



**PALMERSTON NORTH CITY**

# **WASTE MANAGEMENT AND MINIMISATION BYLAW**

**2016**

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## **Administration Manual**

**(incorporating amendments as at 18 December 2023)**

## Document control

Version No.	Reason for amendment	Date
1.0	Adopted by Council	26 September 2016
2.0	Updates to conditions for kerbside collection, revised workflows for enforcement, and correct various typographical errors	30 April 2018
3.0	Removal of plastic grades 3,4, 6 and 7 from the approved diverted materials table	17 May 2021
3.1	Updated approved diverted materials table to reflect changes imposed by Standard Materials for Kerbside Collections Notice 2023 (Notice Number 2023-go4222)	18 December 2023

## Authorisation

	Name	Signature	Date
<b>Prepared by</b>			
<b>Reviewed by</b>			
<b>Authorised by</b>			

## **PART 1 – INTRODUCTION**

The purpose of this Administration Manual is to provide information complementary to the Waste Management and Minimisation Bylaw by bringing together those aspects which may otherwise be included in the Bylaw, but which are of a technical or administrative nature, or operational matters that are likely to be amended before the Bylaw is reviewed. This approach has been adopted to simplify the administration of the bylaw, allow for administrative and technical processes to be kept up to date, and assist in interpretation of the bylaw.

The Administration Manual is made under the bylaw, and governs the implementation and operation of the bylaw. The Administration Manual is a public document, and is available on the Council's website alongside the bylaws. A hard copy can be provided on request.

This Administration Manual will be updated from time to time, as necessary, to ensure that it is kept up to date and reflects current practice. Amendments to this document will be made by a resolution of Council and either the General Manager for City Networks or the Water and Waste Services Manager will sign off any changes made to this document as a result of such resolution.

## **PART 2 – STANDARD CONDITIONS FOR COUNCIL KERBSIDE COLLECTION AND WASTE AND DIVERTED MATERIALS FACILITIES**

The following conditions apply to the Council kerbside collection service.

### **Conditions for Waste Collection (“rubbish bag collection”)**

1. Only an approved collection bag may be used for waste. An approved collection bag is one that has the Council logo displayed on it, and is available to purchase from Council offices, or retail outlets within Palmerston North. The maximum acceptable weight for a single collection bag is 10 kilograms.
2. The approved collection bag must be placed for collection on the berm or verge outside the property no later than 7.30am on collection day, must be visible from the road, and must not impede pedestrian or vehicular traffic. Where there is no berm or verge the approved collection bag must be placed immediately outside the property boundary facing the road, provided that doing so will not pose a hazard to vehicular or pedestrian traffic. The property occupier remains responsible for any waste that may escape (for example, due to interference from animals) from the collection bag before it is collected.
3. There are three categories of waste: approved, controlled and prohibited waste, defined in part three of the Administration Manual. No prohibited items may be placed in an approved collection bag.
4. The Council may refuse to collect an approved collection bag if the above conditions are not met. In the event of non-collection of an approved collection bag, the occupier of the property must remove the collection bag from the berm or verge.

### **Conditions for Diverted Material Collection (“wheelie bin and glass crate”)**

#### **General**

1. Only an approved collection container may be used for diverted materials. An approved collection container is one that has the Council logo, or both the Council logo and a Council-registered identifier on it.
2. Only approved diverted materials may be placed in the collection container. A table of approved diverted materials which may be placed

in the approved collection container is included in Part 3 of the Administration Manual.

3. An approved collection container must not be filled or loaded such that the lid (if applicable) cannot be closed, or that the contents extend over the top edge of the container, or so that the contents cannot flow freely from the container.
4. Once it has been placed on the berm or verge for collection, no person may deposit into, or remove anything from, an approved collection container other than the occupier of the property or an authorised officer.
5. The property occupier remains responsible for any materials that may escape from the approved collection container before it is collected.
6. The maximum acceptable weights for approved collection containers are as follows:
  - a. Glass (45 litre black plastic crate): 18 kilograms
  - b. Other diverted materials (black wheelie bin with orange lid): 100 kilograms for 240 litre wheelie bin; 40 kilograms for 80 litre wheelie bin.

### Ownership

7. Approved collection containers for approved diverted materials are allocated to eligible properties and shall remain at the eligible properties at all times for use in the Council kerbside collection service. Additional approved collection containers may be supplied on request to the Council, subject to the payment of an additional annual fee, as set out in the Council's Schedule of Fees and Charges.
8. Approved collection containers are supplied by the Council direct to the property occupier. Where the occupier of the property is not the owner of the property, the owner must not withhold from the occupier the approved collection containers supplied by the Council.
9. The approved collection containers remain the property of the Council and must not be intentionally damaged, altered, or disposed of or used for any purpose other than the Council kerbside collection service. The owner of the property will be liable for the cost of any replacement or repairs necessary to reinstate the approved collection containers to their operable state.
10. The Council reserves the right to use measures, whether electronic or otherwise, to identify and locate approved collection containers.
11. The Council reserves the right to recover or repossess any approved collection container where that container is not used at the eligible property to which it has been allocated.

### Placement

12. The approved collection container must be placed for collection on the berm or verge outside the property no later than 7.30am on collection day, must be visible from the road, and must not impede any pedestrian or vehicular traffic. Where there is no berm or verge the approved collection container must be placed immediately outside the property boundary

- facing the road, provided that doing so will not pose a hazard to vehicular or pedestrian traffic.
13. Collection containers should not be placed closer than 0.5m to another collection container or other permanent structure, or fixed or secured to any other container or structure.
  14. No items should be placed on top of an approved collection container.

#### Timing

15. The approved collection container must be removed from the berm or verge before 7.30pm on collection day, and must be stored on the property to which it is assigned.

#### Nuisance

16. Where an approved collection container is causing an offensive odour, or is attracting vermin, the occupier is responsible for cleaning the container to remove the nuisance.

#### Refusal to collect

17. The Council may refuse to collect an approved collection container if the above conditions are not met. In the event of non-collection of an approved collection container the occupier of the property must remove the collection container from the berm or verge and store the container on the property to which it is assigned.
18. The Council reserves the right to determine the level of compliance with these terms and conditions that justifies non-collection of an approved collection container. In determining the level of compliance with these terms and conditions, the Council will have regard to the following factors:
  - a. The volume of non-approved materials in the approved collection container (for instance, a negligible amount of non-approved materials may not warrant non-collection).
  - b. The type of non-approved materials in the approved collection container (for instance, non-approved materials which can be readily identified and easily removed may not warrant non-collection).
  - c. The condition of non-approved materials in the approved collection container (for instance non-approved materials which are generally clean or inoffensive may not warrant non-collection).

**Conditions for use of Waste and Diverted Material Facilities (“transfer stations and recycling centres”)**

1. All users of waste and diverted material facilities must comply with all instructions or directions provided by the site operator or site staff.
2. All users of waste and diverted materials facilities must comply with all health and safety signage.
3. All users of waste and diverted materials facilities must pay the appropriate fee (where applicable) before unloading and depositing items.
4. All items must be deposited into the appropriate container or area or as advised by staff and/or signs posted at each facility.

## **PART 3 – CLASSIFICATION OF WASTE AND DIVERTED MATERIAL**

This Part is specific to Council's kerbside collection services and waste and diverted materials facilities.

### **Approved, controlled and prohibited waste**

#### Approved waste

Any waste which is not controlled waste or prohibited waste is considered approved waste.

#### Controlled waste

The following items are considered controlled waste, provided they are contained so as to prevent injury, damage or loss, secured to avoid puncturing the collection bag, or contained to prevent nuisance including a smell nuisance (for instance, wrapped in paper):

- Broken glass, broken china, broken plastic, razor blade, knife, or any other material capable of causing injury;
- Any sharp object or material capable of puncturing the collection bag or material capable of being rendered so during collection;
- Any perishable waste, such as vegetable and meat scraps.

#### Prohibited waste

The following items are classified as prohibited waste:

- Any explosive, flammable, infectious, radioactive, corrosive or toxic material, oxidant, or any other matter of any kind whatsoever that may endanger any person, animal or vehicle which may come into contact with the material at any time prior to, during or after disposal;
- Liquids;
- Hot ashes or other hot material;
- Compressed-gas cylinders;
- Asbestos-containing materials. (If you think that the material you are handling may contain asbestos please contact the Ministry of Business, Innovation and Employment. More information can be found on their website at <http://www.dol.govt.nz>);
- Hazardous waste.

## Approved diverted materials (“Recycling”)

The following table shows the approved diverted materials accepted at each of the waste and diverted materials facilities and in the Council kerbside collection service. A tick indicates that the material is accepted in the Council kerbside collection service or at the waste and diverted materials facilities (subject to any noted conditions). A cross indicates that the material is not accepted in the Council kerbside collection service or at the waste and diverted materials facilities. Materials in bold may incur a charge for disposing those items.

Materials	Council Kerbside Collection	Awapuni Resource Recovery Park	Ferguson Street Recycling Centre	Ashhurst Transfer Station
Glass bottles and jars that once contained food or beverage	√ <sup>1</sup>	√	√	√
Plastic bottles, trays and containers with Resin Identification Code (recycling symbol) numbered 1,2 and 5	√ <sup>2</sup>	√	√	√
Steel tins and aluminium cans	√ <sup>2</sup>	√	√	√
Clean paper and cardboard	√ <sup>3</sup>	√	√	√
<b>E-waste</b>	<b>X</b>	<b>X</b>	√	<b>X</b>
<b>Green waste</b>	<b>X</b>	√ <sup>4</sup>	<b>X</b>	√ <sup>4</sup>
<b>Compact Fluorescent Light Bulbs</b>	<b>X</b>	<b>X</b>	√	<b>X</b>
<b>Batteries</b>	<b>X</b>	<b>X</b>	√	<b>X</b>
Liquid paperboard	<b>X</b>	<b>X</b>	√	<b>X</b>
Plant pots	<b>X</b>	<b>X</b>	√	<b>X</b>
<b>Tyres</b>	<b>X</b>	√	<b>X</b>	<b>X</b>

### Notes:

1. Glass crate only. Washed with the lids off (the lids can go in the wheelie bin. Maximum size of glass containers is 4 litres.
2. Wheelie bin only. Washed with lids off. Maximum size of plastic containers is 4 litres.
3. Wheelie bin only. Includes office paper, magazines, newspaper, egg cartons, cereal boxes, and envelopes.
4. Approved green waste excludes the following types of organic material: Sawdust, soil, stones and gravel, flax and bamboo, animal waste, ash, leather items, clothing, shoes or fabric, nappies, any organic material contaminated with chemicals known to compromise the quality of compost.

## **Prohibited diverted materials**

Materials not listed as approved diverted materials are prohibited diverted materials. The following list indicates materials that are not able to be recycled at waste and diverted materials facilities and Council's kerbside collection service:

- Plastic wrap (e.g. Glad Wrap);
- Shopping and bread bags and other single-use plastic bags;
- Soft plastic bags and wrappers;
- Plastic containers identified with recycling symbol numbered 3, 4, 6 and 7;
- Aluminium foil;
- Drinking glasses;
- Organic waste (excluding green waste);
- Needles (some pharmacies may provide a safe bin for needles and other sharp medical instruments);
- Pesticides, oil or hazardous chemicals;
- Ceramics, crockery, porcelain and ovenware including Pyrex products;
- Mirrors, window glass or broken glass;
- Light bulbs (the Ferguson Street Recycling Centre accepts compact fluorescent bulbs);
- Bubble wrap;
- Hot and cold ashes;
- Polystyrene (includes polystyrene meat and food trays);
- Tissues, serviettes, paper towels, toilet paper, wipes or similar items;
- Materials contaminated with food or human waste e.g. tissues and paper towels;
- Paint or paint containers;
- Batteries (the Ferguson Street Recycling Centre accepts batteries);
- Perspex;
- Construction and demolition waste;
- Electric cables, string, and rope;
- Gas bottles;
- Any liquid.
- All three-dimensional items smaller than 50mm at their widest point
- All two-dimensional items small than 100mm by 140mm
- Lids, caps and tops (excluding tethered lids)

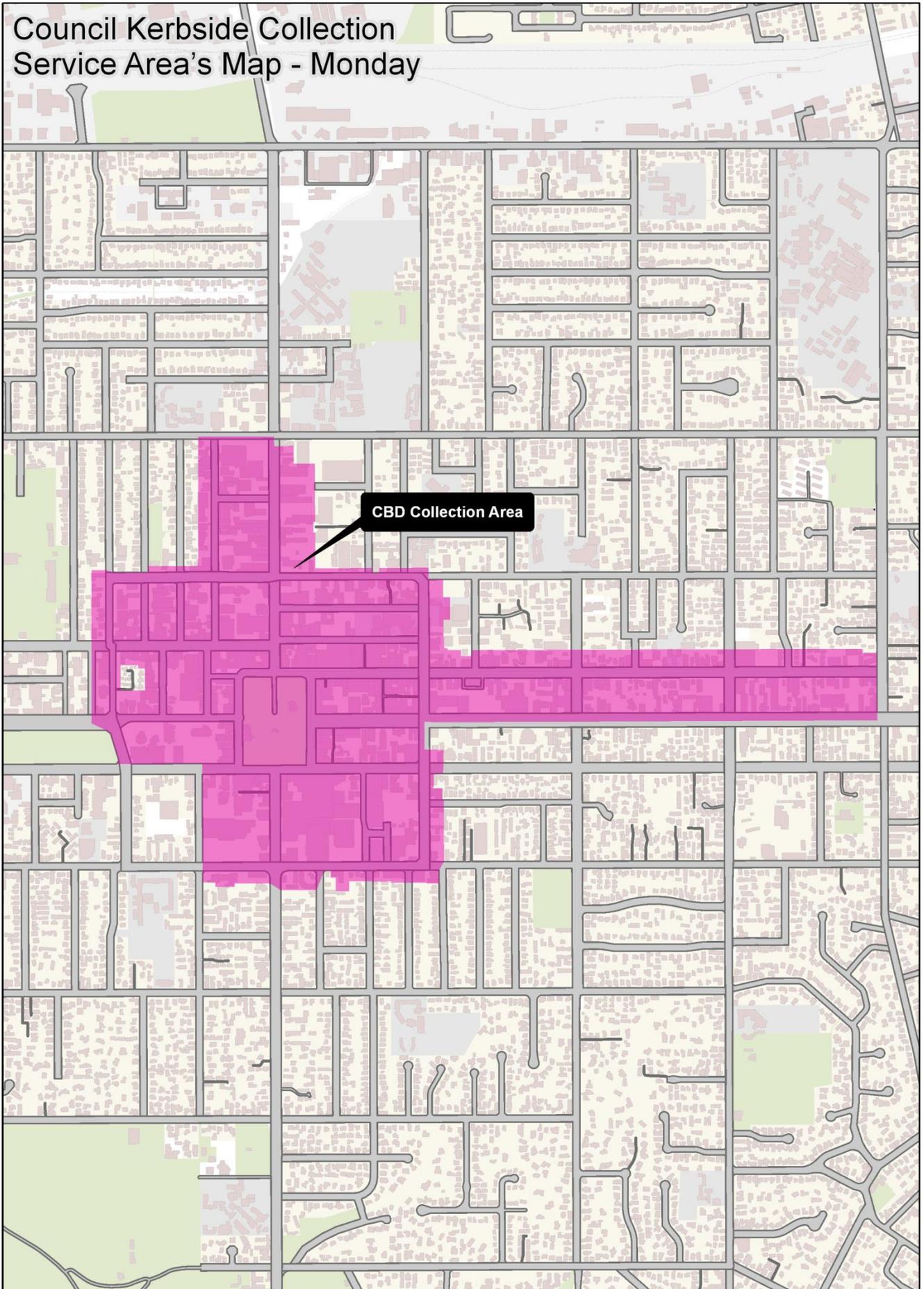
- Aerosols
- Hazardous substance containers

**The following maps show the coverage of the Council’s kerbside collection service.**

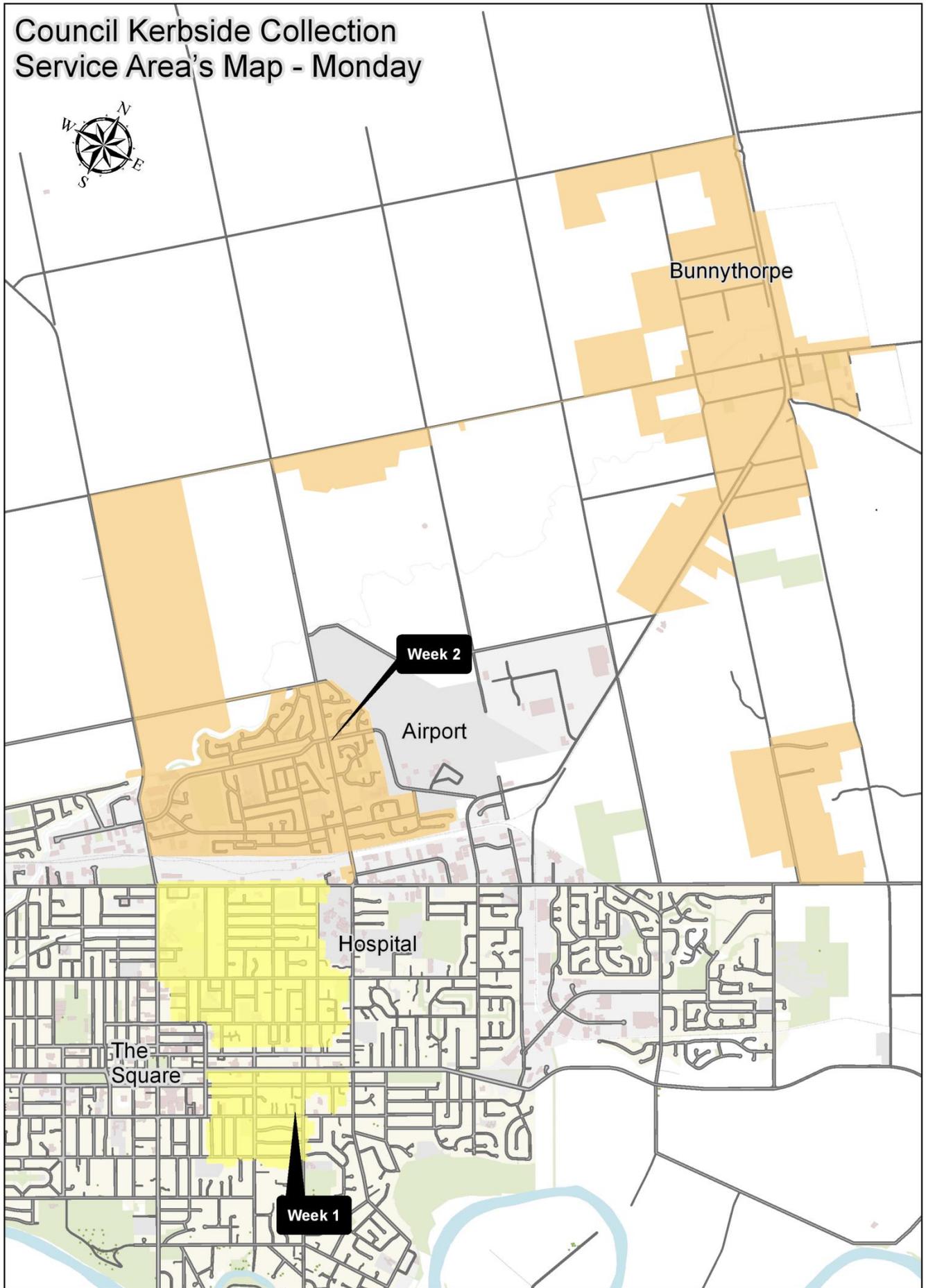
Each map identifies the areas to which the stated collection day applies. Those properties within the highlighted area are eligible for the Council kerbside collection service on the day stated on that map.

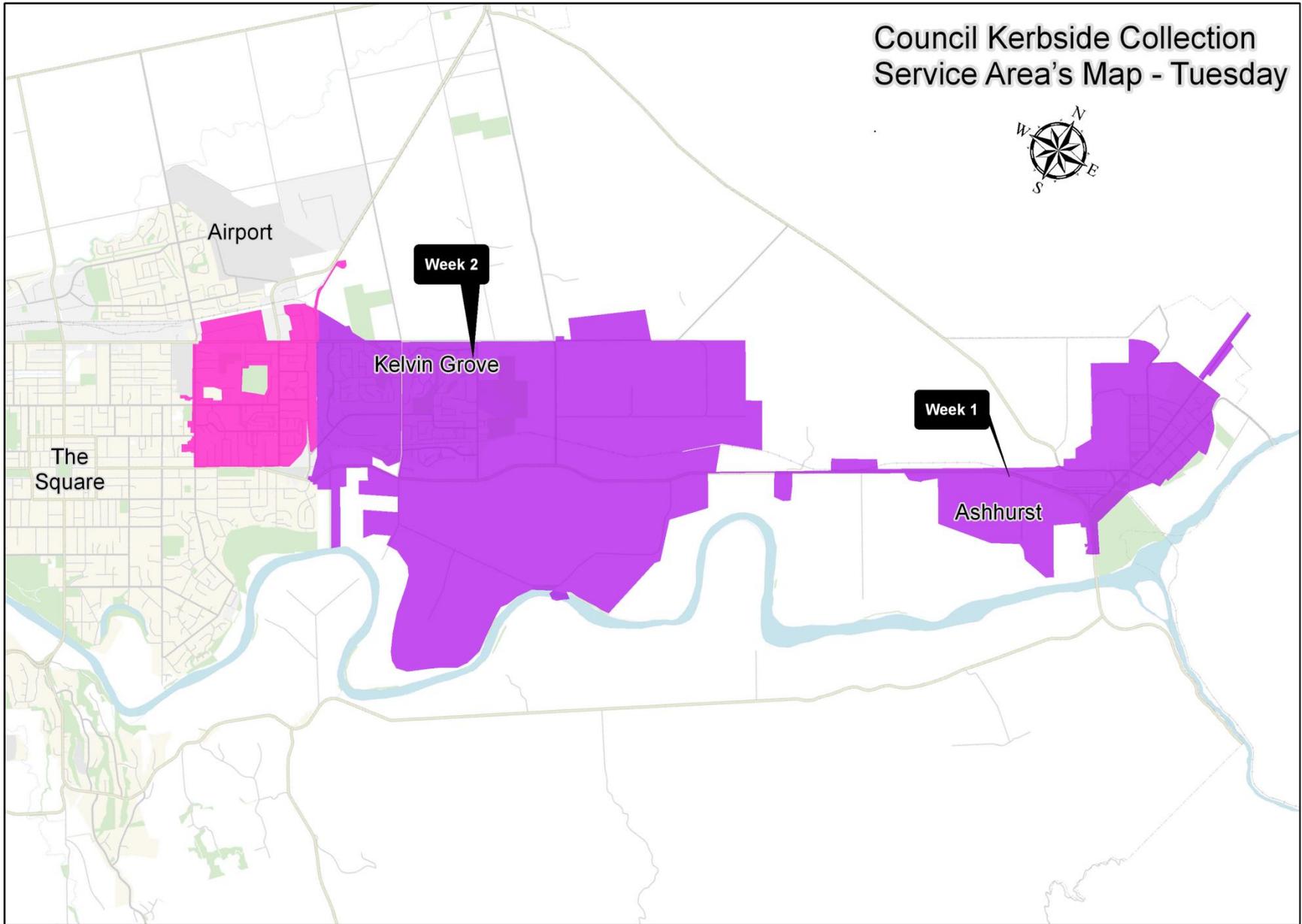
Council operates an alternating collection service for recycling. Each year Council publishes a “Week 1” and “Week 2” calendar that identifies for each week of that year whether the kerbside service is collecting either the “wheelie bin” or the “glass crate”. Where the maps in this section indicate an area as “Week 1” or “Week 2”, this identifies which week applies to that area.

Council Kerbside Collection  
Service Area's Map - Monday

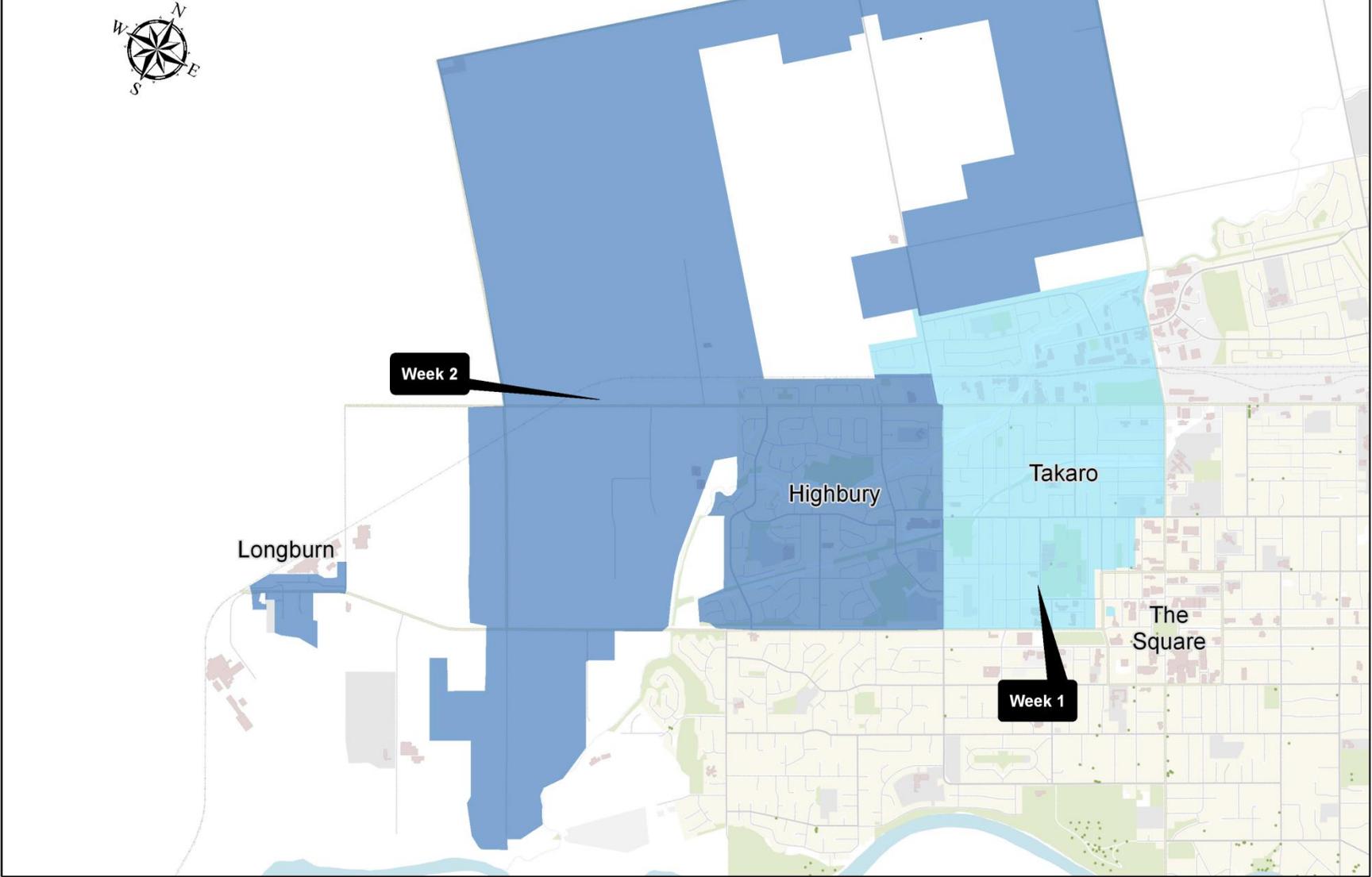


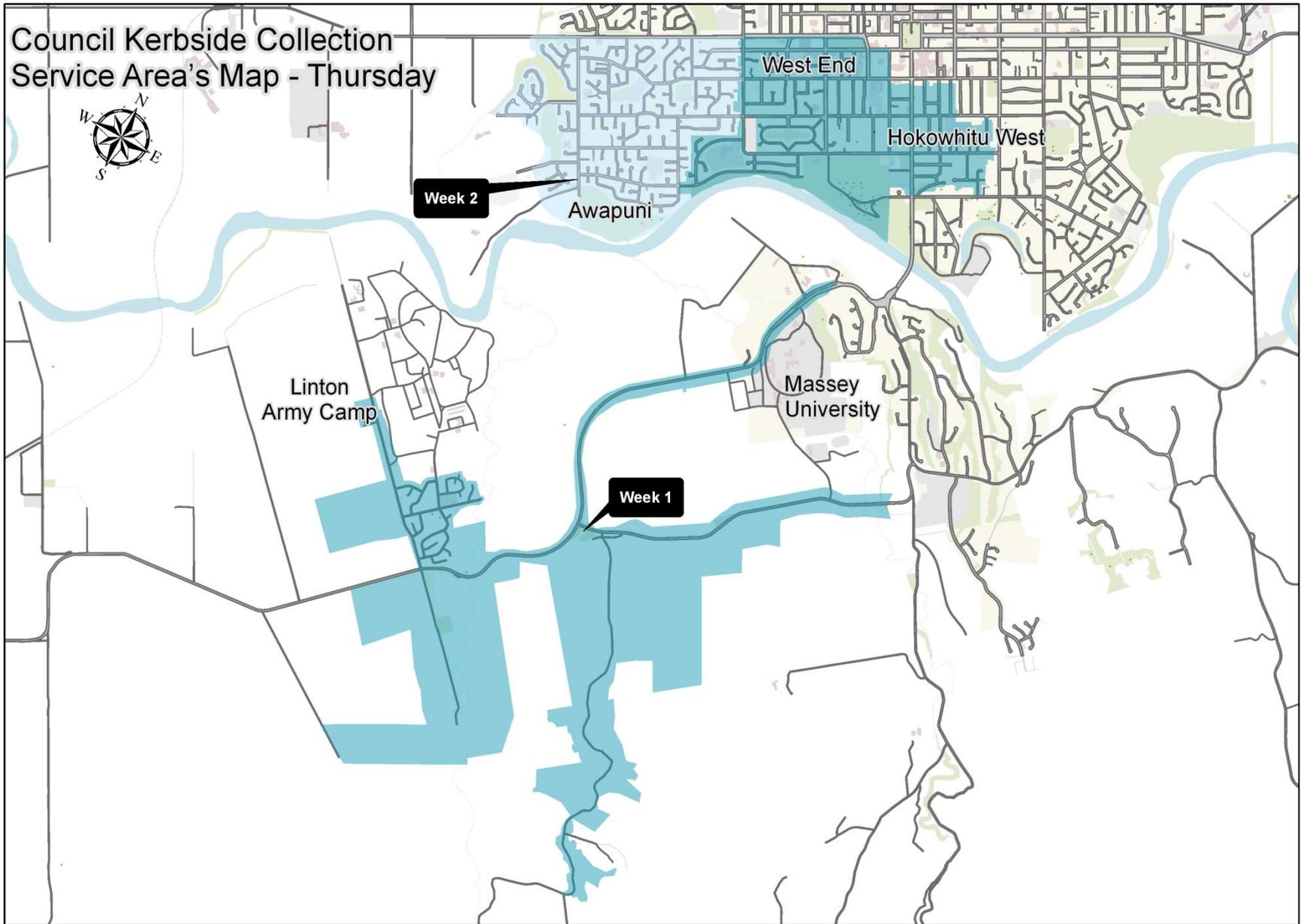
# Council Kerbside Collection Service Area's Map - Monday

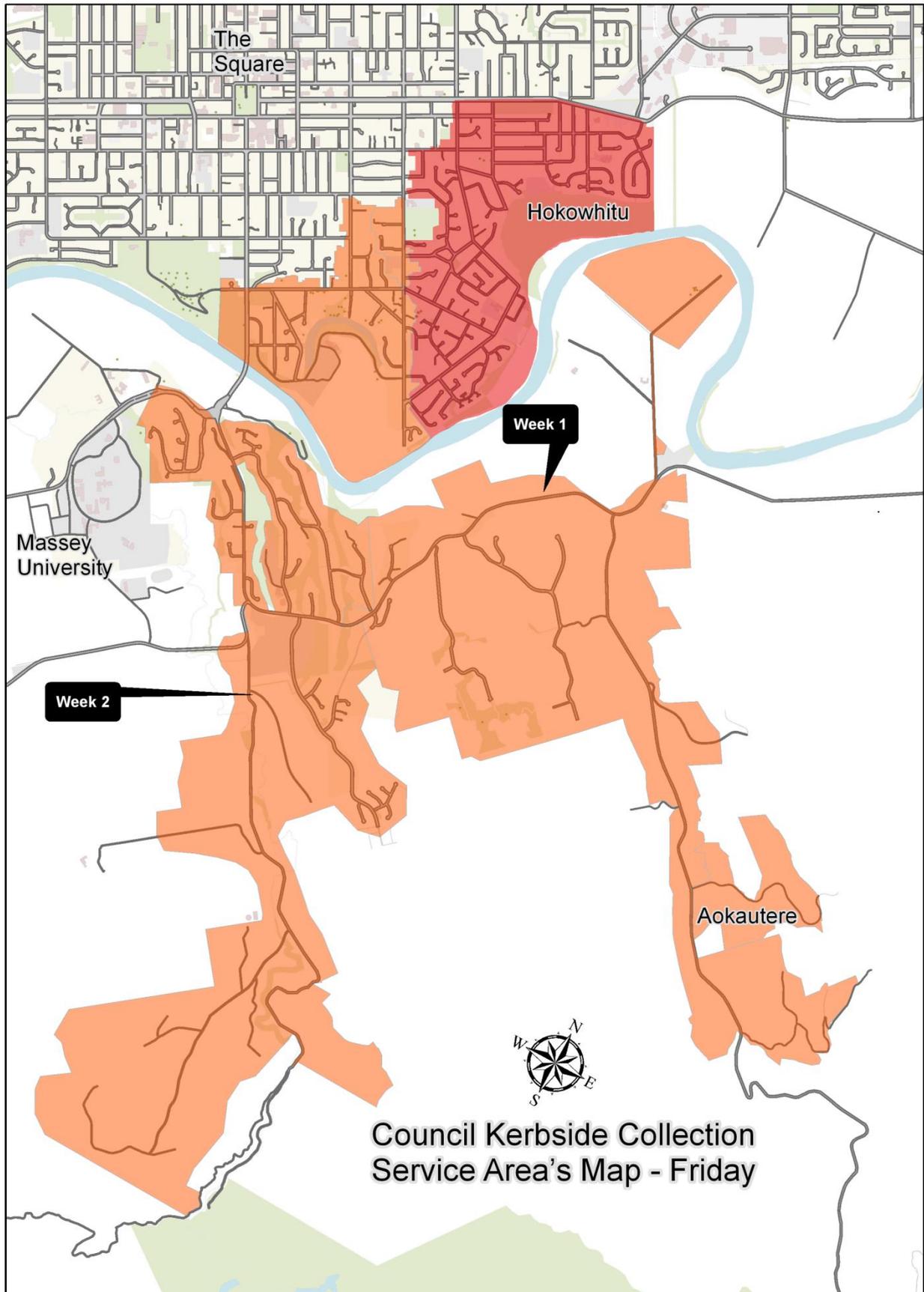




# Council Kerbside Collection Service Area's Map - Wednesday





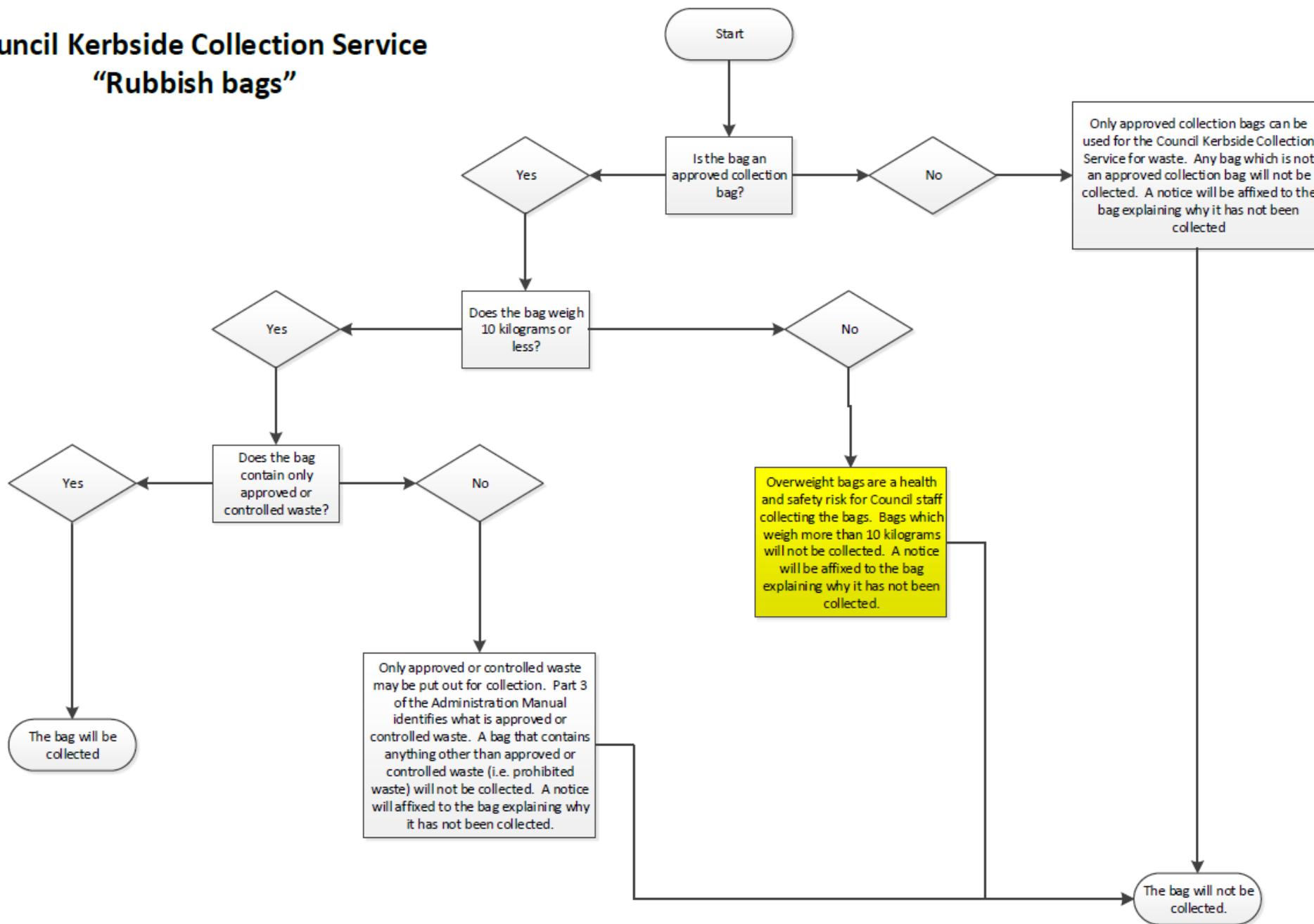


Council Kerbside Collection Service Area's Map - Friday

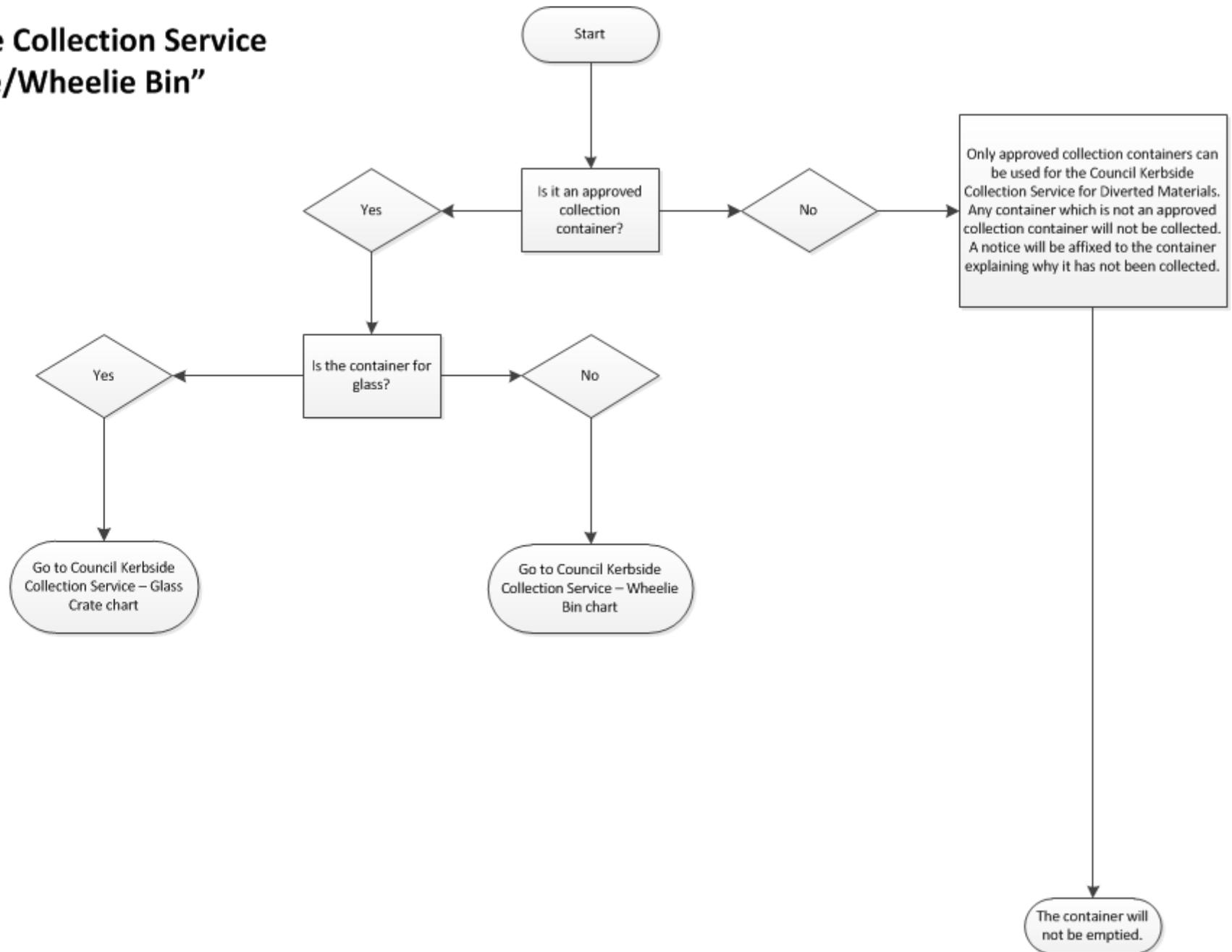
## **PART 4 – POLICY FLOWCHART FOR COUNCIL KERBSIDE COLLECTION SERVICE ENFORCEMENT**

The following flowcharts describe how Council staff will determine compliance with the terms and conditions for the Council kerbside collection service, and what action should be taken in the event of non-compliance.

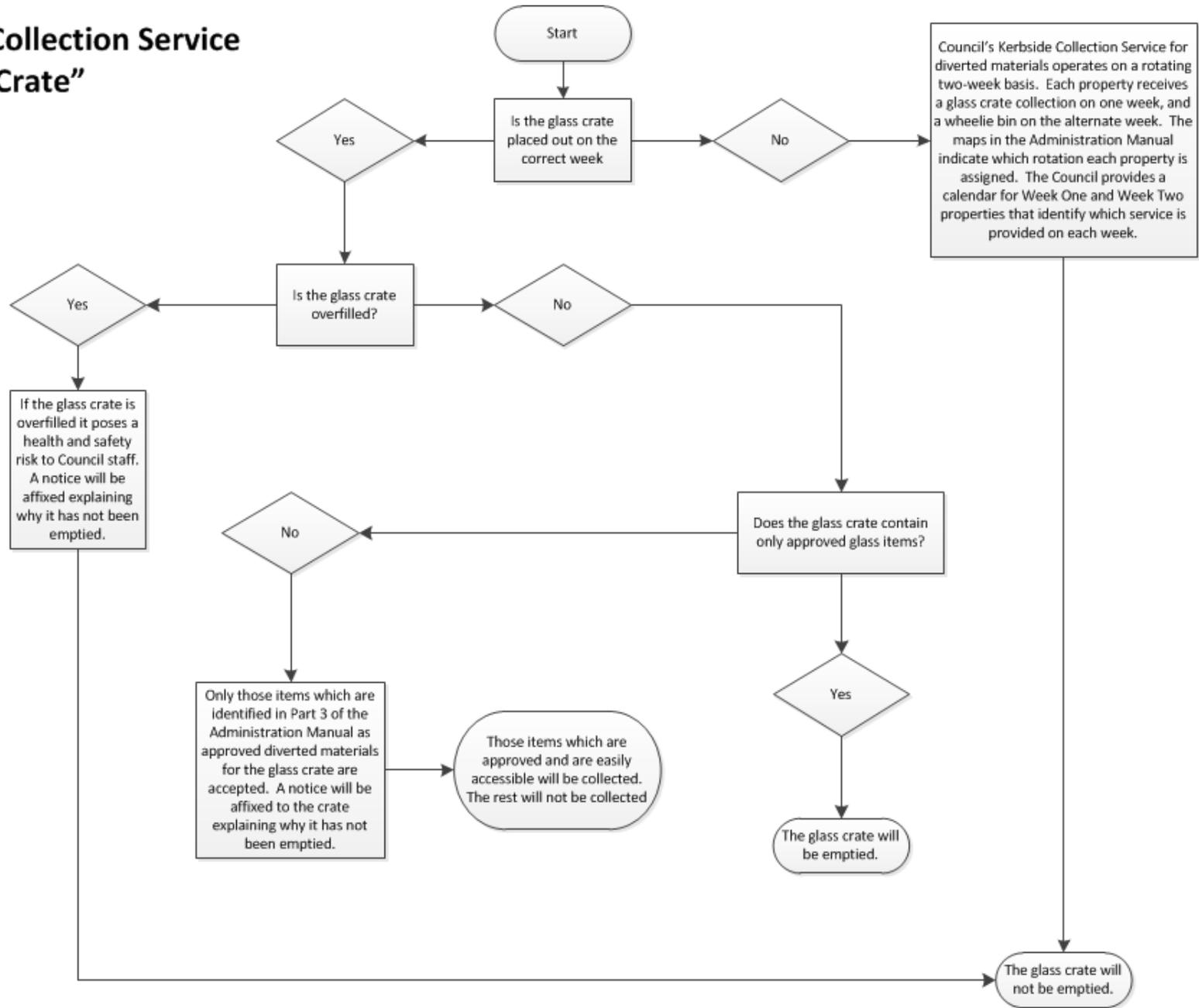
# Council Kerbside Collection Service "Rubbish bags"



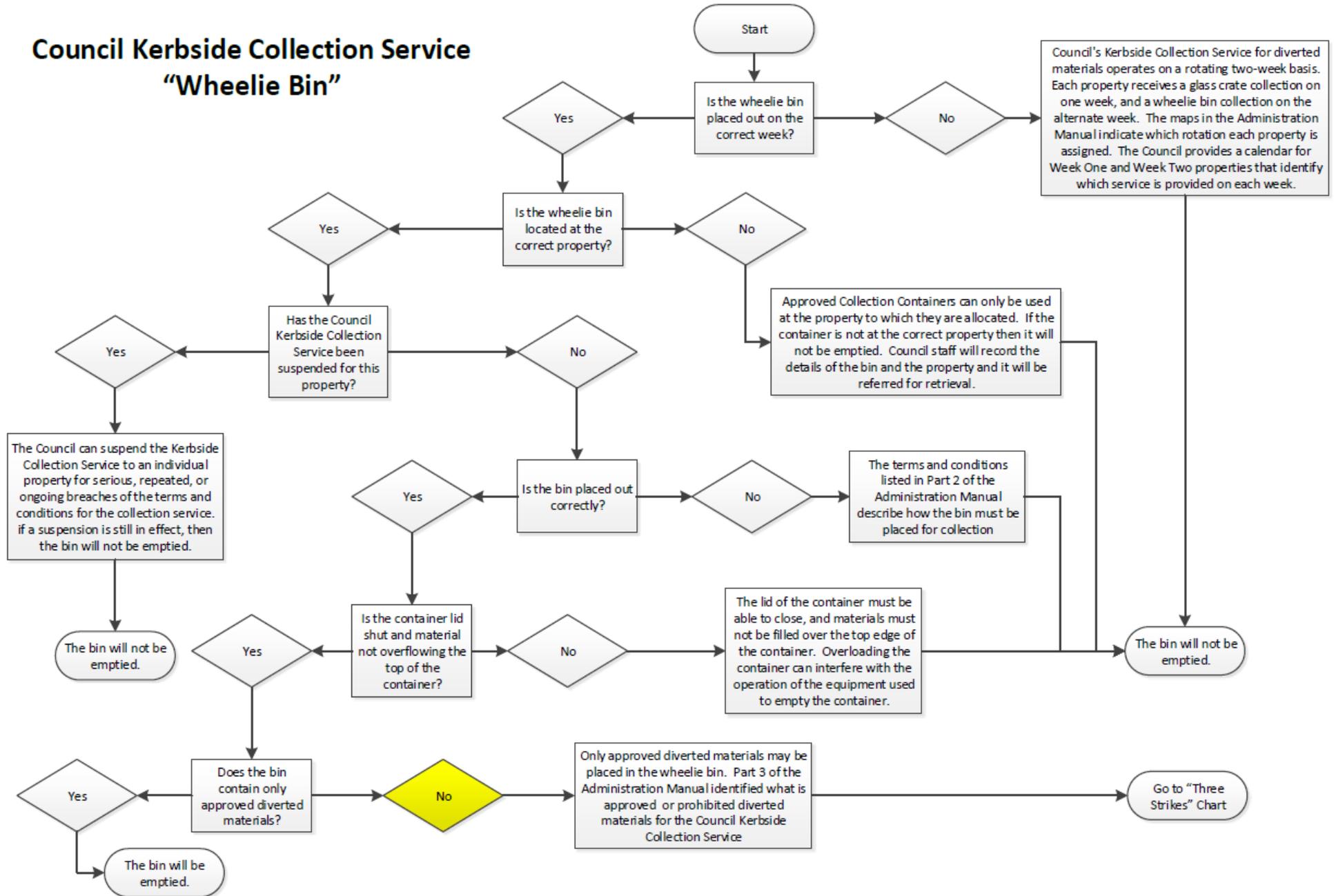
## Council Kerbside Collection Service "Glass Crate/Wheelie Bin"



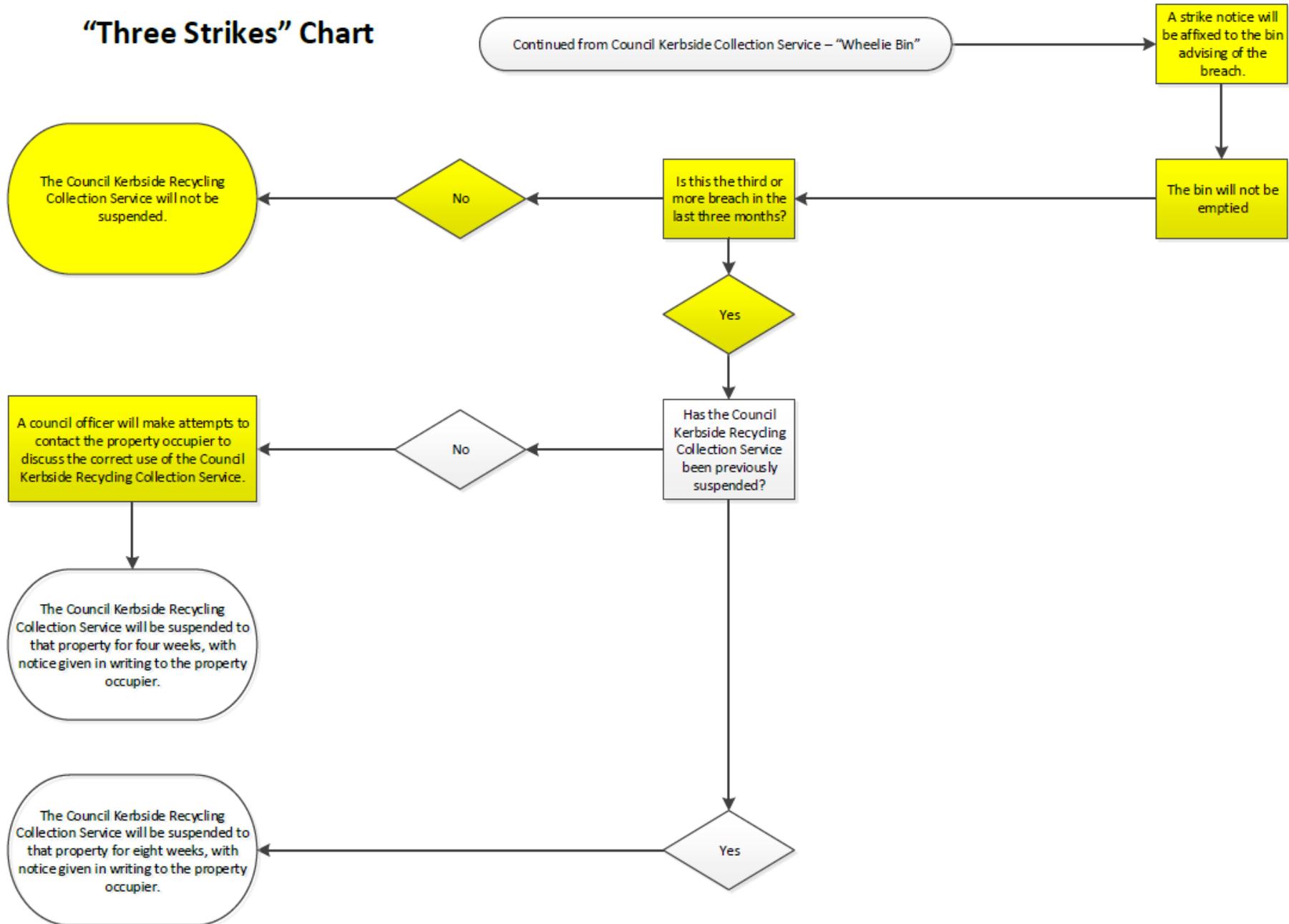
# Council Kerbside Collection Service "Glass Crate"



# Council Kerbside Collection Service "Wheelie Bin"



# “Three Strikes” Chart



## **PART 5 – COMMERCIAL WASTE COLLECTOR LICENCE – TERMS AND CONDITIONS**

A commercial waste collector licence is subject to the following conditions:

### Scope of licence

1. The licence commences on the date it has been signed by the Licensee and the Council. The duration of the licence will be stipulated in the Licence.
2. Only waste or diverted materials of the type identified on the licence may be collected by the licence holder.

### Reporting and auditing

3. The licence holder must provide to the Council a monthly report on its waste and diverted material collection activities for the month prior no later than the 20<sup>th</sup> day of the month following the period reported on.
4. The information in the report must include the following details:
  - a. The amount (by weight in tonnes) of waste and diverted materials collected by the licence holder; and
  - b. A breakdown of the waste and diverted materials by type of material; and
  - c. Where the waste and diverted materials were deposited.
5. The Council reserves the right to audit the reports provided by the licence holder. For audit purposes, the Licence Holder will be required to grant Council or its designated contractor access to information reasonably necessary to validate the reports provided in accordance with the terms and conditions of the licence.

### Confidentiality

6. Commercially sensitive material received from the commercial waste collector licence holder that the License-holder wishes to keep confidential must be stamped “commercially sensitive” by the licence holder and will be received by the Council on that basis under the Local Government and Official Information and Meetings Act 1987 and held subject to that Act.

### Bond

7. The licensee may be required to lodge a bond with the Council, as security against costs that may be incurred by the Council in the event of non-compliance with the licence.

### Liability and indemnity

8. The Council is not responsible or liable in any way whatsoever in respect of the actions of the licensee or the compliance or otherwise of the licensee with the terms of this licence.

### Compliance

9. The licensee must comply with applicable laws, bylaws, regulations and Council's standards and policies, including the Council's Waste Management and Minimisation Plan.
10. The Council may require that the licensee has a Traffic Management Plan in place.
11. If a licensee does not comply with the licence, the Council may:
  - a. Issue a written warning to the licensee, which may be considered as evidence of a prior breach of a licence condition during any subsequent review of the licence;
  - b. Review the licence, which may result in
    - i. amendment of the licence; or
    - ii. suspension of the licence; or
    - iii. termination of the licence;
  - c. Have recourse to any bond where the Council has incurred any cost as a result of the breach of the licence condition, including where the Council has itself performed or arranged for the performance of any licensed activity on the default of the licensee;
  - d. Review the amount and nature of the bond, which may result in:
    - i. an increase of the amount of the bond;
    - ii. a change to the nature of the bond that has been provided;
  - e. Enforce any offence that may have been committed under the Litter Act 1979;
  - f. Enforce any breach of the Bylaw, as provided for in the Health Act 1956, the Local Government Act 2002 and the Waste Minimisation Act 2008.

### Termination of licence

12. The licensee may terminate the licence by giving two months' notice in writing, or at a shorter notice by agreement with the Council.
13. The Council may terminate the licence:
  - a. With one months' notice in writing, where the terms and conditions of the licence have not been met by the licensee;
  - b. Immediately, without written notice, where the terms and conditions of the licence have not been met by the licensee and the breach of the terms and conditions poses a risk to the health and safety of any person or damage to Council property, or where the licensee breaches the Bylaw.

# Application Form



## Palmerston North City Council Waste Management and Minimisation Bylaw Commercial Waste Collector Licence

(Any enquires please phone Palmerston North City Council 06 356 8199)

### 1. APPLICANT DETAILS

Company Name: \_\_\_\_\_

Associated brand names: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Name of key contact: \_\_\_\_\_

Telephone Number 24/7: \_\_\_\_\_

Principle of company (Name): \_\_\_\_\_

Phone: \_\_\_\_\_

### 2. APPLICATION PERIOD

From \_\_\_\_\_ to \_\_\_\_\_ (maximum licence period 5 years)

*Licensee and Council checklist. Please ensure you complete all paperwork before returning.*

	<b>Licence Applicant</b>	<b>Council</b>
Form completed?		
Public Liability Insurance certificate attached		
Fee paid		
Terms and conditions received		
Issue licence		



## 6. METHODS/TREATMENT

Provide methods and treatment details of material that you handle:

Please cover as appropriate

- How often and from where do you collect material?
- How is it transported?
- Will the material be commingled in your collection vehicles?
- How will the operator determine tonnages collected?
- How is the material recycled, recovered, reused?
- Is there any treatment of the material? If so what kind of treatment?

**Please describe in the box below (or attach a separate sheet):**

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## 7. FLEET

Please attach details indicating the number and type of vehicles, their registration numbers, and what load containment measures are being used.

VEHICLE	REGISTRATION

(Please attach any extra vehicles' information on a separate page)

## 8. EXPERIENCE

Provide details of your experience in the waste industry.

Please describe in the box below (or attach a separate sheet):

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## 9. PAST OPERATIONAL ISSUES

Provide details of any operational issues that might have affected your ability to perform in the past.

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## 10. PUBLIC LIABILITY

Provide a copy of certificate of public liability insurance covering the licence period. (A certificate from a broker is sufficient.)

## 11. DECLARATION

I/we agree to be bound by and fulfil all terms and conditions of the licence by signature, including (without limitation) meeting all information and reporting requirements.

I/we declare that all information provided in this application and any (numbered) attachments and any information subsequently provided under the terms and conditions of the licence are correct and accurate.

Signature of applicant: \_\_\_\_\_

Name and Title of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Please note: The person completing this application must be authorised, in writing, to act as a signatory on behalf of the applicant.**

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**Please ensure you complete all paperwork before returning**

## **PART 6 – TERMS AND CONDITIONS FOR EVENTS WASTE MANAGEMENT AND MINIMISATION**

The following terms and conditions apply to any event held on Council land or with Council funding:

1. The event organiser must take all reasonable steps to minimise the amount of waste generated at the event. This includes encouraging event participants (e.g. food vendors) to minimise the amount of packaging used or given out. Non-recyclable materials such as foil or foil-lined packaging, polystyrene or Styrofoam containers or cups, wax-lined paper cups or tetra packs should not be used at events and the event organiser should communicate this to the event participants.
2. The event organiser must take all reasonable steps to encourage recycling opportunities for materials used at the event. This includes:
  - a. Using 100% compostable packaging, single-use beverage cups and utensils. Compostable materials are paper or cardboard (not plastic-lined), corn-starch/potato-bases/sugar-cane based packaging, bamboo, PLA (“plant plastic”). Where the use of compostable materials is not practicable, food packaging should be made from recyclable or reusable materials.
  - b. Promoting to event attendees opportunities to recycle packaging.
3. The event organiser is responsible for ensuring both waste and recycling bins (with the types of material that can be accepted in each type of bin) are available and distributed widely around the event location.
4. The event organiser is responsible for ensuring that all waste and recyclable material collected at the event is disposed of correctly.