



NOTICE OF MEETING

**Notice is hereby given of the Meeting of the
Waste Advisory Group**

**The meeting will be conducted by audio / visual link
via the platform of Zoom on**

Tuesday 5 May 2020 at 10.00 am

Cr N Davis
Cr C Bolger

Cr A Crackett
Cr D Ludlow

Mayor G Tong
Cr E Kremer

A quorum of the Waste Advisory Group is four (4). A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member of a local authority from each.

**CLARE HADLEY
CHIEF EXECUTIVE**

A G E N D A

		Page
1.	APOLOGIES	
2.	MINUTES OF THE MEETING HELD ON 19 MARCH 2020 A2955881	4
3.	COVID-19 RESPONSE FOR SOLID WASTE SERVICES A299594	6
4.	WASTE PLAN REVIEW UPDATE A2995590	10
4.1	Appendix A A2995592	12
5.	STANDARDISING KERBSIDE COLLECTIONS PROJECT A2996044	14
6.	COMMITTEE IN PUBLIC EXCLUDED SESSION	

Moved, seconded and RESOLVED that the public be excluded from the following parts of the proceedings of this meeting; namely

- (a) *Minutes of the public excluded session held on 19 March 2020*
- (b) *Contract 650 Recyclables Acceptance Services*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Minutes of the public excluded session held on 19 March 2020	Section 7(2)(h) Enable any authority holding the information to carry out, without prejudice, or disadvantage,	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information

	commercial activities	for which good reason for withholding would exist under Section 7
(b) Contract 650 Recyclables Acceptance Services	Section 7(2)(h) Enable any authority holding the information to carry out, without prejudice, or disadvantage, commercial activities	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

**MINUTES OF THE WASTE ADVISORY GROUP COMMITTEE
HELD IN THE COUNCIL CHAMBERS, INVERCARGILL CITY COUNCIL
101 ESK STREET, INVERCARGILL ON THURSDAY 19 MARCH 2020 AT 9.30 AM**

PRESENT: Cr A Crackett (Chair)
Cr W Clark
Mayor G Tong
Cr E Kremer
Cr C Bolger

IN ATTENDANCE: Mrs C Hadley
Ms D Peterson
Mrs J Parfitt (via phone)
Mr I Evans
Mr M Russell
Mr R Sharma
Mrs J Affleck (Committee Secretary)

1. APOLOGIES

Cr N Davis

Moved Cr Bolger, seconded Mayor Tong and **RESOLVED** that the apologies be accepted.

2. MINUTES OF THE MEETING HELD ON 27 JANUARY 2020

A2905087

Moved Cr Kremer, seconded Mayor Tong and **RESOLVED** that the minutes be received as a true and correct record.

3. MINUTES OF THE MEETING HELD ON 9 MARCH 2020

A2945035

Moved Cr Clark, seconded Mayor Tong and **RESOLVED** that the minutes be received as a true and correct record.

4. COMMITTEE IN PUBLIC EXCLUDED SESSION

Moved Cr Bolger, seconded Mayor Tong and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely:

- (a) *Minutes of the public excluded session held on 27 January 2020 and 9 March 2020*
- (b) *Emission Trading Scheme Landfill Price*
- (c) *Contract 650 Variation No.7 Fibre*
- (d) *Recyclables Acceptance Service*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Minutes of the public excluded session held on 27 January 2020 and 9 March 2020	Section 7(2)(h) Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.
(b) Emission Trading Scheme Landfill Price	Section 7(2)(h) Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.
(c) Contract Variation No.7 Fibre 650	Section 7(2)(h) Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.
(d) Recyclables Acceptance Service	Section 7(2)(h) Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.

Meeting was moved into public excluded at 9.35 am

Meeting was moved back into public at 10.57 am

There being no further business the meeting closed at 10.57 am

Next meeting: to be advised

TO: WASTE ADVISORY GROUP

**FROM: JANE PARFITT, MATT RUSSELL – WASTENET
SOUTHLAND REPRESENTATIVES**

MEETING DATE: TUESDAY 5 MAY 2020

COVID-19 RESPONSE FOR SOLID WASTE SERVICES

SUMMARY

Solid waste is an essential service under the COVID-19 pandemic response. The purpose of this report is to provide a summary of the key actions being undertaken to provide solid waste services during this response.

RECOMMENDATIONS

That the report “COVID-19 Response for Solid Waste Services” be received.

BACKGROUND

New Zealand has a four level COVID-19 Alert System which specifies public health and social measures to be taken against COVID-19. Each level imposes different measures and restrictions based on the response required at that time.

- Level Four – Eliminate
- Level Three – Restrict
- Level Two – Reduce
- Level One – Prepare

As of midnight 25 March 2020, New Zealand was placed at Alert Level 4. People were instructed to stay at home, educational facilities were closed, all businesses were closed (except for essential services and lifeline utilities) and travel was severely restricted. These measures were in place until midnight 27 April 2020, when New Zealand was placed at Alert Level 3.

Solid Waste COVID-19 response

Solid Waste collection and disposal is categorised as an essential service as part of the COVID-19 pandemic. Table 1 below lists the actions undertaken by the WasteNet Councils and their partner waste contractors.

The Waste Management Group would like to thank AB Lime, Bond Contracts, Southland disAbility Enterprises and the other Southland commercial waste operators who have continued to provide high levels of service to the community at all Alert Levels.

Table 1. Summary of solid waste actions for COVID-19 response

Category	Actions
Planning	<p>Local</p> <ul style="list-style-type: none"> • Daily 30-minute video conference with Council Officers, Waste Contractors and Communications Teams. Minutes of these meetings are copied to Southland Emergency Management Response Team. <p>National</p> <ul style="list-style-type: none"> • Twice weekly meetings of the Local Government Response Unit. • WasteMINZ weekly webinar, with range of panellists from Ministry for the Environment, Local Government New Zealand, Councils and Waste Companies provide situational reports
Landfill	<p>At all Alert Levels</p> <ul style="list-style-type: none"> • Open to authorised commercial waste operators providing services to essential businesses. • Closed to out-of-region new special waste permits. • New safe operating procedures implemented to support social distancing and hygiene.
Kerbside recycling and rubbish collections (including recycling containers)	<p>At all Alert Levels</p> <ul style="list-style-type: none"> • Kerbside recycling and rubbish collections continue as normal, including bin repairs and replacements. <p>Level 4</p> <ul style="list-style-type: none"> • From March 25 collected recyclables were disposed to Landfill. • Southland District Council and Gore District Council recycling drop-off centres operating as normal with materials disposed to landfill. • Invercargill City Council suspended solid waste bylaw and permitted residents to place garden waste in red rubbish bin if they could not hold on their sections. <p>Level 3</p> <ul style="list-style-type: none"> • From Monday 11 May, recyclables will be delivered to the recycling processor. Loads will be visually inspected for contamination prior to drop-off. Overly contaminated loads will be rejected. Rejected loads will be taken to Invercargill Transfer Station for landfill disposal. • Invercargill City Council residents allowed to place garden waste in red rubbish bin if they could not hold on their sections. <p>Level 2</p> <ul style="list-style-type: none"> • Anticipate delivery of mobile bins to new households will restart at this level. • Anticipate Bin Inspections will be safe to restart with revised safe operating procedures in place. • Invercargill City Council resident cannot place garden waste in their red rubbish bins. Solid waste bylaw reinstated. <p>Level 1</p> <ul style="list-style-type: none"> • Anticipate business as usual.
Recycling Processor	<p>Level 4</p> <ul style="list-style-type: none"> • Invercargill recycling drop off centre closed. • WasteNet stopped sending recyclables to the recycling processor. • Site clean-up and critical maintenance operations were undertaken.

	<p>Level 3</p> <ul style="list-style-type: none"> From Monday 11 May, recyclables will be delivered to the recycling processor. Loads will be visually inspected for contamination prior to drop-off. Overly contaminated loads will be rejected. Rejected loads will be taken to Invercargill Transfer Station for landfill disposal. <p>Level 2</p> <ul style="list-style-type: none"> Anticipate the Invercargill recycling drop-off centre will reopen. <p>Level 1</p> <ul style="list-style-type: none"> Anticipate business as usual.
Transfer Stations	<p>Level 4</p> <ul style="list-style-type: none"> All Transfer Stations were closed excluding Invercargill, Winton, Te Anau and Gore. These facilities were open at reduced hours to commercial waste operators providing services to essential businesses. Gore Transfer Station opened on Saturday 28 March and Wednesday 1 April for garden waste disposal. Residents without kerbside waste services were (a) encouraged to arrange short-term services with commercial waste operators or (b) register with WasteNet to be on a waiting list. 52 properties registered their need to access a Transfer Station. Of those registered 32 were located in Invercargill, 17 in Southland and three in Gore. 35 residents opted for short-term services with commercial operators. <p>Level 3</p> <p>Transfer Stations reopened at this level on reduced hours, and with the following controls:</p> <ul style="list-style-type: none"> One person per vehicle to limit the number of people on site: we are required to record customer details so they can be contact-traced if necessary. This will add to delays, especially if there is more than one person in the vehicle. Staff will direct customers and limit vehicles in the disposal areas to allow physical distancing to be maintained – please follow all instructions. Fees will still apply. Card payments only (no cash, no tokens). At the Gore transfer station there will be no charge for garden waste. The second-hand goods facilities will remain closed. Customers should expect delays and be patient – it will be busy. If possible, wait a week so that we don't get overwhelmed. If traffic queues start to cause a traffic hazard on neighbouring roads you will be asked to leave and return later. <p>Level 2</p> <ul style="list-style-type: none"> Same controls in place as Level 3. Normal hours recommence. <p>Level 1</p> <ul style="list-style-type: none"> Anticipate business as usual.
Street litter bin collections	Services continue as normal. Contractors noticed an increase in bagged household waste in street litter bins during Level 4.

<p>Communications (key messaging)</p>	<p>Level 4</p> <ul style="list-style-type: none"> • Kerbside recycling and rubbish collections to continue as usual. • Transfer Stations closed. • If you do not have kerbside waste collection, register your need with WasteNet. • Reduce your food waste. • Reduce your garden waste by composting. • Used the media channels of website, Facebook and radio (including Radio Southland and Cave FM). <p>Level 3</p> <ul style="list-style-type: none"> • Transfer Stations are open with restrictions. • Get ready for recycling to restart on Monday 11 May. • Used the media channels of website, Facebook, radio (including Radio Southland and Cave FM) and community newspapers <p>Level 2</p> <ul style="list-style-type: none"> • Transfer Stations are open normal hours. • Recycle Right. • Regular media channels. <p>Level 1</p> <ul style="list-style-type: none"> • Anticipate business-as-usual.
---	---

TO: WASTE ADVISORY GROUP

**FROM: JANE PARFITT, MATT RUSSELL – WASTENET
SOUTHLAND REPRESENTATIVES**

MEETING DATE: TUESDAY 5 MAY 2020

WASTE PLAN REVIEW UPDATE

Summary

WasteNet Southland has engaged services of a specialist consultancy to aid in the review of the Southland Waste Management and Minimisation Plan. The purpose of this report is to provide an update on this project.

RECOMMENDATIONS

That the report “Waste Plan Review Update” be received.

BACKGROUND

WasteNet Southland (WasteNet) is a shared service between the Gore District Council, Invercargill City Council and Southland District Council. WasteNet co-ordinates waste management and minimisation for the region including one waste plan, one landfill contract and one regional solid waste service contract.

Territorial Authorities (TAs) are required to have a Waste Management and Minimisation Plan as per the Waste Minimisation Act 2008. The WasteNet Councils jointly prepared and adopted the Southland Waste Management and Minimisation Plan (the Waste Plan) in 2012.

The Waste Minimisation Act requires TAs to review their plans every 6-years.

Review Process

In 2018, WasteNet started reviewing the Waste Plan in line with legislative timeframe requirements. However, it was determined necessary to place the review on hold during the procurement of Recyclable Acceptance Services. The procurement process had become frustrated and as a result of this, clarity around the Waste Plan content was compromised. In January 2020, once the recycling services procurement process was eventually abandoned, the Waste Advisory Group authorised the Waste Management Group to recommence the Waste Plan review, to procure services to help and approve a budget of \$100,000 excluding GST.

In February 2020, the Waste Management Group ran a direct request for proposal process with three consultants whom were experienced in reviewing Waste Plans and had the resourcing to meet WasteNet timeline.

In March 2020, the Waste Management Group has appointed a consultancy for the contract price of \$40,000. The Waste Management Group acknowledged the consultancy's experience, familiarity with lower South Island waste streams, key personnel have good support team / network behind them, and the price and methodology were appropriate.

The methodology is:

- Stage 1: Waste Assessment (due mid-May)
- Stage 2: Waste Plan (due September after consultation)

Waste Levy Payment

The Waste Plan is 22-months outside of the legislative review period. Ministry for the Environment (MfE) were aware of this, however continued to remit our quarterly payments, and we understood that this was on the basis that we continued to keep them apprised of the progress being made towards completing our Waste Assessment and plan review. We have email correspondence to confirm this.

It was therefore with some surprise that we received formal notification that the WasteNet Councils are not eligible for the April 2020 Waste Levy payment as the Waste Plan is outside of its review period (letter from MfE is attached as **Appendix A**).

The Chief Executive of Invercargill City Council had a zoom call with the MfE's Deputy Secretary to express our extreme disappointment that the Ministry had chosen to take this course of action "out of the blue", not to mention during the initial stages of the level 4 lockdown. We await to see whether the Ministry's position will be reviewed.

For the WasteNet Councils to receive its July 2020 waste levy payment, it will need to do the following before 10 July 2020:

- Complete Waste Assessment
- Review existing waste plan
- Make a decision on whether the waste plan will be rolled over, amended or replaced

In discussions with the appointed consultant, our target is to ensure that the above three criteria will be achieved by the end of May 2020. We will continue to keep the Ministry apprised of our timetable.

PO Box 10362, Wellington 6143

Website: www.mfe.govt.nz

Freephone: 0800 499 700

20 April 2020

Clare Hadley
Chief Executive
Invercargill City Council

clare.hadley@icc.govt.nz

Re: Current Waste Minimisation Challenges and Waste Minimisation Act obligations

Tēnā koe Clare

Current Waste Minimisation Challenges

The Ministry is aware that the Covid-19 situation is creating significant challenges for Territorial Authorities on a number of fronts, including waste management and minimisation.

It is in that context I am writing to all Territorial Authority (TA) Chief Executives. I want to invite TAs to contact the Ministry to raise any challenges they are confronting that the Ministry may be able to support them with. But I also want to emphasise TA obligations under the Waste Minimisation Act 2008 (WMA), particularly given those obligations are linked to TA eligibility for important waste levy funding.

Waste Management and Minimisation Plans

The Ministry for the Environment is required to assess whether or not TAs have met their obligations under the Act for waste management and minimisation planning. In that respect, all TAs are required to have a WMMP and review it at intervals of no more than 6 years.

These reviews are critical for confirming that TAs are meeting their responsibilities under the WMA to promote effective and efficient waste minimisation in their district. The process TAs need to follow when undertaking WMMP reviews is set out in the WMA and requires a waste assessment to be carried out in accordance with section 51 of the WMA. The Secretary for the Environment can only make quarterly payments of waste levy money to TAs if the requirements relating to plans and the review of those plans are met.

The next payment is due to be made on 20 July 2020 and we urge all TAs to ensure that they are compliant to ensure the payment can be made.

You can expect members of the Ministry's Resource Efficiency CME team to be in touch with your council to discuss the status of your WMMP on a regular basis. Their role is both to ensure the Ministry has an up to date understanding of the compliance of TA with your WMMPs and to provide guidance and support to TAs in relation to their WMMP obligations.

We appreciate that Covid-19 presents some challenges for TAs in the waste area and may mean you take a different approach than you might have planned to take for your waste assessment in terms of forecasting future demand and considering health and safety. We remind you however that you are

only required to use best endeavours and to make a balanced assessment, and the Covid 19 situation is likely to be a relevant consideration when assessing what best endeavours means for you in this context.

Levy Spending

In addition to WMMP requirements, TAs are required to spend the levy money in accordance with section 32 of the Act on;

- matters to promote or achieve waste minimisation, and
- in accordance with the council's waste management and minimisation plan.

The Ministry has developed good practice guidance on levy spending that is available on our website at [Waste Levy Spending - Guidelines for Territorial Authorities](#).

Response to Covid-19

Finally, I want to emphasise that if you are experiencing difficulties with carrying out the assessment in light of Covid-19 considerations (or more generally in carrying out your waste collection and minimisation roles), we are keen to hear from you to understand those difficulties.

You should feel free to contact myself, or the Manager of our Compliance, Monitoring and Enforcement Team, Scott Priestley. His contact email address is scott.priestley@mfe.govt.nz.

Nāku iti noa, nā



Sam Buckle
Deputy Secretary, Resource Efficiency
Manatū Mō Te Taiao - Ministry for the Environment

TO: WASTE ADVISORY GROUP

FROM: IAN EVANS, SOUTHLAND DISTRICT COUNCIL

MEETING DATE: TUESDAY 5 MAY 2020

STANDARDISING KERBSIDE COLLECTIONS PROJECT

Summary

Ministry for the Environment has engaged WasteMINZ to prepare a report on the standardising kerbside collections in New Zealand. The purpose of this report is for this committee to provide feedback into this project.

RECOMMENDATIONS

That the report “Standardising Kerbside Collections Project” be received.

BACKGROUND

Ministry for the Environment has engaged WasteMINZ to prepare a report on the standardising kerbside collections for rubbish, recycling and organics in New Zealand. The objectives of the project are:

- Increase consistency in household rubbish and recycling collections across the nation
- Reduce confusion for householders and provide the basis for national messaging
- Improve recyclable material quality through the reduction of contamination
- Decrease residual waste to landfill

Project Timeline

The project has four stages and is currently at Stage 2 - National engagement hui. The Otago/Southland hui was held on Tuesday 28 April 2020 via video conferencing. It is anticipated that the final report will be presented to the Ministry at the end of June 2020.

Stages	Description
1. Research and industry interviews	An extensive literature review and interviews with key players in reprocessing operators, materials recovery facility operators and collection operators.
2. National engagement hui	Engagement with local authorities and their contractors through a series of regional hui, inviting discussion on regional opportunities and barriers.
3. Reporting	Key outcomes from hui reported back to participants, and project reporting undertaken.
4. Final report	Outcomes of engagement process documented in final report. Will include a summary of contributions collected, recommendations for standardising of kerbside collections, and recommendations for future action.

OPTIONS BEING CONSIDERED

The WasteMINZ project team is seeking feedback from the waste sector on what materials will be accepted and how they will be collected.

At this stage the project team is considering that the following materials be accepted:

Material	Definition and conditions
PET 1 and HDPE 2	Plastic bottles, clear and coloured from around the home: <ul style="list-style-type: none"> • Drink bottles, e.g. juice, fizzy drink, milk • Cleaning product bottles • Personal care bottles, e.g. shampoo, shower gel • Ready to use plant food Plastic pots, tubs and trays: <ul style="list-style-type: none"> • Jars, e.g. mayo, peanut butter • Punnets, e.g. fruit, vegetable, cake packaging • Meat and biscuit trays Conditions <ul style="list-style-type: none"> • Rinsed clean • Lids, film lids, wrap, absorbent pads in trays, pumps and triggers removed and placed in rubbish bin • Containers not to be flattened
PP 5	Plastic bottles, clear and coloured from around the home: <ul style="list-style-type: none"> • Medicine bottles • Shampoo bottles Plastic pots, tubs and trays: <ul style="list-style-type: none"> • Tub, e.g. ice cream, yoghurt, margarine • Take-away containers Conditions <ul style="list-style-type: none"> • Rinsed clean • Lids removed and placed in rubbish bin • No chemical containers, e.g. anti-freeze, pesticides • Containers not to be flattened
Metal	<ul style="list-style-type: none"> • Drink cans • Food cans • Aerosols from kitchen, bathroom, laundry only Conditions <ul style="list-style-type: none"> • Emptied • Rinsed • Loose tabs, laminated foil, metals lids, tubes, foil to be removed and placed in rubbish bin
Fibre	<ul style="list-style-type: none"> • Newspapers and supplements • Magazines, brochures and catalogues • White paper, e.g. office, letters • Telephone directories • Leaflets and flyers • Envelopes (including window) • Brown paper • All card from around the home, e.g. card boxes, corrugated boxes, egg boxes, pizza boxes Conditions <ul style="list-style-type: none"> • Only clean paper and empty boxes
Glass	Glass, food and beverage packaging from around the home: <ul style="list-style-type: none"> • Bottles, e.g. wine, beer, spirits, olive oil • Jars, e.g. sauce, jam, baby food Conditions <ul style="list-style-type: none"> • Rinsed clean

	<ul style="list-style-type: none">• Emptied• Lids removed and placed in rubbish
--	--

The following proposed collection options being considered by the project team are:

- Refuse in either a mobile bin (red) or bag, with frequency either weekly or fortnightly
- Weekly food waste collection in 27-litre mobile bin (light green) with the provision of food caddy and corn starch bags
- Three stream collection for dry recyclables in mobile bins or crates:
 - Glass (blue bin)
 - Fibre (grey bin)
 - Plastic and cans (yellow)

Conclusion

Ministry for the Environment has engaged WasteMINZ to prepare a report on the standardising kerbside collections in New Zealand. WasteMINZ has set up a project team which has reviewed the research and is currently in consultation with the waste sector to gauge views on their preferred options for materials and collection methods.

The proposed materials to be accepted is a reduction on what the WasteNet Councils currently provide under Contract 650 Recyclables Acceptance, particularly in regards to plastic accepted.

The proposed collection method could see up to five bins / crates at each household with weekly, fortnightly and monthly collection frequencies. This is a significant change to the level of service provided under the current regional waste collection services and would likely require consultations with individual Councils before adopting.