

## 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. Related Documents

#### Primary

Management of Waste and Recycling Services Policy

#### Legislative reference

*Local Government Act 2009 s 8*

*Local Government Regulation 2012 s 154*

#### Related documents

Council's Fees and Charges Schedule

Council's Revenue Statement

Local Law No. 8 (Waste Management) 2018

### 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	<p>The registered owner of:</p> <ul style="list-style-type: none"> <li>a) approved single unit dwellings / residences (excluding rural (primary production) and beef cattle or where the higher land use is of a commercial nature);</li> <li>b) approved multi-unit dwelling (flats), units or secondary dwellings;</li> <li>c) approved strata, group title and building units and dwellings; or</li> <li>d) all primary production (rating categories 6, 6A, 6B).</li> </ul> <p>All rating categories with land use identifiers other than those listed are excluded.</p>
Land Record	As defined in the <i>Local Government Regulation 2012</i> .
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 or L6B 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) Ten 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, subject to payment of the Replacement Waste Voucher Fee, Council will:
  - reissue a quantity of vouchers equal to the number of unredeemed vouchers;
  - cancel previously issued vouchers; and
  - make a notation in the land record that replacement vouchers have been issued.

## **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 (v1.0)'.

<b>Version</b>	<b>Date</b>	<b>Action</b>
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

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