Attachment A

Draft Managing Waste in Public Places – Local Approvals Policy

Managing waste in public places – Local approvals policy

Purpose

This policy establishes a framework for managing residential and commercial waste in public places within the City of Sydney's local government area. Collecting and managing waste is essential and can impact our communities in a number of ways. It aims to minimise these impacts sensitively, sustainably and practically.

This policy has been developed in line with the Local Government Act 1993, the Protection of the Environment Operations Act 1997, the Environmental Planning and Assessment Act 1979 and relevant regulations.

This policy supports Sustainable Sydney 2030-2050 Continuing the Vision to be a leading environmental performer and have a city that is inviting, clean and safe by day and night.

Scope

This is a local approvals policy that deals with managing waste in line with section 68 of the Local Government Act 1993. It is prepared and adopted under section 158 of the Local Government Act 1993 and consists of 3 parts:

- Part 1 – exemptions from approval
- Part 2 – criteria to be used when determining approvals
- Part 3 – other matters relating to approvals.

This policy applies to residents and businesses operating in the City of Sydney's local government area including residential waste collectors.

This policy does not apply to the management of waste on private property. Waste on private property is guided by the provisions of the NSW State Environmental Planning Policy (Exempt and Complying Development Codes) 2008, the Food Act 2003 (NSW) and the Food Regulation 2015 (NSW), the Sydney Local Environment Plan 2012 and the Sydney Development Control Plan 2012.

The City of Sydney's street cleaning operations are not addressed under this policy.

Definitions

Term	Meaning
Authorised City of Sydney officer	A person employed by the City of Sydney with the appropriate authorisation and/or delegation to carry out a function in line with this policy.
Bin	A container for the storage of waste including recyclables, food organics and garden organics. This definition includes mobile garbage bins with close-fitting lids. It does not include plastic bags, boxes, cartons or crates.
CBD	Sydney's Central Business District.
CBD light rail	Dedicated transitway (No 8009) between Circular Quay and to Anzac Parade/Dacey Avenue intersection and from Darling Drive at Hay Street east on Hay Street to Castlereagh Street intersection in Haymarket (Roads Act 1993, Order - Section 52A Amendment of the declaration of the Sydney Light Rail Transitway in the Local Government Areas of City of Sydney and Randwick City). See **Appendix 1** for route detail.
Charity clothing bin	A portable metal bin of painted, sturdy construction, with a weatherproof tilt chute at the top on the front permitting clothing to be deposited, a locked door permitting the charity which owns the bin to empty it, and graphic display in line with the Charitable Fundraising Act 1991.
Commercial waste	Business or commercial waste (including recyclable materials) generated as part of ordinary business activities. It does not include construction and demolition waste or the following types of waste defined in Clause 49, Schedule 1 of the Protection of the Environment Operations Act 1997: hazardous waste, restricted solid waste (such as contaminated soil), liquid waste or special waste (such as clinical and related waste including pharmaceutical, sharps, asbestos and tyres).
Commercial waste contractor	A company or person engaged by a commercial waste generator to manage the containerisation, collection and transport of waste, typically from commercial or industrial premises, to recyclers and/or lawful waste processing facilities. They provide their customers with reports on the contents, dates, volumes and/or weights of waste collected, the waste processing facility destinations, and registration numbers of the vehicles transporting waste from their premises to processing facility. Also referred to as waste transporters and waste collectors.

Term	Meaning
Commercial waste generator	Any owner or tenant, or their respective agent that generates, produces, or is in part or whole, responsible for an activity that results in Commercial Waste.
Building and demolition waste	Has the same meaning as in the Schedule 1 of the Protection of the Environment Operations Act 1997.
Multi-unit dwelling	Also known as a residential flat building or apartment building. It is a residential development with multiple dwellings that have shared waste and recycling bins. It includes low-rise, medium-rise and high-rise developments.
Public place	Has the same meaning as in the dictionary for the Local Government Act 1993.
Prevention notice	A notice issued under Part 4.3 of the Protection of the Environment Operations Act 1997 and includes a notice that varies such a prevention notice.
Residential waste	All waste (including recyclable materials) generated by the ordinary use of residential premises.
Residential waste collectors	The City of Sydney, agents acting on its behalf or other persons or organisations that collect and transport residential waste to recyclers and/or lawful waste processing facilities.
Single unit dwelling	Residential accommodation that is a dwelling house, attached dwelling, or semi-detached dwelling. These include small-scale villas or townhouse-type developments with bins allocated to and managed at each individual dwelling.
Skip bin	A bulk container for the storage, collection and transport of building, and construction and/or other bulky waste types.
Waste	General solid waste from residential or commercial uses that does not include building and demolition waste or the following types of waste defined in Clause 49, Schedule 1 of the Protection of the Environment Operations Act 1997: hazardous waste, restricted solid waste (such as contaminated soil), liquid waste or special waste (such as clinical and related waste including pharmaceutical, sharps, asbestos and tyres). A substance is not precluded from being waste merely because it can be refined or recycled.

Policy statement

The City of Sydney is committed to managing waste on public land sustainably and responsibly. This policy aims to address the potential impacts of storing and collecting waste on the quality, safety and environmental health of our urban spaces.

The policy outlines 3 main areas:

- **Part 1** sets out the waste activities that are exempt from approval including:
    - how residents can use public places for managing residential waste and their responsibilities when using waste services
    - how businesses can use public places for managing waste and their responsibilities for managing and collecting commercial waste
    - the requirements for placing in a public place
- **Part 2** provides the criteria to be used when determining approvals for waste activities
- **Part 3** details the consequences of not complying with this policy.

Part 1: Exemptions from approval

The following activities are exempt from requiring approval of the City of Sydney if they comply with the criteria for exemption detailed in this section

- Placing residential waste in a public place for collection
- Placing commercial waste in a public place for collection
- Placing a skip bin in a public place

Placing a charity clothing bin in a public place is not exempt from approval. The City of Sydney does not permit charity clothing bins to be placed in public places and reserves the right to remove or relocate any charity clothing bin in a public place. Charity clothing bins must only be placed on private property.

A. Placing residential waste in a public place for collection

This section applies to residential premises in the City of Sydney's local government area. It outlines the responsibilities of residents using our waste services.

Residents are exempt from having to obtain approval from the City of Sydney for placing residential waste in a public place for collection provided the following requirements are met:

1. Residential waste must only be put in a public place for the purposes of collection by the City of Sydney or agents acting on its behalf.
2. A person must place residential waste generated at their premises in the residential waste bins issued to their premises by the City of Sydney, not in commercial waste bins, street litter bins or residential waste bins from another property.
3. All waste must be placed wholly within a bin with the lid closed, except items that have been booked for a bulky household pick-up.
4. Waste must not be placed next to, or on top of bins in a public place. This includes plastic bags, loose cardboard boxes, and other bulky household wastes. The City of Sydney considers this to be illegal dumping.
5. All bins must be free of stains, leaks, odours and debris, and be in full working order with no cracks, missing wheels, lids or pins.
6. All bins must be permanently labelled with the resident's house number and street name. It is the resident's responsibility to ensure the information on their bin label is legible.
7. Bins must be placed immediately in front, rear or adjacent the resident's property. If the bin is placed beyond the user's property, bins should be presented where specified by the City of Sydney.
8. Bins must be placed a minimum 10m from an intersecting street, unless otherwise specified by the City of Sydney.
9. Bins placed on footpaths for collection must be placed along the kerb line keeping the footway and building line free of obstructions.
10. The placement of bins and material booked for a bulky waste pick-up must not:
    - block access for people walking or cycling
    - prevent a continuous, direct and accessible path of travel
    - obstruct any footpath, cycleway or road
    - disturb traffic flow or parking
    - scratch, stain or damage any public property

- restrict sight lines for people walking or driving, or vehicle access
- block access to emergency exits or equipment
- be placed close to any ventilation inlet
- block any type of door.

11. Bins must not be placed in front of or near any opening window or window providing ventilation or visual amenity to the premises or a neighbouring premises.
12. Any material booked for a bulky household waste pick-up by the City of Sydney must:
    - be placed out in accordance with the requirements found on the City of Sydney's website
    - not exceed 1 cubic metre for single unit dwellings or 4 cubic metres for multi-unit dwellings
    - be placed out the evening before the collection is scheduled
    - be labelled to communicate booking reference number and collection date
    - be neatly placed, immediately adjacent the property making the booking
    - placed on or immediately beside the nature strip, or where waste is usually placed for collection unless otherwise specified by the City of Sydney
    - not be placed on the road, in a park or traffic island.
13. A person must not keep or allow a bin to remain in a public place longer than the day of collection. Bins must be kept on the resident's premises at all other times and not in a public place unless prior written approval has been obtained from the City of Sydney.
14. Bins left in a public place for longer than the day of the bin's collection may be considered abandoned and removed, or enforcement action taken.
15. If there is a service disruption, bins must be stored on the owner or occupier's premises until a service can be provided.
16. If a bin is missed by residential waste collectors, and the resident has reported the missed collection to the City of Sydney, they may leave their bin out until it is collected.

Notes:

Residential waste collection

- Residential waste collection by the City of Sydney or agents acting on its behalf will be conducted in accordance with the residential waste collection time zones in **Appendix 1 – Waste collection time zones**.
- Residential collection time zones do not apply to the collection of waste from inside or on private property, and only relate to waste collected from a public place.
- The City of Sydney reserves the right to alter the waste collection time zones and will consult with parties affected as necessary.
- The City of Sydney may temporarily vary the day and times that waste collection occurs in response to extenuating circumstances, including but not limited to public health orders and a declared state of emergency

B. Placing commercial waste in a public place for collection

This section applies to commercial premises in the City of Sydney's local area. It outlines the responsibilities of all commercial waste generators and commercial waste contractors collecting commercial waste. This section only applies to bins for commercial waste generated by the particular use of the premises. It does not relate to skip bins for collecting building and demolition waste.

Commercial waste generators are exempt from having to obtain approval for the placement of commercial waste in a public place for collection provided the following requirements are met:

1. Commercial waste must only be put in a public place for collection and disposal by a commercial waste contractor.
2. Waste must not be removed from the commercial waste generator's premises to be disposed of in a street litter bin, park litter bin or a residential waste bin.
3. All waste must be placed wholly within a bin with the lid fully closed and must not exceed 1,100L. Any waste not contained in a bin, for example plastic bags and loose cardboard boxes, must not be placed next to, or on top of, bins in a public place. The City of Sydney considers this to be illegal dumping.
4. All bins must have a permanently fixed close-fitting lid, have smooth internal washable surfaces, be free of stains, leaks, odours and debris, and be in full working order with no cracks, missing wheels, lids or pins.
5. Bins 660L or greater must have fitted, functioning brakes and have visible reflectors on the outer corners.
6. All bins must be labelled so that an authorised City of Sydney officer can easily identify the premises to which it was issued. The commercial waste generator must ensure their bins are clearly labelled, and that the information on the label is current and contains the name, address, and contact phone number of the occupier of the premises. Free bin labels are available from the City of Sydney.
7. All commercial bins must clearly display the name and 24-hour contact telephone number of the commercial waste contractor and be marked with a unique identification number that can be traced to the premises to which it was issued.
8. Bins left in a public place that do not clearly identify the premises to which they were issued may be removed and impounded by the City of Sydney under the Public Spaces (Unattended Property) Act 2021. This also applies if the owner of the bin has been given notice to remove the bin but has not removed it promptly.
9. Empty bread and milk crates are not permitted to be stored or placed in a public place at any time. They must be collected by the supplier from within the subject premises.
10. Waste oil drums are not permitted to be stored or placed in a public place at any time. They must be collected by a commercial waste contractor from within the subject premises.
11. Bins must be placed immediately in the front, rear or immediately adjacent the premises, from which the waste is generated. If the bin is placed beyond the user's property, prior consent must be obtained from the owner or occupier of the adjacent premises.
12. Bins placed on footpaths for collection must be placed along the kerb line for collection keeping the footway and building line free of obstructions.
13. The placement of bins must not:

- block access for people walking or cycling
- block any footpath, cycleway or road
- prevent a continuous, direct and accessible path of travel
- disturb traffic flow or parking
- scratch, stain or damage any public property
- restrict sight lines for people walking or people driving, or vehicle access
- block access to emergency exits or equipment
- be placed close to any ventilation inlet
- block any type of door.

14. Bins must not be placed in front of or near to any opening window or window providing ventilation or visual amenity to the premises or a neighbouring premises.
15. Placing or removing bins must not damage the roadway, footpath or utility services under the ground, or cause damage or obstruct access to adjacent premises.
16. The area where the bin is placed for collection must be kept tidy at all times. It should be regularly cleaned by the commercial waste generator, and on any occasion when directed to do so by an authorised City of Sydney officer.
17. Where bins are presented for collection in a public place, they must be presented as close to the collection time as possible and no earlier than the night before collection for night time or early morning servicing or the day of collection for day time servicing.
18. Following collection, premises must remove bins from a public place and return them to private property no later than the following:
    - If bins are collected between 7pm and 6am: removed no later than 8am.
    - If bins are collected between 6am and 7pm: removed no later than 2 hours after collection.
19. Failure to remove bins after collection in line with these times may leave waste generators liable to enforcement under s.626-627 of the Local Government Act 1993.
20. Bins must be stored on the owner or occupier's premises at all other times and not in a public place unless prior written approval has been obtained from the City of Sydney.
21. If there is a service disruption, bins must be stored on the owner or occupier's premises until service can be provided.
22. Where there are development approval conditions relating specifically to a premises' waste management, these conditions supersede this policy and must be followed at all times.
23. The commercial waste generator must produce evidence of a valid contract or similar if requested to do so by an authorised City of Sydney officer.
24. The commercial waste generator must contract commercial waste services with an agreement that specifies:
    - the waste collection point, collection times (see **Appendix 1 – Waste collection time zones**) and method of collection
    - a servicing arrangement and configuration that matches the waste and recycling generated by the premises

- the disposal of the collection to a licensed waste facility

Notes:

Waste management

- Commercial waste generators are responsible for handling and storing waste generated on their premises. They must ensure these actions meet development conditions of consent and public health, safety and environmental requirements.
- Commercial waste generators are responsible for all costs, as well as the safe, efficient and lawful collection and disposal of their waste.
- Bins must not be used to store hazardous, liquid or clinical waste. Bins must be vermin-proof and cleaned regularly, or as directed by an authorised City of Sydney officer, without causing stormwater pollution.
- Where bins are placed in a public place, the City of Sydney recommends locks to prevent unauthorised use and contamination.

Waste collection

- Commercial waste collection should be conducted in accordance with the waste collection time zones in **Appendix 1 – Waste collection time zones**.
- Waste collection must be in accordance with any applicable condition of development consent under the Environmental Planning and Assessment Act 1979.
- Noise offences related to the collection of waste from private or public property are addressed under Section 96 of the Protection of the Environment Operations Act 1997.
- Collecting waste or delivery of bins must not damage the roadway, footpath or services under the ground or cause damage or obstruct access to adjacent premises or roadways and must be carried out with due care for public safety.
- Where the access to premises is constrained by a cycleway, collection must be conducted in accordance with the procedure for grease trap waste collection requirements across cycleways in **Appendix 2 - Procedure for grease trap waste collection requirements across cycleways for commercial waste generators and collectors**.

C. Placing a skip bin in a public place

This section applies to the use of skip bins for minor residential works in the City of Sydney's local government area. It outlines the responsibilities of residents using skip bins in a public place.

In the first instance, space must be made available onsite for the storage of a skip bin. If there is insufficient space, residents are exempt from having to obtain approval from the City of Sydney for the placement of a skip bin in a public place provided the following requirements are met:

1. Skip bin is for the use of residents for minor works only, for example the clean out of a residential premises, minor renovation or exempt development activities.
2. Skip bins must have a maximum size of 3.4m in length and 1.7m in width.
3. A residential premises, subject to development consent and requiring a skip bin for the removal of associated building waste, is not eligible to place a skip bin on the public way under this policy. In this circumstance, the removal of waste shall be undertaken from within the property and in line with conditions of the development consent.
4. Residents must not place or allow a skip bin to be placed in a public place when their premises has available space and safe access for its delivery, collection and storage.
5. Where no feasible storage space or safe access for delivery/collection of a skip bin exists the placement of a skip bin on the road for up to 14 days is allowed without approval (no extensions allowed). Skip bins must be removed at the end of this period or at the completion of work, whichever is sooner.
6. Only one skip bin can be placed at any one time at the property frontage.
7. Skip bins must not be placed on footpaths or cycleways.
8. Skip bins must be positioned to comply with all restrictions and requirements of the Road Rules 2014 as if they were a vehicle.
9. Skip bins must not be placed in any designated mobility parking space or any other place where parking is prohibited or only designated for particular vehicles in accordance with NSW Road Rules 2014 Part 12.
10. Skip bins must not be used for the storage or transport of commercial waste or putrescible waste or hazardous material.
11. Any resident who hires or retains the use of a skip bin located and used in a public place must indemnify the City of Sydney for any cost, property damage or injury arising out of the supply and use of the skip bin.
12. Skip bins must have visible reflectors or warning lights on outer corners, be placed 400mm from the kerb alignment and on timber gluts parallel to not restrict stormwater or traffic flow.
13. Skip bins must be covered outside working hours and during transport and bear legibly the name, address and 24-hour contact telephone number of the owner or supplier.
14. Skip bins must be located immediately in front of the property of the user and in a location that permits vehicle stopping distances in line with NSW Road Rules 2014 Part 12, Division 3 (Stopping at intersections and crossings). If the skip bin is placed beyond the user's property, prior consent is required from the owner or occupier of the premises adjacent to where the bin is placed.
15. Waste must be completely contained within the skip bin and is not permitted to be stored

outside or next to the skip bin. The area must be kept tidy at all times, cleaned on a daily basis and when directed to do so by an authorised City of Sydney officer.

Notes:

- Skip bins that do not comply with this policy are not permitted in a public place.
- Skip bins placed in timed or ticket parking zones are exempt from the signposted time limits and ticket fees.
- Where a skip bin is needed for a commercial property or a development subject to development consent, space must be provided inside the boundary. If this is not possible, contact the City of Sydney for alternative methods.
- The City of Sydney may order the removal or re-location of the skip bin if there is a failure to comply with these requirements or if the placement of skip bin results in nuisance or danger to the public.
- These exemptions and requirements do not override development consent conditions.
- Placement of skip bins is subject to the Local Government (General) Regulation 2021.

Part 2: Criteria to be used when determining approvals

Placing a bin in a public place

There may be circumstances a resident, business or organisation cannot comply with the requirement that their bins are removed from a public place following scheduled collections or stored on their own premises.

In this situation a resident, business or organisation can apply to the City of Sydney for special approval for the placement of bins in a public place outside of collection times. The City of Sydney will consider the placement of bins in a public place on a case- by-case basis using the following criteria:

- All options for bin storage on the premises and/or shared storage arrangements.
- Compliance with any development consent conditions for the premises (such as requirements for waste storage, and the development's waste management plan)
- Location of the premises and alternative waste storage options, with special consideration to impacts on neighbouring properties, footpaths, direct path of travel, public safety, attracting illegal dumping and potential vandalism
- Relevant policies, guidelines and design codes
- Waste and recycling bin capacity and frequency of collection.

The bin placement approval assessment process is further detailed in **Appendix 3 - Special Approvals for bin placement in a public place**.

An approval for bin placement in a public place may be revoked by the City of Sydney under the Local Government Act 1993.

Part 3: Other matters relating to approvals

Implications for non-compliance

City of Sydney rangers or other authorised officers may issue penalty notices, orders, clean-up notices, prevention notices or court attendance notices for non-compliance with relevant legislation identified in this policy. Serious incidents of pollution may be prosecuted by state agencies such as the NSW Environment Protection Authority.

If a person puts waste or a bin, or a skip bin in a public place in contravention of this policy or any approval, the City of Sydney may take action in line with the relevant legislative provisions. In this case, the City of Sydney will endeavour to give the party notice in writing to comply before any penalties are issued. The City of Sydney reserves the right to take immediate action if circumstances warrant.

If waste management activities are causing harm to the environment, the City of Sydney may also act under the Protection of the Environment Operations Act 1997.

The City of Sydney will only investigate complaints about offensive noise impacts from waste collections under the Protection of the Environment Operations Act 1997.

Food premises must comply with the Food Act 2003 and the Food Standards Code and ensure they have adequate facilities for storing garbage and recyclable matter.

If waste is causing or is likely to cause a threat to public health, the City of Sydney may order the owner or occupier of the land or premises to remove the waste. If the owner or occupier fails to comply, then the City of Sydney may remove the waste at the owner or occupier's expense under Part 2 and section 678 of the Local Government Act 1993. Alternatively, the City of Sydney may issue an appropriate notice or notices under Chapter 4 of the Protection of the Environment Operations Act 1997.

This policy does not override:

- state or federal legislation on the management of waste in public places, including noise pollution associated with collection waste from public spaces
- conditions imposed on development consents issued under the Environmental Planning and Assessment Act 1979.

Any issues relating to waste compliance and noise from waste collection will be dealt with under relevant legislation and on a case by case basis. In line with its compliance policy, the City of Sydney will take into account fairness, consistency and proportionality when considering any enforcement action for breaches of the relevant legislation.

Responsibilities

The implementation of this policy will be the responsibility of authorised City of Sydney officers. Enforcement will be undertaken in line with the City of Sydney's compliance policy, and prosecution and civil enforcement policy on a case-by-case basis.

The City of Sydney will consider this policy when dealing with matters relating to waste management in public places. Employees, councillors and contractors of the City of Sydney are responsible for upholding the principles and processes of this policy as required in their daily work.

Consultation

This policy was publicly exhibited for 42 days. Internal review was undertaken in consultation with City access and transport, City cleansing and resource recovery, City rangers, Customer service, Construction and building certification services, Health and building, Legal services, Risk and governance, Standards and policy, Strategic planning and urban development, Social policy and programs, Sustainability and resilience, Sustainability programs and Traffic operations.

References

Laws and Standards

- Local Government Act 1993
- Protection of the Environment Operations Act 1997
- Environmental Planning and Assessment Act 1979
- Public Spaces (Unattended Property) Act 2021Food Act 2003
- Roads Act 1993
- Disability Discrimination Act 1992
- Ombudsman NSW enforcement guidelines for councils 2015

Policies and Procedures

- Compliance Policy
- Inclusive and accessible public domain policy
- Inclusive and accessible public domain guidelines
-
- Prosecution and Civil Enforcement Policy
- Sydney Streets Code 2021
- Sustainable Sydney 2030-2050 Continuing the Vision
- Managing Unreasonable Conduct Towards the City and its Employees Policy

Review period

Under section 165(4) of the Local Government Act 1993, this policy shall be automatically revoked 12 months after the declaration of the poll for the next general election after the adoption of this policy, unless Council revokes it sooner.

Approval status

Council approved this policy on (insert date).

Approval History

Stage	Date	Comment	TRIM Reference
Original Policy	December 2017	Approved by Council	2018/481323
Reviewed	31 October 2022	Full review. Light rail collection time zone, domestic waste collection time zone, skip bin eligibility and structure updated.	2018/481323
Reviewed	Xx 2025	Housekeeping review including editor updates for clarity and readability, updates to Part 2 and updates to legislation and state authorities.	Governance to populate
Commence Review Date	Governance to populate		
Approval Due Date	Governance to populate		

Ownership and approval

Responsibility	Role
Author	Manager City Cleansing and Resource Recovery
Owner	Executive Director City Services
Endorser	City of Sydney Executive
Approver	City of Sydney Council

Appendix 1 – Waste collection time zones

The City of Sydney has developed best practice waste collection time zones that take into account waste collection requirements, traffic volumes (especially on main or arterial roads) and the safety and amenity of city streets for our communities.

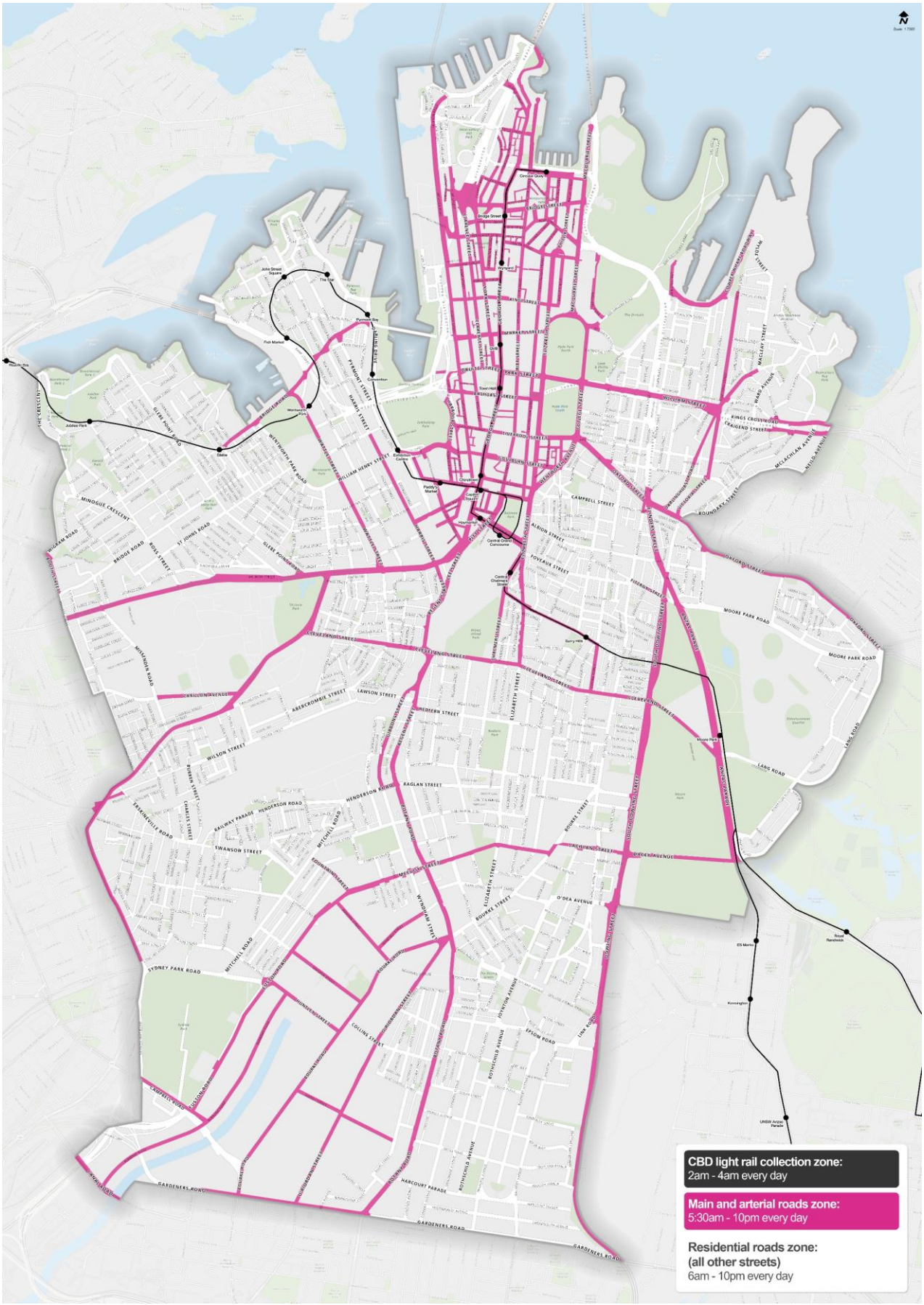
Residential waste collection time zones

There are 3 time zones for collecting residential waste. They apply to the street on which a bin is put out for collection, not the premises address. These zones are shown in Map 1 below.

Residential waste collection time zones	
Main and Arterial Roads Zone	5.30am – 10pm every day
Residential Roads Zone	6am – 10pm every day
CBD Light Rail Collection Zone	2am – 4am every day

These zones are shown in Map 1: Residential waste collection time zones.

Map 1: Residential waste collection time zones



Commercial waste collection time zones

There are 4 time zones for collection of commercial waste, and additional criteria for collection of 2 waste types in all zones. Commercial collection time zones refer to the collection of commercial, industrial and construction and demolition waste. The time zones and criteria for collecting waste types apply to the street on which a bin is put out for collection, not the premises address. These zones are shown in maps 2-4 below.

Commercial collection time zones*		**Map reference**
Open collection time zone	24-hour collection access every day	Map 2
Limited collection time zone	6am – 10pm Monday to Friday 8am – 10pm weekends/public holidays	Map 2
CBD collection time zone	7pm – 6am every day	Map 2 & 3
CBD light rail collection time zone	2am – 4am every day	Map 2
Criteria for collection of waste types		
Grease trap waste collection across cycleways	1am – 5:30am every day	Map 4
Glass bottle collection (excludes comingled recycling and crushed glass)	CBD light rail: 2am – 4am every day CBD Monday – Friday: 12pm – 10pm CBD weekends: 8am – 10pm All other zones: 8am – 10pm every day	Map 2

* Complaints about timing of waste collections can only be investigated in relation to any offensive noise under the Protection of the Environment Operations Act 1997 Act.

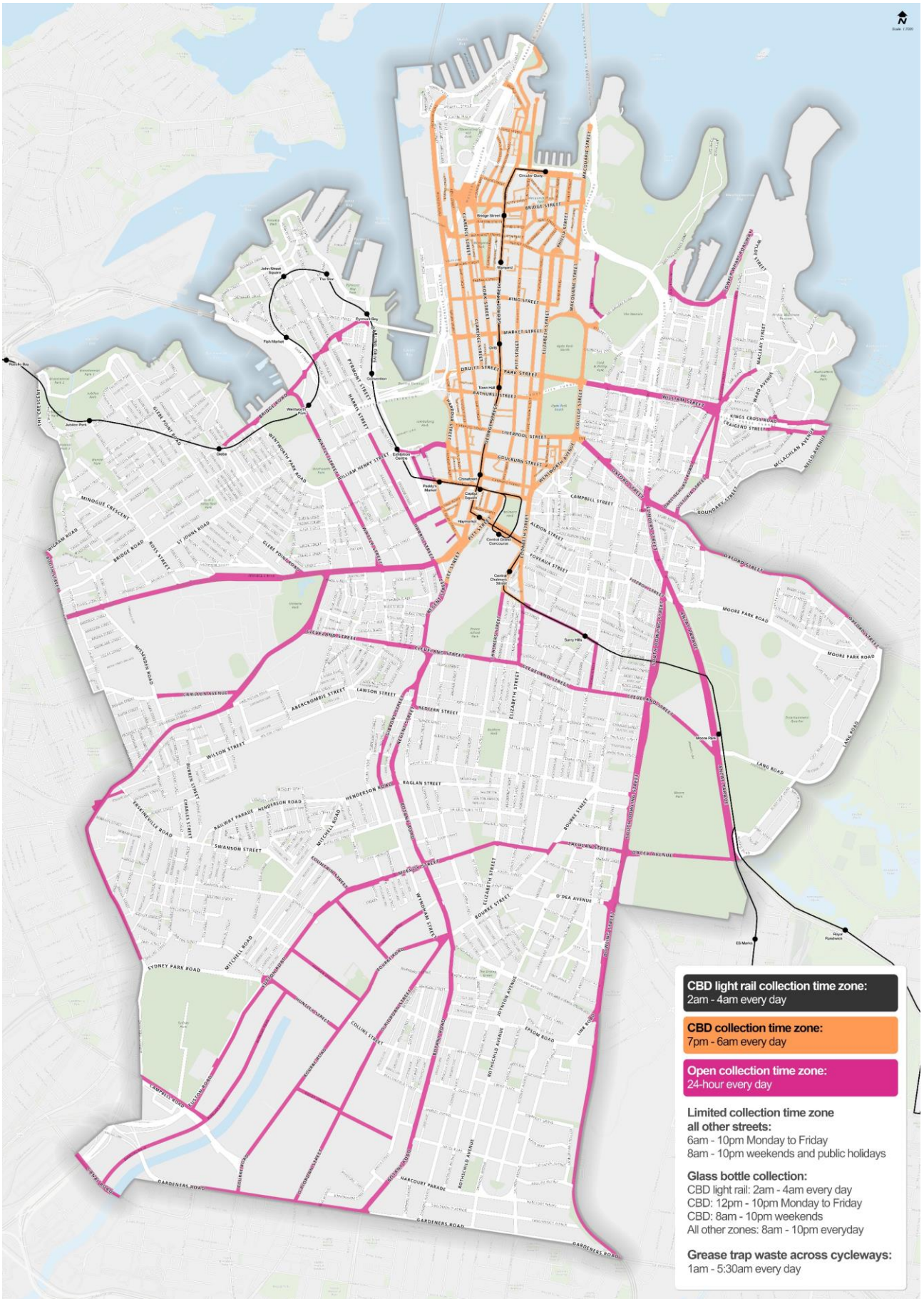
In cases where multiple times may apply, the most restrictive zone and/or criteria takes priority. This order of priority is, from highest to lowest: glass bottle collection, grease traps, CBD light rail collection, CBD collection, limited collection, open collection.

If premises are in the CBD light rail collection time, waste should be collected from an alternate service point in the first instance. If the only service point available is on the light rail corridor, waste should only be collected from 2am to 4am any day and in line with Transdev access and safety requirements.

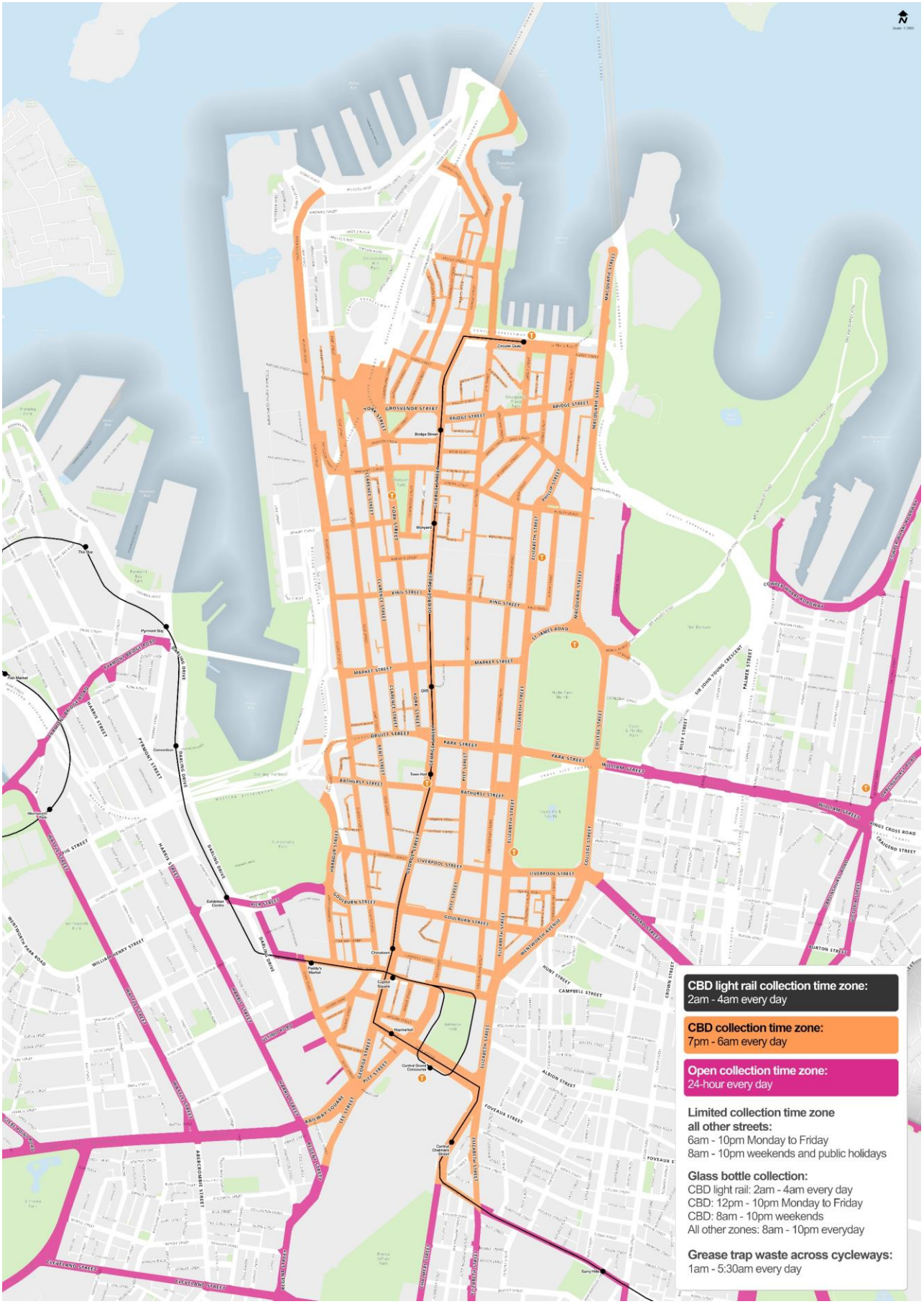
If a cycleway restricts access to premises, grease trap waste should be collected between 1am to 5:30am, following the designated procedure. See **Appendix 2 – Procedure for grease trap waste collection across cycleways for commercial waste generators and collectors**.

Premises should not allow the sorting or collection of glass bottles in a public place outside of the glass bottle collection times listed in the table above. Regardless, and at any time, such behaviour could be considered a factor when determining offensive noise under the Protection of the Environment Operations Act 1997. It may attract enforcement action by the City of Sydney on behalf of affected residents.

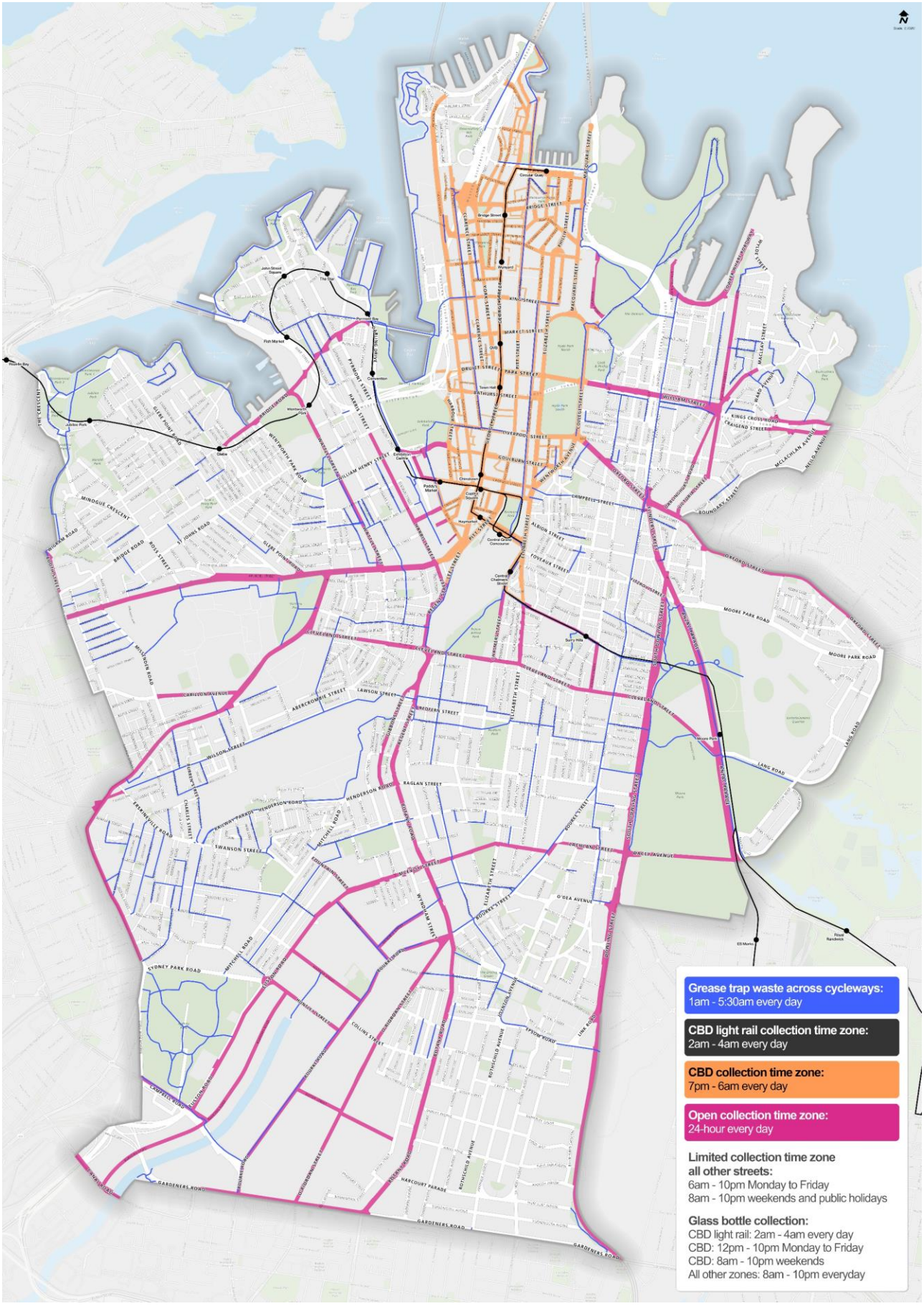
Map 2: Commercial waste collection time zones



Map 3: CBD commercial waste collection time zones



Map 4: Cycleways and commercial waste collection time zones



Appendix 2 – Procedure for collecting grease trap waste across cycleways for commercial waste generators and collectors

This procedure applies only where no other access points or service options exist to empty a grease trap except by running the extraction hose over the cycleway and footpath.

The service frequency for most premises with grease traps is around once per month. Service frequencies may vary due to seasonal demand resulting in the need for increased collection frequencies.

The commercial waste transporter must:

- schedule collections from 1am to 5:30am to minimise hazards for people walking, cycling and driving, and the waste collector
- conduct a thorough risk assessment of collecting grease trap waste at cycleway access-restricted premises, including how to respond to unexpected overflow events
- develop and provide a safe work method statement to their driver and/or any subcontracted drivers collecting waste at these premises
- follow Transport for NSW's traffic control at work sites technical manual.

Respond to emergency grease trap overflow incidents as soon as possible, irrespective of the time of day or night, and take all reasonable measures to conduct the service as safely as possible while minimising impacts on traffic congestion. See **Appendix 1 – Collection Time Zone Maps: Map 4** for locations of cycleways.

Appendix 3 – Special approvals for bin placement in a public place

Application

A person may apply to the City of Sydney for bin placement approval outside of collection times. An application form can be obtained by contacting the City of Sydney.

Assessment

An authorised City of Sydney officer must assess each application and consider its circumstances individually. The criteria specified in Part 2 will be considered.

Approval

The authorised City of Sydney officer will recommend the approval or refusal of each application for consideration by the relevant manager with delegation to grant or refuse an approval under section 68 of the Local Government Act 1993 and the Register of delegations – from CEO to Directors and staff.

Conditions of approval

Applicants must comply with the conditions of the bin placement approval. The conditions of an approval may vary between premises according to individual circumstances.