

## Requests for Free Waste Services Policy

### Policy – CP060

Prepared	Reviewed	Approved	Date	Council Minute No.
Waste Services	Executive Leadership Team	Council	December 2023	2023/0190
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<b>Document Owner: General Manager Infrastructure &amp; Assets</b>		<b>Review Frequency: 3 Yearly</b>		

#### 1. The purpose of this policy is

To establish a policy on addressing requests for fee waivers, refunds and reductions for payments of landfill gate fees, requests for free event bin hire and street sweeping services. This policy is to ensure a fair and reasonable approach in relation to free or discounted waste disposal services.

#### 2. Policy Statement

Through the operation of its recycling and waste disposal facilities, Council aims to provide a consistently high standard of service to the community, whilst meeting our General Environmental Duty under the *Environment Protection Act 2017* and minimising financial costs.

Council receives a number of requests from organisations and community groups for free bin hire for events, street sweeping and free disposal of waste at the Mildura Landfill and rural waste facilities.

#### 3. Principles

- 3.1 Groups that provide ongoing community benefit through assisting disadvantaged residents and meet the eligibility criteria will be able to apply for an annual fee waiver at Council's waste facilities. These activities are reliant on volunteers and community groups and do not generate any income for the groups involved. Approval will only be provided if groups meet the criteria of this policy.
- 3.2 Council will provide in-kind support to the Clean up Australia Day event through the collection and free disposal of waste. This may also apply to other clean-up activities on Council land.
- 3.3 All requests for free waste management services must be made in writing using the Fee Waiver form and any additional documents as requested, at least one month before it is required. Approval will be given for a period of one year or for a single event.

- 3.4 Applicants must demonstrate they have strategies in place to reduce the occurrence of dumping at collection sites and to divert waste from landfill where possible.
- 3.5 Groups that are approved for free waste disposal will be limited to:
  - Domestic waste only, no building or hazardous materials.
  - Up to a total of three (3) tonnes or six (6) x 0.5 cubic metre loads per financial year for waste going to landfill.
  - Any waste in excess of the above will be charged in accordance with the current fee schedule.
- 3.6 Electronic waste, tyres and mattresses will be charged at the current fee as these items are banned from being disposed of into landfill, and/or are difficult to recycle.
- 3.7 Approval will be provided by the Manager Waste Services and/or, as an alternative approver, the General Manager Infrastructure & Assets.
- 3.8 All attempts must be made to sort and recycle waste being brought in for free. If no attempts are made and it is clear items could easily be separated and recycled, the group will be charged for disposal at the appropriate rates.
- 3.9 Event organisers should budget for waste management services as part of their event and consider applying for grants to pay for waste management services.
- 3.10 Any clean-up activities organised by groups that request free waste disposal must be a Council-approved clean up activity with the required insurances and Occupational Health and Safety plan as per Council requirements.
- 3.11 Environment Protection Authority (EPA) Landfill levy costs (tonnes of waste to Mildura Landfill) from approved free disposal will be recorded by the Mildura Landfill weighbridge to calculate payment for landfill levy and to report on the amount of free waste disposal as required.
- 3.12 In the event of an emergency or disaster, Council may apply to the EPA for a levy exemption to assist the community in managing disposal of waste from these events. Council may also waive landfill fees for people directly affected by the emergency or disaster.
- 3.13 If regulatory or other circumstances change that may impact landfill operations and gate fees, Council reserves the right to amend or withdraw any fee waivers.

#### **4. Implementation**

- Manager Waste Services
  - Ensure that requests by groups for free waste services are addressed in a timely manner.
- Team Leader Weighbridge and Reporting:

- Ensure staff manage and monitor the fee waivers for the organisations that are approved.
- Ensure records are kept on the tonnes or volumes of waste brought in.

## 5. Definitions

EPA Victoria	Environment Protection Authority Victoria is the State Government regulatory body for waste management
Landfill levy	Monetary amount paid for every tonne of waste that is disposed into landfill that is paid to EPA Victoria
Waste Management Services	Includes waste disposal, event bins and street sweeping services.
Waste to landfill	Waste items that cannot be recycled and will be landfilled
Eligibility Criteria	<ul style="list-style-type: none"> <li>• Provides services within the Mildura Rural City Council municipality.</li> <li>• Be recognised by Council as a legitimate fundraising or community group</li> <li>• Not currently receiving operating funds from Council, State or Federal Government sources</li> <li>• Is a Non-Government Organisation (NGO)</li> <li>• The activity the group is undertaking will result in a community benefit</li> </ul>

## 6. Legislation and other references

### 6.1 Legislation

For further information related to this policy see:

- Environment Protection Act 2017

## 6.2 Documents

This Policy is implemented in conjunction with the following documents:

- CP010 - Events Funding and Support Policy
- CP100 - External Private Works Policy
- Waste Disposal Fee Waiver Form

## 6.3 Risk Assessment Reference

*Please tick the corporate risk(s) that this policy is addressing.*

<b>Risk Category</b>	✓	<b>Risk Category</b>	✓
Asset Management		Financial Sustainability	✓
Committees		Human Resource Management	
Compliance – Legal & Regulatory		Leadership & Organisational Culture	
Contract Management		Occupational Health & Safety	
Contract Tendering & Procurement		Organisational Risk Management	
Corporate Governance		Project Management	
Environmental Sustainability	✓	Public Image and Reputation	✓