

INFRASTRUCTURE

Resource Recovery

4.4.2

TITLE:	<u>SALE OF RECYCLABLES</u>
ADOPTED:	OCM 1 August 2011 – Pages 104 -107
REVIEWED:	OCM 15 March 2012 – Pages 96 – 103 OCM 27 March 2014 – Pages 94 – 99 OCM 17 December 2015 – Pages 110 - 121
ASSOCIATED LEGISLATION:	Local Government Act 1995
ASSOCIATED DOCUMENTS:	4.3.2 - Disposal of Assets Policy
REVIEW RESPONSIBILITY:	Director Infrastructure Services
DELEGATION:	

Previous Policy Number 3.1.19

Objective:

The purpose of this Policy is to provide direction to staff on the sale of recyclables from the Waste Management Facility (WMF). In so doing the Shire will:

- Promote resource recovery and recycling amongst the Broome Community;
- Minimize the volume of waste to landfill to maximize its life;
- Ensure equal public opportunity to purchase the recyclable resources available;
- Ensure any potential benefit to community groups is realised;

Principles:

The Shire of Broome is committed to minimising the amount of waste going to landfill by maximising resource recovery from all waste streams.

All items and materials passing through the gates of the Waste Management Facility (WMF) become the property and the responsibility of the Shire of Broome.

The sale of recyclables from the waste stream and subsequent re-use of those items/materials within the community is greatly encouraged.

The sale of all recyclables shall be achieved in an open, transparent and accountable manner.

Definitions:

To assist in interpretation, the following definitions shall apply:

Price: the nominal price set for an item and which is displayed on the item.

Item: means any resource controlled by Council as a result of its transport to the WMF and from which future economic benefits are expected to flow to the community through re-use.

CEO: means the Chief Executive Officer of the Shire of Broome.

Market Price: the estimated price achievable in the local market for the item.

Responsible Officer: means that officer nominated in the Shire's accounting system as being responsible for the service provided.

The Act: means the WA Local Government Act 1995 (and as amended from time to time).

Context:

This policy applies to all types of non-putrescible materials, machinery, vehicles, objects and things deposited at the WMF Landfill Site, which are suitable for recycling and/or re-use by members of the community and have an apparent value less than \$1000 per item.

If an Item has an estimated value greater than \$1000 then the item shall be disposed of in accordance with the Disposal of Assets Policy 3.1.18.

Council needs to be assured that probity is maintained at all times in the sale of such items, that a safe environment in which to select recyclables is maintained, that the public is provided with an equal opportunity to purchase recyclables and that sales of all items are recorded and cash reconciled.

To achieve this:

- a) Scavenging at the tip face and within the confines of the WMF is strictly prohibited;
- b) All items to be made available for recycling and purchase shall be located/transferred to a defined and safe area away from moving vehicles, machinery and other hazards.

Types of Recyclables:

There are a number of methods adopted by the Shire for the Sale of Recyclables from the WMF. These are:-

- a) Sale by contract to companies trading in recyclables items may include but are not limited to waste oil, steel off-cuts, non-ferrous metals, e-wastes, glass, tyres, batteries, or vehicle bodies. Contracts for these services shall be formally entered into through an expression of interest or tender process depending on the perceived value of that material.
- b) Sale through a Shire Business Undertaking Examples of items include but are not limited to mulch, compost, improved soils, crushed concrete, road base. Prices for the sale of these items shall be included in the Shire of Broome Scheduled Fees and Charges as included in the annual budget.
- c) Sale by special arrangement The price shall be based upon market price achievable in Broome. The Waste Coordinator shall be responsible for setting prices in such circumstances and in so doing will take account of demand, market value and community interest. Pricing decisions shall be documented and recorded. Fee concessions may be granted to eligible organisations in accordance with the Fee Concessions at Waste Management Facility Policy 3.1.17.
- d) Sale or Transfer to Other Agencies There may be occasions when Council may consider transferring recyclable items to another council or organisation, instead of offering them for sale. For example, it may decide to give office furniture to a community based not-for-profit organisation.

Written Authorisation from the CEO is required before such a sale or transfer

can be affected in accordance with the Disposal of Assets Policy 3.1.18.

e) Donation to Charities or Community Organisations

(Note: this method of disposal may not be used for item or asset with an estimated value of more than \$1,000).

Council occasionally receives requests from not-for-profit community, or registered charity organisations seeking the donation of, or concessional sales of items from the WMF. At times Council may invite such organisations to submit written requests for the donation of such items.

In considering any request, the matter shall be considered in accordance with the Fee Concessions at Waste Management Facility Policy 3.1.17, and referred to the CEO for a decision. The Manager Community Services shall include recognition of any such donation or concession within the Community Sponsorship program:

f) Sale through a "Tip Shop":

Items of low value that have the potential for reuse are typically sold through a tip shop. These items may include;

- i. Building Products (Timber, wood, steel , corrugated iron, pavers etc.;
- ii. Toys, sports gear;
- iii. Clothing;
- iv. Tools and garden equipment;
- v. Furniture;
- vi. Kitchen items;
- vii. Plumbing;
- viii. Partly used cans of paints;
- ix. Any other non-putrescible recyclables

Tip Shop Arrangements

Should a Tip Shop become operational at the WMF, Council may determine that it shall be managed by any of the following means:-

1. Shire staffing;
2. Volunteer Organisations;
3. Community based Not-For-Profit or registered Charity Organisations; or
4. A Private Operator.

Where Council determines the Tip Shop is to be managed by other organisations or a private operator, tenders or expressions of interest shall be called and a contract entered into setting out the terms and conditions of that arrangement.

Where the Tip Shop is to be managed by Shire staff, prices shall be set in compliance with the following guidelines;

1. The price shall be set with a view to encouraging the purchase of items for reuse by the public, yet obtaining a return for the Shire;
2. The basic principal is that all items put up for sale shall be publically displayed within a defined area at the WMF and have the price

3. The price will be set with consideration of:

- a. a minimum charge of \$0.50 incl GST;
- b. various nominal charges in \$2.00 to \$5.00 incl GST increments based upon the apparent value of the item up to a maximum of about 1/20 of the estimated value of a new equivalent item;

The Shire of Broome shall endeavour to comply with guidelines and regulations issued by the relevant authorities in relation to the operation of the Tip Shop. The relevant guidelines and regulations include:

- Department of Occupational Health, Safety and Welfare (1996) Occupational Safety and Health Regulations;
- Consumer Affairs Act 1971; and
- Electricity act 1945.

Goods collected under a local government recycling scheme are **not** treated as second hand goods for the purposes of the Pawnbrokers and Second Hand Dealers Act 1994 and therefore the Tip Shop does not require a licence to sell these goods.

Staff shall develop and maintain a Business Operating Procedure. The Business Operating Procedure would cover;

- Appropriate checks to be carried out prior to an item being offered for sale;
- Tip shop layout;
- Cash handling and receipting;
- Communication / signage; and
- Tip Shop Rules

Buyers Risk

Irrespective of the item, material of machine sold at the Tip Shop, purchasers shall accept the Conditions of Sale. The Conditions of Sale shall include that all items disposed of, are in an "as is where is" condition (caveat emptor - buyer beware) with the liability for any faults, defects and or maintenance resting entirely with the buyer. Buyers are to rely on their own investigations regarding the condition, workability and safety of the items for their particular purpose and Council shall not be responsible for any liability whatsoever in any form. A Condition of Sale sign shall be displayed in an appropriate position.

Return of Items to WMF

If a person is dissatisfied with the purchase, the item must be re-deposited at the landfill as waste and any Fees due paid. No refunds shall be paid.

Documentation

All documentation required to be made in accordance with this Policy or any Business Operating Procedure relating to the Sale of Recyclables shall be recorded.

Evaluation Process:

This Policy is reviewed at intervals of no more than two years.