



<b>Responsible Directorate</b>	Infrastructure Services
<b>Responsible Business Unit/s</b>	Waste Services
<b>Responsible Officer</b>	Manager Waste and Fleet
<b>Affected Business Units</b>	Waste Services

## Objective

The objective of this policy is to deal with matters associated with the collection of vergeside bulk waste, in accordance with the Shire of Serpentine Jarrahdale *Waste Management Strategy 2020-2024*.

## Scope

This policy applies to Shire residents who may be eligible for a free, on demand collection service for their bulk waste items. In addition, to provide on demand collection options for large bulk waste items, for residents who are not eligible for the free service and the provision of free rental trailers.

## Legislation

The *Waste Avoidance and Resource Recovery Act 2007*...

## Policy

A free on demand collection service, fee payable on demand collection service and free trailer hire will be administered in accordance with the following.

### 1. Key Considerations

Eligibility for the free / fee payable on demand collection services:

- which groups are eligible for the free on demand collection service;
- the cost to provide the services;
- the number of services to be provided;
- the criteria for eligibility;
- the benefit to the Shire / residents to provide the services;
- what items can be collected;
- the charge to be applied for fee payable service;
- the bond required to hire a trailer.

### 2. Eligible Groups

The following groups / residents are eligible to receive the free on demand collection service:

- National Disability Insurance Scheme (NDIS);
- Pensioners (physically impaired);



- Long-term injury / illness (six plus months).

The following residents are eligible to access the fee payable on demand collection service:

- Shire of Serpentine Jarrahdale residents.

The following residents are eligible to access the free trailer hire service:

- Shire of Serpentine Jarrahdale residents.

### **3. Criteria for Free On Demand Collection Service**

To be eligible for a free on demand collection service, residents must meet one of the following criteria:

- evidence of NDIS registration / plan;
- evidence of Pensioner status, plus self-certification for eligibility of services;
- evidence of medical status for long-term injury / illness and self-certification for eligibility of services.

### **4. Approval Process**

#### *Free On Demand Collections*

Eligible residents are requested to complete the application form online or in person at the Shire Administration Office.

Shire officers will review the applications and contact the residents to confirm eligibility or request additional information.

Shire officers will schedule the on demand collection(s) with the contractor for the next available on demand collection date and provide the on demand collection instructions to the resident.

#### *Fee Payable On Demand Collections*

Eligible residents are requested to complete the application form online or in person at the Shire Administration Office including making payment by one of the payment methods as per the Shire's Schedule of Fees and Charges.

Shire officers will review the applications and contact the residents to confirm eligibility or request additional information.

Shire officers will schedule the on demand collection(s) with the contractor for the next available on demand collection date and provide the on demand collection instructions to the resident.



### *Trailer Hire Service*

Eligible residents are requested to complete the application form online or in person at the Shire Administration Office.

Shire officers will process the application, bond payment (as per the Shire's Schedule of Fees and Charges) and make the booking with the Transfer Station staff.

## **5. Approval Process Considerations**

The following are the pertinent factors that should be considered in determining approval of the on demand collection services and trailer hire:

### *Free On Demand Collections*

- the residents are located in the Shire of Serpentine Jarrahdale;
- the residents can provide the appropriate evidence of their eligible category;
- the items that require on demand collection are on the accepted item list;
- the residents self-certify their eligibility for a free on demand collection.

### *Fee Payable On Demand Collections / Trailer Hire Service*

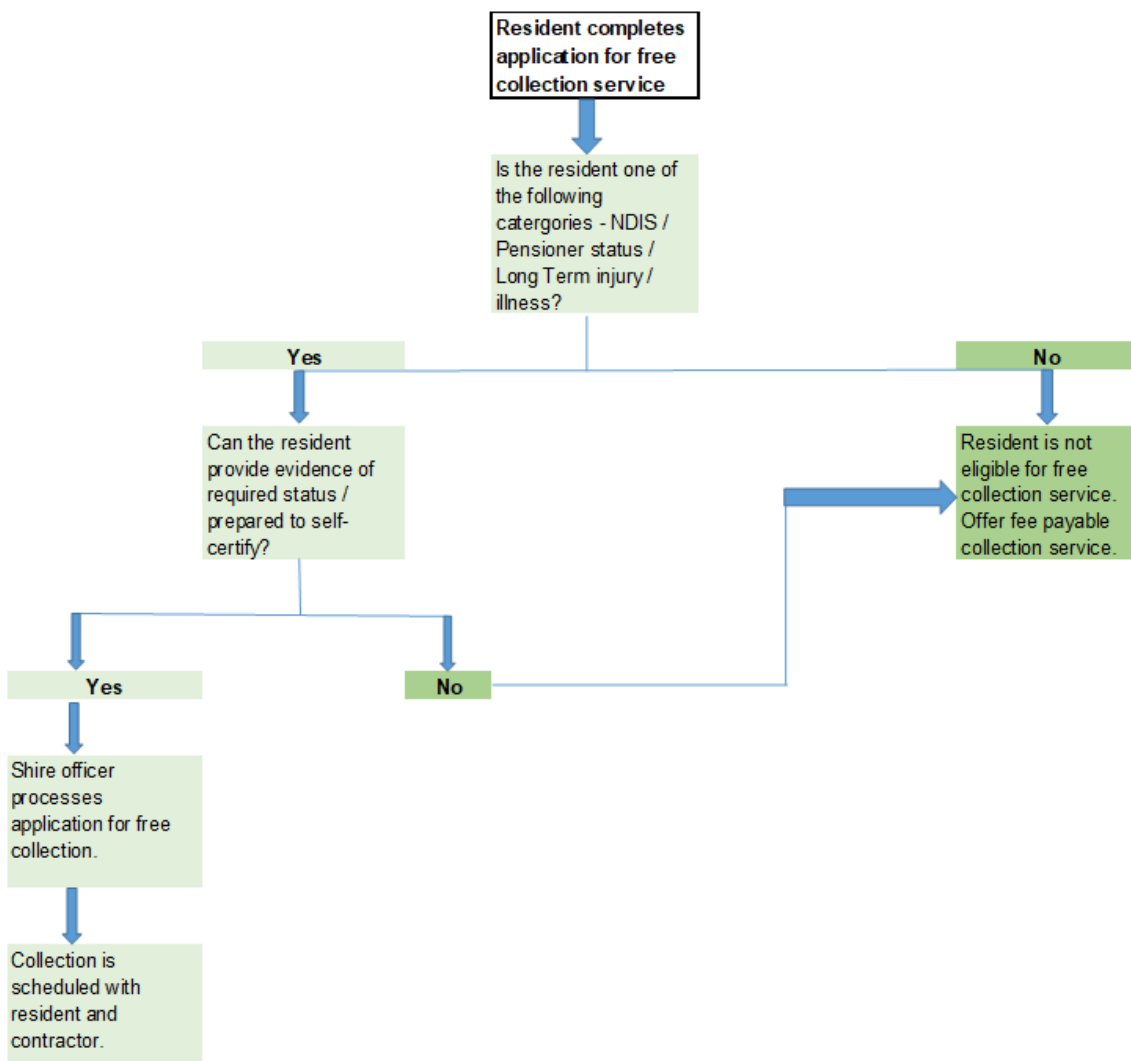
- the residents are located in the Shire of Serpentine Jarrahdale;
- the residents have a suitable vehicle to tow the rental trailer.
- Shire rental trailers are not to be used to pick up mulch from the Watkins Road Transfer Station.
- Shire rental trailers are not to be taken outside the Shire boundary which if breached will incur forfeiture of the trailer bond.



### On Demand Collection Services Framework

To illustrate, the Shire has prepared the following flow-chart to provide guidance on the decision making process for eligibility of services.

#### Eligibility for Free On Demand Collection





**Relevant Policies/Council Documents**

- Waste Management Strategy 2020-2024
- Application for a Free On Demand Waste Collections
- Application for a Fee Payable On Demand Waste Collections
- Application for Trailer Hire Service
- Terms and Conditions of Trailer Hire Service

**Legislation/Local Law Requirements**

- *Local Government Act 1995*
- *Waste Avoidance and Resource Recovery Act 2007*

<b>Office Use Only</b>				
<b>Relevant Delegations</b>	Nil			
<b>Council Adoption</b>	<b>Date</b>		<b>Resolution #</b>	
<b>Reviewed/Modified</b>	<b>Date</b>		<b>Resolution #</b>	
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