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ORDINARY MEETING  
OF  
WELLINGTON REGION WASTE MANAGEMENT AND  
MINIMISATION PLAN JOINT COMMITTEE  
AGENDA

Time: 9:30am  
Date: Monday, 13 June 2022  
Venue: Ngake (16.09)  
Level 16, Tahiwī  
113 The Terrace  
Wellington

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## MEMBERSHIP

Councillor Frazer Mailman	Masterton District Council
Councillor Jill Greathead	Carterton District Council
Councillor Pam Colenso	South Wairarapa District Council
Councillor Jackie Elliot	Kāpiti Coast District Council
Councillor Steve Taylor	Upper Hutt City Council
Councillor Simon Edwards	Hutt City Council
Councillor David Lee	Greater Wellington Regional Council
Councillor Geoff Hayward	Porirua City Council
Councillor Laurie Foon	Wellington City Council



## Have your say!

You can make a short presentation to the Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8334, emailing [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz) or writing to Democracy Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number, and the issue you would like to talk about.

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## **AREA OF FOCUS**

Under the Waste Minimisation Act 2008 territorial authorities were required to develop a Waste Management and Minimisation Plan (WMMP) by 2012.

In 2011, 8 Councils in the greater Wellington region adopted the first regional WMMP. The Councils agreed that a Joint Committee should be established to oversee the implementation of the WMMP.

**Quorum:** 4 members

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## 1. Meeting Conduct

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### 1.1 Apologies

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

### 1.2 Conflict of Interest Declarations

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

### 1.3 Confirmation of Minutes

The minutes of the meeting held on 6 December 2021 will be put to the Wellington Region Waste Management and Minimisation Plan Joint Committee for confirmation.

### 1.4 Items not on the Agenda

The Chairperson will give notice of items not on the agenda as follows.

***Matters Requiring Urgent Attention as Determined by Resolution of the Wellington Region Waste Management and Minimisation Plan Joint Committee.***

The Chairperson shall state to the meeting:

1. The reason why the item is not on the agenda; and
2. The reason why discussion of the item cannot be delayed until a subsequent meeting.

The item may be allowed onto the agenda by resolution of the Wellington Region Waste Management and Minimisation Plan Joint Committee.

***Minor Matters relating to the General Business of the Wellington Region Waste Management and Minimisation Plan Joint Committee.***

The Chairperson shall state to the meeting that the item will be discussed, but no resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the Wellington Region Waste Management and Minimisation Plan Joint Committee for further discussion.

### 1.5 Public Participation

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

**WELLINGTON REGION WASTE  
MANAGEMENT AND MINIMISATION PLAN  
JOINT COMMITTEE  
13 JUNE 2022**

**Absolutely Positively  
Wellington City Council**  
Me Heke Ki Pōneke

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Requests for public participation can be sent by email to [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz), by post to Democracy Services, Wellington City Council, PO Box 2199, Wellington, or by phone at 04 803 8334, giving the requester's name, phone number and the issue to be raised.

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## 2. General Business

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# REGIONAL WASTE MANAGEMENT & MINIMISATION PLAN WORK PROGRAMME UPDATE

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### Kōrero taunaki | Summary of considerations

#### Purpose

1. This report to Wellington Region Waste Management and Minimisation Plan Joint Committee provides an update on key regional and local level work being undertaken to implement the Wellington Region Waste Management and Minimisation Plan (WMMP) 2017-23.

#### Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- Sustainable, natural eco city
- People friendly, compact, safe and accessible capital city
- Innovative, inclusive and creative city
- Dynamic and sustainable economy

#### Strategic alignment with priority objective areas from Long-term Plan 2021–2031

- Functioning, resilient and reliable three waters infrastructure
- Affordable, resilient and safe place to live
- Safe, resilient and reliable core transport infrastructure network
- Fit-for-purpose community, creative and cultural spaces
- Accelerating zero-carbon and waste-free transition
- Strong partnerships with mana whenua

#### Relevant Previous decisions

N/A

#### Financial considerations

- Nil       Budgetary provision in Annual Plan / Long-term Plan       Unbudgeted \$X

2. There are no financial considerations at this time. Council's individual action plans are funded by the respective Councils, and regional work

#### Risk

- Low       Medium       High       Extreme

3. This paper is considered low risk, on the basis that the work programme is consistent the Wellington Region Waste Management and Minimisation Plan 2017-2023.

**WELLINGTON REGION WASTE  
MANAGEMENT AND MINIMISATION PLAN  
JOINT COMMITTEE  
13 JUNE 2022**

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Authors	Emma Richardson, Waste Strategy Manager Stefan Borowy, Manager, Waste Operations Chris Mathews, Manager Waste, Water and Resilience
Authoriser	Siobhan Procter, Chief Infrastructure Officer



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## **Taunakitanga | Officers' Recommendations**

Officers recommend the following motion

That the Wellington Region Waste Management and Minimisation Plan Joint Committee:

1. Receive the information.
2. Note the update on key regional and local level work to implement the Wellington Region Waste Management and Minimisation Plan 2017-23.
3. Note that in September 2022, the Committee will be presented with the draft Wellington Region Waste Assessment.
4. Note that in December 2022, the Committee will be presented with a preliminary draft WMMP 2023-2029, and a high-level consultation schedule.

## **Whakarāpopoto | Executive Summary**

4. This report provides the Wellington Region Waste Management and Minimisation Plan Joint Committee with an update on key regional and local level work being undertaken to implement the Wellington Region Waste Management and Minimisation Plan (WMMP) 2017-23.
5. At the local level, the Councils are advancing a range of initiatives, including projects that support the expansion of the resource recovery network and behaviour change within the community.
6. At the regional level, key initiatives include the implementation of a regional waste operator and facility licensing system and the development of a new Regional Waste Assessment. The Waste Assessment will set out the information necessary to identify the key issues and priority actions to be included and addressed within in the next WMMP.
7. In line with legislation, following the completion of the Regional Waste Assessment, the regional focus will shift to the development of a new Regional WMMP (2023-2029).

## **Takenga mai | Background**

8. The WMMP (2017-23) promotes effective and efficient forms of waste management and minimisation across the region, and establishes a related set of waste reduction targets.
9. The Councils of the Wellington Region are currently progressing a range of local and regional actions to support waste reduction.
10. Both at the local and regional level, the actions broadly encompass regulatory and infrastructure considerations, as well as initiatives related to optimising service provision, engagement, leadership and management.
11. Over the next 9 months, at the local level, officers will remain committed to the delivery of each respective territorial authority WMMP Action Plan. At the region-level, there will be a continued commitment to the establishment of waste operator and facility licensing and advancement of the implementation of the National Waste Data Framework in January 2023.

12. Further, the current WMMP will need to be reviewed to enable the development of a new WMMP. In accordance with legislative requirements, the first step in the review process is the completion of a new Regional Waste Assessment.
13. A key issue for this Waste Assessment will be forming a clear picture of waste flows and management options in the region. The Waste Assessment will also set out the information necessary to identify the key issues and priority actions to be included and addressed within in the next WMMP.
14. In 2023, the regional focus will subsequently shift to the development of the next WMMP.

### **Kōrerorero | Discussion**

15. As noted above, a range of WMMP initiatives are currently underway in accordance with the existing Wellington Region WMMP.

### **Regional WMMP Action Update**

#### Regional Waste Operator (and Facility) Licensing

16. The Councils of the Wellington Region are continuing to progress the establishment of Regional Waste Operator Licensing. This currently involves working with a number of other territorial authorities from the Bay of Plenty, Waikato and Gisborne, to jointly procure a new Information Management System to facilitate licensing within each Region.
17. In summary, the IMS will be required to:
  - Record details of licensed waste operators, including which geographical areas they are active in and what services they provide.
  - Enable the administrator to easily monitor when licensees may need reminders to update their licenses or pay fees.
  - Provide for the waste operators to enter their data at specified intervals into a secure web-based portal.
  - Allow system to system data transfer for a small number of identified data management systems used by large waste operators.
  - Securely manage and reconcile data that is supplied into the system.
  - Automate the consolidation of data and compilation in a form suitable for reporting and analysis.
  - Provide for the reporting of data back to TAs and other authorised recipients.
18. This joint procurement work is being managed by BOPLASS, which is a shared service organisation, that has been established to promote shared services between local authorities in the Bay of Plenty/Gisborne Regions.
19. The Joint Committee will be updated with the progress being made on the procurement of the IMS in September 2022.

#### Regional Waste Assessment 2022

20. Work is currently underway to develop a new Waste Assessment for the Wellington Region. This Waste Assessment will be prepared in accordance with the legislative

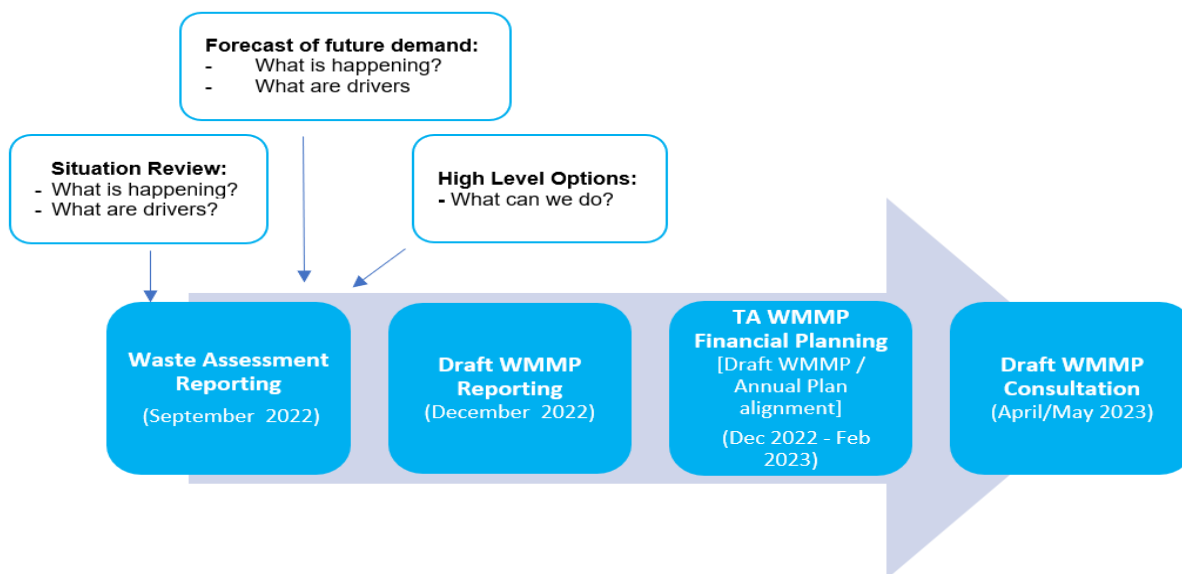
requirements of the Waste Minimisation Act 2008 (WMA) and will inform and support the development of the next Regional WMMP (2023-2029).

21. The Waste Assessment will likely address the following:
- Wellington Region Overview – Provision of an overview of the region in terms of, for example, geography, population changes and broad economic profile and changes to help inform the current waste profile and potential future changes.
  - Legislative and Strategic Overview – A review of the current Aotearoa New Zealand legislative framework (e.g., public health issues, considerations of solid, liquid and gaseous wastes) including any potential future developments (e.g., Container Return Scheme) as well as a high-level overview of international key drivers that may influence waste management in Aotearoa New Zealand and within the Wellington Region.
  - Wellington Region Waste Profile – A review of current region (e.g., landfills, transfer stations, hazardous waste facilities and operators, recycling and resource recovery facilities) and non-Council waste services, a review of current and proposed waste infrastructure, including contract expiry dates. The waste profile will also provide an overview of where the waste is coming from, the volumes of waste produced and the composition (i.e., SWAP survey results) of the waste stream. Combined, the waste profile information will provide a picture of waste flows within the region.
  - Gap Analysis and Potential Future Demand – This component will take outcomes of the Wellington Region overview, legislative and strategic overview and the waste profile information to assess what is expected to influence waste volumes and by association the potential demand or otherwise on existing waste infrastructure. A key component of this analysis will be a review of potential future changes to the Aotearoa New Zealand waste sector, including product stewardship schemes and legislative drivers to reduce Greenhouse Gas Emissions.
  - Waste Management Options and the Region's Potential Role – A review and discussion of options that may support future waste management in the region (e.g., resource recovery network, organics processing) and increase recovery and reuse of materials as well as a review and discussion of how the region can continue to meet their combined obligations.
22. The Joint Committee is scheduled to be presented the Draft Wellington Region Waste Assessment in September 2022. The final Waste Assessment is anticipated to be released as background information as part of the public consultation process for the Regional WMMP consultation process in 2023.

#### Future Wellington Region WMMP (2023-2029)

23. The current WMMP will need to be reviewed, in order to enable the development of a new WMMP. This work will get under way in the second half of 2022.
24. Following completion of the draft Waste Assessment in September 2022, a preliminary draft WMMP will be brought back to the Committee for consideration in December 2022.

25. At the December meeting, the Committee will also be presented with a proposed/high-level public consultation schedule for the WMMP for 2023.
26. Diagram 1: **Regional WMMP Review Process Overview**



## **Territorial Authority WMMP Action Update**

### **Hutt City Update:**

#### Transfer station & resource recovery

27. In late 2021, Hutt City Council's hazardous waste drop off point at the Silverstream transfer station was upgraded and improved. Whereas previously it was unstaffed, it is now staffed, leading to better management of hazardous materials.
28. Construction work was also undertaken to eliminate some key safety risks at the transfer station (eg new roundabout), and to free up space to enable further improvements to resource recovery at the transfer station. Hutt City Council has allocated about \$2.5M in its LTP to enable better resource recovery outcomes – albeit some of the works are still subject to the outcomes of our procurement process for finding a suitable contractor to operate the landfill and resource recovery park.

#### Weighing of light vehicles and trailers

29. Since 1 April 2022, any utility vehicles and those with trailers accessing the Silverstream transfer station that weigh more than 300kg are charged based on weight, in order to more accurately reflect disposal costs for those vehicles.
30. Green waste is charged at a lower rate, to encourage diversion. All green waste goes to Composting NZ in Kāpiti.
31. Note that Hutt City Council's draft Annual Plan for 2022/23 proposes to remove all existing fixed vehicle-type charges and move to charge all vehicles based on weight.

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Procurement for landfill operations and resource recovery park

32. In late 2021, Council commenced a process to find an experienced and motivated partner to operate Silverstream Landfill and the associated Refuse Transfer Station and Resource Recovery activities with services commencing from early 2023. A Request for Proposals (Stage 2 of this process) was released on 4 April 2022.
33. The tender documentation is available at <https://www.gets.govt.nz/HCC/ExternalTenderDetails.htm?id=25651944>.
34. Contrary to conventional procurement, where decarbonisation is just noted in the introduction but then fails to show up in the assessment criteria, or where decarbonisation is 'hidden' within the scope of other criteria, officers have opted to have a separate decarbonisation criterion weighted at 10%, to appropriately incentivise the bidders to deliver on Council's priority to reduce its emissions by 50% by 2030. Evaluation of tenders will get under way in mid-June.

Recycling behaviour change

35. Following the roll-out of its new rubbish and recycling service in 2021, Hutt City Council is currently focusing heavily on addressing contamination, by way of recycling ambassadors that inspect bins and provide direct feedback to households, and by way of a behaviour change campaign. The latter is currently under development, and is likely to be in field from August 2022.

**Kāpiti Coast District Update:**

Development of Community led Resource Recovery Site

36. A hui was held in February 2022 to have exploratory conversations with potential parties, partners and interested residents about the opportunity to establish a resource recovery site on the current Expressways Maintenance Yard, located next to the existing Otaihanga Transfer Station. The outcome sought of this process is to establish a site that is community led and/or led by social enterprise and will start with a first focus on diverting construction and demolition waste and run a reuse shop on site. Further conversations between interested parties followed from the hui and currently a transparent process is being developed to select a preferred party for this project.
37. Kāpiti partnered successfully with Porirua and Hutt City to obtain funding from the Ministry for the Environment for the establishment of improved/new resource recovery in all three districts. In Kāpiti the funding provided will be used for capital investment into the new site.

Love your Compost

38. The Love your Compost programme was first launched in May 2021 to get Kāpiti residents composting. A central element of this behaviour change programme is two surveys for participating residents to complete so KCDC can measure the impact and performance of the programme. Residents are incentivised to participate by a \$40 voucher, redeemable towards a home composting system or an organics collection service of their choice, and waste minimisation prize pack draws. Residents are also supported with information on different composting systems in various formats (online

workshops, in-person workshops, market visits, dedicated webpages and downloadable resources).

39. The Autumn 2022 workshop series ran throughout May:
- 8 workshops across two topics – Intro to Composting, Worm Farms & Bokashi and Compost Garden Weeds. This brings the total number of Love your Compost workshops hosted so far to 23.
  - We received 143 registrations across this workshop series. However, total actual attendance to the sessions was 51, bringing the workshop attendance total for the programme so far to 311.
  - 175 vouchers were issued over the May advertising round, bringing the total vouchers issued for the programme to date to 557.
  - We are attending 4 community markets throughout the district in May, with 61 residents engaged with and 127 resources distributed so far (last market yet to be attended at time of writing).
40. KCDC plans to begin analysing the behaviour change data from the two surveys in June/July 2022.

#### Waste Free Period Session with Ōtaki College

41. In May KCDC brought a Waste Free Period Session to Ōtaki College's young whāhine with Kate Meads from Waste Free with Kate & Co. An estimated 200 girls, aged from year 7 all the way through to year 13, attended the session to learn about the range of reusable menstrual products available. At the end of the session 235 reusable items were given away for the girls to take home (pads, cups and underwear).
42. KCDC plans to take the session to the rest of Kāpiti's colleges over the next few years.

#### Porirua City Update

##### Business case and options for food waste management (PCC + HCC)

43. Porirua City Council and Hutt City Council are collaborating on the development of a business case for managing food waste in their areas. The project will enable them to have a clear assessment of the benefits and costs of different options for collecting and processing organic materials from businesses and household.
44. A procurement process got under way earlier this year to identify a suitable consultant to lead this work. As at 31 May 2022, the evaluation of proposals was nearly complete.
45. Once under way, work will involve an options analysis (to identify a long range of options for managing food waste, including collection, processing, and marketing of end products), and the development of a detailed benefit cost assessment of 2-3 short-listed options. Engagement with stakeholders, and elected members, will be an essential part of this work.
46. The work is estimated to take about 12-15 months, with a business case to be finalized in mid-2023.

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**Upper Hutt City Update**

47. Mahinga Kai (4 a better city) have started collection food scraps and green waste from local residents and businesses, the compost is then used to grow vegetables for the CSA programme. Manhinga kai are members of the urban farming alliance and participated in the 'for the love of bees' programme. They received funding from the Sustainability stimulus grant as well as Waste levy funding from UHCC to expand their composting capabilities.
48. The Recycling Station has been a drop off point for Tetra Pak type packaging since Dec 2021, the station has collected 1.3 T and is looking to utilise the save Board product in some of councils internal waste minimisation infrastructure. The Recycling station now has a part time officer, this has made a significant impact on educating the public on how to recycle as well as intercepting unwanted materials and contamination.
49. Mohio Para (Waste wise) touched on why each step of the waste hierarchy is important to Upper Hutt, this foundation will now pave the way for future projects to be strategic aligned and conveyed to the public.
50. The Environment and Waste Minimisation fund closed 31<sup>st</sup> May and received 20k in applications from ECE's, schools and community groups.

**Wairapara Districts Update**

51. Maintaining waste and recycling services during COVID has been the main focus for waste operations in the Wairarapa.
52. A number of key staff changes within the three Councils, and the merger of Earthcare Environmental and Smart Environmental has resulted in a number of personnel changes that are still bedding in.

**Wellington City Council Update**

**Zero Waste Education programme for schools and ECEs**

53. The Zero Waste Education programme for schools and early childhood education was launched in late 2021. Aimed at tamariki from pre-school to year 8, the programme gives them practical skills and knowledge for waste minimisation at school and at home. They learn about sustainable resource use by examining the link between natural resources, the products we use and the resulting waste through the various age-specific units delivered.
54. WCC has employed a Waste Educator to deliver this award-winning national programme, with training, licensing and materials provided by the Environmental Education for Resource Sustainability Trust.
55. The programme is proving extremely popular, with our Waste Educator already fully booked for the 2022 school year, and into Term 1 2023. Encouraging long-term behaviour change beyond the ZWE sessions, it links well with other WCC waste minimisation initiatives and support available such as recycling grants, the waste minimisation seed fund and compost bin provision and workshops.

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Organics fund

56. The first funding from the new Waste Minimisation Seed Fund – Organics Diversion was approved at the Kāwai Whakatipu | Grants Subcommittee in May 2022. The Waste Minimisation Seed Funds support the development of innovative solution for reducing waste, so that Wellingtonians can be leaders in waste minimisation. Levy funding of \$100,000 per annum has been allocated for a period of three years, prioritising projects reducing organics from landfill at scale.
57. For the 2021/22 financial year Kaicycle Incorporated were awarded \$94,825 for their Composting Expansion project. This will enable them to establish a new in-vessel composting facility that will boost organics processing capacity by 90-100 tonnes per annum, servicing approximately 500 new customers, and develop a Living Compost Hubs app for customer and compost management.
58. This project supports the outcomes from the Para Kai Miramar Food Diversion Trial, feeds into the future Waste Minimisation Management Plan, the objectives of our Zero Waste programme, and encourages food waste collection behaviours and engaging with community groups to enable it.

Kerbside Waste Review

59. A review of the Council's kerbside waste and recycling servicing is currently underway. This includes the review of all Council kerbside waste-related servicing available to residential dwellings and multi-unit dwellings across the Central Business District area and surrounding suburbs. It will also consider commercial waste servicing needs across the City.
60. Following the consideration of community feedback later this year, the Council's preferred kerbside servicing package will then be publicly consulted on during both the Annual Plan and WMMP plan making processes in 2023.

Resource recovery

61. Wellington City Council is currently undertaking a business case that will explore the role, relevance and potential feasibility of new resource recovery infrastructure, and the expansion of resource recovery services and facilities in the City. The purpose of this work is to establish a clear picture of the way forward for resource recovery expansion within Wellington City.

Para Kai – Food Waste Minimisation

62. A 12-month food waste diversion trial, Para Kai trial, was carried out in Miramar from October 2020 to June 2022, approximately 450 households on the Miramar Peninsula trialled composting their food waste at home, and 500 trialled the use of a kerbside food waste collection service.
63. The outcome of the trial found that, the number of households putting at least some of their food waste in the general rubbish bag declined significantly. Findings also indicated that, overall, food waste kerbside collection was more effective than composting for diverting food waste from landfill.
64. The findings from the Para Kai trial will feed into the work on kerbside waste services and resource recovery planning outlined above



**Ngā mahinga e whai ake nei | Next actions**

65. Work will remain ongoing to progress the local and regional actions contained in the Wellington Region WMMP.

**Attachments**

Nil