

POS	TRAILER PASSES	PSEW21
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POSITION STATEMENT CODE:	PSEW21
DIRECTORATE:	Engineering & Works Department
BUSINESS UNIT:	Waste Department
SERVICE UNIT:	Disposal Services
RESPONSIBLE OFFICER:	Manager Waste
FILE NO.:	182/002
DATE FIRST ADOPTED:	13 June 2013
DATE LAST REVIEWED:	8 June 2017
ATTACHMENTS:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:		
DAPPS Meeting:	23 May 2013 27 August 2015	23 February 2017 18 May 2017
OCM:	10 September 2015 9 March 2017	

BACKGROUND:

Council's Henderson Waste Recovery Park is a publicly accessible facility for which the public are charged entry fees to enable them to use the facility. Trailer Passes allow residents to access the Site by redeeming valid Trailer Passes.

PURPOSE:

1. To establish a suitable access system to the Henderson Waste Recovery Park for residents, ratepayers and non-residents.
2. To establish eligibility for Trailer Pass issue.

POSITION:

(1) Residents/Ratepayers

1. Six (6) trailer passes are issued to City of Cockburn residential ratepayers only with their Rates issued in August of each year. Trailer Passes are attached to Rates Notice. Trailer Passes allow entry to the Henderson Waste Recovery Park.
2. Trailer passes will be issued to every ratepayer in the City whose property is used for residential purposes, i.e. not commercial, industrial or vacant properties.
3. New Properties: (New Bins delivered) Resident must state whether they require their Trailer Passes to be either posted out or if they will collect from CoC Reception Area. A detail of any issue of Trailer Passes is to be recorded in notes on Engineering Memo Property

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System detailing the postal address, date and name of the issuing Officer. Residents are to be informed that once posted and or lost, the City of Cockburn does NOT reissue these passes.

4. Additional passes will be issued to new residents, on a pro rata basis, provided proof is supplied by the ratepayer that they have moved into the district after the annual rates notices were issued (October-4 Passes, December-3 Passes, March-2 Passes). Notification of settlement date is required in addition to advice from the Settlement Agent that the seller did not forward unredeemed Trailer Passes during settlement.
 5. If the passes have been lost or not received, the City will only replace Trailer Passes if the rates notice was returned to the City or the City was responsible for failing to post the notice to the correct address.
 6. If a resident renting a property has not received trailer passes, they are to request them from the owner of the property or Real Estate company managing that property on behalf of the owner.
 7. Upon presentation, Trailer Passes will be deemed as invalid if it is proven that they do not relate to the issued property. If any resident attempts to sell, trade or transfer passes to others beyond the residence to which they are issued, the City will immediately cancel the Trailer Passes.
- (2) The Trailer Pass is to allow a total of 6m³ of waste delivered to the Henderson Waste Recovery Park on the following basis:
- (i) One (1) pass be required for each car, utility to a maximum of 1m³;
 - (ii) Two (2) passes for trailers carrying a maximum of 2m³;
 - (iii) Three (3) passes for 3m³ of waste.
- Note: 450 mm of waste in a 6' x 4' or 1.8m x 1.2m trailer equals 1m³.
- (3) The Trailer Pass is for use by residents and therefore non-resident owners should issue the card to the tenant/resident.
 - (4) Once all Trailer Passes have been presented the resident is required to pay the standard gate fee for the waste delivered as per the annual fees and charges schedule adopted by Council.
 - (5) Trailer Passes that have expired, been photocopied or cut from the original pass will not be accepted as valid entry.
 - (6) Trailer passes will not be required if Household Hazardous Waste is delivered without other waste.

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- (7) Town of East Fremantle issue their ratepayers with one (1) Trailer Pass with their annual rate notice to be used at the Henderson Waste Recovery Park. The City of Cockburn charge the Town of East Fremantle direct for that service. Town of East Fremantle residents can only get their Trailer Passes direct from the Town of East Fremantle.

- (8) Homeswest or Defence Housing or Landcorp
Tenant must present proof that they live at the property (drivers licence, power, water, phone bill) before Customer Service Staff will issue Trailer Passes.