

## WASTE SERVICES PROCEDURE

<b>Date approved:</b>	September 2014	<b>Date procedure will take effect:</b>	September 2014	<b>Date of Next Review:</b>	September 2016
<b>Approved by:</b>	Director Operations				
<b>Policy / Procedure Owner title:</b>	Manager Assets and Waste / Waste Management Coordinator				
<b>Author:</b>	Waste Management Coordinator				
<b>Responsible Business Unit:</b>	Waste Management				
<b>Supporting documents (policy associated with this procedure, forms etc):</b>	Waste Services Policy East Gippsland Shire Council General Local Law 2011 Community Engagement Policy and Guidelines National Waste Policy ( <a href="http://www.scew.gov.au/node/849/">http://www.scew.gov.au/node/849/</a> )				
<b>References and Legislation:</b>	<i>Clean Energy Act 2011</i> <i>Environment Protection Act 1970</i> <i>Local Government Act 1989</i> <i>Road Safety Act 1986</i>				
<b>Audience:</b>	Public				
<b>Expiry date of procedure (if applicable):</b>					

## Contents

1	Introduction / Background .....	3
2	Scope / Purpose .....	3
3	Definitions and Abbreviations .....	4
4	Flowchart (Optional) .....	4
5	Instructions .....	4
	Kerbside Collection Services.....	4
5.1	General Service Provision: .....	4
5.2	Fees and Charges: .....	6
5.3	Service Provisions for Residential properties (house / unit / flat): .....	6
5.4	Additional Waste Services: .....	7
5.5	Exemptions from Service: .....	7
5.6	Commercial and Industrial Premises (Schools / Kindergartens and Service Agencies – SES, CFA, Ambulance, Police):.....	8
5.7	Accommodation Facilities (Business with residential component): .....	8
5.8	Multi-Complex / High Density Strata Title Properties: .....	8
5.9	Organic Waste Collections / Exemptions: .....	9
5.10	New Services (within declared areas): .....	9
5.11	Extension of Declared Collection Areas: .....	9
5.12	New Collection Areas: .....	10
5.13	Stolen, Vandalised and Damaged bins: .....	11
5.14	Events: .....	11
5.15	Historic Arrangements: .....	11
	Landfills, Transfer Stations and Transfer Trailers .....	11
5.16	General Service Provision: .....	11
5.17	Transfer Trailers / 30 Meter Transfer Bins: .....	12
	Emergency Management .....	12
	Community Groups, Opportunity Shops and Not for Profit Organisations.....	13
	Street Litter and Public Place Recycling Bins .....	13
	Over Mass Vehicles at Landfills with Weighbridges.....	14
6	Roles and Responsibilities .....	16
7	Version Control Table.....	16

## 1 Introduction / Background

East Gippsland Shire Council (EGSC) currently provides extensive waste collection and disposal services across the municipality, which include;

- two licensed landfills
- six unlicensed landfills (four of these have transfer stations),
- eleven stand alone waste transfer stations,
- thirteen transfer trailers,
- 400 + street litter and public place recycling bins; and
- 18,000+ residential kerbside services.

The Council also has 44 known legacy landfills.

EGSC aims to ensure that waste services are delivered in an equitable, effective and fair manner. This document sets out objectives and actions to ensure that EGSC's legislative and strategic requirements are maintained.

The Environment Protection Authority (EPA) requires siting, design, construction and on-going management of landfills to comply with more stringent controls and monitoring to ensure that the site will not impact on the local community and the surrounding environment. Some of the identified changes that have occurred that relate to waste management are:-

Operational;

- More stringent landfill operation, design and construction criteria;
- More stringent landfill capping and post closure management;
- The transfer of landfill operations from contractor to in-house management;

Environmental;

- Introduction of new best practice guidelines for unlicensed landfills;
- Increased community awareness and concern with environmental impact;
- Increased monitoring and compliance reporting requirements;

Economic;

- Increase in costs for post closure monitoring and maintenance;
- Not having an equitable user pays system;

## 2 Scope / Purpose

1. This procedure provides a framework for the decision making process around waste services within the East Gippsland Shire. The procedure supports the implementation of the EGSC Waste Services Policy.
2. This procedure relates to all waste services managed by EGSC, including kerbside waste collection, landfills, waste transfer stations, waste transfer trailers, transfer bins, street litter and public place recycling.

### 3 Definitions and Abbreviations

Word/Term	Definition
Acceptable goods able to be received	Municipal Solid Waste that is non hazardous; predominantly residential, commercial and industrial.
CBD	Central Business District
CFA	Country Fire Authority
EGSC	East Gippsland Shire Council
EPA	Environment Protection Authority
Collection service	Kerbside Waste Collection Service
MECC	Municipal Emergency Command Centre
MGB	Mobile Garbage Bin
Prohibited waste	Waste not accepted at designated site due to its license conditions and/or Council's local laws
SES	State Emergency Service
Tenement	Dwelling / residence
Community Based Organisation	Organisations such as, but not limited to DHS and Uniting Care
Minor Breach	Over mass breach under 1000kg
Serious Breach	Over mass breach of and over 1000kg
Commercial Vehicle	any vehicle used for business purposes

### 4 Flowchart (Optional)

Not applicable.

### 5 Instructions

#### Kerbside Collection Services

##### 5.1 General Service Provision:

The mobile garbage bins (MGBs) supplied to dwellings in kerbside waste collection areas are owned by EGSC and must remain with the property should the property be sold or occupancy change.

Depending upon location, waste, recycling and organic waste collection bins will be issued to all residential properties (dwellings) within the defined two or three bin collection service areas.

Waste and recycling collections provided to dwellings are strictly for the disposal of domestic waste only. The use of residential waste services for commercial or industrial waste disposal is strictly prohibited.

General waste is collected weekly, while Organic and Recyclable waste is collected on alternating weeks.

All MGBs must be placed at the kerb 8 hours prior to collection to avoid any risk of injury to other pedestrians and damage to vehicles.

A minimum distance of 30 cm should be maintained between two bins for easy pick up of the bins during collection.

MGBs must be removed from the kerbside collection point within 24 hours of being emptied. MGBs reported stolen from the collection point after this period will not be refunded, and the owner of the property will be responsible for replacement.

Missed bin collections reported before 2.00pm of the advertised collection day will be collected on the same day. Un-emptied bins reported after 2.00pm on the collection day will be emptied within 3 working days of notification. Alternative collection details will be provided to the customer.

Failure to comply with the correct use of the MGB, or leaving the MGB out for extended periods of time may result in enforcement action against the property owner (unless property occupier can be positively identified) in accordance with the East Gippsland Shire Council General Local Law 2011.

Misuse of collection service:

- EGSC reserves the right to immediately remove a MGB or complete service if the service has been used inappropriately (i.e. non domestic use, inappropriate waste, overweight, contamination etc).
- If the same MGB receives 3 contamination notices within a 3 month period, a written warning and education regarding contamination will be provided to the property owner/occupier. Should contamination continue the occupier of the property will receive an infringement notice in accordance with the East Gippsland Shire Council General Local Law 2011, provision 101 (1) (2) and (3).

Council owned halls and buildings within defined collection service areas may receive a service that is equal to that of a domestic dwelling; with application being made to the waste department to receive additional waste service (240 litre MGB instead of a 120 litre MGB). Associated fees for the provision of the service will be charged to the group operating the hall or community building on a pro rata basis for the first financial year and then in full through arrangements with EGSC's Community Facilities Officer.

Bins allocated to a domestic dwelling will remain with the property regardless of use or occupancy of the property. If a domestic dwelling changes use (commercial) they will no longer be entitled to receive a Council supplied kerbside service and that service shall be removed.

## 5.2 Fees and Charges:

In accordance with s.162 *Local Government Act 1989*, a waste disposal charge will be applied to all rateable properties (tenements) within the defined collection service areas, regardless of use of the service.

Properties added to an existing collection service, or provided with a new collection service during the financial year will be charged on a pro rata basis for that year's service fees. Subsequent annual fees will be charged in full and applied to the annual rates notice for that property.

Should a service be removed or cease, a refund of the balance of the applicable fees paid will be processed (calculated on a pro rata basis) up to 6 weeks prior to the end of the financial year. Services ceased during the last 6 weeks of the financial year will not be eligible for a refund.

## 5.3 Service Provisions for Residential properties (house / unit / flat):

Residential properties within the defined two bin service collection area will be issued with the following:

- 120 litre MGB for household waste, collected weekly,
- 240 litre MGB for recycling, collected fortnightly.

Residential properties within the defined three bin service collection area will be issued with the following:

- 120 litre MGB for household waste, collected weekly,
- 240 litre MGB for recycling, collected fortnightly,
- 240 litre MGB for organics, collected fortnightly.

Council may amend the definition of items accepted into a kerbside collection bin at any time. Advice will be provided to service users.

Where access to MGBs by collection vehicles is deemed dangerous or difficult, an alternative 'collection point' will be arranged between officers and residents. For example, some rural collection routes require bins to be placed on the opposite side of the road for collection, residents will be notified when commencing a service if this is required.

Applications may be made in writing by residents who require additional waste services or request exemptions from collection services to the waste management unit. (See details in section 5.4.)

All new properties issued with occupancy certificates and located within defined collection zones at the end of the financial year will automatically be issued with MGBs and have pro rata charges applied to their annual rates notice.

A collection service may be cancelled and MGBs removed from a property if the residential dwelling;

- is to be demolished,
- is no longer classed as residential, or
- if the service is being misused.

#### 5.4 Additional Waste Services:

A permit system is available for those requiring an additional waste service. Applications must be made in writing via the additional waste service application form to the waste unit. Only residential properties within defined service collection areas will be eligible for this service.

Residential properties within a defined service collection area are entitled to apply and pay for a second collection service at the current annual charge. This amount must be paid in advance (pro rata rates apply). A maximum of two services is permitted per property.

Households which meet at least one of the following conditions may apply to have their 120 litre MGB substituted for a 240 litre MGB.

- Large families (defined as households with 5 or more persons residing permanently at the service address)
- Households with two or more children in disposable nappies.
- Households with four or more persons, with one being a child in disposable nappies.
- Households with special medical requirements that generate waste in excess of 120 litre per week (on the basis of certification by a medical professional). Liquids and syringe waste are not accepted.
- Holiday properties which accommodate over 8 people at any one time.

The additional waste service application will be reviewed on a regular basis and those who still meet the above criteria will be required to show documentary evidence as outlined on the initial application to retain this service. Any customer who cannot demonstrate conformity to the above criteria within the required time frame will have the 240 litre MGB removed and the original 120 litre MGB reinstated.

Fees for an additional MGB may be applied at council discretion once adopted in EGSC's annual budget.

#### 5.5 Exemptions from Service:

Applications for exemption from the kerbside collection service should be made in writing to;

Waste Management Coordinator  
East Gippsland Shire Council  
PO Box 1618  
BAIRNSDALE VIC 3875

Each case will be reviewed on its merits and compliance with EGSC requirements to achieve targets of waste diversion in line with the National Waste Policy and the Environment Protection Authority's waste hierarchy.

Due to the inability to secure MGBs, undeveloped properties will be exempt from waste collection fees / services, until such time as a residential dwelling is constructed on the property.

## **5.6 Commercial and Industrial Premises (Schools / Kindergartens and Service Agencies – SES, CFA, Ambulance, Police):**

EGSC will not supply a kerbside waste and recycling collection service to commercial or industrial premises such as accommodation, schools, kindergartens, churches, police and service agencies such as CFA, Ambulance and SES when located in an area that can be serviced by a private waste collector.

Premises such as churches, police and service agencies such as CFA, Ambulance and SES within defined service collection areas in towns where there is no private waste collection available, may apply to EGSC's waste management unit for a service that is equal to that of the domestic waste service (120 litre garbage and 240 litre recycling and if in a green waste area a 240 litre green waste (optional)). Annual and replacement fees as per the domestic household charge will apply plus GST.

Kindergartens and other organisations which operate from within an EGSC owned building will be eligible for a kerbside collection service if they are located within a defined collection area. They may apply to EGSC's waste management unit for a service that is equal to that of the domestic waste service (120 litre garbage or 240 litre upon application and 240 litre recycling and if in a green waste area a 240 litre green waste (optional)).

Annual and replacement fees as per the domestic household charge will apply including GST.

Not for profit organisations (including committees of management for halls) located within the defined collection service area may apply for the use of an EGSC kerbside waste collection service in line with this procedure and must pay all associated annual and replacement fees and applicable GST.

## **5.7 Accommodation Facilities (Business with residential component):**

The residential component of a business or accommodation property (i.e. house attached to a motel) is eligible for a waste collection service under the conditions of this procedure.

EGSC officers may provide an exemption to receiving a Council service if the residential component of an accommodation facility requests to dispose of waste in conjunction with commercial wastes. Diversion of recyclables away from landfill will be considered essential in any alternative option proposed to EGSC.

## **5.8 Multi-Complex / High Density Strata Title Properties:**

Developments of ten or less units / apartments will be issued with waste/recycling services and, where zoned, an organic waste service as detailed above.

Owners of dwellings in developments between ten and twenty units / apartments may choose to utilise EGSC's kerbside collection service as detailed above.

Owners of developments which choose not to utilise the EGSC collection service, or have over twenty units / apartments, are required to make arrangements with a private waste collection contractor. Recycling must be made available to the development via eligible commercial contractors.

A waste disposal charge will be applied to each rateable unit / apartment within a development that receives a Council waste collection service.



Council officers may provide an exemption to 5.7 and 5.8 of this procedure if there are identified occupational health and safety risks for Council's contractors and the general public and the development can prove to Council that they are replacing the Council service with a commercial service that supplies recycling.

### **5.9 Organic Waste Collections / Exemptions:**

Residential properties of less than 350 square meters of land within a defined green waste service area will be initially excluded from the organic waste service, but will have the option to 'opt – in' to the organic waste service with applicable annual fees.

Dwellings in residential zone 1, low density residential zone within a declared waste collection area will be included in the compulsory green waste kerbside service.

Dwellings outside declared collection areas or on properties in a rural living zone that exceed 1 acre will be excluded from the kerbside organic waste collection, as the majority of properties of this size and above already have composting/organic waste diversion practices in place. Application may be made to EGSC for inclusion into the collection, acceptance will be at the discretion of the waste management unit.

### **5.10 New Services (within declared areas):**

If the automatic application of fees and allocation of MGBs has yet to occur, an application for a new kerbside waste service may be made by property owners in existing declared collection areas upon the completion of the dwelling or the issuing of an occupancy certificate.

Only the property owner, person responsible for the rates or property manager (upon proof of responsibility) may make the application for the new or second service.

Applications can be made via phone or in person at an EGSC Service Centre along with the payment of the relevant pro rata charge; annual waste charges will then be included on all subsequent annual rates notices.

EGSC will not supply collection services to dwellings outside a declared collection area.

### **5.11 Extension of Declared Collection Areas:**

Applications for inclusion into the collection service may be made via phone, email or written application to the EGSC waste management unit.

A minimum of two requests must be received from any one area to initiate an assessment of the area to establish its viability.

Individual properties wishing to be included into the collection service may make application to Council officers and will be considered if they:

- Directly adjoin the current service area
- The collection vehicles have no impediment to access
- Are located on an existing collection route.

Areas zoned residential and low density residential will be immediately eligible to be included into the declared collection area. Farm/Rural land will be considered if the application is in accordance with criteria under this section of the procedures and is deemed a viable service by the waste unit.

Commercial and industrial properties including schools will not be eligible for an EGSC collection service.

Declared collection area extension requests will be assessed by waste officers in accordance with:

- The service requirements outlined in this procedure;
- Capability of access roads to accommodate collection vehicles, which includes the ability to turn;
- Safety of collection areas (properties located on roads where speed limits exceed 80km may be excluded due safety of workers and the ability to collect the bins without impacting on traffic flows);
- Viability of the service (ie, greater than 5 residential properties to be included, unless directly adjacent to a current collection area and/or extensions with under 5 properties will be considered);
- Location of proposed service in relation to existing collection areas;

If an extension is deemed viable; officers will;

- Identify the new service area boundary;
- Create a list of properties to be included along with owner details;
- Distribute a letter of advice and survey questionnaire detailing the proposal for the collection extension.
- Advertise the proposed extension and survey on the East Gippsland Shire Council website.
- Owners of vacant residential lots within the proposed collection area will be surveyed and given a vote on the service as they will be affected once a dwelling is constructed;
- Collate responses to the survey. Non responses will be counted as a yes vote supporting the proposal and no late responses will be accepted; (Refer to the East Gippsland Shire Council Community Engagement Policy and Guidelines).
- Survey results will be provided to affected residents;
- A new service area will be declared if there is a 60% majority support for the proposal;
- Should the survey be unsuccessful the area may be surveyed again after 12 months or following substantial increased residential dwellings (greater than 30%) developments in the area.

## 5.12 New Collection Areas:

New collection areas will be declared within residential zone 1 and low density residential zone (including new subdivisions) without a survey or community consultation due to the projected population density.

If there are existing residents in these areas they will be notified in writing at least 2 weeks prior to the commencement of the service.

### **5.13 Stolen, Vandalised and Damaged bins:**

Stolen bins must be reported to EGSC and will be replaced within 2 working days of receipt of payment of the replacement fee.

A “no fault” application may be made in writing to EGSC for consideration of a refund of the replacement fee. The replacement fee must be paid prior to the refund request being submitted. The request must contain the following information;

- Circumstances of theft,
- Day/date of theft,
- Date of last bin collection.
- Proof of payment of replacement fee

The Waste Management Coordinator will assess each request.

Damage of MGBs through normal wear and tear (and unknown acts of vandalism) must be reported to EGSC and will be repaired within 5 working days of notification. The MGB must remain on the property for assessment/repair and there is no replacement fee for this service.

Owner negligence or intentional damage to MGBs will incur a replacement fee.

### **5.14 Events:**

Community events that do not charge an admission fee, and have applied to EGSC for an event permit will be provided with MGBs free of charge for the event duration.

Events charging an admission fee, on private land or in receipt of sponsorship funding from EGSC, will not be eligible to receive a free waste service for that event.

### **5.15 Historic Arrangements:**

Any one-off or specialised “arrangements” made prior to the introduction of the Waste Services Policy and this procedure will be reassessed by the waste management unit to ensure conformity to the criteria.

## **Landfills, Transfer Stations and Transfer Trailers**

### **5.16 General Service Provision:**

Waste generated outside of the municipality will not be accepted at any EGSC facility. Written applications for exception to this rule should be addressed to the Waste Management Coordinator.

All EGSC waste sites/facilities will be operated in accordance with relevant state and federal government regulations, guidelines, planning permits and licenses. All waste delivered to these facilities must conform to the ‘acceptable goods able to be received as specified within legislation, EPA license or council order. Prohibited wastes will not be accepted at any EGSC waste facility, these include but are not limited to, hazardous waste such as chemicals, liquids, oil filters, flares or ammunition.

Prescribed waste, such as asbestos and category c soils, shall only be accepted for disposal at the Bairnsdale Regional Landfill or a site designated/approved by the EPA.

Customers at all EGSC waste facilities must follow the directions of site staff. Failure to obey will result in expulsion. Behaviour displayed by an individual which places staff or other customers at risk will be investigated, and if appropriate that individual may be banned from the site for a period of time as deemed necessary by the Waste Management Coordinator.

EGSC reserves the right to apply, review or restrict the operating hours of all waste facilities. Requests for amendment to operating hours may be made in writing to the waste management unit, and will be reviewed in line with statistical (operating cost, income, use) data from the site. If data concurs, a report will be presented to Council for consideration.

EGSC reserves the right to introduce fees and charges for the disposal of waste and/or recyclables at all landfill, transfer station and transfer trailers at any time. Customers will be required to pay all associated fees for disposal as advised by the site staff or as required by the rates notice. Any disputes regarding charges paid should be addressed in writing to the waste management unit.

Transfer stations will only accept up to 4 cubic meters of waste from any individual (including company or business) per day. Request for increased limits for special disposals can be submitted in writing to the Waste Management Coordinator.

All vehicles accessing the landfill must have working UHF radios that can pick up channel 15 (used by landfill for onsite communications). Any vehicle not having a working UHF radio will be refused access to the landfill and tipping face until the UHF is either installed or operational.

#### **5.17 Transfer Trailers / 30 Meter Transfer Bins:**

Transfer trailers will be provided for small remote communities of approximately 20 to 30 households. All requests will be considered in line with the strategic direction set by the Council Plan 2013-2017 and EGSC Waste Management Plan (yet to be adopted).

Requests for a community transfer trailer may be made to the waste management unit. The use of a transfer trailer will only be considered where no other waste service facility exists within 40 km (in one direction) of the community, and, it is proven to be the most environmentally sustainable, cost effective and socially responsible option.

Council may change the service type from a trailer to a 30 cubic meter split bin that can accept both domestic waste and recyclables (where recycling service is provided. If this service is to replace an existing service the community shall be consulted. If the service is the result of a request the request will be reviewed in line with the strategic direction set by the EGSC Waste Management Plan (yet to be adopted) prior to a decision being made about the requested service.

Transfer trailers and 30 cubic meter bins will only be provided to accept domestic household waste (and where provided recycling, no hazardous waste, commercial or farm wastes, gas bottles, or liquids will be accepted, such items must be delivered to the nearest transfer station or landfill that will accept those items for disposal.

Transfer trailers will not be issued in response to the introduction of tipping fees at a local facility, or the introduction of a kerbside collection service charge.

Service charges for use of the bins and trailers will apply if adopted in any annual council budget.

#### **Emergency Management**

EGSC may declare free waste disposal in emergency situations to assist ratepayers with cleanup efforts after the event. Limitations of time, goods accepted and volumes will be placed upon these emergency disposals. No prohibited wastes will be accepted.

During emergencies the Municipal Emergency Management Team may issue 'emergency waste disposal vouchers' for use by residents. Limitations will apply to period of time for use, types of waste accepted and volumes of waste allowed.

### **Community Groups, Opportunity Shops and Not for Profit Organisations**

Application may be made in writing to EGSC by opportunity shops, Community based organisations and not for profit organisations for permission to dispose, free of charge, unwanted goods that have been 'donated' to them. The permit allows only for goods 'donated' to the opportunity shop, and will not include household/retail store waste or green waste; fees will apply for disposal of these items.

Community groups undertaking clean up works on public land, are also eligible for free waste disposal of cleaned up waste during the event. Application must be made in writing to the waste management unit prior to the event.

These groups must be not for profit, endorsed by an ongoing recognised group, and not currently receiving funding from EGSC or another funding body for the same works.

Any organisation/group or body receiving free waste disposal must make every effort to separate recyclable items for diversion away from landfill.

Should these services be misused by organisations or groups, council officers reserve the right to remove the free tipping privileges.

### **Street Litter and Public Place Recycling Bins**

Street litter and public place recycling bins are provided for use by the community for waste, litter and recycling generated within public spaces.

Disposal of domestic household waste or business waste within street litter bins is prohibited. Any waste identified as being domestic or commercial in nature (including camper vans and houseboats) will be classified as 'illegally dumped rubbish' and subject to penalties under the *Environment Protection Act 1970*.

Waste and recycling generated from day trip boats will be accepted in street litter and public place recycling bins.

Boats upon which people may reside, and therefore generate household waste, must not use street litter/recycling bins for their waste disposal. Houseboats must make their own arrangements for domestic waste and recycling disposal (removal), as a kerbside service will not be provided and street litter and public place recycling bins are not to be used for this purpose.

Waste and recycling generated by residential dwellings located on islands must make their own arrangements for the disposal of waste and recycling materials.

Requests for additional street litter and public place recycling bins may be made to the waste management unit. All requests will be assessed against the following criteria;

- Existing infrastructure (bins) and services, eg, toilet blocks
- Site use, i.e. shopping strip, recreation reserve etc
- Health and safety impacts
- Visitation rates of location (eg, priority area would be Lakes Entrance foreshore and esplanade)
- Number of complaints

Bins will not be placed in locations that will enable or encourage illegal dumping of waste i.e. behind screened areas.

Final decisions will be at the discretion of the Waste Management Coordinator, including the type of bin installed and location.

### **Over Mass Vehicles at Landfills with Weighbridges**

In accordance with the *Road Safety Act 1986* (the Act) there are set weight limits on the quantity of material to be transported at any given of time. Council is responsible for overseeing the limits of each vehicle entering and/or leaving a landfill to ensure that there is no breach under the *Road Safety Act 1986*.

VicRoads has confirmed that Council is responsible in relation to its waste management practices as both a consigner (manager of a contractor who collects or disposes of waste) and a receiver (as the owner of the landfill sites that receive waste from our contractors and private and commercial users) under the Act.

Council staff must record the mass of the vehicles (trucks) entering in to the landfill site to ensure the weight of the load complies with the set load limits under the Act.

Council will maintain a record of trucks and commercial vehicles (including the registration, Tare weight and the company name) which utilise the landfill sites.

Any vehicle that is over mass (as indicated by the GVM list provided) will be reported by landfill staff to the Waste Department, via fax or email the same day of the occurrence. Drivers found entering a landfill site with over mass vehicles will have appropriate action taken by the respective Department/Officers as prescribed in Table 1 below.

Should a non-account holder vehicle enter the site that is over mass then the weighbridge operator immediately records the occurrence using the 'Mass Limits for Trucks in Victoria' chart provided by Vic Roads. Refer to VicRoads website for details;

<http://www.vicroads.vic.gov.au/NR/rdonlyres/5A6BBE86-EB80-4243-8DB3-79BB4465F9CF/0/vrpin01739a3.pdf>

Where a serious over mass breach has occurred, Council will notify VicRoads immediately. A summary of minor over mass breaches will be provided to VicRoads officers upon request.

Drivers and vehicles that have been the subject of three serious over mass breaches within three consecutive months will be suspended for six months from using any Council waste disposal facility.

Drivers and vehicles that have been the subject of three minor over mass breaches within three consecutive months will be suspended for one month from using any Council waste disposal facility.

Written notification to the owner of the company/truck that has committed a breach shall be given by Council with regards to the breach in accordance with the actions prescribed in Table 1.

Written notification will also be given to the owner should a vehicle be banned from Council's waste disposal facilities (refer Table 1).

Where Council contractors' driver(s) commit three breaches (minor or serious) within three consecutive months, the contractor shall be issued with a 'Show Cause Notice' as per the conditions of, and subject to the subsequent Council actions allowed, under their respective contract agreements.



**Table 1**

<b>Weight over GVM</b>	<b>Breach Type</b>	<b>Action Non-Council Contractor Vehicles</b>	<b>Action Council Contractor Vehicles</b>
>0 to <250 Kg	Minor	Council notification	
>250 Kg to <1,000 Kg		Driver notification and Council notification, Council letter to owner	
>1000 Kg	Serious	Driver notification and Council notification, VicRoads notification by Council, Council letter to owner	
3 Minor breaches within three consecutive months		Driver notification and Council notification, Council letter to owner. Vehicle and driver banned from all Council waste disposal facilities for 1 month.	Show Cause Notice Issued
3 Serious breaches within three consecutive months		Driver notification and Council notification, VicRoads notification by Council, Council letter to owner. Vehicle and driver banned from all Council waste disposal facilities for 6 months.	Show Cause Notice Issued

## 6 Roles and Responsibilities

Relevant officer:	Roles and responsibilities:
Manager Waste and Assets	Senior decision making role, and oversight of the awareness of and adherence to this Policy and relevant supporting Procedures by all staff.
Waste Management Coordinator	Day to day decision making and adherence to the policy, review and updating of the policy and procedure documents.
Waste Operations Supervisor	Ensuring the implementation and adhering to policy and procedures
Landfill Operations Supervisor	Ensuring the implementation and adhering to policy and procedures
Waste Technical and Administration Officer	To implement and adhere to the Waste Services Policy and these supporting procedures
Citizen Service Staff	To respond to public queries in accordance with the Waste Services Policy and these supporting procedures.

All staff have an obligation to report occurrences of non-compliance with Council policy/protocol/procedure. Incidents of non-compliance should be reported immediately to the Director responsible for this Procedure, the Policy Owner or the Administration Unit.

Where non-compliance has been identified the matter will be investigated by internal review and where applicable further action taken in accordance with Council's Disciplinary Procedures Policy.

## 7 Version Control Table

Version Control	Date Effective	Approved By	Amendment
1	September 2014 ECM 6048509	Chris Waites, Director Operations	New Waste Services Policy approved by Council 16/12/14, along with these procedures replacing Kerbside Waste Collection Guidelines 2007 ECM5703038.
2			<Briefly summarise major amendments>