

## Waste Management Conversion Application (From Bin Collection to Voucher)

A property based kerbside collection and recycling charge has been levied per residential user in respect of which a kerbside collection service is available for each premises, tenement, flat, apartment, single stratum section, or portion of tenement set aside for separate occupation.

Council has identified certain criteria under which property owners will be eligible to convert their domestic waste and recycling bin entitlements to the equivalent entitlements in the form of a weekly, non-redeemable waste management facility voucher. Property owners who believe they meet any one of the eligibility criteria shown below may make application to Council.

Please nominate the relevant criteria claimed in support of your application and sign the declaration below before returning it to Council for assessment.

CONVERSION CRITERIA			
<input type="checkbox"/> Disabled / Invalid pensioner <input type="checkbox"/> Temporary resident i.e., shack owner <input type="checkbox"/> House is located more than 100 meters from road frontage <input type="checkbox"/> Other, please state the reason for conversion			
CERTIFICATION (I certify that the above stated details are true and correct)			
Name:			
Site Address:			
Postal Address:			
Phone:			
Email:			
Signature:		Date:	
OFFICE USE ONLY			
Property No:		PID:	
<input type="checkbox"/> Approved <input type="checkbox"/> Declined			
Works Manager Signature:			
Rates Officer Signature:			



**GLAMORGAN  
SPRING BAY  
COUNCIL**

Glamorgan Spring Bay Council

---

**WASTE MANAGEMENT 2.2**

---

Version 5

Adopted:  
**Minute No.: 131/21**

## Document Control

<b>Policy Name</b>	
<b>First issued/approved</b>	20/07/2016
<b>Source of approval/authority</b>	Council Adoption
<b>Last reviewed</b>	April 2020
<b>Next review date</b>	April 2024
<b>Version number</b>	5
<b>Responsible Officer</b>	Director Works & Infrastructure
<b>Department responsible for policy development</b>	Works & Infrastructure
<b>Related policies</b>	<ul style="list-style-type: none"><li>• Rates and Charges Policy</li><li>• Financial Hardship Assistance Model Policy 3.14</li></ul>
<b>Publication of policy</b>	Website

# Contents

- 1 Introduction ..... 4
  - 1.1 Purpose..... 4
  - 1.2 Scope ..... 4
  - 1.3 Definitions ..... 4
  - 1.4 Related Policies and Legislation ..... 4
  - 1.5 Policy Review and Update Cycle..... 4
- 2 Policy ..... 5
  - 2.1 Waste Management Voucher ..... 5
  - 2.2 CONVERSION – kerbside collection to waste transfer station voucher ..... 5
  - 2.3 WAIVER – Annual kerbside collection service charge ..... 5
  - 2.4 ISSUE OF NEW / ADDITIONAL COLLECTION BINS ..... 6
  - 2.5 BIN OWNERSHIP ..... 6
- 3 Implementation..... 6
- 4 Attachments (if applicable) ..... 6

# 1 Introduction

## 1.1 Purpose

The purpose of this policy is to provide guidance for the application of kerbside waste and recycle bins, vouchers or a waiver system, in relation to waste management within the municipal area.

## 1.2 Scope

This policy relates to all properties within the Glamorgan Spring Bay municipal area.

## 1.3 Definitions

**Genuine Hardship:** See Financial Hardship Assistance Model Policy 3.14

**Genuine Disability:** Genuine disability for the purposes of this policy would be established where the applicant:

Has a disability that in the opinion of a professional health worker prevents the person from accessing normal Council waste services including domestic collection or the use of vouchers at a transfer station and independent assessment by the Community Development officer ascertains that there is no likelihood of family, neighborhood or other alternative methods of accessing Council waste management services.

The consideration of assistance applies to normal household waste and recyclables but does not include green waste. The General Manager will document all applications for relief in line with the criteria, indicating reasons for reaching a decision of the applicant for relief.

**The “Base Levy”:** is an annually adopted fee of Council that covers the overall compliance / operational costs of the four Waste Transfer Stations and includes ‘skip bin’ waste transportation, levies and disposal costs to the Copping landfill.

**The ‘Service Charge’:** is an annually adopted fee of Council that covers residential and commercial waste and recycling street kerbside collections.

## 1.4 Related Policies and Legislation

This policy relates to and depends on other Council policies, as well as legislation, including:

- *Local Government Act 1993*, Part 9 – Rates and Charges
- Rates and Charges Policy
- Financial Hardship Assistance Model Policy 3.14
- Council Annual Plan and Budget Estimates (Fees and Charges)

## 1.5 Policy Review and Update Cycle

This policy is to be reviewed in April 2024 or when circumstances require, and thereafter, every four years.

## 2 Policy

Council has resolved that the municipal wide waste and recycle collection programme is to be borne by all ratepayers in the municipal area by way of charges that have been levied.

In the interest of maintaining a cohesive system, Council has determined to maintain the adopted “Base Levy” without reduction, except through the qualification of hardship or disability.

To maintain a workable, flexible programme Council has included the Genuine Hardship definitions from the Financial Hardship Assistance Model Policy and introduced “Genuine - Disability” guidelines with an objective process to ascertain whether a ratepayer qualifies for consideration of relief to some or all waste management charges and / or the provision of a non- standard service.

### 2.1 Waste Management Voucher

Vouchers are issued under certain criteria where property owners can be entitled to convert their domestic waste and recycling bin collection entitlements to equivalent entitlements in the form of a weekly, non-redeemable waste management voucher.

Vouchers are issued to all entitled property owners at the beginning of each financial year. The following is the process of conversion:

### 2.2 CONVERSION – kerbside collection to waste transfer station voucher

A residential property owner may apply to the General Manager, via the relevant application form (Application for Conversion) to replace issued “mobile bins” with a waste transfer station voucher provided the following criteria is met:

- Disabled / Invalid Pensioner
- Temporary Resident ie Shack Owner
- House located more than 100 metres from road frontage.

A voucher entitles the recipient to gain access to any Glamorgan Spring Bay Council Waste Transfer Station free of charge, on the following basis:

- Disposal of residential rubbish on a weekly basis up to an equivalent volume of a standard 140 litre bin.
- Dispose of residential recycling on a fortnightly basis up to an equivalent volume of a standard 140 litre bin.

Standard Base Levy and Service Charges still apply.

### 2.3 WAIVER – Annual kerbside collection service charge

Where a residential property owner lives in an area of the municipal area where Council does not provide a kerbside collection service, then the property owner may apply to the General Manager, via the (Application for Conversion) form for a “waiver” of the current kerbside collection service charge.

If an application is approved, the property owner must arrange, via the Works & Infrastructure Department, for the return of the previously issued kerbside collection bins or vouchers. Once returned, a reimbursement is applicable in the following format:

- If a waiver is approved during July to December then a 6 month reimbursement of the current service charge is applicable.
- If a waiver is approved during January to June no reimbursement is payable.

## 2.4 ISSUE OF NEW / ADDITIONAL COLLECTION BINS

Following the issue of new or additional bin sets to a property, the following cost structure will apply:

- 100% “Base Levy” (for new service)
- Bins delivered to a property during July to December – 100% “Service Charge” or
- Bins delivered to a property during January to June – a pro rata “Service Charge” of 50% applies.

Where a new dwelling has been constructed and a Service Charge has not previously been applied, the charge will apply from the date of occupancy for that property.

Vacant land attracts the compulsory Base Levy but is exempt from the Service Charge.

Vacant land with a caravan(s) onsite attracts the compulsory Base Levy and one Service Charge. Lost or stolen bins should be reported to Council.

## 2.5 BIN OWNERSHIP

All residential and commercial mobile bins issued by Council, or on behalf of Council, remain the property of Council. Allocated residential and commercial bins issued to a property remain attached with the property following the sale of the said property or relocation of a tenant.

# 3 Implementation

Implementation of this Policy rests with the General Manager.

# 4 Attachments

- Application for Conversion