

INFRASTRUCTURE

Resource Recovery

4.4.3

TITLE: WASTE MANAGEMENT

ADOPTED: OMC 28 August 2014 – Pages 96 - 98

REVIEWED: OMC 17 December 2015 – Pages 110 - 121

ASSOCIATED LEGISLATION: Waste Avoidance and Resource Recovery Act 2007
Waste Avoidance and Resource Recovery Regulations 2008
Shire of Broome – Health Local Law 2006

ASSOCIATED DOCUMENTS: Annual Fees and Charges Schedule

REVIEW RESPONSIBILITY: Director Infrastructure

DELEGATION:

Previous Policy Number 3.2.23

Objective

To provide:

- An efficient and best value waste and recycling collection service for all householders/ratepayers within the Shire.
- An efficient and best value waste and recycling collection service for commercial properties within the Shire requiring such a service.
- An efficient and best value pre-cyclone clean up service for residential premises within the Broome Townsite.

DEFINITIONS

Collection Contractor: Contractor/s that collects MGBs on behalf of the Shire of Broome.

Commercial bins: Bins with more than 360litre capacity that are collected by a front or rear loading waste collection vehicle.

MGB: Mobile garbage bin.

Resident: Person or persons occupying the premises, not necessarily the property owner

Shire: The Shire of Broome.

POLICY

1. Residential Waste (Refuse) Collection Services

- 1.1 The Shire shall provide a weekly waste collection service to all residential premises in the Shire. A green coloured MGB will be provided on the basis of one 240 litre MGB per single residential premises.
- 1.2 MGBs will be collected between the hours of 6:00am and 6:00pm Monday to Friday.
- 1.3 MGBs should be placed on the verge in front of the premises by 6.00am on the day of collection, in a position that facilitates ease of pickup by the collection vehicle. MGBs should be placed out for collection no earlier than 5:00pm the day prior to collection.
- 1.4 All MGBs must be removed from the verge by 7:00pm on the day of collection, and stored within the property, failure to do so may result in the Health local Laws being applied.
- 1.5 The following items are prohibited for disposal in the waste MGB:
 - Hot/burning ash.
 - Oil/other flammable liquids.
 - Liquids/paints/solvents.
 - Bricks/concrete/building rubble/sand.
 - Personal medical waste (unless in a sealed container)
 - Commercial medical wastes

Some items not listed may also be prohibited. The Shire of Broome's Waste Management Co-ordinator can provide further information.

If residents are found to be placing items specified in Clause 0 in the MGB, the Contractor shall place a warning sticker on the MGB. The removal of the contamination (items specified in Clause 0) is the responsibility of the resident, after which the MGB can be placed back out for collection on the next collection day for that premises.

- 1.6 MGBs weighing more than 70kg will not be collected by the Contractor. In such an event the Contractor shall place a notification sticker on the MGB, and the resident shall be required to empty the MGB to bring it under the 70kg limit before the bin can be collected on the next collection day for that premises.
- 1.7 MGB lids should be closed at all times to prevent litter and odour. MGBs will not be collected if the lid is not or cannot be closed at the time of collection. The resident shall be required to empty the MGB to enable the lid to be closed before the MGB can be collected on the next collection day for that premises.
- 1.8 Residents are to be made aware of Clauses 0, 0, 0, 0, 0, 0 and 0 upon taking delivery of a MGB by issue of a leaflet.

- 1.9 The resident should notify the Shire if a MGB is not collected on the scheduled collection day despite compliance with Clauses 0, 0, 0, 0, 0, 0 and 0. If notification of the missed collection is received prior to 11.00am, the MGB shall be collected on the same day of notification. In the event that notification of a missed collection service is received after 11.00am, the MGB shall be collected the next day.
- 1.10 All MGBs provided are the property of the Shire and should not be marked or have any item affixed in any way without the prior permission of the Shire of Broome. This includes marking the MGB with a street number or placing stickers or other identifying marks. The MGBs are stamped with a unique identifying bin number (left hand side looking at the front) to which the residents can refer to identify the MGB allocated to them.
- 1.11 To account for general wear and tear, the Shire will replace MGBs without charge on a 10 year cycle (equivalent to 10% of the Shire's MGB stock per year). If a MGB is lost, stolen, or irreparably damaged, the resident should notify the Shire so a replacement MGB can be provided. The resident will be required to pay a MGB replacement fee.
- 1.12 Repairs to MGB lids and wheels will be undertaken by the Collection Contractor free of charge to the resident. The resident will notify the Shire when repairs are required.
- 1.13 Residents can request additional waste MGB services if a single service provides insufficient capacity for the quantity of waste generated on the premises. Fees and charges will apply for additional waste MGB services and approval from the property owner is required given the invoice is raised against the property owner.
- 1.14 The Shire reserves the right to cancel additional MGB services as it deems necessary, however the standard service will not be cancelled.

2. Residential Recycling Collection Services

- 2.1 The Shire shall provide a fortnightly recycling collection service to all residential premises in the Shire. A MGB with a light green body and yellow lid will be provided on the basis of one 240 litre or 360 litre MGB per single residential premises. The Shire will transition all residential recycling MGBs from 240 litre to 360 litre MGBs through the annual renewal program.
- 2.2 Recycling MGBs will be collected between the hours of 6:00am and 6:00pm Monday to Friday on the same day of the week that waste MGBs are collected.
- 2.3 MGBs should be placed on the verge in front of the premises by 6.00am on the day of collection, in a position that facilitates ease of pickup by the collection vehicle. MGBs should be placed out for collection no earlier than 5:00pm the day prior to collection.
- 2.4 All MGBs must be removed from the verge by 7:00pm on the day of collection, and stored within the property, failure to do so may result in the Health local Laws being applied.
- 2.5 Only the following items are acceptable for disposal in the recycling MGBs:

- Paper and Cardboard
 - Aluminum and steel cans
 - PET containers (Code 1 plastics)
 - HDPE containers (Code 2 plastics)
 - Glass Bottles and Jars
- 2.6 If unacceptable items are found in the recycling MGB, the Contractor will place a warning sticker on the MGB and not collect it until the unacceptable items (contamination) are removed. The removal of unacceptable items (contamination) from the MGB is the responsibility of the resident, after which the MGB can be placed back out for collection on the next recycling collection day for that premises.
- 2.7 The Shire maintains a three strike policy regarding the contamination of recycling MGBs. The first occurrence shall be treated in accordance with Clause 0. For a second occurrence of contamination the resident will also be called or visited by a Shire representative to communicate the appropriate use of the service. The recycling MGB will be removed on a third occurrence with fees and charges for the service remaining. The resident can apply to have the recycling service reinstated after a 30 day cooling off period. When the MGB is returned the resident will be provided with accompanying education material.
- 2.8 Recycling MGBs weighing more than 70kg will not be collected by the Contractor. In such an event the Contractor shall place a notification sticker on the MGB, and the resident shall be required to empty the MGB to bring it under the 70kg limit before the bin can be collected on the next collection day for that premises.
- 2.9 MGB lids should be closed at all times to prevent litter and odour. MGBs will not be collected if the lid is not or cannot be closed at the time of collection. The resident shall be required to empty the MGB to enable the lid to be closed before the MGB can be collected on the next collection day for that premises.
- 2.10 Residents are to be made aware of Clauses 0, 0, 0, 0, 0, 0, 0 and 0 upon taking delivery of a MGB by issue of a leaflet.
- 2.11 The resident should notify the Shire if a MGB is not collected on the scheduled collection day despite compliance with Clauses 0, 0, 0, 0, 0, 0 and 0. If notification of the missed collection is received prior to 11.00am, the MGB shall be collected on the same day of notification. In the event that notification of a missed collection service is received after 11.00am, the MGB shall be collected the next day.
- 2.12 All MGBs provided are the property of the Shire and should not be marked or have any item affixed in any way without the prior permission of the Shire of Broome. This includes marking the MGB with a street number or placing stickers or other identifying marks. The MGBs are stamped with a unique identifying bin number (left hand side looking at the front) to which the residents can refer to identify the MGB allocated to them.

- 2.13 To account for general wear and tear, the Shire will replace MGBs without charge on 10 year cycle (equivalent to 10% of the Shire's MGB stock per year). If a MGB is lost, stolen, or irreparably damaged the premises occupant should notify the Shire so that replacement MGB can be provided. The occupant will be required to pay a MGB replacement fee.
- 2.14 Repairs to MGB lids and wheels will be undertaken by the Collection Contractor free of charge to the resident. The resident will notify the Shire when repairs are required.
- 2.15 Residents can request additional recycling MGB services if a single service provides insufficient capacity for the quantity of waste generated on the premises. Fees and charges will apply for additional recycling MGB services and approval from the property owner is required given the invoice is raised against the property owner.
- 2.16 The Shire reserves the right to cancel additional recycling services as it deems necessary. The Shire also reserves the right to cancel the standard recycling service under certain circumstances (Clause 0).

3. Residential Pre-cyclone Clean up Service

- 3.1 The Shire may provide a Pre-cyclone Clean up each year to all occupied residential premises within the townsite of Broome. The service is provided at the beginning of the Cyclone season and the Shire will provide adequate notice for clean up through local media.
- 3.2 The service **will** collect the following items:
- Metals - Pile One
Whitegoods, Fridges with doors removed and degassed, scrap iron, other waste metals and empty tins.
 - Non Metals - Pile Two
Furniture and Mattresses, E-waste and household electrical items.
- 3.3 The service **will NOT** collect the following items:
- Tyres
 - Batteries
 - Car parts
 - Household waste (putrescible)
 - Gas bottles
 - Fire extinguishers
 - Hazardous waste (including asbestos, oil, paint and flares)
 - Liquid waste
 - Chemicals
 - Green (garden) waste,
 - Commercial building materials.

- 3.4 The Shire will provide a two week window prior to the nominated collection date for residents to place the waste out on the verge. All items are to be placed on the verge in front of the premises in two piles as detailed in Clause 0.
- 3.5 Items placed on the street verge after the nominated collection period and items placed on the verge not meeting the above detailed criteria will not be collected. Removal of these items shall be the responsibility of the resident.

4. Commercial Waste (Refuse) Services

- 4.1 The Shire will provide the standard waste collection service to all commercial premises in the Shire. The standard service is comprised of a single 240 litre green coloured MGB collected on a weekly basis. Collection frequency can be increased to meet the requirements of the premises with additional fees and charges applicable. Billing for additional services will require the approval of the property owner given the invoice is raised against the property owner.
- 4.2 MGBs will be collected between the hours of 6:00am and 6:00pm Monday to Sunday.
- 4.3 MGBs should be placed on the verge in front of the premises by 6.00am on the day of collection, in a position that facilitates ease of pickup by the collection vehicle. MGBs should be placed out for collection no earlier than 5:00pm the day prior to collection.
- 4.4 All MGBs must be removed from the verge by 7:00pm on the day of collection, and stored within the property, failure to do so may result in the Health local Laws being applied.
- 4.5 In Chinatown, all MGBs should be removed from the verge by 8:00am on the day of collection, and stored within the property.
- 4.6 The following items are prohibited for disposal in the waste MGB:
- Hot/burning ash.
 - Oil/other flammable liquids.
 - Liquids/paints/solvents.
 - Bricks/concrete/building rubble/sand.
 - Personal medical waste (unless in a sealed container)
 - Commercial medical wastes
- 4.7 If a commercial MGB is found to have any items specified in Clause 4.5 in the MGB, the Contractor shall place a warning sticker on the MGB. The removal of the contamination (items specified in Clause 4.5) is the responsibility of the occupant, after which the MGB can be placed back out for collection on the next collection day for that premises.
- 4.8 MGBs weighing more than 70kg will not be collected by the Contractor. In such an event the Contractor shall place a notification sticker on the MGB,

and the occupant shall be required to empty the MGB to bring it under the 70kg limit before the bin can be collected on the next collection day for that premises. This clause does not apply for larger bins collected by front or rear loading collection vehicles as detailed in Clause 0.

- 4.9 Occupants are to be made aware of Clauses 4.2, 4.3, 4.4, 4.5, 4.6, and 4.7 upon taking delivery of a MGB by issue of a leaflet.
- 4.10 The occupant should notify the Shire if a MGB is not collected on the scheduled collection day despite compliance with Clauses 4.2, 4.3, 4.4, 4.5, 4.6, and 4.7. If notification of the missed collection is received prior to 11.00am, the MGB shall be collected on the same day of notification. In the event that notification of a missed collection service is received after 11.00am, the MGB shall be collected the next day.
- 4.11 All MGBs provided are the property of the Shire and should not be marked or have any item affixed in any way without the prior permission of the Shire of Broome. This includes marking the MGB with a street number or placing stickers or other identifying marks. The MGBs are stamped with a unique identifying bin number (left hand side looking at the front) to which the occupants can refer to identify the MGB allocated to them.
- 4.12 To account for general wear and tear, the Shire will replace MGBs without charge on 10 year cycle (equivalent to 10% of the Shire's MGB stock per year). If a MGB is lost, stolen, or irreparably damaged, the occupant should notify the Shire so that a replacement MGB can be provided. The occupant will be required to pay a MGB replacement fee.
- 4.13 Repairs to MGB lids and wheels will be undertaken by the Collection Contractor free of charge to the occupant. The occupant shall notify the Shire when repairs are required.
- 4.14 Commercial premises can request additional 240 litre waste MGBs if a single service provides insufficient capacity for the quantity of waste generated on the premises. Fees and charges will apply for additional waste MGB services.
- 4.15 Commercial premises can also request larger bins for collection by a rear /or front loading vehicle. Available sizes include 1,100 litre, two cubic metre, and six cubic metre commercial bins. The only difference for commercial bins when compared to the MGBs is that the commercial bins are owned by the contractor, and the 70kgweight limit (Clause 0) will not apply. Fees and charges apply.
- 4.16 Additional waste collection services are optional; the Shire reserves the right to cancel them at its discretion.

5. Commercial Recycling Services

- 5.1 The Shire will provide the standard recycling collection service to all commercial premises in the Shire. The standard service is comprised of a single 240 litre, or 360 litre MGB with a light green body and a yellow lid collected on a fortnightly basis. Collection frequency can be increased to meet the requirements of the premises with additional fees and charges

applicable. Billing for additional services will require the approval of the property owner given the invoice is raised against the property owner.

- 5.2 MGBs will be collected between the hours of 6.00am and 6.00pm Monday to Sunday.
- 5.3 MGBs should be placed on the verge in front of the premises by 6.00am on the day of collection, in a position that facilitates ease of pickup by the collection vehicle. MGBs should be placed out for collection no earlier than 5:00pm the day prior to collection.
- 5.4 All MGBs must be removed from the verge by 7:00pm on the day of collection, and stored within the property. Failure to do so may result in the Health local Laws being applied.
- 5.5 In Chinatown, all MGBs should be removed from the verge by 8:00am on the day of collection, and stored within the property.
- 5.6 Only the following items are acceptable for disposal in the recycling MGBs:
 - Paper and Cardboard
 - Aluminum and steel cans
 - PET containers (Code 1 plastics)
 - HDPE containers (Code 2 plastics)
 - Glass Bottles and Jars
- 5.7 If unacceptable items are found in the recycling MGB, the Contractor will place a warning sticker on the MGB and not collect it until the unacceptable items (contamination) are removed. The removal of unacceptable items (contamination) from the MGB is the responsibility of the occupant, after which the MGB can be placed back out for collection on the next recycling collection day for that premises. This service is optional and contamination may lead to cancellation of the service at any time at the discretion of the Shire.
- 5.8 The Shire maintains a three strike policy regarding the contamination of recycling MGBs. The first occurrence shall be treated in accordance with Clause 5.6. For a second occurrence of contamination the occupant will also be called or visited by a Shire representative to communicate the appropriate use of the service. The recycling MGB will be removed on a third occurrence with fees and charges for the service remaining. The occupant can apply to have the recycling service reinstated after a 30 day cooling off period. When the MGB is returned the occupant will be provided with accompanying education material.
- 5.9 MGBs weighing more than 70kg will not be collected by the Contractor. In such an event the Contractor shall place a notification sticker on the MGB, and the occupant shall be required to empty the MGB to bring it under the 70kg limit before the bin can be collected on the next collection day for that premises. This clause does not apply for larger bins collected by front or rear loading collection vehicles as detailed in Clause 0.

- 5.10 Occupants are to be made aware of Clauses 0, 0, 0, 0, 0, 5.7 and 5.8 upon taking delivery of a MGB by issue of a leaflet.
- 5.11 The occupant should notify the Shire if a MGB is not collected on the scheduled collection day despite compliance with Clauses 0, 0, 0, 0, 0, and 0. If notification of the missed collection is received prior to 11.00am, the MGB shall be collected on the same day of notification. In the event that notification of a missed collection service is received after 11.00am, the MGB shall be collected the next day.
- 5.12 All MGBs provided are the property of the Shire and should not be marked or have any item affixed in any way without the prior permission of the Shire of Broome. This includes marking the MGB with a street number or placing stickers or other identifying marks. The MGBs are stamped with a unique identifying bin number (left hand side looking at the front) to which the occupants can refer to identify the MGB allocated to them.
- 5.13 To account for general wear and tear, the Shire will replace MGBs without charge on 10 year cycle (equivalent to 10% of the Shire's MGB stock per year). If a MGB is lost, stolen, or irreparably damaged the occupant should notify the Shire so that replacement MGB can be provided. The occupant will be a required to pay a MGB replacement fee.
- 5.14 Repairs to MGB lids and wheels will be undertaken by the Collection Contractor free of charge to the occupant. The occupant shall notify the Shire when repairs are required.
- 5.15 Commercial premises can request additional 240 litre, or 360 litre recycling MGBs if a single service provides insufficient capacity for the quantity of recycling generated on a premises. Fees and charges will apply for additional recycling MGB services.
- 5.16 Commercial premises can also request larger bins for collection by a rear or front loading collection vehicle. Available sizes include 1,100 litre, two cubic metre, and six cubic metre bins. The only difference for commercial bins when compared to the MGBs is that the commercial bins are owned by the contractor, and the 70kgweight limit (Clause 0) will not apply. Fees and charges apply.
- 5.17 Additional recycling collection services are optional; the Shire reserves the right to cancel them at its discretion.

6. Tropical Cyclones / Other

- 6.1 Should a Tropical Cyclone Watch or Blue Alert be issued all MGBs should continue to be placed out for collection as per normal. The Collection Contractor will continue to collect the residential MGBs and commercial bins during this time.

Note: The Shire of Broome Waste Management Facility is closed to the public on a Blue Alert and may be reopened when the all clear is given but only if it is assessed as safe to reopen.

- 6.2 Should an occupant be unable to secure (tie down) a commercial bin in the event of a yellow alert than during the blue alert they should contact the Collection Contractor to request to have the bin emptied and removed. The Collection Contractor should be notified as early as possible. The Collection Contractor will complete the request if time permits.
- 6.3 If the alert is upgraded to a Tropical Cyclone Yellow Alert all MGBs are to be removed from the verge and secured in readiness for the cyclone event. The commercial bins are to be secured in accordance with the Collection Contractors instructions. The Collection Contractor will not collect residential MGBs or commercial bins on a Yellow Alert.
- 6.4 Once the all clear is communicated collection services will be resumed. All MGBs that were not collected due to the Tropical Cyclone event should be placed out for collection. There is likelihood that some debris will be present from the Tropical Cyclone event. Care should be taken by the occupant to place the MGBs in a location where the collection truck can collect the MGBs safely without damage to the truck or to the MGBs.
- 6.5 The collections will occur in the order they would have normally occurred without the Topical Cyclone event and where possible additional services may be added to improve the time taken to perform all the missed collections
- 6.6 Where another event or natural disaster occurs that is not a tropical cyclone but does impact the Shire's ability to perform the collections the Chief Executive Officer (CEO) will determine the responsible course of action. The CEO will endeavor to communicate the interruptions to the collection services to all occupants. The CEO will take action to resume collection services as soon as it is possible to do so.