



National Waste Data Framework

Protocol for Mandatory Reporting to Ministry for the Environment

CONSULTATION SUMMARY DOCUMENT

1 What is the new protocol about?

This protocol provides guidance to the relevant entities on how to gather and report waste data that will meet the mandatory reporting requirements specified by the Ministry for the Environment (the Ministry).

1.1 Reporting by Regulated Facilities

Regulations require Class 1-4 disposal facilities (i.e. those facilities required to pay the waste levy), Class 5 facilities, industrial monofills, and transfer stations (together termed 'Regulated Facilities') to report data. In summary, this Protocol sets out procedures for Regulated Facilities to gather the following data that will be reported to government:

- tonnages of residual waste sent to disposal
- activity source of residual waste sent to disposal
- tonnages of diverted materials from Regulated Facilities.

This protocol is additional to the voluntary reporting protocols provided in the National Waste Data Framework 2015 (NWDF 2015). The NWDF 2015 may still be used for voluntary reporting purposes.

1.2 Standard Reporting Indicators

This protocol also sets out updated Standard Reporting Indicators (SRIs) that territorial authorities (TAs) can use to calculate key waste and waste diversion performance metrics that will need to be reported to government.

1.3 Protocol Contents

The protocol contains the following sections:

- **Part One: Introduction.** This outlines the requirements for reporting waste data, definitions of terminology and facilities, Activity Source classifications, the applicable reporting time periods, methods for handling commercially sensitive information and the relationship of this protocol to reporting in the Online Waste Levy System (OWLS).
- **Part Two: General procedures.** These procedures are relevant to collecting data at all types of facilities and include how to adapt weighbridge codes for reporting under this protocol and how to measure waste and diverted materials.
- **Part Three: Procedures for reporting from Class 1-5 landfills, industrial monofills and transfer stations.** This section contains specific procedures for each type of facility and

covers situations for both staffed and unstaffed facilities and those with and without weighbridges.

- **Part Four: Standard Reporting Indicators.** This section sets out proposed updated standard reporting indicators and how they should be calculated.

What the Protocol Update is NOT Doing

This update of the National Waste Data Framework is focused on aligning the protocol with the new mandatory data reporting requirements initiated by the Ministry. The update is therefore limited in its scope and will not include the following:

- formulating a waste data strategy for New Zealand
- superseding the voluntary protocols in the Framework – these can still be used by TAs to collect waste data
- specifying an IT system or similar for collecting and sharing data
- addressing the collection of activity source information on diverted materials
- providing guidance on how to use OWLS, TAWLES or any other data collection system.
- collecting TA-specific Geographic Source information
- altering the data and reporting requirements set out in the Waste Minimisation Act
- altering reporting requirements of disposal facilities and transfer stations and by TAs, set out in regulation and agreed to by Cabinet in May 2020,
- setting out proposed reporting requirements being developed as part of the Ministry's Transforming recycling consultation

2 Part One: Introduction

2.1 Definitions

The protocol sets out a list of definitions that have general usage in the waste sector. The intent is for the protocol to provide a single source for key definitions when measuring waste and diverted materials.

2.2 Activity Source

Activity Source is a way of classifying the types of activity that generate waste and diverted materials. The protocol provides definitions for the following Activity Sources. These are the same Activity Sources that are reported using OWLS.

| Activity Source categories |
|---------------------------------------------|
| Construction and Demolition |
| Mixed Industrial/ Commercial/ Institutional |
| Heavy industrial |
| Residential drop off |
| Residential kerbside collections |
| Unusual activity |
| Transfer station – mixed activities |

Although there are many types of activity that generate waste and diverted materials, they should all be able to be matched with one of the above categories.

2.3 Time Periods

All data reported under the protocols are data-aggregated for the period required by government for that type of facility. The reporting periods are:

| Facility Type | Reporting Period |
|-----------------------------------------------------------------|------------------|
| Class 1 - 4 disposal facilities | Monthly |
| Class 5 facilities, industrial monofills, and transfer stations | Quarterly |
| Approved facilities that receive under 1,000 tonnes per annum | Annually |

2.4 Commercially Sensitive Information

It is acknowledged that in some instances, particularly where a commercial operator is taking material to a facility owned or operated by a potential competitor, some of the information that may be requested by the facility operator to fulfil the requirements of the protocol may be commercially sensitive.

Rather than stipulating a detailed code of practice, a set of principles has been provided to guide the interaction between Regulated Facilities and private waste operators with regards to commercially sensitive data gathered under the protocols.

3 Part Two: General Procedures

This section provides general guidance that applies to the specific procedures set out in Part Three.

3.1 Adapting Weighbridge Codes to Identify Activity Sources

The protocol provides a methodology for adapting weighbridge/kiosk codes to enable them to be equated to Activity Sources.

This procedure is primarily intended for Class 1 disposal facilities and transfer stations. Class 2-5 facilities and industrial monofills are, by definition required to receive waste from only one Activity Source, which will apply to all loads received at the facility.

The core of the procedure is to align existing codes and other information contained in the weighbridge records with Activity Sources and, only when necessary, introduce new codes that will allow Activity Sources to be split out. The procedure outlines how the following field types can be aligned to Activity Source:

- product code
- customer name
- vehicle registration
- truck type.

The use of the four weighbridge data fields is likely to generate Activity Source data for over 80% of the tonnage of waste entering any facility. The remaining tonnage will include casual users, unclassified account holders, and three types of trucks used by waste collectors. The Activity Sources of the remaining tonnage can be classified in a number of ways:

- ongoing weighbridge staff identification
- occasional weighbridge surveys
- licensed operator data
- Solid Waste Analysis Protocol 2002 (SWAP) survey
- generic SWAP data.

As facility operators' weighbridge codes are likely to differ significantly, it will be necessary for each operator to review and update their codes and align them with Activity Source classifications. The major suppliers of weighbridge software in New Zealand are familiar with the NWDF 2015, have been consulted on the adaptation of their software, and should be able to assist in the process.

3.2 Using Data from Operator Licensing

Some TAs have access to data obtained through licensing of operators within their district. If this data has been obtained in a manner that is compatible with the mandatory reporting requirements, then it can be used to provide data required under these protocols.

3.3 Measurement of Waste

Options for measuring the tonnage of waste under this protocol are as set out in Chapter 4 of the Ministry's *Waste disposal levy and reporting requirements guide for site operators*.¹

¹ Ministry for the Environment. 2022. *Waste disposal levy and reporting requirements guide for site operators*. Wellington: Ministry for the Environment. Available from: <https://environment.govt.nz/publications/waste-disposal-levy-guide-for-disposal-facilities/>

4 Part Three: Procedures for Different Classes of Facility

4.1 Overview

Operators should refer to the procedure that is most appropriate for their facility or facilities. Each procedure is designed to be used as a stand-alone set of actions. This means that, in this protocol, elements of the procedures are repeated across the sections.

The following procedures are set out in this section:

Class 1 Landfill reporting

- Facility with a staffed weighbridge
- Facility with unstaffed weighbridge

Class 2 – 5 Landfills and Industrial Monofills reporting

- Facility with a staffed weighbridge
- Facility with a staffed kiosk but no weighbridge
- Facility with unstaffed weighbridge
- Unstaffed facility with no weighbridge

Transfer Station reporting

- Facility with a staffed weighbridge
- Facility with a staffed kiosk but no weighbridge
- Facility with unstaffed weighbridge
- Unstaffed facility with no weighbridge

4.2 Specific Procedures

Each procedure sets out the following:

- data to be reported under the procedure
- how to determine the Activity Source of waste received at the Regulated Facility
- how to compile and report Activity Source and tonnage data.

5 Part Four: Standard Reporting Indicators

5.1 Introduction

The standard reporting indicators (SRI) are designed to enable data from TAs to be reported in a standardised manner that is readily understood by the general public and policy makers and will facilitate more accurate comparison between districts in terms of waste minimisation performance. The SRIs build on those that were originally developed for the NWDF 2015.

The SRIs are intended to facilitate reporting by TAs against performance standards, which may be set by Government². However, the SRIs do not constitute the performance standards and may not be equivalent to them.

5.2 Proposed Updated Indicators

The indicators covered in this protocol are set out in the table below.

| Ref | Indicator | Brief Description |
|------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Waste to Class 1 Landfill | | |
| 1A | All waste to Class 1 landfills | The quantity of waste generated within a district that is disposed of at Class 1 landfill(s) and upon which the waste levy is paid, expressed in kilograms per capita per annum. |
| 1B | Waste to Class 1 landfills - excluding 'unusual activity' wastes | The quantity of waste generated within a district, excluding the Unusual activity Activity Source, that is disposed of at Class 1 landfill(s) and upon which the waste levy is paid, expressed in kilograms per capita per annum. |
| Domestic Kerbside Rubbish | | |
| 2A | Domestic kerbside rubbish disposal rate | The quantity of kerbside rubbish collected by the TA or by private waste collectors (through kerbside or similar collections) from residential premises, expressed in kilograms per capita per annum. |
| 2B | Domestic rubbish disposal rate | The quantity of rubbish collected from residential premises by the TA or by private waste collectors (through kerbside or similar collections), or similar rubbish disposed of by other means by the householder, expressed in kilograms per capita per annum. |
| Domestic Kerbside Recycling | | |
| 3A | Domestic kerbside recycling recovery rate | The quantity of domestic kerbside recycling collected by the TA or by private service providers from residential premises, expressed in kilograms per capita per annum. |
| 3B | Domestic recycling recovery rate | The quantity of domestic recycling collected from residential premises by the TA or private service providers, or similar materials generated by domestic activity and collected by whatever means by a TA or privately, expressed in kilograms per capita per annum. |

² As provided for in the Waste Minimisation Act 2008, section 49. No performance standards have been set at the time of writing.

| | | |
|-----------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3C | Domestic kerbside recycling contamination rate | The quantity of domestic kerbside recycling collected from residential premises, by the TA or by private service providers, that is disposed of to landfill rather than becoming a diverted material. The indicator is expressed as a percentage of the quantity of kerbside-collected material. |
| Domestic Kerbside Organics | | |
| 4A | Domestic kerbside food waste recovered | The quantity of material collected in a domestic kerbside food waste collection expressed as kilograms per capita per annum. |
| 4B | Domestic kerbside garden waste recovered | The quantity of material collected in a domestic kerbside garden waste collection expressed as kilograms per capita per annum. |
| 4C | Domestic kerbside food waste contamination rate | The quantity of material collected in a domestic kerbside food waste collection that is disposed of to landfill rather than becoming a diverted material. The indicator is expressed as a percentage of the quantity of kerbside-collected material. |
| 4D | Domestic kerbside garden waste contamination rate | The quantity of material collected in a domestic kerbside garden waste collection that is disposed of to landfill rather than becoming a diverted material. The indicator is expressed as a percentage of the quantity of kerbside-collected material. |
| Domestic Kerbside Recycling + Organics | | |
| 5A | Domestic kerbside recovery rate | The quantity of material collected in kerbside recycling and organic waste collections. This indicator is a combination of indicators 3A, 4A and 4B |
| 5B | Domestic kerbside rubbish and recovery | The quantity of material collected in kerbside rubbish, recycling and organic waste collections. This indicator is a combination of indicators 2A, 3A, 4A, and 4B |
| Commercial Food Waste Collections | | |
| 6A | Commercial food waste recovered | The quantity of food waste collected from commercial premises expressed as kilograms per capita per annum. |

6 Insights Report

One of the deliverables of the project will be an ‘insights report’ that sets out recommendations for how the National Waste Data Framework (NWDF) in particular, but also waste data gathering in general, should be developed going forward. The insights report will aim to capture key issues and concerns that may be raised but that do not fit strictly within the scope of the current update of the NWDF 2015.

For the purposes of facilitating discussion and feedback during the consultation, some topic areas are suggested below. The content of the insights report is not limited to these areas.

How should Geographic Source (i.e. the territorial authority area waste comes from) be accounted for? For many TAs, it is difficult to determine the quantity of waste and diverted materials generated within their district. This provides challenges for planning and management.

How can diverted materials be tracked and calculated? Because diverted materials can change form and be mixed, separated out, stockpiled, and transported to different locations, there are challenges in generating reliable data on these materials.

How should reuse be tracked and calculated? There are a number of possible issues, including the absence of weighing facilities at many sites reuse material and that it may arrive as a diverted material but then exit as residual waste, or vice versa.

What access should TAs have to data that is reported? TAs require data for waste management planning, reporting and investment. This needs to be balanced against the challenges of respecting commercial sensitivity and aggregating and disaggregating data that is provided.

What access should private interests have to data that is reported? In this context, private interests could include waste operators, industry bodies and product stewardship schemes.

How should data reported using the NWDF protocols align with mandatory data reporting requirements? The NWDF covers some aspects of reporting data and aims to provide appropriate methodologies that will yield consistent data. However, it does not currently (or in this update) cover all information that may be required to be reported.

How should the NWDF be developed and governed going forward? The NWDF is owned by WasteMINZ, but rights to its use will be assigned to the Ministry for the Environment. There are issues relating to who should have input into its ongoing development and governance to ensure data reporting meets the needs of all stakeholders.

How should waste and diverted materials from private and community sources be included? Territorial Authorities only manage a small portion of the waste stream, and do not necessarily have access to data from private or community sources. This makes it challenging to build a comprehensive picture of waste generation, movements, and management.

How should stockpiling of material be handled? Transfer stations, landfills, and quarries all stockpile material – often for extended periods of time. When this material is removed from the site it could create anomalous data, particularly if the material was stockpiled at a site before reporting starts.

What are the key issues around commercial confidentiality and how should these be addressed in future? The more clearly that commercial confidentiality issues can be defined, the easier it will be to develop procedures that can address these issues.

What are the practical difficulties with compiling the information necessary to report on the Standard Reporting Indicators? It is recognised that TAs may not have access to private collector data, which will be necessary to complete the calculations for the indicators.

DRAFT