

Berwick Village Commercial Waste Collection Policy



Approval Body:	ELT
Endorsement Date of Current Version:	20 August 2024
Current Version:	3.0
Compulsory Review Cycle:	4 years
Review Date:	<i>It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively.</i> <i>Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of ELT.</i>
Responsible Department:	Sustainability and Waste Department
Responsible Team:	Waste Management
Relevant Legislation:	
Relevant Council Documents:	
ECM ID:	

1. Purpose

To provide a commercial waste service to a designated Berwick Village area within the City of Casey.

2. Scope

The Berwick Village Commercial Waste Collection Policy applies to all businesses as outlined on the map below.

Berwick Village Service Area



Vacant properties with no buildings or structures present, or properties where the Contract Supervisor determines collection is not accessible, are not eligible to be included in the waste service and will not be charged.

3. Definitions

Key term	Definition
Council	means Casey City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020
Councillors	means the individuals holding the office of a member of Casey City Council
Council officer	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Contract supervisor	means the City of Casey's Manager of Waste and Contaminated Land. The Contract Supervisor may delegate decisions under this policy but is ultimately responsible for their implementation.
Contractor	means the waste management company appointed to collect waste in the municipality on behalf of the City of Casey. This appointment is formalised with a contract.

4. Policy

4.1. Context

This policy should be read in conjunction with Section 162 of the Local Government Act (1989), the Litter Management Policy, the Kerbside Collection Policy and the Casey Environment Strategy.

The waste collection service is charged separately through rates and waste charges are revised annually. There will be a separate waste charge on each applicable property. Berwick Village Waste Service is a special charge scheme, adopted by council in 2008 upon request from the traders group.

4.1.1. The compounds

The City of Casey has constructed three waste compounds in two car park areas. Sufficient numbers of waste and commingled recycling bins have been placed at these three sites to provide a suitable service to the participating businesses.

The City of Casey has also arranged for bins to be located on private property at several locations, following provision for WorkSafe requirements. For this to occur the following conditions need to be met:

- High volumes of waste generation.
- Needs to be a restaurant (Alternatively have a high-volume of food waste).
- A minimum distance of 70 meters from the back of the store to the closest compound.
- On the highest or second highest waste charge.

4.1.2. Key access

Each eligible business shall be issued with a key to gain access to the compounds (maximum one key per business).

To receive a key all new businesses will be required to pay a \$100 deposit which is refundable when the key is returned. Upon vacating a property, a business must return the key to council; council will liaise with the new business.

- Upon return of the key, businesses will receive their original deposit paid; \$50 between 2008 – 30/6/24

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If a key is lost or stolen, it must be reported to council, it will incur the loss of the original deposit and a new deposit will be required. A signed statutory declaration may be required by council to state the key is missing.

Using the key to access the compound for personal household waste, or giving a resident or business access is prohibited and considered misuse of the key.

4.1.3. Bin usage requirements

Only waste generated as part of business activities are to be placed in the bins in the compound. Garbage and recycling skips will be provided, all waste is to be sorted and placed into the correct bins, as per the site signage.

Each participant in the service will be responsible for the transfer of waste and recyclable materials from their premises to the waste and recycling bins. Businesses are responsible for organising collection and disposal of waste not permitted within the compounds.

Acceptable items for each labelled skip bin will be aligned to Recycling Victoria's standardised waste disposal list. Refer to: [Standardising recycling at home across Victoria | Engage Victoria](#)

Unacceptable items include:

- Oil (Cooking oil, vegetable oil, motor oil etc.)
- Large items such as shop fittings
- Hard waste (timber, concrete, carpet etc.)
- Electrical waste (including batteries and appliances)
- Personal household waste

Upon leaving the waste compound, users must ensure that each skip bin lid is closed, and the compound gate is locked. The floor in and around the compound is to be left clear of waste at all times.

4.1.4. Council responsibility

The City of Casey will facilitate collection of bins through the services of an appointed contractor/s to:

- empty all bins up to six times per week
- clean the bins at a minimum monthly
- clean the compound floors at a minimum monthly
- maintain the locks in good condition
- keep the bins in good repair and replace them when necessary
- maintain the compounds in good condition, including removal of graffiti

Frequency may be changed or reviewed at council's discretion, to ensure service efficiency.

4.2. Service Charge

All eligible businesses shall be included in the Service Charge scheme under Section 162 of the Local Government Act (1989) with the only exemption being the Berwick Mechanics Institute and Free Library. Eleven waste charge categories have been established to ensure each business is paying for the appropriate service to meet their needs.

If a property is vacant for more than one month an application can be made in writing for a suspension of the rates for the period that the property is empty (minimum one month suspension). Conditions:

- Council needs to be notified of the vacant property (The waste charge suspension will not be backdated if council is notified after the fact).
- All keys are to be returned when the previous business vacates the property.
- The waste charge for the property will be reapplied from when the business occupies the property.

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Each year the City of Casey shall review the service charge to be applied to each of the properties in the scheme considering any correspondence in the previous year and any variation in costs. The costs are to be distributed in accordance with the formula agreed by Council.

4.3. Responsibilities

Who	What
Manager Sustainability and Waste	Policy manager
Head of Waste Management	Oversee the execution of the policy
Waste Management Team	Daily operations and maintenance of the policy

4.4. Breaches

N/A

5. Relevant Forms

N/A

6. Document History

Date approved	Change Type	Version	Next Review Date
20 August 2024	Revision	3.0	20/8/2028

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