

# COUNCIL POLICY



<b>Waste facility fees and charges</b>	Document No:	SCS 030
	Approval Date:	13 December 2016
	Approved By:	Council
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Responsible Officer: Coordinator Waste Management	TRIM Reference #:	D16/105778
Authorising Officer:	Chief Executive Officer	

## 1. Purpose

Recycled materials are generated from processing of waste products delivered to Council waste facilities. The majority of recycled materials produced are used for Council operational purposes; however from time to time excess materials are generated. Similarly there may be a requirement to accept materials such as clean fill for onsite operational requirements or for the disposal of waste from an emergency event. In these circumstances there is an opportunity to apply alternative fees to ensure operational requirements or community needs are met.

## 2. Scope

This policy covers all materials recycled at Council waste facilities and are in excess of operational requirements e.g. crushed concrete, ground timber, mulch, ground plaster. It also covers materials that may be required for operational purposes such as clean fill or are generated from an emergency event.

Items offered for sale at resale sheds located at Council waste facilities are excluded from this policy.

## 3. Application

This policy applies to all waste management staff and potential users of recycled materials or generators of material that may be disposed at Council waste facilities.

## 4. Definitions

- Clean fill: Soil that meets the classification as determined by EPA for fill material. Must not contain building rubble or any other waste.
- Emergency event: Wild fire, storm, flood or other disaster resulting in large quantities of waste material being generated and declared by the State of Victoria as an emergency event.
- Recycled material: A material that has been physically altered or transformed to a form that is reusable, e.g. crushed concrete, ground plaster, ground timber, mulch derived from composted garden waste.

## 5. Policy

If it is deemed there an excess of recycled materials or a need accept waste materials to meet operational or community needs, the General Manager Governance and Infrastructure may apply the alternative fee taking into consideration the following:

Considerations for disposal of excess recycled materials:

- The quantity of recycled material required for operational use.
- The quality of recycled material and suitability for use by others.
- Any OH&S considerations such as lack of available room due to excess recycled material stockpiled on site.
- Are there other similar/equivalent materials being offered for sale by other commercial entities.

Considerations for variation of gate fee for accepted material:

- The quantity of material required for operational use, including regulatory requirements.
- Safe disposal of material as the result of an emergency event. The type and quantity of waste needs to be considered and the impacts on future operations of Council waste facilities. Other disposal options also need to be considered in this circumstance.

Alternative fees and charges may apply to select groups or to the whole community.

- Order of priority for users/uses of recycled products:
  - Not for profit and community organisations
  - General community within Surf Coast Shire
  - Commercial operators
  
- Order of priority for consideration of sources of waste material accepted at an alternative fee:
  - Emergency events
  - Council projects
  - Not for profit and community organisations
  - Other local or state government projects
  - General community
  - Commercial operators

The application of the alternative fee can only be approved by the General Manager Governance & Infrastructure and the specific reasons need to be documented in writing stating:

- the period of the change
- the reason for the decision to change and
- the groups affected by the change.

Unless otherwise adopted by Council, the alternative fee applicable to all material will be \$0.00 per tonne or cubic metre.

Daily limitations on the quantity of recycle material obtained by an individual or organisation may be set based on the quantity of recycled material available. Similarly, daily limits may be placed on the amount material received at a Council waste facility based on the operational need or the ability to manage the acceptance of the material.

Prior to applying the alternative fee, notification will be placed in the local papers noting the fee applicable, who it applies to and the duration for the change. All changes will be subject to availability of recycled material or the need to accept material into Council waste facilities.

## 6. Records

Records shall be retained for at least the period shown below.

<b>Record</b>	<b>Retention/Disposal Responsibility</b>	<b>Retention Period</b>	<b>Location</b>
Waste management transaction records	Manager Information Management	7 years	Councils electronic filing system

## 7. Attachments

Not Applicable

## 8. References

Not Applicable