



CITY OF VINCENT

WASTE MANAGEMENT

POLICY NO. 2.2.11

(Adopted at the Ordinary Meeting of Council held on 22 September 1997)

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WASTE MANAGEMENT

OBJECTIVES

To provide:

- An economical and efficient waste collection service for all householders/ratepayers within the City.
- An economical and efficient waste collection service for commercial properties within the City requiring such a service.
- A comprehensive, economical and efficient bulk waste collection service for all households within the City.
- An economical and efficient waste collection service to each rateable multi unit residential property within the City.
- A service for the collection of designated recyclable materials from households, multi residential units and commercial properties who require such a service as part of the City's commitment to protecting the environment.

POLICY STATEMENT

1. Residential Household Service - Mobile Garbage MGB (MGB)

- 1.1 The City provides a weekly waste collection service to all residential properties in the City. A mobile garbage MGB (MGB) will be provided on the basis of one 240 litre MGB per single residential dwelling.
- 1.2 A 140 litre MGB may be provided by the City in place of the 240 litre MGB at the request of the householder – no discount offered on rates.
- 1.3 Ratepayers/householders requiring an additional MGB may be issued with one subject to availability of MGB's and to their paying an annual service fee (before receiving the additional MGB), as determined by the City.
- 1.4 MGB's should be placed on the verge in front of householders properties by 6.00am on the day of collection.
- 1.5 All MGB's must be removed from the verge within twenty-four (24) hours from the day of collection, and stored within the property, failure to do so may result in the MGB/s being impounded.
- 1.6 The maximum weight of the MGB fully loaded must not exceed 70kg;
- 1.7 Overweight MGB's will not be collected. The owner/occupier is required to empty the MGB to bring it under the 70kg limit, before the City will carry out a special pick-up.

1.8 The following items are prohibited from being placed in the MGB:

- Hot/burning ash.
- Oil/other flammable liquids.
- Liquids/paints/solvents.
- Bricks/concrete/building rubble/sand.
- Drugs, dressing, bandages, swabs or blood samples unless in sealed container.
- Syringes, needles, surgical hardware's, broken glass, or any sharp objects unless in a sealed container.
- Cytotoxics, radioactive substances and dangerous substances.
- Commercial swill, sewerage, manure, nightsoil, faeces or urine.
- Any objects that will not allow the lid of the MGB to be closed.

Note: Ratepayers/householders who do not comply with either Clause 1.4 or Clause 1.6 may incur a special collection fee if they require the MGB to be collected prior to the next scheduled collection day at a cost to be determined by the City and the fee must be paid by the resident before the special collection being undertaken.

The special collection fee is to be reviewed annually during the Budget process;

1.9 Ratepayers/householders are to be made aware of Clauses 1.4, 1.5, 1.6, 17 and 1.8 upon taking delivery of a MGB by issue of a leaflet;

1.10 The MGB's provided by the City remain the property of the City and where it can be shown that householders have wilfully damaged their MGB's, appropriate costs may be recovered from them by the City. Further, replacement costs will be payable by the householder where it can be shown that replacement of a MGB is due to neglect or lack of care by the householder. This fee must be paid prior to issuing a new MGB.

For properties being demolished, renovated (unoccupied) or built the MGBs will be removed from the property unless requested by the owner for the MGB to remain. If the MGB is lost, stolen or damaged during the time of construction a replacement fee, in accordance with the adopted fees and charges, shall be paid by the owner.

2. Multi-Unit Residential Service - Mobile Garbage MGB

The City provides a waste removal service to all rateable multi-unit residential properties within the City. 140 MGBs and/or 240 litre MGBs may be provided on the following basis:

- 2.1 Less than five (5) dwellings: For these developments or where every dwelling has an area within its property boundaries where the MGB can be stored or has a street frontage - one (1) 240litre MGB will be provided for each dwelling with two (2) or more bedrooms and will be collected on a nominated day once every week.

Note: For all dwellings of two (2) or more bedrooms a 140 litre MGB/s may be provided by the City in the place of 240 litre MGB at the request of the householder/ratepayer. Should there be a requirement for additional MGBs, subject to there being sufficient room for storage of the additional MGB/s, a service fee/s (in accordance with the adopted fees and charges) shall apply.

- 2.2 Single bedroom Dwellings: For all single bedroom dwellings (even if less than five (5) units per complex) each dwelling shall be allocated the capacity of a 120 litre MGB for general waste i.e. one 240 litre MGB per two (2) dwellings The 240 litre MGB will be collected weekly on the nominated collection day. Should there be a requirement for additional MGBs, subject to there being sufficient room for storage of the additional MGB/s, a service fee/s (in accordance with the adopted fees and charges) shall apply. If an individual dwelling has the room to store an MGB then a 140 litre MGB may be supplied to that unit.

Note: Should there be a requirement for additional MGBs, subject to there being sufficient room for storage of the additional MGB/s, a service fee/s (in accordance with the adopted fees and charges) shall apply.

Householders/ratepayers are required to place the MGB/s on the verge in front of their property **by 6:00am** on the day of collection unless otherwise specified by the Director Technical Services or nominated representative.

- 2.3 Due to storage constraints at multi dwelling properties, the number of MGB's allocated may exceed the available MGB enclosure storage area. In this case the City may review the number of MGBs provided for the number of dwellings at each property and the frequency of collection. The number of dwellings and size of dwellings will be taken into account. The frequency of collections, which may be in excess of one (1) collection per week for multi dwelling properties will be determined by the City. *Refer below for allocation numbers.*

- (a) Greater than five (5) dwellings but less than twenty (20): An MGB compound shall be provided for an appropriate number of MGB's, to cater for the waste generated.

Note: Where a dwelling has street frontage and one (1) MGB is allocated per dwelling, and is kept within that dwelling, an MGB enclosure may not be required.

- (b) One (1) 240 litre MGB per dwelling may be provided if the dwellings comprise two (2) or more bedrooms. The MGB's will be collected once per week unless the dwelling requires additional waste collection where a fee in accordance with the adopted fees and charges will apply if approved by the City.
- (c) Between Twenty (21) and Fifty (50) Dwellings: Where there are space constraints the City may allocate half the number of MGBs and collect the MGBs twice per week to reduce the number of MGBs on site and/or on the verge on collection day. An adequate MGB store shall be provided to house all MGBs allocated to the complex including recycling MGBs.
- (d) Between fifty one (51) and ninety (90) dwellings: Where there are space constraints the City may allocate one third of the number of MGB's and collect three (3) times per week. An adequate MGB store shall be provided to house all MGBs allocated to the complex including recycling MGBs.
- (e) Greater than ninety one (91) dwellings: To be assessed on a case by case basis.

- 2.4 The MGB's provided by the City remain the City's property and where it can be proved that a householder/ratepayer has wilfully damaged a MGB, costs may be recovered from them by the City. Further, householders/ratepayers shall be charged for replacement MGB's when it can be shown that the replacement is due to neglect or lack of care by the householder/ratepayer.

Note: Maximum number of collections at any one development to be three (3) times per week as determined on a case by case basis by the City's Director Technical services

2.5 Adequate MGB enclosure

For developments comprising greater than five (5) dwelling all MGB's shall be stored within a MGB enclosure of adequate size to accommodate for the maximum number of MGBs allocated to each multi dwelling property. The exception being where the dwelling has adequate street frontage and the MGB's can be kept within that dwellings boundaries (i.e. court yard), a MGB enclosure will not be required.

- 2.6 Ratepayers/householders are to be made aware of Clauses 1.4, 1.5, 1.6, 17 and 1.8 upon taking delivery of a MGB by issue of a leaflet also sent to the strata manager for the complex;
- 2.7 MGB's must be removed from the verge within twenty-four (24) hours from the day of collection, and stored within the property, failure to do so may incur a penalty or removal;

Note: Ratepayers/householders who do not comply with either Clause 1.4 or Clause 1.6 may incur a special collection fee in accordance with the adopted fees and charges if they require the MGB to be collected prior to the next scheduled collection day.

3. Commercial Service

- 3.1 The City will provide one (1) x 240 litre MGB per commercial premises. Additional MGBs based on one (1) 240 litre MGB per 200 square metres of commercial floor space (or part thereof) for a weekly service will also be provided at no additional charge;

Note: (i) The total number of additional MGBs to be provided over and above the above allocations for various land use are as follows:

- Bars/Restaurants- 2 x MGBs
- Offices /Warehouses/Retail- 1x MGBs;

(ii) Maximum number of collections at any one premises to be three (3) times per week as determined on a case by case basis by the City's Director Technical services;

(iii) Should additional MGB's be required over and above the allocations as outlined, a business may make alternative private waste collection arrangements i.e. bulk bin etc.

- 3.2 Notwithstanding clause 3.1 above, where there are multiple tenancies in a commercial property, each commercial unit will be provided with one 240 litre MGB per unit or per 200 square metres (or part thereof) of commercial floor space leased by that tenant, for a weekly service, at no charge.

- 3.3 The City can arrange for the collection of commercial dry waste from commercial establishment by the Council's Waste Collection Service, provided that in the opinion of the Chief Executive Officer and waste is not of an offensive nature or quantities exceed a reasonable amount;

- 3.4 The City will not collect liquids, liquid waste or offal;

3.5 If additional MGB's over and above those provided in accordance with clauses 3.1/3.3 above are required, these may be provided for an additional fee for each additional MGB or service (pick up) to be determined by the City and paid for before the service is installed.

3.6 Receptacles to be contained within a MGB enclosure, in accordance with the provisions of the City of Vincent Local Laws Relating to Health.

Note: Non rateable properties may also use the service by paying the required annual service fee

4. Commercial and Residential Mixed Multi Dwelling Property MGB Enclosures

4.1 Multi Unit Dwellings

For developments comprising greater than five (5) dwelling all MGB's shall be stored within a MGB enclosure of adequate size to accommodate for the maximum number of MGBs allocated to each residential unit and each commercial unit. The exception being where the dwelling has adequate street frontage and the MGB's can be kept within that dwellings boundaries (i.e. court yard), a MGB enclosure may not be required.

4.2 Commercial

For commercial developments comprising greater than five (5) dwellings all MGB's are to be stored within a MGB enclosure of adequate size to accommodate for the maximum number of MGBs allocated to each commercial dwelling at that property. The exception being where the dwelling has adequate street frontage and the MGB's can be kept within that dwellings boundaries (i.e. court yard), a MGB enclosure will not be required.

5. Residential Bulk Verge Collection

The City will provide a Bulk Waste Collection to all residential properties three (3) times per year. Collections are as follows: -

- One (1) General Household Junk collection.
- Two (2) Green Waste only collections.

The City will advise ratepayers of the timing of the Bulk Waste Collection in their area by distributing pamphlets to all households at least two (2) weekends prior to the collection. Advertising in local papers and on the City's website at least two (2) weekends prior to the collection commencing in each area.

5.1 General Household Junk Verge Collection

The special General Household Junk Only Verge Collection will be carried out once per financial year in February/March.

The service WILL collect the following:

- Metals
- General junk - bicycles, toys, clothes, plastic products etc.
- Material less than 1.5m (5ft) in length
- White goods, Refrigerators (doors removed)
- Lounges, cupboards, furniture, televisions, computers
- Fencing less than 1.5 m (5ft) in length – not asbestos
- *E-Waste – televisions, computers and monitors, printers and other electrical equipment.*

Note: Height of pile on verge must be less than 1.5m (5ft) in height.

The special General Household Junk Only Verge Collection service will NOT collect the following:

- Green waste, lawn clippings, pruning's etc.
- General household rubbish (food waste)
- Paints, chemicals and oils etc. Household hazardous waste
- Material longer than 1.5m in length
- Height of pile on verge exceeds 1.5m in height
- Sand, rubble, bricks, tyres, motor vehicle parts, batteries
- Asbestos and/or concrete products
- Junk put out on the verge after the collection commencement date

Metal and E-Waste is to be collected separately and recycled as

Vacant Lots

Rubbish deposited outside vacant lots will NOT be collected unless approved by the Director Technical Services or nominated representative.

5.2 Green Waste Only Verge Collection

The Green Waste Only Verge Collection will be carried out twice per financial year in April/May and October/November.

Residents must not prune the verge tree/s. Residents will be supplied with a maximum of four (4) garden bags (depending on availability) for smaller material such as leaf litter etc.

The garden bags can be collected by the residents from the City's Administration and Civic Centre and Library, and will be available to the residents two (2) weeks prior to the collection commencing in their area. All green waste bags must be returned to the City after the collection for use by other residents and remain the property of the City. Residents who do not return the bags to the City may result in a letter requesting they do so.

The Green Waste Only Verge Collection service WILL collect the following which must be placed neatly on the verge starting two (2) weeks prior to the collection commencement date in any designated area.

- Garden waste ONLY
- Pruning's less than 1.5m (5ft) in length
- Pruning's pile less than 1.5m (5ft) high
- Loose leaves placed in Garden Bag/s cardboard boxes or other green waste bags not labelled with the City's logo
- Tree trunks less than 30cm (12 inches) in diameter and less than 1.5m (5ft) in length
- Grass/Lawn clippings

The Green Waste Only Verge Collection Service WILL NOT collect the following:

- General household rubbish / junk / white goods / old furniture / wooden beams etc.
- Fencing mixed with pruning's
- Pruning's longer than 1.5 m (5ft)
- Large tree trunks or stumps more than 30cm in diameter
- Sand, rubble, bricks, asbestos, concrete and concrete products, tyres, motor vehicle parts etc.
- Any items in boxes or plastic bags
- Contaminated Garden Bags
- Bags not put out onto the verge prior to the collection commencement date and time.

Note: Failure to comply with the above conditions may result in the deposited material NOT being collected.

The deposited material must where possible be kept clear of reticulation, footpaths, street signs, pole and fences. Where in places that the verge is very small or only footpaths green waste to be put out as close to commencement of collection as possible.

Vacant Lots

Material deposited outside vacant lots will NOT be collected unless approved by the Director Technical Services, or his nominated representative.

6. Recycling Service Residential, Multi unit and Commercial

Recyclable materials that the City's contractor will collect from one MGB without separation;

- Aluminium cans, trays and clean foil
- Steel cans, aerosol cans
- Liquid paper board (gable top cartons) e.g. milk, fruit juice, cream cartons (rinsed)
- Glass jars and bottles lids removed and clean (all colours)
- Plastic - Code 1 and 2, 3, 5 and R only, Clear bottles PET, HDPE e.g. cool drink bottles
- Paper, glossy magazines - stacked neatly next to the crate
- Envelopes - window (plastic window removed) and plain
- Cardboard - must be flattened, and no food remnants (no takeaway boxes including pizza boxes).

Non-Recyclable materials that the City's contractor will not collect:

- plastic bags
- lids and bottle tops
- broken glass, window glass
- plastics - code 6 and 7
- tetra packs (long life milk or soy milk containers etc...)
- no soiled paper, cardboard or take away boxes or foil

Residents/proprietors are to ensure that recyclable material is:

- not placed in plastic bags
- rinsed
- all material is to be inside the MGB with the lid fully closed –no loose cardboard will be collected
- the MGB/s are placed on the verge for collection by 6:00am on the day of collection

6.1 Residential Service

6.1.1 Household Recycling Service

The City provides, on a fortnightly basis, a house-to-house recycling service to all residential properties.

One (1) recycling 240 litre MGB will be provided to householders for collection of recyclable material only. If contamination such as non recyclable material, or general waste is deposited in the recycling MGB then the resident will be notified by a sticker affixed on the MGB. The resident will be required to contact the City to have the MGB emptied for a fee (in accordance with the adopted fees and charges). If the MGB is contaminated three (3) times within a three (3) month period the MGB will be removed from the property. The resident will have to contact the City to have an information session on recycling with a Waste Management officer and pay a fee prior to the recycling service being reinstated.

On collection days - the same day as the residential waste removal service on a fortnightly basis - householders should place the recycling MGB on the verge in front of their properties so that it is easily accessible and readily visible to collection crews. The MGB must be placed on the verge prior to **6am** on the day of collection. If the MGB is not out when the collection vehicle passes a fee in accordance with the adopted fees and charges shall be paid prior to the collection vehicle returning to collect the MGB.

6.1.2 Multi-dwellings

The City provides, on a fortnightly basis, a recycling service to all multiple units residential properties.

The residents can opt for either the standard 240 litre recycling MGB's or 360 litre recycling MGB's to reduce bins numbers and are to be allocated in accordance with their entitlement based upon number of dwellings and MGB enclosure size.

The MGBs must be placed at the nominated collection point prior to **6am** on the day of collection.

Continuous contamination of recycling MGB's will result in removal of the service. If contamination such as non recyclable material, or general waste is deposited in the recycling MGB then the resident will be notified by a sticker affixed on the MGB. The residents/caretaker will be required to contact the City to have the MGB emptied for a fee (in accordance with the adopted fees and charges). Once the City has sent for a special collection a letter will be sent to the strata manager informing them of the contamination. If the MGB is contaminated three (3) times within a three (3) month period the MGB will be removed from the property after a letter has been sent to the strata manager advising of the removal of the service. The resident/s will have to contact the City to have an information session on recycling with a Waste Management officer and pay a fee prior to the recycling service being reinstated.

Each dwelling will be entitled to one (1) MGB. The maximum number of recycling MGBs allocated to each multi- dwelling property will be determined by the number of dwellings and MGB enclosure size.

Collection of the recycling MGB will be fortnightly unless the number of MGBs allocated for the number of dwellings can not be reasonably stored and therefore to ensure the correct numbers of services are supplied, a weekly service may be provided. This will be determined by the City.

At the time of request for recycling MGBs at multi unit complexes where the MGBs are stored and used from a common MGB enclosure the Strata Manager for the complex shall be contacted and make the request to the City.

Note: Request from individual residents will NOT BE actioned upon The Strata Manager shall inform all the residents of the new service and appoint a responsible person to look after the MGBs and ensure no contamination occurs.

Additional MGB's will only be issued at the discretion of the Director Technical Services, or his nominated representative. There may be a fee charged.

6.2 Commercial Service

The City provides, on a fortnightly basis, a recycling service to all commercial properties.

The business proprietor/owner can opt for either the standard 240 litre recycling MGB's or 360 litre recycling MGB's to reduce bins numbers and are to be allocated in accordance with their entitlement based upon the floor area, number of commercial units and MGB enclosure size.

The MGBs must be placed at the nominated collection point prior to **6am** on the day of collection.

No loose cardboard or shredded paper will be collected.

Continuous contamination of recycling MGB's will result in removal of the service. If contamination such as non recyclable material, or general waste is deposited in the recycling MGB the proprietor will be notified by a sticker affixed on the MGB. The proprietor will be required to contact the City to have the MGB emptied for a fee (in accordance with the adopted fees and charges). If the MGB is contaminated three (3) times within a three (3) month period the MGB will be removed from the property after a letter has been sent to the commercial business for warning the removal of the service. The company will then have to contact the City to have an information session on recycling with a waste management officer and pay a fee for return of the MGB/s.

6.2.1 The number of recycling MGBs issued to a commercial property will be determined by the floor space or commercial units within the property. It will also be determined by the size of the MGB enclosure.

The number of recycling MGBs allocated will be one (1) MGB per commercial unit or 200 square metres of floor space (or part there of). If any commercial property requires more recycling MGBs than allocated they may request additional recycling MGBs up to the amount of two (2) additional MGB's per commercial property. There may be negotiation with the City for further recycling MGB's at no additional cost if a general waste MGB is exchanged for a recycling MGB to an amount determined by the Director Technical Services or_nominated representative. The fee for the additional recycling MGBs will be determined by the City from the schedule of fees and charges.

If a recycling service is requested over and above a reasonable amount for the City's contractor then the commercial business must make its own arrangements for an adequate recycling service.

Note: collection of recycling MGBs will comprise a fortnightly service for all properties unless requested otherwise. A weekly service may be available for commercial properties if requested and approved by the City.

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