

WASTE VOUCHER PROCEDURE

1. Scope

The Waste Voucher Procedure (this 'Procedure') applies to eligible ratepayers and occupiers in Council's local government area.

2. Purpose

This Procedure sets the framework to ensure that the distribution and use of waste disposal vouchers are consistent, fair and transparent.

3. References (legislation/related documents)

Legislative reference

[Local Government Act 2009](#) ss 8, 9, 262

Related documents

[Council's Fees and Charges Schedule](#)

[Council's Revenue Statement](#)

[Local Law No. 8 \(Waste Management\) 2018](#)

[Management of Waste and Recycling Services Policy](#)

4. Definitions

To assist in interpretation, the following definitions shall apply:

Domestic Waste	As defined in Local Law No. 8 (Waste Management) 2018.
Eligible Ratepayers	The registered owner of: a) approved single unit dwellings / residences (excluding rural (primary production) and beef cattle or where the higher land use is of a commercial nature); b) approved multi-unit dwelling (flats), units or secondary dwellings; c) approved strata, group title and building units and dwellings; or d) all primary production . All rating categories with land use identifiers other than those listed are excluded.
Local Government Area	As defined in the <i>Local Government Act 2009</i> .
Occupiers	Occupiers of properties owned by eligible ratepayers.
Primary Production	Includes all rateable land categorised as L6, L6A, L6B, L6C and L6D in sch 1 of the Revenue Statement.
Revenue Statement	Council's annual Revenue Statement.

Self-Hauled Waste	Non-commercial waste material generated and hauled by the same person.
Vouchers	Waste disposal vouchers.
Waste Facility	Refer to Council's website for a list of waste facilities.

5. Procedure

5.1 General

- a) Vouchers entitle eligible ratepayers and occupiers to dispose of domestic self-hauled waste at a waste facility.
- b) Eligible ratepayers and occupiers:
 - must present to the waste facility gatehouse in a vehicle with a registered gross mass of less than 4.5 tonnes (i.e. an average car, station wagon, utility or 4WD with or without a trailer);
 - must present vouchers to the waste facility gatehouse at the time of waste disposal; and
 - must pay the appropriate, non-refundable domestic waste disposal charge if inadequate vouchers are presented.
- c) Vouchers will:
 - be issued in digital form or, upon request, can be issued in paper form;
 - be issued annually with an expiry date determined by the Manager Water & Waste; and
 - include unique identifying and security features for the purposes of data collection and monitoring.

5.2 Distribution

- a) Eight vouchers will be distributed to eligible ratepayers as follows:
 - bulk rate assessments - issued only for the lot with a dwelling;
 - strata, group title and building units and dwellings – issued per rate assessment;
 - multi-unit dwelling (flats), units or secondary dwellings – issued per residence; or
 - single unit dwellings – issued per rate assessment.
- b) Occupiers (who are not also eligible ratepayers) must obtain vouchers from the eligible ratepayer of the property in which they reside.
- c) Council will issue a pro-rata quantity of vouchers to:
 - people who become eligible ratepayers part-way through a financial year and cancel unused vouchers issued to the former owner; and
 - eligible ratepayers that have constructed a residence on their vacant land part-way through a financial year.

5.3 Replacement and Lost Vouchers

- a) A change of occupier in a rental property does not entitle an eligible ratepayer to additional vouchers.

- b) If an eligible ratepayer does not receive or loses their vouchers, Council will reissue a quantity of vouchers equal to the number of unredeemed vouchers.

6. Changes to this Procedure

This Procedure is to remain in force until otherwise amended/replaced or other circumstances.

7. Repeals/Amendments

This Procedure repeals Livingstone Shire Council Procedure titled 'Waste Voucher Procedure (v3.0)'.

Version	Date	Action
1.0	19/04/2022	New Procedure – Endorsed by Council and Approved
2.0	24/01/2023	Amended Procedure Approved – definitions updated and section 5.1 and 5.3 amended
3.0	26/05/2026	Amended Procedure Approved – related documents, definitions and section 5.3 updated
4.0	15/07/2026	Amended Procedure Approved – section 5.2 updated

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