

**WHITEHORSE CITY COUNCIL**

**WHITEHORSE CITY COUNCIL DOMESTIC AND COMMERCIAL WASTE MANAGEMENT PROCEDURES**

##### TABLE OF CONTENTS

PART 1 – DEFINITIONS 1

[1.Definitions 3](#_Toc393110357)

PART 2 - WASTE COLLECTION SERVICE

[2 Domestic Garbage 4](#_Toc393110358)

[3 Recyclable Goods 5](#_Toc393110359)

[4 Renew Collection (Day After Collection) 6](#_Toc393110360)

[5 Green Organics 6](#_Toc393110361)

[6 Hard Waste 6](#_Toc393110362)

[7 Bundled Green Waste 7](#_Toc393110363)

[8 Disposal of Disused Refrigerators and other Compartments 8](#_Toc393110364)

[9 Restriction on Use of Litter Bins 8](#_Toc393110365)

[10 Interference with Refuse, Recyclable Goods, Green Organics,
 Hard Garbage or Bundled Green Waste 8](#_Toc393110366)

[11 Screening of Bins and Hoppers 8](#_Toc393110367)

[12 Depositing of Waste at the Whitehorse Recycling and Waste Centre 8](#_Toc393110368)

[13 Storage of Trade Waste container 8](#_Toc393110369)

[14 Hazardous Waste 9](#_Toc393110370)

[15 Charity Bins 9](#_Toc393110371)

[16. Commercial and Trade Waste 9](#_Toc393110372)

[17 Electronic Waste 9](#_Toc393110373)

# PART 1 - DEFINITIONS

In these Procedures, unless inconsistent with the context:

**‘Act’** means the *Local Government Act* 1989.

**‘garbage bin’** means a wheeled mobile garbage bin supplied by Council.

**‘goods’** includes but is not limited to produce, articles, items, tables, chairs, advertising signs, planter boxes, umbrellas and anything similar.

**‘green organics’** means leaves, grass clippings, weeds, prunings, branches, bark, dry sawdust from untreated timber and any other similar materials which are no greater than 100mm in diameter and 300mm in length.

**‘green waste’** means garden waste items which Council prescribes from time to time as hard waste for the purposes of this Local Law.

**‘hard waste’** means household waste not suitable for collection in the garbage, recycling or green waste collections, such as

* household appliances (refrigerators, stoves, lawn mowers, etc.),
* household furniture,
* carpet, up to three rolls not exceeding 1.5m in length and 400mmm diameter,
* tree stumps less than 30kg in weight,
* open or unlidded metal drums and cans not larger than 400mm diameter,
* scrap iron and other metal items,
* tools and equipment,
* pottery, ceramics and chinaware,
* sheet glass securely wrapped and marked as “glass”,
* mattresses and bases,
* recyclable metal items such as guttering, aluminium window frames, bicycle frames, hot water units, and small metal car parts,
* household whitegoods items such as washing machines, refrigerators, stoves etc.,
* electronic goods such as televisions, VCRs, computers monitors and DVD players,
* but does not include
	+ liquid wastes including paint, oil or chemicals,
	+ any item which cannot be reasonable lifted by two persons or is longer than 2 metres,
	+ building rubble, including bricks, concrete, stones or soil,
	+ waste resulting from erection, renovation or demolition of buildings,
	+ trade waste from commercial, industrial or home based business activities,
	+ car parts exceeding 55kg in weight or having dimensions greater than 1.5m x 1.0m x 250mm,
	+ motor vehicle tyres,
	+ unwrapped panes of glass or broken glass,
	+ untied prunings,
	+ bags of leaves, garden waste such as pot plants or glass clippings,
	+ hazardous or offensive materials including asbestos.

**‘litter bin’** means a receptacle provided by Council, or with the authority of Council, in or on a road or municipal place, for use by the public in depositing small items of litter.

**‘occupier’** includes a resident, and in relation to land which has a lot entitlement or lot liability in respect of common property the Body Corporate created upon the registration of a Plan of Subdivision affecting that land.

**‘owner’** has the meaning ascribed to it by section 3 of the Act.

**‘person’** has the meaning ascribed to it by section 34 of the *Interpretation of Legislation Act* 1984.

**‘premises’** means any land in separate ownership or occupation and includes a shop, dwelling or a factory or part thereof as may be separately owned or occupied.

**‘recyclable goods’** means any substances or articles declared by Council from time to time to be ‘recyclable goods’ for the purposes of this Local Law.

**‘Recycling and Waste Centre’** means any land and all buildings, structures and equipment on such land constructed by, or on behalf of, Council from time to time as a recycling and waste centre.

**‘recycling bin’** means a wheeled mobile recycling bin or other receptacle supplied by Council for the purpose of collecting recyclable goods.

**‘refuse’** means all waste or rubbish produced or accumulated in or on any property, but excludes:

1. nightsoil, sewage and animal excreta; and
2. slops or liquid wastes; and
3. waste generated from building work (including bricks, concrete, rocks, timber and other building materials or waste); and
4. waste generated from the restoration, repair or servicing of motor vehicles; and
5. ash, unless it is cold, dampened and wrapped or contained in a manner which prevents its escape; and
6. trade waste; and
7. recyclable goods; and
8. oil, paints, solvents and similar substances; and
9. any broken glass or other sharp object, unless it is wrapped in impermeable material, or contained entirely within an impermeable receptacle from which it cannot escape; and
10. disposable nappies, unless any faeces have been removed from the disposable nappies and they are wrapped in impermeable material; and
11. any waste that cannot be contained in an approved garbage bin due to its size, shape, nature or volume; and
12. medical or veterinary waste; and
13. any waste which is hazardous, dangerous or infectious; and
14. any hard garbage or green waste; and
15. any other substances declared by Council from time to time not to constitute ‘refuse’ for the purposes of this Guideline.

**‘road’** has the meaning ascribed to it by section 3 of the Act and includes every part of a road.

**‘trade waste’** means any refuse, rubbish, slops or other waste matter arising from or generated by any trade, industry or commercial undertaking.

**‘trade waste hopper’** means a purpose-built receptacle for the deposit of trade waste that is ordinarily emptied by mechanical means.

PART 2 - WASTE COLLECTION SERVICE

Entitlement to Council-provided waste and recycling collection services:

* Residential and commercial premises shall be entitled to use Council-provided waste and recycling collection services provided such use is not excluded by Planning Permit

conditions for the premises or that the Council waste and recycling collection services cannot be provided in compliance with these Domestic and Commercial Waste Management Procedures.

# Domestic Garbage

The occupier and /or owner of every premises to which Council or a private contractor supplies a garbage bin:

## may deposit refuse in the garbage bin and leave the garbage bin out on the nature strip or where no nature strip exists as close as possible to the kerb in a manner so that pedestrian access is not obstructed or at an alternative designated collection point as approved by Council; and

## must not deposit items or material in the garbage bin other than refuse; and

## must not leave the garbage bin outside the premises for more than one day before or after a collection day; and

## must place the garbage bin in a position in front of the premises that allows collection by a service vehicle; or in a position details of which are specified in written advice given to the occupier by Council; and

## where practicable, there must be a gap of a least 500mm between waste bins; and

## the waste bin where practicable must not be placed under overhead cables/wires and clear of other objects such as trees, poles etc.; and

## must maintain the garbage bin in a clean and sanitary condition; and

## must ensure that the area where the garbage bin is kept on the premises is kept in a clean and sanitary condition; and

## must ensure when placed out for collection that the lid of the garbage bin is closed; and

## must ensure that the garbage bin is not overflowing so that the lid can be completely closed; and

## should endeavour to ensure that the bin and contents do not exceed 60 kg when placed out for collection; and

## must ensure that the garbage bin is not removed from the premises except for the collection of refuse ; and

## must not deposit refuse in any garbage bin or other collection bin supplied to another property.

# Recyclable Goods

The occupier and/or owner of every premises to which Council or a private contractor supplies a recycling bin:

## may deposit recyclable goods in the recycling bin and leave the recycling bin out on the nature strip or where no nature strip exists as close as possible to the kerb in a manner so that pedestrian access is not obstructed at the front of the premises, or at an alternative designated collection point as approved by Council, for collection on days designated by Council or the private contractor from time to time as collection days; and

## must not deposit in the recycling bin material other than recyclable goods; and

## must not leave the recycling bin outside the premises for more than one day before or after a collection day; and

## must place the recycling bin in a position in front of the premises that allows collection by a service vehicle; or in a position details of which are specified in written advice given to the occupier by Council; and

## where practicable, there must be a gap of a least 500mm between waste bins; and

## the recycling bin where practicable must not be placed under overhead cables/wires and clear of other objects such as trees, poles etc.; and

## must maintain the recycling bin in a clean and sanitary condition; and

## must ensure that the area where the recycling bin is kept on the premises is kept in a clean and sanitary condition; and

## must ensure that the recycling bin is not removed from the premises except for collection of recyclable goods ; and

## must remove items or materials left outside the premises that are not recyclable goods; and

## must not deposit refuse in any recycling bin or other collection bin supplied to another property; and

## should ensure that the bin and contents do not exceed 60 kg when placed out for collection; and

## must ensure when placed out for collection that the lid of the recycling bin is closed; and

## must ensure that the recycling bin is not overflowing so that the lid can be completely closed.

# Renew Collection (Day After Collection)

The occupier and/or owner of every premises to which Council supplies a recycling bin:

## may deposit items or goods as approved by Council, in the recycling bin and leave the recycling bin out on the nature strip or footpath or at an alternative designated collection point as approved by Council; and

## must not deposit in the recycling bin material other than approved items or goods as designated by Council.

# Green Organics

## The occupier and/or owner of any premises to which Council supplies a mobile green organic bin:

## may deposit green organics in the mobile green organic bin supplied and leave the mobile green organics bin out on the nature strip or where no nature strip exists as close as possible to the kerb in a manner so that pedestrian access is not obstructed at the front of the premises, or at an alternative designated collection point as approved by Council, for collection on days designated by Council from time to time as collection days; and

## must not deposit items or material in the mobile green organic bin other that green organics; and

## must not leave the mobile green organic bin outside the premises for more than one day before or after a collection day; and

## must place the mobile green organic bin in a position in front of the premises that allows collection by a service vehicle; or in a position details of which are specified in written advice given to the occupier by Council; and

## where practicable, there must be a gap of a least 500mm between waste bins; and

## the green organics bin where practicable must not be placed under overhead cables/wires and clear of other objects such as trees, poles etc.; and

## must maintain the mobile green organic bin in a clean and sanitary condition; and

## must ensure that the area where the mobile green organic bin is kept on the premises is kept in a clean and sanitary condition; and

## must ensure when placed out for collection that the lid of the mobile green organic bin is closed; and

## must ensure that the mobile green organic bin is not overflowing so that the lid can be completely closed; and

## should ensure that the bin and contents do not exceed 60 kg when placed out for collection; and

## must ensure that the mobile green organic bin is not removed from the premises except for the collection of refuse in accordance with this clause; and

## must not deposit green organics in any mobile green organic bin or other collection bin supplied to another property.

# Hard Waste

The occupier and/or owner of every premises to which Council provides a hard waste service:

## must only deposit a maximum of 3 cubic metres in total (including bundled green waste) of eligible hard waste items out for collection in accordance with Council’s hard waste service requirements and procedures as designated by Council; and

## must ring and make a booking for the collection of hard waste with Council’s approved contractor prior to placing out any hard waste out for collection; and

## should only deposit booked and eligible hard waste items out for collection on the weekend immediately prior to the scheduled booked collection week, or in accordance with 6.7 if this is not practicable, unless otherwise approved by Council; and

## may only deposit booked hard waste on the nature strip or where no nature strip exists as close as possible to the kerb in a manner so that pedestrian access is not obstructed at the front of the premises for collection by Council’s approved contractor; and

## must place the approved “booked” sticker on an item of hard waste; and

## must not deposit any item/s on the nature strip or footpath at the front of the premises unless a hard waste booking has been made as per 6.2; and

## must not deposit hard waste on the nature strip or footpath at the front of the premises more than seven days before the collection day; and

## must place the hard waste in a position in front of the premises that allows collection by a service vehicle; or in a position details of which are specified in written advice given to the occupier by Council; and

## should advise Council if hard waste is not collected by the end of the scheduled collection week; and

## must remove any item/s deposited which is non-conforming material within 24 hours of material being deposited or notification by Council, whichever is sooner; and

## must not place hard waste on another resident’s hard waste pile without their permission; and

## upon notification by Council, the resident must within 24 hours confirm either that their hard waste is booked with Council’s provider or remove it from the nature strip; and

## upon notification by Council, an owner corporation must within 24 hours confirm either that their hard waste is booked with Council’s provider or remove it from the nature strip.

# Bundled Green Waste

## The occupier and/or owner of every premises to which Council provides a bundled green waste collection service:

## must only deposit a maximum of 3 cubic metres in total (including hard waste) of eligible bundled green waste items out for collection in accordance with Council’s hard waste service requirements and procedures as designated by Council; and

## must ring and make a booking for the collection of bundled green waste with Council’s approved contractor prior to placing out any bundled green waste out for collection; and

## must tie all green waste into bundles not exceeding 1.5 metre in length and able to be lifted by 2 persons; and

## must place the approved “booked” sticker on a bundled of green waste; and

## should only deposit booked and eligible bundled green waste items out for collection on the weekend immediately prior to the scheduled booked collection week, or in accordance with 6.7 if this is not practicable, unless otherwise approved by Council; and

## may only deposit booked bundled green waste on the nature strip or where no nature strip exists as close as possible to the kerb in a manner so that pedestrian access is not obstructed at the front of the premises for collection Council’s approved contractor; and

## must not deposit any green waste item/s on the nature strip or footpath at the front of the premises unless a bundled green waste booking has been made as per Clause 7.2andmust not deposit bundled green waste on the nature strip or footpath at the front of the premises more than seven days before a collection day; and

## must place the bundled green waste in a position in front of the premises that allows collection by a service vehicle; or in a position details of which are specified in written advice given to the occupier by Council; and

## should advise Council if bundled green waste is not collected by the end of the scheduled collection week; and

## must remove any item/s deposited which is non-conforming material or material placed out without a booking being made within 24 hours of material being deposited or notification by Council whichever is sooner; and

## an owner corporation may be required to remove bundled green waste placed on the nature strip by a occupier of a dwelling for which the owner’s corporation is responsible when no bundled green waste booking has been made within 24 hours of material being deposited or notification by Council, whichever is sooner.

## must not place bundled green waste on another resident bundled green waste pile without their permission.

# Disposal of Disused Refrigerators and other Compartments

A person must not place a disused refrigerator or freezer, a trunk, a chest or any other similar article on the nature strip or footpath for collection unless a hard waste collection has first been booked and accepted with Council’s authorised hard waste collection contractor, and the item is placed out in accordance with Council’s hard waste service requirements as per clause 6.

## A person who has made a hard waste collection booking as per clause 6.2 must not place out a disused refrigerator or freezer, a trunk, a chest or any other similar article on the nature strip: with a door or lid that can be fastened or secured from the outside; and

## which has a compartment with a capacity of 40 litres or more without having first:

## 8.2.1 removed from it every door and lid; and

## 8.2.2 removed from it every lock, catch and hinge attached to a door or lid; or

## 8.2.3 otherwise rendered every door and lid incapable of being fastened.

# Restriction on Use of Litter Bins

The owner or occupier of any premises must not without a permit, place or deposit any refuse, rubbish or waste material of any kind that has been generated on or from that premises in a litter bin.

# Interference with Refuse, Recyclable Goods, Green Organics, Hard Garbage or Bundled Green Waste

A person must not, without a permit, remove or interfere with any refuse, recyclable goods, green organics, and hard waste or bundled green waste left out on a road or other municipal place for collection by Council.

# Screening of Bins and Hoppers

Council may, by notice in writing, direct the owner or occupier of any land to:

## install; or

## repair; or

## replace; or

## modify

a fence or other means of screening approved garbage and/or recycling bin or trade waste hopper from public view.

# Depositing of Waste at the Whitehorse Recycling and Waste Centre

## A person must not, without a permit, deposit any hazardous, dangerous or infectious materials at the Whitehorse Recycling and Waste Centre; and

## a person depositing waste at the Whitehorse Recycling and Waste Transfer Centre must obey the instructions of Whitehorse Recycling and Waste Centre staff when disposing waste; and

## a person disposing waste at the Whitehorse Recycling and Waste Transfer Centre must pay the appropriate disposal fees; and

## a person disposing waste at the Whitehorse Recycling and Waste Transfer Centre is to do it in a manner that is safe and doesn’t interfere with other users.

# Storage of Trade Waste container

13.1 The owner or occupier of any land must ensure that any trade waste hopper kept on the land is:

## 13.1.1 constructed of impermeable material; and

## 13.1.2 is watertight; and

## 13.1.3 is fly and vermin proof; and

## 13.1.4 is equipped with a removable drainage plug, if required by an authorised officer, for public health or safety reasons; and

## 13.1.5 is thoroughly cleaned following each occasion when it is emptied; and

## 13.1.6 is equipped with a fly and vermin proof lid which is kept closed at all times except when trade waste is being deposited in or removed from the trade waste hopper; and

## 13.1.7 is emptied at appropriate times or when an authorised officer directs for public health or safety reasons; and

## 13.1.8 is maintained in a clean, inoffensive and sanitary condition.

13.2 If directed by Council for public health or safety reasons, the owner of any land must ensure that any area where a trade waste hopper is placed:

## 13.2.1 has an impermeable surface; and

## 13.2.2 is drained to a sewer or other outlet approved by Council; and

## 13.2.3 has a barrier surround to prevent any liquid from leaving the land on which the trade waste hopper is placed; and

## 13.2.4 is supplied with water from a tap and hose; and

## 13.2.5 is maintained in a clean, inoffensive and sanitary condition.

#  Hazardous Waste

## A person must not, place any hazardous waste out on a road or other municipal place for collection by Council; and

## All hazardous waste must be disposed of at approved disposal sites.

# Charity Bins

## A person must not erect or install a charity bin without obtaining a permit from Council; and

## a person must place all donated goods in the charity bin, not on the outside of the bin.

# Commercial and Trade Waste

## A business owner must place any trade or commercial waste generated from the business in an approved container or skip; and

## must ensure that waste containers are stored in an approved location; and

## must ensure that waste containers or skips are not stored on a road or other municipal place; and

## must ensure that waste containers and skips are serviced weekly as a minimum.

# Electronic Waste

## A person may deposit electronic waste at the Whitehorse Recycling and Waste Centre; and

## eligible electronic waste must be placed in the dedicated recycling bin; and

## a person may place electronic items out for collection in Council’s approved Renew Service or approved drop off day or hard waste collection.