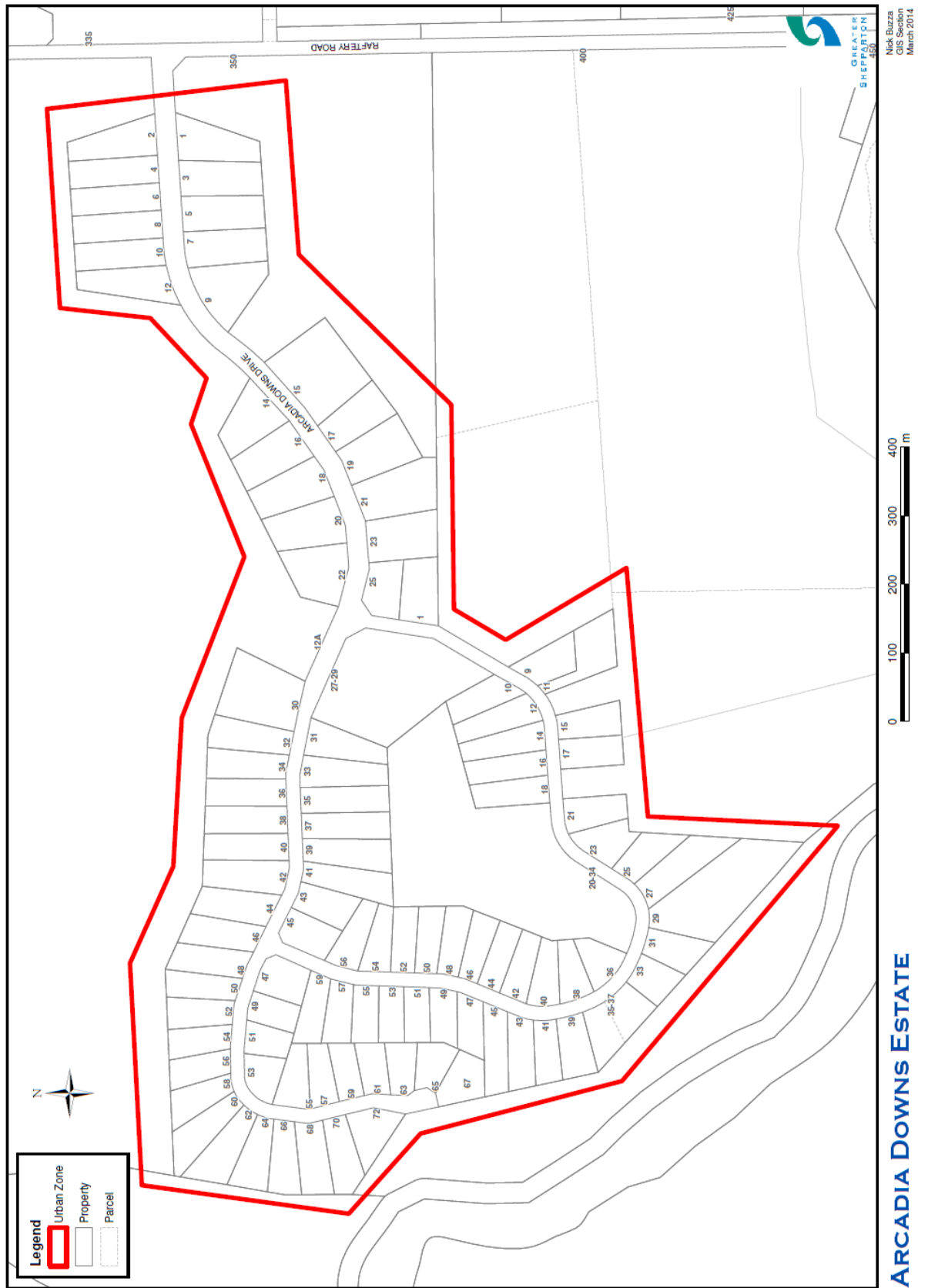
This policy will be reviewed three years from the date of adoption.

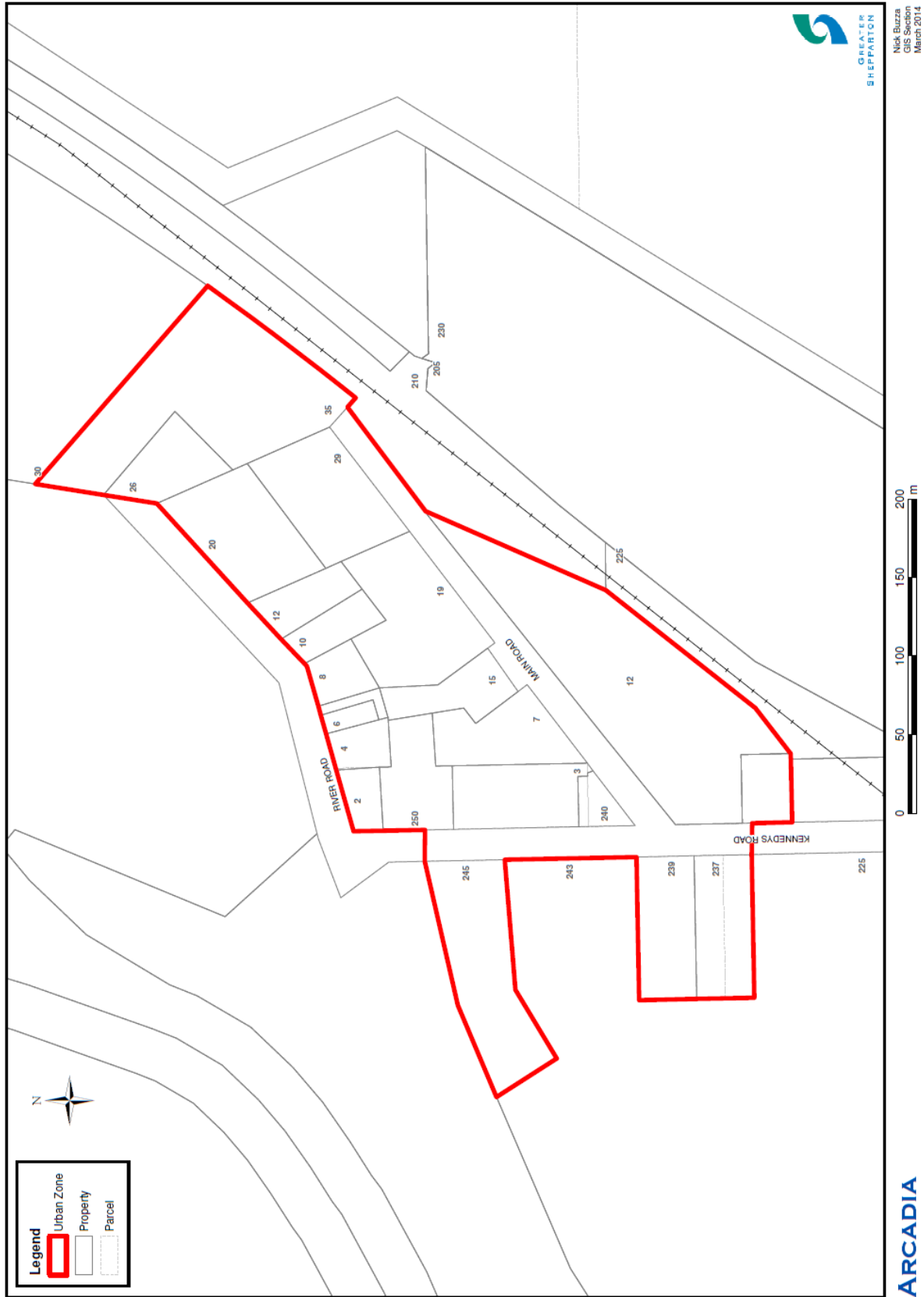
Peter Harriott
Chief Executive Officer

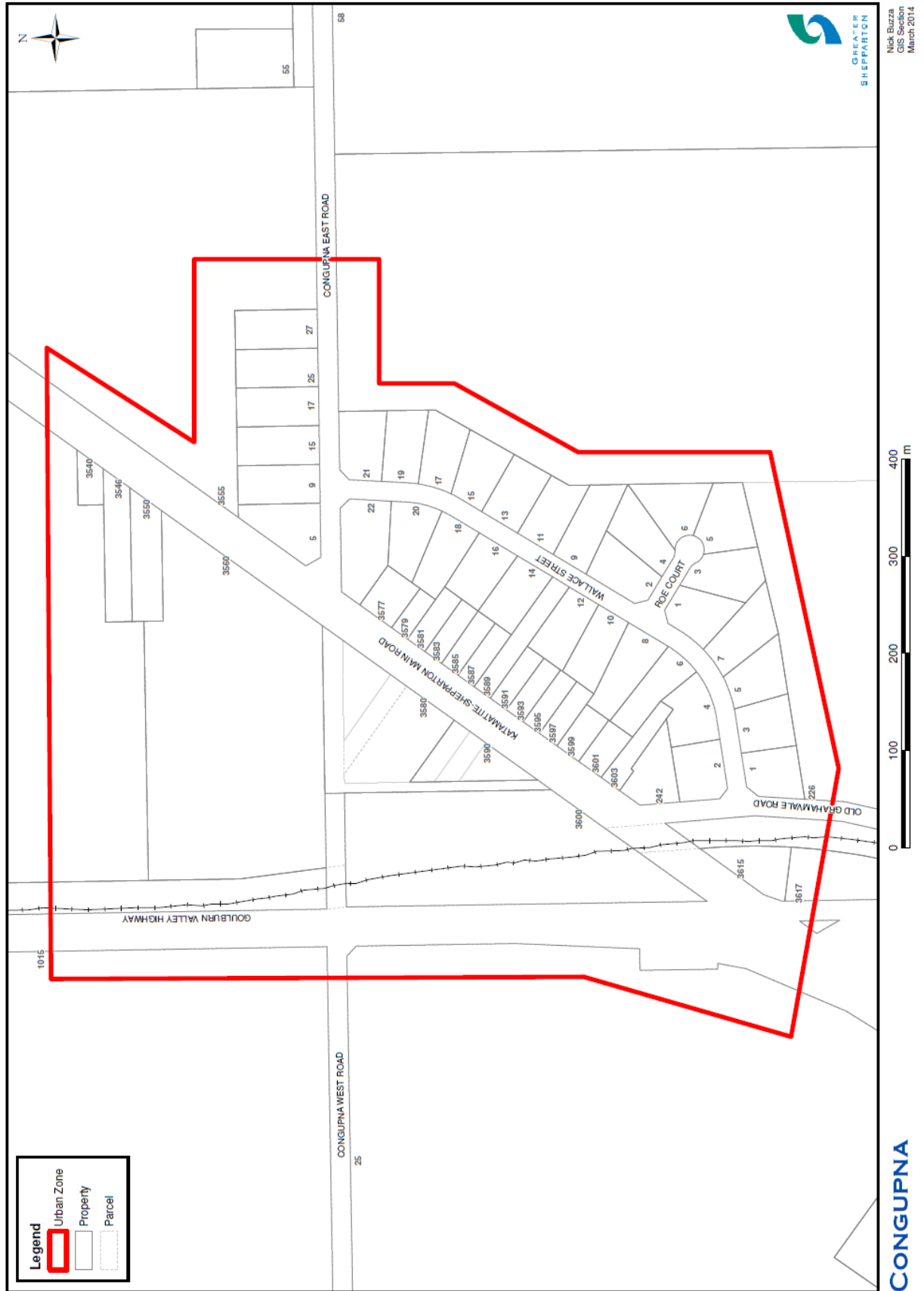
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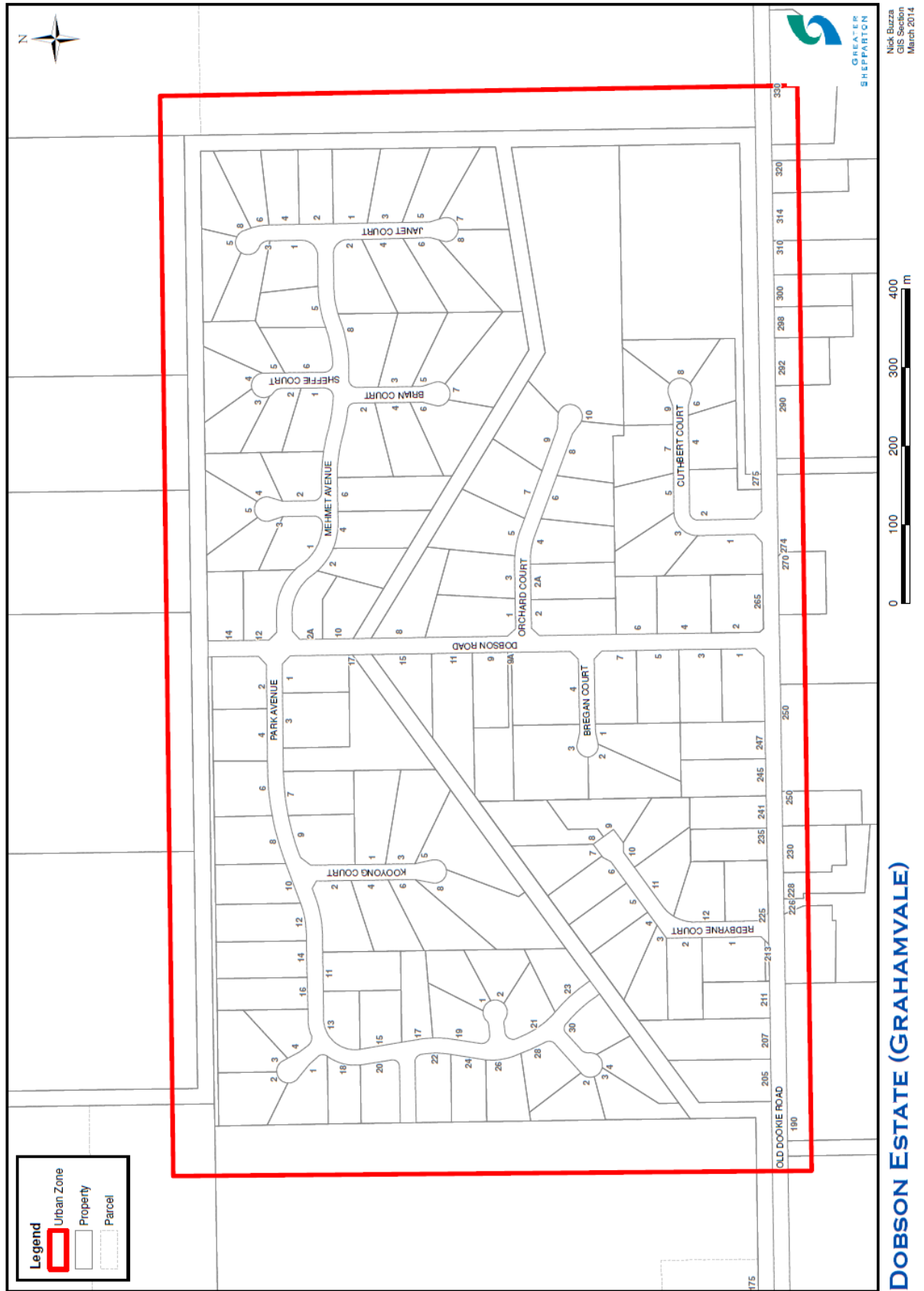
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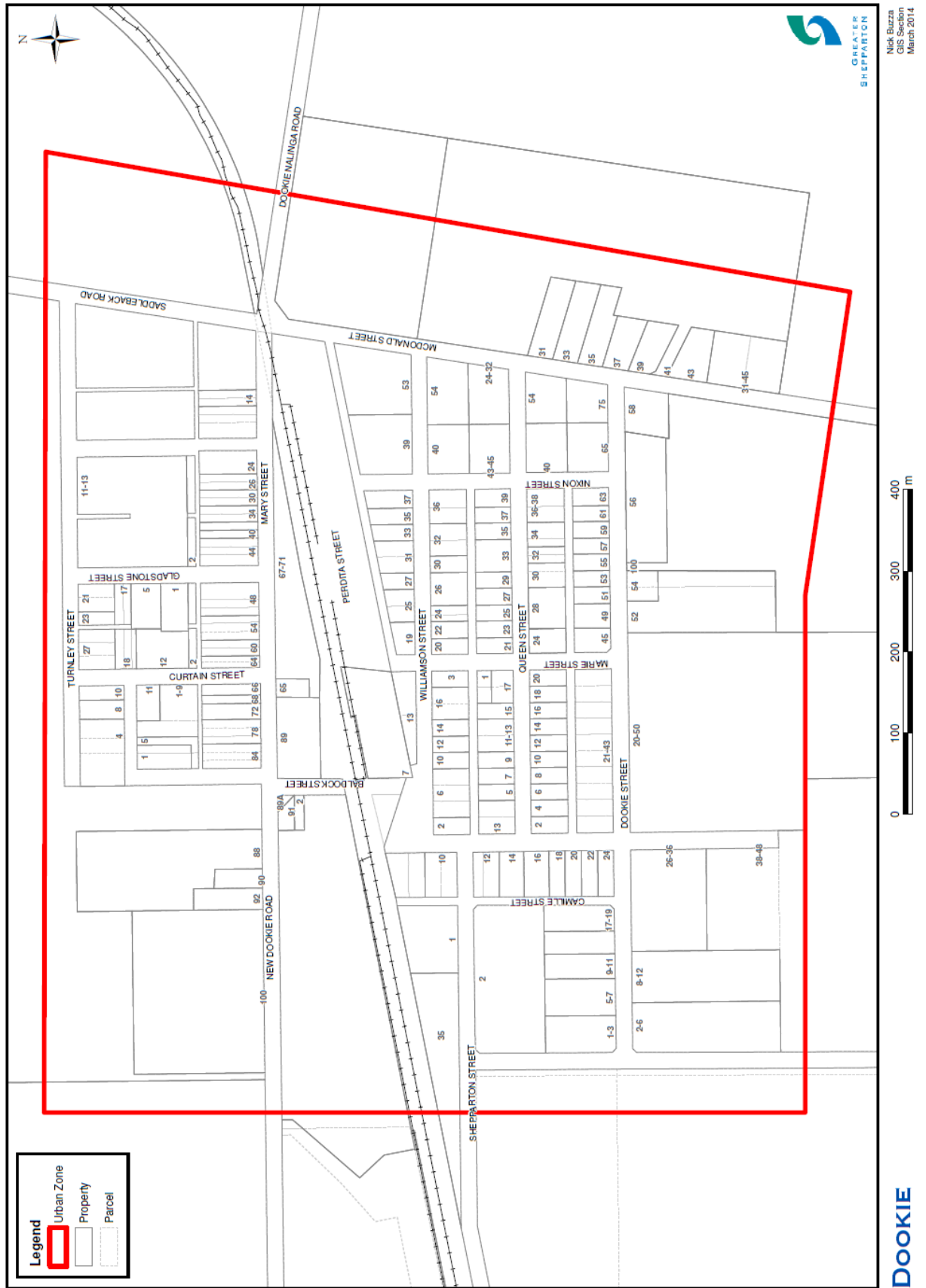
Appendix A - PLANS OF URBAN ZONES FOR ORGANICS COLLECTION

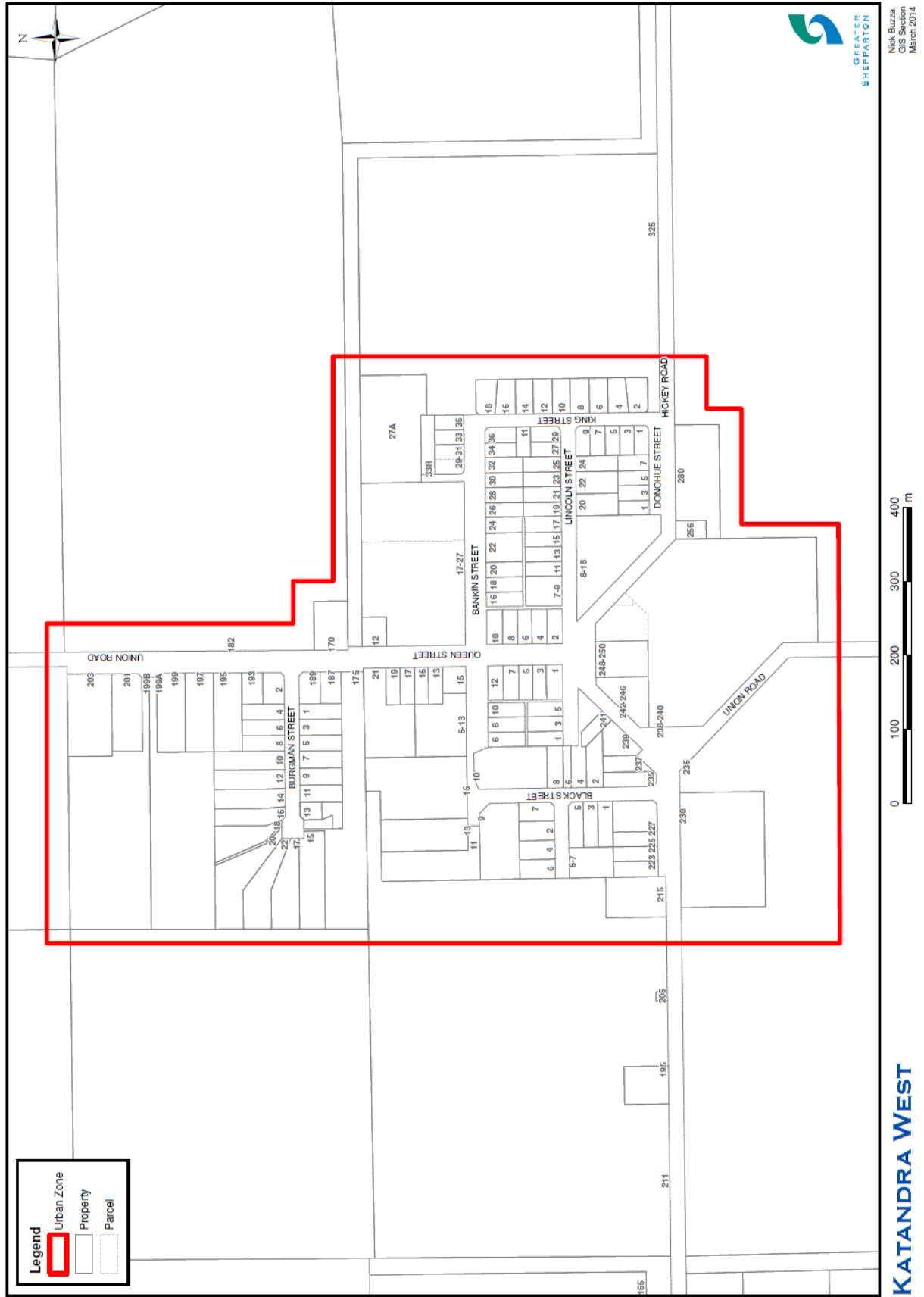






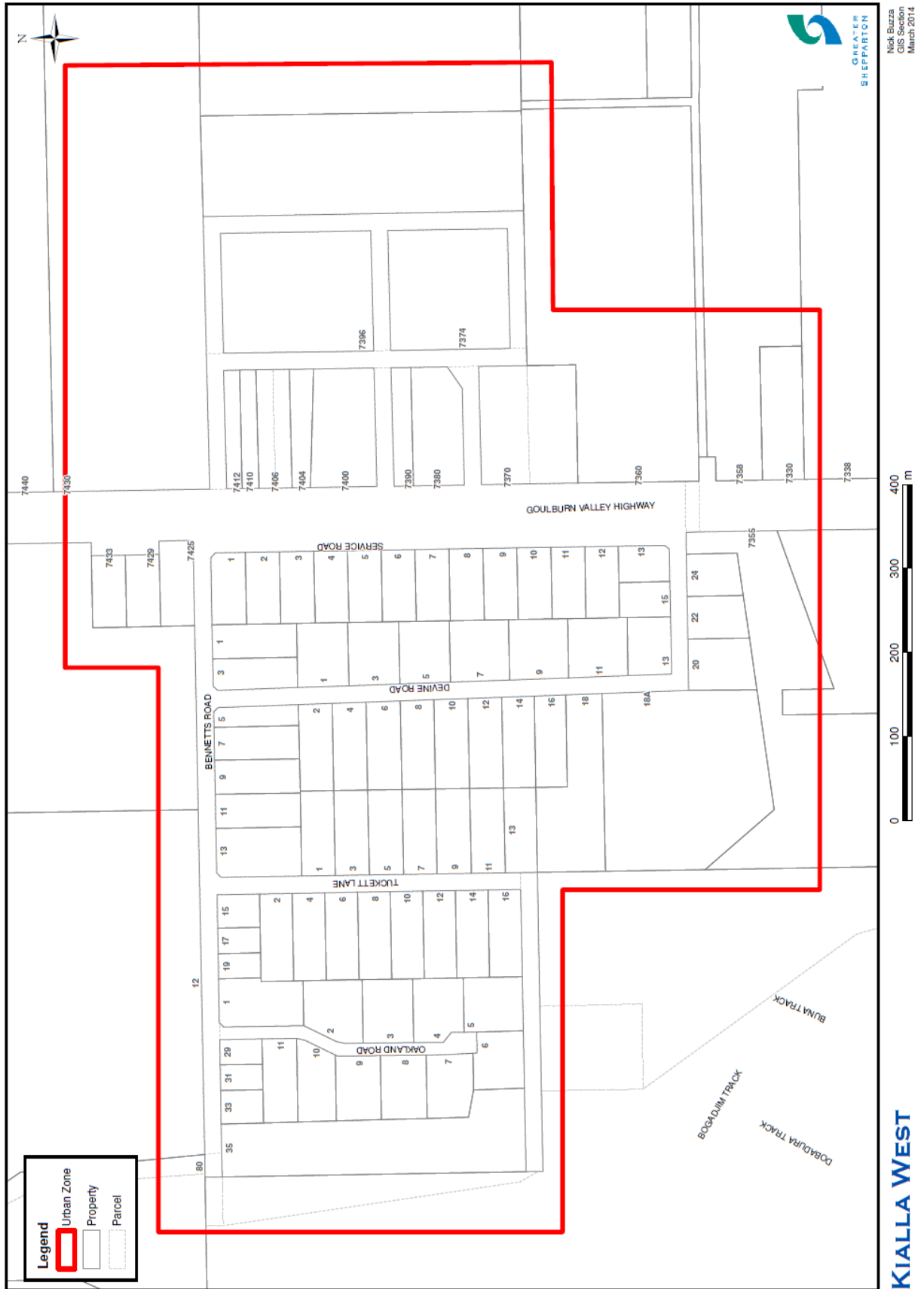


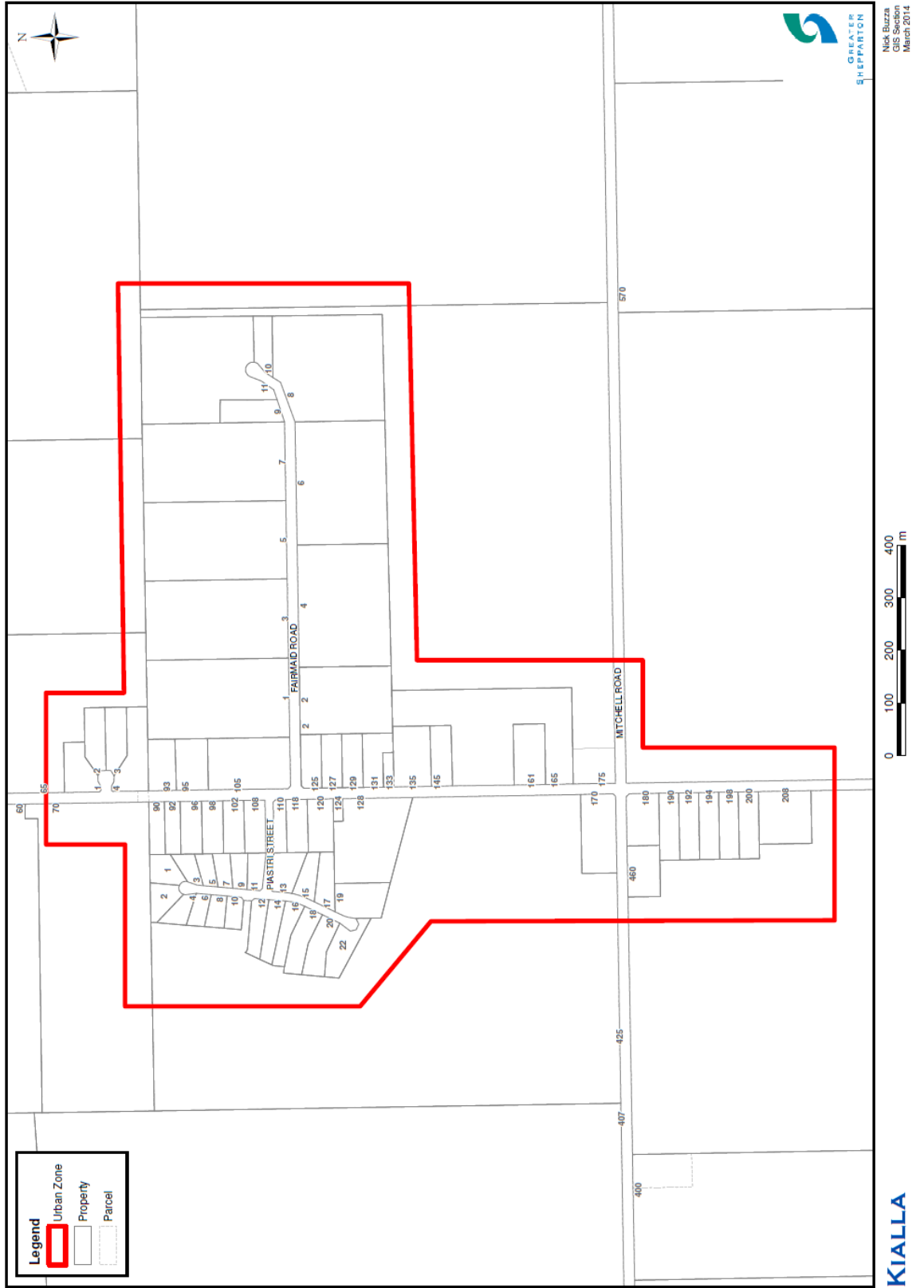


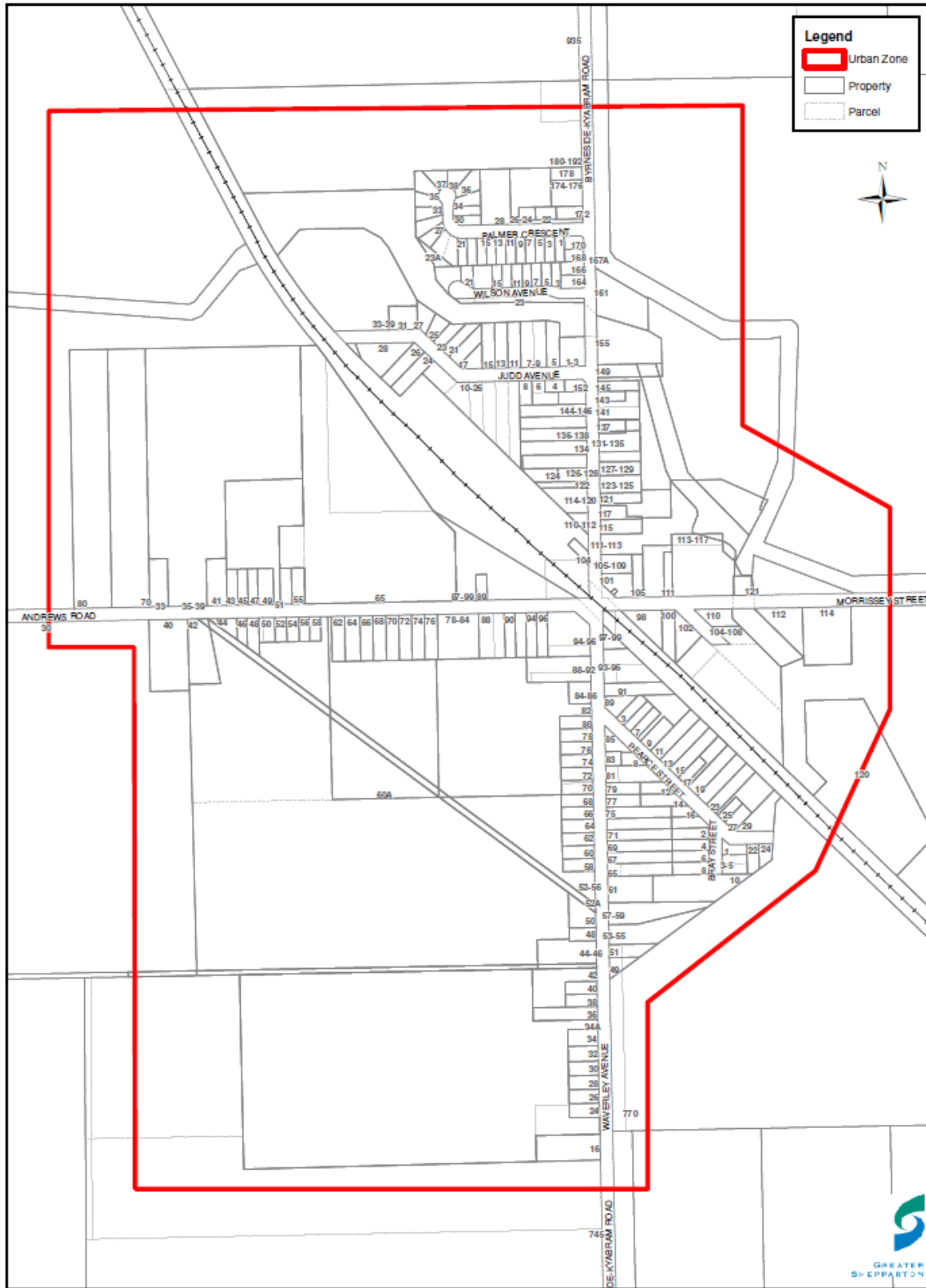


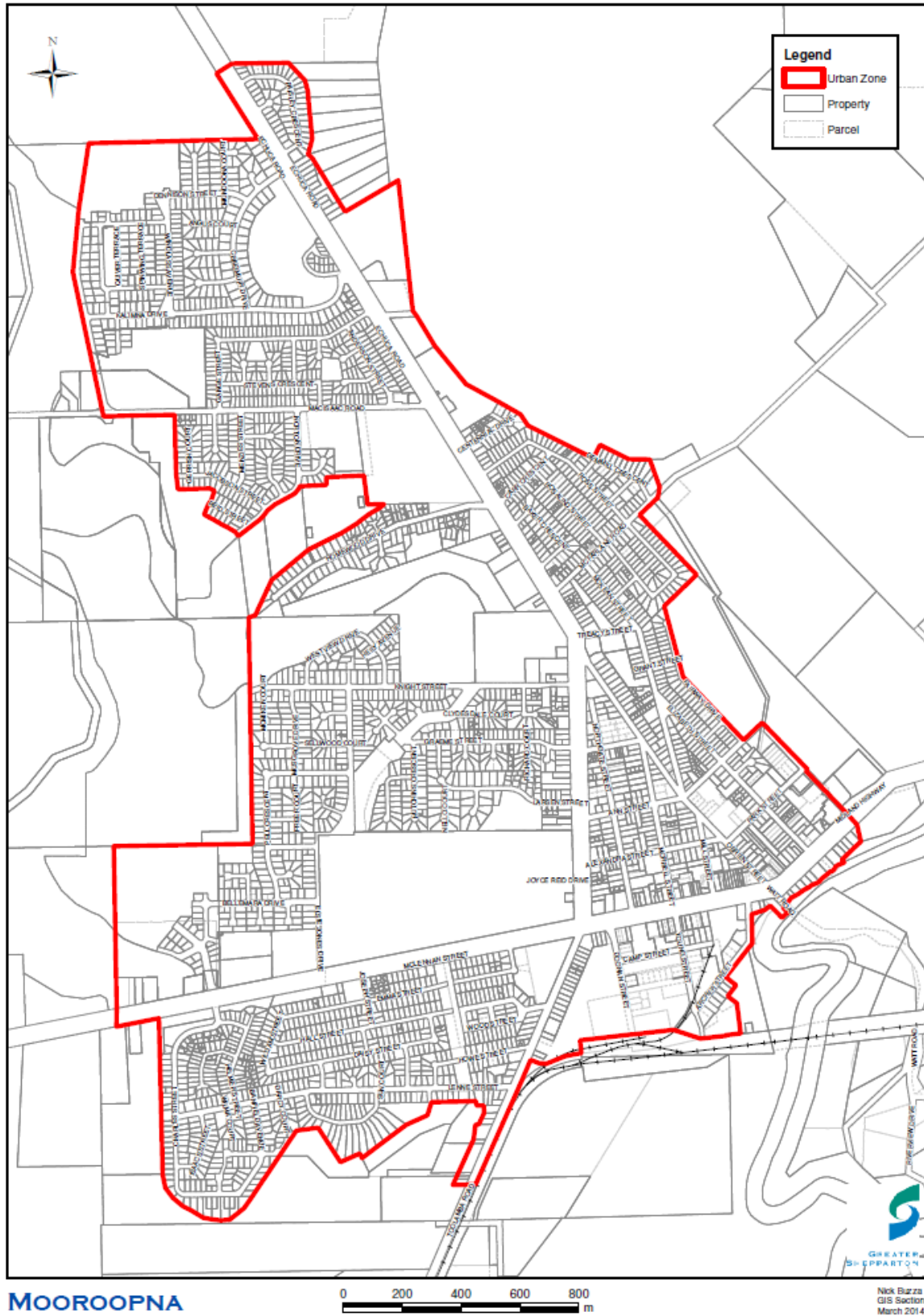
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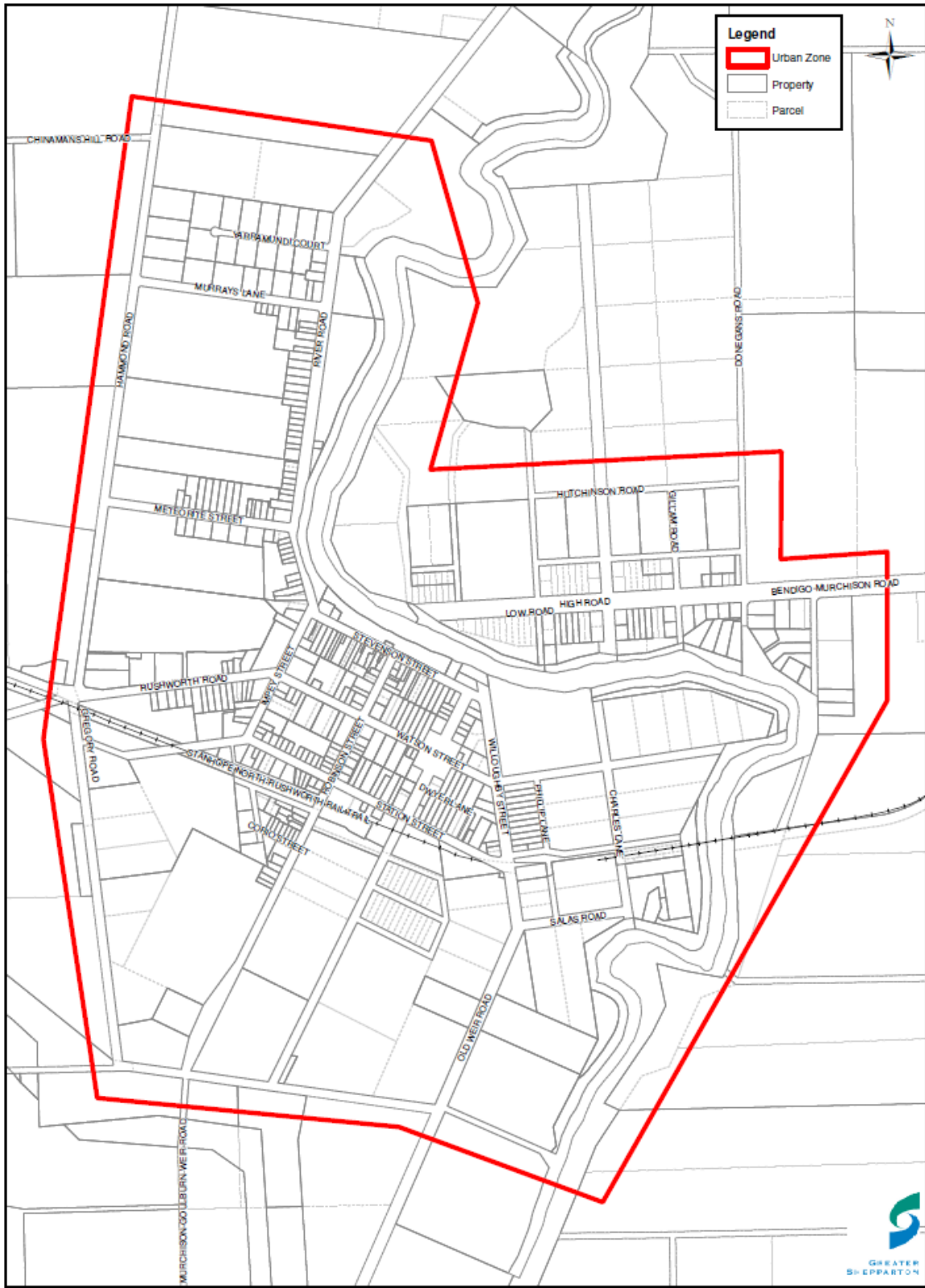
Greater Shepparton
Nick Buzza
GIS Section
March 2014

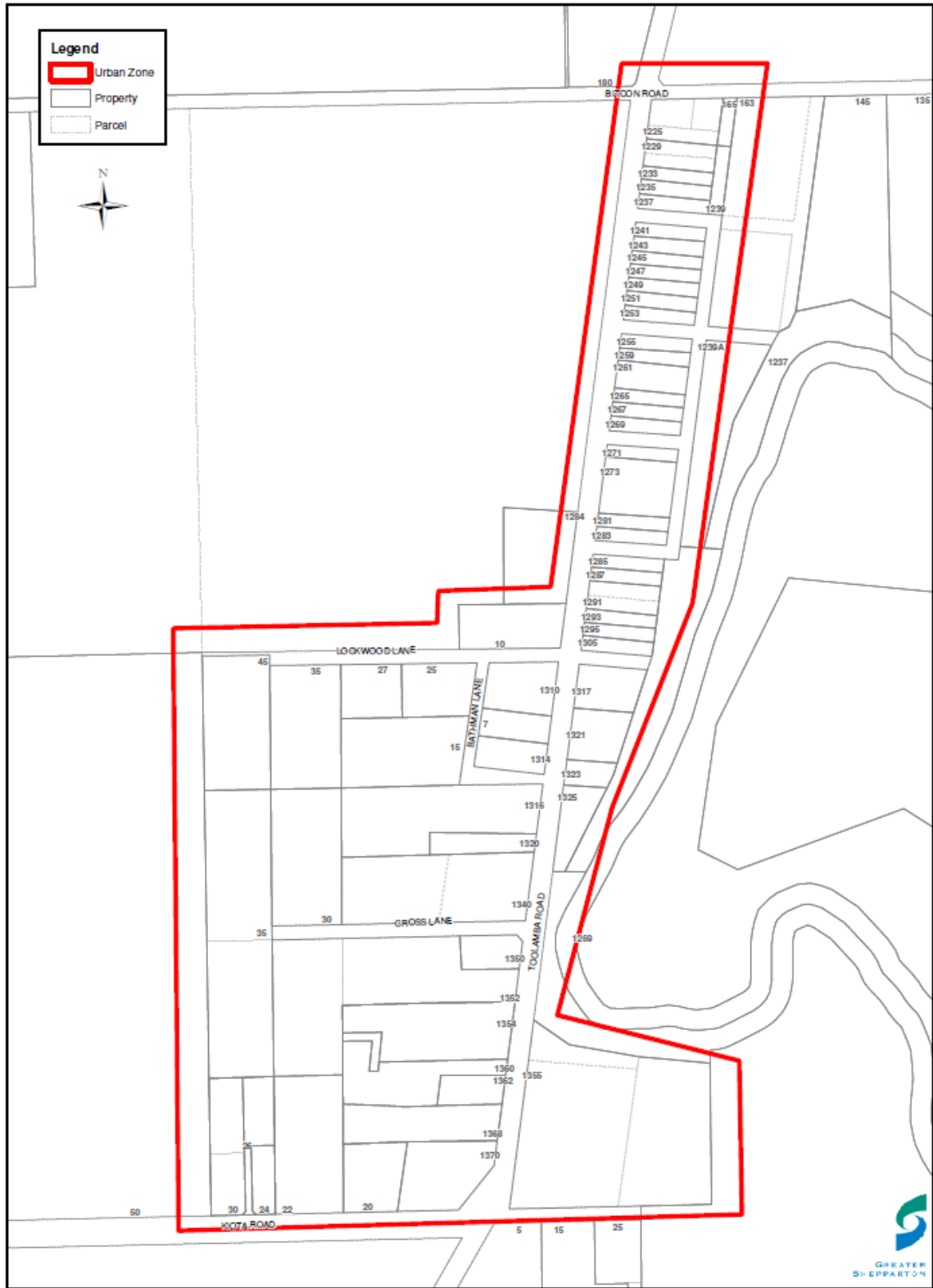




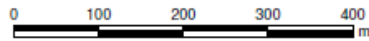




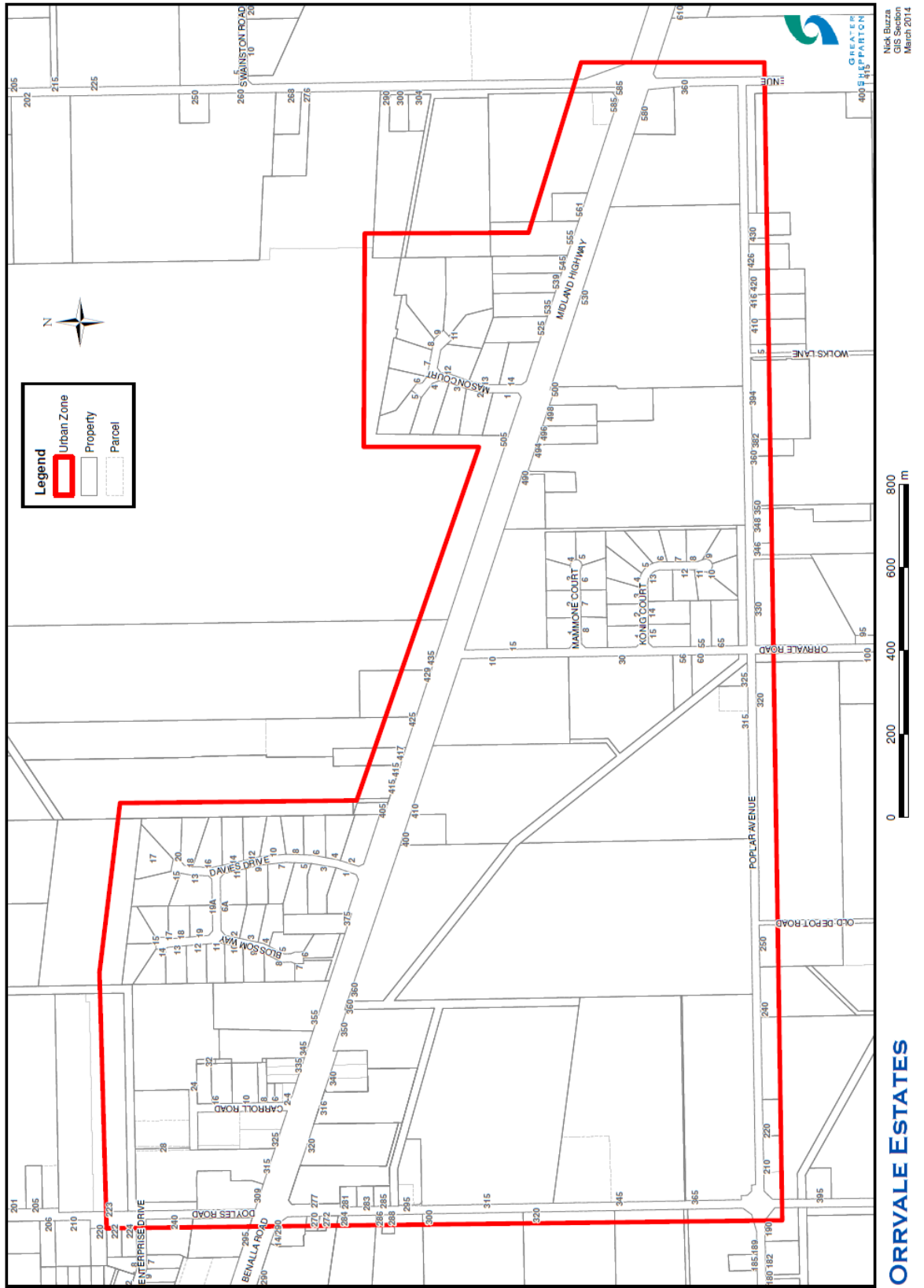


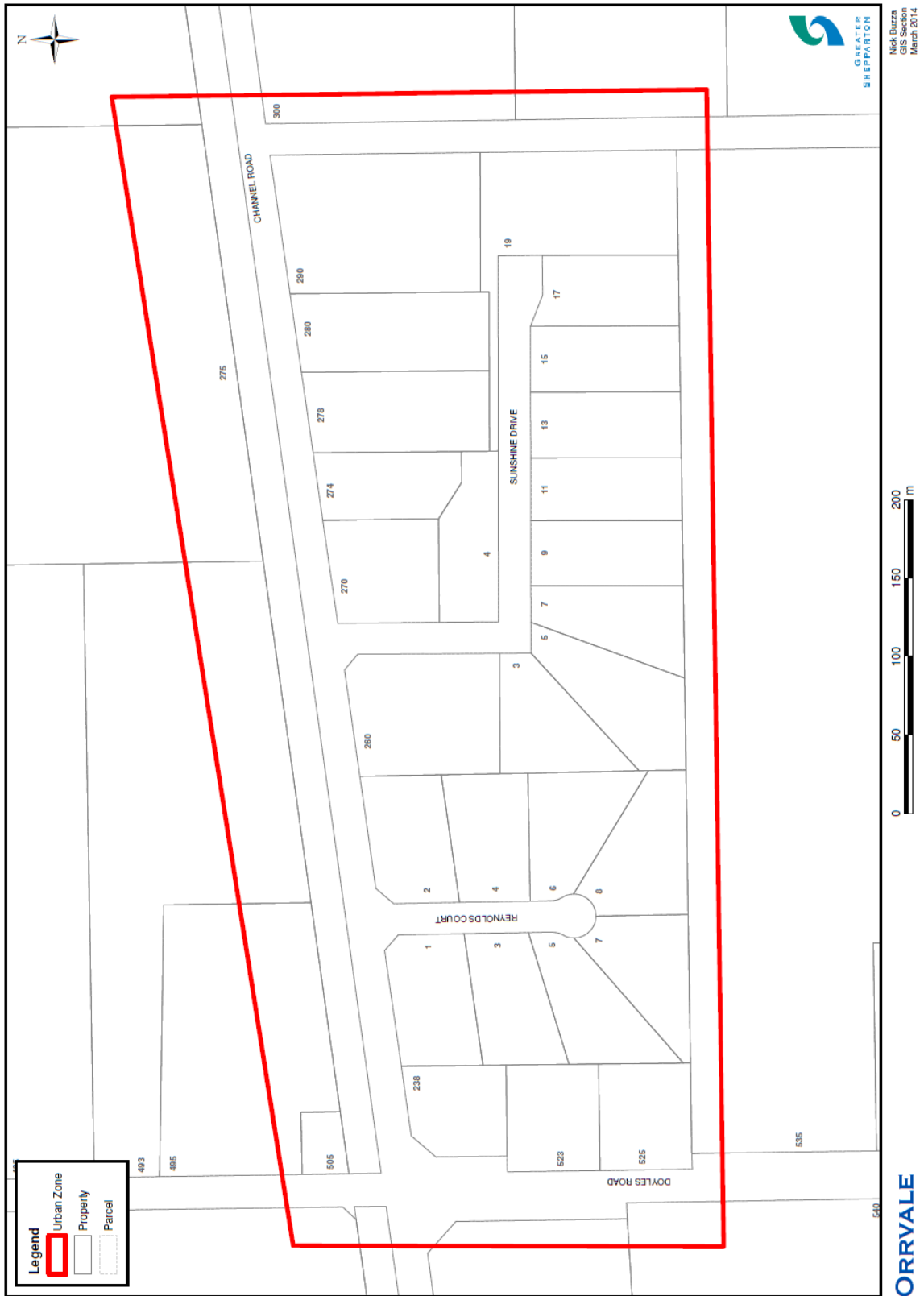


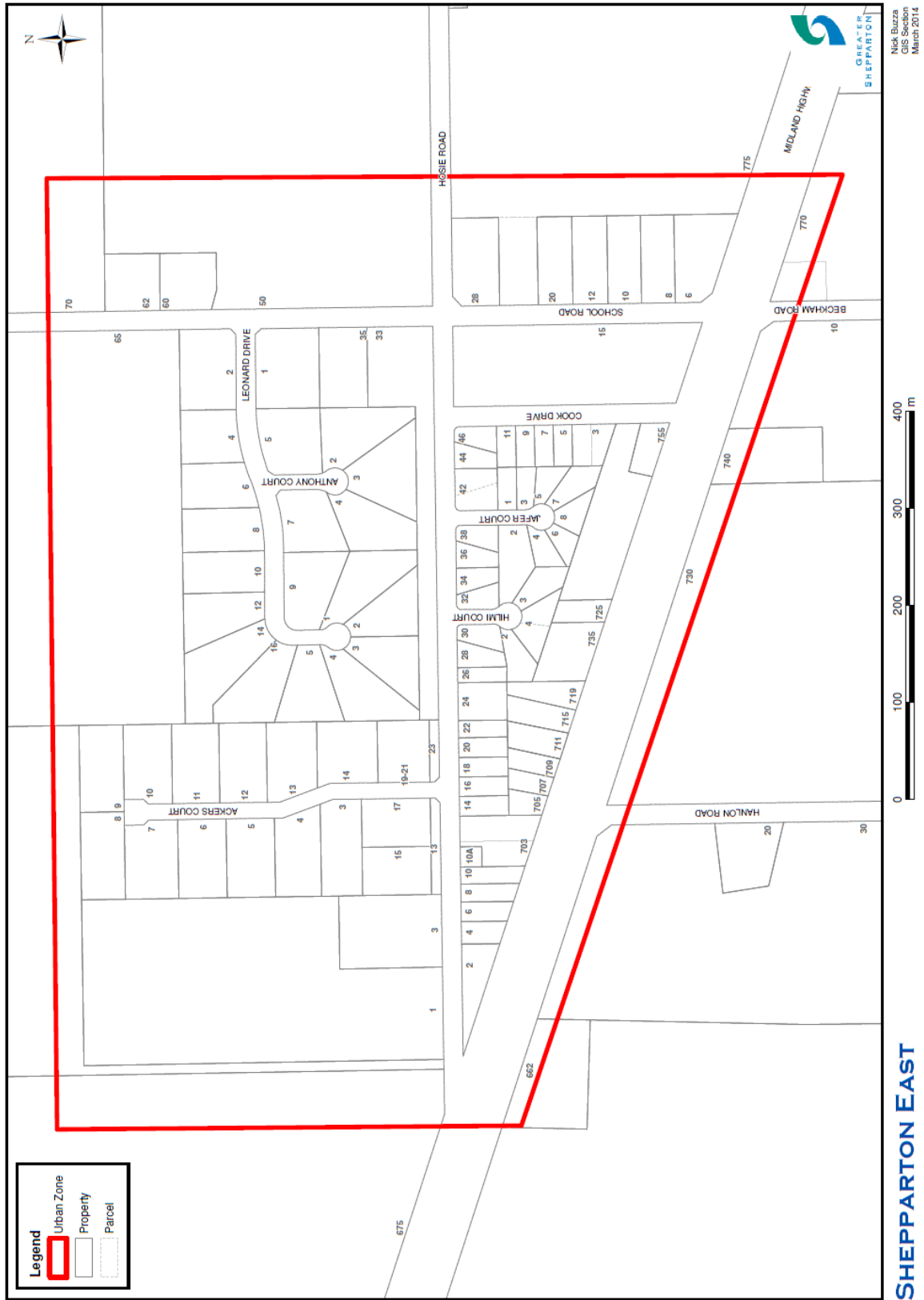
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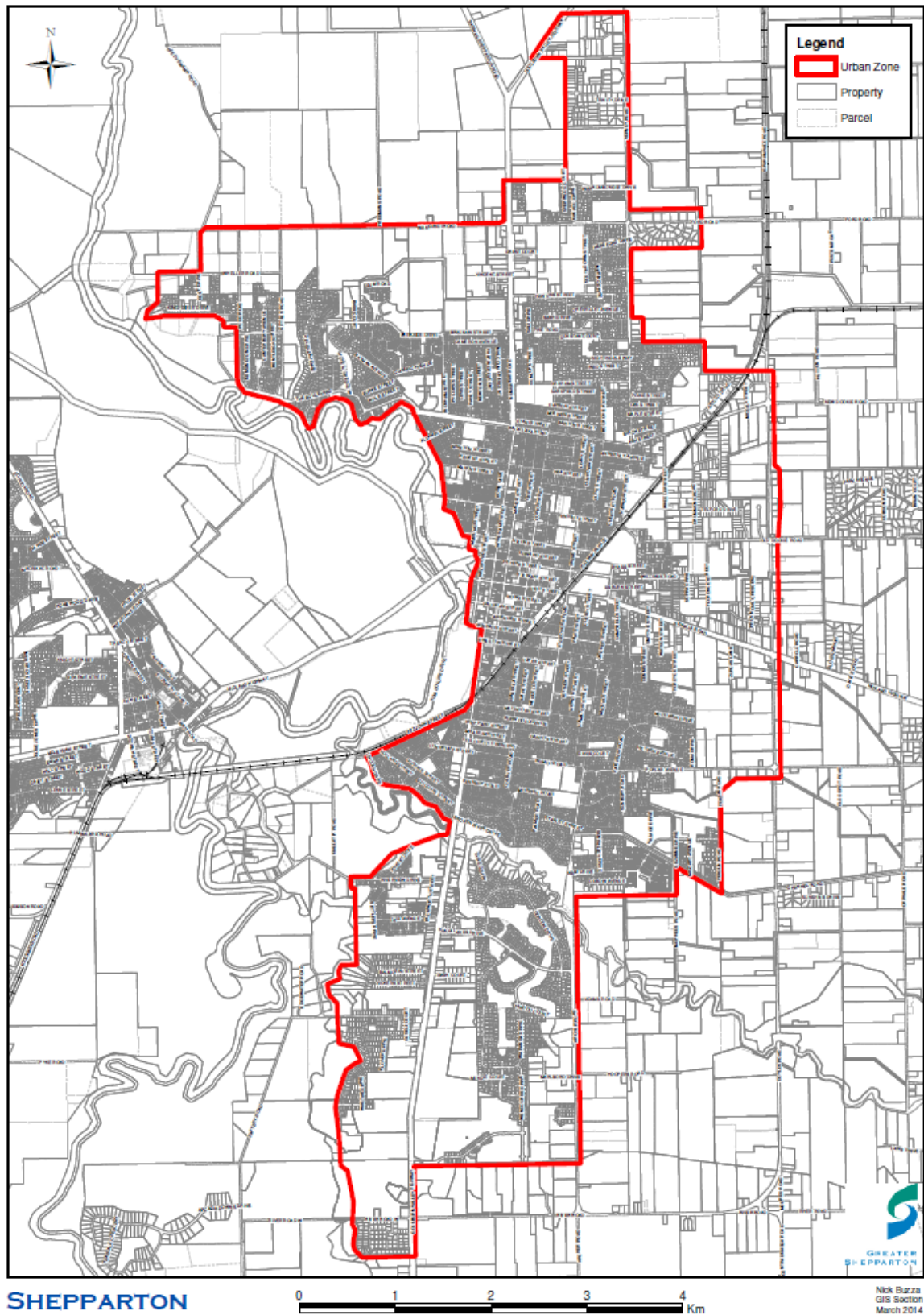


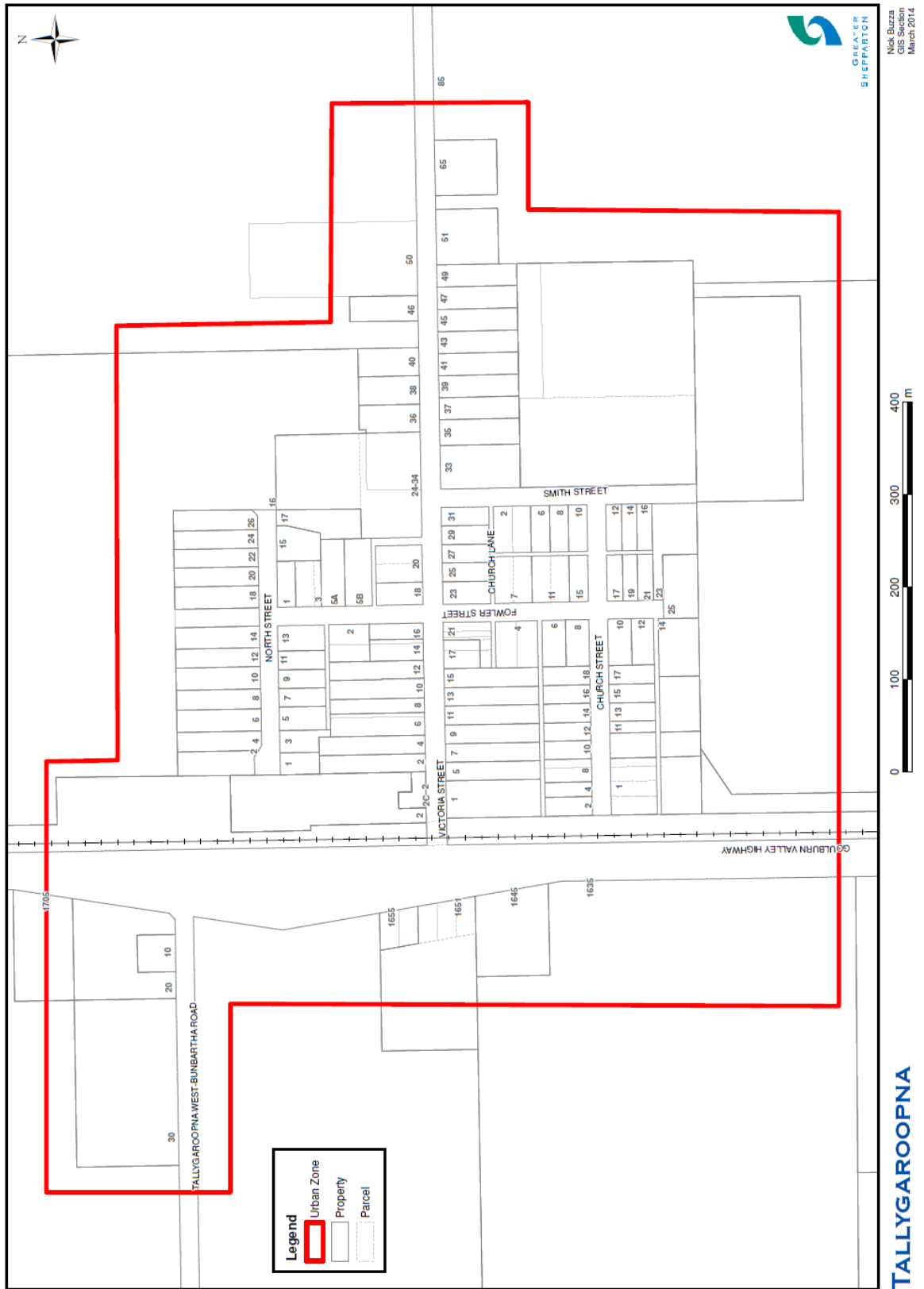
Nick Bizza
GIS Section
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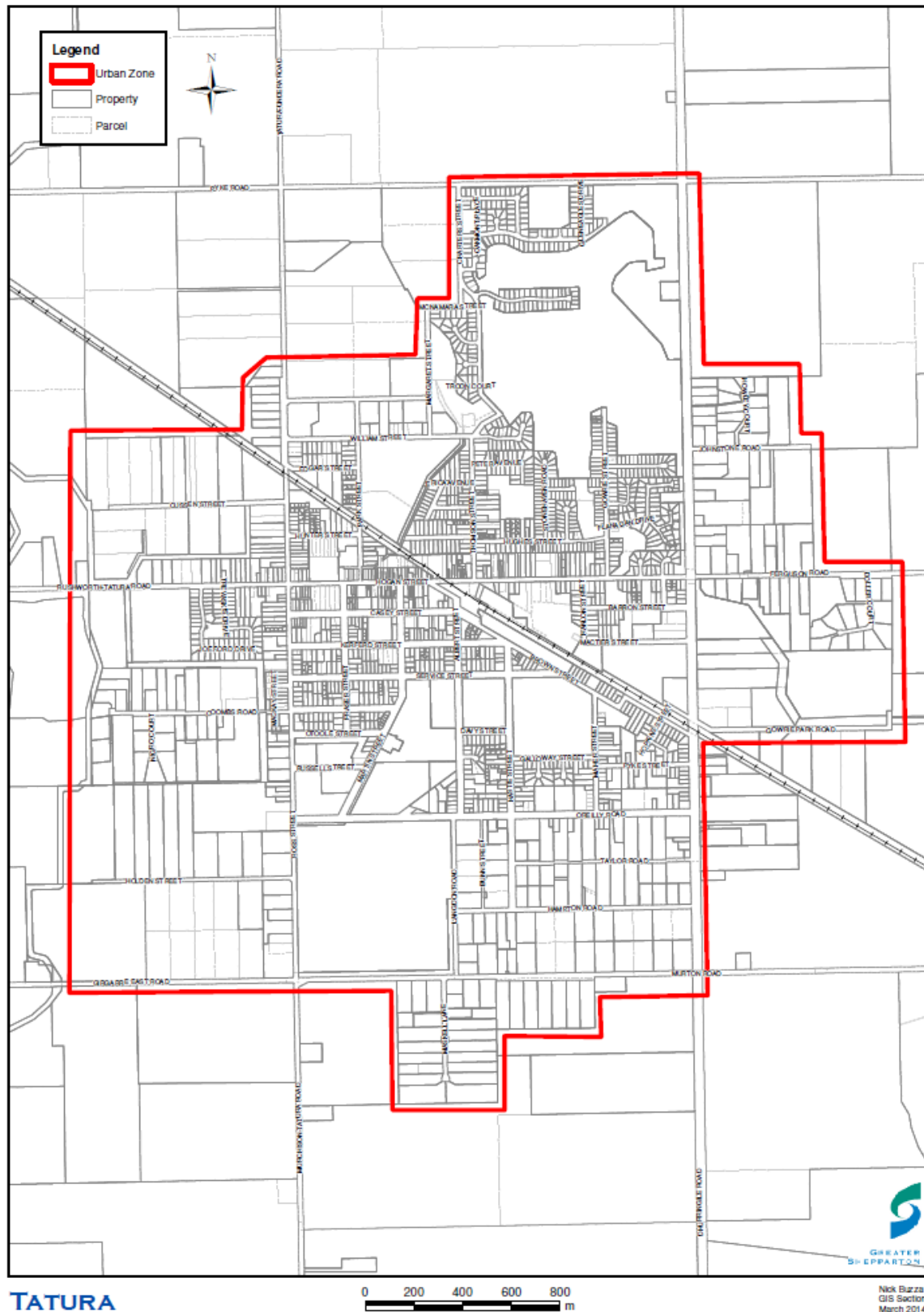


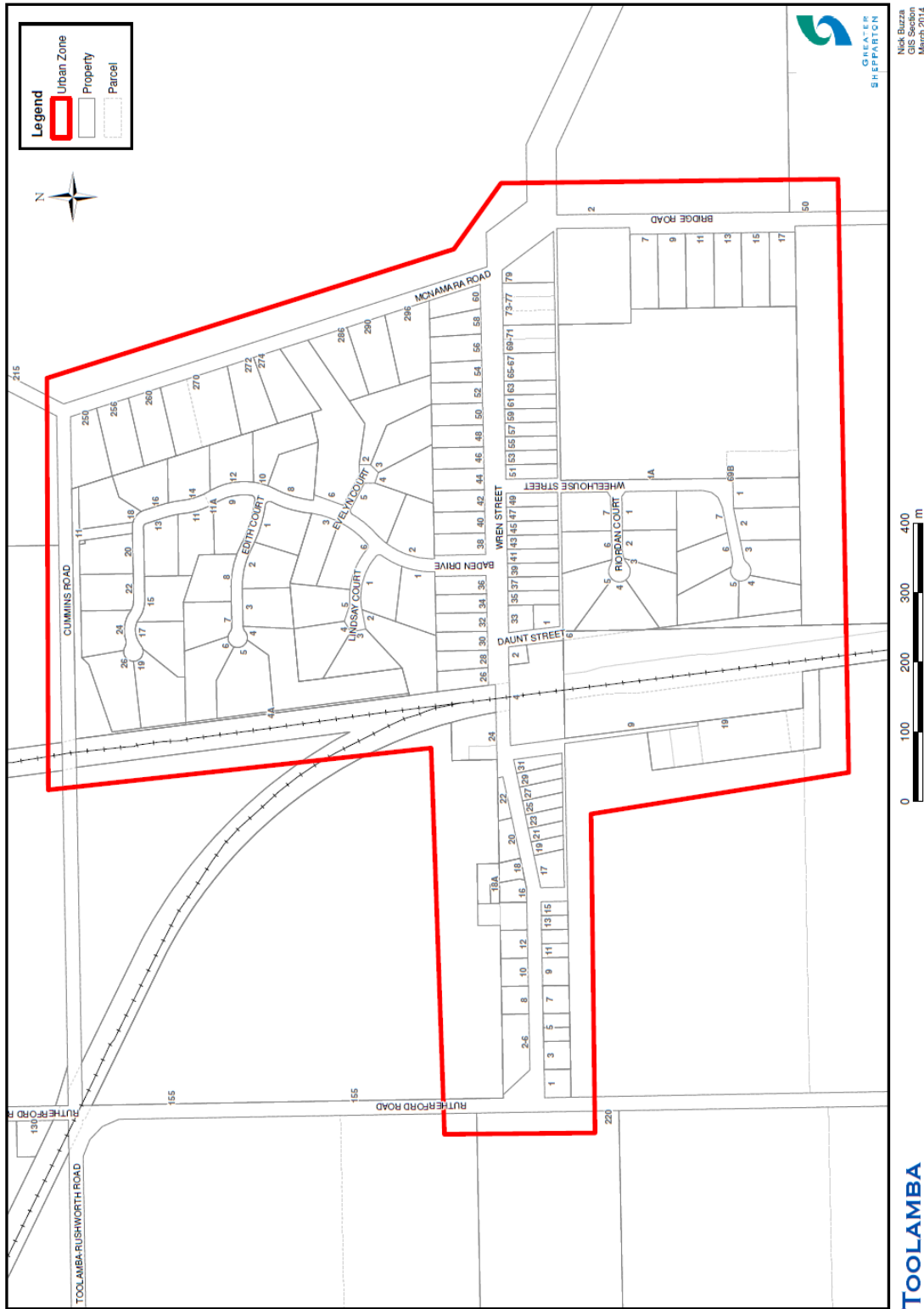




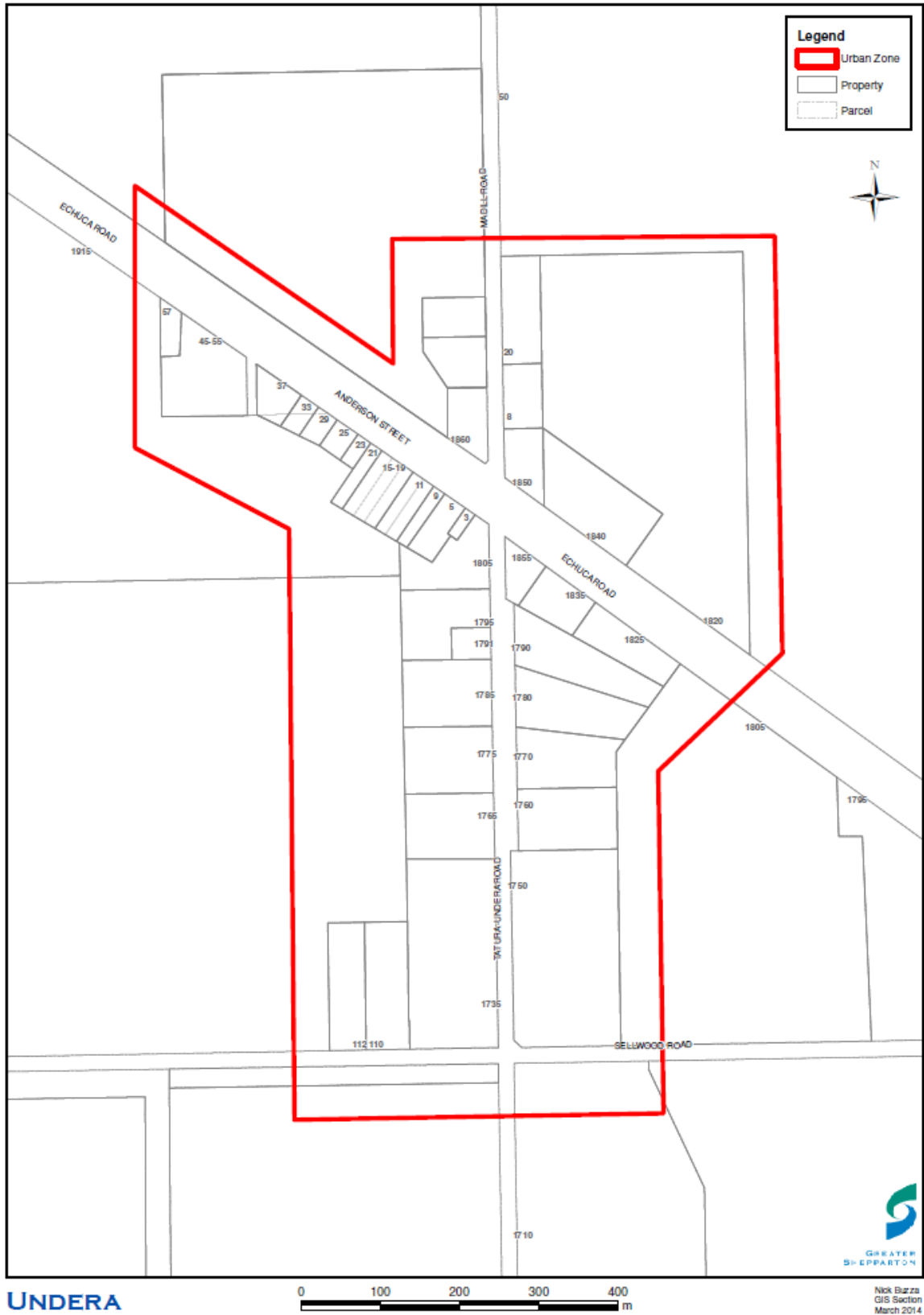








Nick Buzza
GIS Section
March 2014



Appendix B - PLAN OF SEALED ROADS AND UNSEALED ROADS SERVICED

