

EFFECTIVE DATE	1 December 2019
REVIEW DATE	5 Years from the above effective date
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1. INTRODUCTION

The Yarra Ranges Council is striving to support the State Governments “Getting Full Value – The Victorian Waste & Resource Recovery Policy” to help the state get the best value it can from waste resources.

This policy recognises the need to assist the Yarra Ranges community with the cost of waste disposal with a further aim to help to prevent the rate of dumped litter and environmental weed infestation around the municipality.

To facilitate the disposal of:

- waste from those organisations supporting our community, Council provides Tip Passes to charitable organisations, community groups and volunteer based emergency services for use at local waste transfer stations.
- environmental weeds on private land to reduce weed infestation, Council provides weed vouchers to individuals for use at local waste transfer stations

This policy recognises the need to have a fair and transparent process identifying eligibility for free Tip Passes, with a focus on ensuring a reasonable, consistent and affordable approach.

The policy identifies:

- 4.1 The eligibility criteria for Tip Passes
- 4.2 How to apply for Tip Passes
- 4.3 Quantity and Lifespan of Tip Passes
- 4.4 Type of waste allowable
- 4.5 Volume of waste material that is allowable per Tip Pass
- 4.6 Waste Transfer Station locations
- 5. Financial Impact
- 6. Definitions; and,
- 7. Exemptions to the Tip Pass Policy.

2. POLICY STATEMENT

Council will provide Tip Passes or Weed Vouchers to organisations, groups and individuals that meet the eligibility stated in this policy to assist in disposing of waste material or environmental weeds and reducing their operational costs.

The cost of the Tip Passes will be paid for by the Council department issuing the pass.

3. SCOPE

This policy is only relevant to waste generated within the Yarra Ranges Municipal boundaries for those organisations and groups that meet the eligibility criteria defined in Section 4.

4. IMPLEMENTATION

4.1 Eligibility Criteria:

Tip Passes or Weed Vouchers will be available for groups and/or individuals that meet the following criteria defining their level of support for the community or need. These groups are spilt into two clusters – A & B.

Type A (Administered through Council's Waste Management Unit):

- **Charity Organisation** - An organisation that raises funds and implements strategies, projects and procedures to assist the Yarra Ranges community for the purpose of:
 - assisting with the disposal of unwanted or unusable donated goods that have been delivered to Opportunity Shops; or
 - assisting with the clean up of properties within the municipality where people are physically or financially unable to do so.
- **Volunteer based Emergency Services** - to assist with the cleanout of facilities or as a result of a fundraising activity where goods have been donated and not sold.
- **Clean Up Australia Day participants** – who register for the event and require assistance to dispose of the material collected as a result of the Clean Up Australia Day event only. Assistance is provided through provision of reasonable requests for skip bins or Tip Passes.

Type B (Administered through Council's Biodiversity Conservation Unit):

- **Friends of Groups** – to assist with the disposal of waste or weeds from Council land managed by the group.
- **Residents** - who request Tip Passes as a result of the Weed Wipeout program

4.2 How to Apply:

Type A Tip Passes will only be provided upon written request to Council's Waste Management unit and will not be initiated by Yarra Ranges Council.

Type B Tip Passes can be requested in association with registration for the Weed Wipeout program or works on Council land via email or in writing to the Biodiversity Conservation Unit.

4.3 Quantity and Lifespan of Tip Passes:

The maximum amount of Tip Passes provided per eligible applicant (per location) in a 12-month period is twelve (12) Tip Passes. They can be utilised at any time up until the listed expiry date and can be utilised as required, i.e. all 12 Tip Passes can be presented at one time if required. If the eligible applicant requests Tip Passes at two separate locations within the municipality, the maximum amount of Tip Passes will be allocated to each of the locations.

The maximum amount of Weed Vouchers provided per eligible applicant (per location) in a 12 month period is four (4).

It is the Tip Pass/Weed Voucher holder's responsibility to ensure that all held Tip Passes/Weed Vouchers are utilised within the expiry time frame as specified on the Pass/Weed Voucher. Tip Passes/Weed Vouchers are not cumulative

4.4 Type of Waste Allowable:

Tip Passes are ONLY for the disposal of general hard waste, green waste and weeds. They are NOT to be used for the disposal of household waste, building and renovation material, asbestos or hazardous materials.

Weed Wipeout Vouchers are ONLY for the disposal of

Agapanthus	Cape Ivy	Red Cestrum	Wild Tree Tobacco
Arum Lily	English Ivy	Spanish Heath	
Banana	Japanese	Spear Thistle	
Passionfruit	Honeysuckle		
Blue Periwinkle	Montbretia	Wandering Trad	
Or the following woody weeds:			
Cape Wattle	Cotoneaster	Mirrorbush	Sycamore Maple
Cedar Wattle	Desert Ash	Privet	
Cherry Laurel	Holly	Sweet Pittosporum	

4.5 The Volume of Waste:

The maximum volume of material allowable per Tip Pass/Weed Voucher is one (1) cubic metre. Material exceeding one (1) cubic metre per Tip Pass/Weed Voucher will require an additional Tip Pass/Weed Voucher or will need to be paid for by the person attending the site on behalf of the name listed on the presented Tip Pass/Weed Voucher. The rate charged will be the standard rate as determined by the transfer station operator. Alternatively, excess waste is to be removed by the person presenting the Tip Pass/Weed Voucher.

Council will assist with the organising and provision of skip bins or Tip Passes resulting from specific site selections for the organising of the annual 'Clean Up Australia' day.

Transfer station operators have the right to refuse disposal of waste material if it falls outside of the transfer station's accepted material description or the volume of material presented is over and above the allowable amount.

The transfer station operator shall not accept material above the prescribed amount above one (1) cubic metre per Tip Pass with a view to passing additional costs onto Council. The Transfer Station operator will bear all costs associated with material exceeding the prescribed amount should they choose to accept this material or if the Tip Pass is out of the prescribed expiry date.

4.6 Waste Transfer Station Locations

Tip Passes will be able to be presented at one of the three (3) listed transfer station locations below. Tip Pass holders are to present their Tip Pass on each visit to the transfer station for recording and checking. Each presented Tip Pass will have the recipients details listed on the Tip Pass and expiry date of the Tip Pass. If requested, identification may be requested by the transfer station operator to show that the person presenting the Tip Pass belongs to the organisation or name listed on the Tip Pass.

Tip Passes will only be received at the following locations:

- Coldstream Transfer Station: 200 Leonards Road, Lilydale
- Wesburn Transfer Station: 689 Old Warburton Road, Wesburn
- Lysterfield Transfer Station: 840 Wellington Road, Lysterfield
- Eco Waste Recycling: 199 – 201 Colchester Road, Kilsyth (Weed Wipeout Only)

It is the Tip Pass holder's responsibility to ensure they are aware of the transfer station's operating hours and conditions prior to attending the site.

5. FINANCIAL IMPACT

Waste disposal costs resulting from Tip Pass redemptions is a direct cost to Council. This impact is increasing as charges for waste disposal continue to rise due to tipping fees, the increasing costs of waste levies through various government agencies and transportation costs from transfer stations to the end point facility.

6. DEFINITIONS

With respect to this policy the following definitions are used:

<i>Charitable Organisation</i>	An organisation that raises funds and implements strategies, projects and procedures to assist the community of Yarra Ranges Council.
<i>Emergency Services</i>	Organisations classified as emergency services.
<i>End Point Facility</i>	The final place waste is either re-used, recycled, or deposited into land fill.
<i>Friends of Groups</i>	A group of people who are interested in giving practical assistance to a particular conservation reserve, or a species of native plant or animal, who are operating in conjunction with Council,
<i>Waste Transfer Station</i> can be redeemed	One of the listed locations which Tip Passes/Weed Vouchers

7. EXEMPTIONS TO THE TIP PASS POLICY

Exemptions can be applied if:

The Executive Officer Waste Management or Executive Officer Environmental Stewardship is directed by council management to provide a Tip Pass/Weed Voucher based on an 'extraordinary' weather event or as determined by council management.

8. RELATED DOCUMENTS