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Policy Title:	Kerbside Collection and Associated Services Charge Policy
Date of Adoption:	
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CEO Signature:	Date:
Responsible Officer and Unit:	Gary Randhawa, Manager Operations
Nominated Review Period:	<input type="checkbox"/> Annually <input checked="" type="checkbox"/> Other (<i>please specify</i>) Five Yearly
Last Review Date:	July 2020
Next Review Date:	July 2025
Purpose / Objective:	This policy outlines how Council determines the waste services provided to the community, the kerbside collection charge and associated waste and disposal charges.
Background / Reasons for Policy:	<p>Under section 162 of the Local Government Act, a Council can declare a rate of charge for the collection and disposal of refuse. This Policy sets out principles for applying these charges in accordance with Council's waste management objectives.</p> <p>This Policy supersedes the <i>Garbage and Recycling Charge Policy 2004</i>.</p>
Definitions:	<p>Associated Services – means domestic waste collection and disposal, management of public place litter bins, landfill rehabilitation, waste minimisation initiatives and the management of waste contracts</p> <p>Collection Zone means the area designated by Council where Kerbside Collection Services are compulsory</p> <p>Contamination means the presentation of the wrong material in the wrong Mobile Garbage Bin (MGB)</p> <p>Designated FOGO Area means the area set by Council where FOGO collection services apply</p> <p>FOGO means Food Organics Garden Organics</p> <p>Kerbside Collection Charge means the charge applied for a Kerbside Collection Service in accordance with Clause 3.2</p>

DOCUMENT HISTORY	Version	Date	Author
Initial Draft	1	6 March 2020-	E Crofts/G Randhawa
Final Draft	2	July 2020	E Crofts/G Randhawa
Approval			

	<p>Kerbside Collection Service(s) means the collection service received for payment of the Kerbside Collection Charge in accordance with Clause 3.3</p> <p>MGB means a Mobile Garbage Bin for either general waste, FOGO, general recycling or glass-only recycling, which is provided by Council to a property as part of the Kerbside Collection Service</p> <p>Owners' Corporation means the same meaning as within the Owners Corporation Act 2006 but is only applicable where there are more than two (2) rateable assessments associated to it within a Designated FOGO Area</p>
<p>Related Policies:</p>	<p>Fees and Charges Policy</p> <p>Strategic Resource Plan</p> <p>Financial Hardship Policy</p>
<p>Related Legislation:</p>	<p>General Purposes and Amenity Local Law No. 10. Division 4 – Waste</p> <p>Local Government Act 1989</p>

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1 PURPOSE

This policy outlines how Council determines the waste services provided to the community, the kerbside collection charge and associated waste and disposal charges.

2 SCOPE

This Policy applies to all properties within the Collection Zone, but excludes vacant land.

3 COUNCIL POLICY

3.1 General Principles

- 3.1.1 Council is transitioning to a shire-wide four (4) bin collection system by 2025. The Four-bin collection system includes services for general waste, general recycling, glass-only recycling and Food Organics and Garden Organics (FOGO) collection.
- 3.1.2 Council's objective is to provide a cost effective solution to minimise the amount of recoverable materials going to landfill by providing a comprehensive collection service to ratepayers and supporting the community in waste minimisation.
- 3.1.3 The Kerbside Collection and Associated Services Charge is a cost recovery charge to fund a number of Associated Services, including but not limited to, domestic waste collection and disposal, management of public place litter bins, landfill rehabilitation, waste minimisation initiatives and the management of waste contracts.
- 3.1.4 The Kerbside Collection and Associated Services Charge balances the need to provide a cost effective service to ratepayers while minimising the environmental and social impacts of waste.

3.2 Kerbside Collection and Associated Services Charge

- 3.2.1 Under Section 162 of the Local Government Act 1989 a Council may declare a service rate or an annual service charge or any combination of such a rate and charge for the collection and disposal of refuse.
- 3.2.2 The Kerbside Collection and Associated Services Charge is compulsory for all properties within the Collection Zone, excluding vacant land, which receive a Kerbside Collection Service, other than where exceptions apply, as set out in Clause 3.10 of this policy.
- 3.2.3 The Kerbside Collection and Associated Services Charge recovers all the direct and in-direct cost of waste collection and disposal.
- 3.2.4 Council reviews, sets and adopts the Kerbside Collection and Associated Services Charge annually during the budget process in line with Council's Strategic Resource Plan.
- 3.2.5 Properties within the Designated FOGO Area pay Kerbside Collection and Associated Services Charge A
- 3.2.6 Properties outside the Designated FOGO Area pay Kerbside Collection and Associated Services Charge B

- 3.2.7 The rate notices will provide separate descriptions for the applicable Kerbside Collection and Associated Services Charge and any Additional Bin Collection Charge.
- 3.2.8 Commercial and non-residential properties receiving a Kerbside Collection Service must pay the Kerbside Collection and Associated Services Charge.

3.3 Kerbside Collection Service

- 3.3.1 Properties in the Designated FOGO Area receive a four (4) bin service being a weekly 240L MGB FOGO service; a fortnightly 140L MGB general waste service; a fortnightly 240L MGB general recycling service; a four-weekly 140L MGB glass-only recycling service.
- 3.3.2 Properties outside the Designated FOGO Area receive a three (3) bin service being a weekly 140L MGB general waste service, a fortnightly 240L MGB general recycling service, and a four-weekly 140L MGB glass-only recycling service.
- 3.3.3 Council will notify the property owner in writing in advance when the property is scheduled to become part of the Designated FOGO Area.
- 3.3.4 Council may conduct an assessment of any commercial properties or non-residential properties requesting a Kerbside Collection Service to determine service eligibility.
- 3.3.5 Council does not provide kerbside skip bins or hard rubbish collections.

3.4 Bins

- 3.4.1 The colour of the body of all new MGB's shall be black with lids coloured red for general waste, yellow for general recycling, purple for glass-only recycling, and lime green for FOGO.
- 3.4.2 Any properties with MGBs not in the colours set out in Clause 3.4.1 shall have MGBs replaced over time in accordance with Council's bin replacement program.
- 3.4.3 All new MGB's will be marked with the shire logo, a code linking the bin property address to Council's asset register, and stickers or embossing that provide information on Contamination and the type of material that can be placed in the MGB.
- 3.4.4 All MGBs are allocated to and remain with the property as part of the Kerbside Collection Service and MGBs cannot be removed from the property except in accordance with clause 3.10 exceptions.
- 3.4.5 Council will not collect any bins for collection other than the MGB's supplied to the property.
- 3.4.6 One kitchen bench-top caddy is provided to residential properties in the Designated FOGO Area prior to service commencement or upon request for a new service.
- 3.4.7 Properties paying the Kerbside Collection and Associated Services Charge that are not on a collection route must take their MGBs to the nearest collection point agreed by Council for collection.

3.5 Additional and Upsize bins

- 3.5.1 A property owner paying the Kerbside Collection and Associated Services Charge may apply for one or more additional MGBs in accordance with the Additional and Upsize Bin Guidelines and pay the appropriate Additional Bin Charge.
- 3.5.2 A property owner paying the Kerbside Collection and Associated Services Charge may apply for a larger 240-litre MGB for general waste in accordance with the Additional and Upsize Bin Guidelines and pay the Bin Upsize Charge.
- 3.5.3 The applicable Additional Bin Charge will be applied from the time of MGB delivery and will become an Additional Bin Collection Charge on the property rates notice until the additional MGB is returned.
- 3.5.4 Council reviews, sets and adopts the Additional Bin Charge, Bin Upsize Charge and Additional Bin Collection Charge annually during the budget process.
- 3.5.5 Council reserves the right to apply incentive or disincentive pricing for additional bins and collection services to minimise waste to going to landfill.
- 3.5.6 Additional MGBs are only available after the commencement of the applicable Kerbside Collection Service to the property.

3.6 New properties

- 3.6.1 New residential property owners can order a new set of MGBs by completing Council's Kerbside Collection Service Form Request and providing Council with a copy of a Certificate of Occupancy for the property.
- 3.6.2 The ratepayer can only order MGBs once Council has rated the property.
- 3.6.3 The Kerbside Collection and Associated Services Charge will be applied pro rata to property rates from the date of MGB delivery.
- 3.6.4 Once Council approves the provision of a Kerbside Collection Service to the property there is no option for a property to opt out of the service, except in accordance with Clause 3.10.

3.7 Planning applications

- 3.7.1 Planning applications must take into account the ability of Council to provide a Kerbside Collection Service to all shire properties in the Collection Zone, excluding vacant land.
- 3.7.2 All planning applications must be referred to Council's Resource Recovery Unit to ensure review of site plans for waste management requirements.
- 3.7.3 Multi-unit development applications should complete a waste management plan in accordance with Council's *'Multi-Unit Developments Waste Management Plan – Guide for Applicants'*.

3.8 Community Education

- 3.8.1 Council will provide ongoing community education support and initiatives to encourage residents and shire visitors to take action to reduce waste, minimise waste to landfill and encourage reuse.

3.8.2 Council will maintain current, applicable information regarding the Kerbside Collection Service and waste minimisation initiatives on its website and at Council service centres.

3.9 Contamination

3.9.1 Council will use both education and enforcement to reduce the rate of Contamination in MGBs.

3.9.2 Where MGBs contains Contamination, the resident will receive information about the type of Contamination in the form of a:

- a) tag on the MGB, or
- b) photo of the Contamination in the MGB, and
- c) letter from Council.

3.9.3 Any MGB containing Contamination will not be collected unless the Contamination is removed and a subsequent bin collection request to Council is made. Collection of contaminated bins may not be possible until the next scheduled collection day.

3.9.4 In the event of repeated contamination, Council reserves the right to remove a kerbside collection service and replace with a general waste only service comprising of 3 x general waste bins at full cost to the resident.

3.10 Exceptions

3.10.1 The property of residents approved by Council for special consideration following submission of an Application for Special Consideration Form will receive an upsize 240L MGB to replace the 140L MGB for general waste. There is no additional cost in accordance with the terms and conditions set out in Council's Application for Special Consideration Form.

3.10.2 The following conditions will qualify for an exemption from receiving the Kerbside Collection Service and be exempt from having the Kerbside Collection and Associated Services Charge levied at the discretion of the Macedon Ranges Shire Council:

- a) Properties where:
 - i. it is established that the collection truck cannot reasonably access a legal property entrance to empty MGBs from the roadside, and
 - ii. it is deemed by the Macedon Ranges Shire Council to be a burdensome imposition for the MGBs to be taken to the nearest collection point, and
 - iii. the property owner elects not to take MGBs to a collection point.
- b) Properties where a development approval is issued which requires the property owners to make private arrangements for the collection of domestic general waste, recycling and FOGO material, as applicable.
- c) Commercial and non-residential properties where a ratepayer informs Council that other arrangements have been made for the collection and disposal of general waste, recycling and/or FOGO material in respect of that ratepayer's property.

- d) Property owners of flats or units in the Designated FOGO Area where the Owners' Corporation has reached a private agreement to share a Kerbside Collection Service and provides evidence of this arrangement to Council in accordance with the Shared Bin Agreements Guidelines.
- e) Dependent relative units where a second residence on a property is occupied by a dependant family member.

3.10.3 Adjoining businesses that wish to share bins may make a request to Council for consideration by Macedon Ranges Shire Council.

3.10.4 All requests for exemptions must be in writing.

3.10.5 Applications must be made by the ratepayer, or by a person acting on behalf of the ratepayer where the ratepayer is unable to make an application for medical reasons.

3.10.6 If exceptional circumstances apply, and an application for exemption does not fit the criteria within this policy, then approval for an exemption may be granted by the Director, Assets and Operations

3.11 Review

3.11.1 An operational review of the Kerbside Collection Service will be undertaken on an annual basis to ensure that it continues to meet the needs of residents and report on the overall performance of the system.

4 ATTACHMENTS

4.1 Additional and Upsize Bin Guidelines

4.2 Shared Bin Agreement Guidelines

4.1 Additional and Upsize Bin Guidelines

The following Additional Bins will be supplied to a property providing:

1. The ratepayer is willing to pay the appropriate Additional Bin Charge;
2. All ongoing and administrative service charges being paid;
3. The ratepayer or their authorised agent apply for the MGB;

The Additional Bins that are available are:

- Additional Bin General Recycling being a 240 litre MGB
- Additional Bin FOGO being a 240 litre MGB
- Additional Bin Glass-only Recycling being a 140 litre MGB
- Additional Bin General Waste being a 140 litre MGB

The Upsize Bins that are available are:

- Upsize Bin General Waste being a 240 litre MGB (limited to one per rated property)

If an additional MGB is no longer required:

1. An application to remove the MGB must be made in writing by the property owner or their authorised agent.
2. No refund of Additional Bin Service Charge will be made for the current financial year.
3. The removal of an additional MGB may incur a removal and administrative cost. Removal of an additional MGB will occur as soon as circumstances warrant following the request from the property owner or their authorised agent.

4.2 Shared Bin Agreements Guidelines

1. An Owners' Corporation will be able to negotiate the overall number and composition of MGBs and will be charged accordingly,
2. A kitchen caddie will need to be provided for each residence.
3. For any new services, one roll of compostable liners will be provided per FOGO MGB
4. Owners' Corporation representatives will be required to provide evidence of their eligibility under this section and also to complete a form to substantiate their request for a change in services.
5. If approved, the total amount of the service charges will be invoiced directly to the Owners' Corporation representative.
6. Unpaid amounts will result in an immediate termination of these special arrangements and reversion to a standard Kerbside Collection Service.
7. Owners' Corporations will be required to ensure that residents sharing bins have access to bins through a communal bin area or areas.