



Waste Assessment Checklist

for territorial authorities completing a waste assessment before reviewing their waste management and minimisation plans

Introduction

The Waste Minimisation Act 2008 (the Act) requires territorial authorities (TAs) to conduct a waste assessment and review their waste management and minimisation plans (WMMP) by July 2012. The waste assessment (Section 50 and 51 of the Act) plays a key role in determining the content of a WMMP. TAs are required to conduct this assessment before reviewing their WMMP and to have regard to it in the preparation of the plan.

The purpose of the waste assessment is to provide the necessary background information on waste and diverted materials that will enable a territorial authority to determine a logical set of priorities and activities. This checklist supports and reinforces the [Waste Management and Minimisation Planning: Guidance for Territorial Authorities](#) document. In the guidance, waste assessments are covered in Section 3.4 and Appendix C has a waste assessment overview.

This checklist has been produced at the request of TAs and is designed to assist in completing a waste assessment as required by the Act. This checklist is not intended to constitute legal advice and should not be relied on as such. In the event of uncertainty about requirements under the Act, TAs should seek professional advice as required.

Before starting your assessment

Key considerations:

- Allow at least three months to carry out the waste assessment.
- Check when the long term council community plan (LTCCP) and annual plan are being prepared – you may want to consider aligning your WMMP decision-making and consultation timelines with your LTCCP and Annual Plan cycles.
- Contact your Medical Officer of Health (or equivalent) to advise of the upcoming waste assessment (as part of required consultation).
- Consider setting up a working group for the development of options.

A waste assessment includes the following sections:

1. The waste situation
2. Information about waste services and infrastructure provided by:
 - territorial authority
 - others (eg, private contractors)
3. Future demand for services, infrastructure and programmes
4. Statement of options
 - develop options available to meet the forecasted demand of the district/city
5. Statement of proposals

The waste assessment

1. The waste situation

This section should provide information about the waste situation in the TA, having regard to the information considerations below. The information should include data about:

- current and future projected waste quantities
- composition
- source and destination of waste
- diverted materials.

Information considerations

When deciding what information to include, have regard to:

- (a) the significance of the information
- (b) the costs of, and difficulty in, obtaining the information
- (c) the extent of the TA's resources
- (d) the possibility that the TA may be directed under section 23 of the Health Act 1956 to provide the services referred to in that Act.

However, an assessment must indicate whether and, if so, to what extent, the matters referred to in (b) and (c) have impacted materially on the completeness of the assessment.

In making an assessment, the TA **must**:

- use its best endeavours to make a full and balanced assessment
- consult the medical officer of health.

2. Information about waste services and infrastructure

A waste assessment **must** contain a description of waste and waste minimisation services, and infrastructure facilities provided within the TA's district (whether by the TA (A) or another party (B)):

Service or infrastructure	By territorial authority (A)	By other (B)
Collection		
Recycling		
Recovery		
Treatment		
Disposal		

Suggestions for information that could be included for each service or infrastructure type as part of the waste assessment include:

Collection	<ul style="list-style-type: none"> • whether wheelie bins or bags are used, including size of receptacles • funding – is it paid out of rates or user charges? • the frequency of the various collections • coverage of the collections (eg, urban and/or rural) • other related services such as street sweeping • other TA (non-recyclable/recoverable) collections (eg, inorganic and hazardous waste) • nature of any collections carried out by private operator (eg, joint, on-contract and independent) • any licensing arrangements? • refuse transfer stations, including location and materials processed • other services or facilities • waste education programmes
Recycling	<ul style="list-style-type: none"> • recycling collections and which streams are collected • coverage of the collections (eg, urban and/or rural) • nature of any collections carried out by private operators (eg, joint, on-contract and independent) • any licensing arrangements? • recycling facilities at transfer stations • other services or facilities (eg, neighbourhood recycling schemes and product stewardship schemes)
Recovery	<ul style="list-style-type: none"> • material diverted for composting • coverage of the collections (eg, urban and/or rural) • extraction of materials from waste stream • energy from waste
Treatment	<ul style="list-style-type: none"> • whether any of the TA's waste is treated (so it may be disposed of with no or reduced adverse effect on the environment – not including dilution of waste)
Disposal	<ul style="list-style-type: none"> • disposal facilities (final deposit of waste into or onto land or the incineration of waste – this would include facilities within the TA's boundaries) • closed landfills • any other disposal facilities or issues (eg, managed fills, monofills, recycling storage yards, cleanfills, illegal dumping and burning)

Checklist – Information about waste services and infrastructure		
Have you included a description of waste and waste minimisation services and infrastructure facilities provided within your district for...	Yes	No
collection?	<input type="checkbox"/>	<input type="checkbox"/>
recycling?	<input type="checkbox"/>	<input type="checkbox"/>
recovery?	<input type="checkbox"/>	<input type="checkbox"/>
treatment?	<input type="checkbox"/>	<input type="checkbox"/>
disposal?	<input type="checkbox"/>	<input type="checkbox"/>

3. Future demand for services, infrastructure and programmes

This section **must** contain information about the forecast of future demands for services, infrastructure and programmes, and the activities to support the collection, recycling, recovery, treatment and disposal services within the district.

Checklist – Future demand for services, infrastructure and programmes		
Have you included...	Yes	No
a forecast of future demand based on the data obtained (as included here in section 1) as well as consideration of information about the existing services?	<input type="checkbox"/>	<input type="checkbox"/>
any predictions about changes in future demand and/or impacts on the forecast through TA action or other relevant policy, programme or regulation?	<input type="checkbox"/>	<input type="checkbox"/>
the TA's consideration of the impact of economic growth (or recession) as well as population growth (or decline) in their projections of per capita waste arising?	<input type="checkbox"/>	<input type="checkbox"/>

4. Statement of options

This section **must** contain a summary of the reasonably practicable options available to meet the forecast demands. The options review should also consider other (but not be limited to) information listed below.

Have you included (but not been limited to) information on...

- a summary of the reasonably practicable options considered?
- the economic, environmental, social and cultural costs and benefits in relation to these options?
- how each option will contribute to the goals of the New Zealand Waste Strategy?
- how the options will affect the TA's goals or community outcomes (such as where there are goals/outcomes in a current WMMP or LTCCP)?
- how these options will affect future demand, such as issues of the capacity of the infrastructure?

Checklist – Statement of options		
Have you ensured you have included a statement of...	Yes	No
options available to meet the forecast demands of the district, with an assessment of the suitability of each option?	<input type="checkbox"/>	<input type="checkbox"/>
the TA's intended role in meeting the forecast demands?	<input type="checkbox"/>	<input type="checkbox"/>

5. Statement of proposals

Drawing on the preferred options and the TA's stated role in meeting future demand, this section **must** include a statement of the TA's proposals for meeting the forecast demands including proposals for new or replacement infrastructure.

TAs **must** also include a statement about the extent to which the proposals will:

- ensure that public health is adequately protected
- promote effective and efficient waste management and minimisation.

Note: This could consider the TA's stated goals, objectives and targets.

TAs should also include a statement regarding the outcome of the required consultation with the medical officer of health for the district.

Checklist – Statement of proposals		
Have you included a statement...	Yes	No
of the TA's proposals for meeting the forecast demands including proposals for new or replacement infrastructure? Note: This would be drawn from the preferred options and your stated role in meeting future demand.	<input type="checkbox"/>	<input type="checkbox"/>
about the extent to which the proposals will ensure that public health is adequately protected?	<input type="checkbox"/>	<input type="checkbox"/>
about the extent to which the proposals will promote effective and efficient waste management and minimisation? Note: This could consider the TA's stated goals, objectives and targets	<input type="checkbox"/>	<input type="checkbox"/>

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