

Policy

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Removal of Waste and Use of Facilities Policy | Version 2

1. STATEMENT

The Adelaide Hills Region Waste Management Authority (the Authority) is committed to maintaining transparency arrangements regarding the removal of waste by employees and the use of the Authority's facilities. This policy is designed to ensure that all employees adhere to the principles of transparency, accountability, and environmental sustainability.

2. REASONS FOR TRANSPARENCY

- 2.1. Implications of ICAC: Employees must not access benefits of value as this could lead to implications related to the Independent Commissioner Against Corruption (ICAC).
- 2.2. Ratepayer Accountability: Ratepayers fund the services provided by the Authority. It is essential that employees do not receive reduced fees or free disposal when other Council staff and the public cannot.
- 2.3. Environmental Principles: Encouraging landfill use by employees contradicts the Authority's commitment to reducing waste to landfill and promoting reuse and recycling.

3. POLICY

- 3.1. Salvaging Prohibited: Unless specifically provided for in this policy, employees and customers are not permitted to salvage materials from any Authority site.
- 3.2. E-Waste Management: E-waste must be placed in appropriate receptacles and must never be salvaged by employees or customers. These materials are to be disposed of by approved processors only.
- 3.3. Plant/Vehicles: Any plant/vehicle that has been or could be road registered must never be salvaged by employees or customers.
- 3.4. Customer Awareness: The policy will be available on the Authority's website for customers to view. Employees should direct customers to the website if required.
- 3.5. Salvaging at Authority sites: Customers and employees are permitted to salvage materials (other than e-waste and plant/vehicles) subject to approval by the Operations Manager and upon payment of applicable fee (refer to AHR-DOC-937 *Salvage Items Price Guide*). The Operations Manager must seek approval from the Chief Executive Officer to salvage materials.
- 3.6. Employee Fees: Employees must pay commercial fees to use Authority sites and facilities. A record of staff use of facilities and associated payments must be kept via weighbridge receipt receipts.
- 3.7. No Private Use: Authority-owned plant, equipment, vehicles, or tools must not be used for personal purposes. Staff who have been allocated a vehicle for private use under an approved arrangement are permitted to use the vehicle in accordance with the terms of that arrangement.
- 3.8. Replacement of Previous Practices: This policy replaces any previous unofficial arrangements or practices that may have existed.

4. DISCIPLINARY ACTIONS

Nonadherence to this policy may lead to disciplinary management and possible termination of employment with the Authority.



5. SCOPE AND EXPECTED OUTCOMES

This policy applies to all employees and customers of the Authority. All employees are expected to comply with the requirements of this policy and ensure that customers are aware of and abide by it.

6. DEFINITIONS

The Authority (Employer)	Adelaide Hills Region Waste Management Authority
Employee	All Authority staff, including labour hire, contractors and volunteers.
E-Waste	Includes, but not limited to TV's, monitors, computers and mobile phones that are deposited by customers at the Authority's facilities.

7. REVIEW

This Removal of Waste and Use of Facilities Policy shall be reviewed at a minimum every five (5) years or more frequently if required.

8. REVIEW HISTORY

Document History:	Version No:	Issue Date:	Description of Change:
New document	1.0	Nov 2020	Written with support of HR Consultant.
Review	1.1	May 2021	Formatted to ARHWMA policy template and minor amendments.
Review	2.0	Jun 2025	Formatted template. Major review. Added salvaging of plant/vehicles prohibited.

