



POLICY

Waste Management – Disposal of Waste at Council’s Landfills and Transfer Stations

Date adopted by Council	27 March 2023
Minute Number	23/077-1
Endorsed by	Senior Management Group
CM Ref	CD-6/23
Due for review	31 March 2027
Related documents	
Responsible officer	Manager Waste & Sustainability
Department/Section	Environmental & Community Services
Category	Waste Management
Community Strategic Plan goal	Goal 4 Plan for a sustainable future
	CS16 Provide efficient and effective waste and recycling services and support improved waste minimisation and recycling practices.



Policy Statement

Waste products generated outside of Upper Hunter Shire boundaries will generally not be accepted at Council landfills or transfer stations. Under exceptional circumstances, and at the discretion of the General Manager, waste may be accepted from outside of the municipality.

Objective

- To ensure that waste depots and transfer stations are predominantly for the use of residents of the Shire and/or for the disposal of waste generated within the Shire.
- To minimise the social, environmental and economic costs of waste management to Shire residents and ratepayers.
- To exclude the Shire as an option for the disposal of waste generated outside the Shire, thereby prolonging the life of its landfills.

Scope

This policy applies to all operational staff located at any of the Council’s waste management facilities and public using the facilities.

Definitions

Waste Management Facility	Includes all of Council’s landfills and transfer stations (located at Aberdeen, Scone, Merriwa, Murrurundi and Cassilis)
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Policy Details

Waste generated outside of the Upper Hunter Shire boundaries is not to be accepted at any of Council’s waste management facilities, except under exceptional circumstances. This is to support the longevity of these facilities and encourage appropriate waste management practices.

Procedure

Where an employee or contractor has knowledge that the waste has been generated outside of the Shire the waste shall not be accepted.

In circumstances where an employee or contractor is uncertain of the origin of the waste, proof of residency such as a current driver’s licence or rates notice plus the address of the waste’s origin should be sought.

If an agent is acting on behalf of a resident or ratepayer a letter of authority stating the origins of the waste, or details of the resident or ratepayer who has engaged the agent, should be procured before the waste is accepted.



Under exceptional circumstances, and at the discretion of the General Manager, waste originating from outside of the municipality may be accepted.

Where waste from outside the municipality is accepted for disposal, it shall be charged at double the rate displayed for that category of waste within the Fees and Charges.

Responsibilities

Councillors

Councillors will review and adopt the policy.

Senior Management Group

The Senior Management Group will support this policy as and when it becomes relevant to their operations.

Director

The Director Environmental & Community Services will ensure the policy is updated and implemented consistently.

Manager

The Manager Waste & Sustainability will ensure the Policy is reviewed when required and made available to Operational staff.

Waste Co-ordinator

The Waste Co-ordinator will ensure operational staff are aware of this policy and that a copy of the policy is readily available.

Staff

All waste operational staff will act in accordance with this policy.

References and Related Legislation

- Local Government Act 1993
- Protection of the Environment Operations Act 1997



Version History

Version No.	Date	CM Ref	Reason for Review
1.	30/01/2018	CD-110/21 INT-2447/18	New Policy
2.	14/12/2020	CD-180/20	Policy Review
3.	27/03/2023	CD-6/23	Policy Review