

## 1. Policy Statement

Council is committed to providing a responsible, fair and sustainable waste service for Hinchinbrook Shire households by providing all domestic households with four loads of green waste disposal for free per annum at one of Council's waste and resource recovery centers.

## 2. Scope

This Policy sets the framework for the distribution and use of green waste vouchers at one of Council's waste and resource recovery centers.

## 3. Responsibility

The Chief Executive Officer has overall responsibility for the implementation and execution of the Policy.

The Waste and Compliance Services Coordinator has responsibility for circulating, maintaining and updating this Policy.

Waste and Resource Recovery Centre staff are responsible for ensuring compliance with this Policy.

## 4. Definitions

**Domestically sourced** refers to green waste generated at a domestic premise and is taken from that premise by or on behalf of the occupier that generated the waste.

**Green Waste** is composed of garden waste, such as grass clippings, shrub and yard clippings, branches, woodchips, bark, wood, palm fronds, and weeds.

**Household** refers to an inhabited residential dwelling.

**Voucher** refers to an eligible free transaction allocation to a household of domestic green waste equal to a sedan, station wagon, utility vehicle, flat-top, van or trailer.

## 5. Policy

Council provides vouchers for the free disposal of green waste at either the Warrens Hill Landfill and Resource Recovery Centre or the Halifax Resource Recovery Centre in accordance with the following principles:

- Each household within the Hinchinbrook Shire is allocated four vouchers per financial year. Unused vouchers can not be transferred to the following financial year;
- Vouchers can only be used for the free disposal of domestically sourced green waste;
- Vouchers can only be used for loads up to 250kg (equal to a full ute tray or a trailer) and delivered in a vehicle with a GVM of less than 4.5T;
- The vouchers are virtual, and a listing is held within the Waste and Resource Recovery Centre, therefore no paper copies will be distributed;
- To access a voucher, residents must provide proof of residence, such as their drivers' licence or personal bill, at the time of transaction. The inability to provide proof of residence will lead to the customer being charged full cost for the transaction;
- Vouchers are attached to the property and not to a person. Should a property have a new tenant or owner, they are not entitled to any additional vouchers should any, or all, of the four vouchers allocated to the property already have been utilised;


- Vouchers can only be used for the disposal of green waste generated from the actual property for which the voucher is allocated;
- Vouchers are not transferable between properties; and
- Commercial operators can use a voucher on behalf of a resident, provided that the operator can provide proof of resident's consent (such as a signed letter from the resident).

## 6. Legal Parameters

- *Local Government Act 2009*;
- *Local Government Regulation 2012*; and
- *Waste Reduction and Recycling Act 2011*.

## 7. Associated Documents

- Council's Fees and Charges Schedule; and
- Council's Revenue Statement.

DOCUMENT HISTORY AND STATUS					
Action	Name		Position	Signed	Date
Approved by Council	James Stewart		A/CEO		31/05/2022
Policy Version	1	Initial Version Adopted	31/05/2022	Current Version Adopted	31/05/2022
Maintained By	Infrastructure and Utility Services			Next Review Date	31/05/2024
File Location	E:\Shared Data\Administration\Change\Policies, Procedures & Forms\02. Current Documents				

