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WASTE MANAGEMENT POLICY

Policy No: **DCSB-EM-05.02**	Approved on: **15 April 2025**	Administered by: **General Manager of Prosperity**
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Classification: **Environmental Management**		
Strategic Plan link: **Outcome 4.4** Best practice integrated waste management		
References and related Policies, Procedures and Forms: EPA Act and Guidelines, Environmental Protection Policy, Environmental Management of Landfill Facilities (Municipal Solid Waste and Commercial and Industrial General Waste), January 2007. EPA Licenses; Streaky Bay (2108), Cungena (2105), Wirrulla (2106), Poochera (2110), Haslam (2111) and Sceale Bay (2169). District Council of Streaky Bay Waste Management Strategy 2015-2018 District Council of Streaky Bay Waste Management Contract DCSB FM 07.01 Rating Policy DCSB CR 02.01 Customer Complaints Policy		

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1. Definitions

Composting Works A depot, facility or works for the treatment of organic waste or matter for the production of compost.

Domestic Waste Waste produced in the course of a domestic activity.

Hazardous Waste Listed waste possessing a hazardous characteristic described in the National Environment Protection (Movement of Controlled Waste Between States and Territories) Measure.

Landfill Depot A depot, facility or works for the disposal of waste to land.

Liquid Waste Waste classified as liquid waste in accordance with the EPA guideline *Liquid Waste Classification Test* (September 2003).

Listed Waste A substance or thing specified in Part B of Schedule 1 of the Environment Protection Act 1993.

Material Recovery Facility (MRF) A depot, facility or works for the preliminary treatment of waste or other matter for resource recovery.

Resource Recovery Activities that recover materials, energy or other resources from waste for beneficial reuse or recycling. This includes recycling, reuse and energy recovery. Derived from the Policy's definitions of waste management and waste recovery facilities.

Transfer Station A depot, facility or works for the reception and aggregation of waste streams prior to transport to another facility for sorting, resource recovery or disposal.

Waste Has the meaning assigned under the Environment Protection Act 1993 and generally includes any discarded, rejected, abandoned, unwanted or surplus matter, whether or not it has value.

Waste Management Includes all activities associated with the collection, storage, transport, treatment, resource recovery and disposal of waste, including resource recovery operations.

Waste Recovery Facility A facility with the meaning assigned in Schedule 1, Part A, Clause 3(1) of the *Environment Protection Act 1993*, being a facility that undertakes resource recovery activities.

Waste Reprocessing Facility A depot, facility or works specified under Schedule 1 Part A Clause 3(2) of the Environment Protection Act 1993, other than composting works.

Waste Transporter A person who collects or transports waste or other matter for fee or reward.

2. Objective

2.1. The objective of this Policy is to ensure that Council's practices, contractual and legislative requirements in the various aspects of handling, disposal and reduction of waste are undertaken in a consistent manner.

3. Waste Services Levy

3.1. In accordance with Councils Rating Policy DCSB FM 07.01 and Pursuant to Section 155 of the *Local Government Act 1999* and in accordance with Regulation 12(4)(b) of the *Local Government (General) Regulations 2013*, Council applies a Waste Management Levy refer to Policy for detail.

3.2. Waste Management Levies will not be applied to properties that do not have the relevant Development Approval under the Planning, Development and Infrastructure Act 2016.

4. Kerbside Collection Stickers

4.1. To assist Council staff to identify properties that the waste services levy has been applied to, Council will issue a sticker to each property for the number of levies which have been applied.

4.2. The sticker must be applied to the front of the bin and be clearly visible to truck driver from the road.

4.3. If stickers are lost or damaged, residents must contact Council and complete a form to apply for a replacement sticker. Replacement stickers shall be authorised by the General Manager – Business.

4.4. Bins that do not have the correct stickers **will not be collected**.

5. Residential Kerbside Collection Service

5.1. Resident Obligations

Kerbside collection shall be undertaken using 140L mobile garbage bins.

Bins must be placed at the front of the resident's property, residents should not be placing bins in front of neighbours property or alternative locations that are not the residents property.

Residents must make reasonable efforts to ensure that the bin is located in a place that it can be collected (e.g. not in behind cars, close to stobie poles, or under trees). Bins that are placed in these locations may not be collected.

5.2. Collection Times and Days

Collection for residents is on a weekly basis. Collection will be undertaken by Council. Collection will not commence before 6.00am on the morning of collection.

Residents must ensure that their bins are out before 6.00am the morning of collection, Council does not guarantee a consistent bin pick up time week to week.

Collection times shall be determined by operational requirements, and a minimum of one weeks' notice shall be given to any proposed changes.

5.3. Collection Area (Streaky Bay)

The area for kerbside collection is within the general boundaries of the Streaky Bay Township including; Little Islands Road, Mabie Road, James Court, Frederick Drive, Jessie Flat Road (Mudge Terrace to Danis Property), Reston Park Road, Simounds Road, Aitchison Road, Alcanabie Road, Drevers Road, Mt Maria Drive, Pipeline Road, Woodlawn Road, Alec Baldock Road, AB Smith Road, Anastasia Avenue, Loveshack Route, Kennedy Road, Vida May Way, Wheaton Drive, Back Beach

Road (to Back Beach Homestead), Mudge Road, Anderson Road, Cape Bauer Road (Anderson Road to Stanley Williams Drive), Cape Bauer Drive (Stanley Williams Drive to end of Rural Living Allotments), Stanley Williams Drive.

5.4. Collection Area (Eba Anchorage, Perlubie)

The residents of Eba Anchorage and Perlubie Landing residing on the Eba Anchorage Access Road, Beorn Drive, Deor Way, Leah Place. Woolamai Way, Seaview Road, Falie Drive, Lucy Way, Meeinderry Drive, Ferret Place, and Wharff Drive shall be included in the collection area.

5.5. Collection Area (Sceale Bay, Yanerbie, Fisherman's Paradise, Baird Bay)

Collection for residents of Sceale Bay (Calca Road from Sceale Bay Road turnoff, East Terrace, Short Street, Main Street, Sceales Street, South Terrace, West Terrace, Dunn Drive, Calca Street, The Parade), Yanerbie (Yanerbie Road) and Fisherman's Paradise (Reef Road, Whytwater Drive and Claybor Road),Westall Way Loop, Calca Road from Sceale Bay to Baird Bay Road, Baird Bay Road from Calca Road to Baird Bay and Baird Bay township.

5.6. Collection Area (Wirrulla, Haslam, Poochera)

Collection for residents of Wirrulla (Pimby Road, Railway Terrace, Davis Terrace, Hay Terrace, Walker Terrace, Glades Street, Dewar Street, Dickinson Street, Arnold Terrace, Gawler Ranges Road (to Sports Oval), Fairway Road, Pearsons Road (to Landfill), Haslam (Haslam Highway, North Terrace, East Terrace, Main Street, West Terrace, South Terrace, Thompson Street, Cross Street), Poochera (West Terrace, Barnes Street, Main Street, East Terrace, North Terrace, Kent Street, Penna Street, Horgan Road, Francey Road (to landfill), Oval Road (to Sports Complex).

5.7. Properties along Collection Route

Properties located along the collection route will be charged for a collection (such as Flinders Highway to Cungena).

Bins located on this route must be placed on the side of the road in the direction of travel.

5.8. Properties Outside of Collection Area and Collection Route

Properties not located on the collection route and are outside the collection area may negotiate with Council to have their bin located on the route to be collected and the applicable levy applied.

Bins located on this route must be placed on the side of the road in the direction of travel.

5.9. Emergency Route Changes

There may be times where in an emergency it may not be possible to notify all residents and all practicable attempts will be made.

5.10. Resident Non-Compliance

Bins that are deemed unsafe to lift will not be collected.

If bins are in the incorrect location, unable to be accessed by the truck or deemed unsafe to access the bins will not be collected.

Bins that contain or are suspected to contain hazardous or items that are not for kerbside collection will not be collected.

If a bin is overfilled, obstructed, does not display the approved sticker identifying payment of waste services levy or some other non-compliance in the first instance the bin will be collected, and a notice of non-compliance placed on the bin.

If the same bin continues to be non-compliant after the initial collection the bin may not be collected.

If waste (e.g bagged rubbish) is left on top of a bin the bin will not be collected, and a notice of non-compliance placed on the bin.

If waste is left on the ground alongside the bin, that waste will not be collected. If the waste left on the ground impedes the ability to safely lift and replace the bin, the bin will not be collected, and a notice of non-compliance placed on the bin.

If the bin is deemed overweight the bin will not be collected, and a notice of non-compliance will be placed on the bin.

If the bin is found to have lithium-ion batteries or other such hazardous substance/item within the bin, the bin will not be collected, and a notice of non-compliance will be placed on the bin.

4.11 Additional Services (140L Mobile Garbage Bins)

Properties that require the collection of waste more than the allowance, this service must be negotiated directly with Council and applicants are required to complete the additional bin request form DCSB-07 Form 26.

All additional 140L bins and will ONLY be collected on the same day as the applicants normal residential collection day. Bins will not be collected on alternative days. (e.g. a resident with an additional bin in Streaky Bay will only get their additional bin collected on Wednesday with their regular bin collection).

Residential properties shall be capped at 2 bins per property, businesses may be eligible for multiple 140L bins.

The General Manager, Business shall authorise, via a written agreement, all additional bin collections and applicants agree that the service will be subject to an extra charge and applied as per the Rating Policy.

6. Business Kerbside Collection - 240L Mobile Garbage Bin

Only those businesses with an ABN shall be eligible for an additional 240L bin collection. There may be those businesses that wish to utilise a 240L rather than the 140L bin and the following conditions shall apply.

6.1. Application for 240L Bin Pick Up

Businesses located within the collection areas listed above and are rated for a standard 140L Mobile Garbage Bin waste collection service per property the same as residential.

Businesses wishing to access the additional services of a 240L Bin Pickup, are required to complete the additional bin request form.

New business applications are required to supply their own 240L mobile garbage bin.

6.2. Authorisation for Service

The General Manager, Prosperity shall authorise all additional 240L bin collections and applicants agree via a signed written agreement that the service will be subject to fees and charges and then fees and charges applied as per the relevant fees and charges.

6.3. Collection Days

Business Collections will only be undertaken on days that align with the Public Street Bin or Residential Collection Days for the applicable township.

“Special” or specific day collections will not be undertaken to ensure that operational efficiencies are maintained.

An uplift may be provided during the peak summer period however this will be at the discretion of the General Manager, Prosperity to ensure that operational efficiencies are maintained.

6.4. Fees and Charges 240L Bin Pick Up

All additional services will be charged using the methodology of $ per bin per pick up plus the cost of disposal, being the equivalent of that charged at the transfer station.

All business services will be invoiced upfront for 52 weeks of the year up front (for up to 5 bins), and this includes 1 pickup per week.

Any additional pickups (above the upfront invoiced allowance) that is accumulated throughout the year will be charged quarterly as per the fees and charges at that time for a 240L bin pick up and based on the number of pickups.

7. Community, Sporting and Not-For-Profit Organisations Collection

7.1. Community Groups with properties located within the collection areas listed above are rated for a standard 140L waste collection service per property, and in accordance with their lease agreements.

7.2. Groups wishing to utilise additional bin collection service are subject to the terms and conditions of the relevant Business bin collection fees and charges.

8. Mobile Bin Ownership and Maintenance

8.1. Maintenance and Repairs (Owner Supplied Bin) – 140L Bin

Anyone receiving a service must supply their own 140L mobile garbage bin and shall be responsible for all maintenance, repairs, and replacement relating to that bin unless it can be proven that the damage is a direct result of the collection service, in which instance the Council shall replace the bin.

8.2. Maintenance and Repairs (Owner Supplied Bin) – 240L Bin

Those that have purchased their own 240L bins any repairs, maintenance, and replacement are at their cost, unless it can be proven that the damage is a direct result of the collection service, in which instance the Council shall replace the bin.

9. Cungena Landfill Management Services

9.1. Management Services

Cungena Landfill management services will be provided in accordance with the documents outlined in Appendix 1.

9.2. Landfill Supervision

At all times when the Landfill is open it will be attended by the Contractor or Council Employees duly authorised to operate/open the facility.

9.3. Licencing

The Cungena Landfill site must operate in accordance with the EPA license for that site.

8.4 Scavenging / Taking of Items from the Cungena Landfill

The scavenging or taking of items that have been disposed of at the Cungena Landfill is not permitted by ratepayers, residents, or Council Staff. This includes items such as timber, pallets, mattresses, and other goods.

The undertaking of scavenging at this site poses a Work Health Safety Risk to contractors operating on site, the general public undertaking the activity and identified within the relevant risk assessment.

10. Streaky Bay Waste Transfer Station

10.1. Operational Requirements

Transfer Station management services will be provided in accordance with the documents outlined in Appendix 1.

At all times when the transfer station is open, it will be attended by a Council employee duly authorised to operate the facility.

10.2. Licencing

The Transfer Station must operate in accordance with the EPA licence.

10.3. Maximum Loads

The transfer station will accept large loads at the discretion of the General Manager - Prosperity, all larger loads and bulk waste shall be delivered to the Cungena Landfill Site (unless authorised by the General Manager – Prosperity).

10.4. Load Sorting

All loads must be appropriately sorted, charges will apply accordingly to unsorted loads.

Transfer Station staff are not required to assist customers to sort and/or unload their waste unless prior arrangement has been authorised.

Transfer Station staff have the right to refuse loads that they deem unsafe, suspect hazardous substances or unable to be sorted appropriately at the site.

If Transfer Station staff identify that a customer has deliberately contaminated a waste stream, disposed of hazardous waste, or other such item, then Council may refuse them access to the facility.

10.5. Accepted and Not Accepted Waste

10.5.1. Licence

The Transfer Station has a licence that stipulates what goods and waste streams can and can't be accepted at the site, in addition to this Council can make site-based decisions on waste streams that are not prohibited.

10.5.2. Gas Bottles

Gas bottles (of any size) are not received at the Streaky Bay Transfer Station.

10.5.3. Dangerous Goods

In accordance with the site licence dangerous goods (including firearms or ammunition) sited in loads will result in the entire load being rejected and the customer must take the load off site and dispose of the dangerous goods appropriately before returning to site.

9.5.4 Solar Panels

Solar Panels are not accepted at the Transfer Station.

9.5.5 Lithium Ion Batteries

Lithium Ion Batteries are not accepted at the Transfer Station, a list of places batteries are accepted are provided on Council's website.

10.6. Scavenging / Taking of Items from the Transfer Station

10.6.1. Position on Scavenging

- This section aims to ensure the safety of customers, staff and the public by prohibiting unauthorised scavenging activities at Council-operated transfer stations, and to establish a controlled process for the retrieval of reusable items.
- Council strictly prohibits the unauthorised scavenging of items at the Transfer Station

- Scavenging is defined as; climbing on or entering stockpiles, bins or waste storage areas; moving disturbing or removing materials from stockpiles without authorisation, and accessing waste areas outside of designated public zones
- These activities pose a significant safety risk to members of the public, with the potential of injury from unstable stockpiles, unknown hazards or wastes, etc.
- All materials received at the transfer station remain under the control of Council once deposited.

10.6.2. Controlled Retrieval of Items

- Requests to retrieve or access items must be notified to the Transfer Station Staff prior to accessing
- Items located where customers are not required to climb on or significantly enter into the waste stream stockpiles may be retrieved
- Customers must not access (climb on or in) stockpiles under any circumstances

10.6.3. Customer Acknowledgement and Waiver

- Customers retrieving items must sign a waiver prior to collection
- The waiver will acknowledge that items are taken at the customer's own risk, no guarantee is provided as to the condition, safety, or suitability of the items

10.6.4. Enforcement

- Any person found scavenging or attempting to access stockpiles without authorisation will be directed to cease immediately
- Continued non compliance may result in; refusal of service, removal from site, or permanent bans.

10.6.5. Fees and Charges

- All items will be subject to fees and charges as determined in the Council Fees and Charges set annually

10.7. Sale of Mulch / Wood Chips

Council prioritises for its own use suitable mulch and/or wood chips. However, from time to time Council may have surplus to requirements amounts of shredded green waste or timber.

To determine operational requirements and if a surplus is present the General Manager, Prosperity shall consult with the General Manager, Infrastructure on internal need.

The General Manager, Prosperity may then be delegated to “Give Away” surplus mulch to residents located within the District Council of Streaky Bay and loads shall be restricted to one just above water level 6x4 trailer per resident.

Contractors and/or landscapers wishing to procure larger quantities in which they will be on charging to customers will be charged as per Council’s Fees and Charges (set annually).

Contractors and residents will be required to complete a customer acknowledgement and waiver form.

Transfer Station staff shall keep a record of whom and quantities of material purchased.

It shall be at the discretion of the General Manager, Prosperity how and when collections occur based on operational requirements.

11. Streaky Bay, Haslam, Wirrulla and Poochera Landfill Management

In accordance with Environment Protection Authority Licence Conditions, existing landfills at the above-mentioned sites have closed and ceased receiving waste effective 29 September 2014.

12. Container Deposit Scheme (CDS) Streaky Bay

12.1. Licence

The Transfer Station has a licence specifically for the CDS and the operations shall be conducted in accordance with this Policy.

12.2. Sorting

Customers shall be responsible for ensuring that all containers are appropriately sorted.

All straws and lids must be removed from containers prior to deposit.

Transfer Station staff shall not be responsible for sorting of containers. Smaller deposits may be sorted at the discretion of the Transfer Station staff and shall be dependent on staff availability, number of customers awaiting service at the time and number of containers to be deposited.

12.3. Bulk Loads

The Transfer Station staff shall have discretion to refuse service for deposits that are large/bulky in nature and not sorted.

12.4. Load Contamination

All container deposits must be free of waste (rubbish) and other contaminants.

The transfer station staff shall not be responsible for removal of waste or contaminants from deposits.

The Transfer Station staff shall have discretion to refuse service for deposits that are contaminated.

12.5. Leaving of Deposits for Later Counting (not sorting)

Customers may leave their deposits (particularly during busy periods) for staff to count at a later time and payments shall be made either via EFT or upon collection by the customer following counting.

13. Waste Management (Including CDS) Fees, Charges & Concessions

13.1. Fees and Charges

These shall be determined on an annual basis as part of the Annual Business Plan

13.2. Concessions

No concessions shall apply.

13.3. Waiving of Fees and Charges

Any persons wishing to have a reduction or waiving of fees and charges (landfill and/or transfer station) must apply in writing, such request shall be considered by Council's Chief Executive Officer under delegation.

Waste Services Levy shall be in accordance with the Council's Rating Policy.

13.4. Multi Pass Cards

Multiple Pass Cards are available for purchase at the Council Office.

Any discounts applied shall be determined as part of the Annual Business Plan Process.

13.5. Non Collection of 240L Bin or Transfer Station Refusal due to non payment of Fees

Council reserves the right to discontinue 240L additional or business bin collection due to non payment of fees.

Correspondence shall be provided at the 60 day mark providing a reminder to customers that amounts are due and that bin collection may be discontinued should it not be paid with the next 30 days and provide the option to enter into a written and agreed payment plan.

At the 90 day provision Council will discontinue the collection of the 240L bin service until the 90 day arrears amount is paid.

The same process shall apply for access to the transfer station due to non payment of disposal fees.

14. Hard Waste Drop Off Week

Hard waste drop off weeks shall be undertaken at least once per year.

The drop off week will be free of charge (unless otherwise determined in the Annual Business Plan), the *Maximum Amount* allowed per household shall be one cubic metre (equivalent to a 6x4 trailer filled to the level of normal height sides).

The following items may be disposed of during hard waste drop off;

- Fridges Degassed
- Household white goods (washing machines, stoves, all doors/shelves removed)
- Household furniture (cupboards, chairs, beds, drawers/shelves removed, beds dismantled)
- Scrap Metal (limited to 1.5m in length)
- Scrap Timber (limited to 1.5m in length)
- Electrical appliances (computers, TV's, etc)
- Carpets, etc (rolled up and maximum 1.5m in length and 30cm in width)
- General Household materials (doors, kitchen sinks)
- Hot Water Services (250Lt)

The following items are not permitted for disposal;

- Commercial waste (Commercial and Industrial Waste)
- Concrete, bricks, rock, dirt, sand (Commercial and Demolition Waste)
- Gas Bottles, Batteries, Asbestos
- Ammunition/Explosives
- Car bodies, car parts, tyres
- Green Organics/Green Waste
- General Household waste
- Lithium Ion Batteries
- Solar Panels

15. Cash Handling

All cash handling shall be undertaken in accordance with Council's Cash Handling Policy.

16. Site Security

Council has installed security measures (including CCTV Cameras) and this is in accordance with Council's Surveillance Policy.

17. Complaints Handling

All complaints relating to waste management must be dealt with according to Council's Complaint Handling Policy and any conditions outlined in the Waste Management Services Contract.

18. Delegations

- New Bin Sticker Issue – General Manager, Business
- Additional Service Provision – General Manager, Prosperity/Business
- 240L Bin Provision – General Manager, Prosperity
- Fee Waiver – Chief Executive Officer

19. Policy Review

This policy will be reviewed on an annual basis. The review period to be the prior to the month of February of each year to align itself with the review of Council's Waste Management Strategy and the annual review of the Annual Business Plan, and any such changes may be reflected in this document and those documents referred to above.

20. Document History

VERSION	DATE ADOPTED	RESOLUTION NUMBER
V1.0	23 July 2009	Agenda item 11.3.3
V2.0	18 Feb 2010	49/10
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