

Policy:	Policy Manual No.	Authorised By:	Policy Section:	Effective:	Review Date:
Waste Management and Minimisation Policy (WMM)	FAC-WMM	Governance Group	Venue Hire and Facility Use (FAC)	Upon approval	April 2029; 3-yearly

Waste Management and Minimisation Policy (WMM)

Public-facing policy for reducing, separating, managing and disposing of waste at Glenfield Community Centre

Property of Glenfield Community Centre Incorporated

Last reviewed April 2026 | Next review April 2029 | Version 2026.1

1 Purpose:

The purpose of this policy is to ensure that Glenfield Community Centre Incorporated (GCC) manages and minimises waste in a way that supports environmental responsibility, health and safety, cleanliness, legal compliance, cost control, community accountability and the proper use of the Centre.

2 Scope:

This policy applies to waste generated, brought onto, stored, separated or removed from GCC buildings, grounds, carparks, courtyards, kitchens, toilets, offices, hire spaces, events and any other area under GCC management or control.

This policy applies to Governance Group members, officers, staff, volunteers, contractors, tenants, hirers, members, visitors, service users, event organisers, attendees and any other person using or entering GCC property.

This policy applies to general rubbish, recycling, food scraps, event waste, paper and cardboard, packaging, sanitary waste, cleaning waste, hazardous waste, e-waste, broken items, bulky items, donated goods and any other material requiring disposal or diversion from landfill.

This policy does not replace specialist legal, health and safety, hazardous substance, privacy, biosecurity, food safety, contractor, tenancy, lease, insurance or Auckland Council processes where those processes are required.

3 Policy Statement:

GCC will manage waste according to the waste hierarchy: avoid creating waste where practicable, reduce waste at source, reuse items where safe and appropriate, repair or repurpose where feasible, recycle correctly, divert food scraps where available, and use landfill disposal only where no better practical option is available.

GCC will provide reasonable waste and recycling systems for ordinary Centre use. Hirers, tenants, contractors and event organisers remain responsible for the waste generated by their activity, including removing waste from site where required by the Room Hire Agreement, a tenancy arrangement, event conditions or GCC instruction.

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Waste must be separated correctly. Recycling, food scraps and general rubbish must not be contaminated with items that do not belong in that stream. If the correct disposal route is unclear, the item must be placed in general rubbish or removed from site rather than contaminating recycling or food-scrap bins.

GCC will encourage user groups, hirers, tenants and contractors to reduce single-use items, avoid unnecessary packaging, use reusable materials where practical, and plan for waste minimisation when holding events or activities at the Centre.

GCC may recover cleaning, rubbish removal, contamination, repair, contractor or disposal costs caused by non-compliance, misuse of bins, dumping, failure to remove event waste, or breach of hire, tenancy or contractor requirements.

This policy must be read consistently with the GCC Constitution, including the Society's Principles, Objects, Governance Group powers, health and safety responsibilities, financial stewardship, community accountability, dispute-resolution requirements and Appendix A values.

4 Definitions:

Waste: Any material, product, packaging, residue, item or substance that is discarded, unwanted, surplus or requires disposal, recycling, composting, recovery, treatment or removal.

Waste Minimisation: Actions that reduce the amount of waste created or sent to landfill, including avoiding, reducing, reusing, repairing, repurposing, recycling and diverting food scraps or other recoverable materials.

Waste Hierarchy: The preferred order for managing materials: avoid or reduce waste first, then reuse, repair, repurpose, recycle or recover materials, with disposal to landfill as the last option.

General Rubbish: Waste that cannot be practically reused, recycled, composted or diverted through available GCC or public collection systems and must be placed in landfill rubbish.

Recycling: Clean and accepted recyclable materials placed in the correct recycling system, subject to current Auckland Council, contractor or site collection rules.

Food Scraps: Food waste accepted through an approved food-scraps system, subject to current Auckland Council, contractor or site collection rules.

Contamination: Putting the wrong material into a waste, recycling or food-scraps stream, or placing dirty, hazardous, wet, mixed or unsuitable material into a bin where it may cause rejection, odour, pests, safety risk or extra cost.

Hazardous Waste: Waste that may be unsafe, toxic, flammable, corrosive, infectious, sharp, pressurised or otherwise harmful, including chemicals, paint, oil, batteries, medical waste, gas cylinders and some cleaning products.

E-waste: Electronic or electrical items requiring separate disposal or recycling, including batteries, cables, chargers, small appliances, computer equipment and electronic accessories.

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Event Waste: Waste generated by a meeting, class, event, celebration, market, social hire, programme, workshop or other organised activity at GCC.

Hirer or User Group: Any person or organisation that books, hires, occupies, attends, delivers or participates in an activity, meeting, event, programme or service at GCC.

Waste Plan: A simple plan identifying likely waste streams, bin requirements, responsibility for sorting, arrangements for removal, and steps to reduce waste for an event or activity.

5 Roles and Responsibilities:

Governance Group: Approves this policy and maintains oversight where waste, sustainability, cost, risk, health and safety, funding, reputation or facility-use issues require governance attention.

Centre Manager: Owns implementation of this policy, manages waste systems and contractor or Council liaison where relevant, approves site-specific controls, and may require additional waste arrangements for events, tenants, contractors or hirers.

Staff and volunteers: Use waste systems correctly, assist with basic guidance, report dumping, contamination, overflowing bins, hazards or repeated non-compliance, and support practical waste minimisation where relevant to their role.

Hirers and user groups: Must minimise waste where practicable, sort waste correctly, keep rooms and shared areas clean, remove rubbish where required, and ensure their participants, caterers and contractors follow GCC waste requirements.

Tenants and contractors: Must comply with this policy, tenancy or contractor requirements, applicable law, site instructions and any agreed waste arrangements, including safe disposal of waste generated by their activities.

Visitors and service users: Must use bins correctly, avoid littering or dumping, and follow reasonable instructions from GCC staff or event organisers.

6 Procedure / Implementation:

6.1 Waste avoidance and reduction:

GCC will encourage low-waste choices where practicable, including reusable cups, containers, plates and utensils; digital rather than printed materials; careful purchasing; avoiding unnecessary packaging; and reusing or repairing suitable items before disposal. Hirers and event organisers should plan for waste before the activity begins, particularly where food, catering, decorations, giveaways, packaging or large numbers of participants are involved.

6.2 Recycling, food scraps and general rubbish:

GCC will provide waste and recycling facilities appropriate to ordinary Centre use, subject to available services, space, collection arrangements and cost. Bins must be used according to signage, current collection rules and staff instructions.

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Recycling must be clean and accepted by the relevant collection system. Food, liquid, soft plastics, polystyrene, batteries, e-waste, hazardous waste, nappies, medical waste, broken glassware, pyrex, ceramics and other excluded items must not be placed in recycling bins. Food scraps may only be placed in an approved food-scrap system where one is available and must follow current collection rules. Compostable packaging, disposable food containers, paper towels and similar items must not be placed in food scraps unless GCC's current collection service specifically accepts them.

6.3 Hirer and event responsibilities:

Hirers must leave rooms, kitchen areas, toilets and shared areas clean and ready for the next user. Social, party, catering-heavy and event hirers must remove rubbish from the site where required by the Room Hire Agreement or by GCC staff. GCC may require a Waste Plan for larger events, food-based events, high-waste activities, community events, market-style activity, public events or any booking where waste volume, contamination risk, food scraps, litter, health and safety or cleaning impact may be significant.

6.4 Kitchen, food and catering waste:

Food waste, packaging and catering materials must be managed hygienically. Hirers must clean surfaces, remove food debris, take away rubbish where required, and ensure recycling and food scraps are not contaminated. Cooking oil, fats, liquids, food scraps, coffee grounds and other materials must not be poured down sinks or drains unless this is safe and appropriate. Large quantities of food waste or catering waste must be removed by the hirer or caterer unless GCC has agreed otherwise.

6.5 Hazardous, bulky and special waste:

Hazardous waste, medical waste, sharps, chemicals, paint, batteries, gas cylinders, e-waste, broken equipment, bulky waste, construction waste, garden waste and similar items must not be placed in GCC general rubbish or recycling bins unless GCC has specifically approved a safe disposal method. Contractors must remove waste generated by their work unless GCC has agreed otherwise in writing.

6.6 Litter, dumping and misuse of bins:

GCC bins are for approved Centre use only. Dumping household, business, event, contractor, bulky or hazardous waste on GCC property is not permitted. Littering, misuse of bins, overfilling bins or leaving rubbish beside bins may result in cost recovery or other action.

6.7 Signage, guidance and review:

GCC will use signage, room-hire information, website information or direct communication to support correct waste separation and reduce contamination. Waste arrangements should be reviewed when collection rules, site use, costs, contractor arrangements or event patterns change.

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7 Monitoring, Reporting and Breach Management:

Waste-related issues may be recorded where they involve contamination, dumping, repeated non-compliance, extra cost, damage, pests, odour, health and safety risk, complaint, event impact or significant cleaning requirement.

The Centre Manager may monitor waste volume, contamination, contractor costs, cleaning issues, event waste and user-group compliance, and may report significant trends or risks to Governance where appropriate.

Non-compliance with this policy may result in guidance, conditions on future bookings, cancellation or refusal of hire, recovery of cleaning or disposal costs, removal of waste by the hirer, contractor management, tenant action, complaint management, health and safety action, or referral to Auckland Council or another authority where appropriate.

Waste minimisation outcomes should be considered when reviewing room-hire processes, kitchen use, event planning, cleaning arrangements, procurement, signage, funding applications, community education and facility improvements.

8 Legal and Compliance Requirements:

This policy is intended to support compliance with current statutes, regulations, bylaws, constitutional requirements, venue-use obligations, funding obligations and recognised good-practice requirements relevant to waste management and minimisation.

Relevant requirements include, but are not limited to:

- GCC Constitution;
- Waste Minimisation Act 2008;
- Litter Act 1979;
- Health and Safety at Work Act 2015;
- Building Act 2004 and fire safety requirements where waste may obstruct exits or create risk;
- Auckland Council waste management and minimisation plans, bylaws, controls and collection requirements where applicable;
- Room Hire Agreement and Room Booking Terms and Conditions;
- funding, lease, contractor, event, insurance or accountability requirements where applicable; and
- recognised good-practice guidance relevant to waste minimisation, event waste, recycling, food scraps, site cleanliness and public safety.

The GCC Constitution prevails where it prescribes a process for Governance decision-making, member complaints, financial stewardship, constitutional records or dispute resolution. If there is any inconsistency between this policy and the Constitution, the Constitution prevails unless Governance determines that the Constitution itself requires amendment to comply with law.

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9 Related Documents:

- GCC Constitution;
- Policy and Procedure Framework;
- Master Policy and Procedure Register;
- Health and Safety Policy;
- Health and Safety Requirements for Hirers;
- Room Hire Agreement and Room Booking Terms and Conditions;
- Privacy and Confidentiality Policy;
- Complaints and Feedback Policy;
- Dogs / Animals on Site Policy;
- Smoke-free, Alcohol and Drug-free Site Policy;
- Cleaning, maintenance and contractor records;
- Waste, recycling and food-scrap signage or public guidance; and
- Waste Incident / Contamination Register, if used.

10 Document Management Control:

Prepared by	Centre Manager
Policy Owner	Centre Manager
Authorised by	Governance Group
Approved by	Governance Meeting Motion: [insert motion number]
Date issued	April 2026
Last reviewed	April 2026
Review frequency	Three-yearly, or earlier if legislation, governance, risk, funding, waste service, collection rules, facility-use, cost, complaint pattern or operational requirements change
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Appendix One - Public Guidance for Visitors and Hirers:

The following short guidance may be used on the website, in room-hire information, signage, or event information.

Topic	Guidance
General rule	Please reduce waste where you can, use the right bins, and leave rooms, kitchens and shared areas clean and ready for the next user.
Recycling	Only place clean, accepted recycling in recycling bins. Do not place food, liquid, soft plastics, batteries, e-waste, polystyrene, nappies, medical waste or hazardous waste in recycling.
Food scraps	Use food-scrap bins only where provided and only for accepted food scraps. Do not place compostable packaging, disposable containers, paper towels or plastic bags in food scraps unless current GCC signage says they are accepted.
Events and catering	If your booking creates extra waste, food scraps, packaging or decorations, you may be required to take waste away or provide a waste plan.
Social / party hire	Bring your own rubbish bags and take rubbish away if required by the Room Hire Agreement or by GCC staff.
Hazardous or special waste	Do not leave batteries, chemicals, gas cylinders, sharps, medical waste, paint, e-waste, bulky items or contractor waste at GCC.
Problems	Report overflowing bins, spills, broken glass, dumping, pests, contamination or waste hazards to GCC staff or the Centre Manager as soon as practicable.

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Appendix Two - Event Waste Plan Fields:

GCC may require the following information for larger, food-based, public or high-waste events.

Field	Purpose
Event / booking details	Event name, date, room or area used, expected attendance and organiser contact details.
Waste streams expected	General rubbish, recycling, food scraps, cardboard, packaging, decorations, stallholder waste, hazardous waste or other items.
Reduction measures	Steps to reduce waste, such as reusable serving ware, digital materials, bulk supplies, refill stations or avoiding unnecessary giveaways.
Bin and signage arrangements	What bins will be used, where they will be placed, and how users will know what goes where.
Responsibility	Person or organisation responsible for sorting, monitoring, cleaning and removing waste.
Removal arrangements	How and when waste will leave the site, including any external provider or take-away requirement.
Post-event check	Confirmation that rooms, kitchen, toilets, courtyard, walkways and carparks have been checked and left clean.
Issues / follow-up	Contamination, extra cleaning, damage, complaints, cost recovery, or improvement needed for future events.

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Appendix Three - Waste Incident / Contamination Register Fields:

The Waste Incident / Contamination Register should record the following information where relevant, unless Governance approves a different structure.

Field	Purpose
Reference number	Unique waste issue or incident reference.
Date identified	Date the issue was identified or reported.
Person / organisation	Hirer, tenant, contractor, event organiser, visitor or other party involved, where known.
Location	Room, kitchen, bin area, courtyard, carpark, toilet, entrance or other affected area.
Issue type	Contamination, dumping, overfilled bin, litter, food waste, hazardous waste, broken glass, odour, pests, event waste, cleaning issue or other category.
Summary	Plain-English summary of what happened.
Immediate action	Cleaning, isolation, removal, safety control, contractor call-out, communication or other immediate response.
Outcome / cost	Issue closed, cost recovered, warning issued, booking condition added, contractor notified or other outcome.
Follow-up required	Signage, user communication, policy review, waste plan, contractor follow-up, training, maintenance or reporting to Governance.
Notes	Any privacy, health and safety, legal, tenant, hirer or complaint-handling considerations.