

Canterbury Waste Joint Committee

AGENDA

Notice of Meeting:

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

Date: Monday 5 September 2022
Time: 12.30pm
Venue: Council Chambers, Civic Offices,
53 Hereford Street, Christchurch

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

31 August 2022

Principal Advisor

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

Andrew Campbell
Committee & Hearings Advisor
941 8340
andrew.campbell@ccc.govt.nz
www.ccc.govt.nz

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, an apology for absence had been received from Councillor McMillan.

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, 4 April 2022](#) be confirmed (refer page 5).

Canterbury Waste Joint Committee OPEN MINUTES

Date: Monday 4 April 2022
Time: 12.06 pm
Venue: Held by audio/visual link

Present

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 Miriam Morton - Waimate District Council
	Councillor Michael Ward - Hurunui District Council

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Karakia Tīmatanga: Jimmy Chen

The agenda was dealt with in the following order.

1. Apologies Ngā Whakapāha

Committee Decision

No apologies were received.

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/2022/00001

That the Open Minutes and the Public Excluded Minutes of the Canterbury Waste Joint Committee meeting held on Monday, 2 August 2021 be confirmed.

Councillor Chen/Councillor Brine

Carried

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

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.

Joint Committee Resolved CJWC/2022/00002

Part C

That the Canterbury Waste Joint Committee:

1. Receive the information in the report and adopts the attached updated criteria for waste minimisation grants.
2. Approve any unallocated budget for grants for regional waste minimisation projects in Canterbury be carried forward for future allocation by the Canterbury Waste Joint Committee.

Councillor Chen/Councillor Brine

Carried

Councillor Stuart Burwood joined the meeting at 12.13pm during discussion of Agenda Item 4.

Karakia Whakamutunga: Councillor Jimmy Chen

Meeting concluded at 12.47pm.

CONFIRMED THIS 1st DAY OF AUGUST 2022.

COUNCILLOR JIMMY CHEN
CHAIRPERSON

Unconfirmed

4. Updated Constituting Agreement 2022

Reference / Te Tohutoro: 22/1105811

Report of / Te Pou

Matua:

Rowan Latham, WSP

General Manager /

Pouwhakarae:

Jane Davis, Infrastructure, Planning and Regulatory Services

1. Brief Summary

- 1.1 The purpose of this report is to update the Committee on the process of inviting Environment Canterbury (**ECan**) to participate as a member of the Committee.
- 1.2 This requires an update to the Committee's Constituting Agreement, which will incorporate the reinstatement of ECan and a number of other amendments consistent with the requirements of clause 30A of Schedule 7 of the Local Government Act 2002.

2. Officer Recommendations Ngā Tūtohu

That the Canterbury Waste Joint Committee:

1. Receive the information in the report and adopt the attached updated Constituting Agreement (to be signed by each Member Council).

3. Detail Te Whakamahuki

3.1 Invitation for Environment Canterbury to rejoin the committee.

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 Environment Canterbury be invited to become a member of the Committee on the same terms and conditions as its previous membership.*

3.2 Invitation accepted by Environment Canterbury

Following the ratification of the decision to invite ECan (Confirmation received from each member council), a formal invitation was issued in April 2022.







ECan's response is attached, noting it has accepted the terms of joining the committee and committing to contribute \$48,000 in FY2023 in accordance with the agreed rate of 25% of the total funding allocation (See **Attachment A**).

3.3 Updating the Constituting Agreement

Following legal advice, the staff group have prepared an updated Constituting Agreement which needs to be ratified by each member council (including ECan) by way of a Council resolution in accordance with Schedule 7 of the Local Government Act 2002. (See **Attachment B**).

For visibility of amendments to the current Constituting Agreement the marked up version is attached. See (**Attachment C**).

Attachments / Ngā Tāpirihanga

No.	Title	Page
A  	A - ECan acceptance of invitation	11
B  	B - Draft CWJC Constituting Agreement	12
C  	C - Marked Up Draft CWJC Constituting Agreement	23

In addition to the attached documents, the following background information is available:

Document Name	Location / File Link
Not applicable	Not applicable

Confirmation of Statutory Compliance / Te Whakatūtutanga 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

Authors	Eilidh Hilson - Waste Minimisation Officer Ross Trotter - Manager Resource Recovery
Approved By	Ross Trotter - Manager Resource Recovery Lynette Ellis - Head of Transport & Waste Management Jane Davis - General Manager Infrastructure, Planning & Regulatory Services



Customer Services
P. 03 353 9007 or 0800 324 636
200 Tuam Street
PO Box 345
Christchurch 8140
www.ecan.govt.nz/contact

23 June 2022

Jimmy Chen
Chair of the Canterbury Waste Joint Committee
Councillor – Hornby Ward
PO Box 73016
Christchurch 8154

Tēnā koe Jimmy,

Invitation to Environment Canterbury to join the Canterbury Waste Joint Committee

Thank you for your letter (dated 18 March 2022) and invitation to re-join the Canterbury Waste Joint Committee.

Following the recent approval at the Regional & Strategic Leadership Committee (22 June 2022), I am pleased to accept your invitation on behalf of Environment Canterbury Regional Council to re-join the Canterbury Waste Joint Committee, starting in the 2022/23 financial year.

While Environment Canterbury previously chose to withdraw from the committee in 2011, we have always supported the aims of the Committee and waste minimisation efforts. Over these past 11 years we have also continued to support the Committee at a staff level and have found these staff relationships extremely productive and look forward to strengthening them further as a member of the Committee.

We understand the need for greater regional collaboration and alignment across the region. We support a regional approach to waste management and minimisation and our current Long-Term Plan 2021-31 includes Level of Service 25.1 to 'partner with the Canterbury region's city and district councils to progress waste minimisation', an aim we see as aligning with the intentions of the Canterbury Waste Joint Committee.

Once our acceptance has been confirmed we will elect a representative to the Committee, until this has been confirmed please contact Graham Aveyard (Principal Science Advisor - Contaminated Land, Waste & Hazardous Substances – Contaminated.Land@ecan.govt.nz, +64 27 236 7417) for further information.

I look forward to hearing from you and working with the Committee on regional waste minimisation projects and the possible development of a Regional Waste Infrastructure Strategy.

Ngā mihi,

Jenny Hughey
Chair, Environment Canterbury

**CONSTITUTING AGREEMENT OF THE
CANTERBURY WASTE JOINT COMMITTEE**

**ASHBURTON DISTRICT COUNCIL
CANTERBURY REGIONAL COUNCIL
CHRISTCHURCH CITY COUNCIL
HURUNUI DISTRICT COUNCIL
KAIKOURA DISTRICT COUNCIL
MACKENZIE DISTRICT COUNCIL
SELWYN DISTRICT COUNCIL
TIMARU DISTRICT COUNCIL
WAIMAKARIRI DISTRICT COUNCIL
WAIMATE DISTRICT COUNCIL**

CONSTITUTING AGREEMENT

CANTERBURY WASTE JOINT COMMITTEE

MEMBERS:

ASHBURTON DISTRICT COUNCIL, CANTERBURY REGIONAL COUNCIL

CHRISTCHURCH CITY COUNCIL, HURUNUI DISTRICT COUNCIL, KAIKOURA DISTRICT COUNCIL, MACKENZIE DISTRICT COUNCIL, SELWYN DISTRICT COUNCIL, TIMARU DISTRICT COUNCIL, WAIMAKARIRI DISTRICT COUNCIL, and WAIMATE DISTRICT COUNCIL, and their successors, all local authorities under the Local Government Act 2002 (collectively "the Councils" and individually "a Council")

BACKGROUND AND COMMITTEE TERMS OF REFERENCE

The Canterbury Waste Joint Committee is a joint committee of the Councils appointed in accordance with clauses 30 and 30A of Schedule 7 of the Local Government Act 2002. The terms of reference for the Committee, are that the Committee will deal with all matters relating to the volumes of solid waste sent for disposal through regional waste minimisation initiatives identified by the Committee, including but not limited to allocating the annual funding of the joint committee as set out in this Agreement.

TERMS OF THIS AGREEMENT:

EFFECTIVE DATE

1. This Agreement comes into effect on the date the last Council signs this Agreement.

COMMITTEE

2. Pursuant to clause 30(1) and (5) of Schedule 7 to the Local Government Act 2002 the Councils will appoint and constitute a joint committee to be known as the Canterbury Waste Joint Committee ("the Committee").
3. The Committee will consist of a maximum of thirteen members as follows:
 - (a) three elected members of the Christchurch City Council;
 - (b) two elected members of the Canterbury Regional Council;
 - (c) eight members made up of one elected member from each of the other Councils.
4. The Committee will report to the Councils at least annually on the exercise of the Committee's functions.

SUBCOMMITTEE

5. The Committee may :
 - (a) appoint a Subcommittee of the Committee pursuant to clause 30(2) of Schedule 7 of the Local Government Act 2002;

- (b) ensure at least one elected member of each of Christchurch City Council and another Council will be members of the Subcommittee. The chairperson of the Subcommittee will be an elected member of the Committee. In all other respects the composition of the Subcommittee will be as determined by the Committee from time to time;
- (c) direct the Subcommittee in such manner as it sees fit from time to time as provided for in clause 30(4) of Schedule 7 of the Local Government Act 2002;

TERMS AND CONDITIONS OF ENTRY

- 6. The Councils agree that other councils in the Canterbury Region may join the Committee, if the council wishing to join accepts the terms and conditions of this Agreement that apply to the District Councils on the Committee. The council wishing to join the Committee is accepted as a member by signing this Agreement (with the new council's name added) and by providing a signed copy of the Agreement to each of the Councils.
- 7. If the council wishing to join the Committee wants any amendment to the terms and conditions of this Agreement, the Councils will only allow the other council to join on such terms and conditions as are agreed unanimously by the Councils and in accordance with clause 8(a).

VARYING THIS AGREEMENT

- 8. This Agreement may be varied:
 - (a) by written agreement between the Councils (and, for the avoidance of doubt, the Committee is not authorised to amend this Agreement) except for any amendment required in order to comply with a change in any applicable law, in which case this Agreement may be amended at the written request of any Council (sent to the other parties) to the minimum extent required to comply with the change in the applicable law; or
 - (b) in the manner provided in clause 6 and clause 25 of this Agreement.

WITHDRAWAL OF COUNCIL

- 9. A Council may only withdraw from the Committee if that Council has complied with all of its obligations under this Constituting Agreement for that funding year, and up to the date of withdrawal and agrees to satisfy its continuing obligations (if any) in a manner which is satisfactory to all of the remaining Councils.

AVOIDANCE OF DISCHARGE

- 10. The Councils declare that they have each resolved that the Committee (and any Subcommittee) will continue to function after a triennial election with the same delegated functions, duties, powers and voting rights that existed prior to that election and accordingly the Committee and any Subcommittee will not be discharged under clause 30(7) of Schedule 7 to the Local Government Act 2002.

QUORUM

- 11. The quorum for a meeting of the Committee is seven members at least one of whom is a member appointed by Christchurch City Council.

12. Any mayor who is a member of the committee solely by operation of section 41A(5) of the Local Government Act 2002 is not counted as a member of the committee for the purposes of determining the quorum.
13. The quorum for a meeting of a Subcommittee will be:
 - (a) half of the members if the number of members (including vacancies) is even, or
 - (b) a majority of members if the number of members (including vacancies) is odd, and;in both cases at least one of whom is a member of Christchurch City Council and one of whom is a member of another Council.

APPOINTMENT AND DISCHARGE OF MEMBERS

14. The power to discharge a member of the Committee and to appoint another in his or her stead, may only be exercised by the Council that made the appointment.

CHAIRPERSON AND DEPUTY

15. The Committee will appoint a chairperson (who must be an elected member appointed by Christchurch City Council) and a deputy chairperson (who must be an elected member appointed by another Council other than Christchurch City Council).

MEETINGS/STANDING ORDERS

16. Meetings of the Committee will be held at Christchurch (unless otherwise agreed) at such times as may be appointed and as are necessary for the performance of the functions, duties and powers delegated under this Agreement. The rules regulating the proceedings of the Committee will be those set out in NZS 9202:2003 "Model Standing Orders for Meetings of Territorial Authorities, Regional Councils and Community Boards" as varied in accordance with this Agreement. For the purposes of the NZS 9202:2003 the "principal administrative officer" means the Chief Executive of the Christchurch City Council or their delegate.
17. Attendance of meetings via telephone or video links from venues outside Christchurch is permitted. Such additional venues will be publicly notified in the same way as the main meeting is notified, and will be open to the public in the same way as the main meeting.
18. Any resolution requiring a decision on a matter of significance to be considered at a meeting of the Committee must be the subject of prior notice which ensures that each member is fully and fairly informed of the background and rationale for any proposal to be considered and the period of notice must be sufficient to enable every member to consult with their appointing Council.

VOTING

19. Notwithstanding anything to the contrary in Model Standing Orders NZS 9202:2003 voting at meetings of the Committee will be:
 - (a) in respect of any matter where the decision relates to the setting of policy and/or a commitment to expenditure, by majority, one vote each, but for the members appointed to represent the Christchurch City Council and the Canterbury Regional Council their votes may only be cast the same way and may not be split.

(b) in respect of all other matters, on the basis of one vote per member, by ordinary majority.

20. To the extent that it may be necessary all of the Councils will procure an amendment to their standing orders to permit voting on the basis set out in clause 19.

CASTING VOTE

21. In all cases where there is an equality of votes the chairperson will have a casting vote. Where a casting vote is to be exercised the following principles will apply:

- (a) the casting vote is to be used in the best interests of the Canterbury community represented by the Councils considered together;
- (b) the casting vote is to be used in the best interests of the Councils considered together;
- (c) the Committee members will use their best endeavours to avoid use of a casting vote, by obtaining consensus;

the casting vote will not to be used unreasonably in favour of any one Council.

DELEGATIONS

22. Each Council has delegated the following responsibilities to the Committee: Authority to deal with all matters relating to the volumes of solid waste sent for disposal through regional waste minimisation initiatives identified by the Committee, including but not limited to allocating the annual funding of the joint committee as set out in this Agreement.

FUNDING

23. The annual funding amount for regional waste minimisation will be \$192,000 per year. This amount will be adjusted annually for inflation using the annual percentage change in the Consumers Price Index at June of each subsequent year. Should the annual funding amount need to be increased, the Committee will provide a detailed proposal for consideration by all Councils.
24. All Councils will contribute towards the funding of joint regional waste minimisation initiatives, shared in accordance with the percentages set out in the table in Schedule 1 of this Agreement.
25. Schedule 1 may be updated from time to time by resolution of the Committee, only to redistribute the funding obligation of the Councils in a manner that more accurately reflects the then current population figures or to reflect new member Councils.
26. Each Council will ensure that it pays its due proportion of all such expenditure on the due date for payment, without deduction or set off.

ADMINISTRATIVE COSTS

27. Christchurch City Council agrees to provide such management, administrative, secretarial and accounting services as the Committee will reasonably require at no cost to the other Councils. Nothing in this clause will prevent any Council agreeing to make a contribution towards those costs.
28. For the avoidance of doubt, where Christchurch City Council is directed by the Committee to source any such services (ie other than from its own existing staff), or a Council employs a staff member for a shared services position (to progress waste minimisation and management initiatives

for the benefit of all Councils), the costs incurred will be recoverable from the Councils under clause 24.

GOOD FAITH NEGOTIATIONS

29. In the event of any circumstances arising that were unforeseen by the Councils at the time of entering into of this Agreement or in the event of a dispute in any way relating to this Agreement the Councils will negotiate in good faith to resolve that dispute or to add to or vary this Agreement in order to resolve the impact of those unforeseen circumstances in the best interests of:

- (a) the Councils represented on the Committee considered together; and
- (b) the Canterbury community represented by the Councils considered together.

ARBITRATION

30. Any dispute arising out of the interpretation of this Agreement, including any question regarding its existence, validity or termination, which cannot be resolved by good faith negotiations under clause 29 will be referred to arbitration.
31. If the Councils are unable to agree upon the appointment of a single arbitrator within 10 working days of the receipt of written notification of the desire of a party to have a dispute arbitrated, or if any arbitrator agreed upon refuses or fails to act within 10 working days of his or her appointment, then any party may request the President for the time being of the Canterbury District Law Society to appoint an arbitrator and the arbitration will be carried out in accordance with the Arbitration Act 1996. For the purposes of this clause "working day" has the meaning attributed to those words in Section 2 of the Resource Management Act 1991.
32. In this clause time is of the essence and the Councils agree to be bound by any arbitration decision, determination or award.

SERVICE OF NOTICES

33. Any notice required to be served under this Agreement may be served in the manner provided in Section 152 of the Property Law Act 1952 and in any event will be deemed to be served if actually received.
34. A notice under clause 33 must be addressed:
- (a) in the case of Christchurch City Council or the Committee for the attention of the Legal Services Manager at the Civic Offices, 53 Hereford Street, Christchurch (PO Box 73013, Christchurch); and
 - (b) in the case of every Council other than Christchurch City Council, for the attention of the Principal Administrative Officer of the Council to whom the notice is addressed, to that Council at its principal administrative office.

SIGNATURES

SIGNED on behalf of the **ASHBURTON
DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **CANTERBURY
REGIONAL COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **CHRISTCHURCH
CITY COUNCIL** by:

Signature

Name/Title

SIGNED on behalf of the **HURUNUI
DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **KAIKOURA
DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **MACKENZIE
DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **SELWYN
DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **TIMARU DISTRICT
COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **WAIMAKARIRI
DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **WAIMATE
DISTRICT COUNCIL** by:

Signature

Name/Title

Date

11/91977

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Item 4

Attachment B

Schedule 1 – Estimated population and funding percentages

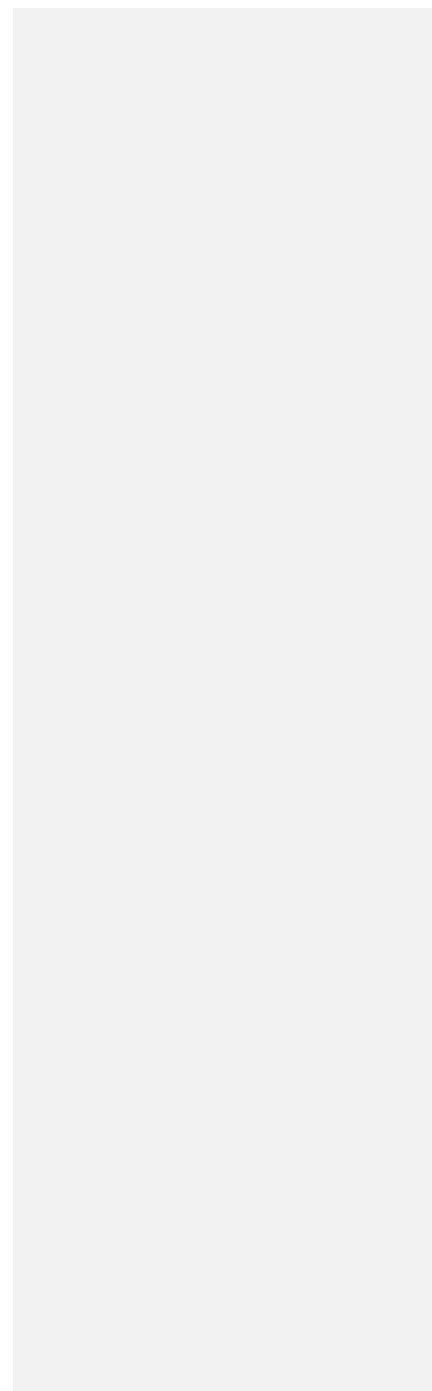
Councils	Estimated population *	Funding %
Christchurch	394,700	61.28
Waimakariri	64,700	10.05
Hurunui	13,300	2.06
Selwyn	69,700	10.82
Ashburton	35,400	5.5
Kaikoura	4,220	0.66
Waimate	8,240	1.28
Mackenzie	5,420	0.84
Timaru	48,400	7.51
Total	644,080	100% (to cover 75% of the total annual funding)
ECan		(to cover 25% of the total annual funding)

* June 2020 Statistics New Zealand Subnational Estimates

CONSTITUTING AGREEMENT OF THE
CANTERBURY WASTE JOINT COMMITTEE

(Population data updated 2-September-2019)

ASHBURTON DISTRICT COUNCIL
CANTERBURY REGIONAL COUNCIL
CHRISTCHURCH CITY COUNCIL
HURUNUI DISTRICT COUNCIL
KAIKOURA DISTRICT COUNCIL
MACKENZIE DISTRICT COUNCIL
SELWYN DISTRICT COUNCIL
TIMARU DISTRICT COUNCIL
WAIMAKARIRI DISTRICT COUNCIL
WAIMATE DISTRICT COUNCIL



CONSTITUTING AGREEMENT

CANTERBURY WASTE JOINT COMMITTEE

MEMBERS:

ASHBURTON DISTRICT COUNCIL, CANTERBURY REGIONAL COUNCIL

CHRISTCHURCH CITY COUNCIL, HURUNUI DISTRICT COUNCIL, KAIKOURA DISTRICT COUNCIL, MACKENZIE DISTRICT COUNCIL, SELWYN DISTRICT COUNCIL, TIMARU DISTRICT COUNCIL, WAIMAKARIRI DISTRICT COUNCIL, and WAIMATE DISTRICT COUNCIL, and their successors, all local authorities under the Local Government Act 2002 (collectively "the Councils" and individually "a Council")

BACKGROUND AND COMMITTEE TERMS OF REFERENCE

The Canterbury Waste Joint Committee is a joint committee of the Councils appointed in accordance with clauses 30 and 30A of Schedule 7 of under the Local Government Act 2002. The terms of reference for the Committee, are that the Committee -with delegated authority to- will deal with all matters relating to the volumes of solid waste sent for disposal through regional waste minimisation initiatives identified by the Committee, including but not limited to allocating the annual funding of the joint committee as set out in this Constituting Agreement.

TERMS OF THIS AGREEMENT:

EFFECTIVE DATE

1. This Agreement shall come into effect on 1 July 2014 the date the last Council signs this Agreement.

COMMITTEE

2. Pursuant to clause 30(1) and (5) of Schedule 7 to the Local Government Act 2002 the Councils shall will appoint and constitute a joint committee which shall be known as the Canterbury Waste Joint Committee ("the Committee").
3. The Committee shall will consist of a maximum of eleven-thirteen members as follows:
 - (a) three elected members of the Christchurch City Council;
 - (a)(b) two elected members of the Canterbury Regional Council;
 - (b)(c) eight members made up of one elected member from each of the other Councils.
4. The Committee shall will report to the Councils at least annually on the exercise of the Committee's functions.

SUBCOMMITTEE

5. The Committee may :

Commented [SG1]: We have made amendments to this agreement to address the requirements of clause 30A of the LGA02.

These amendments also partly address the point in our email on 12 August raising the possibility that the joint committee may have been deemed to be discharged under clause 5 of schedule 1AA of the LGA02 Amendment Act 2014.

Although the signing of this new agreement by the Councils (and the resolutions then made by each Council when they sign this agreement, re delegations and avoiding discharge of the Committee) will address the position for the future, each Council/ the Committee may still wish to seek advice on whether and how clause 5 applies in relation to any previous decisions of the committee.

Commented [SG2]: We have added wording to the background to make it clear that this deals with the TOR for the Committee

This is because it is a requirement of a joint committee agreement that the committee's terms of reference are included in the agreement (clause 30A(2)(c) of Sch 7 of the LGA02).

The specific responsibilities delegated to the committee by each Council must also be set out (clause 30A(2)(d) LGA02). See delegations in clause 20(18) below.

Commented [TR3]: Yes, still the scope, no TOR that I'm aware of

Commented [SG4]: Ross – is this still the scope of /TOR for the Committee

Commented [SG5]: Rather than use this wording you could instead nominate a new date if you wished, that would be after every Council has signed – eg 'comes into effect on 1 January 2023'.

Commented [SG6]: The original constituting agreement provided for 14 members but that was when Banks Peninsula DC still existed. It provided for 2 EM from Ecan, so we have amended the agreement to reflect the same.

Commented [SG7]: We have been advised that references to the Canterbury Hazardous Waste subcommittee can be removed, and there is no need for the constituting agreement to include that the Committee can appoint other subcommittees as it has this statutory right under the LGA02 (unless prohibited by the Council's)

Commented [TR8]: Although no specific Hazard Waste Subcommittee I think we should leave in the provision to for a subcommittee to be formed.
If agreed all references to 'subcommittee' to be reinstated

Commented [SG9R8]: Ross – we have left in the clause but made appropriate amendments. We assume (b) and (c) are still desired generally and have deleted (d), which is not required now the rest of the clause applies generally to any subcommittee that might be appointed

- (a) appoint a Subcommittee of the Committee ~~to be known as the Canterbury Hazardous Waste Subcommittee ("the Subcommittee")~~ pursuant to clause 30(2) of Schedule 7 of the Local Government Act 2002;
- (b) ensure at least one elected member of each of Christchurch City Council and another Council ~~wish~~ be members of the Subcommittee. The chairperson of the Subcommittee ~~wish~~ be an elected member of the Committee. In all other respects the composition of the Subcommittee ~~wish~~ be as determined by the Committee from time to time;
- (c) direct the Subcommittee in such manner as it sees fit from time to time as provided for in clause 30(4) of Schedule 7 of the Local Government Act 2002;
- (d) ~~appoint such other subcommittees as it sees fit from time to time.~~

TERMS AND CONDITIONS OF ENTRY

6. The Councils ~~may only allow agree that~~ other councils ~~in the Canterbury Region~~ ~~may~~ join the Committee, ~~on such if the council wishing to join accepts the terms and conditions of this Agreement that apply to the District Councils on the Committee. The council wishing to join the Committee is accepted as a member by signing this Agreement (with the new councils name added) and by providing a signed copy of the Agreement to each of as are agreed unanimously by~~ the Councils.
7. If the council wishing to join the Committee wants any amendment to the terms and conditions of this Agreement, the Councils will only allow the other council to join on such terms and conditions ~~as are agreed unanimously by the Councils and in accordance with clause 8(a).~~

VARYING THIS AGREEMENT

8. This Agreement may be varied:
- (a) ~~by written agreement between the Councils (and, for the avoidance of doubt, the Committee is not authorised to amend this Agreement) except for any amendment required in order to comply with a change in any applicable law, in which case this Agreement may be amended at the written request of any Council (sent to the other parties) to the minimum extent required to comply with the change in the applicable law; or~~
 - (b) in the manner provided in clause 6 and clause 25 of this Agreement.

WITHDRAWAL OF COUNCIL

- 6-9. A Council may only withdraw from the Committee if that Council has complied with all of its obligations under this Constituting Agreement ~~for that funding year, and up to~~ the date of withdrawal and agrees to satisfy its continuing obligations (if any) in a manner which is satisfactory to all of the remaining Councils.

AVOIDANCE OF DISCHARGE

- 7-10. The Councils declare that they have each resolved that the Committee ~~(and the any Subcommittee) shall~~ continue to function after a triennial election with the same delegated functions, duties, powers and voting rights that existed prior to that election and accordingly the

Commented [SG10]: Ross – let us know if you are happy with the amendments we've suggested – they should make it easier for Waitaki DC to join (or any other District Council that may in future leave and then want to rejoin) – provided they are happy to join/rejoin on the same terms as the other District Councils

The effect of clause 5 is that all the Councils are deciding by signing this Agreement now, that Waitaki can join on the same terms.

However, if Waitaki wanted other amendments to the Agreement then clause 6 reflects the current requirements of the Agreement, that all Councils must be unanimous on any changes (which could include that the new Council joining must pay the legal costs to make any variations to the Agreement)

Commented [TR11]: Yes, happy with clauses

Commented [SG12]: This new clause addresses clause 30A(2)(e) LGA02

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Commented [SG13]: Ross - you asked us to look at the 'when a council leaves the Committee' provision. We think this clause means it is easy for a Council to withdraw, but we imagine all the other Council's would still want a Council to pay their funding share for that year (rather than leave on the verge of payment meaning the other Councils would have to wear their part of the cost?). The wording we have added addresses that point.

Commented [TR14]: Agreed

Committee and ~~the any~~ Subcommittee ~~wish~~ shall not be discharged under clause 30(7) of Schedule 7 to the Local Government Act 2002.

QUORUM

~~11.~~ The quorum for a meeting of the Committee is ~~six~~ seven members at least one of whom is a member appointed by Christchurch City Council.

Commented [SG15]: Updated to seven to meet the requirements of clause 30A(6)(b)(ii)

~~12.~~ Any mayor who is a member of the committee solely by operation of section 41A(5) of the Local Government Act 2002 is not counted as a member of the committee for the purposes of determining the quorum.

~~8.~~

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~~9-13.~~ The quorum for a meeting of ~~the a~~ Subcommittee ~~shall will~~ be:

- (a) half of the members if the number of members (including vacancies) is even, or
- (b) a majority of members if the number of members (including vacancies) is odd, and;

in both cases at least one of whom is a member of Christchurch City Council and one of whom is a member of another Council.

APPOINTMENT AND DISCHARGE OF MEMBERS

~~40-14.~~ The power to discharge a member of the Committee and to appoint another in his or her stead, may only be exercised by the Council that made the appointment.

CHAIRPERSON AND DEPUTY

~~14-15.~~ The Committee ~~wish~~ shall appoint a chairperson (who must be an elected member appointed by Christchurch City Council) and a deputy chairperson (who must be an elected member appointed by another Council other than Christchurch City Council).

MEETINGS/STANDING ORDERS

~~42-16~~ Meetings of the Committee wish shall be held at Christchurch (unless otherwise agreed) at such times as may be appointed and as are necessary for the performance of the functions, duties and powers delegated under this Agreement. The rules regulating the proceedings of the Committee wish shall be those set out in ~~NZS 9202:2004~~ 3 "Model Standing Orders for Meetings of Territorial Authorities, Regional Councils and Community Boards" as varied in accordance with this Agreement. For the purposes of ~~clause 25 of the~~ NZS 9202:2003 4 the "principal administrative officer" means the Chief Executive of the Christchurch City Council or ~~his~~ their delegate.

Commented [SG16]: There is a newer version of the Model standing orders – NZS 9202: 2003 – would you like to update to this or is the Committee still using the 2001 standing orders?

Commented [TR17]: Updated version

~~43-17~~ Attendance of meetings via telephone or video links from venues outside Christchurch is permitted. Such additional venues will be publicly notified in the same way as the main meeting is notified, and will be open to the public in the same way as the main meeting.

~~44-18~~ Any resolution requiring a decision on a matter of significance to be considered at a meeting of the Committee must be the subject of prior notice which ensures that each member is fully and fairly informed of the background and rationale for any proposal to be considered and the period of notice must be sufficient to enable every member to consult with ~~his or her~~ their appointing Council.

VOTING

~~45-19~~ Notwithstanding anything to the contrary in Model Standing Orders NZS 9202: ~~2004~~ 2003 voting at meetings of the Committee ~~shall~~ will be:

(a) in respect of any matter where the decision relates to the setting of policy and/or a commitment to expenditure, by majority, one vote each, but for the members appointed to represent the Christchurch City Council and the Canterbury Regional Council their votes may only be cast the same way and may not be split:

(i) ~~by the members appointed to represent the Christchurch City Council, three votes (which votes may only be cast as a block and may not be split);~~

(ii) ~~by the members appointed to represent the other Councils, one vote each;~~

(b) ~~in respect of any matter delegated by any one or more of the Councils on the basis that a specified voting regime will apply, in accordance with that specified regime;~~

~~(c)~~ (b) in respect of all other matters, on the basis of one vote per member, by ordinary majority.

Commented [SG18]: Ross - We have amended this clause to make it clear that CCC and Ecan do not have a veto over the other Councils in voting on matters of policy or expenditure (which you said was the current practice) – the voting on these issues is still determined by majority, but the CCC and Ecan votes must all be cast the same way. However, for all other matters the voting by CCC and Ecan members can be split.

Commented [TR19]: Agreed

~~46-20~~ To the extent that it may be necessary all of the Councils wish shall procure an amendment to their standing orders to permit voting on the basis set out in clause ~~46~~ 19.

CASTING VOTE

~~47-21~~ In all cases where there is an equality of votes the chairperson wish shall have a casting vote. Where a casting vote is to be exercised the following principles wish shall apply:

(a) the casting vote is to be used in the best interests of the Canterbury community represented by the Councils considered together;

(b) the casting vote is to be used in the best interests of the Councils considered together;

Commented [SG20]: We are not clear what (b) means/what is the intent of this clause but we recommend deleting it, assuming there are no Council's that have made any other delegations relevant to this clause?

It appears this provision would potentially allow one Council to make a delegation that specifies a voting regime that all Councils would then have to comply with, and they don't get a say on that. Eg one council could say every council only gets one vote (not 3 for CCC and 2 for Ecan) when voting on a certain matter??

We doubt the Committee intends that to be the case.

- (c) the Committee members wish to use their best endeavours to avoid use of a casting vote, by obtaining consensus;

the casting vote wish not to be used unreasonably in favour of any one Council.

DELEGATIONS

~~18-22. Each Council has delegated the following responsibilities to the Committee: All delegations made by the Councils to the Committee shall record the functions, duties and powers that have been delegated in writing and may set out:~~

- ~~(a) Authority to deal with all matters relating to the volumes of solid waste sent for disposal through regional waste minimisation initiatives identified by the Committee, including but not limited to allocating the annual funding of the joint committee as set out in this Agreement, the extent to which the Council may be bound in respect of those delegated functions, duties and powers that are delegated;~~
- ~~(b) the limit (if any) to which the Council can be committed to expenditure of funds in pursuance of those delegated functions, duties and powers;~~
- ~~(e) the circumstances in which (if any) the Council can withdraw those delegated functions, duties and powers in whole or in part.~~

FUNDING

~~19-23.~~ The annual funding amount for regional waste minimisation will be \$~~142~~192,000 per year. This amount will be adjusted annually for inflation using the annual percentage change in the Consumers Price Index at June of each subsequent year. Should the annual funding amount need to be increased, the Committee will provide a detailed proposal for consideration by all Councils.

Commented [SG21]:

We have assumed the delegated authority referred to at the beginning (and now moved here) is the only delegation made by each Council to the Committee, and that Ecan will also make this delegation to the Committee before/ when signing the agreement.

Let us know if there are any other delegations that should be referred to, as clause 30A(2)(d) requires the Agreement to specify "what responsibilities (if any) are to be delegated to the committee by each local authority"

The possibility of future delegations made by the Councils to the Committee and therefore requiring addition to this clause of the Agreement, can be addressed as a written variation to the Agreement (given any further delegations is a reasonably important issue)

24. All Councils will contribute towards the funding of joint regional waste minimisation initiatives, unless otherwise expressly agreed at the time, shared as follows: shared in accordance with the percentages set out in the table in Schedule 1 of this Agreement.

25. Schedule 1 may be updated from time to time by resolution of the Committee, only to redistribute the funding obligation of the Councils in a manner that more accurately reflects the then current population figures or to reflect new member Councils.

Councils	Estimated population and funding*	%
Christchurch	388,600	62.4
Waimakariri	60,700	9.75
Hurunui	12,850	2.06
Selwyn	62,200	10.0
Ashburton	34,500	5.55
Kaikoura	3,830	0.62
Waimate	7,940	1.27
Maekenzie	4,670	0.75
Timaru	47,300	7.6
TOTAL	622,400	100

* June 2018 Statistics New Zealand Subnational Estimates

The funding obligation of the Councils may be redistributed between them from time to time as decided by the Committee to more accurately reflect the then current population figures.

20-26. Each Council wish shall ensure that it pays its due proportion of all such expenditure on the due date for payment, without deduction or set off.

ADMINISTRATIVE COSTS

27. Christchurch City Council agrees to provide such management, administrative, secretarial and accounting services as the Committee wish shall reasonably require at no cost to the other Councils. Nothing in this clause wish shall prevent any Council agreeing to make a contribution towards those costs.

24-28. For the avoidance of doubt, where Christchurch City Council is directed by the Committee to source any such services (ie other than from its own existing staff), or a Council employs a staff

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Commented [SG22]: We have moved the table to the Schedule

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Commented [SG23]: Should anything be added to this list (or added to the exclusion, which we've now made a separate clause)

Commented [TR24]: We need to exclude the 'shared resource' expenses as these need to be accounted for separately as possibly reimbursed. The outcome will be determined at the next meeting.

Commented [SG25R24]: We have added reference to cover this

Commented [SG26]: Is this correct – it would only be by direction of the Committee?

Commented [TR27]: yes

member for a shared services position (to progress waste minimisation and management initiatives for the benefit of all Councils), the costs incurred wish be recoverable from the Councils under clause 24.

GOOD FAITH NEGOTIATIONS

22-29. In the event of any circumstances arising that were unforeseen by the Councils at the time of entering into of this Agreement or in the event of a dispute in any way relating to this Agreement the Councils will negotiate in good faith to resolve that dispute or to add to or vary this Agreement in order to resolve the impact of those unforeseen circumstances in the best interests of:

- (a) the Councils represented on the Committee considered together; and
- (b) the Canterbury community represented by the Councils considered together.

ARBITRATION

23-30. Any dispute arising out of the interpretation of this Agreement, including any question regarding its existence, validity or termination, which cannot be resolved by good faith negotiations under clause 24-29 wish be referred to arbitration.

24-31. If the Councils are unable to agree upon the appointment of a single arbitrator within 10 working days of the receipt of written notification of the desire of a party to have a dispute arbitrated, or if any arbitrator agreed upon refuses or fails to act within 10 working days of his or her appointment, then any party may request the President for the time being of the Canterbury District Law Society to appoint an arbitrator and the arbitration wish be carried out in accordance with the Arbitration Act 1996. For the purposes of this clause "working day" has the meaning attributed to those words in Section 2 of the Resource Management Act 1991.

25-32. In this clause time shall be of the essence and the Councils agree to be bound by any arbitration decision, determination or award.

SERVICE OF NOTICES

26-33. Any notice required to be served under this Agreement may be served in the manner provided in Section 152 of the Property Law Act 1952 and in any event shall will be deemed to be served if actually received.

27-34. A notice under clause 33-28 must be addressed:

- (a) in the case of Christchurch City Council or the Committee for the attention of the Legal Services Manager at the Civic Offices, 53 Hereford Street, Christchurch (PO Box 73013, Christchurch); and
- (b) in the case of every Council other than Christchurch City Council, for the attention of the Principal Administrative Officer of the Council to whom the notice is addressed, to that Council at its principal administrative office.

Commented [SG28]: You may not need this clause as there isn't any reference to notices required to be served in the Agreement? The 'prior notice' in clause 16 (and elsewhere?) isn't the type of notice that needs to be served – but the type of notice given to Councils under the LGA of meeting dates etc.

But probably no harm if this clause stays as it is.

Commented [TR29]: Leave in

[Updated population data inserted into clause 21 by the Committee on 2 September 2019]

SIGNATURES

**SIGNED on behalf of the ASHBURTON
DISTRICT COUNCIL by:**

Signature

Name/Title

Date

**SIGNED on behalf of the CANTERBURY
REGIONAL COUNCIL by:**

Signature

Name/Title

Date

Commented [SG30]: We recommend the table be included as a Schedule to the Agreement with a specific clause saying the table can be updated from time to time by resolution of the committee – see below

Commented [TR31]: agreed

SIGNED on behalf of the CHRISTCHURCH
CITY COUNCIL by:

Signature

Name/Title

SIGNED on behalf of the HURUNUI
DISTRICT COUNCIL by:

Signature

Name/Title

Date

SIGNED on behalf of the KAIKOURA
DISTRICT COUNCIL by:

Signature

Name/Title

Date

SIGNED on behalf of the MACKENZIE
DISTRICT COUNCIL by:

Signature

Name/Title

Date

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SIGNED on behalf of the SELWYN
DISTRICT COUNCIL by:

Signature

Name/Title

Date

SIGNED on behalf of the TIMARU DISTRICT
COUNCIL by:

Signature

Name/Title

Date

SIGNED on behalf of the WAIMAKARIRI
DISTRICT COUNCIL by:

Signature

Name/Title

Date

SIGNED on behalf of the WAIMATE
DISTRICT COUNCIL by:

Signature

Name/Title

Date

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Schedule 1 – Estimated population and funding percentages

<u>Councils</u>	<u>Estimated population and funding*</u>	<u>%</u>
<u>Christchurch</u>	<u>394,700</u>	<u>61.28</u>
<u>Waimakariri</u>	<u>64,700</u>	<u>10.05</u>
<u>Hurunui</u>	<u>13,300</u>	<u>2.06</u>
<u>Selwyn</u>	<u>69,700</u>	<u>10.82</u>
<u>Ashburton</u>	<u>35,400</u>	<u>5.5</u>
<u>Kaikoura</u>	<u>4,220</u>	<u>0.66</u>
<u>Waimate</u>	<u>8,240</u>	<u>1.28</u>
<u>Mackenzie</u>	<u>5,420</u>	<u>0.84</u>
<u>Timaru</u>	<u>48,400</u>	<u>7.51</u>
<u>Total</u>	<u>644,080</u>	<u>100%</u>
		<u>(to cover 75% of the total annual funding)</u>
<u>ECan</u>		<u>(to cover 25% of the total annual funding)</u>

** June 2020 Statistics New Zealand Subnational Estimates*

5. Regional Shared Resource

Reference / Te Tohutoro: 22/1112080

Report of / Te Pou
Matua:

Ross Trotter, Manager Resource Recovery, Transport and Waste

General Manager /
Pouwhakarae:

Jane Davis, GM Infrastructure, Planning & Regulatory Service,
Infrastructure, Planning & Regulatory

1. Purpose of Report Te Pūtake Pūrongo

- 1.1 To consider options for the appointment of a shared resource, approved to support delivery and coordination of the Canterbury Joint Waste Committee funded projects and enhance regional coordination.

2. Officer Recommendations Ngā Tūtohu

That the Canterbury Waste Joint Committee:

1. Consider the options for a shared resource and confirm the preferred approach for hosting the new position.
2. Approve Option 3, for Christchurch City Council to host the new position, which will be appointed on a full-time basis for a fixed term of 2 years.

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.*
- 3.2 Since the agreement to fund the new position, staff have been working with Environment Canterbury (ECan) on their invitation to re-join the Committee and the potential for the new staff position to be hosted by ECan, as to maximise existing regional processes for collaboration.
- 3.3 In assessing the options for appointment of the new position, the staff group have considered where the position could be hosted, what resourcing and access would be required and whether the role should be full/part-time, an employee or contractor and what if any in-kind resources (e.g. hosting) by member councils could apply.
- 3.4 Alternatively, given the existing resourcing supplied by Christchurch City Council (Committee coordination and administration, including hosting email account and website information), it may be appropriate to expand these services to include hosting the shared position.
- 3.5 Consideration of whether to fund the position as an employee of Council or a contractor, shows that better value could be achieved through the funding of an employee, given the higher hourly rates indicative of consultant fees and the duration of the tenure (fixed term for two years).
- 3.6 The following Options have been developed for consideration by the committee, with a preference to commence recruitment and appointment of the position by the end of 2022. Identified options for the shared position as follows:

Option	Host Council	Employment type	Annual Salary Cost annum	Annual Hosting Costs	Total cost
One	Environment Canterbury (ECan)	Employee (Fixed term)	\$80,000	\$85,000	\$165,000
Two		Contractor (\$165/Hr)	\$297,000	\$85,000	\$382,000
Three	Christchurch City Council (CCC)*	Employee (Fixed term)	\$80,000	\$45,180	\$125,180
Four		Contractor (\$165/Hr)	\$297,000	\$62,400	\$359,400

*Costs for CCC, have been estimated by Finance and are direct attributable costs, including for example an estimate of 500kms of travel per Month (visits to regional sites).

- 3.7 Based on the overhead costs for hosting the position at ECan, relative to the attributable costs demonstrated by CCC Finance team, it is recommended that CCC take on the role of hosting the position, noting that in addition to the lower hosting costs, the existing in-kind contributions (already committed) may further support this approach.
- 3.8 Considering the respective costs of hosting either contractor or employee at the two organisations, it has also been considered whether a part-time resource could be considered. This has been assessed on a 0.6 Full Time Equivalent rate and would result in the following costs per year (as an employee at both CCC and ECan):
- ECan Fixed term (0.6 FTE): \$133,000
 - CCC Fixed term (0.6 FTE): \$93,1800
- 3.9 Given the costs associated with the new position including salary and hosting costs it is acknowledged that a portion of funding already committed by member councils (i.e. \$192,000) plus the contribution of ECan, originally intended to cover the new position and committed funding value, will be needed to cover the costs of the new position. Funds committed and projected allocation under Option 3 as detailed below noting:
- Total cost (Salary and CWJC Fund): \$192,000
 - Total cost (incl Hosting 1 FTE): \$237,180
 - Total cost (incl. Hosting .6 FTE): \$205,180

3.10 Figure 1 – Option 3 Cost allocation

Councils	Previous Contribution	Estimated Population**	Population and Funding	Proposed Contribution			Funding Increase (1FTE)	Funding Increase (.6FTE)
				Contribution***	Contribution (1FTE)	Contribution (.6FTE)		
Christchurch	\$74,816.00	394,700	61.28%	\$117,659.92	\$108,565.24	\$83,955.25	\$28,749.24	\$9,139.25
Waimakariri	\$9,441.60	64,700	10.05%	\$19,287.05	\$16,976.62	\$13,762.11	\$7,535.02	\$4,320.51
Hurunui	\$2,195.20	13,300	2.06%	\$3,964.72	\$3,489.78	\$2,829.00	\$1,294.58	\$633.80
Selwyn	\$7,851.20	69,700	10.82%	\$20,777.54	\$18,288.57	\$14,825.64	\$10,437.37	\$6,974.44
Ashburton	\$5,835.20	35,400	5.50%	\$10,552.73	\$9,288.60	\$7,529.81	\$3,453.40	\$1,694.61
Kaikoura	\$750.40	4,220	0.66%	\$1,257.98	\$1,107.28	\$897.62	\$356.88	\$147.22
Waimate	\$1,489.60	8,240	1.28%	\$2,456.34	\$2,162.09	\$1,752.70	\$672.49	\$263.10
Mackenzie	\$795.20	5,420	0.84%	\$1,615.70	\$1,422.15	\$1,152.87	\$626.95	\$357.67
Timaru	\$8,825.60	48,400	7.51%	\$14,428.02	\$12,699.66	\$10,294.99	\$3,874.06	\$1,469.39
Subtotal	\$112,000.00	644,080	100%	\$192,000.00	\$169,000.00	\$137,000.00	\$57,000.00	\$25,000.00
ECan					\$48,000.00	\$48,000.00	\$48,000.00	\$48,000.00
Total	\$112,000.00			\$192,000.00	\$217,000.00	\$185,000.00	\$105,000.00	\$73,000.00

*2010 population statistics, **2020 population statistics, *** of total proposed funding (\$192,000)

- 3.11 The below table describes the key differences in total funding contribution of the member councils under each of the Option 3 scenarios, noting the net increase may be adjusted in the next financial year (in accordance with 3.12 below). The table shows that councils would still be \$2,820 better off than originally committed, or \$34,820 if a part time (0.6FTE) position were selected.

	Total funding	Competitive Fund	Shared role (Salary)	Shared role (Hosting)*	Ecan contribution	Net impact to Councils
Approved funding	\$192,000	\$112,000	\$80,000	\$0	\$0	\$80,000
Approved incl. ECan	\$192,000	\$112,000	\$80,000	\$0	\$48,000	\$32,000
Council contribution (1 FTE)	\$237,180	\$112,000	\$80,000	\$45,180	\$48,000	\$77,180
Council contribution (0.6 FTE)	\$205,180	\$112,000	\$48,000	\$45,180	\$48,000	\$45,180

Greyed out cells represent no hosting costs (unachievable)

- 3.12 In the current financial year ECan have committed to fund the \$48,000 which offsets the increased costs of the shared position. However, subject to adoption of the draft Constituting Agreement it may be appropriate to reallocate costs on the agreed split of 25 percent from FY23/24. Under this scenario the total costs would differ from that described in 3.10 above and have been included here for discussion. See 3.13 below:

- 3.13 Figure 2 – Future funding subject to confirmed Constituting Agreement

Councils	Previous Contribution	Estimated Population**	Proposed Contribution		
			Population and Funding	Contribution (1FTE)	Contribution (.6FTE)
Christchurch	\$74,816.00	394,700	45.96%	\$81,757.56	\$70,726.94
Waimakariri	\$9,441.60	64,700	7.53%	\$13,401.86	\$11,593.70
Hurunui	\$2,195.20	13,300	1.55%	\$2,754.94	\$2,383.25
Selwyn	\$7,851.20	69,700	8.12%	\$14,437.55	\$12,489.66
Ashburton	\$5,835.20	35,400	4.12%	\$7,332.70	\$6,343.38
Kaikoura	\$750.40	4,220	0.49%	\$874.12	\$756.19
Waimate	\$1,489.60	8,240	0.96%	\$1,706.82	\$1,476.54
Mackenzie	\$795.20	5,420	0.63%	\$1,122.69	\$971.22
Timaru	\$8,825.60	48,400	5.64%	\$10,025.50	\$8,672.88
Subtotal	\$112,000.00	644,080	75%	\$ 177,885.00	\$ 153,885.00
ECan			25%	\$59,295.00	\$51,295.00
Total	\$112,000.00			\$ 237,180.00	\$ 205,180.00

- 3.14 Due to the relatively minor additional cost of the full-time option (originally planned), it is recommended that the Committee endorse Option 3, with a full-time appointment committed for a fixed period of 2 years. Noting this represents the best value for money for the shared resource.

Attachments Ngā Tāpirihanga

There are no attachments to this report.

Confirmation of Statutory Compliance / Te Whakatūtutanga 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

Authors	Ross Trotter - Manager Resource Recovery Eilidh Hilson - Waste Minimisation Officer
Approved By	Lynette Ellis - Head of Transport & Waste Management Jane Davis - General Manager Infrastructure, Planning & Regulatory Services

6. Canterbury Waste Data Gaps Analysis

Reference / Te Tohutoro: 22/1110614

Graham Aveyard, Environment Canterbury,
Graham.Aveyard@ecan.govt.nz

Report of / Te Pou
Matua:

Andrew Campbell, Committee and Hearings Advisor, Legal and
Democratic Services, Andrew.Campbell@ccc.govt.nz

General Manager /
Pouwhakarae:

Lyn McClelland, Assistant Chief Executive, Strategic Policy &
Performance

1. Brief Summary



- 1.1 The purpose of this report is to provide a verbal update to the Canterbury Waste Joint Committee (**‘the Committee’**) on Environment Canterbury’s (**‘ECan’**) Waste Data Gaps Analysis (**Attachment A**). The report has been written to support the development and delivery of a Regional Waste Data system to assist in infrastructure planning and performance monitoring of waste landfill diversion programmes.
- 1.2 The report was generated as a result of a previous appraisal by ECan on behalf of the Committee on options for the development of a Regional Data collection scheme.
- 1.3 Currently only around 20% of waste is accounted for through existing data monitoring systems. That data is mainly collected from details of kerbside collection and landfill or transfer station gate receipts. There is an absence of most data from: commercial operators, processes that do not lead to landfilling; or, waste that is transported out of the region.
- 1.4 The report identifies data that is currently, or was previously collected, and data that is strategically important to collect within the context of current national policies, strategies and legislative changes.
- 1.5 The conclusions provide a series of options and recommendations for the direction of a regional waste data scheme and action plan to deliver this.

2. Officer Recommendations Ngā Tūtohu

That the Canterbury Waste Joint Committee:

1. Receive the information in the Canterbury Waste Data Gaps Analysis Report

Attachments / Ngā Tāpirihanga

No.	Title	Page
A  	Canterbury Waste Data Gaps Analysis	41

In addition to the attached documents, the following background information is available:

Document Name	Location / File Link
Not applicable	Not applicable

Confirmation of Statutory Compliance / Te Whakatūtutanga 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

Author	Andrew Campbell - Committee & Hearings Advisor
Approved By	Jane Davis - General Manager Infrastructure, Planning & Regulatory Services

Environment Canterbury

Canterbury Waste Data Gaps Analysis



Vincie Billante, Managing Director
vincie@strategenx.co.nz



Item 6

Attachment A

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Item 6

Attachment A

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GUIDE TO ACRONYMS USED IN THIS REPORT

CWJC	Canterbury Waste Joint Committee
ECan	Environment Canterbury
ETS	Emissions Trading Scheme
KPI	Key Performance Indicators
LFG	Landfill gas
LTP	Long Term Plan
MFA	Materials Flow Analysis
MfE	Ministry for the Environment
MfTE	Ministry for Trade and Enterprise
MOU	Memorandum of Understanding
OWLS	Online Waste Levy System
RMA	Resource Management Act 1991
TAWLES	Territorial Authorities Waste Levy Expenditure System
WMMP	Waste Minimisation and Management Plan

EXECUTIVE SUMMARY

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Waste Data in Canterbury

Environment Canterbury has commissioned this report to provide an analysis of the gaps in waste data in Canterbury as part of its waste strategy and policy review with the full support of the Canterbury Waste Joint Committee (CWJC or the Committee). The report will be provided to the Committee as part of its long term objectives to improve waste data gathering to meet future needs.

Nine out of the ten Canterbury councils contributed to this analysis, helping to inform current data issues within the region. Additional information was sought from the Ministry for the Environment, WasteMINZ, private waste companies, and industry experts. The main objectives are to identify the current gaps in waste data, identify ways these gaps could be addressed, provide an overview of the waste materials flow in Canterbury, and seek recommendations for strategic alignment between all the councils and the wider waste sector, particularly when planning for infrastructure and enhanced waste minimisation activities.

This analysis covers a range of issues including the commonalities and differences between councils for the way waste data is collected, recorded, and used, the alignment to the Ministry's Waste Data Team's work programme and impending legislation changes, industry practices, and potential systems of waste data capture. What is not included is a quantitative analysis of the tonnages or volumes, given the known gaps of waste data would preclude an accurate assessment of the amount of waste that flows through Canterbury. Surveys for councils were sent out and followed up with interviews, as well as surveys and interviews with private waste companies willing to take part, interviews with industry stakeholders, and supported by a desktop analysis of material provided relating to waste data reports that have been or are currently still in use.

Throughout the research, the following key themes were highlighted:

- Most Canterbury councils use a combination of Weightrax and spreadsheets for data collection and recording, and all report on the Ministry's Online Waste Levy System (OWLS) website and use the data for Key Performance Indicators (KPIs) reporting and long term planning.
- No two councils had the same format for recording data, nor the same Weightrax codes for waste types, or report on the similar KPIs aligned to the principles of waste minimisation.
- From the limited responses from the private waste sector, voluntarily providing data to local councils was the preferred method, as long as mechanisms were in place to ensure the data was secure and individual companies' identities were protected. Some companies reported previous issues with local councils and recommended that there needed to be a collaborative approach with the private waste sector going forward.
- The Ministry is currently working on a multitude of waste issues amongst 30 separate themes, including reviewing legislation which is expected to be passed prior to the next General Election. In the waste data theme, there are 16 waste data projects underway with another 60 in the pipeline.

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- The Ministry is planning to take a more pivotal role in waste and waste data, through centralising waste operator licensing and waste data reporting that will go direct to the Ministry and not to local authorities. This will not have a strong enforcement focus, but will be aligned to Waste Levy reporting.
- The Ministry and WasteMINZ are collaborating on the revision of the National Waste Data Framework to align it to the new legislative mandates, although there is likely to be more guidance within the Framework that will sit outside of legislative mandates for data reporting to the Ministry.
- Agricultural waste is not included within this analysis as the Ministry is looking at policy and legislation outside of the Waste Minimisation Act for direction on how to encapture data from that sector. ECan's Farm Environment Plans that are a legislative requirement for all farms may offer a mechanism for farmers to report waste, but would need resourcing for auditing to ensure accuracy of the data.
- The qualitative waste Materials Flow Analysis (MFA) identifies over 75 different potential data sources, including from the transport of waste, waste activity sources, receiving facilities, processing facilities, and the industry endpoints of recovery/recycling/disposal of waste, including exports. It is estimated that councils only receive around 20% of that information through contractual requirements with operators.

The report has identified potential opportunities that could be considered to help meet the overall objectives of improving waste data and enhancing waste minimisation. These include:

- Developing a strategic plan with a two-phase approach to improving and enhancing data collection, recording and use in Canterbury, ensuring that the timing is aligned to the Ministry's plans so there is little duplication in specific activities relating to waste data.
- Focus on the improvements to councils' data collection and consistency in Phase One, and to build a solid foundation on engaging with the private waste sector to pilot a data project in Phase Two. Phase One would be aligning councils' KPIs, data collection, recording, and reporting to the 2024 LTP planning cycle, with Phase Two taking the more long-term approach to develop a public-private partnership to use technology (QR coding and blockchain) to accurately record data throughout the waste flow process for a priority product.
- Recognising the significant gaps are held mostly in systems outside of councils' realm, start to establish solid working relationships through a strategic approach with key stakeholders to meet the needs to get as much accurate data as possible. Canterbury has the potential to be the industry leader for quality waste data that is useful and meaningful for long term planning of waste practices and infrastructure.

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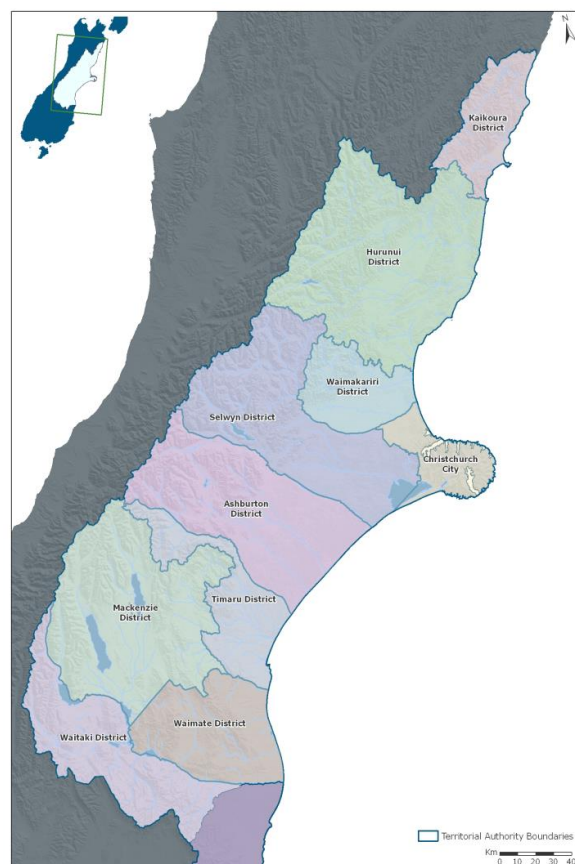
Attachment A

Background

Environment Canterbury (ECan) has commissioned this Waste Data Gaps Analysis to determine the baseline information for future planning; namely, to be able to measure progress towards waste minimisation, monitor levy spend, and understand the infrastructure development needed in the region to meet future demand and community expectations. It will provide this information to the Canterbury Waste Joint Committee (the Committee) to assist with the regional planning for waste minimisation.

There are ten district or city councils within Canterbury responsible for waste minimisation and management, plus ECan as the regional council that oversees the regulatory function of illegal waste dumping in the region. All but one of the Canterbury councils are members of the Committee, with Waitaki District not having had a waste manager appointed until very recently but are now looking to engaging with the Committee. Every CWJC council has contracts with external solid waste companies to collect, transport and manage waste for its ratepayer base, with variations on the levels of service provided through these contracts.

A key assumption in the project scope is that data currently exists on the quantity of waste, the diversion from landfill, and recycling quantities to take a regional approach to waste minimisation. The purpose of this overview and analysis was to identify the data sources within Canterbury to provide as full a picture of the waste industry to help improve the regional collaboration to attain the goals and objectives of the Waste Minimisation Act 2008.



Canterbury Councils, Environment Canterbury

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Defining the Issue

The lack of data available to have this regional oversight was identified in the 2019 Morrison Low Regional Waste Stocktake, which aligned to other reports such as the Prime Minister's Chief Science Advisor's Rethinking Plastics (also from 2019) that waste data within New Zealand is severely lacking in detail to do adequate forward planning. This was not an unknown issue, as several years before WasteMINZ commissioned Waste Not Consulting and Eunomia Research to develop a National Waste Data Framework, which was to be rolled out by the Ministry for the Environment as the national standard for waste data at its completion in 2016 (but did not). The Ministry itself has in recent years enhanced its capacity within its Waste and Resource Efficiency Division and has a dedicated Waste Data Team which is currently working on legislative changes for data reporting for waste operators. To this end, the Ministry has re-engaged Waste Not Consulting and Eunomia Research to update the 2016 version of the Framework, which will be better aligned to the proposed legislative changes. The Ministry has stated that it is working on the basis that these legislative changes will be passed and enacted through Parliament over the course of the next financial year (prior to the next General Election in 2023).

Methodology

This gaps analysis has been developed through the following methodology:

- Desktop review of Canterbury reports and ECan's previous combined waste data collection summaries from 2002-15.
- Online survey of Canterbury councils' waste managers, with follow-up interviews (Kaikoura did not take part in this) and a comparative analysis of examples of data collection provided from councils who volunteered the information. The online waste managers' survey is provided in Appendix A.
- Online survey for waste company providers within Canterbury. This was an invitation by email either sent directly or via the local council's waste manager on behalf. This survey was voluntary, and companies were invited to make direct contact for further discussion. The online waste company survey is provided in Appendix B.
- Phone interviews, email correspondence, and video conferences with waste sector stakeholders. A list of stakeholders approached is provided in Appendix C.
- Report drafted and peer reviewed by waste sector expert summarising the findings of the gaps analysis.

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Canterbury Councils' Waste Data

Eight of the CWJC territorial councils took part in this project, with Waitaki District Council who is not currently part of the Committee participating late in the piece after the arrival of the new Waste Manager. Kaikoura did not engage in this process so is not included in this summary.

The results of the online survey show the following:

Waste function	Number of councils that have this in place	Number of councils that collect data on:		
		Residential	Commercial	Private Waste
Waste operator licensing in bylaw	6	n/a	n/a	n/a
Kerbside rubbish collection	8	8	5	2
Kerbside recycling collection	8	8	4	2
Kerbside organics collection	6	6	2	1
Kerbside separate glass collections	2	2	n/a	n/a

Comments:

- Two councils did not have a waste bylaw.
- One council does not have council-provided kerbside collection services in its district but has private collectors offering that service.
- For kerbside business or commercial collections, five councils collect rubbish data, four collect data for recycling, and two collect organics data.
- Two councils collect data from private waste operators for rubbish and recycling kerbside collections, and one collects organics data from the private waste collector.

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For collection facilities and more specific types of waste, the participating councils who answered the survey reported the following:

Collection facilities	Number of councils with these	How the councils collect the data from these facilities
Council owned landfills	2	Weightrax / Spreadsheets / Weighbridge receipts
Council-funded owned or operated transfer stations	9	Weightrax / Spreadsheets / Weighbridge receipts
Council provided organics processing	5	Weightrax / Spreadsheets
Council-supported reuse shops	4	Spreadsheets
Specific waste types collected (number of councils who reported collecting this)	Number of councils who collect data	
E-Waste (8)	7	
Metal recycling (8)	8	
Glass (4)	4	
Textiles (5)	3	
Timber (3)	3	
Rubble - cleanfill/hardfill (7)	6	
Large appliances/whiteware (8)	7	
Tyres (8)	8	
Batteries (8)	6	
Hazardous waste (6)	6	
Plastics (8)	5	
Fibre (8)	4	
Sludges (1)	1	

Comments:

- Two councils operate their own landfills directly (Timaru and Waitaki); five of the other CWJC councils are joint partners in Transwaste that owns Kate Valley.
- All councils either directly operate transfer stations or subsidise the ones in their districts.
- Weightrax and spreadsheets are by far the most used data collection tools.

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For the data collected by councils, the following indicates the alignment to the WasteMINZ National Waste Data Framework, and what the data is used for:

Waste Source Categories (from WasteMINZ Framework)	How many councils collect this data
All waste sent to Class 1 landfill	9
Domestic kerbside waste	7
Residential waste (residents taking loads to the dump)	6
Commercial or industrial	3
Construction or demolition	5
Landscape (green) waste	6
Special waste	2
Reporting or planning uses	How many councils use their data for this purpose
OWLS	9
TAWLES	7
Internal KPIs	8
LTP planning or budgeting	9

Comments:

- Councils without council-provided kerbside collection bin systems do not record kerbside waste collected by private operators or contractors.
- Commercial or industrial waste data, along with construction or demolition waste data, are bigger gaps in Council data collection systems. This only accounts for the waste going through council waste collection/disposal systems and not wider tonnages for all construction or commercial waste.
- Most councils are very consistent with how they use data for reporting purposes, although KPIs vary widely between councils, with some aligning more to the principles of waste minimisation than others. This suggests a potential area for future collaboration and alignment for CWJC councils to work towards common objectives.
- The waste data examples that a few councils provided included reports from Weightrax and one sent an internal spreadsheet of how data from Weightrax is recorded for analysis and planning purposes. This spreadsheet is aligned to the WasteMINZ framework would be a good basis to look at as a starting point for council consolidation and standardisation.

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Environment Canterbury used to collate information from the Canterbury councils to help guide and inform analysis for waste management and planning. However, due to the variations of data quality and availability between the councils, this was abandoned in 2015. The ECan Combined Data contained measures to try and draw comparisons between the different councils, like the tonnage per person going to landfill or being diverted, but it does not appear this information was used for any meaningful infrastructure or policy planning to improve waste minimisation KPIs (for those councils that had these). It is well worth considering revising the spreadsheet, along with the standardisation of data recording and KPIs, to help align all the councils to the Data Framework and enable more effective reporting as a region. This will be useful for future discussions around infrastructure investment with the Ministry for the Environment and present ECan with a solid data project in preparation for the upcoming legislative changes.

Data Use & Ownership

Eight out of the nine councils who participated in this analysis use Weightrax as the main data source for waste collection and diversion tonnages, and for the base information to report to the Ministry's OWLS online system. Councils pay a fee to Weightrax and can determine the waste types and codes they wish to include as part of their individual contracts for the data; although not every council provided this sample, it is understood that no two councils have the same data codes within Weightrax, with some have far more codes than others. Weightrax cannot release the council data to any third party, but councils can determine who they wish to share it with and how much they share. Because Weightrax also gives information around charges and income, most councils would probably choose not to make that widely known.

Every council with a kerbside collection can report on tonnages for the waste going to landfill, and most can report on the diversion from landfill to a certain degree. Without having full access to all parties involved in waste diversion, no council is able to categorically state what the true diversion figure is for its district, but it can state what the recycling rates and contamination rates are for kerbside collections and weighbridge totals.

Five councils reported also using spreadsheets internally, many of which would be inputting data from the Weightrax system into an internal tracking spreadsheet. From the spreadsheets seen, one stands out as being very clear and informative, with easy-to-follow data sets and good graphs to see trends. This spreadsheet would be a good basis to use as a regional template to assist other councils who may struggle with managing data and could be useful for future waste flow modelling with some minor modifications.

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Canterbury Private Waste Operators Data

Every council identified private waste operators within each district, regardless of whether they were contracted or licensed to councils. A survey for waste companies and operators was developed to ascertain where they mainly operated in, and where they disposed of their waste, and how they could be involved in a regional collaboration for data collection. See Appendix B for the companies' survey. Emails with a survey link were sent either from each council's waste manager or by the researcher to ensure there were no double ups and there was good coverage of all the operators in the private waste sector. Contact details to get in touch directly were included to enable company owners or managers to have the opportunity to share their views on waste data. A few operators did make contact, to discuss issues wider than just data with waste in Canterbury and expressed a willingness to be on any future working group or inter-sectoral collaboration in future.

The engagement from the private waste sector has not been overwhelming, despite multiple attempts to reach them. This was a voluntary exercise and the timing of being close to the end of the financial year may have impacted on the response levels, despite the survey only taking five minutes to complete. However, the responses from those who did complete the survey showed the following information:

- 67% of companies who responded were licensed with their local council, but not required to report data as a condition of that licensing.
- The companies covered all areas of waste collection, including kerbside, business, construction or demolition, commercial waste and recycling in multiple districts.
- Most (80%) disposed of the waste at their local transfer station, with 20% disposing the waste at a transfer station in another district. However, all respondents said it would be easy to keep track of how much waste was collected for each region regardless of where it was disposed of.
- 80% of respondents were willing to share their tonnages voluntarily with their local council, with 60% stating councils were their preferred agency to report to. 20% preferred to report to the Ministry directly, with another 20% preferring to report to a completely independent agency.

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- The conditions that respondents required to ensure commercially sensitive information was protected were preferred by the following:
 - No identification of companies, but given an ID number instead (60% support)
 - All data segregated so no company totals are identified as a separate amount (60% support)
 - All information is entered through a secure online password protected system that is only visible to waste data personnel (20% support)
- Other suggestions included having data reporting mandated through legislation for all waste/recycling operators, so all information is captured, and being able to access the data by waste type and region.
- One respondent suggested a meeting with private operators prior to developing such a system, mentioning the difficulty private companies have competing against councils offering the same services and appearing to be anti-competitive.
- Other issues raised involved being charged for waste levy charges when paying at any weighbridges, but not getting any benefit from diversion activities they undertake that created an unfair financial burden on private waste companies, and also the ongoing frustrations with understanding and negotiating council systems and processes. Private waste operators do not enter online OWLS information unless they operate a disposal facility, so most diversion activities in the private sector are not captured through OWLS.
- From the response rate of the survey and the comments relayed either through the survey or directly, it is apparent that relationships between the private and public waste sector operators need to be enhanced and work needs to be done to find common aims and objectives. Future collaboration will be dependent upon good working relationships, if the councils decide that the data from private waste companies should be sought in the short term.

“Councils need to remember we are private companies that don’t get Ministry funding like they do, so in order to do the right thing to take stuff out of landfills, they should help us and not hinder us.” – survey respondent

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Ministry for the Environment's Waste Reduction Work Programme

The Ministry has made a serious commitment to increasing its resourcing within the Waste & Resource Efficiency Division, with its publication in August 2021 outlining five key objectives with 30 different workstreams attributed to those. Waste data is one of several areas of focus for the Division that will have a direct impact on local authorities, with work underway looking at the legislative review of the Waste Minimisation Act 2008 and the Litter Act 1979, and the proposed Container Return Scheme and the Kerbside Standardisation project that was part of the Te panoni I te hangarua: Transforming Recycling consultation with over 5,000 submissions currently being summarised. In the Waste Data Team's workstream alone, 16 projects are currently underway and another 60 waste data project requests are in the pipeline to help address the gaps in waste data throughout the country. This aspect is often reliant upon policy decisions made in other workstreams, particularly with the intent to change national reporting requirements for waste data for councils and waste operators.

It is clear from media statements and messaging from the Ministry that it intends to take a more central role for waste and waste data, rather than maintain the status quo. This will be mandated through the legislative changes to the Act that will empower the Ministry to be the regulatory authority for things like a national licensing system and implementing kerbside collection reporting standards for the country. The main driver for these legislative changes is to look at the Ministry's policy intervention needs, and where the best outcomes can be obtained to meet the Ministry's goals and objectives around waste minimisation, rather than on whatever operational needs any local authority may have for its own internal planning. To this end, the Ministry will have a standard format for reporting through OWLS (Online Waste Levy System – how much waste is collected and diverted at a disposal facility) and TAWLES (Territorial Authority Waste Levy Spend – how waste levy funding is spent by each council), and will provide guidance for reporting, including some examples of how data can be collated. However, it is not the Ministry's intention to provide templates at the operational level for councils or businesses to collate waste data to do the online reporting. This will be up to councils themselves to determine, as the Ministry is unable to provide templates that will fit all operational needs.

The National Waste Data Framework developed for WasteMINZ back in 2016 proposed the collection of certain categories of waste data for different characteristics, and the Ministry has advised that they are working with WasteMINZ to update the Framework. These characteristics under revision are as follows:

- Quantity of waste received and diverted – either in tonnages (usual standard) or volume for some materials

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- Activity Source – the main categories most territorial authorities are familiar with. The activity source information will remain at the high level indicated in the original Framework document (but may not be the same as the current categories listed):
 - Domestic kerbside
 - Residential
 - Commercial/ Industrial (C&I)
 - Landscape
 - Construction & demolition (C&D)
 - Special
 - Virgin excavated natural material (VENM)
- Geographic Source – which TA the waste was collected from (this is questionable if it will remain in the framework as indications are it will not be a mandatory reporting requirement)

The revised categories are currently awaiting approval from Minister Parker, and the new Framework will be updated with the new activity source categories. It is important to note that the revised Framework may have recommended data collection aspects that will not be legislatively mandated, as the purpose of the update is to better align it to the mandatory reporting requirements to facilitate consistency, and to recognize the increased role and responsibility the Ministry will have in waste and waste data. The definitive data reporting requirements will come from the new legislation, with the Framework to act as a guidance document

There was no mention about composition because that remains problematic for councils given that most kerbside rubbish is comingled and not audited regularly to give a monthly figure. The Ministry has indicated it is looking at organic material at disposal facilities going to landfill to assist with modelling emissions potential from disposal facilities, so kerbside composition is out of scope currently. For many councils, a SWAP analysis will be the most common source of information about composition, and there may be a need to increase the rates of these audits from every six years for accuracy. This has very real resourcing implications for councils as these are usually outsourced and must be budgeted for.

The main element from the Ministry advice is that Canterbury councils can start the work of building the relationships with private waste companies to work towards a voluntary basis for sharing information prior to the legislation changes, which will help prepare the businesses for future reporting requirements. At this stage there is no plan to include mandatory agricultural waste reporting under the Waste Minimisation Act 2008 due to the need to further scope the extent and policy direction of this aspect. Other pieces of legislation affecting agriculture may do so in future.

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Waste Flow and Data

The original RFQ identified the need to understand the waste flows in order to support the recommendations on how to address identified data gaps. On the following page is a qualitative Materials Flow Analysis (MFA) that identifies the waste streams for all but agricultural waste. It does not identify the agents involved specifically for each stream (due to complexity on the page) and where waste leaks occur. In Canterbury much, but not all, of the ongoing processing of materials recovered from the various waste streams is either sent to North Island agencies or overseas, due to the limited infrastructure within the South Island. Without doing a full audit of tracking the identified waste streams, it is impossible to say exactly where and how much leakage occurs, but it is safe to assume that with any process such as transport or processing, there will be some leakage.

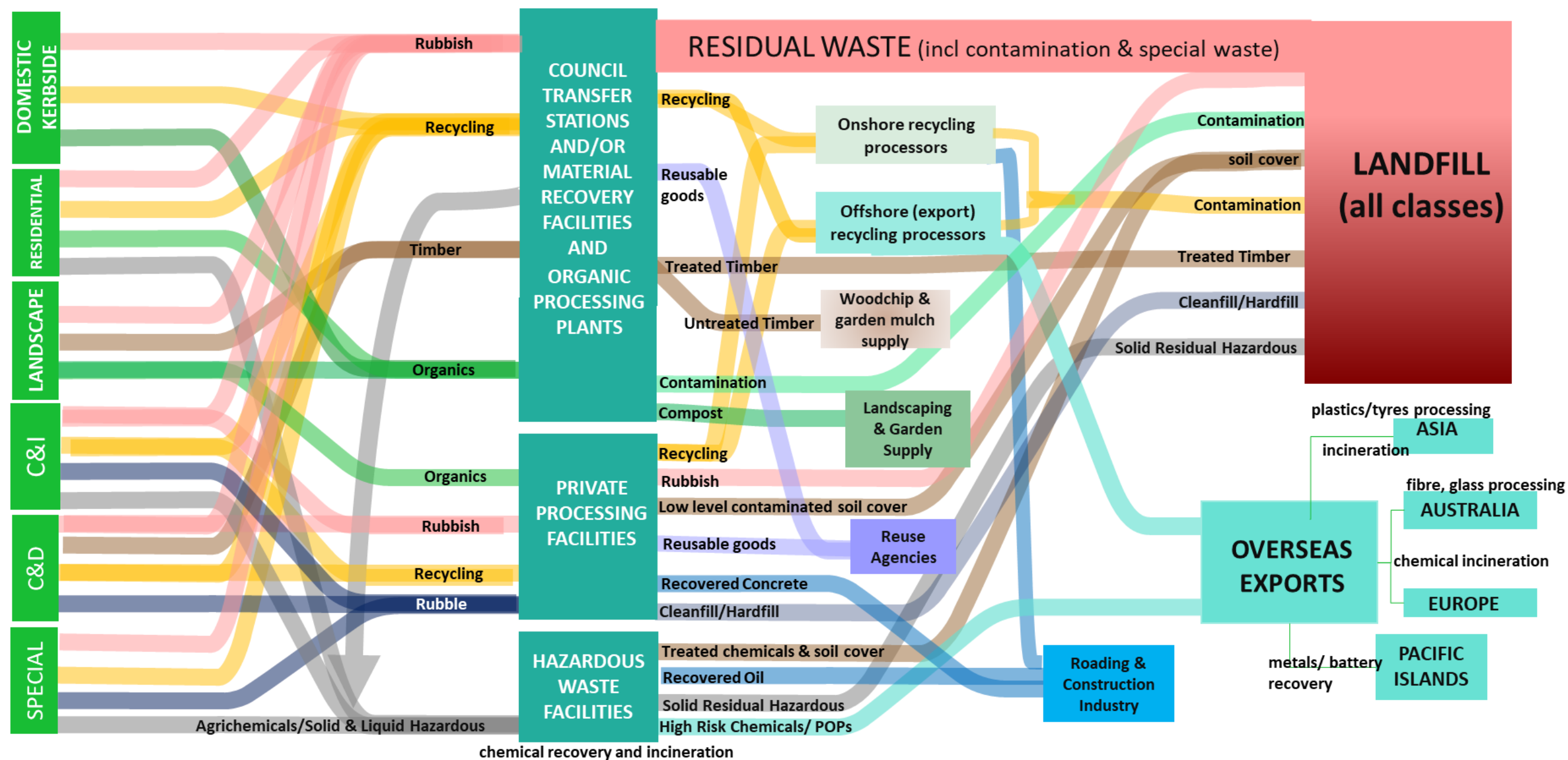
The boxes within the diagram shows where data collection points occur, and for each level there is different ownership of the data which complicates the goal to have a fully inclusive overview of all the data involving waste. At the first level (bright green) these are the waste source categories from the existing WasteMINZ framework, and the data is collected by different parties – for kerbside it will be both the contractors picking up the material and then the weighbridges they go across when they empty their trucks; for residential, it will be the weighbridge operators that have this information; landscape businesses and weighbridge operators will have that data; and again for Commercial/Industrial and Construction/Demolition, it will be both the transporters and the receiving facilities that will have that data. Special waste data will be held by the receiving institution, not all of which are council-owned facilities. Councils can legally only manage the data from transfer stations, MRFs, and organic processing plants; private processing facilities and hazardous waste facilities have no reporting requirements to councils. Not even all landfill information is available to councils, as most Class 3-5 landfills are privately owned in Canterbury. There are no known Class 2 landfills in Canterbury, these are usually also council-owned, like in Dunedin or Nelson. Every one of the NZ based end points (recyclers, agencies, or industries) will have commercial sensitivity over their data which will be difficult for councils to obtain as they are mostly post-council processing stages.

Every line from one box to another is essentially transport through various means (trucks, trains, container ships) depending on the destination. As this diagram indicates, because of the nature of transport charges being paid by tonnage, the transport of waste is big business within NZ. However, because transport companies keep tight records of what they carry, it is possible that data could be obtained from them as part of a tracking audit.

In total, as every line and box contain data, there are over 75 different sources of waste data based on the waste flows, with local authorities only receiving approximately 20% of that data currently.

MATERIALS FLOW QUALITATIVE ANALYSIS*

*excluding agricultural waste



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The specific objectives identified in the RFQ are listed in this section with additional narrative to help clarify the response to each.

I. Identify current information and data collected about the types and waste collection and disposal data provided by councils and operators to national datasets, and any opportunities to access this data to add to the overall regional picture.

In the Findings Section, the information on Canterbury Councils' Waste Data identifies the data that councils collect for types of waste and the fact that they all report on the OWLS to the Ministry. Not all councils are reporting on TAWLES as of yet.

Access to the information at a regional level can occur two ways:

1. Each council voluntarily sends into ECan the same data they enter into OWLS and/or TAWLES; or
2. The Ministry sends the aggregated information to ECan on a monthly basis.

Information into the OWLS framework is very straightforward as it mainly lists the information sought at the regional level for disposal sites; mainly, how much waste went to landfill and how much was diverted. There is little financial information from that dataset, although the information could be used to calculate the waste levy fees if one was so inclined.

The TAWLES information is more sensitive in that it requires councils to report on waste levy expenditure – the amounts and what projects or programmes the funds were used for. Although the programmes getting support would be useful to know on a regional level, it is questionable as to what the benefit would be for councils to reveal the financial expenditure for different programmes or projects, as many go to third party providers. It is important that councils are able to retain some autonomy on their financial expenditure that they report to the Ministry on, which is subject to audit, and it may not be an easy sell to any recipients of waste levy funding that the information will be shared with other Canterbury councils. The case as to how that information would be used will be needed to be discussed with the councils to determine if that is appropriate data for a regional plan and then all councils would need to agree to participate to make it useful.

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2. Identify other data that is (or has been) collected by councils which is not being used currently for other purposes, such as that previously collected for the Canterbury Waste Data Report.

Most councils are collecting data for internal KPIs which all differ, and given the wide variance in data collected, it is reasonable to assume some data is not used. Because of the different contracts and KPIs between councils, the range of data collected that sits outside of waste levy reporting purposes is wide.

As not all councils provided every piece of data they collect, it is impossible to state at this point in time what each council is collecting that is not used. Most managers were not able to state this clearly without going through many of their systems to identify that, and at the end of the financial year with full work programmes, Covid staffing shortages, and limited resource it was not considered a high priority.

The Canterbury Waste Data Report requested information unrelated to waste levy funding, whilst trying to give some indicators on useful statistics such as tonnage per capita (which is a basis for international waste comparisons). Very few councils use this information or statistic outside of stating it within their WMMPs or LTPs, as unless it is regularly updated as a measure of tracking waste minimisation initiatives, it doesn't give much information outside of a snapshot in time of publication of the documents mentioned.

The Ministry's Waste Reduction Work Programme includes projects that will help with the standardisation of information that could be useful for regional collaboration. When these are known, it would be ideal to work on the regional approach to standardise datasets and help councils to streamline their data systems to only collect what is useful and relevant.

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3. Identify the nature of data availability through the operation of waste collected and processed through Waste Transfer Stations, the supplied by requirement (bylaws or consent conditions) and/or that supplied into other data reporting frameworks.

No council with waste bylaws contained data reporting as part of the conditions for licensing (if there was a licensing provision). Consents are issued for waste operators to comply with RMA or Building Regulations, and are usually about complying with discharges to air or groundwater and not about tonnages. For those with landfills, leachate monitoring and LFG capture are measures used with regards to organics in landfills, and useful for ETS. The Ministry is looking at how to quantify the composition of waste at disposal facilities to measure organics for future emissions modelling.

Weightrax is the universal data collection system used by councils throughout Canterbury, and different councils use different codes at their weighbridges, so standardisation for that would be a good start. Transfer stations differ between councils, so the data they collect will reflect the materials they collect. As that is unlikely to become a standardised model given the differences in the communities they serve, standardising the waste codes would be a better option for comparative reporting and analysis.

Different contractors manage weighbridges for councils throughout Canterbury, so the weighbridge data to be shared at a higher level would need to preclude financial information between competitors. Each contractor will have their own internal reporting requirements (particularly for reports to shareholders) but few will have legislatively mandated reporting to the Ministry. Reports to councils will be for the purposes of meeting contractual KPIs and to assist councils in meeting their legislative requirements.

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4. Identify and discuss the options for future data that would provide beneficial use for determining performance of programs of waste diversion and data for funding opportunities from MfE levy or Waste Minimisation.

The critical data missing from the regional picture is information from private waste operators and the wider waste sector – particularly industry agents who process and/or export recovered materials from the waste stream. Without this information it is near impossible to quantify waste flows and to accurately state diversion figures. A whole of life approach is needed for the industry, and that will not be up to local government to regulate that by getting all the agencies to voluntarily take part.

Because of the current situation of reliance upon goodwill and voluntarily surrendering what is perceived as commercially sensitive information by the private waste sector, this is fraught with difficulty for local authorities. The Ministry's proposed national licensing system is likely to be the largest step towards realising this outcome, but because the motivation for the Ministry is to gather waste levy fees from all parties this may not provide the definitive solution either. Without an adequate enforcement mechanism with appropriate resourcing, companies voluntarily reporting tonnages to the Ministry may not be motivated to report high values if they know they will be required to pay levies (without the ability to offset those charges through diversion, which currently they do not have). This may result in flawed data sets because of the lack of a sound quality assurance system to ensure accurate reporting.

Despite the potential data concerns for the wider waste sector, ECan can focus on enhancing and standardising data sets for Canterbury councils that would help to streamline and ease the burden of a stretched workforce in councils' waste teams. Focusing on shared KPIs that truly measure progress towards minimisation and enhancing the regional approach to waste minimisation initiatives would be useful short to medium term actions. Standardising the spreadsheets for every council to use for reporting, and aligning the Canterbury Waste Data Report to those data sets, would be an excellent initiative to consider.

Additionally, councils could potentially initiate conversations with the private waste sector to begin the relationship building for future collaboration, which ECan could facilitate through workshops. Establishing a solid working relationship with companies that have not always had the most positive engagements with councils would go a long way for joint waste data projects. This would need to happen first in order to move towards seeking funding for projects as the Ministry would look more favourably on joint initiatives for public private partnerships.

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5. Identify opportunities to address collection of waste data of material collected within Districts (or Canterbury Region) that are impacted by 'leakage' out of the area for disposal (or diversion) purposes.

The waste companies that responded to the survey all reported it would be easy to separate tonnages collected from each district and report on disposal locations. The ability is there, but there needs to be a sound business case put to these companies to get voluntary compliance to increase their administration costs for this purpose. The main questions will be how will the data be used and what are the potential implications for the companies providing this information? If it is perceived there could be negative consequences to companies that might be penalised for 'leakage' events, then compliance is less likely to occur.

As the MFA showed, there are multiple data points/streams (>75) throughout the process and councils only receive a small fraction (about 20%) of them through contracts with commercial operators. In the lack of any regulatory mandate, getting access to the 80% of data missing from the regional picture (if a whole-of-life model for materials is the goal) may prove to be an insurmountable challenge. Hence, it is recommended to section off particular waste streams and focus on relationship building and collaboration with the private sector agents involved in those specific streams to pilot a regional approach to data sharing and collation. A good approach would be to target priority products within the Ministry's waste manifesto, as that is likely to get central government support (and potentially funding).

Opportunities exist to work with specific companies involved in the transport, sorting, treatment, and recovery/recycling/disposal of a priority product and to trial using modern technology to track the waste flow from beginning to end. Examples of companies overseas using blockchain and QR codes to track particular waste streams exist, and New Zealand has the intellectual capacity to pilot such a programme within its shores. Canterbury could be the leader in piloting such a project, as there are two landfills and two ports to be able to track the movement of a priority product from initial source of collection to the end point. The University of Canterbury has PhD students who have developed blockchain technology for food supply chains, so using the same premise that technology could easily be adapted to waste flows. It is also a member of Blockchain NZ (along with Callaghan Innovation) so there is real potential for a cross-sectoral project to develop a secure and accurate data set for waste – and could potentially be funded from the Ministry's Waste Innovation Fund.

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6. Identify the degree of waste materials not captured by Council data systems and provide recommendations for types of industries to be included.

The MFA has indicated that up to 80% of the data around waste flows is not captured, which includes materials from the Commercial/Industrial, Construction/Demolition, Special (Hazardous waste) categories, plus agricultural waste (which is excluded from the MFA due to the work programmes within the government to address this). As Class 3-5 landfills are also outside of Canterbury council reporting mandates, this indicates there is a significant amount of material not currently captured within council data systems. Based on the throughputs from the two Class 1 landfills (Kate Valley and Redruth) where between 60-80% of waste is from C&I and C&D, this translates to quite heavy tonnages being almost invisible to local authorities.

The Ministry's changes to waste levy charges requiring Class 2-4 landfills to start paying waste levies, and all classes to start reporting, will help to bridge the gap of these two particular categories of waste. Councils will need to seek the aggregated data from those reports in order to obtain a more holistic and accurate picture of waste production within their boundaries. However, these actions are staged to be rolled out over the next few years, so it will be a while before councils receive that data.

Special waste (including solid and liquid hazardous waste) taken to facilities for treatment and disposal outside of Class 1 landfills is also missing from the council datasets. For example, in Canterbury there are a handful of hazardous waste companies that specialise in the collection, treatment, and disposal of certain chemicals. Unless the chemicals are in the low – medium risk categories where they are treated with acidic or caustic hydrolysis, or chemically stabilised, and then mixed with sawdust and sent to landfills for disposal, none of the information about those chemicals (volumes, sources, destination endpoints) ends up in any legislatively mandated waste data report. High risk chemicals (including Persistent Organics Pollutants, or POPs – like DDT or Lindane) are sent overseas for incineration (either to Geocycle in Australia or to France and Germany for POPs) without being reported to councils' waste teams, although POPs do need a permit from the MfE to export hazardous waste. This is an example of one specific industry that could be included (although not the biggest by far).

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7. Support development of an Infrastructure Strategy for the Canterbury Region.

In order to adequately plan and prepare business cases for additional waste infrastructure, Canterbury needs to have the accurate data to encapsulate the size and scale of the waste flow for specific materials in order to manage and recover or dispose of those materials. Currently there is little infrastructure within Canterbury that is able to operate to scale for materials such as glass, plastics, metals, fibre, or items such as tyres and E-waste. There are some niche companies, but they are not able to handle the larger volumes of materials coming through municipal facilities.

By choosing a priority product identified by the Ministry, identifying the key private sector agents working with that product, developing sound working relationships with those companies, and then collaborating on a data capturing pilot project (with the view of how to manage the end point within Canterbury for future infrastructure investment) then ECan, or the Committee (or even the Canterbury Mayoral Forum), will have enough evidence to present a business case for Ministry investment into local infrastructure. At the moment, the lack of data is a hindrance to any sound business case for investment because the narrative centres around the smaller population base in the South Island as the rationale for relying upon landfills and/or transport to facilities in Auckland or overseas to maintain the status quo.

The data is needed to facilitate any change to improve the waste outcomes for the region. At present, Canterbury doesn't have the data to accurately state what the current true situation is let alone be able to measure real progress towards minimisation. A solid baseline of good and accurate data is needed to develop some clear and measurable objectives which will lead to identifying the infrastructure needed to help meet those objectives. Data will provide the evidence base to ensure decisions can be made based on policy principles and give the Canterbury councils the assurance that it needs to develop sound business cases for the long-term viability of a self-sufficient waste sector.

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There are a few short-medium term actions that Ecan can recommend to the Committee to take to work towards improving data capture within Canterbury, without needing to wait for the longer-term legislative changes that the Ministry will be implementing before the next election. These are focussed on improving consistency between councils for their waste data recording and reporting systems, as opposed to filling the gaps in the data in the short term. These actions will be the building blocks to move into enhancing the data from wider sources identified in this report.

It is not recommended to put any resource or effort into collating waste data from the wider public sector voluntarily, either through changing bylaws or waste licensing requirements, as the Ministry's plans to centralise waste operator licensing will address that situation. Until the legislative reviews of the Waste Minimisation Act and the Litter Act are complete and new legislation is announced, it would not be wise for any council to look at changing bylaws, policies or updating WMMPs in the short term until they know what the new legislative mandates for councils will be. This includes looking at the waste data standardisation because the waste activity source categories are likely to change, albeit still at the high level, so it's best to plan any regional data collection around the new categories to align with Ministry reporting requirements.

For Phase One in the immediate future (2022/23 and 23/24 financial years), it is recommended that the Canterbury councils (via the Committee):

- Discuss the idea to collaborate on regional KPIs that measure progress towards minimisation, and for them to be adopted by all councils as part of the performance measures in their LTPs. This discussion can start now, as any internal KPIs could potentially be aligned for all Canterbury councils for the 2024 LTP. This will help to address the issue of setting meaningful targets for waste minimisation and diversion.
- Work out the project plan for standardised KPIs (if desired by councils).
- Develop a reporting template to align the Canterbury Waste Data Report through an Excel spreadsheet with pre-populated formulae and graphing, to enable easy collation of information from councils and help enhance councils' internal reporting. It is recommended to start developing the project plan for this, using the exemplar provided by the council who contributed to this report, and align it to the new data categories when they are announced by the Ministry. The goal is to have this reporting framework aligned to the KPIs project and ready to be implemented for the 2024 LTP.
- Work towards standardising waste codes through Weightrax (allowing for individual communities' specific needs) to align data reports for a regional framework – again with the intent to standardise these for the 2024 LTP cycle.
- Develop the template for a Materials Flow Analysis that each council can use from the Excel spreadsheet to contribute to a regional Waste Flow Analysis.

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- Identify a priority product in the existing waste streams to do a comprehensive waste flow analysis, identifying all the private sector companies (including collection, transport, receiving, processing, and disposal/recovery) involved.
- Establish sound relationships with those identified companies with a view of collaborating on a longer-term data project.
- Establish an agreement or MOU with the Ministry to obtain regional data (aggregated) to bridge the gap with waste within the private sector.
- Investigate the possibility of adapting ECan's Farm Environment Plans to include waste tonnages as part of the annual reporting requirements.
- Ultimately, the next financial year could be to help establish a strategic plan to outline the roadmap for Canterbury Waste Data, which would get buy in from every council and CWJC Governance and would incorporate all the recommendations from this report.

For Phase Two in the longer term, it is recommended that the Canterbury councils (or Committee):

- Develop comprehensive waste flow analyses for all waste streams to have a true understanding of all the end points and agents involved with waste within Canterbury.
- Establish agreements or MOUs with industry agencies and MfTE to get end-destination data from recovered/recycled or exported materials from Canterbury waste streams.
- Update the CWJC website page to reflect the regional information about waste (through infographics) to provide visibility to the public of what happens to Canterbury's waste.
- Develop a project plan for a public-private partnership to track the waste flow for the priority product identified in the first phase, including looking at QR coding and blockchain technology to adequately track the materials throughout the whole of life waste stream.
- Develop the business case to seek Ministry funding for this data project, offering it as a pilot project on how blockchain could be used to track the data of waste accurately and securely as it flows through the system.

The important factor to consider is there are no "quick fixes" to the issues identified in this report. There is a need for a well planned and considered approach that will take time to roll out to provide the best outcome for a comprehensive overview of waste flows within Canterbury. However, there are some immediate actions that can help to build the pathway towards the bigger picture, and it is through collaboration and sound relationships that this foundation can be built. Canterbury is well placed to be the leader in this space with the CWJC already well established and existing public private partnerships with some key infrastructure. With impending changes in legislation, now is the time to build on these advantages to become the national leader in waste minimisation.

APPENDICES

Appendix A: CWJC Data Gaps Analysis

This is to establish the baseline of what waste data is currently collected by councils and how it is used.

1. Which council are you from? (MULTICHOICE)
2. What is your role there? (OPEN TEXT)
3. Does your council's waste bylaw require all waste operators to have a licence? (YES/NO/NA)
4. When is your bylaw due for its next review? (OPEN TEXT)
5. Does your council offer a kerbside collection for the following? (TICK ALL THAT APPLY)
Rubbish / Recycling / Organics / Other (please specify)
6. Does your council either operate or provide via contract any of the following services? (TICK ALL THAT APPLY)
 - Landfill
 - Organics processing or treatment plant (mulching, shredding, composting etc)
 - Transfer stations
 - Reuse shops (i.e. EcoShop or second-hand store)
 - E-Waste recycling
 - Metal recycling (ferrous and/or non-ferrous)
 - Glass (i.e. window panes)
 - Textiles (i.e. clothing bins)
 - Timber Rubble (cleanfill/hardfill)
 - Large appliances drop off (whiteware)
 - Annual amnesty kerbside collection days

7. Does your council currently collect data for the following waste collections?

(TICK ALL THAT APPLY)	Rubbish	Recycling	Organics
Council Kerbside Residential			
Council Kerbside Business or Commercial			
Private Waste Operators			

8. Which waste source categories does your council record data for?

- (TICK ALL THAT APPLY)
- All waste sent to Class 1 landfills (Kate Valley/Redruth)
 - Domestic kerbside waste
 - Residential waste (presented at transfer stations by private residents)
 - Commercial or industrial waste
 - Construction or demolition waste
 - Landscape (green) waste
 - Special waste
 - Other (please specify)

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9. Which of the following waste types does your council collect data for?

(TICK ALL THAT APPLY)

- Tyres
- Batteries
- Medical waste
- Hazardous waste
- E-waste
- Glass
- Textiles
- Timber
- Metal (ferrous and non-ferrous)
- Plastics
- Fibre
- Hardfill
- Cleanfill
- Whiteware appliances
- Sludges
- Other (please specify)

10. What system or software does your council use for data collection?

(TICK ALL THAT APPLY)

- Weightrax
- WrightZone
- TechOne
- WasteTrack
- SiteMate
- Interwaste
- REBRI forms
- Excel spreadsheets
- Tailored IT in-house software
- Weighbridge receipts
- Consent condition returns
- Other (please specify)

11. What reporting do you use your waste data for?

(TICK ALL THAT APPLY)

- OWLS (waste levy collected)
- TAWLES (waste levy spend)
- Internal KPIs
- Planning or budgeting purposes (including LTP)
- Other (please specify)

12. What do you think would be useful data to collect that is not now currently collected and what could it be used for (i.e. performance management or funding expenditure reports)? (OPEN TEXT)

13. Any other comments you wish to make? (OPEN TEXT)

APPENDICES

Appendix B: Waste Companies Survey

Waste data in Canterbury

This is to gauge the willingness of private waste companies to work with local authorities in helping to determine the amount of waste generated in the region and where it ends up. There are no identifying questions to be able to distinguish individual companies responding to this survey, so confidentiality is assured. This research has no interest in any financial information or even tonnages for the purpose of this survey - it is merely to assess the potential for collaboration in the future to help manage waste data within Canterbury.

1. Which district are you operating in? (Tick all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Christchurch City | <input type="checkbox"/> Timaru |
| <input type="checkbox"/> Hurunui | <input type="checkbox"/> Mackenzie |
| <input type="checkbox"/> Waimakariri | <input type="checkbox"/> <u>Waimate</u> |
| <input type="checkbox"/> Selwyn | <input type="checkbox"/> Waitaki |
| <input type="checkbox"/> Ashburton | <input type="checkbox"/> Kaikoura |

2. Are you registered with any council as a licensed waste collection company?

- ☒ Yes Which council(s) if yes? (please specify)
- ☐ No

3. What type of waste do you normally collect (tick all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Construction/demolition | <input type="checkbox"/> Commercial (such as from large companies) |
| <input type="checkbox"/> Kerbside collection (private customers) | <input type="checkbox"/> Recycling (such as plastics, fibre, metal, glass etc.) |
| <input type="checkbox"/> Business | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Food waste or organics | |

4. Where do you normally dispose of your waste or recycling?

- | | |
|---|---|
| <input type="radio"/> Local transfer station in the same district the waste is collected in (council-owned) | <input type="radio"/> <u>EcoCentral</u> |
| <input type="radio"/> Transfer station in another district from where the waste is collected in (council-owned) | <input type="radio"/> Oji |
| <input type="radio"/> Private waste collection depot (not council-owned) | <input type="radio"/> SR Solutions |
| <input type="radio"/> Direct to Redruth Landfill | <input type="radio"/> Reclaim |
| <input type="radio"/> Direct to private landfill | <input type="radio"/> Waste Management |
| | <input type="radio"/> <u>EnviroWaste</u> |
| | <input type="radio"/> Private Materials Recovery Facility |
| | <input type="radio"/> None of the above |
| | Other (please specify) |

5. If you collect waste or recycling in one district and then dispose of it in another, how easy would it be to provide information on the aggregated volume/weight collected within each district? This could be through on-board scales or tip dockets, etc. 0

- | | |
|--|--------------------------------------|
| <input type="radio"/> Very easy | <input type="radio"/> Difficult |
| <input checked="" type="radio"/> Easy | <input type="radio"/> Very difficult |
| <input type="radio"/> Neither easy nor difficult | |

APPENDICES

Waste Companies Survey

Waste data sharing

This is just to help inform future waste planning for the region to see if private waste companies would be willing to share data (confidentially), and what would it take to make companies feel their commercially sensitive information is safe and secure.

6. As the Ministry for the Environment is wanting each council to quantify how much waste is generated in its district, would you be willing to share with your council your monthly collection information and disposal tonnages voluntarily? 0

- ☐ Yes
☐ No

Why or why not?

7. If the Ministry for the Environment makes waste reporting for private companies mandatory, who would you prefer to report to?

- ☐ Ministry for the Environment
☐ Local Council
☐ Regional Council (ECan)
☐ Separate Waste Entity
☐ None of the above
Other (please specify)

8. What kind of conditions would you want to ensure commercially sensitive information is kept confidential if you do have to report your waste totals?
(tick all that apply)

- ☐ No identification of company name in data set (i.e. given an ID number instead)
☐ All data aggregated so totals are added up without having separate amounts for each operator ID number
☐ Secure password-protected online data entry so nobody outside of a waste data team (at either a council or in the Ministry) can access the information
☐ Information collated by the regional council (ECan) instead of the local council so only regional information is shared
☐ Other (please specify)

9. What other conditions would you want to see before you agree to take part in a data reporting system for either your district or Canterbury

10. Any other comments or concerns that you would like to share?

Thank you for taking part in this survey. All results will be combined to give the regional view with no potential to identify any individual response by either district or council. Kia ora!

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Appendix C: Stakeholders

1. Solid Waste Managers and Officers from Canterbury Waste Joint Committee Councils:
 - Ashburton District Council
 - Christchurch City Council
 - Hurunui District Council
 - Mackenzie District Council
 - Selwyn District Council
 - Timaru District Council
 - Waimakariri District Council
 - Waimate District Council
 - Waitaki District Council
 - Environment Canterbury
2. Key Stakeholders from the following organisations:
 - Ministry for the Environment Waste & Resource Efficiency Division, Waste Data Team
 - WasteMINZ Sector Projects Manager
 - BDEnviro NZ Managing Director
 - Timaru Metal Recyclers
 - SJ Allen Ltd
 - Private Waste companies (confidentiality assured, but included waste disposal as well as collection companies)
 - Federated Farmers
3. Reference Material from the following documents/publications/websites
 - ECan Waste Data Summary Spreadsheets
 - Morrison Low ECan Regional Waste Stocktake
 - WasteMINZ National Waste Data Framework publications and website
 - Ministry for the Environment website
 - AgRecovery
 - Plasback

Item 6

Attachment A

7. Report Back on 2020/21 Funded Projects

Reference / Te Tohutoro: 22/1068716

Report of / Te Pou

Matua:

Rowan Latham, WSP

General Manager /

Pouwhakarae:

General Manager Pouwhakarae: Jane Davis, General Manager
Infrastructure, Planning and Regulation

1. Brief Summary

- 1.1 The purpose of this report is to report back on the 2021/22 regional waste minimisation projects.

2. Officer Recommendations Ngā Tūtohu

That the Canterbury Waste Joint Committee:

1. Receive the information in the “Report back on the 2021/22 regional waste minimisation projects” Report.

3. Detail Te Whakamahuki

- 3.1 Funding utilisation was significantly disrupted in 2021/22 due to the impacts on various projects associated with the Covid-19 Pandemic. Where possible funds have been rolled over to the current year with delivery ongoing.
- 3.2 For the financial year 2021/22 the Committee approved the following projects:

Project	Applicant	Approved	Spent*
Community Bike Fix	Waimakariri District Council	\$10,000	\$6,000
Waste Reduction Strategy	Canterbury Agricultural & Pastoral Association	\$10,000	\$0
Case Study for Linen Use Reduction	Canterbury Linen Services	\$21,000	\$0
Food Waste Reduction – Durable Lunch Boxes	Nourish Oraka Ltd	\$3,186	\$2,772.95
Workshops to Reduce Textile Waste	Stitch O Mat	\$6,000	\$6,000
Reusable Lunch and Food Scrap Containers	Kai for Kids	\$979	\$979
Redirect Surplus Food – Chilled Container Hire	Satisfy food Rescue	\$12,454	\$4,353.75
Waste Free Periods	Timaru District Council	\$30,842	\$14,207.99
Total		\$94,461	\$34,313.69

*Note: Only includes funds expended at date of reporting, noting that many projects were delayed in 2021/22 due to the Covid-19 Pandemic.

Waimakariri District Council

- 3.3 The Project was established to collect, repair and re-home bicycles received at the Waimakariri District Council's Southbrook Resource Recovery Centre, that would otherwise be destined for scrap metal recycling or landfill. The Project had a target of diverting 100 bicycles in its first year and noted the associated benefits: contributing to the wellbeing of the community, access to sustainable transport, ability to service and repair their own bikes and benefit young people and marginalised population groups.
- 3.4 The report (**Attachment A**) details the successes and learning points of the Project. Noting that due to delays establishing the project only \$6,000 of the Grant funding had been expended at date of reporting, however the remaining \$4,000 is planned to be spent by the end of September 2022. The Project has been highly successful with 102 bikes recovered so far. Of these, 57 have been rehomed and there are another 31 bikes which people have brought in to repair rather than dispose of – learning the skills required to repair and maintain their bicycles and value in keeping these materials out of landfill.

Canterbury Agricultural & Pastoral Association

- 3.5 The Canterbury Agricultural & Pastoral (A&P) Association secured funding to develop a waste reduction strategy to support its annual Canterbury A&P show. The Association worked with staff to develop its application which would see a resource employed to identify waste minimisation and resource recovery opportunities with an expectation that recommendations would be incorporated into future events and lessons learnt to inform similar public events across the region.
- 3.6 Unfortunately, due to the Covid-19 Pandemic, the 2021 Canterbury A&P Show (the event) was cancelled. The Canterbury A&P Association have requested that they be allowed to retain the funding for delivery of the planned project at the 2022 event. Staff have approved this roll-over of funding and are supporting the Canterbury A&P Association to prepare for and deliver the funded project in 2022.

Canterbury Linen Services (CLS)

- 3.7 The project was approved to examine the consequences of shifting from disposable to reusable linen at hospitals in New Zealand when using a sustainable and efficient laundry. Following an initial research and project establishment phase, the Grant allocation will fund costs associated with a detailed Life Cycle Assessment (LCA) of selected hospital products - as to measure the benefits of shifting to a reusable alternative. The LCA will assess a limited number of products across three aspects of an organisation's triple bottom line: financial, environmental, and social consequences.
- 3.8 CLS has covered project costs incurred to date out of its own budget, with grant funding intended to cover detailed LCA costs, with the LCA Contractor to invoice CLS once the first product has been finalised. Due to Covid-19 this has been delayed, but the project is still anticipated to be completed by 31 December 2022 as planned (see **Attachment B**).

Nourish Oraka Ltd

- 3.9 Nourish Oraka Ltd, sought funding from the Committee for re-usable lunch boxes and associated transport systems to connect the food waste generated at a local school with a partnering Community garden. The initiative had the following aims:
- Trial individual serving containers, bulk transit systems and food waste storage.

- Source durable, fit for purpose lunchboxes and crates for transporting containers between school and Nourish Oraka premises, and establish a system for transporting food waste to community gardens.
 - Diversion of food waste from landfill.
- 3.10 This project was successfully completed, despite challenges in sourcing suitable re-usable lunch boxes, with a working relationship established with local plastic container producer Sistema and the Ministry of Education. The project report describes how the trial has strengthened its relationship with the Richmond Community Garden, and that through the experience gained, it will continue to adapt its systems and deliver its commitment to waste minimisation. The pilot successfully trialled a system which separates food waste into three diversion categories: chicken feed, food waste containing meat for bokashi, and fruit and vegetable for standard compost, maximising the processing potential of each category and adding value (see **Attachment C**).

Stitch O Mat

- 3.11 The project was to establish a regular repair workshop and community-based sewing facility. Providing the community with learn to sew and repair training, education around sustainable fashion and textile waste minimisation. In addition to the workshops, the site also acted as a collection point for textile waste, with a target to divert 1200kg from landfill.
- 3.12 Project outcomes were also impacted by the Covid-19 Pandemic, which limited the number of participants to account for safe distancing requirements and temporary closures owing to lockdowns and staff availability. Stitch O Mat combatted this by running more sessions (49 completed to date) and taking in materials for repairs (with over 400 repairs completed). For more details including a link to a short documentary on the Stich O Mat project, see the report in **Attachment D**.

Kai for Kids

- 3.13 The Kai for Kids Charitable Trust received funding for reusable lunchboxes to support their school lunch programme. The funding would provide reusable containers that would remove 600 single use lunch containers per day. Supporting the Charitable Trust to meet its objectives to provide free school lunches to every pupil in need in our region.
- 3.14 The purpose of the grant was to purchase much-needed items to support the Kai for Kids school lunch programme. The Project report (**Attachment E**) details the positive impact associated with the new containers and the broader social impact of the programme. Specific to the rollout of new containers, the Programme were satisfied with the sourcing and purchasing process undertaken, as well as how useful the items have been for the overall programme.

Satisfy Food Rescue








- 3.15 Satisfy Food Rescue (SFR) received funding from the Committee to upgrade its existing operations through the rental and fit-out of a larger chiller unit, to facilitate greater volumes of food rescue and distribution. The upgrade would allow SFR to increase amount of chilled food rescued, to extend life on rescued food, reduce total food waste to landfill, reduce food related poverty, increase awareness around food waste.
- 3.16 In the period 1st October 2021 – 31 March 2022, SFR distributed a total of 62,242 kilograms of chilled food, a twenty two percent increase on the previous six months – directly related to increased storage capacity associated with the larger Grant-funded chiller. The net impact of this increase was that more food was made available to foodbanks for redistribution and

support them to meet the growth in community demand. In addition, the new chiller has provided improved Health and Safety outcomes, with staff, volunteers and recipients now provided with a safe space to work in with more room to move around and safely lift heavy boxes onto shelves (see **Attachment F**).

Timaru District Council

- 3.17 In 2021/22 Timaru District Council sought funding to expand its successful Waste Free Periods programme, expanding workshop availability to high schools across Canterbury. The programme is delivered by leading waste educator, Kate Meads, and pupils receive a pack with free reusable menstrual products on attendance.
- 3.18 Due to Covid-19-related impacts the programme has not had the level of uptake expected and based on Staff Group approval, will roll over the funding into the current year. In total eight school workshops have been delivered at a cost of \$14,207.99 to date. The workshops have been positively received as were new reusable underwear products. Feedback on inclusivity and removing gender specific language has been taken on board by the presenter for future iterations (see **Attachment G**).

Attachments / Ngā Tāpirihanga

No.	Title	Page
A 	Attachment A - Waimakariri Bike Project CWJC Grant Report	76
B 	Attachment B - CLS Grant report to CWJC 3 June 2022	77
C 	Attachment C - Nourish-Oraka CWJC Report	78
D 	Attachment D - Stitch O Mat CWJC Report	84
E 	Attachment E - Kai For Kids CWJC Report	85
F 	Attachment F - Satisfy Food Rescue CWJC Report	86
G 	Attachment G - TDC CWJC Report	90

In addition to the attached documents, the following background information is available:

Document Name	
Not applicable	Not applicable

Confirmation of Statutory Compliance / Te Whakatūtutanga 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

Author	Eilidh Hilson - Waste Minimisation Officer
Approved By	Ross Trotter - Manager Resource Recovery Lynette Ellis - Head of Transport & Waste Management Jane Davis - General Manager Infrastructure, Planning & Regulatory Services

Waste Minimisation Grant Report

Project Name: Waimakariri Bike Project

Amount Received: \$10,000

Amount Spent to Date:

To date we have spent \$6000 from the initial grant. The reason for not having spent the entirety of the fund is due to a slight delay in kicking off the project.

Of the spent portion of the grant, this has gone on the cost of tools to set up the space, materials to construct a mobile bike tool bench to keep them secure outside of the session times, lighting solutions to ensure we can continue to operate over winter and the cost of the operational wages of having a coordinator on site coordinating the Facebook page, welcoming people to the project, connecting them with a volunteer to fix their bike or connect them with a fixed one.

We expect to have spent the remaining money available by the end of September 2022. Despite this, we have every intention that the project continues and have budgeted the \$10,000 grant frugally to ensure this is a reality for as long as possible.

Aims of our project when we applied:

At the time of applying for this fund, we expected that we would be able to divert 100 bikes from landfill/scrap metal and landfills over the course of the year. To date, we have diverted 102 bikes from landfill by rescuing them from Southbrook Transfer Station or from people donating them directly to the project, rather than taking them to Southbrook transfer station or scrapping them. To date, 57 of these have been repaired and rehomed and there are another 31 people who we have helped to fix their bike, and saved it from being scrapped.

We expected that we would also benefit the wellbeing of the community, access to sustainable transport, ability to service and repair their own bikes and benefit young people and marginalised population groups.

Actual Achievements and Learning Points/Obstacles/Learnings:

We have rescued 102 bikes from different sources in the community, people's garages, rusty outdoor sheds, Southbrook Transfer station and had people donate bikes into us directly at the project. We have been able to repair many of these bikes, strip them for all of their useable parts and pass on working bikes or spare parts to over 50 people. Some families, some individuals.

We have been able to engage a number of youth in the project. Both male and female and engage them in the process of repairing, cleaning, testing and recycling bikes. Teaching young people about pumping up tyres, repairing brakes, changing brake pads and making use of the many parts we have on hand to repair their bikes and their friends bikes.

One of the obstacles we have encountered is that there is many more bikes available than we expected. We have had to make use of some storage area off site, where we have parked some bikes until we rehome the current bikes we have available for people.

We have been surprised at peoples attitudes of disposability around bikes, there seems to be an attitudinal trend of people believing that it's not worth fixing a broken bike. Which we work to debunk, by helping people back riding again on their bikes, often with only a few small tweaks.

See: <https://www.facebook.com/Waimakariri-Bike-Project-273616694447452>

Grants for waste minimisation projects in Canterbury

1. Name of project: Waste Minimisation: Quantifying the life cycle of health care related textiles

Amount received: Grant of \$21,000 Spend to date: CLS fundings only

Canterbury Linen Services (CLS) has spent resource on coordinating the project, working with doctors, hospitals, master students and the Life-Cycle Assessment (LCA) contractor. CLS has e.g., funded a meeting with hospitals and suppliers to inform about reusables and the project, and a meeting including researchers also, informing about research relevant to the project. CLS has also funded the external project manager. However, the grant was primarily for the external LCA contractor who will invoice when the first product has been finalised. Due to Covid this has been delayed, but the project is still anticipated to be completed 31 December 2022 as planned.

2. The aim of the project is to:

Examine the consequences of shifting from disposable to reusable linen at hospitals in New Zealand when using a sustainable and efficient laundry. This is limited to a few products and elements of the triple bottom line; financial, environmental, and social consequences. The laundry is CLS.

3. The project manager has so far received the following results.

Sean Garratt, a Master student in accounting, Canterbury University (UC), has especially focused on financial and waste consequences. The examinations show significant annual financial and waste savings for hospitals if they go from disposable to reusable linen on the following two products:

Hospital / Items	Gowns	Theatre packs*	Total \$ & Waste savings
Burwood hospital	\$63,349 1,298 kg	\$262,341 4,699 kg	\$325,690 5,997 kg
Christchurch Central Hospital	\$297,811 6,103 kg	\$1,252,361 22,092 kg	\$1,550,172 28,195 kg

*A basic surgical pack (¼ Drape sheet, ½ Drape sheet, Back table cover, 2 OR towels – cotton and a Drape sheet – small)

This is only from two products and two CDHB hospitals in the region. Scaled to all CDHB hospitals and private hospitals, this will give significant waste reductions. Sean also found there were social benefits of reusables because they can be donated and create local employment benefits.

The LCA contractor, Abbas Tamadon, PhD from UC, work primarily on the environmental consequences. He has so far focussed on existing research. First, he explored the reusability of medical textiles to establish if reusables were a real alternative to disposables. Research shows that reusables are **not compromising** the infection risk, financial risks, comfort of staff and patients and the environment, on the contrary. The environmental improvements can be huge. The preliminary conclusions are that shifting from disposable to reusable linen:

- Can help save money to help more people and give better health care
- Will ease pressure on nature by reducing waste
- Can lead to better staff and patient comfort, can be reused, and benefit local employment

However, breaking down barriers and changing values is the challenge to create change. The biggest learning is that we have to 'speak' the language of all layers of multiple organisations. Top management can be the largest obstacles. They have to support this. Procurement is also key; they have to be supported in shifting. Suppliers can have contradictive power etc. We have to work with multiple stakeholders to change this!

Kind regards,
Dr Vinni Pietras-Jensen, Project Manager

Nourish Ōraka School Lunch Waste Minimisation



Amount received: \$2770

Aims:

- Trial individual serving containers, bulk transit systems and food waste storage at full scale
- Invest in further lunchbox stock and more durable and fit for purpose containers and bins for transporting lunch boxes to school and back to premises for washing, and food waste to community gardens
- Divert waste from landfill

Use of funds:

Date	Description	Amount (ex GST)
31/08/21	"Salad Max" lunch boxes	\$1530.95
11/09/21	Compost buckets	\$630.05
23/09/21	Opening levers for compost buckets	\$36.20
17/01/21	Lunch boxes	\$575.75
	Total	\$2772.95

Outcomes:

The most successful part of the project was working with the Richmond Community Garden to identify suitable food waste containment. 20 litre lidded buckets were found to be a manageable size and purchased in three different styles to allow easy identification of different compostable waste streams (chicken feed, food waste containing meat for bokashi, and fruit and vegetable for standard compost). These have proven to be effective and durable, with no replacement required to date. The Community Garden has adapted their methods to work with the volume of food waste created and we have strengthened communication and our relationship.



Nourish Ōraka staff meeting with Richmond Community Gardens team

Lunch boxes drying



The greatest challenge was finding bulk transit solutions, and we continue to work on this. The large plastic boxes we are using are bulky and not durable, and we hoped to move to a more modular crate system. However the Sistema Salad Max lunch boxes did not fit efficiently into any of the many crates we tried.

For 2022, the Ministry of Education brought in new serving sizes for school lunches according to age group. This meant approximately one third of the school no longer required lunch boxes as large as the Salad Max. At that point in time, Sistema was phasing out their existing “meal prep” boxes which would have been suitable.

As an interim step, we sourced imported lunch boxes of a suitable size and configuration through a local homewares store. These will not be a long term solution due to lack of durability but they have proved the efficiency of smaller boxes both for bulk packing and for processing through the dishwasher.

Sistema has now brought out new “meal prep” boxes in two sizes which look to be ideal for our needs. We are working with Sistema to trial these and if suitable we hope to return 96 unused Salad Max boxes in exchange. (Before the serving size change when we expected to keep using Salad Max we bought the large consignment, expecting we would need a stock on hand for replacement as lunch boxes break over time. With the smaller number of Salad Max in use we have not needed to use them all). Once we have finalised this we will be able to revisit the crate options.

If we do transition away from the salad max boxes, the remainder will be ideal as a pool of returnable packaging for giving away spare lunches to the community in. Currently we rely on donated ice cream containers and the like for this purpose.

Although not without challenges, we have clearly shown that reusable lunch boxes are feasible at our scale (approximately 300 lunches per day). We have shared our experience with the Ministry of Education as well as other community based lunch providers. An organisation similar to our own has purchased lunch boxes based on our experience. When we started operation we were considered something of an oddity for having reusable lunch boxes. One year on, the Ministry of Education has a much greater emphasis on waste minimisation in their contracts with lunch suppliers and considers ours a viable model.

Washing and reusing our lunch boxes has provided local employment and over the first year of operation avoided 55,701 single use lunch boxes going to landfill or, at best, specialist composting. We estimate that Richmond Community Gardens have processed around 3,200 litres of food waste through composting, chicken feed and, when possible, making cider vinegar.

We are extremely grateful for the assistance provided by the Waste Minimisation Fund, which has allowed us to continue optimising our systems to avoid single use packaging and support composting. With the experience gained, we will keep improving our systems and remain committed to waste minimisation.



Tax Invoice Cash Sales

Furntech Plastics Ltd
P.O. Box 29140, Epsom, 1344
327a Neilson St, Penrose, Auckland
Tel: +64 9 6369193 Fax: +64 9 6366943
Email: info@ifpgroup.co.nz
GST Number: 75-113-897

Invoice To:
Nourish Oraka Limited
Nourish Oraka Limited
C/- Accounts Dept.

Invoice Date: 31-Aug-2021
Invoice Num: 8340
Quotation By: Joanna Koefoed
Customer Ref: Rebecca Roper-Gee

#	Product Code	Description	Quantity	UoM	Bin	Price	Total
1	18048810000	Pail Round 20L (Black C.R.) with Wire Handle -626	30	Each	K7-1	NZD 6.7500	NZD 202.50
2	18048710000	Lid for Pail Round 20L (Black PP) -627	30	Each	G3-1	NZD 2.3300	NZD 69.90
3	18048800100	Pail Round 20L (White) with Wire Handle -626	10	Each	K7-1	NZD 6.7500	NZD 67.50
4	18048700101	Lid for Pail Round 20L (White PP) -627	10	Each	G3-1	NZD 2.3300	NZD 23.30
5	18049800100	Pail Square 20ltr (White)	10	Each	G3-1	NZD 7.4500	NZD 74.50
6	18049900100	Lid for Pail Square 20ltr (White)	10	Each	G3-1	NZD 2.9900	NZD 29.90
7	7102	Freight - National	1			NZD 162.4500	NZD 162.45

Sub Total NZD 630.05
GST NZD 94.51
Total NZD 724.56

Payment in full is required prior to despatch of goods & please advise invoice No's paid. Quotation is valid for 14 days.

Bank Account number for Electronic Payment 03-0252-0835266-00

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Item 7

Attachment C



Tax Invoice Cash Sales

Furtech Plastics Ltd
P.O. Box 29140, Epsom, 1344
327a Neilson St, Penrose, Auckland
Tel: +64 9 6369193 Fax: +64 9 6366943
Email: info@ifpgroup.co.nz
GST Number: 75-113-897

Invoice To:
Nourish Oraka
Nourish Oraka
C/- Accounts Dept.

Invoice Date: 22-Sep-2021
Invoice Num: 8426
Quotation By: Joanna Koefoed
Customer Ref: Rebecca

#	Product Code	Description	Quantity	UoM	Bin	Price	Total
1	18044950000	Pail Lid Opener Tool (Red)	4	Each	S/R 3-5	NZD 4.5500	NZD 18.20
2	7114	Freight - Aqua Ticket (6W)	1	Each		NZD 18.0000	NZD 18.00

Waiting for payment 22.09.21 (jk)

Sub Total NZD 36.20
GST NZD 5.43
Total NZD 41.63

Payment in full is required prior to despatch of goods & please advise invoice No's paid. Quotation is valid for 14 days.

Bank Account number for Electronic Payment 03-0252-0835266-00

Page 1 of 1



Nourish Oraka
17 Bampton Street
Burwood
Christchurch 8061
Attention: Rebecca Roper-Gee

Brandright Marketing (NZ) Ltd
PO Box 600
Drury 2247
Auckland
Ph 09 298 0023
Mob 021 730 223

TAX INVOICE

GST Registration No.: 101-036-707

Delivery Details:
27 Acheson Ave
Christchurch

Invoice Number INV18292
Date 31 August 2021
Client Order No. TBA
Job No: BR18301

Costs	Quantity	Rate	Amount
21357 - 1.63L Salad Max	120.00	7.00	840.00
1850 - 5L Rectangular 1 colour print on lid	4.00	8.00	32.00
1880 - 9.6L Rectangular 1 colour print on lid	18.00	12.00	216.00
70140 - 14L Storage 1 colour print vinyl on side	8.00	19.00	152.00
Repeat Setup - Salad Max	1.00	45.00	45.00
New Setup - 9.6L, 5L, 14L	1.00	65.00	65.00
Freight - 1 pallet to Christchurch	1.00	180.95	180.95
TERMS: Payment on receipt of invoice would be appreciated.			
Subtotal			1,530.95
GST			229.64
Total			1,760.59
Amount Due			1,760.59

Due Date: 31 August 2021


*All materials remain the property of Brandright Marketing Ltd until paid in full.
Any fees incurred in the recovery of any money will be at the debtors cost.
All quotations are conditional upon a tolerance of ± 1% being supplied.
This margin will be charged or deducted respectively on the invoice.*

Direct payments: ANZ 06-0401-0327178-00
Please quote invoice number

THANK YOU FOR YOUR BUSINESS!

Item 7

Attachment C

From: Owen xiao xiaojunsheng527@gmail.com 
Subject: The lunch boxes have arrived
Date: 17 January 2022 at 11:46 PM
To: Orders Orders orders@nourishoraka.com

OX

Hi, Rebecca

We are glad that the lunch boxes you ordered have arrived. You can pick them up at our store when you are free.

The total amount we worked out before was \$580(after subtracting the \$0.5 change) plus freight.

Since there is a deposit of \$100 , it should be \$480 plus freight. \$480 is the price including tax.

There are two boxes of this product. The freight of one box is \$34, and the freight of two boxes is \$68, excluding tax.

The final freight price including tax is $68 \times 1.15 = \$78.2$. You only need to pay \$78.

So, the final price you should pay is:

$\$480 + \$78 = \$558$

Our store is open 9 a.m. to 6 p.m., seven days a week.

If you have any questions, please don't hesitate to tell me, and I will be happy to solve them for you.

A screenshot of the freight is attached. please check.

Kind regards

Owen

Shop manager

Pocketsave



New Brighton Stitch-O-Mat

We were granted \$6000 towards our project with the outcomes of ;

(1) Providing 49 sessions specifically targeted at textile waste reduction

(2) We will act as a collection point for useable textile waste in Christchurch. Goal; 1200kg diversion of textile waste.

Our outcomes were somewhat impacted by the COVID 19 pandemic as we had to significantly limit numbers in the space to account for distancing requirements as well as having to shut for short periods of time, owing to lockdowns and staff illness. We combated this by running additional sessions when we were able to open in different settings which allowed for more people to participate.

We were able to divert considerably more textile waste than anticipated due to a decision to start taking in repairs, a task made possible to a change of location in April 2021 and as a means of making the project more financially sustainable. In addition to the 944 kg of textiles we collected we also personally carried out over 400 repairs, including darning holes, mending tears and replacing zips, not to mention the additional repairs our facility users. We also created connections with our local Saturday market (to provide reusable produce bags instead of plastic bags), a local charity working with families (to upcycle unrepairable merino items into childrens/babies beanies and vests) and our newly established Coastal New Brighton Timebank. We have formed a relationship with The Bridge Hub to run seasonal clothing markets and clothing swaps, helping to reduce consumption.

We are also currently collaborating with a student from Ara in relation to a mini documentary about upcycling clothing, and collaborated with Better Ancestors to produce a mini documentary about our facility (the documentary might be well worth a watch for the committee, and can be found at <https://youtu.be/IEAV9glxq9s>).

The fund was enormously beneficial to our work, particularly at a difficult time (COVID, losing our previous site). Our only limits at this point continue to be capacity, with a constant stream of requests from other groups and community organisations for us to attend sessions they are running. We would dearly love to be able to attend more of these opportunities but are limited by our staffing capacity.

We have utilised the entirety of this grant. (\$6000)

We thank the committee for its contribution to our project and will continue to work towards textile waste reduction in Otautahi.

Nga mihi

Samantha Fay

Facility Manager/Project Coordinator

New Brighton Stitch-O-Mat

Kai for Kids Charitable Trust; Received \$979

Spent 19/11/2021

We wish to extend our warmest thanks to Christchurch City Council for your generous support. With this grant, we were able to purchase reusable lunch boxes. These funds allowed us to incorporate reusable school lunch boxes and transition away from single-use lunch containers. This means your grant contributes to the removal of around 600 single-use lunch containers per day from our programme.

Having these much-needed lunch boxes means that the pupils in our network can receive nutritious and filling lunches and significantly reduce the waste we produce. This is especially important for us and the pupils we look after, as we aspire to provide free school lunches to every pupil in need in our region and with generous support from funders like yourselves it enables us to upscale whilst reducing our waste.

Studies have shown time and time again the remarkable benefits sufficient and nutritious food and the act of eating together can have on a child's physical and mental wellbeing and educational outcomes. Your grant is not only providing immediate assistance to the pupils who receive school lunches from us, but it is also contributing to a brighter and better future for these children and their community.

Many of the pupils whom we supply free school lunches to are from families experiencing food insecurity. Without our school lunch programme, they will come to school with no lunch, not enough lunch or inadequate food with little nutritional value for lunch. Not having enough to eat at school not only result in reduced health and educational outcomes for the affected children, the need to make room in already tight household budgets also bring considerable stress to their families. Your grant helps us more quickly and efficiently prepare 600 school lunches every school day, this means 600 school children who otherwise may not have sufficient or nutritious food to eat have access to filling and nutritious lunches while at school. This also means that their families do not need to make the impossible choice between paying the bills and providing school lunches for their school-aged children.

We hope you can see the delicious and nutritious school lunches your grant helps us to deliver and just how much the pupils appreciate them.

The purpose of our grant was to purchase much-needed items to support our school lunch programme, and we were satisfied with the sourcing and purchasing process we undertook, as well as how useful the items have been for our programme.





Name of Project:

Chiller Container for *Satisfy Food Rescue*.

Aims / Objectives:

Utilise a larger chiller in order to increase our capacity to rescue and distribute a greater amount of food, whilst creating a safer working space for volunteers and recipients.

Expected Outcomes:

Increase amount of chilled food rescued, to extend life on rescued food, reduce total food waste to landfill, reduction in food related poverty, increased awareness around food waste.

Actual Outcomes / Achievements / Learnings:

For the period of 1st October 2021 – 31 March 2022 we distributed a total of 62,242 kg of chilled food and this was made possible by use of the large chiller. This is a massive 22% increase when compared to the 6 months prior to the chiller arriving (1st April – 30 September 2021).

The amount of chilled food we were able to divert from landfill was a total of 58,310 kg since the beginning of this project, an increase of 15% (12,776kg) when compared to the six months prior to the project. The difference in the two figures above (22% and 15%) is explained by the fact that we had produce grown for us as its primary purpose, meaning it was never going to go to landfill and so we have accounted for this accordingly.

We have been able to provide a significant increase (22%) in the amount of food we provide to our recipients, which results in more food being on the shelves of foodbanks for them to actively manage the increase in demand for food support within our community.

Having a significantly larger chiller has also provided our staff, volunteers and recipients a safe space to work in with more room to move around and safely lift heavy boxes onto shelves. This was difficult to do with our previous chiller as it was a tight space with shelving positioned in such a way were strains while lifting and turning were possible.

Financial overview:

Amount received	\$12,454.00
Total rental to date	\$2,965.75 (\$12.00 + GST per day)
Total fit-out and maintenance to date	\$888.00
Total freight to date	\$500.00
Balance remaining currently	\$8,100.25
Completion date	October 2023

Obstacles / Challenges:

The style of flooring within the chiller provided an initial challenge. This is due to the metal “grate” which proved to be a potential trip hazard. The solution to this was to cover the ground with a solid material such as rubber mats, plywood or vinyl. We chose rubber mats and this has effectively mitigated the hazard.

Suggestions for Others: N/A.



Progress Report – December 2021:

Key Project Stages:

- Confirmation of funds so that we can confirm order or chiller unit. **Completed 13/10/21.**
- Purchase of chiller unit. **Lease Agreement signed 13/10/21.**
- Removal of existing small chiller and clearing of site. **Completed 14/10/21.**
- Delivery of new chiller to site. **Completed 16/10/21.**
- Hooking up of power to unit. **Completed 16/10/21.**
- Installation of step or ramp to aid access. **Rubber mat purchased 04/11/21.**
- Start using chiller. **Completed 18/10/21.**

The steps above were coordinated in an effective manner which resulted in minimal chiller downtime.

Photo 1: removal of existing chiller

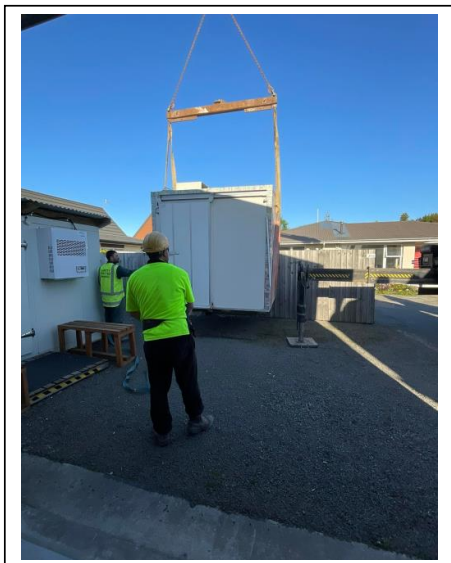


Photo 2: delivery of new chiller to site

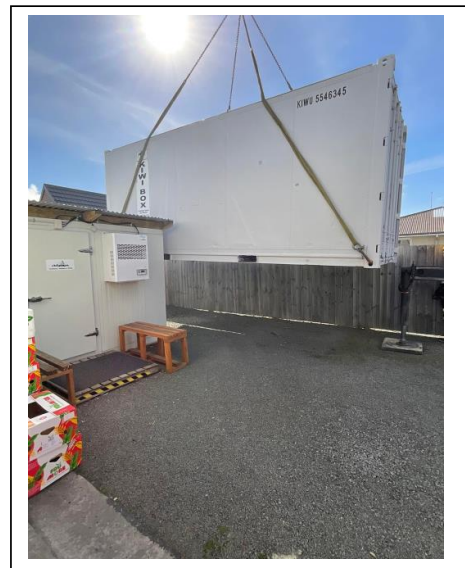




Photo 3: chiller operational



Photo 4 and 5: chiller in use





Progress Report Summary:

- We are hiring the chiller from a local Christchurch business named Kiwibox, they have been great to deal with and very accommodating to our delivery time.
 - GVT took our existing chiller away in an efficient manner and delivered it to a foodbank in Amberlery.
 - Setting up the power was a simple two step process which was easy to do with the guidance of Kiwibox.
 - For our facilities to safely provide power to this larger chiller we needed to increase the external output plug at the back of our building, replacing the existing 10amp plug with a 15amp plug to ensure the chiller runs safely.
 - The chiller has been running perfectly with no issues, temperature is monitored daily.
 - We have been able to rescue and distribute more chilled food such as produce and dairy than ever before, we expect this trend to continue.
-

Project Report – Waste free Periods

Preliminary report for the work completed so far including the May 2022 Trip to Canterbury:

Schools visited: 8

- Hagley College
- Riccarton College
- Ashburton College
- Lincoln High
- Amuri Area School
- Kaikoura High
- Mt Hutt College
- Kaiapoi High

All of these schools had different levels of student attendance because of the covid restrictions and policies in each school but each school has also been supplied a full online program to use for all student in all year groups as well.

Feedback form results:

- Staff -
https://docs.google.com/forms/d/1caF4_vJmCHaD3l_matEuzW_ULYJdpmlTyPOH6DshClc/edit#responses
- Student –
https://docs.google.com/forms/d/1iGlga0osMqQQG_GjBVCXtXuidfFFVkd_NSvdGym3thY/edit#responses

Note on this provisional feedback:

The overall response to the program has been really positive so far and the inclusion of the period underwear by AWWA for the first 10 schools has been really well received too.

As you will see in the above feedback forms we have had some feedback regarding some students from one of the schools that felt quite strongly about the gendering of the talk in how it was advertised to their students as well as some of the language used in the talk. Unfortunately the school promoted the talk as a 'girls talk' and this was not well received by the transgender students. We have discussed this with the school and have ensured that the communication going out to schools encourages the schools to promote the chat as a 'Waste Free Period Chat' for those who get a period.

On the day of the presentation the students were positive in how they went about providing feedback to our presenter, and a great discussion was had about the program moving forward and how their feedback would help shape the inclusivity of the program in future iterations.

It does appear that some students who may have shared similar sentiments but not publically talked to us about them have ranked the program quite low on these grounds, but we do not see this as a negative rather as an opportunity to learn and grow from. It is worth noting that how the school

advertises and promotes the talk has nothing to do with us, but moving forward we will be providing recommendations on the removal of gender specific terms when promoting the talk. Ultimately we cannot completely control how the school chooses to promote it and select students to attend, but as you can see in the feedback we do have to field this concern so we will do our best to ensure the program is as inclusive as possible.

Budget update:

Grant Revenue: \$30,842.00

Travel expenses	\$3,017.99
Products	\$7,200
Presenter fees - \$300 x 8	\$2,400
Admin - in time	\$1,250
Reporting	\$340
Total	\$14,207.99
Funds remaining	\$16,634.01

Ngā mihi,

Brody Gilroy
Marketing & Office Manager
For: Waste Free with Kate
Mobile: 0279027200
brody@katemeads.co.nz

Waste Free with Kate runs waste education workshops all around New Zealand, is there one near you soon? Find out here: <http://katemeads.co.nz/workshops.html>

8. Resolution to Exclude the Public

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
9.	PROPOSED PROJECTS FOR 2022/23 (PX)	S7(2)(H)	COMMERCIAL ACTIVITIES	COMMERCIAL CONFIDENTIALITY OF SOME OF THE APPLICATIONS	26 SEPTEMBER 2022