

# STAFF REPORT

**TO:** Chairman, Engineering Services Committee

**FROM:** Utilities Asset Manager, Jeff Cuthbertson

**REFERENCE:** R375

**DATE:** 08 March 2006

**SUBJECT:** **REFUSE FACILITIES – AFTER HOURS ACCESS**

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## PURPOSE

The purpose of this report is to seek approval from the Engineering Services Committee to restrict the use of the refuse transfer stations for unauthorised key holders to normal operating hours.

## COMMENT

Council is in the process of installing new security locks on all of its infrastructural facilities. The reasons for doing this are numerous; the most important is to know who has access to facilities and obvious issues arising with Occupational Health & Safety regulations. At present we have no knowledge of how many individuals have keys that permit unrestricted entry into facilities.

## REFUSE/RECYCLING FACILITIES

A number of private individuals, organisations and companies have keys that permit unlimited entry into Council's recycling facilities. Council has no way of knowing if loads of materials are entering the respective sites outside the official opening hours. It is understood that several commercial bin operators do utilise these facilities outside the normal operating hours. These operators work on an honesty payment system.

It is very important that Council is aware of what is coming into these facilities, eg., hazardous waste etc and that the correct fees are paid.

## PROPOSAL

The proposal is to replace the locks on all gates and facilities. The result will be that people who presently hold keys and gain free entry will be unable to enter the facility outside normal hours.

All waste transactions should take place during normal operating hours.

Discussions are being held with Streetsmart Ltd (transfer station site operator) for operation outside normal operating hours.

If commercial operators need access to the facilities outside normal hours, a special fee may need to be charged to the user to have the gates opened and the materials attended to.

### **Commercial Users**

A letter will be sent to all commercial users that we believe have keys stating the normal hours of operation and that the locks will be changed.

### **RECOMMENDATION**

**THAT all of Council's Resource Recovery Centres and landfill sites are made secure to prevent unauthorised access outside of normal operating hours, and that this policy is advised in writing to any affected commercial operators prior to locks being changed.**

J Cuthbertson  
**Utilities Asset Manager**