



COUNCIL POLICY

Waste Management Services

Policy Number:	PO125		
Strategic Plan Goal:	Goal E – Protected and Restored Environment Strategy E.1 – Improve the management, collection, recycling and disposal of waste		
Policy Owner:	Director Assets and Infrastructure Services	Record Number:	16/14196[v9]
Responsible Officer:	Operations Manager	Minute Reference:	325/2025 (12/11/2025)
Date Adopted:	12/11/2025	Next Review Date:	November 2029

1. POLICY OBJECTIVES

This Policy sets out the service to be provided to properties in regard to a waste and recycling collection service within Yorke Peninsula Council Local Government area.

2. SCOPE

This policy applies to all properties eligible to receive the waste and recycling collection service.

3. DEFINITIONS

Refer to Attachment 1.

4. POLICY STATEMENT

Yorke Peninsula Council (Council) will provide a waste and recycling service consisting of a weekly putrescible (household waste) collection, fortnightly collection of appropriate recyclable household waste and a monthly green organics waste collection, subject to the following:

- Each residential property within the town service area that pays the relevant service charge will be provided with a '3 bin system'- one (1) putrescible (140L) bin, one (1) recyclables (240L) bin and one (1) green organics (240L) bin.
- Each property outside the town service area that pays the relevant service charge will be provided with a '2 bin system'- one (1) putrescible (140L) bin, one (1) recyclables (240L) bin (depending on location).
- Where multiple residences exist and are identified within Council's assessment book a standard entitlement will be provided to each residence unless otherwise approved pursuant to this policy. (Refer to Section 4.4 for business, industrial and commercial premises).

- New residential properties are entitled to begin receiving the service once the new dwelling is at the state where it can be occupied, and the Statement of Compliance has been received. If the Statement of Compliance is not received, bins will not be issued to the property.
- All bins allocated by Council must remain with the property, and remain the property of Council for the first ten (10) years after initial allocation. Ongoing repairs and replacement is to be carried out at the expense of the property owner/occupant. Replacement putrescible, recyclables and green organics bins must be purchased from Council.
- The supply and collection of additional bins above the standard entitlement is by arrangement with Council. Fees for the supply and collection of additional bins are set out in Council's Fees and Charges Register (R011).
- Council is committed to providing education and support to the community on the implementation of waste management reform strategies and will continue to work with residents and organisations to assist them to identify and facilitate solutions to any waste management issues associated with the introduction of waste management reform strategies.
- The Director Assets and Infrastructure Services, in collaboration with the Operations Manager, is delegated to approve waste management solutions where the resident or organisation can demonstrate exceptional circumstances that require flexibility in the application of this policy, provided that the solution(s) will have little or no cost implications for Council or its contractor.

4.1. Putrescible Collection Weekly Service (140L Red-lidded bin)

The putrescible collection service will be provided weekly via the use of a Council issued 140L red-lidded bin whose weight when full shall not exceed 75kg. Bins exceeding 75kg weight will not be serviced and left for the resident to either take to a transfer station at their cost, or will be serviced the following week subject to the bin weight content adjustment and weight compliance. The putrescible collection service will be provided to all properties that are entitled to receive the service (refer to Standard Entitlements in Attachment 1 – Definitions). Non-rateable properties, including those premises defined in Section 4.5 must apply in writing to receive the standard entitlement.

In addition, residential properties may apply to receive a maximum of one (1) additional putrescible collection service per week subject to the payment of the appropriate fee(s), as set out in Council's Fees and Charges Register (R011). Any further additional requirements for putrescible waste disposal must be sourced from an external contractor by the property owner/occupant.

4.2. Recyclables Collection Fortnightly Service (240L Yellow-lidded bin)

The recyclables collection service will be provided fortnightly via the use of a Council issued 240L yellow-lidded bin whose weight, when full, shall not exceed 75kg. Bins exceeding 75kg weight, will not be serviced and left for the resident to either take to a transfer station at their cost, or will be serviced the following fortnight subject to the bin weight content adjustment and weight compliance.

The recyclables collection service will be provided to all properties that are entitled to receive the service (refer to Standard Entitlements in Attachment 1 – Definitions). Non-rateable properties, including those premises defined in Section 4.5 must apply in writing to receive the standard entitlement.

In addition, residential properties may apply to receive a maximum of one (1) additional recyclables collection service per fortnight subject to the payment of the

appropriate fee(s), as set out in Council's Fees and Charges Register (R011). Any further additional requirements for recyclable disposal must be sourced from an external contractor by the property owner/occupant.

4.3. Green Organics Collection Monthly Service (240L Green-lidded bin)

The green organics collection service will be provided monthly via the use of a Council issued 240L green-lidded bin whose weight, when full, shall not exceed 75kg. Bins exceeding 75kg weight, will not be serviced and left for the resident to either take to a transfer station at their cost, or will be serviced the following month subject to the bin weight content adjustment and weight compliance.

The green organics collection service will be provided to residential properties within the town service area who pay the three (3) bin service charge (refer Standard Entitlements in Attachment 1 – Definitions).

In addition, residential properties may apply to receive a maximum of one (1) additional organics collection service per month subject to the payment of the appropriate fee(s), as set out in Council's Fees and Charges Register (R011). Any further additional requirements for organics disposal must be sourced from an external contractor by the property owner/occupant.

Additional green organics services are identified to the contractor by a unique sticker, provided by Council upon purchase of the bin. This sticker is placed on the lid of the additional green organics bin.

Rural properties are not entitled to a green organics collection service.

4.4. Business, Industrial, Commercial Premises and Progress Associations

It is outside of Council's responsibility to collect waste generated by the activities of business, industrial, commercial premises and progress associations, above the standard entitlement. All business premises will be required to organise and access a commercial waste, recycling and garden organics (if applicable) collection service for any needs in excess of the collection services defined within this policy.

Further to this business, industrial, commercial premises and progress associations, may apply to receive a maximum of up to three (3) putrescible collection services per week and three (3) recyclables collection services per fortnight subject to the payment of the appropriate fee(s), as set out in Council's Fees and Charges Register (R011).

Multiple tenancies on a single allotment may each apply to receive the standard entitlement and will be charged a service charge for each service (refer to Standard Entitlements in Attachment 1 - Definitions).

4.5. Council Owned Properties and Other Occupied Premises

A Council owned property or other occupied premises (generally non-rateable) may include, but is not limited to, premises/organisations such as schools, community groups, sports clubs, health services, religious centres, child or aged care facilities, etc.

In addition to the above, a discretionary provision also allows Council to provide a waste and recycling collection service to other groups, organisations or activities that can demonstrate they are of a general benefit or that they operate in the community's best interest.

A collection service will only be provided for properties within this category once a written application is approved by Council. The appropriate service charge, as determined by Council, and fee(s), as set out in Council's Fees and Charges Register (R011), will apply.

4.6. Bin Servicing Times and Requirements, and Bins not Serviced

Please refer to the Kerbside Collection Calendar found on Council's website for collection areas/days, servicing requirements and public holiday changes.

Where a regular service day falls on a public holiday, all services will continue on the same day as normal (unless otherwise advised) with the exception of Good Friday, Christmas Day and New Year's Day with further collections for that week being delayed by one (1) day. Any such changes will be advertised on Council's website and social media channels.

If bins are not serviced, residents are advised to refer to the current Kerbside Collection Calendar, found on Council's website, for contact information.

What can I put in my bins

Please refer to the website www.whichbin.sa.gov.au.

Yorke Peninsula Council currently does not have E-Waste or Hard Rubbish collections. Please refer to Council's website for more information.

4.7. Prohibited Waste

The following substances are **prohibited** from collection by Council's waste and recycling collection service:

- hot ashes;
- liquids;
- dust and fine loose material unless it is securely wrapped in paper;
- pool chemicals;
- paints, varnishes and solvents
- listed waste (refer to Schedule 1 of the Environment Protection Act);
- car batteries;
- acids and alkalis;
- soil, sand, gravel, rocks, etc.;
- building materials, including concrete, bricks, masonry, tiles, etc.;
- asbestos;
- bitumen;
- vehicle bodies, engines and parts;
- tyres;
- explosives and ammunition;
- gas bottles;
- medical waste (including prescribed waste from dental and veterinary practices);
- wastes resulting from medical or veterinary research;
- radio-active waste;
- e-waste; and

any other item or substance that may constitute a hazard to the waste collectors, to the mechanism of the collection vehicle and/or to the environment at large.

4.8. Refusal of Service

Service may be refused in circumstances where:

- the approved Council supplied waste collection container is not used (does not have the square around the Yorke Peninsula Council logo);
- the bin contains prohibited waste as detailed in Section 4.7;
- a bin and its contents weigh more than 75kg;

- a bin is placed in a location that cannot be **easily** accessed by the collection vehicle (eg – under/near trees/cars or bins not 1m apart etc);
- there is repeated and recorded misuse of the bin; and/or
- an occupier has repeatedly failed to remove bins within twenty-four (24) hours of the bin(s) being emptied.

Council reserves the right to refuse service where it is impractical to collect, store or present bins, or where as part of planning approval conditions responsibility for waste management is vested with the property owner/occupier.

Bins will only be collected from a township service area, the designated service area (refer Attachment 1 Definitions) or at an identified waypoint or bin station.

4.9. Fees and Charges for the Service

Service charges will be levied on all properties to which the Waste Management Service is available. The service charge will be set each year by Council to cover the costs necessary to establish, operate and maintain the service. Income from the service charge will only be used to fund costs associated with the collection of waste, recycling and organics bins.

A charge for Waste Management Services will be included on the rates notice for each assessment that receives the service and will be payable at the same time general rates are payable. The service charge will be recovered as if it were a rate, even if the service charge is against a non-rateable assessment.

There will be different service charges for a “2 bin system” and “3 bin system”, as determined by Council annually, with rural properties charged based on a sliding scale determined by the distance from the property (being the identified rural property address) to the nearest collection location.

Approved additional bin applications, must be paid for prior to collecting them from any Council office. Where additional bins are provided fees will be calculated on an annual basis, as set out in Council’s Fees and Charges Register (R011). These fees will also be included on the properties rates notice and payable at the same time the general rates are due. Additional bin fees will remain effective until bins are returned to a Council office identifying the cessation of the service.

Rural properties that are located more than 5km from the nearest collection location may elect to access the waste and recycling service. This service shall be provided by agreement only and upon payment of the appropriate fee (refer to Council’s Fees and Charges Register (R011)). Properties accessing this service will be issued a debtor invoice as the charge cannot be placed on Rates notices due to GST being applicable.

In the case of residential or commercial lease/rentals, tenants may apply for additional bins without the permission of the property owner, however must be paid in full for the remainder of the current financial year, prior to the collection of the bin/s. These fees will be calculated on an annual basis, as set out in Council’s Fees and Charges Register (R011), and invoiced separately to the tenant. The bins are to stay with the property and the tenants will continue to be invoiced annually in advance for this service, until the additional bin/s are returned to a Council office.

The following is a summary of the Waste Management Services supply, requirements and payment references:

Supply of:		Requirements:	Payment:
New Service (3 bin service)*		Statement of Compliance for new builds Complete SF171 and visit Council Office	No Charge for bins; service charge added to rates
Business, Industrial, Commercial Premises and Progress Associations (max of 3)		Complete SF171 and visit Council Office	Refer to Council's Fees and Charges Register (R011)
Additional Bins**	Residential (one)	Complete SF171 and visit Council Office	Refer to Council's Fees and Charges Register (R011)
Stolen Bins		YPC Statutory Declaration OR Police Report	No Charge
Damaged Bins	Damaged by Truck	Contact Contractor	Replacement provided by Contractor
	Replacement**	Complete SF171, visit Council Office and return damaged bin	Refer to Council's Fees and Charges Register (R011)
<p>*All bins are to be supplied by Yorke Peninsula Council with a square around the Yorke Peninsula Council logo.</p> <p>**Second hand bins occasionally become available for purchase and are recorded in Council's Second Hand Bin Register.</p>			

4.10. Stolen (missing) or Damaged Bins

In the event of a bin being stolen, Council will replace the bin(s) at no cost to the property owner/occupant subject to proof of the bin being stolen being provided by way of a Police Report or Statutory Declaration.

Ongoing repairs and replacement bins are at the expense of the property owner/occupant as set out in Council's fees and charges Register (R011).

If the property owner/occupant is claiming that the bin has been damaged or broken by the garbage truck during servicing, they must contact the contractor directly (refer to the current Kerbside Collection Calendar, found on Council's website, for contact information).

If the bin has been damaged in another way, the property owner/occupant must complete an application for a replacement bin and return the damaged bin or provide photographic evidence (including bin serial number) to show that the bin can no longer be serviced. The replacement cost/s can be found in Council's Fees and Charges Register (R011).

4.11. Bins for Special Events (240L Maroon-lidded bin)

Please apply in writing to admin@yorke.sa.gov.au noting the number required (maximum 6), address and dates to be delivered/collected by Council, and who is responsible for the bins during the special event

5. COMPLAINTS

Waste Management services complaints should be directed to Council's contractor via their contact information available on Council's website. Any complaints unable to be remedied by the contractor or any other complaints relating to this policy can be made in writing to Council's Operations Manager. Complaints will be managed in accordance with Council's Complaints Policy PO147.

6. REVIEW

This policy will be reviewed every four (4) years and as deemed necessary in consideration of any changes to legislation and relevant standards, codes and guidelines, audit findings or where Council need occurs.

7. TRAINING

Training needs will be reviewed as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

8. RECORDS

Records shall be maintained as required by Council's Records Management Policy (PO063) and relevant legislation.

9. RELATED COUNCIL POLICIES/PROCEDURES AND DOCUMENTS

Yorke Peninsula Council 2025-2029 Strategic Management Plan

PO063 Records Management Policy

PO147 Complaints Policy

SF171 Request for Waste Management Services

R011 Fees and Charges Register

R045 Bin numbering Register

R112 Second Hand Register

IS125 Residential Kerbside Collection Calendar

10. REFERENCES AND LEGISLATION

Environment Protection Act 1993

Local Government Act 1999

11. COUNCIL DELEGATION

Any applicable delegations are available on Councils website via the Delegations register via <https://yorke.sa.gov.au/about-us/forms-plans-and-publications/registers/>

12. VERSION HISTORY

Version No	Issue Date	Description of Change
1	08/04/2008	Policy creation
2	08/07/2008	Minor Revision.
3	08/06/2010	Minor Revision.
4	13/0/2012	Minor Revision.
5	11/06/2014	Minor Revision.
6	12/08/2015	Minor Revision.
7	09/08/2018	Minor Revision.
8	09/01/2019	Minor Revision.
9	12/11/2025	Full Revision.

ATTACHMENT 1: DEFINITIONS

Term/Reference	Definition
The Act	The Local Government Act 1999
Assessment	A parcel of land identified within Council’s assessment book.
Service Charge	The charge imposed by Council for the service, in accordance with Section 155 of the Local Government Act 1999.
Non-Rateable	Properties identified as non-rateable in accordance with the Local Government Act 1999.
Standard Entitlements	<p>For residential properties within the town service area:</p> <p>1 putrescible (140L) collection per week, 1 recyclables (240L) collection per fortnight and 1 green organics (240L) collection per month i.e. “3 bin system”.</p> <p>For residential properties within the rural service area and commercial/industrial/other/non-rateable properties:</p> <p>1 putrescible (140L) collection per week and 1 recyclables (240L) collection per fortnight i.e. “2 bin system”.</p>
Bin	A 140L or 240L Mobile Garbage Bin (MGB)
Residential Properties	Those properties where there is an identified habitable household, i.e. a residence which can be used for living by having the reasonable facility and comfort for a person (or persons) to stay (e.g. a building protecting from weather, having facility for running water, access to public road and toilets with reasonable accessories).
Town Service Area	Those properties located within a restricted speed zone of less than 80km/h or as determined by Council.
Rural Service Area	All other areas within the Council boundary.
Council	Yorke Peninsula Council, including any of its authorised representatives or staff under the delegated authority of Council.
Putrescible	The part of household waste remaining after the removal of recyclables and green organics.
Recyclables	<p>A substance or object that can be recycled, including:</p> <ul style="list-style-type: none">• newspapers, magazines, junk mail, stationery, office paper, envelopes, telephone books, egg cartons and cardboard;• liquid paperboard cartons (e.g. milk and ice coffee cartons);• glass bottles (including wine bottles) and jars (excluding crockery);• aluminium rigid and semi rigid packaging;• rigid plastic packaging and bottles;• rigid steel packaging (including aerosol cans); and• any other recyclables as nominated by Council.
Green Organics	<p>Biodegradable waste, including:</p> <ul style="list-style-type: none">• small prunings, cuttings and branches no larger than 1m long and 50mm in diameter;

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Term/Reference	Definition
	<ul style="list-style-type: none">• lawn clippings, leaves, weeds (excluding prescribed plants) and cut flowers; and• any other materials as nominated by Council.
Waste	Any discarded object or material (whether or not it has any apparent value).