

Grey District Council Waste Management Services Policy

External

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1. Legislative authority

- 1.1 This policy is made under the powers provided to councils in the Local Government Act 2002.

2. Purpose

- 2.1 The purpose of the Waste Management Services Policy is to set out the terms and conditions which will apply for the collection of refuse and recyclables from properties at the kerbside in the Grey District by Council or its approved contractor. It also outlines terms and conditions for the use of Council Waste Facilities.
- 2.2 It is noted that Council has in place an approved Waste Management and Minimisation Bylaw 2026, which allows Council to set collection conditions.

3. Scope

- 3.1 This policy applies to all users of Council's kerbside collection service and Council Waste Facilities.

4. Policy statement

- 4.1 Waste and recyclables will be collected as part of the kerbside collection in participating areas provided the conditions within this policy are met.
- 4.2 Users of Council Waste Facilities must comply with the terms and conditions, including access, accepted waste and prohibited and hazardous materials.

5. Interpretation

- 5.1 In this policy, unless context requires otherwise:

Approved Container

means any container approved by the Council for the collection of any type of waste or diverted material, under the kerbside collection service, with approval based on the following criteria:

- 1) The prevention of nuisance;
- 2) The protection of the health and safety of waste collectors and the public; and
- 3) The achievement of effective waste management and minimisation.

Permanent

means any building, structure or improvement that is fixed in location and intended for ongoing or indefinite use. Permanent assets are not designed to be readily relocated, dismantled or removed without substantial effort or material alteration to the site and include:

- 1) Primary buildings;
- 2) Fixed infrastructure; and
- 3) Any structures with permanent foundations or connections to services.

Includes properties which receive a Code of Compliance Certificate (CCC).

Semi-Permanent

means any structure or improvement that is installed for medium to long-term use but retains the ability to be removed, relocated or modified with relative ease compared to permanent works. While semi-permanent assets may be in place for extended periods, they are not intended to be enduring or irrevocably fixed and include:

- 1) Relocatable buildings;
- 2) Modular installations; and
- 3) Any structures with minimal or non-permanent foundations.

Waste

means:

- 1) Anything disposed of or discarded;
- 2) Includes any type of waste that is defined by its composition or source (for example organic waste, electronic waste or construction and demolition waste); and
- 3) To avoid doubt includes any component or element of Diverted Material if the component or element is disposed of or discarded.

Waste Facility

means any place that is used by Council for the collection of waste or recycling, whether that place is operated by Council staff or a company contracted to operate for the Council and includes but is not limited to Landfills, Transfer Stations, recycling centres, reuse shops, hazardous waste centre and remote transfer stations.

PART ONE – Kerbside Collection

6. Allocation of bins

- 6.1 All permanent properties in the designated kerbside collection areas will be allocated bins for the collection of refuse and recycling, will be charged the appropriate Kerbside Refuse and Recycling Collection targeted rate and will be able to use the Council funded collection service. Note: Residents/occupiers of permanent properties are not required to use the collection service just because it is available however charges will still apply as per Council's rating policies.
- 6.2 All semi-permanent properties in the designated kerbside collection areas are entitled to be allocated bins for the collection of refuse and recycling upon application to Council by the owner of the property. The appropriate Kerbside Refuse and Recycling Collection targeted rate will be charged and the resident/occupier will be able to use the Council funded collection service.
- 6.3 New properties who wish to be allocated bins before the start of the next rating year (when the targeted rate becomes active) are able to do so by paying a pro-rata amount (for the whole number of months remaining to 30 June) of the kerbside refuse and recycling collection targeted rate to Council prior to the bins being delivered.
- 6.4 New properties must pay the relevant delivery charge to receive their bins.

Explanatory note: For avoidance of doubt, the targeted rate will apply until the semi-permanent or permanent dwelling or business has been removed from site and Council has inspected the site to confirm. Changes to targeted rates apply from the following rating year as per the Local Government (Rating) Act 2002.

7. Type of kerbside collection service

- 7.1 The Council offers the standard service, which comprises:

Residential:

- 1) Fortnightly collection of residual waste (refuse) from a 120-litre red-lidded wheelie bin (the red rubbish bin);
- 2) Fortnightly collection of approved clean recyclable materials from a 240-litre yellow-lidded wheelie bin (the yellow recycling bin); and
- 3) Fortnightly collection of glass bottles from a blue 45-litre crate (the blue glass crate).

For each property the recycling will be collected on the alternate week to the refuse collection.

Commercial (Greymouth CBD area only):

- 1) Weekly collection of residual waste (refuse) from a 120-litre red-lidded wheelie bin (the red rubbish bin);
- 2) Weekly collection of approved clean recyclable materials from a 240-litre yellow-lidded wheelie bin (the yellow recycling bin);
- 3) Weekly collection of glass bottles from a blue 45-litre crate (the blue glass crate); and
- 4) Weekly collection of cardboard.

- 7.2 Council does not offer a user-pays service – this is a service which will need to be organised directly with the contractor and can only be in the areas that the contractor's vehicles transit through.

8. General

- 8.1 Only Council issued Approved Containers (wheelie bins and crates), with Council branding, may be used in the kerbside collection service (until approval for an exception is granted by Council). The Approved Containers are owned by Council and may not be used by a commercial collector or for any other purpose.
- 8.2 Bins and crates are allocated to properties which pay the Kerbside Refuse and Recycling Collection targeted rate. Bins and crates are to be presented for collection outside the correct address.
- 8.3 Waste should be deposited in the bin in a manner that allows the whole of the contents to become dislodged and fall freely into the truck when the bin is emptied.
- 8.4 Prohibited or hazardous materials must not be placed out for collection.
- 8.5 Refer to the collection calendar for collection days specific to your property/area.
- 8.6 Council undertakes waste audits of recycling wheelie bins and crates to ensure compliance with Council policies and bylaws.

9. Protection and use of bins and crates

- 9.1 Every owner or occupier must:
 - 1) Take reasonable steps to protect the bins and crates allocated to their property from damage and theft.
 - 2) Separate and prepare all waste so as to comply with the permitted waste criteria for recycling and waste.
 - 3) Maintain their bins and crates in a sanitary manner so as to not cause offence or nuisance and ensure they are free from modifications or alterations.
 - 4) Notify the Council of any loss of or damage to their bins or crates within 48 hours of collection day.
 - 5) Ensure that bins and crates allocated to a property remain at the allocated property.
 - 6) Pay any fees and charges for replacement bins or crates, including delivery to the allocated address.
 - 7) Make the bins and crates allocated to the property available to the Council or its contractor for audit and inspection purposes.

10. Wheelie bin collection

This section applies to the red-lidded refuse wheelie bin and yellow-lidded recycling wheelie bin.

- 10.1 Wheelie bins will be collected if they meet the following conditions:
 - 1) They are not over filled, i.e. items are not compressed and the lid closes fully.
 - 2) The lid is fully closed to ensure no effects from weather conditions.
 - 3) There are no unapproved, prohibited or hazardous items within the wheelie bin.
 - 4) Bins do not exceed the official limit of 80kgs (ensures the bin can be lifted safely onto the truck).
 - 5) Wheelie bins must be kerbside by 7am on the collection day and retrieved from the kerbside by 7pm on the collection day.
 - 6) Bins should be placed for collection in an upright position with the Council logo facing the road and the wheels facing the property, in front of the premises from which the waste originated and as close to the kerbside as possible. Reasonable steps are to be taken to prevent the bin obstructing pedestrian and vehicular traffic and to preserve access to the premises.
 - 7) The correct bin is put out on the correct week, i.e. refuse bin on refuse week, recycling bin on recycling week.
 - 8) All recycling shall be clean, dry and on the accepted materials list.

11. CBD cardboard only recycling collection

This section applies to the cardboard only recycling collection, which is undertaken in the Greymouth CBD area only.

11.1 Recyclable cardboard will be collected if it meets the following conditions:

- 1) If located within the CBD area defined by Council that receives both the recycling and refuse collection within the same calendar week.
- 2) It shall be placed adjacent to the refuse wheelie bin on the respective refuse collection day.
- 3) Cardboard must be kerbside by 7am on the collection day.
- 4) It shall be placed at kerbside in front of the respective business either:
 - i. In the recycling wheelie bin; or
 - ii. Broken down, tied with string and stacked next to the refuse wheelie bin; or
 - iii. Broken down and stacked next to the refuse wheelie bin in a tidy and controlled manner.
- 5) If the cardboard is placed at kerbside in the recycling bin, it must also comply with condition set out under "Wheelie Bin Collection" above.

12. Glass crate collection

This section applies to the blue glass crate collection.

12.1 Glass crates will be collected based on the following requirements:

- 1) If they are not over filled – the contents should be level with the top of the bin.
- 2) There are no unapproved, prohibited or hazardous items within the crate.
- 3) If crates do not exceed the official limit of 12kg.
- 4) Crates must be kerbside by 7am on the collection day and retrieved from the kerbside by 7pm on the collection day.
- 5) Crates should be placed next to your yellow-lidded recycling bin, near the kerbside.
- 6) All glass items shall be clean.

13. Kerbside auditing

13.1 Council will undertake kerbside auditing to ensure residents are following the terms and conditions of the kerbside collection service. A tag system – green, orange and red – advises compliance with the kerbside collection conditions.

13.2 **Definitions:**

Green tag	Safe to collect. Compliant - There are no problems with the kerbside collection. Everything in your bin was recyclable – well done!
Orange tag	Minor non-compliance but safe to collect. Non-compliant - There are some minor issues with the kerbside collection but it will still be collected.
Red tag	Non-compliant and unsafe to collect. Non-compliant - Too contaminated to collect or does not meet the kerbside collection terms and conditions. It will not be collected.

13.3 The main goals of kerbside audits are:

Responsible recycling	- Educate Grey District residents about the correct sorting of recyclable materials. - Encourage residents to make sure the right items are going in their recycling bins.
Reduce contamination	Reduce contamination in the recycling stream. This prevents inefficiencies in the recycling process and avoids increased operational costs.
Environmental sustainability	Contribute to environmental sustainability by ensuring collection and processing of recyclable materials. This conserves valuable resources and reduces waste.

13.4 **Non-compliance:**

1) Non-compliance with kerbside collection conditions will be managed as follows:

Orange tag	There is minor non-compliance but it is safe to collect. The collection will continue. - An orange tag will be placed on the kerbside collection Approved Container. - A flyer will be placed in the letterbox advising the occupier how to correctly recycle.
Red tag	The container/recycling is non-compliant and/or the container/recycling is unsafe to collect. The container/recycling is too contaminated to collect or does not meet the kerbside collection terms and conditions – it will NOT be collected. - A red tag will be placed on the container/recycling. - A warning letter will be posted to the address as well as the property owner (if different), advising of the area of non-compliance. - If this is the second warning, the warning will advise of the implications of further non-compliance. - The user shall remove the container/recycling from the kerbside and change the contents so that they comply with the conditions outlined in this policy and place the container/recycling out for collection on the next collection day. If the user cannot wait until the next collection day, they will need to make their own arrangements to take the refuse and/or recyclables to a waste facility, such as McLean's Pit Landfill and Recycling Centre.

2) **Three orange or red tags in a 12-month period** for deliberate non-compliance* will result in a suspension of non-complying recycling services for a period of six weeks**. This means the non-compliant bin (either yellow bin or blue glass crate or both) will not be emptied for three collections from date of notification of suspension.

13.5 * The intent of the three-strikes rule is to protect the health and safety of staff and contractors and to ensure a cost-effective and efficient kerbside recycling service to ratepayers. If the contamination is too high, a whole truckload of potentially useful recyclables must then go into the landfill. Education for genuine mistakes will be the first approach but for those users who continue to be deliberately non-compliant, suspension as a last resort will be enforced.

13.6 ** Refuse wheelie bins will only be collected where they meet the terms and conditions outlined in this policy.

13.7 The charge on your rates account is a targeted rate for the availability of the kerbside refuse and recycling collection service and it will remain in place and payable if the recycling service is suspended due to the collection terms and conditions not being met.

13.8 **Bin reinstatement:**

- 1) Collection of recycling services will be automatically reinstated following the suspension period.
- 2) If a property currently has the service suspended but the tenancy changes or the property is sold, landlords/owner can request for the suspension to be lifted and the service to be reinstated. Verification of the change in occupancy or ownership will be required.

14. Permitted items for kerbside collection (Waste Acceptance Criteria)

14.1 **Permitted items for recycling wheelie bin:**

RECYCLING
Cardboard , e.g. cereal boxes, greeting cards and toilet roll inner
Cans , e.g. aluminium cans, drink cans, food cans, pet food tins and steel/tin cans
Paper , e.g. books, computer paper, envelopes (including window), junk mail, magazines, newspapers, office paper, phone books, wrapping paper – <i>Nothing smaller than an envelope</i>
Plastics numbered 1,2,5 only (all lids go in the refuse bin) - check bottom of container , e.g. drink bottles, ice cream containers, margarine tubs, milk bottles, shampoo/conditioner bottles, soft drink/water bottles, yoghurt containers, meat trays, fruit and veg containers

14.2 **Permitted items for refuse wheelie bin:**

WASTE	
Aerosol cans	Pens, pencils, felts, crayon
Animal droppings in plastic	Plastic cutlery
Band aids / dressings	Plastic wrap
Batteries - alkaline	Plastic bags
Bread bags	Plastic Tupperware
Carbon paper	Juice cartons
Cassette tapes	Plastics – numbered 3, 4, 6, 7 & 8
Ceramics	Plasticised cardboard cartons
Cigarette ends	Plate glass
Cooking oils & fats (<i>wrapped in old paper</i>)	Polystyrene
Crockery	Pyrex
Disposable nappies	Styrofoam
Foam boxes	Takeaway cups and lids
General Refuse	Toothbrushes
Kitty litter	Toothpaste tubes
Light bulbs (excluding eco bulbs)	Treated timber
Lolly wrappers	Vacuum dust

WASTE

Matchboxes	Waxed paper
Multi-material packaging	Window glass / mirrors / glassware

14.3 Permitted items for glass crate:

GLASS

Glass (all lids go in the refuse bin), e.g. bottles and jars, cosmetic jars, sandwich spread bottles/jars, wine bottles

15. Prohibited items

15.1 The following items shall not be disposed of into an Approved Container destined for a Council waste facility:

- 1) Anything capable of causing injury to a person or animal unless any such waste is properly and sufficiently contained so as to prevent injury, damage or loss, including any broken glass, broken china, broken plastic, hacksaw blade, razor blade, skewer, knife or any other object or material capable by reason of its shape or sharpness of causing injury (including anything likely to shatter in the course of collection);
- 2) Any explosive, hot ashes, flammable material, infectious material, or any other matter, thing or waste of any kind whatsoever that may endanger any person, animal or vehicle which may come in to contact with the material at any time prior to, during or following collection and disposal;
- 3) Any liquid or viscous fluid;
- 4) Any radioactive wastes, but excluding domestic smoke detectors¹;
- 5) Any waste oil, lead-acid batteries;
- 6) Any hazardous substance;
- 7) Asbestos;
- 8) Any solid waste that is not recyclable material that is placed into an Approved Container or contractor container designated for recyclable material;
- 9) Compressed gas cylinders; and
- 10) Materials as notified from time to time by Council.

16. Hazardous waste

16.1 The following items shall not be disposed of into an Approved Container destined for a Council waste facility:

- 1) Any waste containing hazardous substances at concentrations exceeding the minimum degrees of hazard specified in the Hazardous Substances (Minimum Degrees of Hazard) Regulations 2000, made under the Hazardous Substances and New Organisms Act 1996;
- 2) Any infectious substance as defined in the Land Transport Rule: Dangerous Goods 2005 and NZS 5433:2012 – Transport of Dangerous Goods on Land;
- 3) Any radioactive material, being any material that spontaneously emits ionising radiation, including naturally occurring radioactive material or nuclear material;
- 4) Any substance, material, or waste that by reason of its chemical properties may be corrosive, toxic, oxidising, flammable, ecotoxic, or otherwise hazardous to human health, property or the environment;
- 5) Any hazardous substance or hazardous waste as defined under the Hazardous Substances and New Organisms Act 1996 or any subsequent legislation replacing it;

¹ Domestic smoke detectors may be disposed of as household waste

- 6) Any other hazardous material or waste as determined by Council from time to time;
- 7) Any whiteware*;
- 8) Any e-waste*.

* Whiteware and e-waste may be disposed of at the McLeans Pit landfill and Recycling Centre.

PART TWO – Council Waste Facilities

17. Disposal of waste and recyclable products at McLeans Pit Landfill and Recycling Centre

- 17.1 Subject to Part 2: Waste facilities of the Waste Management and Minimisation Bylaw 2026, McLeans Pit Landfill and Recycling Centre is open for the use of domestic and commercial account holding or pay as you go customers.
- 17.2 Only waste originating from the Grey District may be deposited unless prior approval has been granted by Council.
- 17.3 All loads are to be secured and covered up until the tip face and/or drop off areas.
- 17.4 The maximum speed on-site is 10km/hr and seatbelts must be worn.
- 17.5 No mobile phones are to be used when driving or within the landfill and recycling site.
- 17.6 All children must remain in the vehicle at all times.
- 17.7 No smoking or vaping on-site.
- 17.8 All signs and instructions from a Council staff member or Council's contractor must be followed.
- 17.9 All commercial customers must follow all health and safety requirements of Council or Council's contractor when on-site.
- 17.10 All hazardous waste as described under the Waste Management and Minimisation Bylaw 2026 is to be treated in accordance with any legislative requirements and under Clause 15 of the Bylaw.
- 17.11 No prohibited material may be deposited at a Council Waste Facility. Refer to clause 15.1 of this policy for a list of prohibited material.
- 17.12 All possible recyclable products must be recycled as the first option before they can be accepted at the Landfill:
 - 1) Evidence of recycling of the product will be required;
 - 2) Once all possible recycling options have been explored, the product (if not recyclable) or any by-product from the recycling process could be deemed acceptable; and
 - 3) Cost is not a consideration for a reason to not recycle under subsection 17.12(2) above.
- 17.13 Residential recycling must be deposited in the McLeans Pit Recycling Centre. Commercial recycling must be deposited via McLeans Pit Landfill and the appropriate fee paid.
- 17.14 Any fees and charges for the site will be shared through the Council's website and signage at the Landfill. These fees or charges may be reviewed and adjusted as required.

18. Disposal of waste and recyclable products at resource centres

- 18.1 Subject to Part 2: Waste facilities of the Waste Management and Minimisation Bylaw 2026, Grey District resource centres are open for the use of domestic and commercial account holding or pay as you go customers.

- 18.2 Only waste originating from the Grey District may be deposited unless prior approval has been granted by Council.
- 18.3 All loads are to be secured and covered up until the tip face and/or drop off areas
- 18.4 The maximum speed on-site is 10km/hr and seatbelts must be worn.
- 18.5 No mobile phones are to be used when driving or within the resource centre site.
- 18.6 No smoking or vaping on-site.
- 18.7 All signs and instructions from a Council staff member or Council's contractor must be followed.
- 18.8 All commercial customers must follow all health and safety requirements of Council or Council's contractor when on-site.
- 18.9 All hazardous waste as described under the Waste Management and Minimisation Bylaw 2026 is to be treated in accordance with any legislative requirements and under Clause 15 of the Bylaw.
- 18.10 No prohibited material may be deposited at a Council resource centre. Refer to clause 15.1 of this policy for a list of prohibited material.
- 18.11 All possible recyclable products must be recycled as the first option before they can be accepted at the resource centre:
- 1) Evidence of recycling of the product will be required;
 - 2) Once all possible recycling options have been explored, the product (if not recyclable) or any by-product from the recycling process could be deemed acceptable; and
 - 3) Cost is not a consideration for a reason to not recycle under subsection (2) above.
- 18.12 Any fees and charges for the site will be shared through the Council's website and signage at the resource centre. These fees or charges may be reviewed and adjusted as required.

19. Disposal of recyclable products at Preston Road Recycling Centre

- 19.1 Only waste originating from the Grey District may be deposited unless prior approval has been granted by Council.
- 19.2 Preston Road Recycling Centre is for the deposit of domestic recycling only. Commercial recycling should be deposited at McLeans Pit Landfill and Recycling Centre.
- 19.3 Clean and approved recyclables must be deposited in the correct receiving container.

20. Changes in acceptance criteria

- 20.1 Council may introduce changes in acceptance criteria at its waste facilities, which will come into effect once they have been notified.

PART THREE – General

21. Litter bins

- 21.1 No residential or commercial waste is to be deposited in litter bins. People with excess waste will need to dispose of it appropriately, i.e. take it to a Council waste facility or resource centre.
- 21.2 No prohibited material may be deposited into a public litter bin/receptacle. Refer to clause 16.1 of this policy for a list of prohibited material.
- 21.3 If the litter bin is full or litter is likely to escape, do not attempt to place the litter in the bin.

PART FOUR – Administration

22. Non-compliance with conditions

- 22.1 Any person who does not comply with the terms and conditions that applies to them for the kerbside collection service or use of Council waste facilities may be subject to one or more of the following actions being taken against them under the Waste Management and Minimisation Bylaw 2026:
 - 1) The rejection (non-collection) of the contents of any Approved Container left out for kerbside collection, if the contents or placement of the container or material is non-compliant.
 - 2) The withdrawal or suspension of the kerbside collection service being provided to that person.
 - 3) The waste is not accepted at Council's Waste Facility.
 - 4) Refused access to one or all of Council's Waste Facilities.
 - 5) A trespass notice being issued against the person refused access to prevent them from using one or all of Council's waste facilities.
 - 6) Enforcement of any offence that may have been committed under the Litter Act 1979 as a result of the non-compliance.
 - 7) Enforcement for breach of this bylaw, as provided for in the Local Government Act 2002 and the Waste Minimisation Act 2008.
 - 8) Any other steps that may be taken by the Council in law.

23. Relevant documents and legislation

- 23.1 This policy should be read in conjunction with the Grey District Council Waste Management and Minimisation Bylaw 2026.

24. Review period

- 24.1 This policy will be reviewed every five years.

25. Replacement and revocation

- 25.1 This policy replaces the previous Grey District Council Refuse and Recycling Kerbside Collection Policy 2012.