

## **Canterbury Waste Joint Committee**

### **AGENDA**

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#### **Notice of Meeting:**

A meeting of the Canterbury Waste Joint Committee will be held on:

**Date:** Monday 4 April 2022  
**Time:** 12pm  
**Venue:** Held by audio/visual link

Under the current provisions of the Covid-19 Protection Framework (the Traffic Alert system) public attendance at the meeting is only available by an audio-visual link. Please request access details from [andrew.campbell@ccc.govt.nz](mailto:andrew.campbell@ccc.govt.nz).

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#### **Membership**

Chairperson	Councillor Jimmy Chen - Christchurch City Council
Deputy	Councillor Robbie Brine - Waimakariri District Council
Chairperson	Councillor Stuart Barwood - Mackenzie District Council
Members	Councillor Liz McMillan - Ashburton District Council
	Councillor Sam MacDonald - Christchurch City Council
	Councillor Phil Mauger - Christchurch City Council
	Councillor Grant Miller - Selwyn District Council
	Councillor Derrick Millton - Kaikoura District Council
	Councillor Miriam Morton - Waimate District Council
	Councillor Paddy O'Reilly - Timaru District Council
	Councillor Michael Ward - Hurunui District Council

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**30 March 2022**

#### **Principal Advisor**

Jane Davis  
General Manager Infrastructure,  
Planning & Regulatory Services  
Tel: 941 8884

Andrew Campbell  
Committee & Hearings Advisor  
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Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. If you require further information relating to any reports, please contact the person named on the report.

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**Karakia Whakamutunga**

## Karakia Tīmatanga

### 1. Apologies Ngā Whakapāha

At the close of the agenda no apologies had been received.

### 2. Declarations of Interest Ngā Whakapuaki Aronga

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

### 3. Confirmation of Previous Minutes Te Whakaāe o te hui o mua

That the minutes of the Canterbury Waste Joint Committee meeting held on [Monday, 2 August 2021](#) be confirmed (refer page 5).

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## Canterbury Waste Joint Committee OPEN MINUTES

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**Date:** Monday 2 August 2021  
**Time:** 12 noon  
**Venue:** Council Chambers, Civic Offices,  
53 Hereford Street, Christchurch

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**Present**

Chairperson Councillor Jimmy Chen - Christchurch City Council  
Deputy Chairperson Councillor Robbie Brine - Waimakariri District Council  
Members Councillor Stuart Barwood - Mackenzie District Council  
Councillor Liz McMillan - Ashburton District Council  
Councillor Sam MacDonald - Christchurch City Council  
Councillor Phil Mauger - Christchurch City Council  
Councillor Grant Miller - Selwyn District Council  
Councillor Derrick Millton - Kaikoura District Council  
Councillor Miriam Morton - Waimate District Council  
Councillor Michael Ward - Hurunui District Council

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**Karakia Timatanga:** Given by Councillor Chen.

The agenda was dealt with in the following order.

## 1. Apologies Ngā Whakapāha

### Joint Committee Resolved CJWC/2021/00001

That the apologies received from Councillor O'Reilly for absence and for early departure from Councillors MacDonald and Mauger, be accepted.

Councillor Chen/Councillor Mauger

Carried

## 2. Declarations of Interest Ngā Whakapuaki Aronga

There were no declarations of interest recorded.

## 3. Confirmation of Previous Minutes Te Whakaāe o te hui o mua

### Joint Committee Resolved CJWC/2021/00002

That the minutes of the Canterbury Waste Joint Committee meeting held on Monday, 30 November 2020 be confirmed.

Councillor Chen/Councillor Miller

Carried

## 4. Report Back on 2020/21 Funded Projects

### Joint Committee Resolved CJWC/2021/00003

**Officer recommendation accepted without change**

#### Part C

That the Canterbury Waste Joint Committee receive the information.

Councillor Chen/Councillor Morton

Carried

Councillor MacDonald left the meeting at 12.16pm during discussion on item 5.

## 5. Regional Waste Minimisation Coordination in Canterbury

### Joint Committee Resolved CJWC/2021/00004

**Officer recommendation accepted without change**

#### Part C

That the Canterbury Waste Joint Committee (CWJC):

1. Recommends to member Councils that a new staff position be created to progress waste minimisation and management initiatives across the region and improve regional collaboration.
2. Recommends to member Councils that the budget for regional waste minimisation be increased from \$112,000 to \$192,000, to be adjusted annually for inflation.
3. Recommends to member Councils that Environment Canterbury be invited to become a member of the Committee on the same terms and conditions as its previous membership.

Councillor Chen/Councillor Barwood

**Carried**

### Joint Committee Decided CJWC/2021/00005

#### Part A

That the Council:

1. Agree that a new staff position be created to progress waste minimisation and management initiatives across the region and improve regional collaboration.
2. Agree that the budget for regional waste minimisation be increased from \$112,000 to \$192,000, to be adjusted annually for inflation.
3. Agree that Environment Canterbury be invited to become a member of the Committee on the same terms and conditions as its previous membership.

## 6. Resolution to Exclude the Public

### Joint Committee Resolved CJWC/2021/00006

#### Part C

That at 12.26pm the resolution to exclude the public set out on pages 29 to 30 of the agenda be adopted.

Councillor Brine/Councillor Millton

**Carried**

**The public were re-admitted to the meeting at 1.23pm.**

**Karakia Whakamutunga:** Given by Councillor Chen.

Meeting concluded at 1.24pm.

CONFIRMED THIS 4<sup>th</sup> DAY OF APRIL 2022

COUNCILLOR JIMMY CHEN  
CHAIRPERSON

Unconfirmed

## 4. Updates on future budget and membership of the Committee and updated grant evaluation criteria

Reference Te Tohutoro: 22/164921

Report of Te Pou Matua: Zed Potgieter, Senior Resource Advisor

General Manager

Pouwhakarae:

Jane Davis, Infrastructure, Planning and Regulatory Services

### 1. Purpose of Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is to update the Committee on the process and criteria for applications for waste minimisation grants, and the invitation to Environment Canterbury (**ECan**) to consider membership of the Committee.

### 2. Officer Recommendations Ngā Tūtohu

That the Canterbury Waste Joint Committee:

1. Receive the information in the report and adopts the attached updated criteria for waste minimisation grants.
2. Consider whether unallocated budget for grants be retained by member Councils for spending on waste minimisation projects, or be carried forward for future allocation by the Canterbury Waste Joint Committee.

### 3. Detail Te Whakamahuki

- 3.1 At the meeting of 2 August 2021 the Committee resolved as follows:

*That the Canterbury Waste Joint Committee (CWJC):*

1. *Recommends to member Councils that a new staff position be created to progress waste minimisation and management initiatives across the region and improve regional collaboration.*
2. *Recommends to member Councils that the budget for regional waste minimisation be increased from \$112,000 to \$192,000, to be adjusted annually for inflation.*
3. *Recommends to member Councils that Environment Canterbury be invited to become a member of the Committee on the same terms and conditions as its previous membership.*

#### 3.2 Recommendations for a new position

As all member Councils have approved recommendations one and two above, the process of filling the proposed position can commence in the near future, to be funded from the increased \$192,000 budget.

#### 3.3 Allocation of funds and funding criteria

At the meeting on 2 August the Committee did not allocate all of the available budget of \$112,000. That was because only applications that meet or exceeded the criteria are recommended for approval.

The Staff Group in October 2021 reviewed and updated the existing criteria, and are proposing updated criteria for consideration by the Committee – as set out in **Attachment A**. The main changes to the updated criteria are: clarifying that measurability of outcomes must be clearly

identified; adding circular economy principles to the criteria where relevant, e.g. the whole lifecycle of a product is accounted for; projects fostering innovation are preferred; and, providing for a funding limit of no more than \$50,000.

Only applications that meet or exceed the criteria are recommended by the Staff Group for consideration by the Committee, and some years all of the budget is allocated in terms of criteria eligibility, and some years not – as meeting the criteria is the key consideration.

Budget that is not allocated in a particular year currently falls back proportionally to the member councils to add to spending on separate waste minimisation projects in each district, as provided for in each Council’s individual Waste Minimisation Plan, the Plan being a requirement of the Waste Minimisation Act 2008. An alternative option could however be for unallocated funds to be carried over to the following year.

**3.4 Membership**

3.5 By end of February 2022 all member Councils had adopted the above recommendations of the Committee, and in March an invitation to join the Canterbury Waste Joint Committee was sent by the Chair of the Committee to the Chair of ECan. It is expected that a response to the invitation would be received ahead of the 2023 Financial Year, noting it is currently unclear if ECan will accept the invitation on the original terms (as a 25% funding partner).

3.6 With all members having agreed to the recommendations set out above, the budget will therefore increase from \$112,000 to \$192,000, adjusted for inflation, as from the 2023 Financial Year. Depending on ECan’s potential membership and financial contribution, the provisional distribution of resourcing, based on current population spread, is set out in **Attachment B**.

**Attachments Ngā Tāpirihanga**

No.	Title	Page
A  	Website information	12
B  	Funding options	14

**Confirmation of Statutory Compliance Te Whakatūrutanga ā-Ture**

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

## Signatories Ngā Kaiwaitohu

<b>Author</b>	Zefanja Potgieter - Senior Resource Advisor
<b>Approved By</b>	Ross Trotter - Manager Resource Recovery Lynette Ellis - Head of Transport & Waste Management Jane Davis - General Manager Infrastructure, Planning & Regulatory Services

## Grants for waste minimisation projects in Canterbury

The Waste Minimisation Act 2008 places responsibility on local government (territorial authorities) to promote effective and efficient waste management and minimisation within their districts.

The Canterbury Waste Joint Committee is responsible for advancing regional solid waste and hazardous waste minimisation in Canterbury. Regional waste minimisation initiatives actioned by the Committee are in addition to member Councils' responsibilities as required by the Waste Minimisation Act 2008, and as set out in each Councils' respective waste minimisation plan.

For projects that have a local application only, please see your council for funding available. The following Councils are represented on the Committee. For more information on this regional fund, please contact your council and ask to speak to a waste staff member

- [Ashburton District Council\(external link\)](#)
- [Christchurch City Council](#)
- [Hurunui District Council\(external link\)](#)
- [Kaikoura District Council\(external link\)](#)
- [MacKenzie District Council\(external link\)](#)
- [Selwyn District Council\(external link\)](#)
- [Timaru District Council\(external link\)](#)
- [Waimakariri District Council\(external link\)](#)
- [Waimate District Council\(external link\)](#)

Environment Canterbury staff provide ongoing advice relating to minimising hazardous wastes and substances.

The [Committee's Constituting Agreement \[PDF, 23 KB\]](#) and [Regional Waste Agreement \[PDF, 7 KB\]](#) govern its operations. Decisions on grants are made by the elected members of the member Councils meeting as the Canterbury Waste Joint Committee, based on written Staff Group reports.

Projects supported by the Committee aim to link strategically with initiatives run by national organisations including WasteMINZ, Local Government NZ and the Ministry for the Environment. Government procurement can and should be used to support wider social, economic, cultural and environmental outcomes.

### Contact details

Email questions and applications to [cwjc@ccc.govt.nz](mailto:cwjc@ccc.govt.nz), copied to [zp@ccc.govt.nz](mailto:zp@ccc.govt.nz)

## Proposals invited

The Committee annually invites proposals for suitable waste minimisation project proposals within the Canterbury region.

Proposals assessed to be of sufficient potential value and meeting the criteria set out below will be presented to the Committee. The annual budget is currently \$112,000.

### Eligibility criteria

- Only waste minimisation projects with broad regional application in Canterbury will be considered.
- Individual grants will be limited to no more than \$50,000 (excluding internal staff time).
- Co-funding from other sources of a minimum of 40% of total project costs will be preferred. Where possible projects should demonstrate cross-sector support/participation and/or ongoing viability
- The applicant must be a legal entity.

### Assessment criteria

- Contribute towards one or more of: Waste avoidance; Reduction of waste to landfill; Recovery of resources.
- Demonstrated ability by the applicant to deliver the project and relevant track record of applicant.
- Clearly identified measurability of outcomes.
- Circular economy principles should be considered, where relevant (e.g. the whole lifecycle of a product is accounted for).
- Projects fostering innovation are preferred.
- Details of self-funding and co-funding contributions for the proposed project must be provided

### Process timeline

- Fully completed proposals in the format prescribed in the project grant application form ( [Waste minimisation project grant application form \[DOCX, 32 KB\]](#) ) must be emailed to [cwjc@ccc.govt.nz](mailto:cwjc@ccc.govt.nz) and must be received by no later than 28 May.
  - Evaluation: In June the Committee's Staff Group will assess applications (based **only on submitted written material that complies with the requirements**) to shortlist proposals. The Staff Group may request written additional information or clarification.
  - The Staff Group will submit all applications received and evaluated to the Committee, plus a shortlist of proposed projects for consideration by the Committee.
  - In August (subject to change) the Committee will consider and select successful projects. Successful an unsuccessful applicants will be notified by email of the outcome shortly thereafter.
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- **Other Funds**
  - <https://www.packagingforum.org.nz/grants/>
  - <https://environment.govt.nz/what-you-can-do/funding/waste-minimisation-fund/>
  - <https://environment.govt.nz/what-you-can-do/funding/plastics-innovation-fund/>

Attachment 2 to 4 April 2022 CWJC report

Contributions towards the \$192,000 budget, should Environment Canterbury decide to become a member, and based on a contribution of 25% (\$48,000) by Environment Canterbury:

Councils	Current Contribution	Proposed Contribution	Proposed Increase	Proposed Increase (incl ECan)
Christchurch	\$74,816.00	\$117,659.92	\$42,843.92	\$13,428.94
Waimakariri	\$9,441.60	\$19,287.05	\$9,845.45	\$5,023.68
Hurunui	\$2,195.20	\$3,964.72	\$1,769.52	\$778.34
Selwyn	\$7,851.20	\$20,777.54	\$12,926.34	\$7,731.96
Ashburton	\$5,835.20	\$10,552.73	\$4,717.53	\$2,079.34
Kaikoura	\$750.40	\$1,257.98	\$507.58	\$193.09
Waimate	\$1,489.60	\$2,456.34	\$966.74	\$352.66
Mackenzie	\$795.20	\$1,615.70	\$820.50	\$416.57
Timaru	\$8,825.60	\$14,428.02	\$5,602.42	\$1,995.42
ECan				\$48,000.00
<b>TOTAL</b>	<b>\$112,000.00</b>	<b>\$192,000.00</b>	<b>\$80,000.00</b>	<b>\$32,000.00</b>

## 5. Resolution to Exclude the Public

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*Section 48, Local Government Official Information and Meetings Act 1987.*

I move that the public be excluded from the following parts of the proceedings of this meeting, namely items listed overleaf.

Reason for passing this resolution: good reason to withhold exists under section 7.

Specific grounds under section 48(1) for the passing of this resolution: Section 48(1)(a)

### **Note**

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):
- (a) Shall be available to any member of the public who is present; and
  - (b) Shall form part of the minutes of the local authority.”

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON UNDER THE ACT	PLAIN ENGLISH REASON	WHEN REPORTS CAN BE RELEASED
6.	PUBLIC EXCLUDED CANTERBURY WASTE JOINT COMMITTEE MINUTES - 2 AUGUST 2021			REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.	