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Waste Services Policy

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Purpose

East Gippsland Shire Council is responsible for the effective and efficient delivery of various waste collection and disposal services within the municipality.

This document is an interim policy which was created to replace the 2014 Waste Services Policy. A review date of 01 July 2023 has been set to ensure the policy is appropriately updated and covers all actions of the Waste Action plan which is currently in development.

East Gippsland Shire Council aims to ensure that waste services are delivered in an equitable effective and fair manner. This document sets out objectives and actions to ensure that legislative and strategic requirements are maintained while the waste collection and disposal services are provided.

East Gippsland Shire Council's vision is *"To develop a standardised, cost effective, safe, sustainable and environmentally friendly waste collection and disposal strategy to maintain a clean, tidy and healthy region"*.

Due to legislative amendments, the Environment Protection Authority requires siting, design, construction and on-going management of landfills to comply with more stringent controls; along with more detailed monitoring to ensure that the site will not impact on the local community and the surrounding environment. Some of the identified changes which have occurred regarding waste management include:

Operational:

- More stringent landfill operation, design and construction criteria;
- More stringent landfill capping and post closure management;
- In house management of landfills;
- Introduction of in-house auditing processes

Environmental:

- Introduction of new best practice guidelines for unlicensed landfills;
- Increased community awareness and concern with environmental impact;
- Increased monitoring, external auditing and compliance reporting requirements;

Economic:

- Increase in costs for post closure monitoring and maintenance;
- Not having an equitable user pays system;
- Increased in cost of siting, designing, constructing, operating and capping

Landfills:

- Increase in cost of the State Governments waste levy.

Scope

This policy applies to all employees, contractors and community members throughout the East Gippsland municipality using or receiving a Council waste service.

Policy Context

East Gippsland Shire Council aims to ensure that waste services are delivered in an equitable, effective and fair manner. This document sets out objectives and actions to ensure that EGSC's legislative and strategic requirements are maintained.

Policy Statement

In delivering waste collection and disposal services East Gippsland Shire Council will:

- Be fair, equitable and consistent during assessment of requests and application of decisions.
- Provide confidence to our community by having a clear framework for decision making and by providing consistent services on a regular basis.
- Promote the benefits for our environment and communities through sustainable and best-practice waste disposal services.
- Ensure the safety of our communities through the responsible operation and on-site activities for waste collection and disposal.

Recipients of a Council waste collection service (including but not limited to kerbside bins, 30 cubic metre bins, enclosures trailers) will be charged an annual fee as published in the annual East Gippsland Shire Council budget document.

Roles and Responsibilities

These management positions are responsible for the implementation, communication and compliance monitoring of the policy in their work areas:

Party / Parties	Roles and Responsibilities
General Manager Assets and Environment	To ensure all Managers are aware of their responsibilities and compliance with the Policy and supporting Procedure document.
Manager Sustainability and Waste Minimisation	Senior decision-making role. Responsible for the overseeing of the adherence to this policy and ensuring the relevant supporting procedures are adhered too by all staff.
Coordinator Waste Management and Compliance	Day-to-day decision making and adherence to the policy, review and updating of the Policy and Procedure documents.
Coordinator Waste Operations	Day-to-day decision making and adherence to the policy, review and updating of the Policy and Procedure documents.
Supervisor Landfill Operations	Ensuring the implementation and adhering to policy and procedures
Supervisor Transfer Stations	Ensuring the implementation and adhering to policy and procedures

Waste Administration Officer	Perform administrative duties in line with the waste services policy and procedures
Party / Parties	Roles and Responsibilities
Waste Regulatory Officer	To implement and adhere to the Waste Services Policy and these supporting procedures and review and updating of the policy and procedure documents
Waste Logistics Officer	Ensuring the implementation and adhering to policy and procedures
Waste Education Officer	To provide education around the use of facilities and services

References and Supporting Documents

Applicable Legislation:

- *Environment Protection Act 2018*
- *Local Government Act 2020*
- Environment Protection (Industrial Waste Resource) Regulations 2009
- *Sustainability Victoria Act 2005*
- Product Stewardship (Television and Computers) Amendment Regulations 2017

Applicable Policy and Procedure:

- Getting Full Value: Victorian Waste Management and Resource Recovery Policy
- Demonstrating Best Practice, EPA 2017
- Guide to Best Practice for Resource Recovery Centres 2019
- Recycling Victoria – A New Economy
- Gippsland Regional Waste Management Plan
- National Greenhouse and Energy Reporting Scheme
- National Waste Policy 2018

Supporting Documents:

- Waste Services Procedure;
- Community Engagement Policy;
- Community Engagement Guidelines; and
- East Gippsland Shire Council General Local Law.

Privacy and Human Rights Consideration

All personal information collected by East Gippsland Shire Council about waste management will be handled in accordance with all applicable privacy legislation and will be used only for investigating the relevant issue.

The Waste Services Policy has been assessed as compliant with the obligations and objectives of the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

Please refer to www.humanrightscommission.vic.gov.au for assistance with this section.

Definitions

Term	Meaning
Community	People who live in East Gippsland; People and organisations who are ratepayers in East Gippsland; and People and organisations who conduct activities in East Gippsland.
Contractor	Person or company engaged to undertake works for Council, including service providers / service partners
Council	East Gippsland Shire Council
EPA	Environment Protection Authority
Landfill	Landfills are EPA licensed areas where solid and non-hazardous waste from municipal and/or industrial sources is deposited to land.
Unlicensed Landfill	Landfills that are operational but do not receive sufficient tonnages to require licensing by EPA. Legacy landfills are non-operational, closed landfills (but not necessarily remediated/capped)
Waste Transfer Station/30m ³ Split Bin/Trailers/Enclosures	A facility where customers drop off their waste and recyclables which is then transferred by Council to a landfill or Materials Recovery Facility.

Revision History and Review

Version Control	Approved Amended Rescinded	Date Effective	Approved By	ECM Document Reference	Summary of Changes
1	Approved	16/12/14	Council	6044932	
2	Approved	13/04/21	Council	8980155	Update of Acts and Government Policy Review of grammar and updated template