



COUNCIL POLICY

Waste & Recycling Policy

Policy Number:	PO125		
Strategic Management Plan Goal:	Goal 3 - Valued and Restored Environment		
Policy Owner:	Chief Executive Officer	File Number:	16/14196[v7]
Responsible Officer:	Director Assets and Infrastructure Services	Minute Reference:	240/2018 (12/09/2018)
Date Adopted:	12/09/2018	Next Review Date:	September 2022

1. POLICY OBJECTIVES

To outline the entitlement of properties to waste and recycling collection services.

2. SCOPE

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

3. DEFINITIONS

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).

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Town Service Area	Those properties located within a restricted speed zone of less than 100km/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;• 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).

4. POLICY STATEMENT

- Each residential property that pays the relevant service charge will be provided with one (1) putrescible (140L) bin and one (1) recyclables (240L) bin to enable the collection service to commence regardless of the size of the premise.
- New residential properties within the town service area are required to provide their own 240L green-lidded bin for green organics. These can be purchased from Council or an alternate supplier (e.g. hardware store).
- 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.)
- 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 and recyclables bins must be purchased from Council.
- 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.

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- 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 Chief Executive Officer in collaboration with the Director Assets and Infrastructure Services 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 Service

The putrescible collection service will be provided to all properties that are entitled to receive the service (refer to Standard Entitlements in Section 3 – 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).

The putrescible collection service will be provided weekly via the use of a Council issued 140L red-lidded bin.

4.2 Recyclables Collection Service

The recyclables collection service will be provided to all properties that are entitled to receive the service (refer to Standard Entitlements in Section 3 – 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).

The recyclables collection service will be provided fortnightly via the use of a Council issued 240L yellow-lidded bin.

4.3 Green Organics Collection Service

The green organics collection service will be provided to residential properties within the town service area who pay the three (3) bin service charge.

In addition, Council may consider providing a green organics collection service to businesses and community groups within the town service area, and additional green organics collection services to eligible properties (including residential properties) subject to the following conditions:

- applications must be made in writing; and
- the appropriate fee(s), as set out in Council's Fees and Charges Register (R011), must be paid prior to the commencement of the service.

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The green organics collection service will be provided monthly via the use of a 240L green-lidded bin.

4.4 Business, Industrial and Commercial Premises

It is outside of Council's responsibility to collect waste generated by the activities of business, industrial and commercial premises 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 and commercial premises 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 as detailed in Section 3 – 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 Collection Times

Where a regular collection 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 shown on Council's website and advertised in the local newspaper.

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;

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- 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 waste collection container is not used;
- 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;
- 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 rural route or at an identified waypoint or bin station.

4.9 Fees and Charges for the Service

A service charge will be levied on all properties to which the service is made available.

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.

Where additional bins are provided fees will be calculated on an annual basis, as set out in Council’s Fees and Charges Register (R011), and invoiced separately to the annual service charge.

The service charge will be set each year by Council and will 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 waste and recycling service.

A charge for the service 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.

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, as determined by Council.

5. COMPLAINTS

Complaints relating to this policy can be made in writing to the Operations Manager.

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.

7. TRAINING

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

8. RELATED COUNCIL POLICIES AND DOCUMENTS

Yorke Peninsula Council 2016-2020 Strategic Management Plan
SF171 Request for Waste and Recycling Service
SF176 Request for Additional Green Waste Collection – Residential Properties
SF032 Request for Green Waste Collection – Businesses and Community Groups
R011 Fees and Charges Register

9. REFERENCES AND LEGISLATION

Environment Protection Act 1993
Local Government Act 1999

10. COUNCIL DELEGATION

Delegate:	Chief Executive Officer
Sub Delegate:	Director Assets and Infrastructure Services

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
Waste & Recycling Policy	PO125	11/03/2008	08/06/2010
Waste & Recycling Policy	PO125	11/06/2014	12/08/2015
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