



## Fleurieu Regional Waste Authority (FRWA)

|                           |  |
|---------------------------|--|
| <b>Policy Title</b>       | <b>KERBSIDE WASTE COLLECTION POLICY – DISTRICT COUNCIL OF YANKALILLA</b> |
| <b>Policy Number</b>      | <b>POL-2006</b>  |
| <b>Date of Adoption</b>   | <b>11 Sep 2012</b>   |
| <b>Version Number</b>     | <b>8.2</b>   |
| <b>Next Revision Date</b> | <b>May 2019</b>  |

| <b>Document History</b> |                    |  |
|-------------------------|--------------------|--|
| <b>Version No:</b>      | <b>Issue Date:</b> | <b>Description of Change:</b>  |
| 1.                      | Sep 2012           | New Document, Board meeting 11 Sep 2012, agenda item 6.1   |
| 2.                      | Sep 13             | Board meeting 17 Sep 13 agenda item 6.4 changes to 5.1 School Support & 6.4 240l bins case specific  |
| 3                       | June 14            | 5.1 City of Victor Harbor – vacant land and primary producers  |
| 4                       | December 2015      | Changes due to implementation of Fortnightly collection services by Alexandrina Council Board meeting 29 Oct 2014 item 6.4   |
| 5                       | May 2016           | Proposed changes due to implementation of Fortnightly collection services by Kangaroo Island Council   |
| 6                       | July 2016          | Review   |
| 7.2                     | May 2017           | The Kerbside Waste Collection Policy changed from one document applying to all Councils with sub sections for council specific variances to four council specific documents, marked as V7.1, V7.2, V7.3 and V7.4 Kerbside relating to District Council of Yankalilla only. Changes made to paragraphs 1, 4, 6.2, 6.5 and 8.2 |
| 8.2                     | May 2018           | Changes due to implementation of fortnightly collection services, changes made/added paragraphs 5.1; 5.4.1; 5.5; MGBs 6.3; 7; 7.1; 7.2.8 and 10.2  |



TABLE OF CONTENTS

- 1. INTRODUCTION ..... 2
- 2. POLICY OBJECTIVE ..... 2
- 3. LEGISLATION AND COMPLIANCE ..... 2
- 4. DEFINITIONS ..... 2
- 5. COLLECTION SERVICE ..... 3
- 5.1. Residential, Small Business, Sports Clubs/Ovals, Community Clubs, Schools and Childcare Facilities ..... 3
- 5.1.1. Sporting Clubs/Ovals and Community Clubs ..... 3
- 5.1.2. Retirement Villages and Multi Dwelling Properties ..... 3
- 5.1.3. Council Public Litter Bins ..... 3
- 5.1.4. Event Bins ..... 4
- 5.2. Collection Schedule ..... 4
- 5.3. Collection Point ..... 4
- 5.4. Additional and New Collection Services ..... 5
- 5.4.1. Exceptional Circumstances - Additional Bins for Fortnightly Collection Service ..... 5
- 5.5. Collection Service Problems ..... 6
- 5.6. Collection Schedule Issues ..... 6
- 6. MOBILE GARBAGE BINS (MGB) ..... 7
- 6.1. Background ..... 7
- 6.2. Supply and Purchase of MGBs ..... 7
- 6.3. Replacement of stolen or damaged bins ..... 7
- 6.4. Standards for MGBs ..... 7
- 6.5. Standardisation of bin systems ..... 7
- 7. COMPOSTING EQUIPMENT PROVISION ..... 8
- 7.1. Subsidy Provision ..... 8
- 7.2. Bench top Kitchen Caddy Provisions ..... 8
- 8. SUBSIDIARY PROOF OF IDENTIFY – FORTNIGHTLY COLLECTION SERVICE ..... 8
- 9. CUSTOMER SERVICE ..... 8
- 10. WASTE ACCEPTED PER KERBSIDE SERVICE ..... 8
- 10.1. Materials accepted for Co-mingled Dry Recycling (240 litre yellow lid bins) ..... 8
- 10.2. Materials accepted for Green Organics Collection (240 litre green lid bins) ..... 9
- 10.3. food scraps including meat, fats and bone (lightly wrapped in newspaper or contained in a compostable bag) ..... 9
- 10.4. Materials accepted for Municipal Solid Waste Collection (140l blue/green/red lid bins) ..... 9
- 11. PROHIBITED WASTE ..... 9
- 12. IMPLEMENTATION OF THE ENVIRONMENT PROTECTION (WASTE TO RESOURCES) POLICY (W2R EPP) ..... 10
- 13. REVIEW ..... 10
- 14. FEES AND CHARGES ..... 10



## KERBSIDE WASTE COLLECTION

### 1. INTRODUCTION

Under the banner of FRWA, Alexandrina Council, City of Victor Harbor, Kangaroo Island and the District Council of Yankalilla are working to achieve sustainable waste and resources management in the region. FRWA endeavors to reduce waste going to landfill, increase reuse and recycling and promote a cleaner and healthier environment for today and tomorrow. FRWA provides all kerbside collection services for its Constituent Councils and operates four Waste and Recycling Depots.

### 2. POLICY OBJECTIVE

The Kerbside Waste Collection Policy (the Policy) sets out the provisions, operating procedures and charges for waste collection services to eligible, assessable properties and the responsibilities of FRWA as the service provider, the users of kerbside collections and the Constituent Councils for the collection of:

- Municipal Solid Waste (MSW)
- Co-mingled Dry Recyclable Waste
- Greenwaste
- Public Litter Bins
- Event Bins.

### 3. LEGISLATION AND COMPLIANCE

The statutory functions and powers of councils with respect to waste services are set out in the *Local Government Act 1999 (LG Act)*, the *South Australian Public Health Act 2011 (SAPH Act)* and the *Environment Protection (Waste to Resources) Policy 2010 (SA) (Waste Policy)*.

### 4. DEFINITIONS

**Co-mingled dry recyclable waste means:** paper, cardboard, certain types of plastic, glass and aluminium and steel cans that can be processed and remanufactured into new products and other materials.

**Greenwaste means:** biodegradable waste that can be composted of garden waste such as grass or flower cuttings, plant and tree prunings, hedge trimmings.

**MGBs means:** Mobile Garbage Bins

**Municipal Solid Waste (MSW) – kerbside bin collection means:** The solid component of the waste stream arising from mainly domestic but also commercial, industrial, government and public premises including waste from council operations, services and facilities that is collected on behalf of the council via kerbside collection, but does not contain commercial and industrial waste (general), listed waste, hazardous waste or radioactive waste.

**Public Litter Bin means:** MGBs provided by Councils and placed in public places for general waste typically produced by the general public and/or specifically allocated for the needs of visitors in tourist centres; the use by businesses as commercial bins is prohibited.

**Rateable assessable property means:** dwellings, business, industrial and commercial premises (excluding vacant land) to which Council rates are applied.

**Small Business means:** non-manufacturing, that by nature of the business only produce waste that would typically be generated at residential premises to the same amount as an average household may produce.

**WHS means:** Work Health and Safety



**5. COLLECTION SERVICE**

**5.1. Residential, Small Business, Sports Clubs/Ovals, Community Clubs, Schools and Childcare Facilities**

FRWA provides kerbside collection services for MSW and co-mingled dry recyclables for each rateable assessable property excluding vacant blocks, regardless of the size or type of property in accordance with the collection calendar.

FRWA provides kerbside collection services of greenwaste for residential customers in selected areas of The District Council of Yankalilla in accordance with the collection calendar (greenwaste collections are not provided for commercial customers).

Each property is entitled to:

|                  |                            |                   |
|------------------|----------------------------|-------------------|
| MSW              | Co-mingled dry recyclables | Greenwaste        |
| Fortnightly 140l | Fortnightly 240l           | Fortnightly *240l |

\*In accordance with boundaries set by Council

\*\*During the summer holiday period, as identified in the collection calendar for each year, general waste bins will be collected weekly on the usual collection day.

Schools (Kindergarten to High Schools) are supported in their use of the kerbside recycling system (greenwaste and recyclables) by applying a formula of 1 recycling bin and 1 green bin (as applicable) per 50 students.

Standard MGBs systems are used for the provision of these services in accordance with clause 6.4.

Kerbside collection services are generally provided to residential properties and all other properties as listed above which are using MGBs and are typically co-located with residential properties or constitute a small business.

**5.1.1. Sporting Clubs/Ovals and Community Clubs**

Currently various arrangements are in place between sporting clubs and ovals and respective Councils.

Councils and FRWA are working towards developing a waste management plan for sporting clubs and ovals until then current arrangements remain in place.

Commercial properties that warrant having a green waste collection may use this service provided the green bin is used solely for its intended purpose. Contamination of the green bin may result in its removal from service.

**5.1.2. Retirement Villages and Multi Dwelling Properties**

FRWA will service one set of bins per rateable property with the exemption of rateable properties with 3 or more dwellings, in these instances one set of bins per dwelling will be serviced.

Assessment of future developments should include waste issues and are to be referred to FRWA for comment in the planning stage and prior to final approval.

**5.1.3. Council Public Litter Bins**

FRWA provides kerbside collection services for public litter bins in accordance with agreed schedules as per council specific Service Level Agreements (SLAs). Variances to services set out SLAs may require a review and adjustment of associated costs for services.

All parties will review the service schedule regularly and work cooperatively to ensure that the service meets the community needs.



#### 5.1.4. Event Bins

From time to time Constituent Councils or event organisers may request FRWA to provide services at special community events, such as festivals and shows.

The Constituent Council and/or event organisers will notify FRWA, at least ten (10) working days prior, of the date, time, location and duration of the event, the numbers of MGBs required and the frequency of service. Where a Council requests that services be undertaken on days other than usual working days its consent to the collection schedule and associated costs is taken to have been given.

The Council requesting the event service will provide FRWA with a Council Purchase Order Number for billing purposes or the payment agreements with the event organiser if that person is to be billed directly by FRWA.

Event organisers may also directly contact FRWA and request the service in which case FRWA is to invoice the event organiser directly and Councils have no liability to FRWA in such circumstances. Event organisers must pay a deposit of 50% of the estimated cost for the requested service with confirmation of the order five working days prior to the event.

#### 5.2. Collection Schedule

FRWA will develop, advertise and implement approved schedules for kerbside collection services. Any proposed significant changes to the approved schedules have to be submitted to the respective Council for approval prior to implementation.

Operational adjustments are the responsibility of FRWA (that includes but is noted limited to making good for truck downtime, extreme weather events, etc).

Collection days and service for the City of Victor Harbor, Alexandrina Council and District Council of Yankalilla are documented in the Kerbside Collection Calendar (the Calendar) which is published annually. The Calendar can be viewed and down loaded from the FRWA web page [www.frwa.com.au](http://www.frwa.com.au) and hard copies can be collected at all FRWA operated Waste and Recycling Depots, FRWA office, council offices and participating Community Centres and outlets of Australia Post.

Property owners/residents are encouraged to put bins out the night before the collection day but in any case not later than 5.30am on the day of their scheduled collection.

#### 5.3. Collection Point

The collection will generally be undertaken from the kerbside adjacent to each eligible premise. Bins must be placed within 1m of the kerb, facing the roadway with the handles facing the property.

Bins will not be collected from other than the kerbside location or bin banks unless prior arrangements, including a signed agreement, indemnifying FRWA against any claims for damages from the property owner or occupier, are in place.

Specific circumstances may include the following:

- insufficient space is available at the kerb or for other reasons, including safety
- public access road to a premises is not safe for collection vehicles
- no kerb available and bins need to be collected from the end of the road side end of the driveway.

Bins at bin banks may be chained to the stand/rail unless marked 'do not chain' by the owner of the bin.

All bin owners are encouraged to write the address of their property on the bin. For residents in cul-de-sacs, bins must be grouped on the left hand side of the street at the beginning of the turnaround.



#### 5.4. Additional and New Collection Services

Anything extra to one set of bins per rateable, eligible property for residents and small businesses is considered to be an additional collection.

The existing FRWA collection schedules and WHS requirements will determine if FRWA can provide an additional or new kerbside pickup at the property or if the property will be included in a bin bank pick up.

Extra bin services per waste stream are limited to 2 additional bins per waste stream. These bins are to be identified with stickers that will be issued at the time the service is paid for. Sticker colours will change each year to identify current paid up customers.

For new services the property owner must notify FRWA to ensure that the additional property(s) will be included in the collection schedule from the next scheduled collection in that area.

It is the responsibility of the property owner to purchase bins for the services required.

##### 5.4.1. Exceptional Circumstances - Additional Bins for Fortnightly Collection Service

Under exceptional circumstances large families, households that produce nappies and households with special medical needs that meet certain criteria will be exempted from payment for one or more additional general waste collection services and 140L mobile garbage bin.

- A 'large family' is defined as a permanent residential dwelling in which 5 or more persons live for at least 5 nights per week on average. This definition excludes holiday homes which may contain large numbers of residents for a small portion of the year.

Entitlement:

- A large family will be entitled to one (1) additional 140l general waste bin exempted from payment.

- 'Households that produce nappies' are residential households in which one or more permanent residents wear nappies. This includes babies and young children as well as persons of any age with continence issues.

This definition does not include households where children in nappies visit, family day care facilities or childcare centres (which, as commercial operations, should make their own arrangements for waste collection).

Entitlement:

- Households with 1-2 residents using nappies will be entitled to one (1) additional 140l general waste bin exempted from payment.

- 'Households with special medical needs' are permanent private households that produce medical waste. These households will be self-identified through a questionnaire on the Application Form.

This definition does not include premises generating medical waste from a commercial operation such as home massage clinic, or chiropractor clinics).

Entitlement:

- Households with special medical needs will be entitled to one (1) additional 140l general waste bin exempted from payment.

Households will not be provided with more than one (1) additional 140l general waste bin except under extraordinary circumstances as approved individually by FRWA's Executive Officer following a household waste audit. The provision of additional 240l general waste bins or swapping a 140l general waste bin for a 240l general waste bin is not allowed under the policy.

Households that have exceptional circumstances will need to apply to the District Council of Yankalilla each financial year by completing an Application Form. No payment will be required, but households will be required to complete a new form (renewal) each year confirming their



continued eligibility. Stickers will be issued which the household must apply to their additional bin(s) – bins without correct year stickers will not be collected.

Additional bins granted for exceptional circumstances will be fully subsidised by Councils/FRWA – i.e. bins provided to residents at no cost.

To receive this subsidy residents will be required to provide proof of identity as set down in item 8.0 of this Policy each time they re-apply for exemption.

Holiday home owners who have high use of properties beyond the peak summer season will be encouraged to subscribe to either the annual additional bin service or to engage a commercial waste contractor.

#### 5.5. Collection Service Problems

##### Refusal of Service

All waste must be fully contained within the bin with the lid closed and no waste is to be placed alongside of bins.

Customers have the responsibility to use the present MGBs in a manner that is suitable for the kerbside collection by robotic arm collection vehicles.

Service may be refused for:

- bins facing the wrong way
- failing to use the approved waste collection container
- placing insanitary waste out for collection
- placing prohibited waste out for collection
- placing a bin that weighs more than 75kgs out for collection
- items have been placed next to the bin for collection
- overfilling the waste container e.g. items are protruding out of the top of the bin
- failing to place a bin in a location that can be reached by the collection vehicle
- the condition of the waste container is such that it is unfit for collection
- the bin is on private property
- failing to use the containers correctly, leading to contamination of recyclables or green organics
- placing any dangerous, hazardous and illegal substances out for collection.

FRWA reserves the right to cease a collection service where there is repeated misuse of the service.

If a bin is rejected for collection due to one or more of the above circumstances, a rejection sticker must be placed on the bin stating the reason it was rejected. The customer must be given the opportunity to rectify the problem and contact details for FRWA to advise of the improvements and request the reinstatement of services. Rateable properties consistently presenting a MGB that is unfit for collection will forfeit the right to service and will be notified of the cancellation of the service in writing. FRWA must give written notice to the respective Council where a service is permanently discontinued.

#### 5.6. Collection Schedule Issues

FRWA must inform Councils immediately of any unforeseen significant diversion from approved collection schedules in their respective council areas and provide a timeframe within which the problem will be rectified. Councils and FRWA will work together to minimize any adverse effect this may have on the community.



**6. MOBILE GARBAGE BINS (MGB)**

**6.1. Background**

Historically each Council had different programs and charges in relation to the supply of bins and spare parts.

Over the years The District Council of Yankalilla has established the system that the user must purchase bins and spare parts (unless exempt in accordance with Clause 6.3 of this Policy).

**6.2. Supply and Purchase of MGBs**

It is FRWA’s responsibility to stock sufficient MGBs and spare parts to serve the communities of its Constituent Councils.

It is the responsibility of the ratepayer to purchase MGBs, spare parts and to undertake all repairs and replacement, unless circumstances as set out in clause 6.3 apply.

- MGBs and spare parts can be purchased at the Yankalilla Waste and Recycling Depot;
- Yankalilla.

**6.3. Replacement of stolen or damaged bins**

Replacement of stolen bins is the responsibility of the ratepayer/resident. Owners of the bins are encouraged to clearly write the property address at the front of the bin to discourage theft.

Replacement and repair of lost bins and damaged bins are the responsibility of the ratepayer/resident. Note that bins exposed to continued sunlight will start to deteriorate/fail after 7 years of exposure.

If bin damage has occurred as a consequence of the service provision FRWA will repair or replace the bin free of charge.

**6.4. Standards for MGBs**

Unless otherwise approved by FRWA in writing, MGBs for the kerbside collection services must accord with the following specification:

- Comply with Australian Standard 4123, Mobile Waste Containers
- Must be provided in the following sizes and lid colour

| <b>Service</b>                          | <b>MSW</b>   | <b>Co-mingled dry recyclables</b>                  | <b>Greenwaste</b>   |
|---|--|--|---|
| Standard residential and commercial**   | 140l blue lid * <sup>1</sup>   | 240l yellow lid                                    | 240l pale green lid   |
| Additional residential and commercial** | 140l blue lid * with additional annual collection sticker <sup>1</sup>               | 240l yellow lid with additional collection sticker | 240l pale green lid with additional annual collection sticker |
| Exceptional Circumstances bins          | 140L red lid with Exceptional Circumstances Exempt Annual Sticker collection sticker |  |   |

\* lid colour may change if greenwaste ks collection is introduced

1 \*\*Bins at commercial premises must be labelled with the street address in 100mm lettering

**6.5. Standardisation of bin systems**

If council resolves to change the standard system of bin sizes and lid colours, all costs associated with the change over to another standard system of MGBs and lid colours will be borne by the Council for the cost of MGBs and spare parts on a user pays principle.

If more than one Constituent Council changes the standard MGB system, participating Councils will contribute equally to general administrative costs associated with a change over.





Following the completion and transitional period of 6 months from the implementation date of a standardised MGB system, the purchase, repair, replacement and maintenance of MGBs is the full responsibility of the ratepayer.

## 7. COMPOSTING EQUIPMENT PROVISION

### 7.1. Subsidy Provision

Subsidised composting equipment across the The District Council of Yankalilla will be introduced. The subsidy will encourage the households without kerbside greenwaste collection to compost food waste, reducing the load on their general waste bin. It will also encourage households that have a green waste collection to compost at home. Refer to the table under Fees and Charges.

Composting items (compost bins and worm farms) will be available from the District Council of Yankalilla and FRWA Waste and Recycling Depot. Educational leaflets on composting and worm farming will be provided with each item. Composting workshops conducted as part of FRWA's Education Program will be promoted in conjunction with the provision of composting equipment.

### 7.2. Bench top Kitchen Caddy Provisions

Residents can wrap their food scraps in newspaper or place them loose into the green waste bin; however, the use of kitchen caddies will assist residents in making a smooth transition to fortnightly collections. Residents will be able to obtain a caddy in two ways:

- District Council of Yankalilla will provide a Kitchen Caddy Starter Kit – 1 x litre kitchen caddy and 1 x roll of 75 compostable bags to each property without charge with green organic bin. Kitchen Caddy kits will be available from Council offices.
- Residents may purchase additional caddies and rolls of compostable bags from Council or the Yankalilla **Waste and Recycling Depots**. To purchase composting equipment at the subsidised rate residents will be required to provide proof of identity as set down in item 8.0 of this Policy.

## 8. SUBSIDIARY PROOF OF IDENTIFY – FORTNIGHTLY COLLECTION SERVICE

Residents will be required to provide proof of residency in The District Council of Yankalilla Council. This includes either a current The District Council of Yankalilla Rates Notice (if home owner) or current utilities account (if occupant) and photo identification to receive any subsidies as part of the Fortnightly Collection Services.

## 9. CUSTOMER SERVICE

FRWA is responsible for providing the customer service function and is the principal point of contact for all customer inquiries and complaints.

Complaints must be received, recorded and actioned upon receipt and quarterly reports will be provided to the FRWA Board. FRWA will devise a system that allows the registering, prioritizing, follow up and completion of complaints.

It is FRWA's responsibility to rectify all substantiated complaints within reasonable timeframes:

- Urgent matters (such as safety hazards to any person and public health): immediate follow up.
- Non-urgent complaints: to be rectified at the earliest practicable time.

## 10. WASTE ACCEPTED PER KERBSIDE SERVICE

### 10.1. Materials accepted for Co-mingled Dry Recycling (240 litre yellow lid bins)

- rinsed rigid plastic containers with lids removed (recycle code 1-7);
- rinsed food and drink cartons;



- all paper, magazines and cardboard;
- rinsed glass jars and bottles with lids removed;
- aluminium cans;
- steel cans, aerosol spray cans;
- metal lids.

10.2. Materials accepted for Green Organics Collection (240 litre green lid bins)

- lawn/grass clippings;
- plant and tree pruning's (branches up to 15cm in diameter);
- weeds;
- leaves;
- flowers;

10.3. food scraps including meat, fats and bone (lightly wrapped in newspaper or contained in a compostable bag)

10.4. Materials accepted for Municipal Solid Waste Collection (140l blue/green/red lid bins)

- plastic wrappers and plastic bags;
- food scraps;
- nappies;
- soiled packaging;
- bones, fats and meats/fish (wrapped in newspaper)
- broken glass (wrapped in newspaper)
- ceramics
- general waste.

## 11. PROHIBITED WASTE

The following substances are prohibited from collection by the Council Waste Collection Service:

- hot ashes;
- manure;
- liquid waste including liquid paint and oil;
- dust and fine loose material unless it is securely wrapped in paper or plastic;
- pool chemicals;
- varnishes and solvents;
- listed waste as under 'dangerous substances' in the Environment Protection Act;
- car batteries and other lead acid batteries;
- acids and alkalis;
- earth, gravel, rocks: building materials – concrete, bricks masonry, tiles, sand, gravel;
- asbestos;
- bitumen;
- car bodies;
- engines;



- tyres;
- explosives and ammunition;
- gas bottles;
- medical or dental practice waste;
- veterinary practice waste;
- animal carcasses discarded in the course of medical or veterinary research;
- any other article or matter that is discarded in the course of medical, dental or veterinary practice or research that poses a significant risk to the health of a person who comes into contact with it, or to the environment at large;
- radio-active waste;
- mobile phones and other electronic devices;
- any other item or substance that may constitute a hazard to the waste collectors, or to the mechanism of the collection vehicle, or to the environment at large.

#### **12. IMPLEMENTATION OF THE ENVIRONMENT PROTECTION (WASTE TO RESOURCES) POLICY (W2R EPP)**

FRWA, in consultation with Councils will prepare annual householder information and bin stickers for distribution before 1 July each year. FRWA, in consultation with Councils will update this information from time to time and as required in accordance with legal requirements.

#### **13. REVIEW**

It is the responsibility of the Executive Officer to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed by FRWA at least bi-annually (24 monthly).

#### **14. FEES AND CHARGES**

Fees and charges apply in accordance with Council approved Schedules as referred to in Price List. Fees and charges are subject to regular reviews and might be adjusted from time to time.

Price Lists are accessible at [www.frwa.com.au](http://www.frwa.com.au).