



Waste Management and Resource Recovery Services Policy

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1. PURPOSE

- To state Golden Plains Shire Council's intention to improve the management and delivery of waste services for the community.
- To work with the community and businesses to cost-effectively protect and enhance the municipality's environmental and social attributes through the reduction, recovery, and improved management of waste resources.
- To provide well executed and cost-effective best practice waste management services to the community using a 'user pays' and 'best value' approach.
- To ensure that all waste management services to the community are financially sustainable.
- To ensure waste and resource recovery activities are aligned with the Victorian Government's Circular economy plan: Recycling Victoria.



2. SCOPE

- 2.1 The Waste Management and Resource Recovery Services Policy (Policy) applies to the delivery of waste services by Golden Plains Shire Council, including kerbside collection services, public bins, and resource recovery services.

3. POLICY STATEMENT

a) Waste Minimisation

Council will promote the waste minimisation hierarchy of 'Avoid, Reduce, Reuse, Recycle, Recover Energy and Safe Disposal', working to promote avoidance and reduction of waste and higher forms of resource recovery where practicable.

b) Cost-effectiveness and Best Value

In keeping with Council's Waste and Resource Recovery Policy, Council will promote waste management and resource recovery options that are cost-effective, enhance prosperity and are financially sustainable. Council will work to minimise future costs of waste management by promoting innovation, efficiency, and competition.

c) Access to Services

Council will create appropriate opportunities for the community and businesses to reduce, recover and/or safely dispose of waste. These will be provided by kerbside collection services and/or transfer station drop-off services, together with the provision of information about waste reduction and the correct use of waste and resource recovery systems within the municipality.

d) Equity

Council will price waste disposal and resource recovery services to reflect the full

costs and benefits of the services, with appropriate charging for services at point of disposal and through Council rates notices.

Council recognises that the costs of kerbside collections may vary significantly between low density rural settlements and larger urban settlements. Council will apply a universal waste management charge across the whole municipality to provide equity in service and pricing.

e) Triple Bottom Line Accounting/Reporting

Council will consider the performance of resource recovery and waste disposal activities against financial, social, and environmental 'bottom lines' and seek to optimise and improve performance against each of these.

f) Innovation

Council will continue to investigate the latest innovations in waste management, mindful of its obligations to the community and to the environment.

g) Continuous Improvement

Council will collect appropriate statistics and annually review progress against its objective of waste minimisation and resource recovery. Each review will consider whether objectives are being met and whether any new actions/initiatives should be implemented.

h) Community Engagement and Communications

Council will provide the community with opportunities to contribute to the development of its waste strategy and ensure that the objectives, actions, and deliverables of the strategy are widely communicated and understood.

Key Policy and Council Deliverables

a) Kerbside Services

Council will continue to deliver kerbside garbage and recyclables collection services to all existing and new residential properties (households) throughout the whole of the municipality on a compulsory basis.

Council will also continue to provide the kerbside garbage and recyclables collection services to commercial and industrial properties on a voluntary basis.

Kerbside collection services will not be provided to vacant land.

b) Standard Services

From 1 July 2015 the standard kerbside collection services will be as follows:

- Garbage – fortnightly collections utilising 240 litre mobile bins (green bin with maroon lid)
- Recyclables – weekly collections utilising 240 litre mobile bins (green bin with yellow lid)

c) Historical Provision and Ownership of Bins

During the period prior to 1 July 2015 residents were required to meet the costs of their garbage bins and the recycling bins were provided (and delivered) by Council.

From 1 July 2015 to 31/01/2023 all property owners who required new bins were required to meet the costs of having new garbage and recycling bins provided by Council.

d) Current provision and ownership of bins

From 01/02/2023, Council will provide and deliver new and replacement garbage and recycling bins. Bin purchase by the property owner / occupier will not be required.

From 01/02/2023, all bins purchased by Council and provided to property owners / occupiers remain the property of Council.

Residents must not take bins with them if they move properties, as the bins are registered to the property address.

e) Additional Services/Collections

Householders will be permitted to have access to one (1) additional garbage bin and/or one (1) additional recycling bin, subject to the payment of an additional service fee.

Non-residential properties (i.e. commercial, industrial or farms) are also able to utilise additional garbage and/or recycling bins (no limits), subject to the payment of an additional service fee for each additional bin.

In relation to additional bins, property owners / occupiers 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. They can only cancel their additional service again by writing to Council, whereby Council will remove the additional bin from the property.

f) Access to Services/Collections

(i) Residential Properties

Newly constructed residences will only have access to the services following the receipt of a Certificate of Occupancy for the dwelling.

In the case where a property dwelling is demolished, service won't be provided to the property, until a certificate of occupancy has been issued for the new dwelling. Pro rata waste charges will apply.

(ii) Commercial, Industrial and Farm Properties

Commercial, Industrial and Farm properties may have voluntary access to the kerbside garbage and recyclables collection services as long as the waste produced is comparable to household waste. There is no limit to the numbers of garbage and/or recycling bins placed out for collection. Application for a waste service as well as additional bins request will be subject to approval by Council officers.

Commercial, Industrial and Farm property owners who have opted voluntarily to receive any service can only "opt out" again by writing to Council.

g) Exemptions from the Kerbside Collection Services

Residential properties can only be exempted from receiving (and paying for) the kerbside collection services if the collection vehicles are not able to gain access to the roadway adjacent to the property driveway.

h) Occupational Health and Safety

For occupational health and safety (OH&S) reasons, bins found to be overfull will not be emptied. Overfull and/or overladen bins can cause waste/recycling to dislodge and injure pedestrians or damage the collection vehicles and potentially injure the contractor's staff.

Any bins that are too heavy for the mechanical arm to lift will be left uncollected and stickered accordingly by the contractor. The contractor will not return to empty any bins that have only partially emptied due to overfilling of the bin by the user.

i) New Bins

All new bins must be provided by Council to ensure consistency of performance, style and colour. Bins that have been sourced elsewhere may not be serviced by the contractor at the discretion of Council officers.

j) Bin Repairs

Council will replace broken lids, wheels, axles and pins on garbage and recycling bins free of charge to property owners / occupiers.

It is the responsibility of property owners / occupiers to ensure that all bins are kept in good condition and sanitised.

k) Replacement Bins

Bins damaged through fair wear and tear, which have been vandalised or become lost or damaged by the collection contractor, will be replaced by Council free of charge. The new bin will then remain Council property.

Ratepayers may report these issues through Council's Customer Experience Officers.

If a bin is missing or damaged, other than by any fault of the Council or its contractor, the resident is liable for all costs to repair or replace the bin. If the bin has been stolen, is missing, vandalised or damaged through no fault of the resident, residents may request a new Council bin free of charge. In this circumstance, Council may ask the resident to provide a statutory declaration and investigate the claim before providing a replacement bin to the resident at Council's cost. Council may at its discretion provide a replacement bin free charge.

Replacement bins may be either new or repaired and Council oversees the management of all repairs or replacements of bins.

It is the responsibility of the property owner to notify Council of stolen or missing bins as soon as possible.

It is the responsibility of the property owner to check the waste charge and additional services on the rates notice. Council will not refund annual waste management charges for non-service due to bins being stolen or missing.

l) Recreation Reserves, Halls and Community Facilities

Council provides free garbage and recyclables collection services to Committees of Management for recreation reserves and halls and to community facilities that are owned and / or managed by Council or by a local committee.

These services and supply of the bins are funded by the waste management charge and, whilst there is generally no limit on the numbers of bins being placed out for collection, Council expects the Committees to proactively manage and promote waste minimisation, resulting in reduced numbers of garbage bins being serviced by the collection contractors and more use of public place recycling bins.

Council reserves the right to cap the number of bins and services received by Committees of Management at Council's discretion.

The only exceptions to the above will be those facilities that are required to meet their own waste management costs under their respective leases, licences, or management contracts.

m) Litter, Dumping and Public Place Recycling

In order to protect and improve the local environment, Council encourages residents and visitors to help keep the Shire clean by disposing of all litter, waste, and rubbish thoughtfully. Council has the authority to issue infringement notices and enforce fines for offences under Council by-laws and under the Litter Act to ensure the

environmental health of the municipality. Council provides public place litter bins in high traffic areas.

Council will develop strategies to reduce and improve the management of litter and illegal dumping. Options for the expansion of public place litter and recycling systems will be considered on an on-going basis.

n) Missed Bins

The contractor's vehicles will all be fitted with video surveillance and global positioning equipment that is primarily to be used for service enhancement and monitoring, and to assist with development of community education and information programs. However, this equipment also has the capacity to enable the contractor and Council to establish whether any bins were not placed out for collection at the time the contractor's vehicle arrived at the property. Council may at its discretion direct the contractor not to return to collect missed bins in circumstances where the bins are regularly not available for collection at the appropriate time.

o) Contamination

Kerbside collection may be refused if contaminated or prohibited waste is placed out for collection.

Council will continue to direct resources into community education and awareness programs in its efforts to reduce contamination of the recyclables waste stream.

p) Waste Management Charge and Fees

The schedule of waste management fees and charges will be based on full cost recovery – i.e. user pays.

(i) Waste Management Charge

Every property (residential and non-residential) that receives a kerbside collection service is required to pay a municipal waste management charge annually. This municipal waste charge is recalculated annually to ensure equity and full cost recovery.

(ii) Additional Garbage Service Fees

Householders wishing to utilise two (2) 240 litre mobile bins for the fortnightly garbage collection service will be required to pay:

- (a) for the initial year: an additional garbage service fee calculated on a pro-rata basis based on the service commencement date
- (b) all future additional garbage annual service charges will be added to the properties rates.

Commercial and Industrial property owners wishing to utilise one or more additional garbage bin(s) will be required to pay:

- (a) for the initial year: an additional garbage service fee calculated on a pro-rata basis based on the service commencement date
- (b) all future additional garbage annual service charges will be added to the properties rates.

(iii) Additional Recycling Service Fees

Householders wishing to utilise two [2] 240 litre mobile bins for the weekly recyclables collection service will be required to pay the following additional fees:

- (a) for the initial year: an additional recycling service fee calculated on a pro-rata basis based on the service commencement date

- (b) all future additional recycling annual service charges will be added to the properties rates.

Commercial and Industrial property owners wishing to utilise one [1] or more additional recycling bin/s will be required to pay:

- (a) for the initial year: an additional recycling service fee calculated on a pro-rata basis based on the service commencement date
- (b) all future additional recycling annual service charges will be added to the properties rates.

q) Waste generated at Special Events:

Council will assess requests for supply of bins at community events. Organisers of the event will be responsible for any costs associated with the supply of bins for the event, including but not limited to costs for delivery and removal of bins, disposal of waste, and any liability or damage caused by or to bins. Council may, in its absolute discretion, may:

- Refuse to provide bins for a specific event;
- Subsidise or refuse to subsidise the cost of providing bins for a specific event;
- Limit the number of bins provided for any specific event; or
- Impose any other conditions on the provision of bins that Council considers appropriate or necessary.

r) Future Waste Management Initiatives

Council's waste minimisation and resource recovery objectives also require investigations to be carried out into the feasibility of a range of other service delivery initiatives, including:

- Introduction of Food Organics and Green Organics (FOGO) Service as well as Glass service as mandated by the *Circular Economy Act*.
- Transfer Station development

Each of the above (and other newly-identified initiatives) will be considered by Council as resources allow.

4. PROCEDURES

Contamination Control procedure to be developed.

5. RESPONSIBILITIES

5.1 Compliance, monitoring, and review

It is the responsibility of the Manager Environment and Open Spaces to:

- Maintain the Waste and Resource Recovery Services Policy and to establish a procedure for the management of processes which are covered by this policy.
- To ensure the policy aligns with the Circular Economy Act 2021, Victorian Government's Circular Economy Plan: A New Economy and Council's Waste and Resource Recovery Strategy.

5.2 Reporting

No additional reporting is required.

5.3 Records Management

Council must maintain all records relevant to administering this policy in accordance with the Public Records Act 1973.

6. DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
<i>Council</i>	<i>Golden Plains Shire Council</i>

7. RELATED LEGISLATION AND DOCUMENTS

7.1 Strategic Documents

Waste and Resource Recovery Strategy 2020-2030

Council Plan 2021-2025

Council Rating Strategy

7.2 Legislation

Golden Plains Shire Council Local Law No 1

Victorian Government policy: 'Recycling Victoria: New Economy' Circular Economy (Waste Reduction and Recycling) Act 2021

The Environment Protection Act (2017) Local Government Act 2020

8. HUMAN RIGHTS STATEMENT OF COMPATABILITY

8.1 It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act 2006 (Vic)

9. POLICY OWNER

9.1 The Manager Environment and Open Spaces is the owner of the policy.


9.2 The policy owner is the individual who is given the responsibility to review, edit and maintain this policy and associated procedure. The policy owner is also the point of contact for any questions regarding this policy.

10. FEEDBACK

10.1 You may provide feedback about this document by emailing:

enquiries@tplains.vic.gov.au

11. DOCUMENT INFORMATION

DOCUMENT TYPE:	Council Policy
DOCUMENT STATUS:	Approved
DOCUMENT OWNER POSITION:	Manager Environment and Open Spaces
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NOTES:	<p>Policy documents are amended from time to time; therefore you should not rely on a printed copy being the current version. Please consult Council's Policy page on the Golden Plains Shire Council website to ensure that the version you are using is up to date. Available at:</p> <p>https://www.goldenplains.vic.gov.au/residents/my-council/about-council/council-policies</p>