	Waste Management Policy <i>Policy No. ENVPOL 12</i>	Version No:	5
		Responsible Officer/s:	Team Leader – Environmental Health & Compliance
		Classification:	Council
		Issued:	8 April 2015
		Next Review:	July 2027

1. Purpose

This policy outlines the approach of the District Council of Grant (**Council**) to support the delivery and continuous improvements to Council’s waste and recycling services. This policy promotes a whole of Council response to the provision of fairly priced and environmentally responsible waste and recycling services, aligned with State Government policy, which aims to maximise the diversion of materials from landfill and into recycling streams including green organics.

2. Scope

This policy applies to:

- Collection and disposal of waste and dry co-mingled recyclables via a kerbside collection to the defined areas as set out on Council’s website;
- Potential provision of Food Organics, Garden Organics (**FOGO**) waste solutions;
- Aggregation of hard and green waste through delivery to waste transfer stations;
- Disposal of electronic waste (e-waste); and;
- Operation of Waste Transfer Stations.


3. Policy Aim

The aim of this policy is to:

- Reduce the amount of waste going to landfill;
- Implement a mandatory system of kerbside waste and recyclable collection for all defined areas which includes all township areas, and premises outside of townships where economically viable and operationally practical;
- Reduce the amount of inappropriately disposed waste;
- Offer ongoing programs for the aggregation of hard and green waste as well as e-waste solutions;
- Ensure Council provides resource management practices throughout its area that are consistent with the expectations of the community; and
- Be consistent, as much as is practicable, with the National Waste Policy, to ensure a “best practice” approach to waste management.

4. Definitions

- MGBs** Mobile Garbage Bins in a 240 litre capacity suitable for robotic arm collection vehicles.
- Kerbside Collection** The collection of MGBs from individual properties within townships and selected rural areas.
- Green Organics** All types of garden matter including food waste, lawn clippings, prunings, leaves and other plant material.

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Dry co-mingled recyclables

includes paper, cardboard, steel and aluminium cans, milk cartons and plastic drink containers.

E-waste

electronic waste such as televisions, computers, scanners, printers, audio equipment and other general electronic equipment as defined by Green Industries SA;

Waste Transfer Station (WTS)

a licensed depot that receives and temporarily stores waste in a designated area for minor segregation and/or minor resource recovery prior to its transport to some other approved depot for further sorting, resource recovery or disposal.

5. Policy

5.1. Kerbside Collections – Eligibility for Service


Council will implement and operate a mandatory kerbside collection service throughout townships and designated non-township areas of the Council. It will offer a general waste and recycling collection service, on an alternative fortnightly basis.

This service is compulsory for all properties where a residential / habitable dwelling exists, within designated collection areas as indicated on Council’s website. Such designated collection routes are endorsed by Council annually in conjunction with the Annual Business Plan and Budget. Properties which do not have a residential / habitable dwelling may make a written request for inclusion onto the service in the manner and form stipulated by Council staff, which will be assessed on a case-by-case basis. Some of the collection services operate outside of Township Areas and are available to those properties where economically viable and operationally practical. A defined network of routes already exists and any extensions to these routes would be determined by the Team Leader – Environmental Health and Compliance and/or Director of Environmental Services in conjunction with the Chief Executive Officer and endorsed on an annual basis at an Ordinary meeting of Council.

5.1.1. Community / Sporting Groups

Community Groups and Sporting Groups who require MGBs can make a written request to Council in the manner and form stipulated by Council staff. When assessing such requests, Council staff may liaise with Council’s collection contractor and will take into account whether the property is on or within close proximity to a current collection route and any accessibility issues.

Council recognises that some clubs or groups will require multiple sets of bins to service the needs of their club or group and its activities. The number of bins required will need to be outlined by the club or group at the time of request.

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Fees and charges

- 5.1.1.1. Sporting and community groups that are considered “not for profit” and have a gross annual turnover of less than \$10,000* per annum:

Fees and charges for supply and collection of standard set of bins (one red, one yellow) will be waived.

- 5.1.1.2. Sporting and community groups that have gross annual turnover of \$10,000* or more per annum:

The usual fees and charges apply for collection of bins and supply of any extra MGBs (in addition to the initial first set) will incur a fee per MGB which is equal to 50% of the usual fee for additional or replacement bins as outlined in Council’s annual fees and charges. Any charge for additional bins over and above the standard set (one red, one yellow) shall be invoiced separately.

Where a community group or sporting club applies for supply and collection of bins at no charge under this clause, they must provide such supporting documentation (i.e. bank statements, audited financial statements, etc) to confirm their financial position. Council reserve the right to request this information annually, and in the event a club either fails to meet the requisite threshold, or fails to submit their supporting documentation, they shall revert to the usual fees and charges applicable to their service from 1 July of the relevant year.

*This amount shall be reviewed periodically by Council in line with the Consumer Price Index (CPI) published by the Australian Government for Adelaide (All Groups) as at the March quarter.


5.1.2. Businesses

- 5.1.3. Businesses that are located on an established MGB route who require MGBs can make a written request to Council for inclusion onto the service. The application and assessment process will be identical to that outlined in clause 5.1.1 above for community and sporting groups. Where a successful application is made, the business will be included on that route and will be treated the same as any residential / habitable dwelling. Rural properties / adjoining business

Where a residential dwelling exists on an established MGB route, with an adjoining or nearby (separately rated) commercial premises owned / operated by the same ratepayer (i.e. farmhouse with a dairy), each will be treated as separate for the purposes of this Policy. The business entity will be treated in accordance with item 5.1.2.

5.1.4. Non rated properties

Non rated properties who require MGBs can make a written request to Council for inclusion onto the service. The application and assessment process will be identical to that outlined in clause 5.1.1 above for community and sporting groups.

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5.2. Bin Supply & Configurations

All existing and new services will have two MGBs supplied as part of the annual service charge.

5.2.1. New Services

Within an existing collection area, once the construction of a dwelling/building has been completed and Council has received all relevant required paperwork (e.g. Certificate of Compliance for plumbing & building works, etc), the property is eligible to commence receiving a bin service. This new service will be charged on a pro-rata basis for the portion of the year that they are provided with the service.

5.2.2. New Defined Route Collection Area

Council staff will consider all requests for a new Defined Route Collection Area outside of township areas. Additionally, Council staff will review the defined collection areas on an annual basis and may amend designated collection areas as deemed appropriate, with a long-term view to providing MGB services to the whole of the Council area, where possible.


If Council staff deems that a new Defined Route Collection Area should be added to Councils Waste Collection Services, then any such new Defined Route will be included within the Annual Business Plan and Budget and presented to Council for adoption, and following such, will be published on Council's website and have effect as of commencement of the next financial year. All affected properties within such a route will be notified upon Council determination of any new collection route.

Importantly, this is not an “opt-in/out” Service – it is the intention that where a property is situated on a defined waste collection route as resolved by Council, they will receive waste collection services unless Council determines it is not viable to service that particular property. Where it has been determined by Council staff that a particular property that is located within an existing waste collection route is unable to receive waste collection services pursuant to this clause, the Director of Environmental Services and/or Team Leader – Environmental Health and Compliance is authorised to make a decision to exclude that particular property from Council’s waste collection services.

5.2.3. New Defined Route Collection Area – Grace Period

Residents who have been notified that they will be included in a New Defined Route Collection Area may make a written request to Council within thirty (30) days of receiving such notice that they wish to be afforded a six (6) month grace period from inclusion onto the service. Upon receipt of a valid request, such residents shall receive their MGBs and be included onto the service six (6) months after the initial rollout in their area. The purpose of this is to allow residents who are locked into a contract for waste collection with an alternative service provider, to make alternative arrangements and see out their existing contract.

5.2.4. Emergency Collection Services

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In the event of market failure and the unavailability of alternative waste collection service providers, residents may request Council to provide emergency intervention by way of MGB services at their property. Where this occurs, residents will be charged a collection fee equal to the current annual MGB collection fee outlined in Council’s Annual Fees and Charges, on a pro-rata basis. Council will provide an invoice for payment for MGB services provided under this clause up until the end of the current financial year. Council may consider including the property in question and the surrounding area, in the defined collection areas within the next Annual Business Plan and Budget presented to Council for consideration, pursuant to clause 5.2.2 above.

5.2.5. Bin Replacement & Repair

All MGBs remain the property of the Council and shall remain with the premises at which it is located, should a change of occupancy or ownership occur.

Council recognises that all bins have a limited life and their condition will progressively deteriorate with normal use. Where a bin has either naturally reached the end of it’s life or been damaged beyond normal usability or been stolen, the following process will apply:

- Residents contact Council to request replacement or repair, which will be submitted to council’s collection contractor.
- One (1) bin replacement (from damage, lost or stolen bins) within five (5) years will be permitted free of charge.
- Damaged, lost or stolen bins will be repaired or replaced by Council contactor if demonstrated that the contractor was at fault.
- Any further bin replacements (within the same five (5) year period) will attract fees as outlined in Council’s annual fees and charges in relation to replacement MGBs.

5.3. Application for Exclusion

A property owner can apply for an exemption from a waste collection service where one or more of the following criteria relate to the residence:


- Vacant land; or
- Primary production without a dwelling; or
- The dwelling is demonstrated as unsuitable for human habitation.

Council may cancel this exemption for administrative purposes, or for change of contractual commitments. Council must advise the exemption holder in writing of the cancellation three months in advance.

5.4. Refusal of Service

The following examples will result in a refusal of MGB services:

- Contamination in either green waste or domestic recycling; or

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- Bins exceeding 70kg in weight; or
- If bins are unable or unsafe to access (as determined by the driver of the collection vehicle); or
- Bins which are not at the collection point by 6am on the day designated for collection.

Residents whose bins have been refused for collection will be marked with a sticker on the bin or a letter from Council's collection contractor. Residents whose bins have not been collected under this clause will not be collected until the next scheduled run of that service.

6. Kerbside Collection Charges

In accordance with Section 155 (1) (b) of the *Local Government Act 1999*, Council will raise a charge for these services, and will be shown on each year's rates notice as an annual service charge.

7. Additional Services

Should an additional collection service be requested (ie an additional bin), a request for any additional services will be considered by Council, and if approved, it will be charged at the direct multiple of that service.

8. Waste Transfer Stations


Council will continue to operate local waste transfer stations, offering drop-off facilities for residential waste and small quantities of commercial wastes; operating within EPA (Environment Protection Authority) licence conditions. Council will aim to reduce waste to landfill by offering infrastructure for segregation of the following waste streams on-site;

- Scrap metal;
- Plastics, glass, tin cans (co-mingled);
- Cardboard;
- Green waste (excluding food waste); and,
- E-waste.

Council will also encourage on-going segregation through the continuation of Council's cashless waste voucher system. Four (4) vouchers are issued annually each financial year. The vouchers entitle ratepayers to either drop-off segregated waste at no charge or mixed waste at a reduced rate.

9. e-Waste

Council will offer an e-waste drop-off facility at all waste transfer stations at no charge. Commercial quantities are not accepted, with businesses directed to dispose of at their cost. Council has an agreement with the City of Mount Gambier, whereby Council pays

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a fee per kilo for e-waste taken across the weighbridge at its waste transfer station, which is then transported for recycling with City of Mount Gambier collected e-waste. This fee is made up of a transport component and a comparative recycling cost per kilo to that of what the City of Mount Gambier are charged.

10. Responsibilities

It is the responsibility of the Team Leader – Environmental Health & Compliance and/or Director of Environmental Services to ensure the requirements of this Policy are met.

11. References / Other Documents

Local Government Act 1999
South Australian Public Health Act 2011
South Australian Public Health (General) Regulations 2013
Local Nuisance and Litter Control Act 2016
Environment Protection Act 1993

12. Review

This Policy shall be reviewed by the District Council of Grant at a minimum, once within every four (4) year Council term (or on significant change to legislation or other matters which could affect this Policy).

Action	Date	Minute Reference
Adopted by Council	8 April 2015	15046.5
Amended	6 July 2015	15085.1
Amended	3 June 2019	19073.5
Minor amendment	13 August 2019	CEO
Minor formatting amendment	4 May 2020	Governance Officer
Amended	21 August 2023	23173
Amended	18 March 2024	24051
Amended	15 April 2024	24083