

# ANNEXURE A



CITY OF CAPE TOWN | ISIXEKO SASEKAPA | STAD KAAPSTAD

---

**THIS CITY WORKS FOR YOU**

## **CITY OF CAPE TOWN INTEGRATED WASTE MANAGEMENT (IWM) POLICY**

TABLE OF CONTENTS

**ABBREVIATIONS USED IN THIS POLICY.....5**

**PRE-AMBLE .....7**

RATIONALE FOR THE MINIMISATION OF WASTE .....7

IWM AND THE WASTE MANAGEMENT HIERARCHY .....8

LEGISLATIVE FRAMEWORK FOR WASTE MANAGEMENT SERVICES .....9

SCOPE OF THE POLICY .....9

*Overarching Principles and Policies.....10*

PURPOSE OF THE POLICY .....11

POLICY OBJECTIVES.....13

POLICY REVIEW .....14

**POLICY CONTENTS – A QUICK OVERVIEW AND HOW TO USE THE DOCUMENT.....14**

**PART 1: GENERAL POLICY PROVISIONS FOR INTEGRATED WASTE MANAGEMENT.....17**

1 THE COUNCIL’S PREROGATIVE FOR A SUITABLE SERVICE MECHANISM/PROVIDER .....17

2 REGULATION AND CONTROL BY THE COUNCIL AS A SERVICE AUTHORITY .....17

3 INTERGOVERNMENTAL ROLES AND RESPONSIBILITIES .....18

4 STAKEHOLDER RESPONSIBILITIES .....18

*a. The Council’s Responsibilities.....19*

*b. Stakeholder Responsibilities.....20*

*c. Responsibilities of Governance Structures of the Council.....22*

5 DIFFERENT WASTE MANAGEMENT SERVICE MECHANISMS.....22

6 CLASSES OF WASTE AND SERVICE CATEGORIES .....23

7 INTEGRATION OF WASTE MANAGEMENT SERVICES.....23

*a. Cross-cutting Functions among the Council’s Departments.....23*

*b. Waste Management Services provided to other Government Institutions.....24*

*c. Waste management and minimisation in Central Improvement Districts (CID’s).....24*

*d. Waste Management Services provided at Public Events and Places.....24*

*e. Waste from other Municipalities, Provinces and Countries.....25*

**PART 2: POLICY PROVISIONS FOR WASTE MINIMISATION.....27**

1 BACKGROUND TO WASTE MINIMISATION .....27

2 THE COUNCIL’S ROLE IN WASTE MINIMISATION.....28

3 WASTE DIVERSION AND MINIMISATION PRINCIPLES .....28

4 MECHANISMS FOR WASTE MINIMISATION.....29

5 PROVIDING ALTERNATIVES FOR DIFFERENT NEEDS .....29

6 INFRASTRUCTURE TO ENABLE WASTE DIVERSION AND MINIMISATION.....30

7 MARKETS FOR RECYCLED MATERIALS .....31

8 WASTE EXCHANGE: RECYCLING VEHICLE FOR SPECIAL/HIGH VALUE WASTE .....31

9 WASTE SUITABLE FOR DIVERSION AND RECYCLING .....31

10 ENVIRONMENTAL/GREEN PROCUREMENT .....32

**PART 3: POLICY PROVISIONS FOR VARIOUS WASTE MANAGEMENT SERVICES.....34**

1 STRUCTURE OF THE COUNCIL’S DEPARTMENTAL WASTE MANAGEMENT SERVICES .....34

2 WASTE COLLECTION SERVICES PROVIDED OR MANAGED BY THE COUNCIL.....34

2.1 DEFINITION OF SERVICE LEVELS: WASTE COLLECTION.....35

3 CRITERIA FOR INTERNAL VERSUS EXTERNAL WASTE MANAGEMENT SERVICES .....37

*(a) Non-residential, commercial Waste Collection Services.....37*

*(b) Non-residential and Special Services through External Mechanisms.....37*

*(c) Waste Management Partnerships managed by the Council.....37*

4 CLEANING SERVICES PROVIDED OR MANAGED BY THE COUNCIL .....38

*a. Provision and Servicing of Street Litter Bins.....39*

*b. Litter Picking.....39*

*c. Street Sweeping.....40*

**Integrated Waste Management (IWM) Policy**

d. <i>Cleansing</i> .....	40
f. <i>Beach Cleaning</i> .....	40
g. <i>The cleaning of Illegal Dumping</i> .....	41
h. <i>Animal Carcass Collection</i> .....	41
5 SERVICES AND FACILITIES PROVIDED BY THE COUNCIL FOR WASTE DISPOSAL, PROCESSING, TREATMENT, AND RECYCLING.....	42
6 WASTE TREATMENT, RECYCLING AND TRANSPORT AND DISPOSAL SERVICES OR FACILITIES NOT PROVIDED BY THE COUNCIL .....	42
7 ESTABLISHMENT OF INFRASTRUCTURE AND PROVISION OF EQUIPMENT FOR SERVICES NOT PROVIDED BY THE COUNCIL (INCLUDING SPECIALISED WASTE MANAGEMENT SERVICES) .....	43
8 SPECIAL PROVISIONS: SCRAP METAL/MATERIALS AND RECYCLING .....	43
9 SPECIAL PROVISIONS: HAZARDOUS, DANGEROUS, NUCLEAR AND RADIOACTIVE MATERIALS .....	44
<b>PART 4: RESOURCE PROVISION, FUNDING AND PERFORMANCE MANAGEMENT .....</b>	<b>46</b>
1 RESOURCE POLICY TO SUSTAIN THE MANAGEMENT AND PROVISION OF WASTE MANAGEMENT SERVICES.....	46
1.1 HUMAN RESOURCE REQUIREMENTS.....	46
2 FUNDING POLICY TO SUSTAIN INTEGRATED WASTE MANAGEMENT .....	47
2.1 <i>Financial Policy Framework for Integrated Waste Management</i> .....	47
2.2 <i>Funding of Capital Expenditure</i> .....	48
<i>Sources and Funding Options</i> .....	48
2.3 <i>Funding of Operating Expenditure</i> .....	49
<i>Direct Cost Recovery through billable Tariffs</i> .....	49
<i>Indirect Cost Recovery through a Rates Apportionment and other Mechanisms</i> .....	50
3 MONITORING AND MANAGEMENT OF PERFORMANCE .....	51
3.1 <i>General Provisions</i> .....	51
3.2 <i>Service Standards and Performance Measures</i> .....	52
B. CLEANLINESS STANDARDS .....	52
C. DISPOSAL STANDARDS .....	52
3.3 <i>Waste Minimisation Targets</i> .....	53
3.4 <i>Tariff / Economic Viability and Sustainability Standards</i> .....	53
3.5 <i>Indigent Targets</i> .....	53
<b>PART 5: MANAGEMENT AND PROVISION OF ASSETS .....</b>	<b>55</b>
1 GENERAL PROVISIONS.....	55
2 ASSET PROVISION AND MANAGEMENT PRINCIPLES: WASTE MANAGEMENT .....	55
3 ASSET MANAGEMENT STANDARDS: WASTE MANAGEMENT .....	55
<b>PART 6: RESPONSIBILITIES IN PREPARING AND RESPONDING TO EMERGENCIES AND DISASTERS REQUIRING THE MANAGEMENT OF WASTE .....</b>	<b>58</b>
1 READINESS AND RESPONSE TO EMERGENCIES AND DISASTERS IN THE CITY OF CAPE TOWN: WASTE MANAGEMENT.....	58
2 COST RECOVERY FOR EMERGENCY OR DISASTER-RELATED WASTE MANAGEMENT WORK.....	59
<b>PART 7: WASTE INFORMATION, COMMUNICATION AND EDUCATION .....</b>	<b>61</b>
1 WASTE INFORMATION SYSTEM.....	61
a. <i>Waste Information System Requirements</i> .....	61
b. <i>Reporting Requirements and Responsibilities</i> .....	61
2 COMMUNICATION, EDUCATION AND AWARENESS .....	62
2.1 <i>Web Site for Integrated Waste Management</i> .....	63
2.2 <i>Education and Awareness Campaigns</i> .....	63
2.3 <i>Routine Communication by the Council</i> .....	63
2.4 <i>Call Centre and Illegal Dumping Hotline</i> .....	63
<b>PART 8: SIGNAGE AND BY-LAW ENFORCEMENT .....</b>	<b>65</b>
1 SIGNAGE.....	65
2 BY-LAW ENFORCEMENT .....	65

**Integrated Waste Management (IWM) Policy**

**ANNEXURE A: WASTE MANAGEMENT SERVICE CATEGORIES AND SERVICE LEVELS.....67**

**ANNEXURE B: CLEANING CATEGORIES AND SERVICE STANDARDS .....75**

**ANNEXURE C: PERFORMANCE MANAGEMENT SERVICE CATEGORIES AND SERVICE LEVELS .....77**

**ANNEXURE D: DEFINITIONS OF TERMS IN THE IWM POLICY .....79**

**ANNEXURE E: WASTE MANAGEMENT REQUIREMENTS FOR SERVICE PLANNING AND BUSINESS LICENSING PURPOSES.....83**

**TABLE E1: BUSINESSES REQUIRED TO SUBMIT A WASTE MANAGEMENT AND RECYCLING PLAN WHEN APPLYING FOR A BUSINESS LICENSE IN THE CITY OF CAPE TOWN .....85**

**ANNEXURE F: CITY OF CAPE TOWN WASTE MINIMISATION TARGETS .....86**

**ANNEXURE G: RECYCLABLE MATERIALS ACCEPTED AT COUNCIL-PROVIDED INFRASTRUCTURE.....87**

**ANNEXURE H: GENERIC REQUIREMENTS FOR WASTE INFORMATION SYSTEM AND REPORTING .....88**

**ANNEXURE I: INTEGRATED WASTE MANAGEMENT LEGISLATIVE AND INSTITUTIONAL FRAMEWORK .....90**

**ANNEXURE J: EVENTS INTEGRATED WASTE MANAGEMENT PLAN PRO FORMA .....100**

**ANNEXURE K: WASTE ASSESSMENT FORM PRO FORMA .....101**

**ANNEXURE L: POLICY AMENDMENT SCHEDULE .....102**

## Abbreviations used in this Policy

Abbreviation	Description
<b>BOT</b>	Build, operate and transfer (an MSP option)
<b>CBD</b>	Central Business District
<b>CBO</b>	Community-based Organisation
<b>CID</b>	City Improvement District
<b>DEA&amp;DP</b>	Western Cape Department of Environment and Development Planning
<b>DEAT</b>	National Department of Environment Affairs and Tourism
<b>EMP</b>	Environmental Management Plan
<b>EPR</b>	Extended Producer Responsibility
<b>EPWP</b>	Expanded Public Works Programme
<b>IDP</b>	Integrated Development Plan of the City of Cape Town
<b>IMEP</b>	Integrated Metropolitan Environmental Plan of the City of Cape Town
<b>IWM</b>	Integrated Waste Management
<b>MFMA</b>	Local Government Municipal Finance Management Act (Act 56 of 2003)
<b>MRF</b>	Material Recovery Facility
<b>MSA</b>	Local Government Municipal Systems Act (Act 32 of 2000)
<b>MSP</b>	Municipal Service Partnership
<b>NGO</b>	Non-governmental Organisation
<b>NWMS</b>	National Waste Management Strategy
<b>PCBs</b>	Polychlorinated Biphenyls
<b>PPP</b>	Public-private partnership (one of the MSP's)
<b>SABS</b>	SA Bureau of Standards
<b>SANS</b>	SA National Standards

Abbreviation	Description
--------------	-------------

SDF	Spatial Development Framework for the City of Cape Town
-----	---

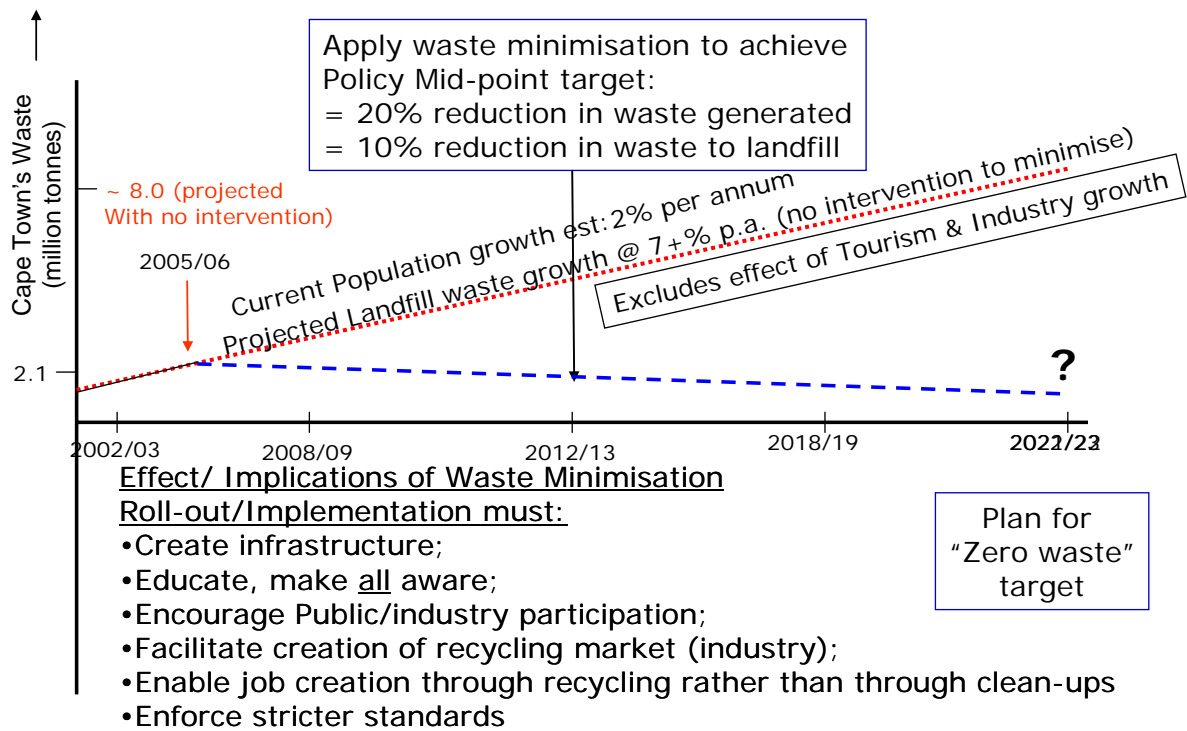
WIS	Waste Information System
-----	--------------------------

*Note: Definitions of key terms used in the Policy are contained in [Annexure D](#)*

## Pre-amble

In terms of Schedule 5B of the Constitution of South Africa (Act 108 of 1996), waste management is a local government competence that must be executed to protect human and environmental health (Constitution, S.24). The statutory obligation of local government is framed by the Local Government Municipal Systems Act (Act No. 32 of 2000), or MSA. The Council recognizes that waste generation occurs either through processes where people, business or industrial entities are involved and are able to control the outcome, or when disasters, accidents, or natural processes produce waste. The waste must be managed through various processes that will ensure a safe, healthy and a sustainable environment to ensure that the rights of individuals are protected, as enshrined in S.24 of the Constitution. This right requires that all stakeholders must accept co-responsibility for minimising waste impacts optimally, to ensure environmental sustainability.

### Rationale for the Minimisation of Waste



**Fig 1: City of Cape Town Waste Minimisation Rationale**

Various legislative changes have taken place since 2000 due to global agreement on the impacts of waste on human and environmental health. Parliament adopted the “White Paper on Integrated Pollution and Waste Management for South Africa” in 2000 as the national policy on pollution and waste management. DEAT is currently introducing further draft legislation related to holistic, integrated waste management. These statutory reforms and a declaration at Polokwane in 2000, adopted by DEAT with targets that require the country to conform to global practice, are aimed at minimising environmental impacts and waste to landfill to achieve a long-term “zero waste” goal.

The City’s combined population and economic growth that has resulted in growing consumerism and a net growth in the volume of waste that is generated by private citizens, tourists and visitors, commerce and industry. Current trends from the available data and information indicate that the growth in waste being generated is outstripping population growth by 5%, as illustrated by **Figure 1**. Without interventions with the objective of minimising waste, the City will face an environmental and a health crisis that will affect its standing as a top tourist destination with dire consequences to the local economy.

The Council, therefore, recognises its responsibilities to reduce and minimise waste, and impacts on resources and the environment through this policy. Accordingly, the Council is required to regulate the interventions, mechanisms and technologies applied within the city’s boundaries to minimise and manage waste minimisation in a sustainable, effective, equitable and efficient manner that will minimise social, health, environmental and economic impacts as far is practically possible.

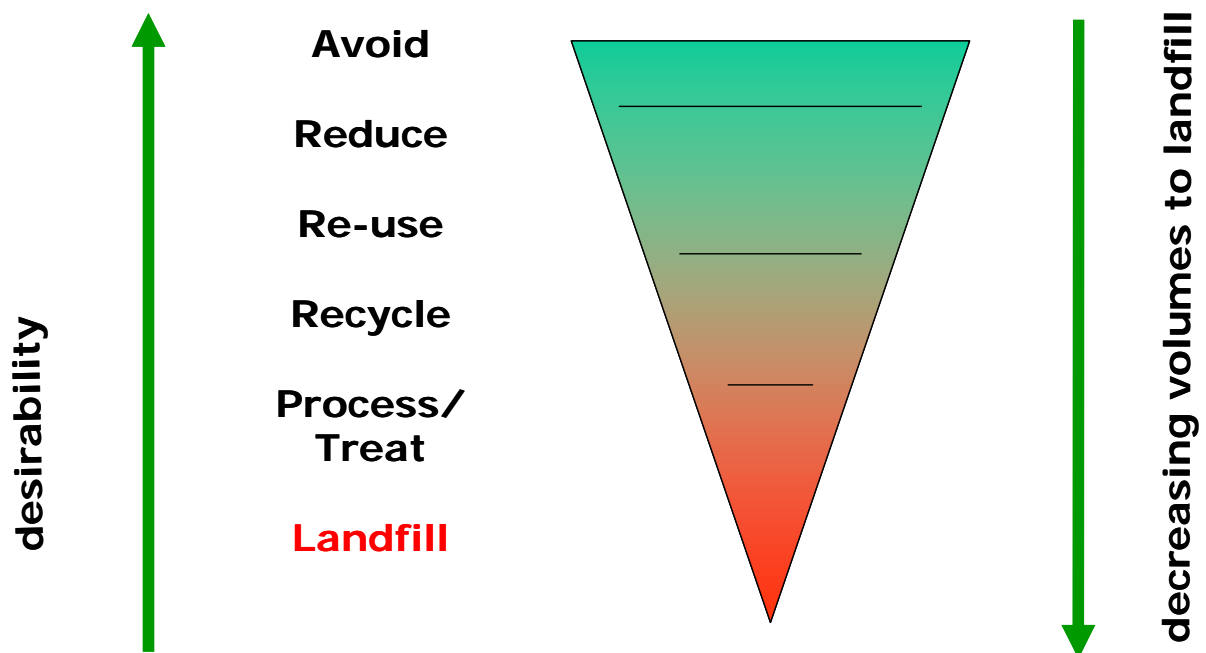
### ***IWM and the Waste Management Hierarchy***

Integrated Pollution and Waste Management is defined as:

*Integrated pollution and waste management is a holistic and integrated system and process of management, aimed at pollution prevention and minimisation at source, managing the impact of pollution and waste on the receiving environment and remediating damaged environments.*  
(White Paper on Integrated Pollution and Waste Management for South Africa, 2000, p.11)

The Council subscribes to the co-called Waste Management Hierarchy (per **Figure 2**) of the National Waste Management Strategy (NWMS) as a method of minimizing impacts due to waste that will be landfilled. The IWM Policy aligns all waste management services provided in the City’s boundaries with the NWMS and will contribute to the implementation of the national and concurrent Provincial strategies to minimise waste at the local level.





**Figure 2: WASTE MANAGEMENT HIERARCHY**

***Legislative Framework for Waste Management Services***

The legislative framework for the City of Cape Town’s IWM Policy is detailed in [Annexure I](#). These include National and Provincial statutes, policies, and protocols to which South Africa is a signatory. There are various Council-related regulatory and policy documents that contextualise the scope and principles of this policy to enable the management of waste in an integrated, sustainable, equitable and responsible manner in order to maintain a safe and a healthy environment.

***Scope of the Policy***

The IWM Policy enables the Council to ensure and regulate the provision of waste management services, either through internal or departmental services, or external service mechanisms, where Council has to act as a Service Authority in terms of the MSA, to execute its Constitutional mandate.

The policy applies in the Cape Town municipal area, as defined by the Demarcation Board to:

1. The management and minimisation of waste that will be collected, streamed, diverted, processed or treated, recycled;

2. The management of waste that will be disposed of at a licensed, regulated landfill site inside the City's boundaries or any other waste management site under its direct control;
3. All individuals residing or visiting the City, and entities doing business or providing any form of private, public or community service requiring waste management services;
4. All service providers operating in the waste management industry;
5. The management and regulation of all waste that may include liquid or fluid wastes, which are generated in the municipality, with special provisions for the handling, processing, treatment and disposal of hazardous waste, as well as waste generated by the health services industry (including veterinary services);
6. The regulation of waste crossing the City's boundaries to ensure proper management, recycling and control of all types of waste.

This policy excludes waste originating from sanitation systems of whatever form, for which there are separate national and Council policies. The policy does, however make provision for the disposal of treated sewage sludges of an acceptable quality that will minimise impact on the environment, as determined by separate guidelines from time-to-time.

### Overarching Principles and Policies

There are numerous guiding principles and policies that provide an integrated policy framework for the City of Cape Town's to achieve avoidance and waste minimisation targets through an integrated waste management approach. The details of the legislation that frames this policy's principles are contained in [Annexure I](#).

The key principle's and policies which define responsibilities are:

- **Principles defined in National Government Statutes and Policies:**
  - Constitution, S.24: A clean and healthy environment to be sustained and protected for the benefit of future generations – a collective responsibility;
  - Constitution Schedule 5B, and Local Government Municipal Systems Act: Local government to ensure provision of waste management services;
  - National Environmental Management Act -
    - “Cradle-to-grave” responsibility of manufacturers and users;
    - “The-polluter-pays” principle and responsibility of waste generators.
  - White Paper on Integrated Pollution and Waste Management for South Africa –
    - Duty of care principle;

- Trans-boundary movement of waste;
- Universal applicability of regulatory instruments.
- National Waste Management Strategy principles of waste minimisation to prevent pollution, save landfill airspace and sustain the environment;
- Minimum Requirements for Landfill Sites, Vol. 1, 2, 3;
- National Coastal Management Plan;
- Batho Pele Principles for service delivery to the public by the public service;
- Expanded Public Works Programme (EPWP): utilisation of local labour on short-term projects, preferably using labour from communities in need.
- **Provincial Statutes and Policies:**
  - Western Cape Health Care Waste Management Bill: responsibilities regarding health care waste management.
  - Draft Hazardous Waste Management Plan (DEA&DP).
  - Waste Minimisation Guidelines for EIA Developments.
  - Provincial Waste Information System.
- **The Council's Strategic Frameworks and Policies:**
  - Equitable Service Delivery Framework principles (2002);
  - The 2020 vision to develop Cape Town as a City for all its citizens;
  - "Sakha Ikapa – the 20-year plan" for the urban development of the City of Cape Town;
  - The City of Cape Town IDP (amended annually);
  - Tariff Policy, with annually-amended Tariff Schedule;
  - Indigent Policy, the underlying aims which are poverty alleviation and sustainable job creation linked to the IWM Plan;
  - The Integrated Metropolitan Environmental Policy;
  - The draft Economic & Human Development Strategy.

### ***Purpose of the Policy***

The purpose of the City of Cape Town's IWM Policy is to:

- Integrate and replace outdated Council policies that will simplify and standardize the provision of waste management services;

- Align the Council's waste management services with the NWMS and the "*White Paper on Integrated Pollution and Waste Management*" (National Policy) as a means of minimizing waste generation and disposal within the City's boundaries;
- Provide a platform that enables the integration of mechanisms and functions for maintaining cleanliness standards in the City;
- Provide a basis for an integrated by-law that will be used to regulate waste generation and waste management services, as well as serve as a disincentive where necessary;
- Introduce, facilitate and encourage effective waste minimisation and waste management practices, as per the NWMS Waste Management Hierarchy (see **Fig. 1**) to:
  - Encourage waste avoidance by all stakeholders that will reduce waste generation at source;
  - Reuse waste in its original form as far as possible;
  - Promote the separation of waste into different streams at source prior to collection for recovery and recycling purposes;
  - Implement waste diversion away from landfill by ensuring that appropriate mechanisms and legalised facilities are in place through relevant permitting or applications, that may include Public-Private Partnerships (PPP);
  - Facilitate the processing or treatment of any recyclable waste in an economical and environmentally-sustainable manner;
  - Enable enterprises involved in the recycling of waste materials;
  - Advocate the reuse of waste materials as far as possible;
  - Dispose the remaining waste responsibly by utilising processes and methods that will conserve air space to lengthen the life of landfill sites, and methods that will impact minimally on water, ground water, soil or air.
- Improve socio-economic sustainability, public and environmental health by providing equitable and sustainable waste management services that should be available at reasonable tariffs or charges to all stakeholders;
- Ensure the effective and economical long term provision of waste management solutions for the City, supported by a sustainable and economically viable funding strategy.
- Enable the Council to set direct or indirect tariffs, and provide for rebates or other incentives and/or disincentives as some of the mechanisms to encourage waste minimisation and waste avoidance;
- Provide infrastructure and assets, and exercise proper management and control of assets in accordance with an Asset Maintenance and Management Plan as outlined in S.63(1)(a) of MFMA;
- Ensure informed decision-making and continuous performance and asset management to improve service delivery supported by an appropriate information system;
- The Integrated Waste Management Policy is to be linked directly to the City's Integrated Waste Management Plan, which serves as the vehicle for the implementation of the Policy in terms of the City's Integrated Development Plan (IDP).

## Policy Objectives

1. The overall aim of the implementation of the NWMS is also the Council's overall policy objective, *inter alia*:

*To reduce generation of waste and the environmental impacts of all forms of waste, so that the socio-economic development of South Africa, the health of the people and the quality of its environmental resources are no longer adversely affected by the effects of waste.*  
(NWMSI Report, 2004, p.1)

2. At the local authority level, the further and specific objectives of the City of Cape Town's IWM Policy are:
  - a) To ensure that all residents, organisations, businesses and other government departments receive a service from a legitimate waste management service provider according to the Council's statutory obligation and prerogative;
  - b) To define, design, create and/or facilitate appropriate mechanisms and identify responsibilities of all stakeholders that will reduce waste generation of all kinds, that will make it possible to:
    - o Clean and accumulate waste or litter;
    - o Separate, stream and store waste of all types in receptacles or containers, subject to agreed standards and applicable town planning, fire, safety, health and environmental statutes, ordinances, regulations and by-laws;
    - o Collect and/or transport waste to appropriate waste management facilities<sup>1</sup> with suitably equipped, roadworthy and licensed vehicles or machines<sup>2</sup>;
    - o Process or treat waste for recycling and reuse where possible; and
    - o After all recyclable materials have been recovered, to dispose unusable waste at landfill sites that have been established after proper assessments were completed and approved, and is operated per appropriate permit conditions set by the various regulating authorities.
  - c) To set waste minimisation targets that will guide individual waste generators, managers and service providers towards minimising the volume of waste materials being disposed of at landfill sites in order to lengthen their life cycles;
  - d) To standardise the different service delivery mechanisms in a balanced way appropriate to managing various classes and types of waste, according to different end-user needs and benefits, and environmental concerns in terms of:
    - o equitability and cost norms (framed by the availability of funds, and as per the Council's Tariff Policy); and

---

<sup>1</sup> established in terms of S.20 of the Environment Conservation Act (Act 73 of 1989, amended)

<sup>2</sup> In terms of the National Road Traffic Act (No. 29 of 1989, amended), and the Hazardous Substance Act (Act 15 of 1973, amended), or other statutes as applicable

- o the type of service needed by different communities, industries, business and/or visitors' needs in support of the Council's objectives of enhancing local economic development and sustainable job creation where possible;
- e) To set minimum standards of performance in line with the Council's general economic sustainability, efficiency, and effectiveness norms;
- f) To inform the Integrated Waste Management Plan of the Council, based on waste minimisation and sound socio-economic and environmental principles;
- g) To provide an efficient service at an economically acceptable rate.

### **Policy Review**

The IWM Policy has a long-term horizon of twenty to thirty years in accordance with timeframes linked to the NWMS. It is intended to be flexible, yet robust. However, if National policy or legislation or if concurrent Council policies that influence and guide this policy are amended, the IWM Policy should be reviewed as soon as such changes have been promulgated.

### **Policy Contents – a Quick Overview and how to use the document**

The City of Cape Town's Integrated Waste Management (IWM) Policy has been formulated in sections to distinguish between the logical functional areas of the waste management process, as defined by the Waste Management Hierarchy in the context of the Council's governance responsibilities.

- **Preamble:** defines the problem of increasing waste generation, identifies guiding principles set by legislation and other Council policies, and defines the scope, intent, purpose and objectives of the IWM Policy.
- **Part 1 – Overarching Provisions for Integrated Waste Management:** sets out general provisions for integrated waste management and outlines the roles and responsibilities of how the City's different departments and various external stakeholders would support the City's waste minimisation efforts in terms of the Waste Management Hierarchy. It defines the Council's role as a service authority where non-Council entities provide services that are not internally viable or could create other community benefits. It also defines general obligations that waste generators have to obtain waste management services from a legitimate service provider at the Council's prerogative as the Service Authority;
- **Part 2 – Waste minimisation:** describes the principles and approach to waste minimisation needed to minimise the impacts of waste on human and environmental health.

- **Part 3 –Provisions for various waste management services:** the provisions for the different services, infrastructure and equipment needed for the waste management process for different stakeholders and different types of waste are defined. This includes hazardous waste, health care waste and dried sewage sludge, but excludes untreated sewerage waste generated via sanitation systems. It covers waste separation at source, diversion to appropriate facilities, waste collection and the treatment or processing of waste for recycling to reduce the waste that will be landfilled. It also includes surface cleansing and the cleaning of litter, illegally dumped waste and waste generated by natural means and disasters on a “boundary-to-boundary” basis in public space that the Council has jurisdiction over. Part 3 also covers the transfer to, and disposal of waste at landfill sites, and the availability and management of facilities on environmental sustainability and the cradle-to-grave principles;
- **Part 4 – Resource Provision, Funding and Performance Management:** stipulates the principles and standards for providing resources and funding, for monitoring and managing the performance of the different waste management services (details of the service standards appears in the Annexures).
- **Part 5 – Asset Management:** contains the policy provisions for managing the City’s assets that are needed for internally-provided waste management services;
- **Part 6 – Waste Management Provisions for Emergencies and Disaster:** sets out the principles and obligations of the Council to provide training and resources for waste management services during emergencies and disaster management.
- **Part 7 – Waste Information, Education and Communication:** sets out the principles for information, communication and reporting, and delineates the requirements for the Waste Information System (WIS) that will enable the City to meet its statutory reporting obligations on waste, to generate management information for performance, and other managerial purposes. It also provides a framework for communicating with and educating stakeholders, and to enhance Municipal Service Partnerships (MSP’s), which include public-private partnerships (PPP’s);
- **Part 8 – Signage and Law Enforcement:** deals with the provisions for signage and by-law enforcement. A separate by-law that enables the policy, is not part of this document;
- **The Annexures** contain the detail of the legislation regulating waste management and its effects, the definitions for the policy, and the performance standards of the various waste management services, applicable to both internal or external service provision. These will be amended as and when required to ensure the policy will remain current.

**PART 1**

**GENERAL POLICY PROVISIONS**

**FOR**

**INTEGRATED WASTE MANAGEMENT**



## **PART 1: GENERAL POLICY PROVISIONS FOR INTEGRATED WASTE MANAGEMENT**

### **1 The Council's Prerogative for a suitable Service Mechanism/Provider**

It is the Council's duty to ensure that a Waste Management Service, consisting of "cleansing, refuse removal, refuse dumps and solid waste disposal", is provided in the City<sup>3</sup>, and per the requirements of the Local Government Municipal Systems Act<sup>4</sup>, or MSA. The selection of a suitable, equitable and sustainable service delivery mechanism for waste management services is, therefore, the Council's duty and prerogative as the service authority and regulator within the municipal boundary, once it has complied with the determination of the criteria in accordance with the statutory mechanisms<sup>5</sup>.

### **2 Regulation and Control by the Council as a Service Authority**

The Council is the *de facto* Service Authority for waste management services at the local government level<sup>6</sup>. For the purposes of interpreting the Council's policy, and in alignment with National policy, "waste management" is defined as "the avoidance, separation, reuse, containment, diversion, cleaning, handling, transportation, interim storage, recycling and disposal of waste other than untreated sewerage". "Waste management services" include activities that individuals, organisations or business entities are responsible for on their premises or property. The provision of a waste management service is, thus, subject to statutory requirements, and conditions set by the Council in terms of its mandate to govern the City. This includes specialised collection, processing or treatment by hand or machines, disposal services, the operation of vehicles and machines used for waste management, the establishment of infrastructure and equipment by external entities or individuals. The provision of all waste management services by internal or external entities within, or that cross the City's boundaries, will be regulated through applicable by-laws read in conjunction with this policy.

To operate inside the City's boundaries, any entity engaged in waste management practices must be registered and accredited in writing by the Council. In addition, where statutes or codes of practice require a different written accreditation, authorization or permit to be issued by a National Department, this must also be obtained before operations may start. As per legislative and the NWMS requirements, certain categories of waste are subject to recording, auditing and reporting requirements.

---

<sup>3</sup> as determined by Schedule 5B of the Constitution (Act 108 of 1996),

<sup>4</sup> Local Government Municipal Systems Act (Act 32 of 2000)

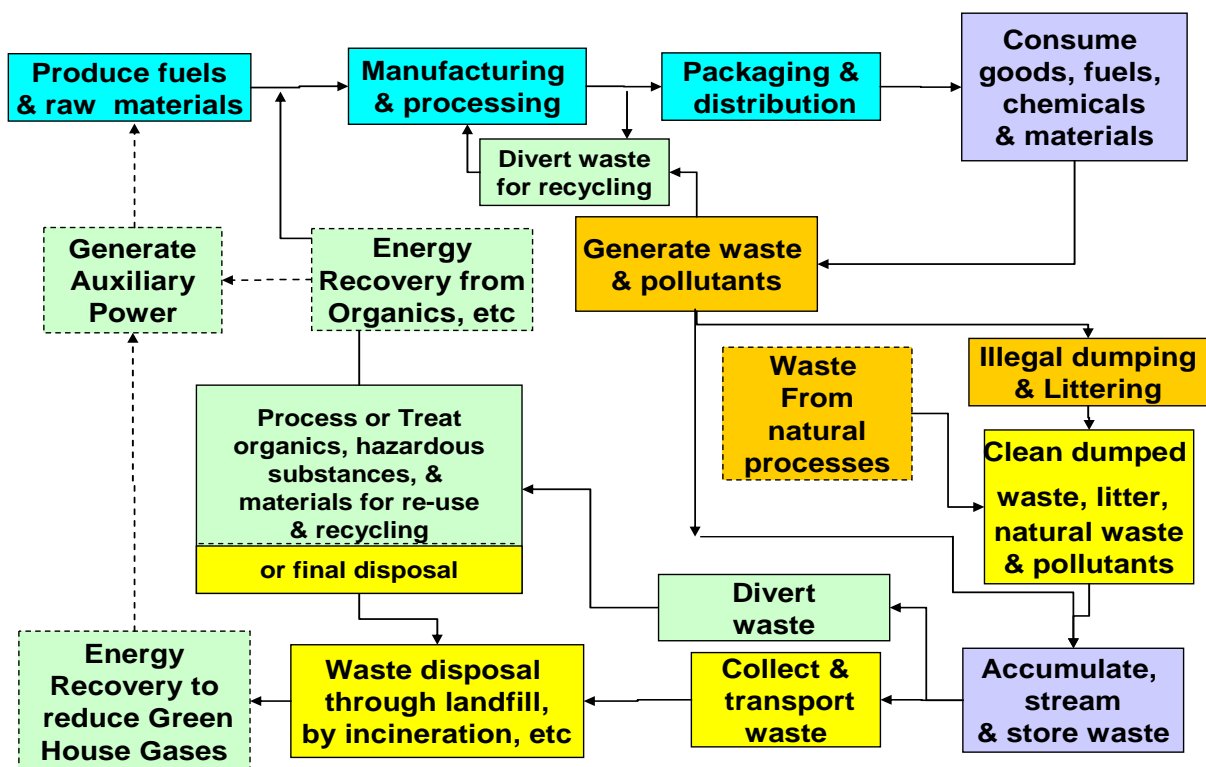
<sup>5</sup> provided for by the MSA, S.77 and 78

<sup>6</sup> in terms of the MSA, S.81

### 3 Intergovernmental Roles and Responsibilities

The Council recognises that it has a responsibility to abide by statutes, policies and guidelines that are introduced by National and Provincial Departments from time-to-time. In this regard, the council acknowledges the regulatory oversight that must be exercised in terms of legislative compliance as well as the allocation of funds in aid of achieving National and Provincial objectives at the local government level. Conversely, these Departments have a responsibility to ensure that timeous communication and the intergovernmental transfer of funds enables the Council to execute its duties and obligations.

### 4 Stakeholder Responsibilities



**Figure 3: Typical Waste Generation and Integrated Waste Management Cycle to minimise Health and Environmental Impacts**

It is essential that all the City's stakeholders are aware of, and accept their waste minimisation responsibilities by reducing, preventing and separating waste that is being generated to reduce the stream to the landfills. This entails managing the waste responsibly at and between the point of generation, separating or streaming waste and placing this in separate containers for diverting it either to a drop-off, transfer, processing or treatment facility, or to a disposal or landfill site.

The principles of “*prevention-before-waste-generation*”, “*waste separation, streaming and diversion*”, and “*cradle-to-cradle*” are fundamental to the implementation of a waste minimisation plan able to achieve the policy’s targets. With reference to **Figure 3**, waste avoidance and minimisation extends backwards in the production, consumption and waste generation cycle, and will require the co-operation and additional effort of the manufacturers and producers in terms of “*Cleaner Production and Sustainable Consumption*” and “*Extended Producer Responsibility*” (EPR) initiatives, and participation by the consumers of goods as part of individual waste minimization effort.

All waste management services provided by or on behalf of the Council will attract charges and rates according to the Council’s Tariff Policy. External waste management entities that have not been contracted by the Council to provide services on its behalf, i.e. where the Council has elected not to provide a service, must recover their costs according to their own terms of contract with a customer.

Service providers may provide waste management services only after the Council has exercised its duty and prerogatives in terms of the MSA, and must have a legitimate standing to operate a sustainable and responsible waste management business, provided that it is done in accordance with the principles and standards set out in this policy, and in accordance with the applicable statutes and regulations.

#### **a. The Council’s Responsibilities**

The Council’s general responsibilities to achieve integrated waste management are:

1. To exercise a prerogative to provide or contract for the provision of waste management services in the City,
2. To ensure that where the Council has exercised its prerogative not to provide or manage a waste management service, that such services are provided to affected stakeholders;
3. To ensure that a compliant entity may provide a service to stakeholders to whom Council elects not to provide a waste management service;
4. To monitor and regulate services, in order to ensure that statutory waste management obligations and service standards are met, whether service provision is through an internal department, through Council-managed and contracted or partnership arrangements, or via external mechanisms;
5. To ensure all residents and entities that own property and operate business premises, and who generate waste have a valid contract for the collection and disposal of waste, and that payment is collected as per relevant Council policies;
6. To ensure that all waste management infrastructure, equipment and vehicles in the City’s boundaries conform to statutory requirements for the responsible handling, storage, transporting and disposal of different classes of waste;

7. When the Council is the service provider:
  - a. To provide appropriate receptacles at a cost determined by the Tariff Policy, for the storage and accumulation of waste prior to collection;
  - b. To schedule days and routes, which may change from time-to-time due to operational considerations, for the collection of waste on a routine basis;
  - c. To bill persons or entities receiving a routine waste management service from or on behalf of the Council accurately and timeously, and recover incurred costs of clean-up and administration services from those who litter or pollute, as determined by the Tariff Policy;
8. When an external entity is the service provider, to ensure that they provide appropriate receptacles to their customers for waste storage prior to collection;
9. To provide appropriate waste receptacles in or at places visited by the public;
10. To regulate waste management at all events in the City;
11. To provide sufficient special waste management facilities at which recyclable materials including garden waste, which have already been recovered, can be deposited by residents and entities authorized to do so, per Council standards and resolutions;
12. To handle and transport residential and commercial waste from entities contracting with the Council from the point of collection for onward transfer, processing, treatment, or disposal unless otherwise specified;
13. To do general area cleaning and cleansing on a “boundary-to-boundary” basis on public property and terrain that the Council is responsible for – roads, conservation areas and property that has been legislated as another government department’s responsibility may receive a service based on a contract with a service provider, or on via a Service Level Agreement in the case of a government department;
14. To set rates and tariffs for routine and special waste management services as per the Tariff Policy, which are affordable and payable by all property owners or a person or entity receiving the services, subject to various other Council policies;
15. To form Municipal Service Partnerships as a means of extending services and/or when there is a lack of Council resources;
16. To be compliant and adhere to legislation when providing or managing services;
17. To minimise waste through various mechanisms that include, but are not limited to the separation of recyclable material, engaging with recycling entities and procuring from companies that have adopted a similar policy in terms of resource management and environmental conservation.
18. To promulgate and enforce applicable by-laws relevant to waste minimisation and waste management to control the impacts of waste.

## **b. Stakeholder Responsibilities**

General waste management and minimisation responsibilities of residents, visitors or entities inside the City’s boundaries include:

1. All stakeholders must avoid generating waste as far as possible;

2. All residents, property owners, government departments, non-governmental or community service organisations, and business entities must be registered with the Council for the planning and determination of waste management services.
3. All entities and individuals wishing to engage in commercial waste minimisation and recycling activities inside the City boundaries that will divert waste from landfill must be accredited by the Council to operate in the City's boundaries;
4. All property owners, residents and business entities must register with the Council and must engage with the Solid Waste Management Department to ensure they understand the responsibilities associated with integrated waste management and the cross-impacts of their activities on other stakeholders and the environment;
5. All stakeholders must ensure they have a valid contract with a service provider for waste collection and disposal – residents and commercial businesses must have a contract with the Council unless otherwise determined,
6. All commercial and industrial entities must complete a “Waste Assessment” form, as per [Annexure E](#) that will assist the Council with its long range planning;
7. All events organised and hosted in the City of Cape Town must have a waste management plan that includes a provision for the cost of associated waste management services.
8. Specific entities that require a business license from the Council in terms of the Business Act, Act 71 of 1991, must submit a waste management and recycling plan for approval by the City Health Dept and the Solid Waste Management Dept in addition to the regulatory requirements. [Table E1, Annexure E](#) lists the types of businesses affected by this requirement.
9. Industrial and health care entities must have a contract with a legitimate private sector service provider able to provide a service according to the nature of the waste that must be collected, and/or treated, and/or recycled, and/or disposed;
10. Health care risk waste generators, transporters and facility operators must have a valid permit issued by the Council's City Health Department;
11. Property owners, traders or businesses may only use the receptacles provided for their own use at the site and for the purpose it has been provided, or can apply for additional receptacles or enhanced services at additional cost;
12. If waste collection and disposal requirements exceed the minimum policy or a service contract criteria, the responsible stakeholder must fill in the “Application for Supply of Services” form for an enhanced service, which must be accompanied by a “Waste Assessment” form ([Annexure E](#)) that will inform the Council about the expected changes in the volume or type of waste, or the frequency of service;
13. The occupant of a dwelling or property, manager of a facility, amenity or a business entity, or entrepreneur that generates waste, must ensure that recyclable waste is separated, streamed and stored in an approved container;
14. The waste generator must transport recyclables or have these collected at own cost to a specially-provided facility, where the recyclable materials must be placed in separate bulk containers or a separate area provided at the facility;
15. Property owners of vacant land and occupants of occupied property are responsible for maintaining cleanliness and hygiene standards inside the boundaries of the property in terms of the City's applicable by-laws. The Council

reserves the right to clean waste and overgrowth that accumulates on such land at the owner's expense at the cost of cleaning and disposing of the waste.

16. Property owners and/or developers of land and buildings must provide for waste management infrastructure according to the Council's guidelines, and must submit a waste management plan as part of the Council's plans approval process.

### **c. Responsibilities of Governance Structures of the Council**

A Sub-council's general responsibility is to monitor the outcomes of service delivery, and to report deficiencies to service departments for corrective action. It also has a responsibility to identify projects in terms of the IDP and community needs, is a co-responsibility of all a sub-council's ward committees, and as part of waste management services and projects, is part of the Health and Safety Representative's duties.

## **5 Different Waste Management Service Mechanisms**

There are a number of mechanisms through which the Council will ensure the provision and integration of waste management services. The mechanisms include Municipal Service Partnerships (MSP's), which the Council, as a service authority, manages and regulates according to this policy and a Waste Management Charter. These mechanisms are not restricted to:

- a) **Council-provided or managed services at tariffs set by the Council:**
  - Through an internal department according to the Council's functional delegations;
  - A service that is provided via a community partnership contract or another entity (private business, CBO or NGO) that is contracted via the Council's commercial tender process to provide a service on behalf of the Council at a sustainable cost to an end-user, with outcomes managed by the Council in terms of the principles and standards of the policy read in conjunction with the contract;
  - A service is provided through a public-private partnership (PPP) on behalf of the Council on an externally contracted basis to an end-user, and outcomes in terms of a contract and Standards of Cleanliness are managed by the Council;
  
- b) **External service mechanisms**, where the Council is the service authority and regulator of minimum service standards via this policy, but does not control the cost to the consumer of such services:

- Another entity (private or external business) provides a specialised service and/or equipment and facilities to an end-user per a contract and at a cost set by the entity. Costs are payable to the external service provider, while outcomes are managed by the Council in terms of the principles and standards of the policy and the provisions of the Council's by-laws;
- A service is provided through an intergovernmental partnership subject to cost recovery as provided for in legislation, and per monitoring and management arrangements that will be determined contractually, from time-to-time.

## **6 Classes of Waste and Service Categories**

Various classes and categories of waste have been defined in accordance with the National standards for a Waste Information System (WIS), Council's IWM Plan and the Council's Tariff Policy. The descriptions and definitions for Council-provided services are as per [Annexure A](#).

## **7 Integration of Waste Management Services**

### **a. Cross-cutting Functions among the Council's Departments**

Waste management functions are provided by various departments, who share a co-responsibility for successful outcomes. As a result, not all waste management functions related to the maintenance or cleaning of infrastructure or the environment are the responsibility of the Solid Waste Management Department. A common responsibility of all internal departments is to separate waste for recycling. In addition, all waste that is cleared and cleaned, which may be contaminated by pollutants or pathogens, must be treated as "hazardous waste for treatment and disposal purposes. Cross-cutting waste management functions relate to infrastructure and facilities, which have to be cleaned and maintained as per the delegated responsibility of these departments. These responsibilities may change from time-to-time due to internal organisational restructuring and functional delegations. The SWM Department will provide waste management services to internal departments or directorates via service level agreements (SLA's) to recover costs associated with waste management per the MFMA requirements.

## **b. Waste Management Services provided to other Government Institutions**

By definition, all other government departments that own developed property and vacant land, or operate from leased premises in the City's boundaries, are responsible for the maintenance and cleanliness of these properties. Departments must have and are liable for payment of waste management services.

The cleaning of any public land declared and operated as a reserve by another government department, is the responsibility of that department. Cleaning must be done to meet the City's minimum standards of cleanliness and fire safety. The City will provide collection and cleaning services to/on non-Council property, or on land not normally serviced by the Council on a contracted basis, at a tariff set out in the Tariff Policy. Alternately, a private contractor may provide the service according to its own terms of contract.

## **c. Waste management and minimisation in Central Improvement Districts (CID's)**

CID's are ring-fenced, well-delineated business areas or mixed business-residential areas which have been established in terms of the relevant Council-policy and by-law. By definition, a CID provides its members with higher service levels (so-called "top-up services") at additional costs determined in terms of a contract with its members. The CID and the performance of services are managed by an appointed CID manager that is employed by the company established for this purpose. This is also relevant and applicable to waste management and waste minimisation practices, which are subject to the principles and objectives of this policy.

## **d. Waste Management Services provided at Public Events and Places**

Waste management services are required at public spaces, amenities and facilities that are used by residents and non-residents (e.g. visitors and tourists), and at events that will attract large numbers of the general public.

It is the Council's policy that the planning for all events hosted in the City's boundaries must include a provision for waste management services and payment for these services. This includes events that are planned and organized by the City, by a government department or a committee sponsored by such a department, by any other body or institution, or by a private entity. Therefore, a budgetary allowance must be made by events organizers for the cleaning, collection, and disposal of waste that is generated at such events, as indicated on a Waste Management Plan (Annexure XX).



If the Council provides any or all of the waste management services, event organisers will be billed accordingly. If an event organiser neglects to obtain waste management services, the Council reserves the right to bill the organiser for any expenses incurred for cleaning, cleansing and disposal services.

#### **e. Waste from other Municipalities, Provinces and Countries**

It is the Council's policy to minimise the trans-boundary or trans-border movement of waste, in keeping with National legislation, policy and international conventions, either from another municipality or province to the City, or from another country for disposal at any landfill site in the City or regulated by the Council, irrespective of ownership or management responsibility.

If there is sound rationale for allowing trans or cross-border waste to be landfilled in the Cape Town municipal boundary, it may only happen if a written application is made to the Director SWM, the Council has approved it, additional governmental approval has been obtained as applicable, the necessary financial agreements have been signed, and after the relevant permits have been approved and issued.

**PART 2**  
**POLICY PROVISIONS**  
**FOR**  
**WASTE MINIMISATION**

## PART 2: POLICY PROVISIONS FOR WASTE MINIMISATION

### 1 *Background to Waste Minimisation*

Waste minimisation forms the core of the National Waste Management Strategy to ensure that health and environmental impacts can be minimised, and landfill airspace can be optimized to keep increases in tariffs sustainable over the long-term. “Waste minimisation” is defined as any activity that can prevent or reduce the volume, resource and environmental impact of waste, which is generated, treated, stored or disposed of. It is not a “business-as-usual” approach, as it requires proactive participation by all stakeholders. The Council commits to pursue, establish, facilitate and communicate waste management policies and waste minimisation mechanisms, initiatives, and partnerships proactively, and to obtain the general cooperation from the public, commerce and industry. Applied waste minimisation foremost promotes waste avoidance, but also actively encourages traditional “end-of-pipe” strategies aimed at increasing the reuse, recycling and separation of waste materials at source that will divert waste from landfill sites.

All-round participation and partnerships, and a commitment to “Cleaner Production and Sustainable Consumption” initiatives are key to the success of waste minimisation. It will also require more resources or infrastructure than the Council can afford. Industry, especially, will have to change manufacturing and packaging approaches in terms of sustainable initiatives.

Waste minimisation involves a number of processes, mechanisms and stakeholders in the production, marketing, packaging, selling and consumption of goods that produce waste at all stages of the consumption cycle. By implication, it will require a conscious, comprehensive and intentional decision and effort by all stakeholders to ensure that waste and the secondary effects of poor waste management can be reduced through waste minimisation to increase landfill site lifecycles and the environment. This may involve additional mechanisms and processes that include the following:

- Improving product and packaging designs to reduce resource consumption;
- Changing marketing and sales approaches to influence consumer perceptions and behaviour;
- “Extended Producer Responsibilities” (EPR) of producers of products, which may require producers to accept their used products back for recycling.
- Changing procurement policies and practices in large organisations that should encourage environmentally-aware production and manufacturing;
- Encouraging waste separation, streaming and diversion practices;
- Creating infrastructure to enable waste to be diverted from landfill sites;
- Developing infrastructure for processing waste for reuse/recycling;
- Developing markets for recycled materials and products;

- Applying Clean Development Mechanisms (CDM) to reduce, amongst other effects, the global warming effects of landfill gas to the benefit of all stakeholders including the environment;
- Conducting awareness and education campaigns to disseminate information regarding waste diversion, minimisation and recycling;
- Consumers will be required to change behavioural patterns to avoid and reduce waste by not littering, or by dumping waste illegally, and by practicing the separation, reuse and/or diversion of recyclables..

## **2 The Council's Role in Waste Minimisation**

The Council recognises and acknowledges that:

- it must manage waste minimisation in accordance with targets over time, which are based on the aims set by the “Polokwane Declaration” (2001);
- It must draw up and implement an Integrated Waste Management Plan to give effect to all efforts to minimise and manage waste;
- It must draw up and implement an internal waste minimisation plan, aimed at reducing impacts on resources and the environment;
- it must play an enabling and facilitation role to provide an environment in which all stakeholders are able to contribute to the minimisation of waste in business or in society by establishing relevant partnerships and networks;
- a co-operative role should exist between itself and the relevant national and provincial department to ensure that activities and efforts can be streamlined to minimise duplication and give effect to waste minimisation, which can contribute to the national imperatives of minimising resource and environmental impacts;
- It must engage with business and industry, either through representative bodies, or with individual organisations to enable or provide certain infrastructure and services, through various private, industry-specific and public-private initiatives that will be needed for waste minimisation;
- it will encourage and involve all communities to ensure that waste avoidance and minimisation initiatives can be used to the fullest effect;
- it will produce and enforce legislation aimed at non-compliant stakeholders.

## **3 Waste Diversion and Minimisation Principles**

The Council's diversion and minimisation principles are based on pragmatic, sustainable and holistic cost-benefit considerations, balanced by expenditure priorities, all of which strive to achieve the City's long-term waste minimisation targets in accordance with spatial and population growth strategies:

1. Not all waste can be avoided - the approach to minimisation will be based on the 80/20 principle, where prevention and recycling will be encouraged to optimise the return on effort and expenditure needed for minimisation initiatives, in order to achieve the Council's objective to reduce the waste to landfill in accordance with the Council's targets in [Annexure F](#).
2. Each producer or generator of waste is responsible for waste minimisation, separating recyclables at source and keeping these in separate and suitable containers on their property as the first step in the waste diversion process;
3. Separated or streamed waste may not be mixed with waste that is destined to be landfilled;
4. Contained waste may not be put out for collection on the kerbside until the day of collection in order to avoid practices that may lead to littering and further cost to the Council;
5. The waste generator is responsible for transporting, or having recyclables collected, unless the Council decides on an alternative option;
6. The collection of streamed waste will depend on the applicable mechanism that is either linked to the type of community or special type of dwelling, and only after this has been approved by the Council by considering the costs and the sustainability;
7. If a separate collection mechanism is not appropriate or affordable, private residents may transport and deposit this waste at dedicated, registered waste diversion facilities that are located across the City;
8. If either of the above is not suitable, industry or a private concern may become involved in the collection process at the Council's prerogative.

#### **4 Mechanisms for Waste Minimisation**

Waste minimisation effort will require involvement, commitment and support by all stakeholders to achieve active waste separation at source to divert waste away from landfill sites. Apart from individual citizen participation, it will also need the local stimulation of EPR-financed, voluntary industry initiatives, ideally linked to the social responsibility policies of companies. These partnerships will be used to co-provide infrastructure and technology, and create demand for the separated waste materials. The Council will promote these partnerships through active information, education and awareness campaigns to introduce, facilitate and enable waste minimisation.

#### **5 Providing Alternatives for different Needs**

Different communities have different needs and the Council recognises that, if possible, there should be alternatives that are best available to suit various waste minimisation needs to promote community benefits. These alternatives must follow the general principles for waste diversion and minimisation.

**(i) Informal settlements and developing communities**

Waste separation and streaming should preferably occur at source by each household in informal settlements and developing communities. Where it is not possible due to practical considerations (e.g. space restrictions, etc) the waste must be separated and deposited at a remote location that has been approved by the Council.

**(ii) Established or formal communities and businesses**

Various alternatives or minimisation mechanisms may apply to formal communities and businesses, but waste separation and streaming must occur at source:

- (a) Private contractors registered on the Council database may contract with a private household or business for the collection of streamed waste according to their own logistical arrangement and schedules;
- (b) A waste minimisation club is ideally suited to residential and business cluster developments and flat complexes, and may be established according to special requirements and tariffs. These clubs must apply to the Council for a special dispensation as an “Enhanced Service”, together with the submission of a waste management plan;
- (c) The occupant of a private dwelling may transport streamed waste and deposit the different types of recyclables at registered drop-off (i.e. waste diversion) sites. A waste recycler or processor registered on the Council database may collect waste from these sites per arrangement with the drop-off site manager;
- (d) On-site facilities may be established and managed on behalf of businesses by private waste management specialists.

**6 Infrastructure to enable Waste Diversion and Minimisation**

The Council will ensure the provision of waste diversion infrastructure where private individuals may bring and deposit limited amounts of recyclable waste in demarcated areas or containers, subject to affordability criteria. Other stakeholders may also use these facilities at the Council’s prerogative and approval. Commercial and industrial stakeholders must engage directly with recyclers to ensure recyclables are diverted away from landfill sites.

Other diversion or recycling infrastructure may be provided by any concern at its own cost, as long as it has met all the statutory and the Council’s requirements applicable

to the establishment, operation or decommissioning of such facilities. Where the Council applies densification criteria that are aimed at developing high density buildings, developers must ensure that adequate waste management facilities (e.g. waste rooms that include recycling facilities, etc) are included in plans submitted to the Council for approval.

## **7 Markets for Recycled Materials**

Recycling and the creation of a demand for products with post-consumer recycled contents is *per se* not part of the Council's Constitutional mandate. This mechanism will rely on various industries to develop and drive this part of the process. The creation of industries and markets that either process or treat waste for recycling and reuse materials through dedicated infrastructure, falls in the ambit of business and industry initiatives. The Council will, however, encourage and support development initiatives that will enable and encourage economic and job-creation opportunities linked to the establishment of processing and recycling businesses in the City as part of the socio- economic development objectives for the City of Cape Town. This support is limited to initiatives that are environmentally and economically sustainable by the owners of such businesses. In the event of a business, organisation and/or individual involved in recycling activities not being able to recycle and use recovered materials, they will be obliged to dispose of it at a licensed landfill site at their own cost.

## **8 Waste Exchange: Recycling Vehicle for Special/High Value Waste**

The Council will endeavour to add value to the current Provincial waste exchange initiatives aimed at informing various stakeholders in the special and high value waste management and recycling industries, through an Industrial Waste Exchange (IWEX) programme as part of its IWM Plan. This will exclude an active recycling role and will be limited to the facilitation of recycling initiatives through information and communication campaigns, and establishing linkages via its own waste diversion infrastructure and Web site, that may form part of the general communications media and network that make up a waste exchange.

## **9 Waste suitable for Diversion and Recycling**

By applying economic and practical criteria, it is accepted that not all waste can be streamed for diversion and economic recycling. The types of waste that should be targeted for these initiatives will be adjusted over a period of time. The recyclables that will be accepted at waste diversion or drop-off sites, are listed in [Annexure G](#).

## ***10 Environmental/Green Procurement***

The Council subscribes to the principle by which it will procure goods on a preferential basis from manufacturers, agents and providers that undertake to minimise waste during production and manufacturing, and who align their production and waste management policies with EPR guidelines.



**PART 3**

**POLICY PROVISIONS**

**FOR**

**VARIOUS WASTE MANAGEMENT SERVICES**

## PART 3: POLICY PROVISIONS FOR VARIOUS WASTE MANAGEMENT SERVICES

### ***1 Structure of the Council's Departmental Waste Management Services***

The Council provides a “boundary-to-boundary” waste management service in public areas it is responsible for in its geographic area of jurisdiction. Property owners, or organisations, business entities or individuals who occupy premises, are responsible for maintaining cleanliness and hygiene standards on their premises (on-site inside property boundaries) in keeping with the norms determined by applicable by-laws. All stakeholders may contract on-site waste management services at their own expense.

The Council's own services are clustered per the following categories and the suite of services required for managing waste through an internal service mechanism:

- A. General waste collection services**, including the transportation of waste to a transfer station, Material Recovery Facility (MRF) or drop-off site for recyclables, a special processing/treatment installation, or a disposal facility;
- B. Cleaning/cleansing**, which encompasses a wide range of cleaning services for all public spaces and streets under the Council's jurisdiction. This includes litter bin provision and servicing, street sweeping, litter picking, the clearing of illegal dumping and animal carcasses, beach cleaning, and the cleaning of industrial pollution, waste and debris generated by natural disasters and processes;
- C. Disposal services**, which include the maintenance and operation of special processing and collection facilities, waste transfer stations and landfill sites;
- D. Technical support services**: The Council operates a fleet of vehicles that are specially equipped for the task of waste collection, cleaning and transportation of waste to landfill sites. A variety of support infrastructure, such as depots and workshops, is required and must be provided to house and support the different functions.
- E. General management, contract management, customer relations, information, administrative and planning support**: Various services are provided to manage and provide additional support for the operational services.

### ***2 Waste Collection Services provided or managed by the Council***

The City's waste collection services are classified either as “non-residential” or “residential”. Further classification is based on the type of waste, i.e. whether it is of a general, uncontaminated nature, or is specialized by virtue of the environmental, health or safety hazard the waste presents.

The Council may provide the following services, equipment and infrastructure:

- Waste receptacles: containers, bins and black bags (per conditions set by the Tariff Policy);
- Residential and certain non-residential waste collection services (including special or bulky waste), and associated equipment and infrastructure;
- Special drop-off sites or facilities for recyclable waste materials as defined in [Annexure G](#);
- Routine and *ad hoc* cleaning services;
- The cleaning and removal of illegally-dumped waste or litter in public places under the Council's jurisdiction;
- Animal carcass collection from public spaces, verges and roads;
- Waste processing infrastructure (e.g. composting plants, etc);
- Waste transfer stations, equipment and infrastructure;
- Landfill sites, equipment and infrastructure;
- Waste awareness and education campaigns.

The Council has a prerogative regarding the choice of service mechanism and service provision in line with its obligation to assess an appropriate service mechanism per MSA, S.77, and to set tariffs per the Tariff Policy for its waste management services. An assessment in terms of all the criteria in terms of the MSA must include a review of organisational and community benefits, has been consulted in the public realm, and the results, objections and/or recommendations of alternate service mechanisms have been presented for the Council's due consideration.

Specialized waste collection and related services and infrastructure for industrial and hazardous waste are part of "non-residential" services. For the time being these are provided by private waste contractors due to specialized facilities and infrastructure requirements not normally provided or maintained by the Council. These services are aimed at the industrial and the health care service sectors (including veterinary services) that generate hazardous waste of various categories, which requires special handling, transport and treatment before disposal. The services generally exclude nuclear waste, which is regulated by the Atomic Energy Commission via specific legislation.

## **2.1 Definition of Service Levels: Waste Collection**

Waste collection service levels, as shown in [Annexure A](#), are defined by:

1. "Residential" vs. "non-residential" status per the Property Zoning Policy.
2. If deemed "residential", whether the area is considered to be "formal" or "informal" in terms of infrastructure and service provision;
3. Whether it is a non-standard service (e.g. special collection, more frequent, more than one bin, at events or minimised waste).

**(i) Standard Service Level for Waste Collection: Informal Settlements**

The standard service level for residential waste collection, to informal settlements is aligned with the Council's Indigent Policy. This is a once-a-week, door-door waste collection service provided to indigent families per dwelling, according to a Council-approved contract. "Emergency" waste services may be provided temporarily while existing service provision plans are amended. Black bags for utilization in clean-up campaigns may be provided at no cost subject to the availability of funds, at the discretion of the Director: Solid Waste Management Services.

**(ii) Standard Service Level for Waste Collection: Formal Residences**

The standard service level for formal residences is a once-a-week, kerbside waste collection service irrespective of who the service provider is. In this category, all dwellings per erf, including backyard dwellings, other than those where geographic or other service constraints make this impractical, will be provided with a plastic waste container, of a size and design to be determined by the Council. The occupant must ensure that all residential waste that has been separated and cannot be recycled, is stored in the bin. The bin may only be placed outside the property boundary for weekly collection of the waste, on the day of the scheduled collection.

**(iii) Enhanced Service Levels for Waste Collection: Residential**

Any deviation from the standard service will be deemed "enhanced". The policy for enhanced service levels involving residential refuse, determines that additional waste receptacles may be requested and used, at additional cost as per the Council's Tariff Policy. Waste minimisation clubs will also receive an enhanced service, based on criteria to be approved by the Council. All applicants for an enhanced residential waste management service, must apply to the Council in writing and provide information relevant to the application as a per [Annexure E](#).

**(iv) Special Services for Waste Collection**

The provision of special collection services will be determined on a case-by-case, needs basis according to specific requirements that must be set out according to a written request, and will be provided by the Council if it has the necessary equipment and resources. The Council will provide bins at public events according to the standards and costs described elsewhere for event coordination and organisation. Alternately, special collection services may be procured from service providers in the private sector at rates determined by the service provider, provided these comply with the Council's minimum waste management criteria and standards.

### **3 Criteria for Internal versus External Waste Management Services**

#### **(a) Non-residential, commercial Waste Collection Services**

Commercial waste collection services are partly provided by the Council. The balance of commercial services are provided by the private sector. All commercial waste collection services must at least be provided according to the integrated waste management principles and standards of this policy.

#### **(b) Non-residential and Special Services through External Mechanisms**

External service providers may also provide waste management services within the municipal boundary as per this Policy. External entities or persons may provide the same suite of services as the Council once the Council has resolved not to provide these to a residential area, to commercial or non-commercial organisation or to an industry. When a service provider has met all the statutory and Council requirements, the Council will accredit the service provider through an administrative process determined by the applicable Council policies.

The minimum service level for collections by external entities is once per week. All commercial, industrial and health care entities requiring a service, must register with the Council irrespective of who the service provider will be. All entities must provide the Council with waste management information, as per [Annexure E](#). By implication, all remaining non-residential entities (i.e. commercial, health care services and industries) that are not serviced by the Council, must be serviced by external waste management entities according to a valid contract between a property owner, business owner or a tenant, and an external service provider. This is especially relevant where special classes of waste must be managed. If a property or business owner, or a tenant cannot provide proof of a valid waste management contract, the Council will ensure that waste management services are provided at the owner or tenant's expense.

#### **(c) Waste Management Partnerships managed by the Council**

The Council envisages various types of waste management partnerships with other entities in support of national or provincial initiatives, or where it is not viable for the Council to provide a waste management service. This is also aimed at enabling local area economic development small, medium and micro enterprise (SMME) stimulation and job creation.

Waste management partnerships could range from, but are not exclusive to:

- National, Provincial or regional partnership arrangements relating to the location and provision of disposal infrastructure and services that will achieve long-term environmental sustainability in the National or Provincial interest;
- Partnerships with a community in terms of Expanded Public Works Programme (EPWP) criteria and objectives;
- Partnerships with another registered entity that meets pre-determined economic criteria and the requirements of the Council's Procurement Policy, which will be formalised through a contract;
- Voluntary industry partnerships;
- Partnerships with Council-approved City Improvement Districts (CID's), where the CID may elect to utilize the Council's services or not for its top-up services, and which is subject to additional contractual obligations that exceed minimum cleanliness and cost standards.

The nature of the arrangement will define the cost and management parameters, which will be stipulated by the conditions of a contract pertaining to the partnership. The Council will retain responsibility for managing service delivery outcomes defined by the contract, unless otherwise agreed, and for enforcing the policy standards to ensure that the Council's cleanliness and health standards are maintained.

Voluntary partnerships should be finalised in a Memorandum of Understanding between the Council and a representative body or industry association in the absence of a contract, where a contract cannot necessarily be enforced, but which will formalize a moral obligation by both parties.

#### ***4 Cleaning Services provided or managed by the Council***

The Council is responsible for ensuring general cleanliness in public spaces in its area of jurisdiction in terms of its Constitutional obligation for cleaning and cleansing in a municipal area. A "boundary-to-boundary" principle is followed to ensure that public places the Council is responsible for are maintained according to the policy. The Council provides services through both internal and externally-contracted mechanisms, which include community partnerships, to maintain cleanliness and hygiene standards.

Cleaning services consist of:

1. The provision and servicing of street litter bins where necessary;
2. Litter picking where required;
3. Street sweeping;
4. Street cleansing through the use of water tankers;

5. Beach cleaning in accordance with the National Coastal Management Plan and the Council's Beach Cleaning Policy (2004);
6. The clearing of illegal dumping
7. Animal carcass removal from public space.

#### **a. Provision and Servicing of Street Litter Bins**

Litter bins are provided for general use by the public in areas that are frequented by citizens and visitors to the City. Litter bins are positioned according to available infrastructure and the need that is generated by the presence of the public in business areas and transport interchanges, and from the use of public spaces, recreational areas and amenities.

The standard for servicing litter bins is determined by the size of litter bins, volume of litter, the type of area and its activities, and available resources. Generally, the Council does not place or position litter bins in residential areas.

#### **b. Litter Picking**

Litter picking is required due to littering, i.e. irresponsible behaviour by individuals, public or private entities involving small quantities of waste that are generated (as opposed to the illegal dumping of larger quantities), but not placed in a container for collection, processing and disposal at a landfill site. The Council is responsible for litter picking in all public areas, as per its Constitutional obligation to maintain a clean and healthy environment. In addition to cleaning public places, it provides the service at/in:

- Verges alongside roads;
- Fenced-in public spaces;
- River banks and stormwater canal edges;
- Traffic islands;
- Sports stadia, cemeteries, parks, amenities by internal SLA.

The Council will ensure that litter picking occurs through internal or external services, including public partnerships, contracts and agreements that include communities, schools and other non-governmental organisations. Due to the erratic occurrence of littering combined with local wind and weather effects, the litter picking service is provided on an "as-and-when-required" basis. The standards for general cleanliness are based on the Photographic Index set out in [Annexure B](#).

### **c. Street Sweeping**

Street sweeping is an important cleaning service to ensure public road safety and to prevent the City's stormwater reticulation systems from becoming clogged with sand, leaves and other waste, which may cause flooding during the rainy season.

Street sweeping is done using both mechanical equipment and manual labour. This could involve internal and external service mechanisms that include community contracts. The street sweeping function is usually combined with litter picking in response to conditions that arise from a combination of environmental factors such as soil and other vegetation being blown into the streets, leaves dropping due to seasonal change, etc. The service is provided on a needs basis for:

- Permanent surface roads in residential areas;
- Permanent surface roads in business districts;
- Permanent surface roads in industrial areas;
- Main arterial permanent surface roads and scenic drives;
- Courtyards of Council-owned property (by SLA);
- Informal trading areas (sidewalks and designated areas);
- Bus termini and transport interchanges.

The Council will apply pro-active measures, which include the stabilisation of sandy areas and verges to prevent the effects of sand, to reduce costs, and to ensure the long-term sustainability of services.

### **d. Cleansing**

The cleansing of streets involves the use of water tankers and disinfectant where necessary for additional hygiene control to spray down permanent surfaced road surfaces in CBD's and other areas where human activity and natural process create a waste management or a hygiene problem.

### **f. Beach Cleaning**

Beach cleaning is aimed at protecting the health and hygiene of people and the environment. This service is undertaken in accordance with the National Coastal Management Plan and related Council policies and plans such as the Sustainable Coastal Management Plans, and involves the use of mechanical equipment and manual labour. Due to the specialised nature of some activities, it may involve external resources.



Beach cleaning involves litter bin servicing, litter picking, kelp and shell removal on identified major beaches. It also includes the removal of carcasses of dead sea animals that wash ashore. Beach cleaning also encompasses the cleaning of incidental pollution resulting from emergencies due to oil spills at sea in collaboration with other responsible agencies. This service is provided as and when required and requires specialised equipment and services. It also involves the mechanical cleaning of sand (“deep cleaning”) on identified major beaches.

#### **g. The cleaning of Illegal Dumping**

The cleaning of illegally dumped material by or on behalf of the Council is necessitated in reaction to the unlawful dumping of large quantities of waste on public or private property by a generator of waste, or end-user of unusable goods. This may also include pollution. The prevention of illegal dumping is strongly dependent on available infrastructure, public reporting and law enforcement, which the Council will respectively ensure through the City Police and City Health Departments, or any other appointed law enforcement officer. This service involves large-scale cleaning with either mechanical equipment or manual labour at or on.

- Public property;
- Private, undeveloped property (at the expense of the owner).

The Council proactively endeavours to provide facilities located in strategic places around the city for the diversion of waste (specifically garden waste, recyclables, residential hazardous waste, and builder’s rubble). It will also conduct awareness and education campaigns with the help of Ward Committees as one of the methods of obtaining the assistance of members of the public and industry to avoid this practice. As a reactive step, the Council will use the by-law coupled with financial disincentives to discourage illegal dumping in the City.

#### **h. Animal Carcass Collection**

Animal carcass collection is a specialised service that is provided via internal and external mechanisms due to the specialised requirements to observe health and hygiene standards. It includes:

- Large and small carcasses on public property and in public spaces;
- Carcass collection on beaches (dead seals, whales, and sea life that would constitute a public health threat).

## **5 Services and Facilities provided by the Council for Waste Disposal, Processing, Treatment, and Recycling**

The Council must ensure the provision, safe operation and availability of a variety of licensed waste disposal services, transfer, processing and disposal facilities, equipment and related infrastructure. This ranges from, but does not exclude alternative disposal infrastructure and technologies that may be need to be introduced or established in future:

- special facilities for dropping off small volumes of recyclable materials by residents and some departments of the Council, including garden waste, which will be collected by recyclers;
- special processing and treatment plants, such as composting plants and builder's rubble crushing plants;
- special waste material recovery plants (e.g. MRF's);
- satellite waste and waste transfer stations; and
- landfill sites, which are licensed in accordance with the requirements of the National Water Act, and the Department of Water Affairs and Forestry guidelines.

The Council's waste disposal and handling facilities will be subject to at least one audit per year, funded out of tariffs charged that will be conducted by an external entity who is deemed legally competent to provide a report on the environmental conditions and operating practices at these waste management facilities.

## **6 Waste Treatment, Recycling and Transport and Disposal Services or Facilities not provided by the Council**

Various external service mechanisms are employed as part of the integrated waste management and minimisation processes that require specialized infrastructure, equipment and procedures. In keeping with its obligation to ensure that waste management services are provided, and are accessible to all in the City, the Council has *de facto* elected to control and regulate, but not to provide certain services, infrastructure and facilities due to the specialised nature of some of these operations.

The waste treatment, disposal and recycling services are thus augmented by infrastructure and equipment that are funded, provided, operated and maintained by external entities. The specialised equipment, vehicles, equipment and infrastructure, and their operation and maintenance must comply with legal requirements defined by national and provincial legislation that incorporate SA National Standards (SANS) and international standards, as well as additional standards approved by the Council from time-to-time.

The establishment of infrastructure and facilities may only be done once all statutory environmental impact assessment, town planning and design standards have been met, and have been approved by the responsible departments in the Council.

[Annexure A](#), shows a summary of services (jointly or exclusively) with specialized infrastructure, equipment and expertise that are provided by external entities. The entity providing services, equipment or infrastructure is entitled to charge and bill a customer for these types of services in keeping with standard commercial business practices. Special waste handling and disposal facilities must, however, be accessible and available to all to ensure that impacts and unlawful practices concerning hazardous or dangerous materials can be minimised. It is the Council's policy that salvaging will not be allowed at hazardous waste facilities to further ensure general worker, environmental and/or public safety.

## **7 Establishment of Infrastructure and provision of Equipment for Services not provided by the Council (including Specialised Waste Management Services)**

Any entity or person wishing to establish and/or operate specialized or other waste management infrastructure, equipment and vehicles, must follow the standard procedure as set out in the Council's policies concerning development planning and business licensing. The application for creating and constructing infrastructure must be approved by all authorities before an entity or person may proceed, establish and operate infrastructure or facilities, or provide a waste management service.

The approval by authorities to develop, and compliance with all statutes and codes of practice where equipment, facilities or other infrastructure will be constructed or established or acquired for the handling, transfer, use, recycling, processing, storage, processing and/or landfilling of hazardous waste or dangerous materials is of specific relevance. Approval is not limited to complying with the recommendations and requirements of a valid Record of Decision issued by DEA&DP or DEAT, but is also subject to any limitations and licensing requirements of the Council or Provincial Spatial Development Framework, land use planning, health, environmental and other ordinances and regulations relating to the construction, operation and maintenance of such infrastructure.

## **8 Special Provisions: Scrap Metal/Materials and Recycling**

Scrap metal collection and the collection of recyclable materials such as glass, plastic, paper, rubber, electrical/electronic waste (or e-waste), etc. are essential components of recycling and waste minimisation that already contribute to achieving lower landfill disposal targets in the City.

However, the Council also recognises the negative and disruptive economic, safety and aesthetic impact of certain activities related to the collection of high-value scrap materials and recyclables. It is the Council's policy that all entities in the scrap metal/material business register with the City as per the standard procedure to ensure that the negative social environmental and economic impacts can be minimised, and to encourage further waste reduction practices through mechanisms that will remove recyclable materials from the waste stream.

The Council will endeavour to facilitate and fast-track the approval of initiatives for the establishment of markets, infrastructure and mechanisms that will operate in the City's boundaries as a means of enabling the recycling, recovery, repair, treatment and re-use of waste materials, goods and components. This will include but will not be limited to plans approval, rezoning and land use, permit approvals, and the maintenance of data (as required in terms of the National Waste Information System).

The Council will encourage and control lawful recycling initiatives through various mechanisms, including appropriate financial instruments and incentives, as described in other policies, statutes and through appropriate by-laws.

## **9 Special Provisions: Hazardous, Dangerous, Nuclear and Radioactive Materials**

There are various environmental, health and safety issues attached to the handling and disposal of certain types of materials, machine components, plant and equipment containing metals that are being decommissioned and scrapped, which have been exposed to and have been contaminated by hazardous chemical substances (alternately classified as "dangerous goods") or radioactivity.

Regarding hazardous chemical substances and materials, specific mention is made of transformer insulation oils containing PCB's, insecticides and herbicides, lead-contaminated bulk fuel storage tanks and asbestos-containing cladding, parts, insulation and roof sheeting. Such contaminated materials may only be disposed of at a landfill site that has a licence for the purpose, once all other statutory requirements have been met that will prevent exposure of people and the environment to the associated hazards. It is the Council's policy that no naturally radioactive materials, or materials that have been exposed to radioactive or nuclear processes, may be disposed of at a landfill or other site within the City's boundaries.

Where waste will be transported via roads in the City, this may only be done in vehicles that are purpose-designed, constructed and fitted according to legal standards aimed at public, road and environmental safety. The operation and use is subject to the necessary construction, roadworthy and identification standards and requirements, especially where it involves "hazardous" or "dangerous goods" waste. There will be no exceptions to this policy.

**PART 4**

**RESOURCE PROVISION,**

**FUNDING**

**AND**

**PERFORMANCE MANAGEMENT**

## **PART 4: RESOURCE PROVISION, FUNDING AND PERFORMANCE MANAGEMENT**

To provide sustainable, equitable waste management service, the Council will ensure that adequate funding and resources are available, and that these are managed efficiently in accordance with the Council's obligations and other statutory provisions.

### **1 Resource Policy to sustain the Management and Provision of Waste Management Services**

#### **1.1 Human Resource Requirements**

Whilst the council employs a dedicated staff complement for the provision of various waste management services, the extent of population and City growth in geographic terms need to be offset against budgetary, infrastructure, equipment and staffing constraints and balanced by community needs. Service delivery may be ensured through a combination of mechanisms that include Council staff, equipment and infrastructure, EPWP-type projects, SMME and community contracting initiatives related to community-based service programmes, and private sector services, which may also include partnerships.

The Council's staffing requirements to sustain the implementation of the IWM Policy and the concurrent management of and/or provision of waste management services in the long term are mainly influenced and determined by, and must be balanced against:

- Annual budget allowances and allocations made by National Treasury;
- Statutory requirements in respect of environmentally-sustainable waste management;
- Statutory requirements and provisions for financially sustainable and affordable municipal services;
- The availability and affordability of other funds for the procurement of assets and the development of infrastructure for the management of waste, or for the implementation of extraordinary or special programmes and projects;
- The urban growth and development strategy adopted by the Council in anticipation of the city's net population and economic growth, balanced against the needs of its citizens;
- The Council's policies linked to the National Government's Poverty Relief Strategy, Expanded Public Works Programme and SMME development;
- Extraordinary programmes, such as Urban Renewal;
- Non-routine major and international events hosted in the City of Cape Town;

- Specialist waste management services requiring special equipment or skills (involving industrial, hazardous, health care and nuclear waste in particular);
- Specialised needs, such as those of City Improvement Districts, which may off-set staffing needs by employing alternate service provision mechanisms.

## **2 Funding Policy to sustain Integrated Waste Management**

- a) To standardise the different service delivery mechanisms in a balanced way appropriate to managing various classes and types of waste, according to different end-user needs and benefits, and environmental concerns in terms of:
- equitability and cost norms (framed by the availability of funds, and as per the Council's Tariff Policy); and
  - the mechanism of service needed by different communities, industries, business and/or visitors' needs in support of the Council's objectives of enhancing local economic development and sustainable job creation where possible.

### **2.1 Financial Policy Framework for Integrated Waste Management**

The waste management services that are either regulated or provided by the Council are neither purely rates or purely tariff funded. The basis of funding is therefore determined by the nature and the type of service and related resources, equipment or infrastructure, and whether a fee can be used to recover the cost of the service (as determined by the Council's Tariff Schedule).

In general the funding should be provided for provided for specific integrated waste management aspects i.e.

1. Capital funds that may include, but not be limited to technical and feasibility investigations/studies/consultation fees, land acquisition, infrastructure development, equipment acquisition, new buildings and facilities (i.e. liners for landfills, transfer stations, drop-off or recycling centres, composting plants, etc.), remediation and closure (capping of landfills, landfill gas management and rehabilitation),
2. Operational funds to cover the costs associated with the maintenance, repairs, management, staffing and administration of waste collection, diversion/minimisation, treatment, cleaning and disposal.

For the purposes of defining the funding principles for the Councils waste management functions and activities are grouped as follows:

- Collection of refuse and waste, including the provision of drop-off sites for use in residential areas;
- Cleaning (including cleansing);
- Waste disposal and treatment, including landfill sites, transfer stations and related waste handling and waste minimisation infrastructure;
- Waste planning, including waste minimisation, administration and management overheads

The Council's ability to obtain and provide funding, and to generate income and recover costs are directly influenced by:

- a) The Council's final decision on the quantum and level of rates and tariffs;
- b) The City's stakeholders' ability and willingness to pay the rates and tariffs;
- c) The level of indigence and the ration in proportion to the total population, as determined by the Council's Indigence Policy;
- d) The Council's financial policy and decisions relating the level of payment (credit policy) and to accommodate bad debt that may lead to shortfalls;
- e) A combination of all factors that influence the level of internal as well as external cross-subsidisation that will be used to make up any short-falls in the recovery of costs;
- f) The Council's ability to enforce by-laws that contain punitive financial measures;
- g) The Council's ability to raise funds for capital projects from sources other than the annual budget allocation by the National Treasury;
- h) The Council's decisions regarding the MSP's to operate related waste management infrastructure on a "Build-operate-and-transfer" (BOT) or another basis determined by national policies;
- i) The Council's decision related to improving cost-effectiveness and efficiencies, balanced against community needs and the City's growth, which may lead to EPWP projects and community-based contracts, SMME involvement, as well private sector contracts for the provision of services;
- j) Levels of staffing;
- k) The Council's decision to own or lease high-value assets (land, infrastructure or equipment).

## 2.2 Funding of Capital Expenditure

### Sources and Funding Options

The environmental benefits of establishing and managing current waste landfill sites and the introduction of waste minimisation initiatives and infrastructure will have to be



supported through effective financial management and sound capital investments. Funding options currently available are:

- National government/National Treasury budget allocation, in accordance with a Council-approved budget for a particular financial year;
- Application for Municipal Infrastructure Grant (MIG) Funds;
- Provision of Asset Financing Funds (AFF);
- Obtaining external financing funds (loans, international or private grants, etc).
- Asset Impairment Fund.

Due to the limited sustainability of obtaining external funds to support service expansion in relation to urban development and other statutory requirements, the policy determines that:

- a minimum amount of 15% will be contributed to the AFF each year and ring-fenced for the purpose of waste management capital expenditure,
- a (set percentage) premium on tariff or rate increases to support the development of the new regional landfill site and the establishment of the Asset Impairment Fund for the rehabilitation of disused landfill sites; as well as
- reviewing the MIG allocations/proportion of the MIG funding applicable to waste management initiatives.

## 2.3 Funding of Operating Expenditure

### Direct Cost Recovery through billable Tariffs

Direct cost recovery is possible where a fee can be charged as per the Council's Tariff Schedule. In relation to the Council's tariffs, the SWM functions will be funded as follows:

- Collection of waste (100% of its budget requirement).
- Cleaning (0.1% of its budget requirement funded from the enforcement of by-laws and payment of fines and penalties).
- Disposal of waste per mass determined by weighbridge measurement or by allowed volume per the tariff schedule, or where the cost of a cleaning and rehabilitating the pollution effects from a marine/coastal or land/road spill, or the clean up cost and effort associated from other man-made or natural disasters is determined *post factum* in relation to the provision of staff, equipment materials and administration services (100% of its budget requirement).
- Disasters: recovery of costs from National or Provincial government funds made available for the purpose, or cost recovery from companies responsible for man-made disasters or from their insurance companies (100% of cost incurred).

Direct cost recovery, however, takes into account shortfalls arising from Council decisions to write off bad debt, which must be funded through other means.

### **Indirect Cost Recovery through a Rates Apportionment and other Mechanisms**

#### **Rates Apportionment for Waste Management Services**

The waste that is generated through dumping and littering, impacts and affects the natural environment (soil, surface and ground water, fauna and flora, etc) and human health. These acts are indiscriminate, random and unlawful acts, perpetrated undetected by citizens, visitors, informal and formal business concerns alike. Natural waste processes also contribute to the waste.

The Council acknowledges that it is in the interest of its citizens and the environment to keep areas under its jurisdiction clean, and subscribes to the principle that this service is provided for the public good. It is the Council's policy to raise from rates (0.06 cent per Rand) from business entities to fund indirect costs pertaining to such services. It forms part of the Solid Waste Management Department's budgetary requirements, which may be varied from time-to-time according to functional need. The apportionment from this income is to be sub-divided as set out below.

- Collection of wastes (nil);
- Cleaning (99.9% of its budget requirement);
- Disposal (nil);
- Service Authority/Regulatory Head Office function, Waste Planning, Administration and Waste Management Support function overheads (100% of budget requirement).

The above also relates to interdepartmental SLA's that specify the cost of services to be recovered directly from the budget of the Dept receiving or requiring such services, as provided by or on behalf of the Solid Waste Management Dept.

#### **Cross-subsidisation from Tariff-funded Revenue to account for Budget Shortfalls**

Key assumptions that affect the setting of rates, tariffs and cross-subsidies for waste management services and the sustainability of waste management services are:

- Level of payment: 92% minimum;
- Bad debt write off: 8% maximum.

Debt management will be addressed in accordance with the City's Credit Control and Debt Management Policy with funds being allocated to the Solid Waste component of

the Total Municipal Account in accordance with the current (or revised) payment protocol.

Internal Departmental cross-subsidisation from tariff-funded (or direct funded) waste management services to indirect funded services will be limited to a maximum of **5% of net income generated by all sources of revenue**.

### **The Funding of Services for the Indigent**

Waste management services for the indigent will still be supported through the Council's Indigent Fund, from which an equitable portion must be transferred to the Solid Waste Management Department's annual budget.

## **3 Monitoring and Management of Performance**

### **3.1 General Provisions**

The Council subscribes to a generally-accepted performance management system for waste management services that is aimed at::

- setting benchmarks and targets, and defining performance standards either through the policy, or a performance contract;
- designing methods that will enable performance management;
- measuring, monitoring, managing and correcting:
  - the efficiency of internally-provided services;
  - contracts for services provided on its behalf;
  - the outcomes or effectiveness of services, whether they have been provided internally or externally;
  - waste minimisation performance.
- continuously improving processes, methods and service mechanisms to the benefit of all stakeholders;
- reporting to key stakeholders about the performance of waste management services.

All entities, as well as the Council's departments involved in waste management activities, are subject to the Council's oversight, audit and regulation in terms of the NWMS, the IWM Policy and the Council's by-laws that frame and define standards and the key performance indicators for waste management services. These standards are revised from time-to-time per this policy, and are measured for corrective and reporting purposes in terms of generally-accepted performance management criteria and practice.

The performance management system's main aim is to continuously improve sub-standard service outcomes by applying generally accepted management principles.

### **3.2 Service Standards and Performance Measures**

The service standards and performance measures are set out in Annexures A, B and C. Details may change from time-to-time, and are subject to strategy, available infrastructure, resources, and funding that may force the Council to consider a change in level, frequency, mechanism of provision, service provider, etc. The standards are based on process management logic that assesses both input activities, as well as outputs and outcomes for integrated waste management to ensure the process can be managed holistically to adjust input activities when desired outcomes are not reached. The performance measures are also related to the business plan for the SWM Department, which has been derived through the Balanced Score Card that has been adapted for the Department.

#### **a. Collection Standards**

The minimum service standards and outcome for the collection of waste is the collection of the contents of one bin (or equivalent), once a week, outside the dwelling.

#### **b. Cleanliness Standards**

The general approach that is used to monitor and measure cleanliness outcomes in the City, is a series of visual or photographic indicators based on the outcome of cleaning effort, which ranges from "Desirable" to "Totally Unacceptable". These are shown in [Annexure B](#). The minimum level of service is depicted by "Acceptable".

#### **c. Disposal Standards**

The service standards and outcomes for the waste processing, treatment, transfer and disposal functions are primarily framed by legislative and permit requirements which relate to pollution levels of various kinds. The key service levels for these facility are the hours of access and operational availability of infrastructure and facilities, so as not to prevent unnecessary delays, or that may lead to unlawful practices (illegal dumping, etc that will have environmental and health impacts).

### 3.3 Waste Minimisation Targets

In terms of the National Waste Minimisation Strategy, the Council has set targets to be met over a long-term period for waste minimisation outcomes to protect and conserve the environment. The targets are shown in [Annexure F](#). These figures are also subject to reporting in terms of the Performance Management procedures of the Council, as well as the National policy requirements for a Waste Information System.

### 3.4 Tariff / Economic Viability and Sustainability Standards

The Council will ensure that the ratio of payment-to-the-total-amount-of-fees-and-rates-billed (level of payment), and the recovery of debt is maintained at or above

- Level of payment: 92% minimum;
- Recovery of Debt: 92% minimum.

### 3.5 Indigent Targets

The Council's Indigent Policy determines the level of indigence in terms of income and results in the provision of "free basic services" that include the provision of fully rebated collection and cleaning services. In principle, the costs of these free basic services are subsidised through other sources of income and must be fully accounted for in terms of the provisions of the MFMA. **The Council will implement a system that monitors the gross amount subsidised**, as well as the level of income of a household to ensure that households that no longer qualify for such subsidies are billed accordingly, in order to maintain the financial sustainability of the service.

**PART 5**

**MANAGEMENT AND PROVISIONS**

**OF**

**ASSETS**

## **PART 5: MANAGEMENT AND PROVISION OF ASSETS**

### **1 General Provisions**

In order to provide services through an internal mechanism, the Council will ensure that the necessary capital equipment is provided, and the necessary operating funds are made available for the maintenance of these assets. The Council subscribes to a system that is aimed at providing for and managing fixed and moveable assets. The system includes monitoring the condition, providing for the repair, maintenance and upkeep of infrastructure, equipment, vehicles and facilities that will ensure optimal availability in order to be used for the provision of efficient services and effective outcomes. For the Council's SWM Department, the asset management system's main aim is to provide an optimal number of assets, and to maintain these according to generally accepted standards and practices in terms of financial and service sustainability to ensure availability, service delivery levels and outcomes as defined for the waste management services. All asset maintenance plans and management plans should be contained in a plan in accordance with S.63(1)(a) of the MFMA.

### **2 Asset Provision and Management Principles: Waste Management**

The Council subscribes to the principle that if it is to provide as service, it will provide the assets (resources) that will ensure service delivery. This may be via direct ownership that will require obtaining and providing capital for the purchase of assets, or on the basis of leasing capital assets via a contractual arrangement.

For Council-owned assets, the Council will provide the facilities and resources to maintain assets to an optimal standard according to its financial means. For leased assets, the Council will manage contracts to ensure that the assets are available for maximum utilisations, at the minimum of costs.

The Council will ensure that the necessary systems and resources are provided for the maintenance and management of assets that are deployed for the provision or in support of service delivery.

The Council will ensure that the assets are replaced, or that contracts are renewed in time to ensure their availability for service delivery.

### **3 Asset Management Standards: Waste Management**

The capital assets required for the provision of an integrated waste management service range from fixed to moveable assets that have to be maintained, repaired and in some instances, replaced at routine intervals that will require capital expenditure in accordance with other Council policies.

**PART 6**

**RESOURCE PROVISION AND FUNDING**

**FOR**

**WASTE MANAGEMENT**



**PART 6**

**POLICY PROVISIONS FOR RESPONSIBILITIES IN**

**PREPARING AND RESPONDING TO**

**EMERGENCIES AND DISASTERS**

**REQUIRING THE**

**MANAGEMENT OF WASTE**

## **PART 6: RESPONSIBILITIES IN PREPARING AND RESPONDING TO EMERGENCIES AND DISASTERS REQUIRING THE MANAGEMENT OF WASTE**

### ***1 Readiness and Response to Emergencies and Disasters in the City of Cape Town: Waste Management***

In terms of functional responsibilities and the availability of resources employed and deployed to manage waste in the City of Cape Town's municipal area, the Council's Solid Waste Management Department will be responsible for the waste management role as part of the Council's Disaster Management Plan.

The following principles apply to the Solid Waste Management Department's roles and responsibilities in terms of the Disaster Management Plan:

1. The Director Solid Waste Management will ensure that a waste management plan is drawn up as part of the preparatory work necessary to enable the Department to respond appropriately to both man-made and natural disasters;
2. The Director will inform and appoint officials from the Department in accordance with the roles envisaged by the Council's Disaster Management Plan and the Department's specific plan for managing waste during emergencies and disasters;
3. The Director will ensure that staff receive appropriate emergency response training to safeguard them while partaking in disaster or emergency response activities;
4. The Department will coordinate efforts and activities required for clearing and cleaning debris and pollution effects on land, transporting; and disposing the waste at a landfill site licensed for a specific type of waste;
5. The responsible department for aquatic areas and infrastructure will be responsible for the clean-up of debris and pollution on water bodies, whilst the Department of Solid Waste Management will be responsible for coordinating the transport and disposal of waste to appropriate landfill sites;
6. The rehabilitation and repair of infrastructure, buildings, equipment or areas in the natural environment that is the Council's responsibility will be the responsibility of the functional department that is responsible as per the Council's delegations;
7. The management of hazardous or dangerous waste during a disaster will be done in conjunction with, and under instruction of the senior official of the Emergency and Fire Service Department at the disaster or emergency site;
8. The Department will make resources available in accordance with the scale and type of disaster, which may include:
  - a. Staff to coordinate waste management efforts as part of the Joint Operations Centre;
  - b. Staff to supervise staff, contractors and volunteers involved in on-site waste management activities, and to coordinate the provision and use of equipment;

- c. Staff to actively participate in waste management activities to stabilise the situation and clear the effects arising from a disaster;
- d. Source additional equipment and human resources through contractual means as is required by the official controlling the disaster response effort, and in accordance with provisions for procuring such services and equipment during an emergency.

## **2 Cost Recovery for Emergency or Disaster-related Waste Management Work**

1. The Director Solid Waste Management will ensure that an account is raised through internal billing, charging the Disaster Management Department for all reasonable costs in accordance with cleansing tariffs, to include all costs incurred for the utilisation of Council 's resources, equipment and materials, and/or for those contracted and procured in respect of waste management activities to deal with the effects of an emergency or a disaster.
2. Where possible, the Disaster Management Department of the Council will through the Sundry Debtors procedures in the Revenue Department recover any costs incurred from parties responsible for an emergency or man-made disaster related to waste management..
3. In the event of natural disasters or emergencies, the Disaster Management Department of Council will apply for emergency relief and funds either from National or Provincial Government as appropriate, and apportion monies to cover the unplanned and unbudgeted costs incurred for waste management activities.

**PART 7**

**WASTE INFORMATION,  
COMMUNICATION  
AND  
EDUCATION**

## **PART 7: WASTE INFORMATION, COMMUNICATION AND EDUCATION**

### **1 Waste Information System**

The NWMS requires that a national database and system be set up to track waste as part of the waste minimisation strategy. The Council subscribes to the requirement of the NWMS to provide data from the local level to other levels of government via a Waste Information System (WIS). To this end, different roles and responsibilities are necessary to ensure that all parties involved in the management of waste will play a contributory role.

The Council will accumulate and coordinate data, and process the information that should be provided as per the NWMS requirements by means of a WIS, to comply with the minimum requirements and reporting standards. To accomplish this, the Council must establish and support a WIS that meets the minimum requirements. It should have the following functions:

1. To register and record data in a format required by the NWMS;
2. To analyse and process data to produce information;
3. To report waste information to Provincial or National Departments as required.

#### **a. Waste Information System Requirements**

By implication of the process to provide data or information, the basic elements of the National WIS are:

- Database containing details necessary for reporting and control requirements;
- Equipment at waste disposal or transfer stations to provide the mass data;
- Conversion tables to standardise data;
- Computer hardware and software to capture data;
- Waste disposal records for specific classes and categories of waste;
- Reporting requirements as per the NWMS guidelines.

#### **b. Reporting Requirements and Responsibilities**

The Council requires regular reporting by individuals and entities that generate, handle and transport specific types and classes of waste for disposal at a landfill site or for recycling purposes.

**(i) Frequency of Reporting and Responsibilities**

Waste generators must provide the Council with a report on the most recent month's waste management activities in the required format by no later than the seventh day of the new month. The Council will provide DEA&DP with a monthly report by the fourteenth day of the next month to meet the NWMS reporting requirements.

**(ii) Database for Reporting and control**

The Council will be responsible for maintaining a database that links waste management activities per the reporting requirements set out in the NWMS. The details of all waste management entities or individuals involved in the City's integrated waste management process, as well as the facilities and infrastructure utilised in the management of waste, will be entered into the database as part of the accreditation process required by this policy.

**(iii) Class and Type of Waste to be reported on**

The types and classes of waste that have to be reported on are:

- Recyclable waste including glass, paper, plastic, rubber, etc;
- Hazardous waste as is commonly referred to in other statutes, and as defined in this policy, which includes solid and liquid waste;
- Health care industry waste that requires special storage and disposal;
- Radioactive or nuclear waste.

## **2 Communication, Education and Awareness**

The Council accepts the responsibility to communicate with all individuals and entities regarding issues that will encourage integrated waste management that focuses on waste minimisation. A range of mechanisms and media will be used to achieve heightened education and awareness levels to ensure that all private and corporate citizens, and visitors to the City take ownership of and participate in waste minimisation initiatives.

## 2.1 Web Site for Integrated Waste Management

The Council will provide and maintain a website to communicate about integrated waste management, minimisation and recycling issues to all stakeholders. The Solid Waste Management Department will be responsible for the content, supported by the IT and Communications Department.

## 2.2 Education and Awareness Campaigns

An important aim of education and awareness is to foster co-operation with the Solid Waste Management Department and other departments involved in the cleaning, clearing and management of waste. The Council will drive education and awareness initiatives in schools and communities (e.g. “Waste Wise” campaign) as a means of encouraging waste minimisation initiatives through avoidance and recycling, composting, and to educate communities on general cleanliness and environmental health in order for all to accept ownership and accountability for the cleanliness of the areas they live in.

The Council will actively partner with the Western Cape Education Department to ensure that local schools and educators become involved in waste management and recycling initiatives as well as in educating the learners.

## 2.3 Routine Communication by the Council

From time-to-time the Council will provide printed information either via a newsletter, or on leaflets to be inserted and distributed in monthly accounts to communicate about changes in the waste management services provided by or on behalf of the Council, and to provide guidelines and information about waste management responsibilities by all stakeholders.

## 2.4 Call Centre and Illegal Dumping Hotline

The Council will provide a call centre that can be used by anyone for purposes of logging service complaints, requesting information or reporting unusual activities. It will also provide a hotline that can be used by anyone to report illegal dumping activities.

**PART 8**  
**SIGNAGE**  
**AND**  
**BY-LAW ENFORCEMENT**



## PART 8: SIGNAGE AND BY-LAW ENFORCEMENT

### 1 Signage

The Council will erect approved signage to regulate appropriate waste management practices, including illegal dumping aimed at meeting the objectives of the policy and in the interest of human and environmental health.

### 2 By-Law Enforcement

By-law enforcement pertains to the application of various by-laws related to the regulation of waste management, particular to non-adherence to the Council's standards as set by this and related Council policies, and the general protection of public and environmental health. All transgressions will be dealt with by the Council in terms of the provisions of its applicable by-laws. In general, the following will be regulated by the by-law on integrated waste management and will attract punitive measures as defined in the by-law:

- All institutions, organisations or entities who own vacant property, who operate a business, run an institution or community organisation, individuals who reside inside the City's boundaries or who visit the City, are subject to the provisions of the IWM Policy and all policies that give effect to or support it.
- All waste management entities that are involved in the management of waste must comply with the relevant legislation and by-laws dealing with the infrastructure, storage, handling, recycling, reuse, transportation and disposal of waste, and must be accredited by the City, and must have this authorisation in writing;
- Waste management entities operating in the health care sector must be permitted by the Council's City Health Dept as required in the City of Cape Town Health By-law;
- All infrastructure established for the purpose of waste management must be approved by the Council;
- All waste must be disposed of as set out in the IWM policy - it is illegal to dump any form of waste within the City of Cape Town's boundaries.

## ANNEXURES

- [Annexure A](#): Waste Management Service Categories and Service Levels.
- [Annexure B](#): Cleaning Categories and Service Standards.
- [Annexure C](#): Performance Management Service Categories and Service Levels.
- [Annexure D](#): Definitions of Terms in the IWM Policy.
- [Annexure E](#): Waste Management Requirements for Service Planning Purposes.
- [Annexure F](#): City of Cape Town Waste Minimisation Target.
- [Annexure G](#): Recyclable Materials accepted at Council-provided Infrastructure.
- [Annexure H](#): Generic Requirements for Waste Information System and Reporting.
- [Annexure I](#): Integrated Waste Management Legislative and Institutional Framework.
- [Annexure J](#): Events Integrated Waste Management Plan Pro Forma
- [Annexure K](#): Waste Assessment Form Pro Forma
- [Annexure L](#): Policy amendment Schedule.

## ANNEXURE A: Waste Management Service Categories and Service Levels

<b>Table A.1: Different Classes and Categories of Waste, including Service Provision Information</b>					
<b>Important note: Residential Waste has a number of service levels – Refer to Table A.2, as well as the Tariff Policy for tariff details</b>					
<b>Category</b>	<b>Class</b>	<b>Type</b>	<b>Waste Minimisation Mechanism Guidelines</b>	<b>Service Provider</b>	<b>Special Provisions or Comments</b>
<b>Residential</b>	<b>Residential Waste<sup>7</sup></b>	General, non-hazardous	Waste separation by resident of recyclable material.	The Council, or a community partnership, or an approved waste contractor to collect waste for disposal.	Includes recyclable and non-recyclable wastes.
	<b>Residential Waste (special, bulky)</b>	General, non-hazardous	Waste separation by resident of recyclable material.	The Council, or a community partnership, or an approved waste contractor to collect waste for disposal.	Includes recyclable and non-recyclable wastes too large for normal collection.
	<b>Garden Waste</b>	General, non-hazardous	Resident may compost on own property under conditions and guidelines determined by the Council to protect environmental and human health. The Council will compost organic waste and biodegradable wastes as far as possible.	Parks dept, resident or small contractor (e.g. garden service companies, etc.) collects and transports this type of waste to specially-provided drop-offs sites. The Council processes organic waste at special composting sites, or disposes waste at a landfill site.	Includes vegetation or vegetable matter that is biodegradable. Special facilities are provided by the Council at pre-selected sites.

<sup>7</sup> See next table for standard or enhanced service levels

**Table A.1: Different Classes and Categories of Waste, including Service Provision Information**

**Important note: Residential Waste has a number of service levels – Refer to Table A.2, as well as the Tariff Policy for tariff details**

<b>Category</b>	<b>Class</b>	<b>Type</b>	<b>Waste Minimisation Mechanism Guidelines</b>	<b>Service Provider</b>	<b>Special Provisions or Comments</b>
<b>Non-residential</b>	<b>Builder's Waste</b>	General, non-hazardous	Builder or contractor collects and transports builder's rubble for further processing at a facility such as a crushing plant or to a landfill site	Private contractor (e.g. builder or waste removal contractor) collects for disposal. The Council or contractor operates and maintains these facilities	Not for general landfill disposal. Special facilities are provided by the Council at pre-selected sites. The Council does not provide this service.
	<b>Builder's Waste</b>	General, contaminated	Builder or contractor collects and transports contaminated builder's waste to a hazardous landfill site	Private contractor (e.g. builder or waste removal contractor) collects for disposal. The Council or contractor operates and maintains these facilities	Not for general landfill disposal. The Council does not provide this service.
	<b>Commercial &amp; Retail Waste</b>	General, non-hazardous	Waste separation at source to divert recyclable materials prior to collection (On-site waste management)	The Council or a contracted private sector service provider.	Applicable to properties zoned for "business" use in a business district (non-industrial). Will apply to informal traders Includes recyclable and non-recyclable wastes for normal collection and/or too large for normal collection
	<b>Industrial Waste</b>	General, non-hazardous	<b>Waste Exchange and/or Waste separation at source to divert recyclable materials prior to collection (On-site waste management)</b>	<b>Accredited private sector service provider</b>	<b>Includes recyclable and non-recyclable wastes for normal collection and/or too large for normal collection</b>

**Table A.1: Different Classes and Categories of Waste, including Service Provision Information**

Important note: Residential Waste has a number of service levels – Refer to Table A.2, as well as the Tariff Policy for tariff details

<b>Category</b>	<b>Class</b>	<b>Type</b>	<b>Waste Minimisation Mechanism Guidelines</b>	<b>Service Provider</b>	<b>Special Provisions or Comments</b>
	<b>Special Industrial Waste (Hazardous)</b>	Hazardous substances and materials (as defined by codes of practice and statutes describing “Hazardous Chemical Substances”	Waste streaming and/or separation of liquids, components and materials that can be reprocessed for recycling or reuse	Accredited private sector service provider able to prove statutory compliance related to the handling, transfer, storage, use, processing and transportation of hazardous chemical substances	Solid and liquid wastes that are hazardous to human health and the environment, which require special arrangements in terms of applicable legislation governing hazardous chemical substances. Also includes components containing hazardous elements if not disposed properly (e.g. electronic circuitry and components, fluorescent tubes, etc)
	<b>Special Industrial Waste (Dangerous)</b>	Dangerous Goods (as defined by SANS 10228 and 10229)	Waste streaming and/or separation of liquids, used components and materials that can be reused, or reprocessed for recycling or reuse as applicable	Accredited private contractor able to prove statutory compliance related to the handling, transfer, storage, use, processing and transportation of “dangerous goods”.	All other gasses, solids and substances not covered in the previous category, including the residue, by-products or waste relating to the Explosives or Armaments Industries.

**Table A.1: Different Classes and Categories of Waste, including Service Provision Information**

Important note: Residential Waste has a number of service levels – Refer to Table A.2, as well as the Tariff Policy for tariff details

<i>Category</i>	<i>Class</i>	<i>Type</i>	<i>Waste Minimisation Mechanism Guidelines</i>	<i>Service Provider</i>	<i>Special Provisions or Comments</i>
	<b>Health Services Waste</b>	Hazardous	Refer to Provincial Hazardous Waste Management Plan	Accredited private contractor	Includes “sharps”, pharmaceutical, laboratory and human wastes, etc. including fluids. Also includes veterinary wastes. Usually requires special processing and/or destruction through incineration to prevent human health effects and environmental contamination.
	<b>Nuclear or Radioactive Waste</b>	Extremely hazardous	None available yet	Government agency (through accredited private contractor)	Includes wastes or scrap that have been contaminated by nuclear energy sources used in a variety of industries that require special handling and disposal permits and arrangements, and nuclear power generation.

**TABLE A.2: Definitions for Residential Waste Collection (Formal and Informal)**

**Important note:** For all levels of service and categories, this Table must be read in conjunction with the Council's Tariff Policy and Indigent Policy to obtain the applicable tariff. Tariffs are amended and approved by the Council on an annual basis.

Service Level	Residential Waste Management Service		Non-Residential Waste Management Service	
	Informal	Formal	Commerce	Industrial (non-Council service)
<b>Emergency (sub-standard)</b>	Skips out-sourced, collected at least once per week until Standard level is offered.	n/a	n/a	n/a
<b>Standard</b>	Door-to-door collection of bagged refuse (85-litre black plastic bags), at least once per week.	Kerbside collection of binned waste (240-litre plastic wheeled bin), minimum one bin per erf at least once per week.	Minimum once a week contained in a minimum of 1 wheeled bin, as per a Waste Management Plan submitted to the Council	Waste Management Plan submitted to Council determines need, Private contractor provides as per need
<b>Standard (operationally constrained)</b>	n/a	Kerbside collection: refuse in bags (85-litre bags), at least once per week, allowing for more bags than the minimum. Geographic constraints and/or service road access prevent a wheeled bin service.	Waste Management Plan submitted to the Council determines need, Private contractor provides as per need and constraints	Waste Management Plan submitted to Council determines need, Private contractor provides as per need and constraints
<b>Enhanced</b>	Backyarders: one additional 240-litre wheeled bin per erf	Kerbside waste collection in more than wheeled container, at least once per week (also applicable to Backyarders)	More than one wheeled bin, and/or more than once per week, as per a Waste Management Plan submitted to the Council	Waste Management Plan submitted to Council determines need, Private contractor provides as per need
<b>Special (ad hoc)</b>	Events, pre-arranged	Garden waste, or special volume collection	Special volume collection	Special volume collection
<b>Recyclables</b>	Separated recyclable material in bin or bag, Removal may be organised on a contractual basis in selected areas (Council prerogative)	Separated recyclable material in bin or bag, Self-organised transport to Drop-off site, Removal may be organised on a contractual basis in selected areas (Council prerogative)	Kerbside collection of waste in one 240 litre wheeled bin, mainly through in-house waste management services, at least once per week.	Private contractor provides as per need

**TABLE A.3 Explanation of Minimum Expected Service Levels**

<b>Service Request</b>	<b>Description</b>	<b>Minimum Expected Service Level</b>
<b>Residential Refuse Collection</b>	Kerb-side or door-to-door collection of waste contained in 240 litre wheelie bins (minimum one/household) or 85 litre black plastic bags	Once-a-week collection, including Public Holidays, excluding week-ends
<b>Waste Minimisation Clubs</b>	Kerb-side collection of waste contained in 240 litre wheelie bins or 85 litre black plastic bags from cluster or high density developments that are committed to active waste reduction, and who have written permission from the Director Solid Waste Management	Once-a-week collection, including Public Holidays, excluding week-ends
<b>Non-residential, Commercial (Formal Business) Refuse collection</b>	Kerb-side collection of waste contained in 240 litre wheelie bins or 85 litre black plastic bags if service is constrained	100% compliance at a frequency as per contractual arrangement, seven days a week in CBD areas
<b>Informal Business Refuse collection (includes traders in large leased areas, dedicated bays)</b>	Kerb-side collection of waste contained in 85 litre black plastic bags, 660 litre or 770 litre containers	Trader must separate cardboard and recyclables
<b>Special Events Waste Management</b>	Comprehensive waste management and/or cleansing service requested by event organiser(s)	<i>Ad hoc</i> with every event, based on pre-event needs determination (either Council or private contractor)
<b>Supply of 240 litre wheelie bins</b>	240 litre wheelie bins (replacement or additional) requested by customer or for new tenant	Delivery of bin at least within 1 week of request
<b>Supply of black plastic bags</b>	Black plastic bags requested for organised (community) clean-up	Free, if departmental budget allows
<b>Bulk/ Special Container Service</b>	Special container requested by customer for large volumes of waste	<i>Ad hoc</i> on a case-by-case, needs basis either by the Council or a private waste management contractor
<b>Special Waste Management</b>	<i>Ad hoc</i> collection/ removal of bulky waste requested by customer	<i>Ad hoc</i> on a case-by-case, needs basis, needs basis either by the Council or a private waste management contractor
<b>Industrial Waste Management</b>	Collection, treatment and/or disposal of waste from customers in industrial areas (non-Council service)	Service Provision by private waste management contractors with specialised equipment and infrastructure, per contractual



<b>TABLE A.3 Explanation of Minimum Expected Service Levels</b>		
<b>Service Request</b>	<b>Description</b>	<b>Minimum Expected Service Level</b>
		arrangement
<b>Hazardous Waste Management, including Health Care Waste</b>	Collection, treatment and/or disposal of contaminated or hazardous waste (non-Council service)	Service Provision by private waste management contractors with specialised equipment and infrastructure, per contractual arrangement or on an ad hoc basis
<b>Drop-off sites</b>	Conveniently located sites for use by residents, Council departments and small garden service contractors, who may deposit up to a bakkie load of recyclable material at a time, at no cost (larger loads charged as per Tariff Policy)	Hours of availability to accommodate public need of residents: 07:30 – 17:30, seven days a week
<b>Transfer Stations</b>	Facilities for transferring waste to optimise service logistics (reduce travel times and costs) due to travelling distances to landfill sites	Hours of availability to accommodate service need (internal and external service providers)
<b>Waste Processing sites</b>	Special separation facilities where recyclable materials are sorted for diversion away from landfill sites.	Hours of availability to accommodate public need service need (internal and external service providers)
<b>Landfill sites</b>	Sites specially designed, prepared and constructed to minimise environmental and health impacts, that are licensed and operated under a permit issued by DEAT, either by the Council, or by private waste management companies.	Hours of availability to accommodate public need service need (internal and external service providers) Hazardous waste site is privately operated but must offer a service that will not cause illegal dumping





**Table A4: Non-residential Waste Management Services or Facilities not provided by the Council**

<b>Class of Waste</b>	<b>Type</b>	<b>Service Provider</b>	<b>Comments</b>
<b>Builder's Rubble (non-residential)</b>	Non-hazardous	Mainly private contractors, or by contractual arrangement by the Council	Recycling via special plants, or disposal at Council-operated landfill sites
<b>Retail and Commercial waste</b>	Non-hazardous or hazardous	Private contractor, or by the Council	Businesses and informal traders in a business district that could also be in a CID
<b>Industrial waste</b>	Non-hazardous	Mainly private contractors, or by contractual arrangement by the Council	Disposal at permitted landfill sites
<b>Waste collection from privately-owned land (non-residential)</b>	Non-hazardous or hazardous	Private contractor, or by contractual arrangement by the Council	Informal settlements on privately-owned land (e.g. farms)
<b>Dried Sewage sludge</b>	Hazardous	Currently private waste management company	Disposal at hazardous landfill site
<b>Waste from hazardous chemical substances and materials (per definition: "Hazardous")</b>	Hazardous - environmental and human health hazard	Currently private waste management company	Special category of Industrial Waste, much of which is recoverable for re-use, with disposal at privately-operated landfill sites
<b>Waste from dangerous goods and materials (per definition: "Dangerous Goods")</b>	Hazardous - environmental and human health hazard	Currently private waste management company	Special category of hazardous waste with disposal at privately-operated landfill sites
<b>Nuclear or radioactive wastes, or nuclear contaminated wastes</b>	Extremely hazardous - environmental and human health hazard	Government-appointed contractor	Use and disposal controlled by specific statutes. Disposal may only occur at a permitted landfill site
<b>Health care waste (including veterinary waste and animal carcasses)</b>	Hazardous - environmental and human health hazard	Currently private waste management company, or by contractual arrangement by the Council (carcasses)	Special category of Industrial Waste with treatment and disposal at privately-operated landfill sites

## ANNEXURE B: Cleaning Categories and Service Standards





The following Photographic Index determines levels of cleanliness for formal and informal areas that relate to cleaning and litter picking. The minimum standard for formal residential areas is “Acceptable”.

**Table B.1: Standards of Cleanliness – Formal Areas**

 <p>Fig B.1.1: Desirable</p>	 <p>Fig B.1.2: Acceptable</p>
 <p>Fig B.1.3: Unacceptable</p>	 <p>Fig B.1.4: Totally Unacceptable</p>

The following Photographic Index determines levels of cleanliness for formal and informal areas that relate to cleaning and litter picking. The minimum standard for informal residential areas is “Acceptable”.

**Table B.2: Standards of Cleanliness – Informal Areas**

	
<p>Fig B.2.1: Desirable</p>	<p>Fig B.2.2: Acceptable</p>
	
<p>Fig B.2.3: Unacceptable</p>	<p>Fig B.2.4: Totally Unacceptable</p>

## ANNEXURE C: Performance Management Service Categories and Service Levels

**Table C1: Customer Contact Service Levels (Solid Waste Department)**

Type of Communication	Communications Issue	Process		
		Queuing Time	Processing Time	Response <sup>8</sup> / Resolution Time if not resolved during Processing
Call to Call Centre Number by Telephone/ Cellphone	Service Request	Max. 1 minute in switchboard queue	Max. 3 minutes	See Table C2
	Service Complaint			See Table C2
	Information Request			Max. 14 days
	Billing Query/ Change Details			By next bill issued
Over the Counter (face-to-face)	Service Request	Max. 5 minutes in queue	Max. 3 minutes	See Table C2
	Service Complaint			See Table C2
	Information Request			Max. 14 days
	Billing Query/ Change Details			By next bill issued
Written (letter, fax, e-mail, telegram)	Service Request	N/a	Within 7 days of receipt	See Table C2
	Service Complaint			See Table C2
	Information Request			Max. 14 days
	Billing Query/ Change Details			By next bill issued

<sup>8</sup> Times should concur with Service Level Agreements (SLA's) between Call Centres, Operations Centres and Depots

**Table C2: Council Service Response Times**

Council-provided Service	Service Request	Max Response Time for Service Request	Service Complaint	Max Response Time for Service Complaint
Waste Collection	Bin-related	5 working days	Non-collection of waste	2 working days
Waste Collection	Residential garden refuse removal (ad hoc)	7 working days	-	-
Cleaning	-	-	Cleaning of litter	7 working days
Cleaning	-	-	Litter bins overflowing	1 working day
Cleaning	-	-	Clearing illegal dumping	14 working days
Cleaning	-	-	Clearing animal carcasses	7 hours (same day)

**Note:** Non-Council services requests and complaints must be taken up with the service provider, unless there has been no response, upon which the Council will provide a service at additional cost in the interest of minimising public health and safety concerns.

## ANNEXURE D: Definitions of Terms in the IWM Policy

In this Policy<sup>9</sup>, the following applies unless the context indicates otherwise –

Description	Definitions in respect of Waste Management services
<b>85 litre Bag</b>	A plastic refuse bag with a capacity of 85 litres, provided by the property owner or occupant of a dwelling, for the storage and disposal of waste. The Council will provide 85L bags to informal dwelling units, based on a needs basis and the determinations of the Indigent Policy.
<b>240 litre container or bin (Wheelie bin)</b>	A plastic wheeled waste container with a capacity of 240 litres, provided for the storage and disposal of waste in areas identified for containerisation. If provided by the Council, the container remains the property of the Council and may only be used for the intended purpose of waste storage for collection by or through the Council.
<b>agricultural land</b>	Land zoned as agricultural land and used primarily for farming purposes that is not usually serviced by the City of Cape Town in its municipal jurisdiction, irrespective of ownership.
<b>“boundary-to-boundary”</b>	Surface cleaning in public areas and roads under the municipality’s jurisdiction up to the boundaries of private properties.
<b>clean garden waste</b>	defined as superfluous vegetation generated by gardening activities on properties zoned and used as residential or domestic purposes in the City of Cape Town’s municipal jurisdiction.
<b>clean builders rubble</b>	defined as waste consisting of broken bricks, sand stone, cement, plaster and similar inert materials, but excluding paper , plastic, wood, glass, metal and hazardous waste. Clean builders rubble is utilised for constructing temporary roads on disposal sites and therefore should not damage vehicle tyres.
<b>commercial waste</b>	Defined as waste generated by non-residential business entities that exclude industrial business concerns.
<b>drop-off sites</b>	Facilities provided by the Council in strategic locations around the City of Cape Town to facilitate waste minimisation through the separation of recyclable materials, garden refuse. Can also be used as temporary transition points for waste.
<b>entity, or business entity</b>	Any formal (e.g. (partnerships, CC, Pty Ltd's, Ltd's etc.) or informal organisation or individual (informal or sole trader) that is actively contributing to the economy, which may or may not be making a profit.
<b>environmentally sustainable<sup>10</sup></b>	in relation to the provision of a municipal service, means the provision of a municipal service in a manner aimed at ensuring that—

<sup>9</sup> Extract from City of Cape Town Tariff Policy (2005) – any conflict due to changes must be read as per the changed Tariff Policy

<sup>10</sup> Municipal Systems Act definition

Description	Definitions in respect of Waste Management services
	(a) the risk of harm to the environment and to human health and safety is minimised to the extent reasonably possible under the circumstances; (b) the potential benefits to the environment and to human health and safety are maximised to the extent reasonably possible under the circumstances; and (c) legislation intended to protect the environment and human health and safety is complied with.
<b>Extended Producer Responsibility (EPR)</b>	Means the responsibility a producer of products accepts to take back its used products at its cost as part of minimisation and recycling initiatives.
<b>garage waste</b>	is defined as any household waste other than residential waste, clean builders rubble or clean garden refuse generated at residential properties as defined above.
<b>hazardous waste</b>	Includes waste defined as “dangerous goods”, which presents a hazard and is a safety risk to human health and the environment.
<b>health care waste</b>	Includes medical waste and veterinary waste which originates from processes and facilities through the provision of health care, which is considered hazardous and requires special treatment and disposal mechanisms or infrastructure.
<b>industrial waste</b>	defined as waste generated by through manufacturing, industrial or fabricating activities, but excluding commercial waste.
<b>Integrated pollution and waste management</b>	Integrated pollution and waste management is a holistic and integrated system and process of management, aimed at pollution prevention and minimisation at source, managing the impact of pollution and waste on the receiving environment and remediating damaged environments.
<b>long term</b>	A time horizon of longer than five years
<b>medical waste</b>	<b>“ medical waste” includes –</b> <ol style="list-style-type: none"> <li><b>(1) any waste, whether infected or not, resulting from medical, surgical, veterinary or laboratory procedure on humans or animals, such as blood, body fluids, tissue, organs, body parts, extracted teeth, corpses (excluding corpses intended for burial in terms of the Births and Deaths Registration Act, 51 of 1992);</b></li> <li><b>(2) used medical equipment and other medical material which is capable or is reasonable likely to be capable of causing or spreading disease or causing or spreading infection, such as used surgical dressings, swabs, blood bags, laboratory waste, blood collection tubes, colostomy- and catheter-bags, gloves, drip bags, administrative lines and tongue depressors.</b></li> <li><b>(3) contaminated and uncontaminated sharps, including clinical items which can cause a cut or puncture or injection, such as needles, syringes, blades and microscopic slides;</b></li> <li><b>(4) pharmaceutical products which have become outdated or contaminated or have been stored improperly or are no longer required, such as human and animal vaccines, medicines and drugs;</b></li> </ol>



Description	Definitions in respect of Waste Management services
	<b>(5) genotoxic chemical waste and radio isotopes from experimental or diagnostic work or any other source.</b>
<b>medium term</b>	A time horizon between three and ten years
<b>public property</b>	Unencumbered State-owned land which excludes property that has infrastructure (fixed assets), which is the responsibility of another semi-state (parastatal) or state, or private entity.
<b>non-residential properties</b>	All remaining properties excluding vacant land and agricultural land, in the City of Cape Town's municipal jurisdiction irrespective of ownership.
<b>non-residential Waste</b>	defined as waste, which is does not originate from premises that are usually used for residential or domestic purposes.
<b>public space</b>	Sometimes referred to as "public open space" means unrestricted areas or erven, owned by a government department or Council, accessible by the public, which are the responsibility of a government department. In the context of this policy are the responsibility is that of the municipality, unless the public space is under the jurisdiction of another department.
<b>resident</b>	in relation to a municipality, means a person who is ordinarily resident in the municipality.
<b>residential properties</b>	All improved properties, that is: <ul style="list-style-type: none"> <li>- Used predominantly for residential purposes, with no more than two dwelling units per property;</li> <li>- Registered in terms of the Sectional Title Act;</li> <li>- Owned by a share-block company;</li> <li>- A rateable residence on property used for or related to educational purposes; and</li> <li>- Not subject to provisions of Section 4 of the rating of State Property Act.</li> </ul>
<b>residential waste</b>	defined as waste (excluding garden waste and builders rubble) generated by personal and household activities at premises zoned as "residential" in the City of Cape Town's municipal jurisdiction.
<b>service authority</b>	means the power of a municipality to regulate the provision of a municipal service by a service provider.
<b>service delivery agreement</b>	means an agreement between a municipality and an institution or person mentioned in section 76(b), in terms of which a service is provided by that institution or person on behalf of the municipality.
<b>service provider</b>	means a person or institution ,or any combination of persons and institutions which provide a municipal service and may include, but is not limited to, large and small businesses, entrepreneurs, community cooperatives, venture learnerships.
<b>short term</b>	A time horizon up to three years in terms of National Treasury budgeting guidelines
<b>special events service</b>	Defined as a waste management service that could be provided as a special service at special event that requires the use of waste collection equipment (bins, skips, etc) and/or waste removal services for disposal at

Description	Definitions in respect of Waste Management services
	a specially costed rate.
<b>waste generator</b>	an individual (resident, visitor or tourist), organisation or business entity that generates waste due to the consumption of food, goods, liquids or materials
<b>waste management</b>	is defined as activities that include the cleaning, separation, reuse, containment, diversion, handling, transportation, interim storage, recycling and disposal of waste other than untreated sewerage.
<b>waste management services</b>	include activities that individuals, organisations or business entities are responsible for on their premises.
<b>waste minimisation</b>	is defined as any activity which can prevent or reduce the volume and/or environmental impact of waste that is generated, treated, stored or disposed of.
<b>waste minimisation club</b>	means a group, typically residing in a high density residential or office building, or a multi-property cluster residential or business development, that have an approved agreement with the Council to minimise the waste ordinarily produced according to a sustainable waste management plan.
<b>waste streaming, or separation</b>	means the practice of separating different types of waste containing similar materials, e.g. glass, paper, plastics, wood, rubber, etc. as part of a recycling and/or reuse process to reduce the impact on resources and landfill airspace as a means to protect the environment.
<b>vacant land</b>	Undeveloped land without built structures, in the City of Cape Town's municipal jurisdiction irrespective of ownership.
<b>zero waste</b>	The definition of "Zero Waste" says no waste should be landfilled or incinerated. The vision is that all "waste becomes food" for a neighbouring system either literally (through natural processes such as composting) or through man-made products that are designed for easily dismantling into various sub-components that become "technical nutrients" which can be circulated almost indefinitely in closed loop recycling systems. The concept relies equally on Clean Production Mechanisms, Extended Producer Responsibility and diversion practices aimed at reducing waste to landfill to zero.

## **ANNEXURE E: Waste Management Requirements for Service Planning and Business Licensing Purposes**

The Council must ensure the provision of services through proper planning and administration. The following document relates to either ensuring the provision of waste management services for bulk waste generators, or whenever there is a change required in waste management services due to expected changes in the volume or type of waste that will be generated. It is also required for special service requirements.

All commercial or business customers must provide the City's Solid Waste Management Department with information as per the "Waste Assessment" form. Documents must be completed for waste disposal and minimisation planning purposes irrespective of whether the Council's Department will be providing a waste collection service. The following forms must be completed by an authorised official of the applicant at one of the City's contact centres when a business registers as a business partner:

1. The Council's standard "Service Application" form, indicating the service type and service level requirement for waste management services if this applies;
2. The "Waste Assessment" form, indicating the nature/type and extent of waste that the business will generate (see sample form on next page).

This is applicable for building, construction and development projects as well. Where applicable, waste management service provision will start once a contract for services has been signed by the Solid Waste Management Department in accordance with the needs as specified by the applicant on the form.

Normally, private residents do not have to fill in the "Waste Assessment" form. However, all residents who do have special needs or that require a change to the standard service level, must also complete the "Waste Assessment" form in addition to other forms that may be required. All special residential needs are deemed "enhanced services" and must be approved by the Director Solid Waste Management before a change in service or tariffs may occur. All Waste Assessment forms must be returned to the Solid Waste Management Department as per the routing details on the form.



CITY OF CAPE TOWN | ISIXEKO SASEKAPA | STAD KAAPSTAD

THIS CITY WORKS FOR YOU

**WASTE ASSESSMENT**

To be completed in personal consultation with City of Cape Town Citizen Service Agents.

**MUST BE COMPLETED WHEN COUNCIL REFUSE REMOVAL SERVICE IS NOT SUPPLIED**

Information must be supplied and completed by businesses in the "Trade/Commercial/Retail", "Industrial", "Health Care", "Hazardous" economic sectors.

Company Name:

Business Partner Number (Official use – supply from SAP system):

Premise Address:

Tel No:   Contact Person:

Postal Code:

Tick next to appropriate category to identify types of waste that will be generated due to business activities on the company premises. Please provide an estimate of the number of containers (240 Litre wheeled bin, or similar) of waste generated for each category per week. If this is not possible, please provide the total mass or volume that your company will generate per week. Supply any other information that is relevant about waste that must be collected, or that will be recycled:

Category	Non-hazardous? (tick ✓)	Hazardous? (tick ✓)	Estimated no. of 240 L bins per week	Additional Information
General waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Food waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Garden Refuse/ Vegetation (bulk)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Paper/ Cardboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Plastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Beverage tins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Construction/ Builder's rubble	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
e-Waste (electronic/ electrical)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Sub-Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Health care or veterinary waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Hazardous waste (bulk)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Sub-Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<b>TOTAL</b>			<input type="text"/>	

Name of person completing the form:

Signed:  Date:

(For official use: Please return the completed form to – Director Solid Waste Management, Admin Dept,  
Civic Centre, 12 Herzog Boulevard,  
Cape Town, or P O Box 298, Cape Town , 8000)

**Fig E1: Example of Waste Assessment Form to be completed by Businesses and for Special Waste Management Needs**

**Table E1: Businesses required to submit a Waste Management and Recycling Plan when applying for a Business License in the City of Cape Town**

Industry	Business Activity
Food and Beverage	Sale and Supply of Meals
	Hawking in Meals
Health and Leisure	Turkish baths, saunas or other heath baths
	Massage or infra-red treatment
Entertainment	Cinema or theatre.
	Three or more mechanical devices (games)
	Three or more snooker or billiard tables.
Adult Entertainment	Night club or discotheque.
	Escort agency
	Adult premises.

## **ANNEXURE F: City of Cape Town Waste Minimisation Targets**

The generation and minimisation of waste is a general stakeholder responsibility that can be influenced and enabled through education, awareness and communication aimed at minimising the waste that is generated in all sectors of the economy. Pre-disposal practices that are targeted for change and improvement, are production and consumption, aimed at incorporating efficiency and recycling practices. Waste minimisation after consumption can further be enabled by providing infrastructure, such as Materials Recovery Facilities (MRF's) to ensure that more waste is diverted from landfill sites.

The Council is committed to National policy, as set out in the White Paper on Integrated Pollution and Waste Management Policy, the National Waste Management Strategy and the principles of waste minimisation in support of sustainable development, as recognised in the Polokwane Declaration on Waste Management which was adopted by the three stakeholders, being Government, Business and Citizens, at the National Waste summit held between 26 and 28 September 2001.

The Council supports the goal of the Polokwane Declaration to reduce waste generation and disposal by significantly by 2012 and develop a plan for Zero Waste by 2022. In this respect, the target set by the Council is to reduce waste generated by 20%, and to reduce waste to landfill by a further 10% by 2012.

## **ANNEXURE G: Recyclable Materials accepted at Council-provided Infrastructure**

The Council will support the diversion of recyclable waste through the use of its infrastructure by residents (non-business or industrial entities) in terms of sustainability and affordability criteria. The following materials are currently accepted at Council-provided drop-off or diversion sites:

- Organic material (garden waste);
- Wood;
- Clean builder's rubble (uncontaminated by hazardous substances);
- Paper and cardboard;
- Glass;
- Plastic (accepted types will be published in a public guideline in association with the Plastics industry);
- Aluminium and steel cans;
- Scrap metal;
- E-waste (electrical and electronic waste containing reusable components and/or hazardous materials that are recyclable and/or hazardous that should not be landfilled with general waste);
- Residential or household hazardous substances and waste items (small quantities);
- Used lubricants and oil from residents (so-called "garage waste").

Clean Garden Waste must either be bagged in 85-litre bags or tied in bundles not longer than 1.2 m. Garden waste material (branches, etc.) may not exceed 60 mm in cross section – larger diameter waste must be disposed of as general waste.

For industrial and business entities, and where certain recyclables cannot accept be accepted due to volume and space constraints, or other statutory compliances the Council supports such initiatives in principle, provided that entities that do accept these recyclable materials comply with the policy and there are no additional costs to Council. The following recyclables are not accepted at Council-provided drop-off or diversion sites, and should be diverted to pre-identified business entities, as provided for by their industry representatives:

- Rubber (tyres).

## ANNEXURE H: Generic Requirements for Waste Information System and Reporting

### Waste Information System Reporting Requirements

The specifications for the National WIS indicate that it will contain data that must be supplied by individuals and entities that generate, handle and transport waste for disposal at a landfill site .

The following are the data requirements that must be recorded and reported on:

- Name of the waste generator and address details;
- Main business activity;
- Class and type of waste to be disposed;
- Quantity (mass) of waste to be disposed;
- Date and time of disposal;
- Name of the licensed waste disposal contractor (that will transport waste);
- Location and name of the waste disposal site.

The national waste information system for South Africa will be capturing the following information from waste disposers, recyclers and exporters:

- Time period (*month or year*);
- Quantity (*tonnes*);
- Waste type (*national categorisation*);
- Generator (*waste source*);
- Disposer, Recycler, Exporter (*waste destination*).

Waste disposers are recognised as:

- GCB, GSB, GMB, GLB, H:h and H:H landfill sites,
- thermal and non-thermal disposal facilities, e.g. incinerators, autoclaves, etc. also referred to in the WIS Framework Document (DEAT, 2005b) as '*treatment facilities*'.

The following table shows the specific waste categories that have been sourced from local legislation:



**TABLE H1: Specific Categories of Waste for Reporting Purposes**

<b>GENERAL WASTE</b>	<b>HAZARDOUS WASTE<sup>11</sup></b>
residential waste	industrial waste (hazardous)
general waste	hazardous waste
bulk waste	toxic waste
building waste	health care risk waste
solid waste	radioactive waste
commercial or business waste	recyclable waste (hazardous)
industrial waste (general)	dangerous goods
special industrial waste	
recyclable waste (general)	
garden waste (greens)	

<sup>11</sup> All hazardous waste is classified per the DEAT classification, as consulted on with stakeholders during 2005, which may change over time.

## **ANNEXURE I: Integrated Waste Management Legislative and Institutional Framework**

Legislation, Government Policy, National Strategies and protocols, and the Council's institutional and regulatory framework have a direct bearing on the sustainable, affordable and equitable provision of waste services. This includes, but is not restricted to:

### **National Legislation**

**Table I1** is a summary of legislation<sup>12</sup> that impacts on the delivery and management of waste services by the Council and others. The key legislation that provides a framework for the Integrated Waste Management Policy is:

1. The SA Constitution (S.24 Right to a safe and healthy environment);
2. The National Environmental Management Act (Act 107 of 1998, amended);
3. The Environment Conservation Act (Act 73 of 1989, amended) – relevant sections not repealed yet that deal with environmental impact assessment;
4. The National Water Act (Act 36 of 1998, amended);
5. The Hazardous Substances Act (Act 15 of 1973, amended) and Regulations;
6. The National Health Act (Act 63 of 1977, amended);
7. The Occupational Health and Safety Act (Act 85 of 1993, amended) and Regulations;
8. The Road Traffic Act (Act 29 of 1989, amended);
9. The Local Government Municipal Systems Act (Act 32 of 2000, amended);
10. The Local Government Municipal Structures Act (Act 117 of 1998, amended);
11. The Local Government Municipal Finance Management Act (Act 56 of 2003);
12. White Paper on Integrated Pollution and Waste Management for South Africa (Government Gazette 20978, 17 March 2000);
13. White Paper on National Waste Policy for South Africa (April 1997).

### **The Constitution of South Africa (Act 108 of 1996, amended) and the Bill of Rights**

Section 24 of the Constitution provides for the right of everyone to a healthy environment. Section 156 includes a set of prescribed legislative and executive functions of local government, which, when read in conjunction with the Municipal Systems Act (Act 32 of 2000, as amended), section 2.4.2 (f) and (i) implies at minimum, a citizen's right of access to refuse collection, removal and cleaning services and a safe and healthy environment.

---

<sup>12</sup> Most of these documents can be downloaded from the respective Government Department websites via links on the current Government Internet portal, <http://www.info.gov.za> .

**Municipal Systems Act (Act 32 of 2000, Chapter 8, Section 73)**

**MSA, Section 73:**

- (1) General duties of a municipality are to:
- (a) Give priority to the basic needs of the local community;
  - (b) Promote development of the local community; and
  - (c) Ensure that all members of the local community have access to at least the minimum level of basic municipal services.
- (2) Municipal services must
- (a) be equitable and accessible;
  - (b) be provided in a manner that is conducive to
    - (i) the prudent, economic, efficient and effective use of available resources; and
    - (ii) the improvement of standards of quality over time;
  - (c) be financially sustainable;
  - (d) be environmentally sustainable; and
  - (e) be regularly reviewed with a view to upgrading, extension and improvement.

**MSA, Part 1: Service tariffs**

**Tariff Policy, S.74.**

- (1) A municipal council must adopt and implement a tariff policy on the levying of fees for municipal services provided by the municipality itself or by way of service delivery agreements, and which complies with the provisions of this Act and with any other applicable legislation.
- (2) A tariff policy must reflect at least the following principles, namely that-
- (a) users of municipal services should be treated equitably in the application of tariffs
  - (b) the amount individual users pay for services should generally be in proportion to their use of that service;
  - (c) households must have access to at least basic services through
    - (i) tariffs that cover only operating and maintenance costs, .....
    - (iii) any other direct or indirect method of subsidisation of tariffs for poor households;
  - (d) tariffs must reflect the costs reasonably associated with rendering the service, including capital, operating, maintenance, administration and replacement costs, and interest charges;
  - (e) tariffs must be set at levels that facilitate the financial sustainability of the service, taking into account subsidisation from sources other than the service concerned; .....
  - (h) the economical, efficient and effective use of resources, the recycling of waste, and other appropriate environmental objectives must be encouraged;
  - (i) the extent of subsidisation of tariffs for poor households and other categories of users should be fully disclosed.

### **Government Policies and Strategies**

Current Government Policies and Strategies that either broadly relate to service delivery by the Public Service, or relate specifically to Integrated Waste Management are:

1. Batho Pele (Department of Public Service);
2. Expanded Public Works Programme (EPWP);
3. National Waste Management Strategy (Dept of Environmental Affairs and Tourism, 2004).
4. Local Agenda 21 (Sustainable Development principles at a local government level – SA is a signatory to Agenda 21).

### **The Council's Services Delivery Frameworks and Policies**

The Council's own framework provides the context for the IWM Policy. Links to the Council's current Services Delivery Frameworks and Policies include:

1. 2020 Vision;
2. Equitable Service Delivery Framework;
3. "Sakha Ikapa – the 20-year plan";
4. Tariff Convergence Policy (and Tariff Schedule reviewed and amended annually by the Council);
5. Indigent Policy.
6. Refuse Collection Policy (current policy that will become redundant due to its incorporation in this policy);
7. Waste Disposal Policy and Service Delivery Report (Wright-Pierce report);
8. Illegal Dumping By-law (a Unicity by-law);

### **The City's Integrated Development Plan (IDP)**

The City of Cape Town Integrated Development Plan (IDP), is amended annually after a broad public participation processes that provides input on community needs. It forms the basis for deciding on priorities and for steering and coordinating service delivery in the municipality, , which includes the preparation of an Integrated Waste Management (IWM) Plan as the guiding instrument for executing service delivery. The IDP is also informed by this policy, together with one of the many policies aimed at service delivery at the local government level.

TABLE 11: DETAILS OF NATIONAL LEGISLATION IMPACTING ON WASTE MANAGEMENT SERVICE DELIVERY BY LOCAL AUTHORITIES

Act/Regulation	Administering Authority	Relevant Sections/Comments
<b>LEGISLATION CONTROLLING WASTE SOURCES AND TRANSPORTATION TO PROTECT HUMAN HEALTH AND SAFETY</b>		
1. <b>Health Act 63 of 1977 and Regulations</b>	Dept of Health (DoH), with Provincial counterparts	Sections 20 - duties and powers of local authorities, 27, 30, 31, 33(1)(n), 34(h), (i) & (j), 35(1)(a) & 36(d), 37, 38 and 39 (See <b>National Building Regulations &amp; Building Standards Act 103 of 1977</b> )
GN R21 (14/01/2000)		Proposed regulations to control conditions constituting a danger to health or a nuisance, including health care waste.
GN R 873 (08/09/2000)		Regulations on Fluoridating Water Supplies.
2. <b>Human Tissues Act 65 of 1983</b> (as amended by the Human Tissue Amendment Acts 106 of 1984 and 51 of 1989).	DoH, with its Provincial counterparts	Provides inter alia for the donation and examination of human bodies and tissues for the advancement of medicine or dentistry; for the import or export of human tissue, and matters concerned therewith. DOES NOT currently provide for health care waste and body parts disposal. The Minister of the NDoH may make regulations (s.37) regarding the disposal of human bodies.
3. <b>Hazardous Substances Act 15 of 1973 (HAS) &amp; Regulations</b>	DoH, in co-operation with its Provincial counterparts	Sections 1, 2-Declaration of grouped hazardous substances, 3-Group I & III hazardous substances, 3A - Group IV hazardous substances, 4 – 7-Licensing, 19 - Offences and Penalties and 29 - Regulations. Also see <b>SABS Codes of Practice 0228, 0229, 0231, 0232</b> .
GN R452 (GG 5467, 25/3/1977) as amended		Declaration of Group I Hazardous Substances and division thereof into Category A and Category B.
GN R453 (GG 5467, 25/3/1977) as amended		Regulations on Group I Hazardous Substances.
<b>LEGISLATION CONTROLLING WASTE SOURCES AND TRANSPORTATION TO PROTECT HUMAN HEALTH AND SAFETY</b>		
4. <b>Hazardous Substances Act 15 of 1973 (HSA) &amp; Regulations.</b> GN R690 (GG 11823, 14/04/1989)		Regulations on Group III Hazardous Substances.
GN R1302 (GG 13299, 14/6/1991)		Declaration of listed electronic products as Group III Hazardous Substances.

Integrated Waste Management (IWM) Policy

Act/Regulation	Administering Authority	Relevant Sections/Comments
GN R246 and R247 (GG 14596, 26/2/1993)		Group IV Hazardous Substances (radiation).
GN R1382 (GG 15907, 12/08/1994)		Declaration of Group II Hazardous Substances as ALL substances & goods specified in <b>SABS Code of Practice 0228</b> except Class 1: Explosives and Class 7: Radioactive Substances.
GN R1705 (GG 16796, 03/11/1995)		Regulations regarding the declaration of carbon tetrachloride as a Group I Category A Hazardous Substances.
GN R1486 and GN R1487 (GG 18412, 14/11/1997)		Regulations and exemption relating to control of sale firing apparatus, cyanide for use in a cyanide
GN R1488; GN R1489 & GN R1490 (GG 18412, 14/11/1997)		Declaration of, regulations and exemption relating to fluoroacetic acid (mono), as a prohibited Group I Hazardous Substances.
<b>5. Occupational Health and Safety Act 851993 (OHS Act) and Regulations</b>	Department of Labour (DoL)	Sections 1, 8 and 43 - Regulations.
GN R155 (GG 23108, 10/02/2002)		Replaces previous Asbestos Regulations contained in Asbestos Regulations, 2001 GN R773 (GG 10700 of 10/04/1987) as amended and GN R745 (GG 10693 of 10/04/1987) promulgated in terms of the repealed <b>Machinery and Occupational Safety Act 6 of 1983</b> .
GN R692 (GG 22506, 30/07/2001)		Replaces GN R60 (GG 18608 of 16/01/1998). Major Hazard Installation Regulations Compulsory risk assessment must be submitted to the local authority's emergency services for major hazard installations.
GN R1390 (GG 22956, 27/12/2001)		Regulations for hazardous biological agents.
GN R959 in GG 20359, 16/08/1999)		Draft amended Lead Regulations, See GN R586 (GG 13082 of 22/03/1991) for Lead Regulations in terms of the repealed <b>Machinery &amp; Occupational Safety Act 6 of 1983</b> .
GN R1179 in GG 16596 (25/08/95)		<b>Hazardous Chemical Substances (HCS) Regulations</b> (see <b>SABS Codes of Practice 072</b> (pesticides & herbicides), <b>0228</b> and <b>0229</b> ).
GN R2920 (23/10/1992)		Regulations with regard to electrical installation of Group III Hazardous Substances as defined under the HSA promulgated here under the OHS Act.

Integrated Waste Management (IWM) Policy

Act/Regulation		Administering Authority	Relevant Sections/Comments
	GN R1449 (GG 17403, 06/09/1996)		General Administrative Regulations (e.g. on Material Safety Data Sheets).
6.	<b>Mine, Health and Safety Act 29 of 1996</b>	Dept of Minerals and Energy (DME)	Sections 5, 6, 12, 23, 98.
7.	<b>Nuclear Energy Act 46 of 1999</b> (repealed the Nuclear Energy Act 131 of 1993 and Nuclear Energy Act 92 of 1982).	DME	Sections 1 - Definitions, 5 & 6, 29 & 30, 34, 51. Also refer to the <b>National Nuclear Regulator Act 47 of 1999, Hazardous Substances Act 15 of 1973, Foodstuffs Cosmetics and Disinfectants Act, No 54 of 1972, Health Act 63 of 1977</b> and definitions of waste in the NWA and ECA.
<b>LEGISLATION CONTROLLING WASTE SOURCES AND TRANSPORTATION TO PROTECT HUMAN HEALTH AND SAFETY</b>			
8.	<b>Nuclear Energy Act 46 of 1999</b> GN R848 (GG 15670, 23/04/1994).		Determines the levels of radioactivity under the control of the AEC and CNS
9.	<b>Fertilisers, Farm Feeds, Agricultural Remedies and Stock Remedies Act 36 of 1947 and Regulations</b>	Administered by the Dept of Agriculture (DoA)	Sections 1 – Definitions; 3(1)(a) - Registration, 7, 10 and 23 Registration: see <b>SABS Codes of Practice 0206, 072 and 0228</b> ).
	GN R383 (GG 8561, 25/02/1983)		Declaration of certain substances and remedies to be agricultural remedies.
	GN R2370 (GG 13536, 27/09/1991)		Prohibition on the acquisition, disposal, sale or use of certain agricultural remedies in certain areas.
	GN R384 (GG 8561, 25/02/1983); GN R1061 (GG 10739, 05/05/1987); GN R2063 (GG 8900, 23/09/1983)*# & GN R1716 (GG 13424, 26/07/1991)*		Prohibition on the acquisition, disposal, sale or use of certain agricultural remedies and/or stock remedies (*except in accordance with certain conditions).
	GN R2561 (GG 7934, 27/11/1981) amended by: GN R1637 (GG 9346, 03/08/1984)		Regulations on Agricultural remedies: Definitions, registration, practices, toxicity and hazards, containers and labelling, offences and penalties.
	GN R1951 (GG 16880, 22/12/1995)		Regulations on the aerial application of agricultural remedies.
	GN R1359 (GG 7105, 27/06/1980) as amended, & GN R3892 (GG 2573, 05/12/1969) as amended		Regulations on Farm Feeds: definitions, registration, practices to be followed at establishments, containers and labelling, offences and penalties.
	GN R799 (GG 5552, 20/05/1977) as amended		Regulations on Fertilisers: definitions, registration, containers, labelling, offences and penalties.

Integrated Waste Management (IWM) Policy

Act/Regulation		Administering Authority	Relevant Sections/Comments
	GN R3892 (GG 2573, 05/12/69) as amended and GN R987 (GG 3927, 15/06/1973) as amended		Regulations on Sterilising Plants: definitions, registration, substances detrimental to stock, containers and labelling, offences and penalties.
	GN R857 (GG 3121, 28/05/1971) as amended		Regulations on Stock remedies: definitions, registration, containers and labelling, offences and penalties.
10.	<b>Animal Protection Act 71 of 1962</b>	DoA	Sections 2, 5.
11.	<b>Animal Diseases Act 35 of 1984</b>	DoA	Sections 17, 31.
12.	<b>Abattoir Hygiene Act 121 of 1992</b>	DoA	Sections 17, 24 - Regulations.
<b>LEGISLATION AIMED AT THE PROTECTION OF ENVIRONMENTAL COMPONENTS &amp; RESOURCES</b>			
13.	<b>National Water Act 36 of 1998</b> (repealed the Water Act 54 of 1956 and was effected by Proclamation 95 of 1998)	Dept of Water Affairs and Forestry (DWAf)	Sections 1 - Definitions, 4 - Permissible use, 21 - water use defined (specifically S.21(e) - controlled activities under 37(1)(a)&(d); 21(f); 21(g); 21(h) & 21(j)), 22(1) - Authorisations), 22(2) - use of water & return of effluent, 22(3) - dispense license requirements, 22(4) - combining licenses; 26 - Regulations, 27 - considerations for issuing Authorisations, 28 – 29 - conditions for General Authorisations and licenses, 32 – 35 - Existing lawful water uses (as amended by the <b>National Water Amendment Act 45 of 1999</b> ), 37 – 38-controlled activities, 39 - General Authorisations, 40 – 42 - license applications, 43 – 48 - compulsory licensing, 49 – 52 - Review & Amendment of licenses, 53 – 54 - Rectification of contraventions, 139 - Information systems & Registration, 141 - requests for information, 151 - Offences.
<b>LEGISLATION AIMED AT THE PROTECTION OF ENVIRONMENTAL COMPONENTS &amp; RESOURCES</b>			
14.	<b>National Water Act 36 of 1998</b> GN R991 (GG 9225, 18/05/1984)		Requirements for purification of waste water or effluent: “General Effluent Standard”, “Special Effluent Standard” & “Special Standard for Phosphate”.
	GN R2834 (GG 10048, 27/12/1985)		Regulations for Water Care Works.
	GN R 704 (GG 20119, 04/06/1999)		Regulations on the use of water for mining and related activities aimed at the protection of water resource.
	GN 1191 (GG 20526, 08/10/1999)		General authorisations for certain water uses under specific circumstances, including irrigation of waste water; discharge of waste water into a water resource; disposing of waste in a manner which may detrimentally impact on



Integrated Waste Management (IWM) Policy

Act/Regulation	Administering Authority	Relevant Sections/Comments
		a water resource and disposing waste water or heated water in any manner.
GN R1352 (GG 20606/80, 12/11/1999)		Registration of water use (Regulation as amended).
<b>15. Section 20 of the Environment Conservation Act 73 of 1989 (ECA)</b> Permitting sites for the treatment and disposal of waste.	DWAF	Read Section 1 (Definitions of "waste" & "disposal site") in conjunction with NWA Section 1 (definition of "waste"). Also see NWA S.21(g) & (h)), EIA-Regulations (ECA S.21, 22 & 26) and ECA S.24 & 28A (Exemptions). Refer to Minimum Requirements documents.
GN 1986 (GG 12703, 24/08/1990)		Definition of Waste in terms of the ECA.
GN R1196 (GG 15832, 08/07/1994)		Prescribes waste disposal site permit application form in terms of S.24.
Directions (GG 23053, 01/02/2002)		Regulates the registration, control and management of general communal and small waste disposal sites.
<b>16. Forest Act 122 of 1984</b>	DWAF	Section 75.
<b>17. Conservation of Agricultural Resources Act 43 of 1983</b>	DoA	Section 29 - Regulations.
GN R1048 (GG 9238, 25/05/1984)		Certain control measures on weeds & invader plants, utilisation & protection of vleis, water sources & veld; rules & instructions regarding the registration & use of weed killer, restoration & reclamation of disturbed land, etc.
<b>18. Atmospheric Pollution Prevention Act 45 of 1965.</b>	DoH	Sections 1 – 7-Definitions, 8 – 13-Control of Noxious or Offensive Gases, 14 – 26-Atmospheric Pollution by. Smoke. 27 – 35-Dust Control. New regulations regarding emissions being promulgated soon.
GN R1231 (GG 2130, 19/07/1968)		Declares entire country as a controlled area for Noxious & Offensive Gases.
GN 1404 (GG 22134, 01/06/2001)		Invite public comments on a Technical Background Document for the development of a National Ambient Air Quality Standard for Sulphur Dioxide.
GN 1387 (GG 22941, 21/12/2001)		Guideline Document containing revised guidelines for sulphur dioxide.
GN R542 (23/03/1984)		Declares the areas mentioned in the Schedule as dust control areas.
<b>19. Dumping at Sea Control Act 73 of 1980.</b>	DEAT	Also refer to Section 10 of the <b>Sea Shore Act 21 of 1935</b> and the <b>Maritime Zones Act 15 of 1994.</b>
<b>20. Electricity Act 41 of 1987</b>	DME	Section 25.

Integrated Waste Management (IWM) Policy

Act/Regulation		Administering Authority	Relevant Sections/Comments
21.	<b>National Water Act 36 of 1998</b> (repealed the Water Act 54 of 1956).	DWAF	Sections 6 - NWRS, 19 - Prevention of and remedying the effects of pollution, 20 - Control of emergency incidents 26 -waste management standards, 30 - Securities, 64 – 65 -Expropriation, 67 - Emergency circumstances and 124 – 125 Entry and Inspection.
<b>LEGISLATION AIMED AT CONTROLLING EMERGENCY INCIDENTS AND THE REMEDIATION OF LAND CONTAMINATION</b>			
22.	<b>National Environmental Management Act 107 of 1998 (NEMA).</b>	DEAT	Sections 2, 28 - Duty of care & remediation of environmental damage (see the <b>NWA S.19</b> ), and 30 - Control of emergency incidents (see the <b>NWA S.20</b> ).
23.	<b>Environment Conservation Act 73 of 1989 (ECA).</b>	DEAT	Sections 1 - Definitions, 28A - Exemptions & 31A - damage to the environment.
	GN 227 (GG 20978, 17/03/2000)		White Paper on Integrated Pollution & Waste Management for South Africa: A Policy on Prevention, Waste Minimisation, Impact Control & Remediation.
24.	<b>Minerals Act 50 of 1991</b>	DME	Section 38-Rehabilitation of surface of land.
25.	<b>National Building Regulations and Building Standards Act 103 of 1977</b>	Dept of Trade and Industry (DTI)	Sections 4, 7, 10, 11, 12, 17, 18.
	GN R2378 in GG 12780 (12/10/1990)		Regulations relating to plans, public protection (see <b>SABS Code of Practice 0124</b> ), soil poisoning, dust control, stormwater control, effluent, etc.
<b>LEGISLATION AIMED AT CONTROLLING THE TRANSPORTATION OF WASTE</b>			
26.	<b>Hazardous Substances Act 15 of 1973 and Regulations</b>	DoH, in cooperation with its Provincial counterparts	Section 29 - Regulations. Also see <b>SABS Codes of Practice 0228, 0229, 0231, 0232.</b>
	GN R73 (GG 9556, 11/01/1985) as amended by GN R1701 (GG 14060, 26/06/1992)		Regulations governing road transport of Group I & II Hazardous Substances
	GN R1189 (25/08/1995)		Transporting certain identified hazardous chemical substances is only allowed if accompanied by Regulations governing road transport of Group I & II substances HAZCHEM data.
27.	<b>National Road Traffic Act 93 of 1996 and Regulations</b> (repealed National Roads Act 54 of 1971 & Road Traffic	DoT	Section 54. See <b>SANS Codes of Practice 10228, 10229, 10231, and 10232.</b>

Integrated Waste Management (IWM) Policy

Act/Regulation	Administering Authority	Relevant Sections/Comments
Act 29 of 1989).		
GN R225 (GG 20963, 17/3/2000)		National Road Traffic Regulations. See GN R246 & R247 (GG 14596 - 26/02/1993).
<b>LEGISLATION AIMED AT THE PREVENTION OF LITTERING</b>		
28. Advertising on Roads and Ribbon Development Act, 21 of 1940		Section 8. Proclamation 23 (GG 16340 of 31/03/1995) assigned administration of this Act to the provinces.
29. South African National Roads Agency Limited & National Roads Act 7 of 1998.	DoT	Section 51.
30. Environment Conservation Act 73 of 1989 (ECA)	Local Authorities through Bylaws	Sections 1 - Definitions, 19 - Prohibition of littering, 19A - Removal of litter, 24A - Regulations.
GN 1994 (GG 21203, 19/05/2000)		Proposed regulations under Section 24 of the ECA, relating to plastic bags, for comment within three months of the notice.

## ANNEXURE J: Events Integrated Waste Management Plan Pro Forma

Must be completed by event organiser and submitted to Permit Office before events permit will be issued  
Ensure that completed form accompanies other event information required for issuing of permit.

### 1. Event Details

Name of Event: \_\_\_\_\_

Type of event: \_\_\_\_\_

Anticipated crowd size: \_\_\_\_\_

Venue: \_\_\_\_\_

No. of Days: \_\_\_\_\_

Date(s): \_\_\_\_\_

Organiser (company): \_\_\_\_\_

Responsible person at event: \_\_\_\_\_

Contact details: Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Budget provision for waste management: \_\_\_\_\_

### 2. Waste Management Details

Service provider for cleaning and removal of waste: \_\_\_\_\_

Service provider: Removal of recyclables: \_\_\_\_\_

No. general waste bins: \_\_\_\_\_ Number of recycling bins: \_\_\_\_\_ Number, type and size of waste skips: \_\_\_\_\_

### 3. Waste types

Tick next to appropriate category to identify types of waste that will be generated and waste that will be recycled.

Type	General Waste	Recyclable materials
Food waste		
Garden refuse/ bulk vegetable matter		
Paper/cardboard		
Glass bottles/ containers		
Plastic bottles, wrapping, etc		
Metal		
Beverage cans		
Construction/Builders rubble		
Electronic waste		
Medical waste		
Hazardous waste		
Health care or veterinary waste		
Other category of waste not specified above:		

How much waste will be generated at event

(e.g. No of 240 litre bins, refuse bags or skips). If not possible please provide the estimated total mass or volume or relevant information as per a service provider

estimate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note: This Plan excludes the provision for sanitation services.**

For more information contact relevant department below:

Events Permit office: International Tel +27 +(0)21 483 9272 Fax +27 +(0)21 483 9273

Solid Waste Call Centre: 0860 103 089

# ANNEXURE K: Waste Assessment Form Pro Forma



CITY OF CAPE TOWN | ISIXEKO SASEKAPA | STAD KAAPSTAD

THIS CITY WORKS FOR YOU

## WASTE ASSESSMENT

To be completed in personal consultation with  
City of Cape Town Citizen Service Agents.

### MUST BE COMPLETED BY ALL BUSINESSES

Company Name:

Business Partner Number (Official use – supply from SAP system):

Premise Address:

Postal Code

Tel No:   Contact Person:

Tick next to appropriate category to identify types of waste that will be generated due to business activities on the company premises. Please provide an estimate of the number of containers (240 Litre wheeled bin, or similar) of waste generated for each category per week. If this is not possible, please provide the total mass or volume that your company will generate per week. Supply any other information that is relevant about waste that must be collected, or that will be recycled:

Category	Non-hazardous? (tick ✓)	Hazardous? (tick ✓)	Estimated no. of 240 L bins per week	Additional Information
General waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Food waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Garden Refuse/ Vegetation (bulk)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Paper/ Cardboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Plastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Beverage tins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Construction/ Builder's rubble	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
e-Waste (electronic/ electrical)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Sub-Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Health care or veterinary waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Hazardous waste (bulk)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Sub-Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<b>TOTAL</b>			<input type="text"/>	

Name of person completing the form:

Signed:  Date:

(For official use: Please return the completed form to – Director Solid Waste Management, Admin Dept,  
Civic Centre, 12 Herzog Boulevard,  
Cape Town, or PO Box 298, Cape Town , 8000)

## ANNEXURE L: Policy Amendment Schedule

Date	Policy Version Number	Notes on Key Amendments (with Section, Page number)
20 April	Version 1, Draft 14	Final Draft for Public Input