

## WASTE MANAGEMENT POLICY

Policy No: <b>DCSB-EM-05.02</b>	Approved on: <b>20 February 2024</b>	Administered by: <b>General Manager of Prosperity</b>
Last Reviewed: <b>14 February 2024</b>	Review Date <b>14 February 2025</b>	Record No: <b>419894</b>
Classification: <b>Environmental Management</b>		
<b>Strategic Plan link:</b> <b>Outcome 4.4</b> Best practice integrated waste management		
<b>References and related Policies, Procedures and Forms:</b> 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		

## Contents

1. Objective.....	3
2. Waste Services Levy .....	3
3. Kerbside Collection Stickers .....	3
4. Residential Kerbside Collection Service.....	3
5. Business/Residential Kerbside Collection (240l Bin) .....	5
6. Community, Sporting And Not For Profit Organisations Collection .....	5
7. Mobile Bin Ownership And Maintenance.....	5
8. Cungena Landfill Management Services.....	6
9. Streaky Bay Waste Transfer Station .....	6
10. Streaky Bay, Haslam, Wirrulla, And Poochera Landfill Management.....	7
11. Container Deposit Scheme (CDS) Streaky Bay.....	7
12. Waste Management (Including CDS) Fees, Charges & Concessions .....	7
13. Hard Waste Drop Off Week.....	8
14. Cash Handling .....	8
15. Site Security.....	8
16. Complaints Handling .....	8
17. Delegations .....	8
18. Policy Review .....	9
19. Document History .....	9

## 1. Objective

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.

## 2. Waste Services Levy

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. Kerbside Collection Stickers

To assist staff and the Council contractor 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 in which have been applied.

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

The waste management contractor shall not collect bins that do not have a sticker.

## 4. Residential Kerbside Collection Service

### 1.1. Resident Obligations

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

### 1.2. Collection Times and Days

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

- Perlubie, Eba Anchorage, Haslam, Wirrulla Tuesday
- Streaky Bay and Surrounds Wednesday
- Sceale Bay, Yanerbie, Fishermans Paradise, Baird Bay, Poochera Thursday

### 1.3. 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, Kelsh Road, Jessie Flat Road (Mudge Terrace to Danis Property), Lucas Road, 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 Anderson Road), 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.

### 1.4. 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.

### **1.5. Collection Area (Sceale Bay, Yanerbie, Fishermans 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 Fishermans Paradise (Reef Road, Whytwater Drive and Claybor Road), Calca Road from Sceale Bay to Baird Bay Road, Baird Bay Road from Calca Road to Baird Bay and Baird Bay township.

### **1.6. 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).

### **1.7. 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.

### **1.8. Properties Outside of Collection Area and Collection Route**

Properties not located on the collection route and are outside the collection area may negotiate with the contractor a rate agreed by the contractor and the resident to have their waste collected.

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

### **1.9. Changes to Collection Times and Areas**

Any changes to collection times and areas must be agreed in writing between the Contractor and the Council as per the relevant Waste Services Contract.

For changes to routes made as part of a contractual change and/or Council resolution, residents must be notified both in writing and an advertisement placed in the criterion, website, and social media at least one week prior to the changes taking place.

#### **Emergency 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.

### **1.10. Resident Non-Compliance**

The contractor will not collect a bin that is deemed unsafe to lift.

The contractor will not collect a bin that is deemed unsafe to collect (E.g., contains hazardous substances).

If a bin is overfilled, obstructed 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 contractor may not collect that bin.

### **1.11. Additional Residential Services (140L Bins)**

If a resident requires 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

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

All additional bin services must be provided in writing to the Contractor to advise of these additional services as per the relevant Waste Services Contract.

## 5. Business/Residential Kerbside Collection (240L Bin)

### 1.12. Application for 240L Bin Pick Up

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

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

### 1.13. Authorisation for Service

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

### 1.14. Contractor Notification

All additional bin services must be provided in writing to the Contractor to advise of these additional services as per the relevant Waste Services Contract.

### 1.15. Fees and Charges 240L Bin Pick Up

All additional services will be invoiced for 52 weeks of the year up front, and this includes 1 pickup per week. Any additional pickups (above the 1 per week) 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.

## 6. Community, Sporting and Not For Profit Organisations Collection

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.

Groups wishing to utilise this service are subject to the terms and conditions of a the relevant 140L or 240L bin collection fees and charges.

## 7. Mobile Bin Ownership and Maintenance

### 1.16. 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 and repairs relating to that bin unless it can be proven that the damage is a direct result of the collection service, in which instance the Contractor shall replace the bin in accordance with the relevant Waste Services Contract.

### 1.17. Maintenance and Repairs (Council Owned Bin) – 240L Bin

Those Businesses/Residents and Community Groups utilising additional 240L Bin Collection services that have existing bins that were bins arranged through previous arrangements with the Contractor and do not own their bins, the repair and maintenance of these bins shall be the responsibility of the Council.

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

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

instance the Contractor shall replace the bin in accordance with the relevant Waste Services Contract.

## 8. Cungena Landfill Management Services

### 1.19. Management Services

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

### 1.20. 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.

### 1.21. Licencing

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

## 9. Streaky Bay Waste Transfer Station

### 1.22. 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 opened it will be attended by a Council employee duly authorised to operate the facility.

### 1.23. Licencing

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

### 1.24. Maximum Loads

The transfer station shall not accept loads greater than 3t, all larger loads and bulk waste shall be delivered to the Cungena Landfill Site (unless authorised by the General Manager – Prosperity).

### 1.25. 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 or unable to be sorted appropriately at the site.

### 1.26. Accepted Goods

#### 1.26.1. 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.

#### 1.26.2. Gas Bottles

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

#### 1.26.3. Dangerous Goods

In accordance with the site licence dangerous goods 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.

## 10. 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.

## 11. Container Deposit Scheme (CDS) Streaky Bay

### 1.27. Licence

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

### 1.28. 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.

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

### 1.29. 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.

### 1.30. Leaving of Deposits for Later Counting (not sorting)

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

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

### 1.31. Fees and Charges

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

### 1.32. Concessions

No concessions shall apply.

### 1.33. 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 rating policy.

#### **1.34. 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. 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)
- Mattresses (1 only)

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

### **14. Cash Handling**

All cash handling shall be undertaken in accordance with Councils Cash Handling Policy.

### **15. Site Security**

Council may elect to install security measures (including CCTV Cameras) and this shall be in accordance with the Council's Surveillance Policy.

### **16. 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

### **17. Delegations**

- New Bin Sticker Issue – General Manager, Business

*Electronic version on the Intranet is the controlled version. Printed copies considered uncontrolled.  
Before using a printed copy, verify it is the current version.*



- Additional Service Provision – General Manager, Prosperity/Business
- Fee Waiver – Chief Executive Officer

## 18. 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.

## 19. Document History

VERSION	DATE ADOPTED	RESOLUTION NUMBER
V1.0	23 July 2009	Agenda item 11.3.3
V2.0	18 Feb 2010	49/10
V3.0	16 Dec 2010	499/10
V4.0	20 Dec 2012	248/12
V4.1	17 July 2014	114/14
V4.2	11 Sept 2014	
V4.3	27 Aug 2015	187/15
V4.4	18 Feb 2016	22/16
V5.0	21 Dec 2017	366/17
V6.0	20 February 2024	038/24