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Background & Issues

The Shire of Manjimup has a duty of care under the *Western Australia Public Health Act (2016)* and the *Shire of Manjimup Health Local Law (2019)* to facilitate the efficient and effective collection and disposal of domestic waste within prescribed waste collection areas of the Shire of Manjimup.

The Shire of Manjimup's power to provide, or enter into a contract for the provision of, waste services is provided for in section 50 of the *Western Australia Waste Avoidance and Resource Recovery Act (2007)*.

The power to impose an annual waste collection rate and/or an annual waste receptacle charge to provide for the performance of waste services is provided through Part 6, division 3, sections 66 to 68 of the *Western Australia Waste Avoidance and Resource Recovery Act (2007)*, and the power to impose service charges to meet the cost of the waste services provided by the Shire is provided under sections 6.16 and 6.17 of the *Local Government Act (1995)*.

This policy details the collection methods and services included in the waste management program provided by the Shire of Manjimup, including the provision of waste and recycling receptacles, service areas, services provided and alternative waste disposal options.

The policy also defines the property owners' or residents' obligations and requirements to participate in the collection services provided.

Waste collection fees appear in the Council Rates notice as yearly service charges for each bin type provided. These charges are subject to annual review in accordance with variables associated with the relevant service contracts, CPI adjustments and the planned implementation of works related to waste disposal. Rates on rural properties which do not receive these services do not include these yearly service charges.

Waste and recycling tipping fees, which are applied at the Shire's four waste facilities, are reviewed annually and are subject to change.

Waste collection charges and tipping fees at the waste facilities are listed in the Shire of Manjimup Fees and Charges Schedule annually.



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Objectives

The objectives of this policy are to set out:

1. the Shire of Manjimup's approach to waste management with respect to the collection of kerbside wastes including residual waste to landfill, dry (or co-mingled) recyclable waste and, if offered, green organic (food or garden) waste;
2. the Shire of Manjimup's operating procedures for its waste and recycling schedules to all separate rateable assessable property within the Shire's prescribed waste collection areas, so as to ensure an effective, efficient and timely waste and recycling collection service;
3. the Shire of Manjimup's approach to waste and recycling collections so as to ensure that domestic waste is managed in a manner which is cost effective and which minimises the risk to public health and the environment; and
4. the obligations and requirements of residents and ratepayers in relation to their roles in the management of their waste materials.

Area of Application

1. This policy applies to domestic premises within the **prescribed waste collection areas** listed in the current Shire of Manjimup Prescribed Waste Collection Areas list approved by the Authorised Officer (attached).
2. In addition, this policy also applies to properties serviced under the **rural properties optional regular waste and recycling collection service**, whereby the owner of a rural property which is not located within a prescribed waste collection area, but is on a regular waste collection transit route used by the Shire of Manjimup's contracted service provider, may request to be included in the waste and recycling collection service. Request for inclusion is optional but shall in all cases include all the bin types for which collection services are provided (i.e. residual waste, recycling or organic if offered) and inclusion shall be for a fee to be established on a case by case basis. The inclusion of any rural property in this service shall only occur with agreement by the service provider and if logistically and economically viable to them.



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Terminology

Waste receptacle: the wheeled waste containment vessel supplied to the premises by the Shire of Manjimup or its contracted service provider for the purpose of properly containing each waste stream separately until they can be presented at the kerbside for regular collection. Also referred to as a kerbside bin or a “wheelie bin”, or as a bin of specified type (i.e. general waste or residual waste bin, recycling bin or organic waste bin). The standard colour and sizes for each waste stream are:

- general waste: red* lid with dark green body, 140 litres and 240 litres;
- recyclables: yellow lid with dark green body, 240 litres; and, if offered
- organic waste: lime green lid with dark green body, 240 litres.

**(previously a dark green lid, under transition to red as waste receptacles are repaired or replaced)*

Residual waste to landfill: general household waste which is solid, including putrescible waste and waste that does not meet the definitions of dry (co-mingled) recyclable waste nor organic waste. Residual waste to landfill does not include liquid wastes, e-waste, nor controlled nor hazardous wastes.

Putrescible waste: organic or partly-organic mixed waste materials which are liable to decay or spoil or become putrid. Putrescible wastes are significant generators of methane emissions during their long-term decay processes.

Dry or co-mingled recyclable waste: household recyclable containers and packaging including most types of paper and cardboard, certain types of plastic, glass and metal cans, which the Shire of Manjimup’s contracted recycling collection service provider sorts and sends to processing or remanufacturing into new products and other materials. Such recyclable waste does not include soft plastics such as bag, sheets or film.

Organic waste: biodegradable waste (also referred to by the acronym FOGO meaning food organics, garden organics) composed of organic food wastes (including fruit, vegetables, bakery, dairy, meat bones, pizza boxes, human hair and pet droppings in compostable bags) and garden wastes (including grass or flower cuttings, prunings, cuttings, hedge trimmings and small sticks).

Authorised Officer: the person other than a Councillor appointed by Council to carry out compliance or enforcement functions under legislation related to the functions and powers of the Council. This person is usually the Chief Executive Officer.

Prescribed waste collection areas: residential areas in which a regular kerbside waste collection service shall be provided to all domestic premises. Prescribed waste collection areas may be urban areas or rural sub-divisions.



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Rural properties optional regular waste and recycling collection service: an 'opt-in' service for a rural properties not located within prescribed waste collection areas, but on a regular waste collection transit route used by the Shire of Manjimup's contracted service provider. Inclusion in all cases includes all the bin types for which collection services are provided (i.e. residual waste, recycling or organic) and is for a fee established on a case by case basis. Inclusion can only occur with agreement by the service provider.

Policy Measures

1. Prescribed waste collection areas

- This policy applies to domestic premises within the **prescribed waste collection areas**.

Council may extend existing prescribed waste collection areas or declare new prescribed waste collection areas if deemed necessary and viable.

- In addition, this policy also applies to properties serviced under the **rural properties regular optional waste and recycling collection service**, whereby a rural property which is not located within a prescribed waste collection area, but is on a regular waste collection transit route used by the Shire of Manjimup's contracted service provider may request to be included in the waste and recycling collection service. Request for inclusion is optional but shall in all cases include all the bin types for which collection services are provided (i.e. residual waste, recycling or organic) and inclusion shall be for a fee to be established on a case by case basis. The inclusion of any rural property in this service shall only occur with agreement by the service provider and if logistically and economically viable to them.
- The current and approved **Shire of Manjimup Prescribed Waste Collection Areas are:**

A. Urban area

1. Manjimup townsite (and Ipsen Street between West Boundary Road and Woodgate Retreat)
2. Northcliffe townsite
3. Pemberton townsite
4. Walpole townsite
5. Deanmill settlement
6. Jardee settlement
7. Palgarup settlement
8. Quinninup settlement



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B. Rural sub-divisions

1. Bella Vista Road and Demiris Drive (south of and adjacent to Manjimup);
2. Parkland View (in the locality of Deanmill near Manjimup);
3. Woodgate Retreat (in the locality of Deanmill near Manjimup);
4. Browns Road including Barronhurst Drive, Bendotti Court, Blue Wren Court, Clarrie Jones Place, Ditri Court, Plackett Drive and Wellburn Place (near Pemberton)
5. Karri Lakes including Karri Lane, Rainbow Trout Retreat and Titree Lane (adjacent to Quinninup)
6. Quenda Drive including Chudditch Lane and Woylie Road (adjacent to Northcliffe)
7. Tammar Terrace (off Quenda Drive and in the locality of Crowea nr Northcliffe)
8. Sparsa Close (in the locality of Crowea near Northcliffe)

2. Regular general waste kerbside collection service

- Council shall provide a regular general household waste kerbside collection service to each rateable residential property excluding vacant lots within each prescribed waste collection area, consisting of either a single red lid 240 litres or 140 litres waste receptacle collected weekly.

3. Regular kerbside dry or co-mingled recycling collection service

- Council shall provide a regular dry or co-mingled recycling kerbside collection service to each rateable residential property excluding vacant lots within each prescribed waste collection area, consisting of a single yellow lid 240 litres waste receptacle collected fortnightly as per the calendar distributed to households by the contracted service provider annually.

4. Regular organic waste kerbside collection service

- Council does not provide a regular organic waste kerbside collection service.

5. Additional kerbside bins

- Additional kerbside bins are available to properties within the prescribed waste collection areas on request. Each additional bin will be charged at a rate as defined in the Shire of Manjimup Fees and Charges schedule and will appear as an additional yearly service charge on the Council Rates notice.

6. Annual vergeside hard waste collection service

- All domestic properties provided with a regular kerbside general waste collection will be provided with an annual vergeside hard waste collection service.

7. Optional collections

- Rural properties which are not located within a prescribed waste collection area, but are on a regular waste collection transit route used by the Shire of



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Manjimup's contracted service provider may request to be included in the waste and recycling collection service. Request for inclusion is optional but shall in all cases include all the bin types for which collection services are provided (i.e. residual waste, recycling or organic) and inclusion shall be for a fee to be established on a case by case basis. The inclusion of any rural property in this service shall only occur with agreement by the service provider and if logistically and economically viable to them.

- Council and/or its service providers reserve the right to refuse an optional service to any property not within the prescribed waste collection areas or on a transit route to those areas.

8. Alternate waste disposal options

- Any excess or additional waste can be taken to the Shire's Manjimup Recycling and Refuse Centre in Ralston Road, Manjimup or to any one of the three waste transfer stations at Northcliffe, Pemberton and Walpole. Council's tipping fees and conditions apply.

9. Windy Harbour

- Lessees at Windy Harbour are encouraged to take all waste and recyclable material away from Windy Harbour each time they depart and to dispose of it properly at an authorised waste facility elsewhere (tipping fees will apply).
- However, if this is not possible then lessees shall deposit securely bagged domestic waste in whichever waste system is provided by Council including the tipping trailer maintained near the Caretaker's residence.
- Separated (not bagged) dry or co-mingled recyclables shall be disposed at the direction of the Windy Harbour Caretaker and green waste shall be deposited at the settlement's dedicated green waste site.
- Participation in the annual ('vergeside') hard waste collection service requires lessees to arrange with the Caretaker to deposit their hard waste adjacent to the Windy Harbour refuse site or other location designated by the Caretaker within a timeframe specified annually by the Waste Management Officer. Materials deposited must be strictly in accordance with the collection guidelines published annually.

10. Business, industrial and commercial premises

- It is not Council's responsibility to collect waste generated by the activities of business, industrial or commercial premises.
- However, upon request a kerbside waste and recycling collection service may be provided in conjunction with the domestic kerbside collection service so as to



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encourage correct disposal or recycling of general waste and applicable recyclable materials.

- Any such request for inclusion is optional but shall in all cases include all the bin types for which collection services are provided (i.e. residual waste, recycling or organic if offered).
- In locations where multiple tenancies exist within a single assessment, the assessable property is only entitled to one kerbside collection service for each yearly service charge paid.
- Additional services (e.g. vergeside hard waste collection) beyond the standard domestic kerbside collections will not be provided to business, industrial or commercial premises. It is expected businesses will access commercial waste collection service providers for any needs in excess of the standard domestic kerbside bin collection services.

11. Retirement Villages and Nursing Homes

- For retirement villages and nursing homes where there is more than one household on a rateable assessment, each household is eligible for waste collection as set out in this Policy.

12. Waste receptacle loss, damage, repair and replacement

- Waste receptacles are the property of Council or of its contracted waste collection service provider, depending upon conditions defined in the contract which exists between them.
- If a bin is lost or stolen the resident or ratepayer shall notify the Shire of Manjimup and a replacement will be arranged at no charge to the ratepayer.
- If a bin is broken or damaged the resident or ratepayer shall notify the Shire of Manjimup and repair or replacement will be arranged at no charge to the ratepayer.
- In the case of repeat instances of loss or damage the resident or ratepayer will be required to meet with Shire officers to determine an appropriate means of covering costs and of bringing to an end such repeated losses or damage.
- Residents may request to change their general waste bin size at any time during each financial year and an interim rates amendment will be issued corresponding to the pro rata change in charges.
- Unauthorised private or commercial stickers are not permitted on bins without Council approval.



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- Waste receptacles are allocated to a property rather than to a person and in all cases vacating residents shall leave the bin(s) at the premises for the use of the new occupier.

13. Materials accepted for dry or co-mingled recycling (yellow lid bins)

- Council's contracted recycling collection service provider shall, in agreement with Council, determine the list of acceptable materials which can be disposed in the yellow lid kerbside bins, and the scope of this list shall be amended from time to time by the contractor in consultation with Council.
- The list of materials acceptable for dry or co-mingled recyclables collection includes:
 - paper, magazines and cardboard of most types;
 - rinsed food and drink cartons (but not with silver lining);
 - rinsed rigid plastic containers with lids removed;
 - rinsed glass jars and bottles with lids removed, and
 - metal cans.
- Dry or co-mingled recyclables shall not be contained in plastic or other bags inside the bin.

14. Collection requirements

- Collection shall be at the front of the property or designated collection area as negotiated with Council's Waste Management Officer.
- Bins must be put out at the kerb by 6:00 am on the morning of collection. Late bins will be collected the following week.
- Bins are to be placed on the verge not more than 1.5 metres from the kerb with the lid opening to the road and the rear of the bin facing towards the residence.
- There must be at least 50cm between bins and at least 1.0 metre from any other obstacles such as cars or overhanging branches, so as to ensure that the automatic arm on the collection vehicle is able to reach, lift and empty bins, and so as to keep footpaths clear.
- For residents on cul-de-sacs bins must be grouped on the left side of the street before the turning circle of the court unless otherwise instructed by Council.
- The collection contractor is not obliged to enter private property to collect waste.



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- No single bin together with its waste or recycling content may weigh more than 70kgs at time of collection. The contractor is not obliged to empty waste from a bin if it is in excess of 70 kg gross weight.
- Bin lids must be completely closed on presentation at the kerb. No waste is to protrude from the bin or be placed on top or near the bin.

15. Bin Storage and Maintenance

- Bins are to be stored in a secure, preferably shaded area behind the street alignment and not visible to the road. In commercial areas bins are to be stored in a dedicated enclosure (*refer to Health Local Law Section 4.10 sub-section 3*).
- Occupiers are required to ensure that their bins are maintained or cleaned so as to be reasonably free of odour or of refuse.
- It is the occupier's responsibility to remove bins from the kerbside within 12 hours of their being emptied.

16. Commercial and Industrial Bulk Bins

- Bulk commercial bins are to be placed in a location and position acceptable to the Shire of Manjimup with regard to service and user convenience, local traffic and pedestrian lines of sight, general safety, and public amenity.

17. Collection Times

- All services to any individual property will generally be provided on the same day of the week between the hours of 6.00am and 5.00pm, except where varied by Council in exceptional circumstances.
- Recycling bins will be emptied once a fortnight on the same day of the week as the weekly domestic general waste collection for that location.
- Where a regular collection day falls on a public holiday all services will continue on the same day as normal unless otherwise advised.

18. Prohibited Waste

- The following substances are **prohibited** from collection via Council's regular kerbside general waste and dry or co-mingled recycling collection services:
 - Prohibited from domestic rubbish bins – liquids; dust or fine materials (unless securely wrapped in paper); hot ashes; pool chemicals; paints, varnishes, solvents or motor fuels; EPIRBS or personal locator beacons; e-waste; handheld batteries or car batteries; acids and alkalis; soil, sand, gravel or rocks; building or construction and demolition materials including concrete, bricks, masonry and tiles or asbestos; bitumen; vehicle engines and parts;



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tyres; motor oil; large amounts of green waste; explosives or ammunition; gas bottles, medical waste that requires incineration (including prescribed waste from dental and veterinary practices); wastes resulting from medical or veterinary research; smoke detectors; radioactive waste; and garden or agricultural chemicals (including pesticides, fungicides or herbicides).

- Prohibited from recycling bins - plastic bags containing recyclables; soft, flexible plastic bags, film or sheet; expanded polystyrene foam; food wastes; green waste; putrescible wastes; clothing or textiles; all of the items prohibited from domestic rubbish bins; and any other item or substance that may constitute a hazard to the waste collectors, to the mechanism of the collection vehicle and/or to the environment at large.
- Prohibited from the annual vergeside hard waste collection – tyres; car batteries; shopping trolleys or commercial crates; liquids; chemicals; green waste; freezers or fridges with an attached door or lid; loose wire (wire must be securely rolled or tightly bundled); building or construction and demolition rubble (bricks, concrete etc); items longer than 2 metres; items in excess of a total volume of more than 3m³ per household; and items excluded in Council's annually published vergeside hard waste rubbish collection advertisement.

19. Refusal of Service

- Service may be refused for:
 - failing to use the approved waste collection container;
 - placing controlled, hazardous, dangerous or toxic waste out for collection;
 - any bin containing prohibited waste as detailed in Clause 18 above;
 - any bin and its contents weighing more than 70kg;
 - placing the bin in a location that cannot be reached by the collection vehicle;
 - any bin the contents of which protrude and/or present the potential for interference with the lifting mechanism;
 - the condition of the waste container being such that it is unfit for collection;
 - failing to use the containers correctly, leading to contamination of recyclable or green organics;
 - repeated and recorded misuse of the bin;
 - a bin positioned on private property at the time the collection service is provided; and
 - inappropriate items put out for the annual vergeside hard waste collection.
- Council reserves the right to refuse service where it is impractical to collect, store or present bins or where as part of planning approval conditions, responsibility for waste management is passed to the owner/occupier.



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- Bins will not be collected from other than a kerbside location unless prior arrangements including a signed agreement, indemnifying Council and the collection contractor against any claims for damages from the property owner or occupier, are in place.
- For a bin that is not collected by the contractor due to one or more of the above circumstances, a rejection sticker will be placed on the bin stating the reason it was rejected. When the bin is compliant it will be collected on the next collection day scheduled for that location.
- Rateable properties consistently presenting a bin that is unfit for collection because of one or more of the reasons above will forfeit the right to the service and will be notified of the cancellation of the service in writing.

Administration

The Administration of this Policy is by the Manager Technical Services.

Adoption and Date Due for Revision

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