

# Waste and Cleansing Policies: Chargeable Garden Waste Policy

**Implementation date: 17 May 2018**

## Control schedule

<b>Approved by</b>	Transport and Environment Committee
<b>Approval date</b>	17 May 2018
<b>Senior Responsible Officer</b>	Andy Williams, Waste and Cleansing Manager
<b>Author</b>	Angus Murdoch, Technical Coordinator
<b>Scheduled for review</b>	Annually

## Version control

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Comment</b>
1.0	7 June 2018	Angus Murdoch	Final

## Committee decisions affecting this policy

<b>Date</b>	<b>Committee</b>	<b>Link to report</b>	<b>Link to minute</b>
17 May 2018	Transport and Environment	<a href="#">Policy assurance</a>	<a href="#">minute</a>

## Policy statement

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- 1.1 This policy implements the decision made at Full Council in February 2018, as part of the budget setting process, to introduce an annual charge for the collection of household garden waste.
- 1.2 The policy was approved as part of the Waste and Cleansing Service's Policy Assurance at Transport and Environment Committee on 17 May 2018.

## Scope

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- 2.1 The policy applies to the provision of the household garden waste collection service to households in Edinburgh.

## Definitions

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- 3.1 Garden waste is compostable organic waste generated by a household garden, i.e. flowers, plants, weeds, grass cuttings, leaves, hedge clippings, twigs and small branches.
- 3.2 The definition would also include Christmas trees but with certain stipulations relating to the size of the tree, and the removal of decorations which would contaminate the composting process.
- 3.3 The policy does not cover the collection of food, paper or other potentially compostable materials which are not part of this collection service.

## Policy content

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- 4.1 The following policy outlines how the chargeable garden waste policy will operate. It sets out how householders should use the service, and what they can expect from the collection service.

### **Provision of Garden Waste Collection**

- 4.2 Our aim is to make the garden waste collection service available to as many households as is practicable, provided we are able to operate an efficient collection route and that it is operationally feasible to provide the service.

- 4.3 This is not a statutory service; there is an annual charge for providing this service.
- 4.4 The charge does not include the cost of composting the material collected.
- 4.5 The service will operate every two weeks throughout the year, and the collection dates will be advertised on our website.

#### **Paying for the service**

- 4.6 The annual charge covers a full 12 month period.
- 4.7 Householders who are eligible to participate in the service will notified annually of the registration period for the service.
- 4.8 You may register and pay for the service on behalf of someone else, e.g. a relative.
- 4.9 We may be able to accept householders who wish to join the service outwith the registration period, subject to operational viability, but we will not be able to offer a reduced charge for the remaining period.
- 4.10 The charge will apply per bin – you may sign up more than one bin. We will only empty bins which carry the relevant sticker to show that they have been registered.
- 4.11 The chargeable service may be transferred to a new property subject to the new property being eligible to receive the service. It will be the responsibility of the customer to provide a minimum of six weeks' notice of the change; the customer will be responsible for transferring the bin to the new collection, however the customer does not need to re-register to use the service or pay again for the remainder of that year's payment period.
- 4.12 If your new property does not receive the service (or is outwith the Council boundary) please leave it at the current address so that the new residents can use it for the remaining period.
- 4.13 If you wish to share a bin with a neighbour, or neighbours, only one person should sign up to the scheme and make payment, and ensure that the bin is properly presented on the correct days.
- 4.14 There is no discount for the smaller size bin.
- 4.15 Residents that qualify under the Council Tax Reduction scheme (previously Council Tax benefit) will be exempt from paying for the service but still need to register with the service.
- 4.16 [http://www.edinburgh.gov.uk/info/20127/benefits\\_and\\_grants/43/claim\\_a\\_council\\_tax\\_reduction](http://www.edinburgh.gov.uk/info/20127/benefits_and_grants/43/claim_a_council_tax_reduction)

#### **Use of the service**

- 4.17 It is important that your brown bin is only used to collect the correct materials as outlined below. All materials must be loose, and not in a bag. **We do not accept any kind of bag or liner in the brown bin.**
- 4.18 Bins which contain other materials will **not** be collected and we will not issue refunds for these collections.
- 4.19 You must present your bin by 6AM on the day of collection and remove it as soon as possible after collection.

- 4.20 The bin must be presented at the kerbside outwith your property (except where an assisted collection has been arranged) with the lid fully closed, and in line with our normal policy on the Presentation of Waste.
- 4.21 Our normal Assisted Collection Policy will apply to this service.
- 4.22 All bins must display the garden waste collection scheme sticker for the appropriate year.

#### **Collection of garden waste**

- 4.23 Collections will take place from 6 AM on the collection day.

#### **Failed collections**

- 4.24 Collection crews will record instances where bins are not presented or where the contents are contaminated with other types of waste or are too heavy to lift. Those bins will not be uplifted, and no refund will be issued.
- 4.25 You should remove any contaminants or reduce the weight of the bin, and present the bin again by 6 AM on the next collection date.
- 4.26 We regret that we are not able to collect garden waste when the contents are frozen due to weather conditions. We will collect on the next scheduled collection; we will not issue a refund in these circumstances.
- 4.27 Where we are not able to collect your bin due to circumstances outwith our control (such as roadworks or no access) crews will record this and we will seek to return as soon as possible. We will not issue a refund.
- 4.28 Where we are not able to collect your bin due to circumstances within our control (such as vehicle failure) crews will record this and we will return to collect it within two working days.
- 4.29 Where we fail to collect your bin as a result of our error, we will return to collect it within two working days of being notified. (Please refer to the operational days for the service).

#### **Materials accepted in brown bins**

You **can** put these in your brown bin:

Flowers, plants and weeds

Grass cuttings and leaves

Hedge clippings, twigs and small branches

Christmas trees (all decorations must be removed; Christmas trees may also be presented beside the bin in January only; (please cut trees in half )

You **can't** put these in your brown bin:

Food

Animal waste and bedding

Plant pots

Soil and turf

ANY TYPE OF BAG (including bags labelled compostable, degradable or biodegradable)

## Implementation

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- 5.1 This policy will be implemented and maintained by the Council's Waste and Cleansing Service.

## Roles and responsibilities

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- 6.1 The Waste and Cleansing Manager has overall responsibility for the implementation and maintenance of the policy.

## Related documents

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- 7.1 None

## Equalities impact

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- 8.1 An Integrated Impact Assessment has been completed for this policy.
- 8.2 A number of exemptions are included in the charging itself (e.g. to support residents who receive Council Tax Reduction, where a member of the household is registered as Severely Mentally Impaired, or where a resident receives Garden Aid but does not pay for that service).
- 8.3 The existing Assisted Collection Policy which provides assistance to residents who are not able to present their bin remains in place.
- 8.4 We encourage residents to register and pay for the garden waste collection online as this is the quickest and easiest way for most people to do so.
- 8.5 Alternative systems are in place where this is not possible.

- 8.6 Residents can also use self service kiosks to pay by card in Locality offices, make cash and card payments at public counters in those offices, and access public internet in libraries.
- 8.7 Registration and payment is available on the phone.

### **Sustainability impact**

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- 9.1 Waste and Cleansing policies are designed to support integrated recycling services as part of an overall waste management service.
- 9.2 Provision of a garden waste collection provides residents with an alternative to landfill.

### **Risk assessment**

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- 10.1 This policy has been agreed by the Transport and Environment Committee as part of the policy assurance process which seeks to ensure increased accountability, transparency and efficiencies concerning Council actions and operations.
- 10.2 Failure to operate efficient, reliable and customer focussed services represents a risk to the Council's reputation. It is likely that the data collected to support charging will improve the records of bins versus addresses and so result in an enhanced service.

### **Review**

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- 11.1 All Waste and Cleansing Policies will be reviewed on an annual basis and agreed at Transport and Environment Committee