
Policy Title:	Waste Scavenging and Disposal
Policy No:	244
Policy Subject:	Waste Management & Collection
Directorate:	Development and Environment
Department:	Environment & Compliance
Responsible Officer:	Director of Development and Environment
Authorised by:	North Burnett Regional Council
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Authorities:	

INTRODUCTION:

The North Burnett Regional Council (NBRC) operates six landfills, six depots and six offices throughout the region at Biggenden, Eidsvold, Gayndah, Monto, Mount Perry and Mundubbera.

Scavenging is a practice ubiquitous within the waste sector, and can involve significant risks both during scavenging and when attempting to use the scavenged items. It can also involve allegations of theft.

The purposes of the policy are:

- to delineate the circumstances under which NBRC employees or members of the public are permitted to scavenge waste from NBRC operated waste facilities.
- the circumstances under which NBRC employees are permitted to dispose of waste at depots and offices.
- This policy has been developed to protect both NBRC staff and the facilities customers and to ensure the probity of NBRC operations. Failure to comply with the policy may expose staff and NBRC to prosecution.
- Any incident arising from scavenging activities must be reported immediately to Director Development and Environment Services.
- This policy applies to all landfills, depots and offices unless an alternative written contractual agreement has been made.

OBJECTIVES:

- To control the removal of materials from landfill sites
- To provide sustainable waste disposal operations
- To improve organisation culture, health, welfare and safety
- To recover as much material as possible for “re use”
- To reduce the amount of waste deposited in the landfill
- To reduce the opportunity for corruption to occur in relation to the disposal process

DEFINITIONS:

- **Authorised Person:** NBRC employee or contractor with the title Landfill Operator, Works Supervisor and their management and senior officers at each Council office.
- **NBRC:** North Burnett Regional Council
- **NBRC Employees:** All people on the current NBRC payroll, irrespective of their usual workplace
- **NBRC operated waste facilities:** Landfills at Biggenden, Eidsvold, Gayndah, Monto, Mount Perry and Mundubbera and any other facilities that may be in operation from time to time.
- **General waste bin:** Receptacle into which waste is placed for direct transfer to a landfill
- **Heavy item:** Any item weighing more than 30 kilograms
- **Landfill:** The parcel of land nominated by NBRC as the place for waste to be disposed of to the ground
- **Market value:** The value of an item at the time of the valuation using, where possible, an external measure of value (such as commercial scrap metal rates for scrap metal)
- **Members of the public:** Any person who is not an NBRC employee or landfill contractor
- **Plant:** Any piece of self propelled mobile equipment
- **Recycling service:** A receptacle or separated area at an NBRC operated facility clearly designated for the placement of materials nominated by the NBRC for subsequent removal and recycling
- **Scavenging:** The act of removing waste from a landfill, or transfer station office or depot with the express intent of taking possession of that waste
- **Scavenging register:** A document, in hard copy or electronic form, containing details of all items scavenged from each NBRC facility
- **Suitable Personal Protective Equipment:** Safety boots, safety glasses and leather gloves
- **Transfer station:** A facility where waste is placed into one or more general waste bins. Ancillary activities at a transfer station may include a recycling service
- **Waste:** Any material unwanted by a person and delivered by that person to a landfill or transfer station. Any material unwanted at an NBRC depot or office and determined by an authorised person at that depot or office to be of such value that it would be delivered to a landfill or transfer station.
- **Waste management operations staff:** Any NBRC employee or contractor whose usual workplace in an NBRC operated waste facility.

PRINCIPLES:

General

- Once “waste” materials have been removed from a customer’s vehicle at a landfill or transfer station, the material becomes the property of the North Burnett Regional Council.
- Scavenging must not be undertaken to the detriment of an employee’s work duties as detailed in the Position Description.
- Manual handling of heavy items must be avoided at all times to minimise the risk of personal injury.
- Scavenged items recovered from an NBRC operated-facility must not be removed from an NBRC operated facility until the items are recorded into a Scavenging Register and approved by an authorised person as being available for authorised removal.
- In approving items to be scavenged the authorised person must make an assessment in relation to whether the item(s) may be of interest to the police. Items likely to be of interest to the police shall not be removed from the site unless approved by the police.
- All items on the Scavenging Register must be valued by an authorised person. The value must be an estimate of the market value of the items in the condition at which they were removed from the site, and on the day of removal.
- An authorised person cannot authorise the removal of an item that is for their own use or the use of an immediate family member. An alternative authorised person must be sought to approve the removal of the item.
- An authorised person may refuse to authorise the removal of an item. This decision will be final.

Landfills and Transfer Stations

- Scavenging by members of the public is prohibited.
- Scavenging is only permitted under the following circumstances:
 - a) The NBRC does not have an income earning recycling service for the particular waste type. The NBRC has provided a recycling service for the following wastes, and thus scavenging is not permitted:
 - Ferrous metal (steel, iron etc) except where it meets the requirements of point b) below
 - Aluminium
 - Paper and cardboard
 - Plastics
 - b) The waste being scavenged has a higher value use (either in monetary terms or in consideration of the waste hierarchy) than the recycling service being provided by the NBRC.
 - c) The waste being scavenged comprises personal effects or money.
 - d) The waste belonged to the scavenger, or a member of the public, and was inadvertently disposed of.
- Scavenging at landfills presents significant risks, including but not limited to risks of crushing by plant, treading on sharp items and direct contact with disease carrying items. Scavenging by NBRC employees is only permitted where the employee is able to minimise the risk to any person to a negligible level.

Landfills and Transfer Stations (continued)

- Any NBRC employee scavenging must be wearing suitable personal protective equipment.
- NBRC employees are not to approach closer than 10 metres to a manned piece of plant unless the plant is stationary and the plant operator has acknowledged their presence.
- Waste must not be scavenged from general waste bins, as this presents risks to personal safety.
- The item scavenged is to be taken the shortest possible distance to get it to a safe location for authorisation and subsequent registration.
- Employees may not enter the landfill after hours or when not working, to salvage material.

Disposal

- Items scavenged and recorded in the Scavenging Register in terms of the abovementioned general principles may be sold to members of the public during the facility's operating hours at the amount recorded in the register.
- The sale amount recorded in the Scavenging Register is to also be clearly marked on the item to be sold, or advertised in such a manner that is clearly evident to prospective purchasers.
- Periodically, NBRC Management may determine to hold "clearance sales" which are to be by tender or public auction.
- Employees may not sell for personal gain any material that is recovered from landfills, depots or offices.