



# AGENDA

## Infrastructure Committee Meeting Tuesday, 26 November 2019

**Date** Tuesday, 26 November 2019

**Time** Following the Environmental Services Committee

**Location** Council Chamber  
Timaru District Council Building  
2 King George Place  
Timaru

**File Reference** 1297969

## **Timaru District Council**

**Notice is hereby given that a meeting of the Infrastructure Committee will be held in the Council Chamber, Timaru District Council Building, 2 King George Place, Timaru, on Tuesday 26 November 2019, at the conclusion of the Environmental Services Committee meeting.**

### **Infrastructure Committee Members**

Clrs Sally Parker (Chairperson), Paddy O'Reilly (Deputy Chairperson), Allan Booth, Peter Burt, Barbara Gilchrist, Richard Lyon, Gavin Oliver, Stu Piddington, Steve Wills and Mayor Nigel Bowen

Quorum – no less than 6 members

### **Local Authorities (Members' Interests) Act 1968**

Committee members are reminded that if you have a pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting table.

Ashley Harper  
**Group Manager Infrastructure**

**Order Of Business**

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- 1 Apologies**
- 2 Identification of Items of Urgent Business**
- 3 Identification of Matters of a Minor Nature**
- 4 Declaration of Conflicts of Interest**
- 5 Chairperson's Report**

## 6 Reports

### 6.1 Canterbury Waste Joint Committee Programme Update

**Author:** Ruth Clarke, Waste Minimisation Manager

**Authoriser:** Ashley Harper, Group Manager Infrastructure

#### Recommendation

That the Infrastructure Committee receive and note this report.

#### Purpose of Report

1. The purpose of the report is to provide an update to the Timaru District Council on the work of the Canterbury Waste Joint Committee.

#### Assessment of Significance

2. This matter is not deemed significant under the Council's Significance and Engagement Policy.

#### Discussion

3. Canterbury Waste Joint Committee purpose

The Canterbury Waste Joint Committee (CWJC) is formed through a constituting agreement with all councils in Canterbury with funding of \$112,000 plus GST per annum contributed by each council member pro rata based on population. The CWJC is responsible for advancing regional solid waste and hazardous waste minimisation in the Canterbury region through strengthening relationships, facilitating collaboration regionally and nationally, and knowledge sharing. The Timaru District Council contribution is \$10,000 plus GST per annum.

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

4. Canterbury Waste Joint Committee Membership

Councillor O'Reilly was the Timaru District Council representative for the last term of Council and he has been appointed to continue in this role.

5. Canterbury Waste Joint Committee Activity

Regional waste minimisation initiatives actioned by the CWJC are in addition to member Councils' responsibilities as mandated by the Waste Minimisation Act 2008 and as set out in each Councils' respective Waste Management and Minimisation Plans.

The Committee's Constituting Agreement and Regional Waste Agreement govern its operations. Decisions are made by the CWJC based on written staff reports at an annual meeting.

For more than 12 years the CWJC has funded a wide variety of waste minimisation projects across the region.

Projects supported by the CWJC aim to link strategically with initiatives run by national organisations including WasteMINZ, Local Government NZ and the Ministry for the Environment.

In August 2015 the CWJC resolved to annually invite proposals from research organisations, businesses and other entities for suitable waste minimisation project proposals within the Canterbury region. Proposals assessed to be of sufficient potential value will be presented to the Committee. The grant information is outlined in the following link:

<https://www.ccc.govt.nz/environment/sustainability/waste-minimisation-in-canterbury-grant/>

6. 2019/20 CWJC meeting report back

Councillors meet once a year to receive reports on prior year projects and approve projects for the current year. At the meeting on 2 September 2019, the CWJC agreed that they would like to see the work of the Committee promoted to the member councils. The annual meeting agenda and minutes are attached. The prior year projects and approved projects for the current year are summarised below.

7. The 2018/19 completed projects (all values are GST exclusive) are as follows:

Project Name	Outline	Approved	Spent	Sponsor
WasteMinz Collaborative Projects Fund	Funding pool with national sector organisation to fund national waste minimisation programs (second round)	\$7,500	\$7,500	Timaru DC
Compostable Food Packaging at Events	Pilot project to develop resources for Canterbury councils	\$27,000	\$27,543	Christchurch City Council
SeatSmart	Child safety seat recycling	\$4,150	\$3,157	Waimakariri DC
Educational resources	Secondary school NCEA-based resources linked to One Planet website	\$6,000	\$5,240	Timaru DC
Household batteries	Battery recycling trial	\$20,000	\$20,000	Christchurch City Council
Mattress recycling	Mattress dismantling pilot	\$10,000	\$5,918	Timaru DC
Waste free periods	Education program for girls about reusable sanitary items	\$12,350	\$12,829	Timaru DC
Molten Media	E scrap recycling	\$10,000	\$10,000	Christchurch City Council
Medsalv	Stage 1 development of recycling of certain medical products	\$14,500	\$14,500	Christchurch City Council + external

Redundant plastic bags	Recycling of plastic bags after plastic bag ban effective 1/7/2019	-	\$1,000	Timaru DC
<b>Total</b>		<b>\$112,500</b>	<b>\$107,687</b>	

8. The 2019/20 approved projects are as follows:

Project Name	Outline	Cost	Sponsor
WasteMinz Collaborative Projects Fund	Funding pool with national sector organisation to fund national waste minimisation programs (third round)	\$7,500	Timaru DC
Compostable Food Packaging at Events	Pilot project to develop resources for Canterbury councils	\$20,275	Christchurch City Council
RefillNZ	Project to promote free filling of water bottles at restaurants and cafés	\$21,596	Christchurch City Council + external
Medsalv	Stage 2 development of recycling of certain medical products	\$11,000	Christchurch City Council + external
Akaroa French Fest	Recycling and waste services for the event.	\$3,738	Christchurch City Council + external
<b>Total</b>		<b>\$64,109</b>	

Additionally, the CWJC resolved to submit in support of the Ministry for the Environment's Proposed Priority Products and Priority Product Stewardship Scheme Guidelines consultation. The submission was lodged by 4 October 2019.

9. Timaru District Council involvement

Ruth Clarke, Waste Minimisation Manager, is the staff member responsible for regional liaison and project management. Other staff may be involved depending on the project. The level of commitment varies depending on the projects nominated, but there are typically 4 staff meetings for regional liaison and ongoing meetings to manage the One Planet project on behalf of the region.

### Attachments

1. **Canterbury Waste Joint Committee Agenda 2 September 2019** [↓](#) 
2. **Canterbury Waste Joint Committee Minutes - 2 September 2019** [↓](#) 



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## Canterbury Waste Joint Committee AGENDA

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### Notice of Meeting:

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

**Date:** Monday 2 September 2019  
**Time:** 11.15am  
**Venue:** Council Chambers, Civic Offices,  
53 Hereford Street, Christchurch

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### Membership

Chairperson Councillor Glenn Livingstone - Christchurch City Council  
Members Councillor Stuart Barwood - Mackenzie District Council  
Councillor Lisa Bond - Kaikoura District Council  
Councillor Robbie Brine - Waimakariri District Council  
Councillor Neil Brown - Ashburton District Council  
Councillor Pauline Cotter - Christchurch City Council  
Councillor Mike Davidson - Christchurch City Council  
Councillor Dick Davison - Hurunui District Council  
Councillor Grant Miller - Selwyn District Council  
Councillor Miriam Morton - Waimate District Council  
Councillor Paddy O'Reilly - Timaru District Council

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27 August 2019

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

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**Canterbury Waste Joint Committee**  
**02 September 2019**



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**1. Apologies**

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

**2. Confirmation of Previous Minutes**

That the minutes of the Canterbury Waste Joint Committee meeting held on [Friday, 7 September 2018](#) be confirmed (refer page 5).



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## Canterbury Waste Joint Committee OPEN MINUTES

**Date:** Friday 7 September 2018  
**Time:** 1.03pm  
**Venue:** Council Chambers, Civic Offices,  
53 Hereford Street, Christchurch

### Present

Chairperson Councillor Glenn Livingstone - Christchurch City Council  
Members Councillor Mike Davidson - Christchurch City Council  
Councillor Robbie Brine - Waimakariri District Council  
Councillor Grant Miller - Selwyn District Council  
Councillor Neil Brown - Ashburton District Council  
Councillor Stuart Barwood - Mackenzie District Council  
Councillor Paddy O'Reilly - Timaru District Council  
Councillor Miriam Morton - Waimate District Council

7 September 2018

Petrea Downey  
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**Item 2 - Minutes of Previous Meeting 7/09/2018**

**Canterbury Waste Joint Committee**  
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The agenda was dealt with in the following order.

**1. Apologies**

**Joint Committee Resolved CJWC/2018/00001**

**Committee Decision**

That the apologies from Councillor Bond, Councillor Cotter, Councillor Davison and Councillor Tairekena for absence be accepted.

Councillor Barwood/Councillor Brine

Carried

**2. Confirmation of Previous Minutes****Committee Comment**

Staff updated the Committee with the latest information on tyres; they are a priority waste stream and the Minister will decide if a mandatory product stewardship scheme will be introduced.

**Joint Committee Resolved CJWC/2018/00002**

**Committee Decision**

That the minutes of the Canterbury Waste Joint Committee meeting held on Friday, 24 November 2017 be confirmed.

Councillor Livingstone/Councillor O'Reilly

Carried

**3. Report Back on Projects for 2017/18**

**Joint Committee Resolved CJWC/2018/00003**

**Part C**

That the Canterbury Waste Joint Committee receives the information.

Councillor Miller/Councillor Brine

Carried

**Item 2 - Minutes of Previous Meeting 7/09/2018**

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**4. Proposed Projects 2018/19**

Councillor Davidson left the meeting at 1.32pm prior to the consideration of resolution 1. Below.

**Joint Committee Resolved CJWC/2018/00004**

That the Canterbury Waste Joint Committee approve the following project set out in the report:

1. Collaborative Projects Fund - \$7,500

Councillor Brine/Councillor O'Reilly

Carried

**Joint Committee Resolved CJWC/2018/00005**

That the Canterbury Waste Joint Committee approve the following project set out in the report:

2. Compostable Food Packaging - \$27,500

Councillor Brine/Councillor Davidson

Carried

Councillor Davidson returned to the meeting at 1.32pm during the consideration and resolution of resolution 2 above.

**Joint Committee Resolved CJWC/2018/00006**

That the Canterbury Waste Joint Committee approve the following project set out in the report:

3. SeatSmart - \$4,150

Councillor Brine/Councillor O'Reilly

Carried

**Joint Committee Resolved CJWC/2018/00007**

That the Canterbury Waste Joint Committee approve the following project set out in the report:

4. Educational Resources - \$6,000

Councillor Barwood/Councillor Morton

Carried

**Joint Committee Resolved CJWC/2018/00008**

That the Canterbury Waste Joint Committee approve the following project set out in the report:

5. Household Batteries - \$20,000

Councillor Davidson/Councillor Miller

Carried

**Joint Committee Resolved CJWC/2018/00009**

That the Canterbury Waste Joint Committee approve the following project set out in the report:

6. Mattress Recycling - \$10,000

Councillor Brown/Councillor O'Reilly

Carried

**Joint Committee Resolved CJWC/2018/00010**

That the Canterbury Waste Joint Committee approve the following project set out in the report:

7. Waste Free Periods - \$12,350

Councillor Brine/Councillor Davidson

Carried

**Item 2 - Minutes of Previous Meeting 7/09/2018**

**Canterbury Waste Joint Committee  
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That the Canterbury Waste Joint Committee approve the following project set out in the report:

8. Molten Media - \$10,000

Councillor Brown/Councillor Brine

Carried

**Joint Committee Resolved CJWC/2018/00012**

That the Canterbury Waste Joint Committee approve the following project set out in the report:

9. MedSalv - 14,500

Councillor Brine/Councillor Morton

Carried

Councillor Brown left the meeting at 2.17pm

Meeting concluded at 2.19pm.

CONFIRMED THIS 2<sup>nd</sup> DAY OF SEPTEMBER 2019

COUNCILLOR GLENN LIVINGSTONE  
CHAIRPERSON

Unconfirmed

**Item 2 - Minutes of Previous Meeting 7/09/2018**

### 3. 2018/19 Project updates

**Reference:** 19/765910

**Presenter(s):** Zefanja Potgieter, Senior Resource Advisor

**Item 3**

#### 1. Purpose of Report

1.1 The purpose is to report on the 2018/19 regional waste minimisation projects.

#### 2. Staff Recommendations

That the Canterbury Waste Joint Committee receives the information.

#### 3. Update on 2018/19 projects

3.1 On 7 September 2018 the committee approved the projects and budgets as listed below.

<b>2018/19 budget and actuals</b> GST excluded		
	Approved \$	Spent \$
Collaborative Projects Fund	7,500	7,500
Compostable Food Packaging	27,500	27,543
SeatSmart	4,150	3,157
Educational resources	6,000	5,240
Household batteries	20,000	20,000
Mattress recycling	10,000	5,918
Waste free periods	12,350	12,829
Molten Media	10,000	10,000
MedSalv	14,500	14,500
Redundant plastic bags (see 3.10 in report)	-	1,000
<b>TOTAL</b>	<b>112,500</b>	<b>107,687</b>

#### 3.2 WasteMinz Collaborative Projects Fund

Staff will provide a verbal update on the programmes run by WasteMinz.

#### 3.3 Compostable Food Packaging

<b>Project</b>	<b>Composting Food Packaging at Events (CFPE) Trial 2.0</b>
<b>Total Spend</b>	Budget \$27,500, \$27,543.38 actual
<b>Time Frame</b>	June 2018 - June 2019 (End of Trial 2.0)
<b>Supervisors</b>	Shanti Campbell, Events Production Team, Christchurch City Council
<b>Region</b>	Trial 2.0 was located within the Christchurch district. Learnings and data from Trial 2.0 have been used for analysis and further development for other regions, usable within the next 12 months.
<b>Outline/background</b>	As a majority of event waste was made up of food and disposable packaging it was established that a large amount of onsite waste

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	<p>could be diverted away from landfill and into the composting waste stream. A range of compostable food packaging was chosen to be used at three events selected to take part in a Trial 1.0 during the Summer 2016/17 event season. All of the compostable food packaging products at these events were either sent to the Organic Processing Plant, Living Earth (sample tested prior to events); or, if made from a bio plastic called PLA (polylactic acid), were sent to a secondary non-commercial composting facility. All non-compostable packaging was eliminated from the event site. CFPE Trial 1.0 diverted 12 tonnes of waste, which amounted to 61% of total waste generated from the three events.</p> <p>Following on from the success of Trial 1.0 the initiative was expanded to include over 43 medium to large events delivered in 18-months, known as Trial 2.0. As well as the 14 CCC internally produced events Trial 2.0 introduced the initiative to a 29 externally produced events and expand the product range.</p> <p>The basis of the grant was to cover the operational costs of the CFPE Trial for Council produced events, which have proven methodology. The grant covered new costs associated with the initiative (hand sorting of event waste on site in order to eliminate contamination). This was a crucial part of process, as without it the waste would have been rejected from the Organic Processing Plant (Living Earth).</p> <p>Without securing this funding Trial 2.0 would not have been resourced and would have not proceeded for any events (both internal Council and external). It was important to have Council internally produced events take part in Trial 2.0 so the processes can be improved and streamlined. Throughout the last 18 months we have ensured the initiative is made more user-friendly, cost effective and therefore feasible for more external events to implement.</p>
<p><b>Total cost of previous application</b></p>	<p>\$57,096.38 (\$29,553 for 2017/2018 financial year, \$27,543.38 for the remaining 12 months 2018/2019 financial year) was originally applied for last year. A breakdown for the 2018/2019 financial year costs are below:</p>

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<b>CFPE COSTS</b>	<b>Paid</b>
Botanic D'Lights 2018	\$539
Rewind at Ferrymead	\$1,515
Guy Fawkes	\$3,196
New Year's Eve	\$4,615
Summer Theatre	\$2,213
Kite Day	\$1,923
Sparks	\$5,350
South Island Lantern Festival	\$4,888
Kidsfest Event	\$2,000
Lazy Sundays	\$1,305
	\$27,543.38

<p><b>'Measure to Manage' Evaluation of measurable project outcomes</b></p>	<p><b>Measurable Objectives over last 12 months</b></p> <p>OBJECTIVE: A reduction in solid waste arising from Council and private events held in Christchurch.</p> <p>EVALUATION: 87 tonnes diverted in total over the second trial and 75% off all event waste from the 43 participating events. The internally produced events improved from 48% diversion to 70% diversion within the year. Note that the goal was to have 30 events participate in CFPE Trial 2.0 and due to the success of the trial we had an additional 13 events sign up and complete the initiative.</p> <p>OBJECTIVE: By the conclusion of the trial Council internally produced events participating in CFPE Trial 2.0 will aim to have an average diversion rate of 80%.</p> <p>EVALUATION: 75% diversion over 43 events.</p> <p>Trial 2.0 was 5% off reaching our 80% goal. Throughout this process we have established that our barrier to reaching this goal was not having a solution to compost coffee cups in Canterbury. Events that further the initiative by having cup wash stations or asking attendees to bring their own cup found it much easier to break 80% or above. However this model is not suitable for all events. The coffee cup situation is ongoing and recent developments have suggested that we may have a solution for this within the next 12 months.</p> <p>OBJECTIVE: Paying commercial rates for staff to sort waste is not economically sustainable. The use of volunteer or fundraising grant groups is likely to be required to reduce labour costs. Some groups are likely to be welcoming of the opportunity to participate and secure a donation for their organisations.</p>
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	<p>EVALUATION: All internal Council produced events contracted volunteer grant groups to carry out the waste sorting through the all-in-one-service provider currently contracted.</p> <p>OBJECTIVE: Developing an approach applicable and affordable to other events and cities throughout New Zealand.</p> <p>EVALUATION: Council went out for tender for a waste sorting partner for events to collaboratively develop a model that is both economically sustainable for service provider and purchaser, and generates best-practice waste outcomes. There were potential savings to be made by a single company handling the waste from end-to-end; that is, a waste collection service provider handling both waste sorting and waste disposal/recycling functions.</p> <p>Of the internally produced events that could be compared in relation to cost between the two years, they were on average, 20% less expensive by contracting one provider for an all-in-one service.</p> <p>This is still work to be done on this objective as will be discussed in the following <i>Looking Forward</i> document and outlined in "APPENDIX A – TNC CFPE Events Proposal".</p> <p><b>Other Project objectives</b></p> <ul style="list-style-type: none"> <li>• Improve levels of customer satisfaction for Council events as sustainability is important to our customers</li> <li>• Council seen to positively respond to public concerns around plastic and waste</li> <li>• Encouraging environmental awareness and behavioural change for residents and visitors</li> <li>• Encouraging positive environmental practices in local businesses.</li> <li>• Strengthening relationships between the Council, communities and local businesses</li> <li>• Helping to deliver on Council Policies such as the Waste Minimisation Plan and the Resource Efficiency and Greenhouse Gas Emission Policy, which challenge all parts of Council to reduce waste</li> <li>• Aligning with the Council's community outcomes such as Healthy Environment, Liveable City, Climate Change Leadership and Sustainable 21st Century City.</li> </ul>
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	For more information regarding CFPE Trial 2.0 please see "APPENDIX B – Composting Food Packaging at Events – Trial 2.0 Summary Booklet".
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3.4 **SeatSmart**

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<b>Project</b>	<b>REPORT: SEATSMART CHILD SEAT RECYCLING YEAR 2</b>
<b>Total Cost</b>	\$4,150 budget, \$3,157 actual
<b>Time Frame</b>	1 July 2018 to June 2019
<b>Supervisor</b>	Kitty Waghorn, Waimakariri District Council
<b>Region</b>	Region-wide
<b>Outline</b>	Establish SeatSmart child seat recycling depots in all Council areas in 2018/19
<b>Benefits</b>	<p>By the end of 2018/19 enable all Canterbury Councils to:</p> <ul style="list-style-type: none"> <li>• provide child car seat recycling at their transfer stations</li> <li>• measure the number of car seats dropped off</li> <li>• measure the tonnages received, and the tonnages recycled through the service</li> <li>• consider the ongoing sustainability of their Council providing this service, and include for those costs in the next LTP budgets if they decide to continue participating in the programme.</li> </ul>
<b>Deliverables</b>	<p>2018/19: establish at least one SeatSmart drop-off point in 6 additional Council areas (a minimum of one at each transfer station).</p> <p>No new drop-off sites have been established. A total of 14 SeatSmart drop-off sites are available in Canterbury as follows:</p> <ul style="list-style-type: none"> <li>• 2 in Christchurch (based in retail outlets) *</li> <li>• 1 in Selwyn (based at the Council transfer station) *</li> <li>• 5 in Hurunui (based at Council transfer stations)</li> <li>• 4 in Timaru (based at Council transfer stations)</li> <li>• 2 in Waimakariri (based at Council transfer stations).</li> </ul> <p>* Note that Selwyn and Christchurch facilities were established prior to the CWJC funded programme to expand collection facilities into more Council areas.</p> <p>All Councils are subsidising the cost to recycle the seats by \$20 since the charge for recycling was increased from \$10 to \$25/seat as from</p>

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	<p>1 November, in order to retain the charge at \$5 per car seat for residents of their Districts.</p> <p><b>After reviewing this project, staff have determined it is more practical and cost-effective for individual Councils to set up their own collection facilities for child car seats and to pay 3R directly for car seat recycling services rather than have 3R manage the programme.</b></p> <p><b>Councils that already have facilities in place have set recycling charges through their Annual Plan process.</b></p>
<b>Costs Breakdown</b>	<ul style="list-style-type: none"> <li>• \$3,156.52</li> <li>• A total of 242 child car seats were recycled by Hurunui, Timaru and Waimakariri from 1 November 2018 to 31 May 2019, when the per seat price increase from \$10 to \$25 took effect.</li> <li>• The three Councils are requesting a reimbursement of \$15/seat to cover the additional recycling costs for these 242 seats.</li> </ul>

3.5 **Educational resources**

<b>Project</b>	<b>EDUCATION RESOURCES - SECONDARY SCHOOLS TRIAL UNIT</b>
<b>Total Cost</b>	\$6,000 budget, \$5,240 actual
<b>Time Frame</b>	1 July 2018 to June 2019
<b>Supervisor</b>	Ruth Clarke, Timaru District Council Rhys Taylor, One Planet web-editor
<b>Region</b>	Available to all teachers.
<b>Outline</b>	To write a secondary school unit available online with NCEA credits on completion.
<b>Benefits</b>	To extend education resources into the secondary school sector. To facilitate use of the site by directing students to the site for required reading and research. To enable students to gain NCEA units on successful completion of a unit of work on a topic related to waste minimisation.
<b>Deliverables</b>	1 secondary school resource with NCEA assessments attached.  COMPLETED and added to the One Planet website as follows on the Secondary School Resources page link listed below  <a href="https://www.oneplanet.org.nz/resources-page/secondary-school-resources">https://www.oneplanet.org.nz/resources-page/secondary-school-resources</a> <ul style="list-style-type: none"> <li>• Zero Waste Teacher Guidebook 2018</li> <li>• Zero Waste Unit Book 2018</li> </ul>

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	<ul style="list-style-type: none"> <li>• Achievement Standard 90810 – EFS 2.1</li> <li>• Achievement Standard 90831 – EFS L3</li> <li>• Achievement Standard 91734 – EFS 2.5</li> </ul> <p>Also listed on this page is the Waste Minimisation learning guide 2017 SLET.</p>
<b>Costs Breakdown</b>	<p>Budget                 \$6,000</p> <p>Expenditure           \$5240.60</p> <p>Details as follows:</p> <p>Writer's costs (Jocelyn Papprell)                  \$1,342.75                  \$1,724.92                  \$ 305.43                  Designer fees – Mel Banfield                  \$1,440.00</p> <p>Coordination fees - Rhys Taylor, One Planet editor                  \$427.50</p>
<b>Future</b>	<p>One Planet will continue to promote this resource. All members have received their annual members update and a bundle of bookmarks printed on card to place in reception areas or to give away to promote the site.</p>

**3.6 Household batteries**

<b>Project</b>	<b>Collection &amp; Recycling of Household Devices Batteries Trial</b>
<b>Funding</b>	\$20,000 budget, \$20,298 actual <i>\$ year 2 - depending on year 1 outcomes</i> <i>\$ year 3 - depending on year 2 outcomes</i>
<b>Additional Funding</b>	See costs breakdown at the end of the table.
<b>Time Frame</b>	3 years
<b>Region/Area</b>	Christchurch City initially for the trial
<b>Outline</b>	The purpose of this project is to: <ul style="list-style-type: none"> <li>• Establish the real cost of a recycling scheme for household devices batteries</li> <li>• Establish the process for removing batteries from the waste stream</li> <li>• Investigate which collector &amp; recycler can operate in Canterbury</li> <li>• Set up public collection points for household devices batteries</li> <li>• Collect &amp; Recycle of household devices batteries.</li> </ul>

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<p><b>Benefits</b></p>	<p>This project aims to:</p> <ul style="list-style-type: none"> <li>• Reduce fire risk in kerbside collection system &amp; treatment facilities</li> <li>• Reduce risk of harm for facilities employees</li> <li>• Save valuable &amp; recyclable materials from ending up in landfills</li> <li>• Reduce risks for the public at the Eco-Drops &amp; from collection truck fire</li> <li>• Reduce risk of harm to the natural environment by removing this hazardous waste.</li> </ul>
<p><b>Deliverables</b></p>	<p>2018/19: establishment of the trial: Selecting the contractors and collection points (4 months) identify at least 2 collection points (1 hardware store &amp; 1 supermarket).</p> <p>At the date of this report the trial has only gone for 1 month due to the attacks that took place in Christchurch.</p> <p>Establishment of the trial:</p> <ul style="list-style-type: none"> <li>➤ E-Cycle has been chosen as the collection contractor</li> <li>➤ 7 collection sites have been chosen to cover most of the city: The 3 EcoDrops: Parkhouse Rd, Styx Mill Rd, &amp; Metro place Bunnings Riccarton (Tower Junction) Mitre 10 Mega Papanui Countdown Ferrymead Countdown Hornby.</li> </ul> <p>Feedback after the 1<sup>st</sup> month:</p> <ul style="list-style-type: none"> <li>➤ All collection site were very positive about all aspects of the trail (set up, run of the trial after the first month, handling of the batteries by their staff, collection by E-Cycle)</li> <li>➤ The customers gave very positive feedback by saying it was much needed</li> <li>➤ Only the 3 EcoDrops have needed a collection within that 1<sup>st</sup> month.</li> <li>➤ Any concerns raised re the trial are addressed on a case by case basis by the Solid Waste Team.</li> </ul> <p>Communication through council channels &amp; on-site:</p> <ul style="list-style-type: none"> <li>➤ The communication campaign included, radio announcements, newspaper ads, social media, the wheelie bin app, internal channel and digital signs in facilities a webpage on CCC website with a map of all locations, a flyer available at each collection site, signs on battery recycling stations.</li> <li>➤ 24,007 views through our internal online channels, 609,579 impressions through Google Display adverts</li> <li>➤ The internal flyers worked well for our non-digital audience</li> <li>➤ A regular reminder campaign through social media to be organised.</li> </ul>

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<b>Measurability</b>	Collection started towards the end of the financial year 2018/19 and a verbal update on volumes collected will be provided at the meeting.
<b>Costs Breakdown</b>	<p>\$18,915 was used for collection equipment and \$1,383 for initial collection and recycling costs, totalling \$20,298, with the \$298 overrun contributed by CCC.</p> <p>CCC has also contributed the training of collection point staff, and communication and promotion costs of \$4,226.</p> <p><b>The following additional funding is gratefully acknowledged: Environment Canterbury (\$15,000) and CCC's Innovation &amp; Sustainable Development Committee (\$72,000). The funds will be used towards collection and processing costs during 2019/20.</b></p>

3.7 **Mattress recycling**

<b>Project</b>	<b>MATTRESS RECYCLING PILOT</b>
<b>Total Cost</b>	\$10,000 budget, \$5,198 actual
<b>Time Frame</b>	1 July 2018 to June 2019
<b>Supervisor</b>	Ruth Clarke, Timaru District Council
<b>Region</b>	Pilot in Timaru
<b>Outline</b>	<p>3R completed a trial (refer <a href="http://www.rebound.org.nz">www.rebound.org.nz</a>) and demonstrated the potential for mattress recycling and diversion from landfill. The trial was for a duration of 3 months weeks and recycled 40 mattresses.</p> <p>This pilot completed an extended mattress recycling trial over 1 year to enable close cost analysis with the intention of further roll out throughout Canterbury.</p>
<b>Benefits</b>	<p>The project enabled waste minimisation through the diversion of mattresses.</p> <p>Coir, scrap metal, foam, blankets and timber were recycled.</p>
<b>Deliverables</b>	<p>The project was set up and ran for 1 year with mattresses diverted and recycled into scrap metal, kindling, coir (mulch), blankets and foam.</p> <p>The target was 500 mattresses but an EOY total of 360 is expected by 30/6/2019.</p>

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<b>Costs Breakdown</b>	Staff wages	\$4,484.35
	Protective Clothing	\$500.00
	Hand tools & Consumables	\$250.00
	ACC Cover + Levies	\$145.75
	Administration & Overhead (10%)	\$538.10
	Sub-total	\$5,918.20
	GST	\$887.73
	<b>TOTAL to date</b>	<b>\$6,805.93</b>
	Balance of project	\$700
	<b>TOTAL DUE</b>	<b>\$7,505.93</b>
	The budget shows that a subsidy of about \$20 per mattress is required to break even. The subsidy will be adjusted based on income and costs etc.	
<b>Evaluation Criteria</b>	Provide as much detail as possible for the evaluation criteria.	
<b>Achievability:</b>	Projects must have the potential to succeed.	
	<p>Infrastructure was provided by 3R through WMF funding. This includes:</p> <ul style="list-style-type: none"> <li>• A table for dismantling</li> <li>• Fadge holders for material</li> <li>• A 10' container for storage at Redruth Transfer Station</li> <li>• A 20' container for storage at the back of the dismantling area.</li> <li>• A cage for the trailer with a cover.</li> </ul> <p>3R also provided training and auditing. Staffing was provided by the Sustainable South Canterbury Trust.</p>	
<b>Measurability</b>	Project outcomes must be able to be measured to ensure the delivered project outcomes can be evaluated at the completion of the project. ('Measure to Manage')	
	<p>The following data was collected:</p> <ul style="list-style-type: none"> <li>• No. of mattresses diverted - estimated 360</li> <li>• Scrap metal (kg)</li> <li>• Kindling (value sold)</li> <li>• coir (mulch)- value sold</li> <li>• foam (kg)</li> <li>• Labour hours required - estimated 40 minutes total per mattress</li> </ul>	
<b>Improving resource efficiency</b>	Projects should have the potential to improve resource efficiency, and to capitalise on potential economic benefits.	

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	<p>Resources diverted to beneficial use.</p> <ul style="list-style-type: none"> <li>Scrap metal - recycled at local scrap metal dealer</li> <li>360 wooden bases and frames sold in the Crow's Nest reuse shop for \$2 each</li> <li>15 fadges of coir sold in the Crow's Nest reuse shop for \$5 fadge</li> <li>Blanket material sold in the Crow's Nest reuse shop for \$5 fadge</li> <li>clean foam recycled via 3R</li> </ul> <p>It was thought the scrap metal would generate income, but due to difficulties in handling it, it was agreed the scrap metal dealer would receive it but no payment was able to be made. The numbers given for wooden bases/frames and coir are estimates as sales were not well recorded in the shop.</p>
<b>Quantity</b>	<p>Assess what effect the project will have on waste quantities, either tonnes or volumes</p>
	<p>The diversion from the pilot is 360 mattresses.</p> <p>Another benefit that has been identified as a saving of landfill space. Each mattress size has been allocated an average volume and the total volume, say from landfill is 111 m<sup>3</sup>. At an airspace cost of \$70/ m<sup>3</sup> for the Redruth landfill, the value of airspace saved as \$7,786.</p>
<b>Cost effectiveness</b>	<p>Whether the project offers value for money</p>
	<ul style="list-style-type: none"> <li>The project diverts a difficult waste from landfill offering benefits for improving use of landfill space and less issues of entanglement for landfill operators.</li> <li>The project will assess cost effectiveness over the period of a year.</li> </ul>
<b>Reducing the harmful effects of wastes</b>	<p>Assess the risk from wastes of harm on the environment and human health in order to identify and take action on those wastes of greatest concern.</p>
	<p>Biodegradable materials in mattresses such as coir, fabric and timber will cause methane gas. All coir and timber from the mattresses has been removed from landfill, and only the fabric and dirty foam is sent to landfill. The project achieved a diversion rate of 88%.</p>



3.8 Waste free periods

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Project	WASTE FREE PERIODS PROGRAMME				
<b>Total Cost</b>	\$12,350 budget - \$12,829 actual				
<b>Time Frame</b>	1 July 2018 to June 2019 Potential for programme repeats in 2022/23 & 2026/27 to cover all girls at school over the next 12 years.				
<b>Supervisor</b>	Ruth Clarke and Briony Woodnorth, Timaru District Council				
<b>Region</b>	Canterbury				
<b>Outline</b>	To enable behaviour change for girls using disposable sanitary items.				
<b>Benefits</b>	This project will encourage alternatives to single use, expensive, disposable menstruation products.				
<b>Deliverables</b>	Target: Presentation to 30 secondary schools in the region, with: <ul style="list-style-type: none"> <li>o Waste Free Period packs to each school's health department</li> <li>o 20 reusable menstrual cups as giveaways to each school.</li> </ul> Brochures for each girl with information on menstrual cups and patterns/information for making reusable pads. The reusable pads were not promoted this time, as a Timaru high school is working separately on this project, though information was provided to the students. School presentations were delivered to 25 schools, with two refusals and three delivered to teachers. Feedback to Council was very positive: It was so great seeing Kate Meads back in school the other day for her humorous but thought-provoking presentation. Lots of talk about it in the school.				
<b>Costs Breakdown</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Budget approved</td> <td style="text-align: right;">\$12,350</td> </tr> <tr> <td>Expenditure</td> <td style="text-align: right;">\$12,829</td> </tr> </table> <p><i>20 hours to set up \$1500; Presentation at each school \$3000; Waste Free Period Packs to each school \$540; 20 Reusable Menstrual Cups as giveaways at each presentation \$4800; Travel expenses \$2500 estimated; Brochure cost \$2,000; Subsidy on cups \$5,000. Sundries</i></p>	Budget approved	\$12,350	Expenditure	\$12,829
Budget approved	\$12,350				
Expenditure	\$12,829				



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**3.9 Molten Media Trust**

"What have we done:

Changed to a different scrap metal merchant who has helped with identifying the worth of further processing eg further separation of different grades of aluminium.

Upgraded website to be clearer about when computers etc can be dropped off.

Improved communications with regular users about timing of larger drop-offs to maximise usage of space and dismantling capacity.

Taken on two new trustees who have been long-term supporters and are knowledgeable about electronic gear and factory-type processes. They have started the preparation work for implementing a bar-code tracking and supporting system.

This preparation work is the basis of developing the Marketing & Communication Strategy".

**3.10 Medsalv** – see attached report.

**3.11 Redundant Plastic Bags**

Consent by email was obtained from a majority of elected members on the committee to direct some unused approved funds (some approved projects run under budget) towards a 'mini-project' to prevent unused single use plastic bags in shops being landfilled after the 1 July government ban. In the end only \$1,000 was required, with Christchurch and Ashburton not taking part in the project. At the 2 August committee meeting Ruth Clarke of Timaru District Council and other participating staff will verbally add more information.

**Attachments**

No.	Title	Page
A <a href="#">↓</a>	Medsalv report back	23

**Confirmation of Statutory Compliance**

<p>Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).</p> <p>(a) This report contains:</p> <ul style="list-style-type: none"> <li>(i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and</li> <li>(ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.</li> </ul> <p>(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.</p>
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<b>Author</b>	Zefanja Potgieter - Senior Resource Advisor
<b>Approved By</b>	Ross Trotter - Manager Solid Waste Helen Beaumont - Head of Three Waters & Waste David Adamson - General Manager City Services

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Medsalv Application to Canterbury Waste Joint Committee  
June 2019  
Medsalv Limited  
119 Glandovey Road, Christchurch 8052, New Zealand  
www.medsalv.com

Attachment A Item 3

<b>Project</b>	<b>Medsalv Non- Invasive Medical Devices Reprocessing. Stage 2</b>
<b>Total Cost</b>	\$11000
<b>Time Frame</b>	12 months
<b>Supervisor</b>	Rowan Latham – Christchurch City Council
<b>Project Partners</b>	Canterbury District Health Board Canterbury Joint Waste Committee Environment Canterbury Ministry for the Environment University of Canterbury’s Centre for Entrepreneurship
<b>Region</b>	Canterbury, New Zealand
<b>Outline</b>	<p><b>Background:</b></p> <p>The use of single use medical devices (SUDs) in NZ’s healthcare system continues to create an unnecessary contribution to our landfills, and to our carbon emissions. Disposal of SUDs represents approximately 1,700 tonnes to landfill per annum.</p> <p>Medical waste reduction is a priority for central government, and this has seen the development of some sustainability focused products, though the extent of their efficacy remains largely unknown.</p> <p>In 2018 the CWJC provided seed funding for Medsalv to commence SUD reprocessing, a process that enables the re-use of ordinarily disposable devices.</p> <p>To date this project has been extremely well received, generating significant (400% or more) resource efficiency, and saving Canterbury hospitals substantial amounts of money.</p> <p>With the scope and complexity of Medsalv’s reprocessing operations increasing, and higher demand for accuracy and traceability in the medical device business, Medsalv is seeking stage 2 funding from the CWJC to assist in upgrading its tracking and inventory management systems, and hardware.</p> <p>Upgrades to these essential systems will help Medsalv to maximise its environmental impact through better and greater delivery of existing services, and to minimise material inputs required to do this.</p> <p><i>Further background on the issues Medsalv was set up to solve, and the way in which Medsalv does this, is can be found in Medsalv’s 2018 application to the CWJC.</i></p>

Medsalv Application

Canterbury Joint Waste Committee

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<b>Benefits</b>	<p><b>Primary:</b></p> <ol style="list-style-type: none"> <li>1. Reduction in waste: The primary goal of the overarching reprocessing project is to reduce or eliminate waste, and this stage is a development of that goal.</li> <li>2. Increased customer confidence due to more and better quality data, made available more readily and regularly through a suitable customer interface.</li> <li>3. Inspire confidence in further hospitals in both Canterbury and the wider country to commence reprocessing programs.</li> <li>4. Increased energy and resource efficiency of the reprocessing processes through better monitoring capability.</li> </ol> <p><b>Secondary:</b></p> <ol style="list-style-type: none"> <li>1. Allow the employment of intellectually challenged or otherwise disadvantaged employees.</li> <li>2. Addition of high fidelity and accuracy software systems will help prepare Medsalv for the reprocessing of Invasive, complex devices in the near future, as the system requirements from an IT perspective are broadly similar.</li> <li>3. Reduce likelihood of an adverse event occurring with a reprocessed device failure.</li> </ol>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Procure and commission IT software and hardware to enable the accurate tracking of data relevant to reprocessing of devices. (Dec 2019)</li> <li>• Procure and implement IT software to enable more seamless ordering of reprocessed devices. (Due Apr 2020)</li> <li>• Develop and implement a graphical presentation format for this data which allows for process optimisation (In relation to energy and environmental efficiency) (Due Jan 2020)</li> </ul>
<b>Costs Breakdown</b>	<p><b>\$11,000</b></p> <p>The pilot project seeks the above funds to improve the data &amp; insight quality for Medsalv’s reprocessing services by developing a fit-for purpose IT system that can accurately track multiple device types through multiple reprocessing cycles.</p> <p>This sponsorship funding covers the costs associated with procurement of IT equipment and software, setting up software, and training operators to be competent in using the software. Indicative costs are as below:</p> <p>Bartender Automation License: \$1627.00                  Zebra GK420t Printer: \$873.00                  Inventory Management software / ordering website 1yr subscription (Self-funding following this): \$4800.00                  Microsoft database software subscription 1 Yr (Self-funding following this): \$400.00                  Workstation PC computer: \$1700.00 x2 (Processing and Dispatch)</p> <p>Medsalv will continue to contribute to this project (co funding) in two respects:</p> <ol style="list-style-type: none"> <li>1. Delivery of the project, Staff time (In kind contribution)                         <ol style="list-style-type: none"> <li>a. This will largely be through carrying out staff training and onboarding to new systems.</li> </ol> </li> <li>2. Monetary contribution – as and when required to ensure success of project and validation of equipment if/where required.</li> </ol>

Medsalv Application

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Evaluation Criteria	
<b>Assessment Criteria Per</b> <a href="http://bit.ly/CCC-waste-grant">http://bit.ly/CCC-waste-grant</a>	<p><b>Contribution towards: Waste avoidance, Reduction of waste to landfill &amp; Recovery of resources.</b></p> <p>Outcomes of the IT system functionality are indirectly measurable via increased dollar savings, better utilisation of reprocessing resource, and increased number of devices re-used.</p> <p>Weight reduction to landfill can be measured via a close approximation on average device weight.</p> <p>Data usefulness will be easily predicted from the dashboard of the system.</p>
<b>Achievability</b>	<p>High</p> <p>This project has been demonstrably achievable; in addition to this reprocessing of SUDs is common in developed nations including, but not limited to: USA, Canada, Japan, Germany and South America.</p> <p>Medsalv has proven it can deliver reprocessed devices back to NZ hospitals in as good or better condition as new devices, saving both waste and cost.</p> <p><b>Long term impact of reprocessing:</b> Based on American estimates, the CDHB alone stands to save circa \$10M NZD P.A. if reprocessing is utilised to American levels.</p> <ul style="list-style-type: none"> <li>- Again this has been successfully demonstrated in other OECD countries.</li> </ul> <p>Considering that 97% of NZ Medical equipment (including SUDs) is imported, New Zealand pays more, and thus will likely save more.</p>
<b>Measurability</b>	<p><b>Directly measurable:</b></p> <ol style="list-style-type: none"> <li>1. Medsalv will provide an overview of the resulting system and its outputs, including user (hospital user) feedback where necessary. This will include insights generated from the data, presented in live dashboard format.</li> <li>2. Tracking of devices will also show the maximum and average number of uses gained through reprocessing, which will inform the resource efficiency gained.</li> </ol>
<b>Improving resource efficiency</b>	<p>Medsalv's purpose is to Make Healthcare More Sustainable. This means making taxpayer/patient spending go further and putting less devices into landfill.</p> <ol style="list-style-type: none"> <li>1. Example: using a device 6 times instead of 1, Medsalv, through this project, is increasing resource efficiency (of a device) by 500%.             <ol style="list-style-type: none"> <li>a. To encourage more hospitals to consider reprocessing, better data, (and presentation thereof) is necessary.</li> </ol> </li> <li>2. This will increase waste diversion results for the councils involved.</li> <li>3. When devices cannot be reprocessed due to damage, or excessive contamination, they will be recycled. This again increases the resource efficiency of the device materials.             <ol style="list-style-type: none"> <li>a. Traceability of these figures can better be enforced by operators of a sufficiently high quality IT system</li> </ol> </li> </ol>

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<b>Quantity</b>	<ol style="list-style-type: none"> <li>1. In its current form, Medsalv reprocesses over 100 devices per day, and generally with only one operator. This is only set to increase as further hospitals around the country and in Canterbury sign up to reprocessing programs.</li> <li>2. With more devices, device types, and operators being introduced to the process as it scales to provide further impact, increasing complexity (due to volume) needs to be passed on to robust systems that are less fallible, and promote customer confidence.</li> <li>3. The number of devices that the IT system will track, control, and ultimately help prevent from entering landfill in New Zealand, will exceed 10,000 by the end of 2020.</li> </ol>
<b>Cost effectiveness</b>	<p>The \$11,000 budget requested would enable the more accurate tracking and reporting of reprocessing within Canterbury, and New Zealand wide.</p> <p>Funding from this dedicated waste minimisation fund will go towards the IT upgrade of the operation, meaning ultimately hospitals will have greater confidence in the reprocessing programs, and will more easily be able to order reprocessed devices.</p> <ol style="list-style-type: none"> <li>1. This will further increase the uptake likelihood across other devices which broadly fit into the same categories, and further increasing the likelihood of project success.</li> <li>2. Following completion of the project, the software system(s) will continue to operate and will be funded by sale of reprocessed devices to hospitals, at significantly lower prices than new.</li> </ol>

**Attachment A Item 3**

Medsalv Application

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<p><b>Reducing the harmful effects of wastes</b></p>	<p>Life Cycle effects:</p> <ol style="list-style-type: none"> <li>1. Reprocessing has a lower life cycle effect (in terms of energy, raw material extraction, chemical release/gas emissions etc.) than recycling, let alone manufacture as new.                     <ol style="list-style-type: none"> <li>a. In this context, reprocessing reduces the negative environmental effects of a full manufacturing process markedly.</li> <li>b. As 97% of medical equipment is imported to NZ, this not necessarily a local effect, but is no less important.</li> </ol> </li> </ol> <p>Landfill effects:</p> <ol style="list-style-type: none"> <li>1. Currently, all SUDs used within New Zealand are thrown to landfill after one use (barring a few isolated in hospital exceptions with questionable quality &amp; efficacy).</li> <li>2. Landfills and dumps buried over often become suburban home sites in later years, unbeknownst to people who may live on them. Landfills have a distinctive effect on air pollution, nature, land and humans. Soil in the area may be saturated with chemicals or hazardous substances</li> </ol> <p>Associated harmful effects: (improper reprocessing by DHBs)  <i>Though technically not a waste effect, this is still relevant.</i></p> <ol style="list-style-type: none"> <li>1. Currently, with no SUD reprocessors in NZ, some DHBs have taken the interesting approach of 'reprocessing*' SUDs within hospitals, though not necessarily within sterile service departments, often without documentation – and almost never with validation.</li> <li>2. This has the negative effect of unnecessarily exposing unwitting New Zealanders to undue risk.</li> </ol> <p>*Reprocessing in inverted commas; some of the reprocessing in question is better referred to as handwashing.</p>
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**Attachment A Item 3**





## 4. Proposed reports for 2019/20

**Reference:** 19/765938

**Presenter(s):** Zefanja Potgieter, Senior Resource Advisors

**Item 4**

### 1. Purpose of Report

- 1.1 To present proposals for regional waste minimisation projects and recommendations for funding.

### 2. Staff Recommendations

That the Canterbury Waste Joint Committee approve funding for the projects set out in the report.

### 3. Proposed projects

- 3.1 Each year the Committee considers proposals for regional waste minimisation projects, with up to \$112,000 available funding. Historically staff from around the region have proposed and managed the majority of projects. External applications may also be considered, as set out on the webpage "Waste Minimisation in Canterbury"  
<https://ccc.govt.nz/environment/sustainability/waste-minimisation-in-canterbury-grant/>.
- 3.2 Depending on proposals generated by staff, or received from external applicants, all of the budget may or may not be allocated in a specific year.
- 3.3 Following a meeting of staff to review the proposals the projects listed below are presented here for consideration. The relevant staff/applicants will be present at the meeting to talk to each proposal and respond to questions.

Project	Cost*
WasteMinz Collaborative Projects Fund	\$7,500
Compostable Food Packaging at Events	\$20,275
RefillNZ	\$21,596
Medsalv	\$11,000
Akaroa French Fest	\$3,738
<b>Total</b>	<b>\$64,109</b>

\* GST exc

- 3.4 At a recommended \$64,109 spend, there is still funding available. If further project proposals are forthcoming a committee meeting will be arranged.

#### 3.5 WasteMinz Collaborative Projects Fund

This is the third and last contribution of \$7,500 to this fund where local authorities can pool funding with WasteMinz so it can run national waste minimisation programmes with a bigger budget. Staff will update the meeting on past and current programmes supported by this contribution.

#### 3.6 Compostable Food Packaging at Events

Project	Composting Food Packaging at Events (CFPE)
<b>Time Frame</b>	July 2019 - June 2020
<b>Supervisors</b>	Shanti Campbell, Events Coordinator, Christchurch City Council

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<b>Region</b>	<p>Trial 2.0 was located within the Christchurch region. Learnings and data from Trial 2.0 have been used for analysis and further development. This next stage of the project ensures that resources developed will be made available for all other Councils in the Canterbury region within the next 12 months.</p>
<b>Total Funding Requested</b>	<p>\$20,275 for the remaining 12 months. Please refer to cost breakdown below for more detail.</p>
<b>Outline/background</b>	<p>The Christchurch City Council Events Production Team (Events Team) have established an initiative called Composting Food Packaging at Events (CFPE). The first trial, CFPE Trial 1.0, in summer 2017 saw 12 tonnes diverted over three events, with an average of 61% diverted from landfill to recycling and composting, using selected compostable packaging, training/auditing food vendors and hand sorting waste onsite at the events.</p> <p>CFPE Trial 2.0 has seen another 43 events participate with a total of 75% of waste diverted from landfill to recycling and compost instead. These 43 events had a reach of 905,000 attendees over the trial and overall the entire CFPE initiative has diverted 99 tonnes of waste from Christchurch events.</p> <p>Last financial year the Canterbury Waste Joint Committee funded the Events Team \$27,500 to help pay for the sorting costs associated with Council produced events to participate in the trial. These events improved from 48% diversion to 70% diversion within the year.</p> <p>This coming financial year we request <b>\$20,275</b> from the Committee to assist with the sorting costs of waste sorting at our public events. From the table below we have requested a 75% contribution from the CJWC, as we start to build this waste sorting costs back into our operational budgets. We have also added another three Council Events produced by the Community Recreation Advisors. The Events Team will work with this team to facilitate Community Recreation Advisors participation in CFPE, which will engage more communities and another element of events in Christchurch.</p> <p>The Events Team are looking at ways to future-proof and find a permanent home for the initiative. We are considering resourcing and budgeting opportunities so more events in Canterbury can continue or start participating in the CFPE initiative. To the best of our knowledge we are the first Council in New Zealand to provide such an initiative and have a lengthy list of sustainable events in our region, as noted below.</p> <p>CFPE needs the support of the CJWC to help us embed this into the events and facilities culture of our region. For</p>

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**Item 4**

	information regarding CFPE Trial 2.0 please refer to looking backwards report or see "APPENDIX B – Composting Food Packaging at Events – Trial 2.0 Summary Booklet".																										
<b>Total cost of previous application</b>	<p>\$57,096.38 (\$29,553 for 2017/2018 financial year, \$27,543.38 for the remaining 12 months 2018/2019 financial year) was originally applied for last year. A breakdown for the 2018/2019 financial year costs are below:</p> <table border="1"> <thead> <tr> <th>CFPE COSTS</th> <th>Paid</th> </tr> </thead> <tbody> <tr> <td>Botanic D'Lights 2018</td> <td>\$539</td> </tr> <tr> <td>Rewind at Ferrymead</td> <td>\$1,515</td> </tr> <tr> <td>Guy Fawkes</td> <td>\$3,196</td> </tr> <tr> <td>New Year's Eve</td> <td>\$4,615</td> </tr> <tr> <td>Summer Theatre</td> <td>\$2,213</td> </tr> <tr> <td>Kite Day</td> <td>\$1,923</td> </tr> <tr> <td>Sparks</td> <td>\$5,350</td> </tr> <tr> <td>South Island Lantern Festival</td> <td>\$4,888</td> </tr> <tr> <td>Kidsfest Event</td> <td>\$2,000</td> </tr> <tr> <td>Lazy Sundays</td> <td>\$1,305</td> </tr> <tr> <td></td> <td><b>\$27,543.38</b></td> </tr> </tbody> </table>	CFPE COSTS	Paid	Botanic D'Lights 2018	\$539	Rewind at Ferrymead	\$1,515	Guy Fawkes	\$3,196	New Year's Eve	\$4,615	Summer Theatre	\$2,213	Kite Day	\$1,923	Sparks	\$5,350	South Island Lantern Festival	\$4,888	Kidsfest Event	\$2,000	Lazy Sundays	\$1,305		<b>\$27,543.38</b>		
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<b>The next 12 months – What we expect to spend</b>	<table border="1"> <thead> <tr> <th>WASTE SORTING/INFRASTRUCTURE FOR EVENTS</th> <th>CJWC 75% Cost Funding</th> </tr> </thead> <tbody> <tr> <td>Treetech Fireworks Spectacular</td> <td>\$2,400</td> </tr> <tr> <td>New Year's Eve</td> <td>\$3,500</td> </tr> <tr> <td>Summer Theatre</td> <td>\$1,500</td> </tr> <tr> <td>Kite Day</td> <td>\$1,500</td> </tr> <tr> <td>Sparks</td> <td>\$4,000</td> </tr> <tr> <td>Kidsfest Opening Event</td> <td>\$1,500</td> </tr> <tr> <td>Kidsfest Closing Event</td> <td>\$1,125</td> </tr> <tr> <td>Lazy Sundays</td> <td>\$1,000</td> </tr> <tr> <td>New Reccie Event - Children's Day</td> <td>\$1,500</td> </tr> <tr> <td>New Reccie Event - Hoon Hay Fiesta</td> <td>\$750</td> </tr> <tr> <td>New Reccie Event - Culture Galore</td> <td>\$1,500</td> </tr> <tr> <td><b>TOTAL REQUESTED</b></td> <td><b>\$20,275</b></td> </tr> </tbody> </table> <p>The Events Team will cover the remaining 25% of the fees for these events to participate in the CFPE initiative, with the move to incorporate this cost into our operational budgets in full the following year.</p>	WASTE SORTING/INFRASTRUCTURE FOR EVENTS	CJWC 75% Cost Funding	Treetech Fireworks Spectacular	\$2,400	New Year's Eve	\$3,500	Summer Theatre	\$1,500	Kite Day	\$1,500	Sparks	\$4,000	Kidsfest Opening Event	\$1,500	Kidsfest Closing Event	\$1,125	Lazy Sundays	\$1,000	New Reccie Event - Children's Day	\$1,500	New Reccie Event - Hoon Hay Fiesta	\$750	New Reccie Event - Culture Galore	\$1,500	<b>TOTAL REQUESTED</b>	<b>\$20,275</b>
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<b>Timeline</b>	<p>2016 – CFPE Trial 1.0</p> <p>2017 - June 2019 - CFPE Trial 2.0 (with the addition of adding an all-in-one service provider known as Trial 3.0)</p>																										

**Canterbury Waste Joint Committee**  
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**Item 4**

	July 2019 - June 2020 - Future proofing CFPE. See "APPENDIX A - TNC CFPE Events Proposal" for a full breakdown of stages and dates.
<b>Current Update</b>	<p>The Events Team are committed to this trial and if financial support can be secured to further develop the initiative then set deliverables will be achieved and Christchurch city, and other districts, can benefit from this innovative initiative.</p> <p>Council has also committed up to \$20,000 for a consultant to help with the below key deliverables set out by the CJWC for us to complete within the next 12 months. Details of this proposal are attached labelled "APPENDIX A - TNC CFPE Events Proposal".</p> <p>In recent weeks there have also been a number of new external events that are potentially signing up to the initiative, including:</p> <ul style="list-style-type: none"> <li>- The Arts Festival</li> <li>- Hororata Highland Games</li> <li>- Hoon Hay Fiesta</li> <li>- Bread and Circus</li> <li>- FrenchFest.</li> </ul> <p>Throughout July 2019 - June 2020 there are approximately 34 events pencilled in to participate in CFPE.</p>
<b>Overall Objective</b>	<p>As set out by the CJWC:</p> <ul style="list-style-type: none"> <li>• A sound business plan on how/where the permanent home for CFPE would sit.</li> <li>• A resource that every district can use as a guideline of how to participate in CPFE and who to contact in their region.</li> <li>• The resource that is overseeing CFPE and is able to train up one person/group in each of their districts so they can also partake in the initiative, starting with one event each the following year, reassessing and then growing.</li> </ul>

**3.7 Refill NZ** (See attachments A-D)

Application for \$21,596 for free filling of water bottles at restaurants etc. This is a new application. The \$14,963 mentioned in attachment 2 has in the meantime been updated to \$21,596 in order to include more of rural Canterbury.

**3.8 Medsalv** (See attachment E)

Application for \$11,000 for recycling of certain medical products. This project was funded in 2018/19, and this is an application for further funding.

**3.9 Akaroa French Fest** (See Attachments F-L)

Application is for \$3,738 to cover recycling and waste services associated with this event. This is a new application.

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**Attachments**

No.	Title	Page
A <a href="#">↓</a>	RefillNZ 1	34
B <a href="#">↓</a>	RefillNZ 2	36
C <a href="#">↓</a>	RefillNZ 3	44
D <a href="#">↓</a>	RefillNZ 4	59
E <a href="#">↓</a>	Medsalv	60
F <a href="#">↓</a>	Akaroa 1	65
G <a href="#">↓</a>	Akaroa 2	66
H <a href="#">↓</a>	Akaroa 3	68
I <a href="#">↓</a>	Akaroa 4	70
J <a href="#">↓</a>	Akaroa 5	71
K <a href="#">↓</a>	Akaroa 6	72
L <a href="#">↓</a>	Akaroa 7	73

**Confirmation of Statutory Compliance**

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**

<b>Author</b>	Zefanja Potgieter - Senior Resource Advisor
<b>Approved By</b>	Ross Trotter - Manager Solid Waste Helen Beaumont - Head of Three Waters & Waste David Adamson - General Manager City Services

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**02 September 2019**



Jill Ford Founder RefillNZ  
 Fordward Marketing  
 94 Coromandel St  
 Wellington  
 6021  
 Attention - **THE CANTERBURY WASTE JOINT COMMITTEE**

RefillNZ was founded in October 2018 by myself Jill Ford - Fordward Marketing - [www.fordwardmarketing.com/about](http://www.fordwardmarketing.com/about) along with the Outdoor Participation 2018 Trust (CC 55731).

**RefillNZ which was launched in Oct 2018** with funding from Wellington Council Waste Minimisation Fund and Community Trust of Wellington - plus fundraising. In those 7 months, with hundreds of volunteer hours we have grown the campaign throughout NZ. Signing up over 300 cafes and businesses, collaborating with a wide variety of organisations in both Environmental and Health sectors. *More information is in the application.*

RefillNZ came about after I had worked with City to Sea (who founded Refill in the UK) whilst in Bristol, from 2016 – 2017, where I managed a very successful plastic pollution campaign. Then whilst travelling and seeing the dreadful plastic pollution around the world I was determined to act on returning to NZ.

My background includes over 30 years of leadership - leading teams, managing stakeholders and community groups. Primarily in marketing, digital, sponsorship, communications, events, advocacy campaigns, stakeholder engagement and fundraising.

Experience:

- Consulting in the NFP sector in digital and events, including Save the Children NZ, NZ Orthopaedic Asso, UnseenUK – Anti slavery charity.
- NZ Red Cross - National Manager for Community Fundraising and marketing Marketing and fundraising - developing and implementing new national initiatives, events, digital fundraising, integrated marketing and fundraising campaigns. Managing the Annual Street Appeal and implementing new digital fundraising for emergency appeals.
- Managed and grew my own events and marketing company for 17 years - Fordward Thinking.

With a wide variety of clients in all sectors - corporates SME, NFP, public sector.

Creating and managing multiple projects from events to campaigns throughout New Zealand.

- Sport NZ - National Manager Women in Sport And Recreation – I set up and managed the programme for 4.5 years. [www.linkedin.com/in/fordjill/](http://www.linkedin.com/in/fordjill/)

Others who will be involved in the RefillNZ Canterbury project proposed;

**Serena Martin** – currently volunteering with RefillNZ managing marketing and social media.

Serena is an experienced marketing professional -previously Brand Manager for Open Polytechnic of New Zealand

Responsible for – external and internal branding, brand strategy and research. Management, implementation and measurement of brand and product campaigns, including direct marketing and above-the-line advertising across a range of traditional and non-traditional media channels.

Managing a team of marketing communications executives. <https://www.linkedin.com/in/serena-martin>

**Raquelle de Vine** - Research and Education Programs Director at Algalita Marine Research and Education South Pacific, is based in Christchurch and a graduate of Ara Institute of Canterbury. Bachelor's degree Environmental Sustainability & Outdoor Education.

[www.linkedin.com/in/raquelle-de-vine](http://www.linkedin.com/in/raquelle-de-vine)

**Canterbury Waste Joint Committee**  
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Should you require references, or further information please do contact myself – Jill Ford –  
[jill@refillnz.org.nz](mailto:jill@refillnz.org.nz).

I will be away overseas during June but will be available to 'present' or answer questions by Skype.  
Serena will also be available.

Kind regards

*Jill Ford*

BSc Hons, MBA, Fellow Chartered Marketer- CIM, Cert Fundraising  
0211925477, [www.fordwardmarketing.com](http://www.fordwardmarketing.com), [linkedin.com/in/fordjill](https://www.linkedin.com/in/fordjill)

**Attachment A**    **Item 4**

**APPLICATION TO THE *CANTERBURY WASTE JOINT COMMITTEE* FOR A GRANT  
TOWARDS A WASTE MINIMISATION PROJECT IN THE CANTERBURY REGION**

<https://ccc.govt.nz/environment/sustainability/waste-minimisation-in-canterbury-grant/>

All details are in the following pages.

<b>Project</b>	<b>(Name of project)</b>
Total Cost	
Time Frame	
Region/Area	Canterbury Region
Outline	
Benefits	
Deliverables	
Costs Breakdown. <i>Include detail of any co-funding by applicant or others.</i>	

**TABLE 2**

Achievability:	Projects must have the potential to succeed.
Measurability	Project outcomes must be able to be measured to ensure the delivered project outcomes can be evaluated at the completion of the project. ('Measure to Manage')
Improving resource efficiency	Project proposal should indicate the potential to improve resource efficiency, and to capitalise on potential economic benefits.
Cost effectiveness	Whether the project offers value for money
Reducing the harmful effects of wastes	Assess the risk from wastes of harm on the environment and human health in order to identify and take action on those wastes of greatest concern.



Waste avoidance and Reduction of waste to landfill



**PROJECT - RefillNZ** - Reducing plastic pollution from single use plastics – primarily plastic bottles - [www.refillnz.org.nz](http://www.refillnz.org.nz)

**Time;** 1- 3-year ongoing project in the Canterbury Region starting August 2019

**Cost – Year 1** (xc internal staff costs) - \$ 14,963.00 +GST

**Outline**

Refill NZ is a water-bottle re-filling initiative that aims to reduce the use of single-use plastic bottles by making free drinking water more accessible to the public, establishing tap water as the drink of choice.

Refill NZ allows people to fill up their drink bottles, at no charge, at any participating cafe or business. There's no obligation to buy anything from the business, simply fill your bottle and go!

**Participating RefillNZ stations have a RefillNZ sticker in their window** – to show that they are a Refill station and you're welcome to come on in and fill up your bottle – for free!

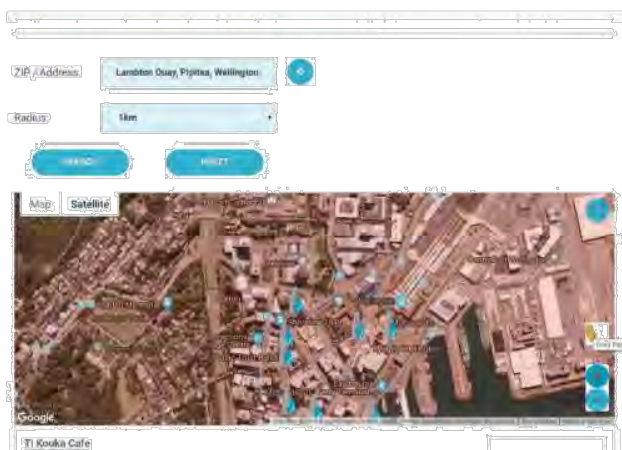
**Posters are also available.**



With digital marketing and PR to support the project, inform people of the issues and promote the RefillNZ stations.



The RefillNZ web site has all registered cafes, bars, businesses, council facilities etc, pinned on the searchable location-based web site map. Which also has water fountains on it where supplied by councils. <https://refillnz.org.nz/where-to-refill/>



**APP**  
Apps are popular but expensive to produce. We are working with RefillUK who have an excellent app and we hope to put all RefillNZ stations on this app, however, this is a very manual process so have included anticipated cost for contracting someone to do this. <https://refill.org.uk/get-the-refill-app/>

**WHY Refill in Canterbury;**

**While NZ is small, we are one of the most wasteful nations in the world- in fact NZ per capita are the second highest in the developed world and more than double the average, with plastic waste being one of the largest per capita in the world.**

*According to Plastics NZ, each New Zealander consumes approximately 31 kg of plastic packaging every single year, and only recycles 5.58kgs.*

*Around 252,000 tons of plastic heads to our landfills every year.*

*An estimated 168 plastic water bottles are used each year by kiwis per head*

*Of which at most 30% are recycled, this equates to approx' 526 million water bottles being thrown away.*

*Canterbury is home to 624,000 people - 13 percent of the NZ population.*

*Which means on average 68.4 million single use water bottles are thrown away in the Canterbury region each year, ending up in landfill, on your beaches, roadsides and in the sea etc*

Although there is good engagement around NZ eg, Wellington, Dunedin, BOP, and a major partnership in Auckalnd just starting, we have few RefillNZ stations / sites in Canterbury region, despite the region being 13% of the NZ popu.

**ISSUES BEING ADDRESSED BY THIS PROJECT**

**PLASTIC WASTE**

**About 8% of New Zealand's waste stream by weight is attributable to plastic (MfE, 2009).** [This is likely to be significantly higher by now]. Because plastics are lighter than many materials, by **volume** it is estimated they may use up to at least **20% of landfill space.**

**Plastic Bottles**

A million plastic bottles are bought around the world every minute and the number will jump another 20% by 2021, creating an environmental crisis some campaigners predict will be as serious as climate change.

**In NZ we buy an average of 3 single use plastic bottles every week, 2of which get thrown away, despite being highly recyclable.**

***An estimated 168 plastic water bottles are used each year by kiwis per head***

***Canterbury is home to 13 percent of New Zealand's population.***  
***Which means on average 68.4 million single use water bottles are thrown away in the Canterbury region each year, ending up in landfill, on your beaches, roadsides and in the sea etc***

**Most plastic bottles used for soft drinks and water are made from polyethylene terephthalate (PET), which is highly recyclable in NZ, however, we are bad at recycling.**

While a refundable deposit scheme would be ideal this will be some years away due to the infrastructure and cooperation with industry required.

**Colmar Brunton Better Futures Report 2017** research show **72% kiwis are concerned about plastic in the environment.**

**People want to do the right thing but need a small 'nudge'. RefillNZ is a simple, easy and accessible solution.**

#### Lack of public water fountains

Public water fountains are often hard to find, and the cost to councils of installing new fountains is expensive, (estimated \$10 – 25,000). There appears to be NO easy / obvious way to find out the locations of public fountains in the main centres in Canterbury -including Christchurch.

Recent research by Otago University found that only a fifth (20 per cent) of children's playgrounds in the lower North Island had drinking fountains (11 out of 54 playgrounds).

<https://www.stuff.co.nz/national/health/101162158/access-to-drinking-fountains-gets-a-fail-from-public-health-experts>

The University of Otago also found that only one of 17 Council areas in the study had drinking fountains that worked in all the playgrounds sampled in their area. Eight of the Council areas had no fountains at all in any of the playgrounds sampled.

#### Benefits

- **REFILLNZ – low cost and effective way to make tap water more freely available by increasing the infrastructure for people to refill with Free Tap water when on the go.**  
Addressing the issue of plastic waste at source.

**RefillNZ Cafes and other businesses make passerbys feel welcome to pop in and refill for FREE**  
And whilst most cafes have free water available to customers, passerbys are reluctant to 'help' themselves to the water unless they purchase.

**Research in the UK showed that 65% of people said they would not buy bottled water if free water was more readily available.**

Participating RefillNZ stations have a RefillNZ sticker in their window – to show that they are a Refill station and you're welcome to come on in and fill up your bottle – for free!

- Recycling / refilling/ reusing the bottles reduces the number entering the environment.
- Refill will increase awareness; help drive change in behaviour and ultimately create scalable impact
- This will reduce plastic waste in land fill and polluting the environment.
- Saves Councils tens of thousands for installation of new water fountains.

#### Deliverables – year 1

- 200 business sign up to join RefillNZ –this is based on success in the Greater Wellington region.
- Delivery of 10 – 12 Plastic Ocean Pollution Solution Workshops in Schools
- Delivery of two teacher training workshops

To be delivered by Raquelle de Vine - Research and Education Programs Director at Algalita Marine Research and Education South Pacific. <https://www.algalitasouthpacific.com/about> - (Part of the international Research charity - <https://algalita.org/work/> )

- Social media marketing campaigns to raise awareness of RefillNZ sites, change behaviour – from purchasing bottled water to carrying a reuseable bottle and refilling.
- Marketing campaigns to raise awareness of plastic pollution and easy ways people can reduce plastic use and recycle, reuse.

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**Attachment B Item 4**

- Council fountains pinned on the website
- Media releases and contact with key media in Canterbury region – we have successfully obtained good media exposure nationally and locally
- Cafes on a Refill APP.

**Costs**

Action	\$ x GST
Posters - print	400
Stickers - print	500
Poster design and edits for Canterbury	300
Advertising - digital	1200
Marketing, social media, PR (contract)	3000
General web site maintenance, updates, contribution to hosting	500
Pinning Refill stations on web map	1000
Upload RefillNZ station details on to an APP.	1200
<b>Schools</b>	
Teacher workshop x 2	\$1,916
12 schools- Delivery of Plastic Ocean Pollution Solutions Workshop in Waimakariri, Christchurch and Selwyn District Schools	\$1,747
<b>Café, business sign up- 200</b>	\$2,000
Office exp, stationary, telco etc	1,200
	\$
	<b>14,963.00</b>
<b>Staff time</b>	
Project coord	\$5200

At this stage we have not applied to any other organisations but will be applying through our charitable Trust – Outdoor Participation 2018 Trust to organisations such as Rata Foundation and Mid South Canterbury Trust.

**Long term goals;**

Over the 3 years we aim to have;

- 400 business, council facilities on board – as RefillNZ sites throughout Canterbury.
- Plastic Pollution Solution Programmes run in a minimum of 50 primary / intermediate schools throughout the region.
- 4 - 5 Teacher training workshops
- All council public fountains on the Web site map along with businesses etc.

**Achievability**

**Proven ability to deliver;**

RefillNZ launched in Wellington Oct 2018 with some funding from Wellington Council Waste Minimisation Fund and Community Trust of Wellington - plus fundraising. In those 7 months, with hundreds of volunteer hours we have achieved the following;

**Collaborated with a range of organisations on the plastic pollution/ waste issue;**



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**Sustainable Biz** Network, Our Seas Our Future, Algalita, Lower Hutt CC, Wellington City Council, Use Your Own Cup - Dunedin, Auckland DHB, with future collaborations in BOP and Southland in the pipeline.

- Designed and produced a web site (recently updated). [www.refillnz.org.nz](http://www.refillnz.org.nz)
- Installed an interactive, location-based map on the new web site
- Logo and marketing collateral designed and printed
- Active on social media – Facebook, Instagram and Twitter with great engagement for a small spend giving an excellent ROI and increasing awareness of RefillNZ throughout NZ .
- RefillNZ stainless steel bottles produced as rewards / incentives to partners, volunteers.
- Nearly 300 cafes in NZ from Northland to the deep south **with 130+ cafes in the greater wellington region alone.**
- This has attracted media attention on Radio, in Stuff, TVNZ digital and recently The Herald.
- Having discussions with Tourism organisations e.g. Tourism Holdings, Tourism Industry Asso.
- RefillNZ – is in 12 Z petrol stations in North and South Islands, these are a trial which is currently being reviewed.

We are working with a range of organisations in both environmental and health areas - as making Tap Water the drink of choice is also a health issue. Eg we have recently signed a contract with Auckland DHB with the aim of registering 1,000 businesses in the Auckland Region.

We are also in discussions with Columbus Coffee for them to be a major national cafe partner – enrolling their 74 cafes.

We have also collaborated with Z energy with a trial of water fountains in 12 of their stations.

We have people in place – keen to travel around the region and sign up cafes, business, and deliver the workshops; Raquelle de Vine - Research and Education Programs Director at Algalita Marine Research and Education South Pacific, is based in Christchurch and is a graduate of Ara Institute of Canterbury.

#### Measurability

- Number of business signed up
- Survey a sample of cafes at the end of the first 12-month period to gauge interest by public
- Number of schools and pupils attending schools programme.
- Number of teachers attending teacher workshops.
- Increased followers and engagement by people from Canterbury region on Facebook – this can be measured through Facebook analytics,
- Numbers going to the web site from Canterbury region – this can be obtained from Google analytics.
- Council public fountains pinned on the RefillNZ web site
- Media coverage

#### Improve resource efficiency

Encourage general public to reduce plastic waste as well as recycle -which generates income for councils. As PET is the highest value plastic and is recycled in New Zealand at Flight plastics in Petone.

Recycling plastic uses 33% less energy than production of virgin plastic.

7

**Attachment B Item 4**

**Cost effective**

Considerable savings in installation of public fountains – whilst having more public fountain’s is desirable, given the cost (estimate by Wellington CC - \$10- 25,000 for installation) its unlikely councils will be installing large numbers any time soon!

**This project in one year will cost less than installation of 1- 2 public fountains.**

Decrease of costs from land fill charges as less single use plastic bottles at the landfill – its likely that there will be increased land fill charges by the Government.

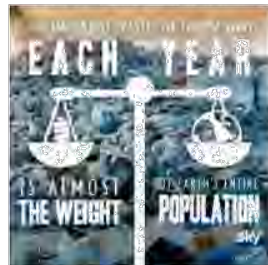
**Increased recycling rates of plastic bottles (PET) – reduces landfill and generates income.**

**Reducing harm**

**Harm caused by plastic waste**

**Every single minute a rubbish truck load of plastic gets dumped into the oceans harming wildlife and polluting beaches.**

Of the over nine billion tonnes of plastic produced in the past 50 years – more than half of that in the past 13 years – only 8% is recycled globally some is contained in landfill, but that still leaves an awful lot of plastic in the world.



**Plastic predicted to outweigh fish in the ocean by 2050**

**Studies show that 1 in 3 turtles have eaten marine plastic and 90% of seabirds have ingested it. Plastic is also getting into the fish we eat.**

**Plastic kills sea life and gets into the food chain**

Plastic gets broken down in the oceans by sunlight and wave action, but it doesn’t go away. Sea life cannot distinguish plastic from food. This non-nutritive bulk eventually starves birds, mammals, and fish.

**Studies by Scion NZ scientist - Jamie Bridson found that one out of four fish caught south pacific including New Zealand between 2015 and 2016 was found to have plastic microparticles in its gut. The New Zealand species in the trial included grey mullet, tarakihi, yellowtail kingfish, Australasian snapper and gurnard.**

**Our bird life is also being badly affected;** research shows that the Tasman Sea is the riskiest place in the world for seabirds for ingesting pieces of plastic. Due to a dangerous overlap between this tidal wave of plastic and the abundance of seabirds in the Tasman Sea which is populated by a staggering one third of the world's seabird species. <https://www.radionz.co.nz/news/national/360836/plastic-waste-major-threat-to-nz-seabirds>



**REFILLNZ**

FREE WATER ON TAP

Helping to decrease the numbers of plastic bottles polluting NZ  
By encouraging and making refilling a water bottle easy and convenient  
Helping to make Tap water a refreshing, convenient choice.

[www.refillnz.org.nz/](http://www.refillnz.org.nz/)

Attachment C Item 4





## HELPING PEOPLE MAKE CHANGE

*Refill NZ is a water-bottle re-filling initiative that aims to reduce the use of single-use plastic bottles and make tap water the drink of choice.*

*It also aligns with Health objectives - to reduce consumption of sugary drinks and promote tap water as the refreshing drink of choice - easily accessible and FREE.*

RefillNZ allows people to fill up their drink bottles, for free, at any participating café, business, council facility.

RefillNZ 'stations' have a sticker in their window – to show that you're welcome to come in and Refill for free.

## PLASTIC WASTE IN NZ

- NZ is one of the most wasteful nations in the world- per capita.
- We are the second highest in the developed world and more than double the average.
- Kiwis use 168 plastic bottles each year at best 1/3 are recycled = 526 million water bottles thrown away each year in Aotearoa
- Filling landfills, polluting our beaches, parks, streets
- Plastic accounts for around 8% of our waste by weight. However, because plastic is so light, it's estimated it's as much as 20% of our landfill space.



Rubbish released from landfill at Westport after major storm.



**WHAT GOES IN THE OCEAN GOES IN YOU**

**PLASTIC IS KILLING MARINE LIFE AND GETTING INTO THE FOOD WE EAT**

- 

Plastic breaks down in the seas, killing our marine life and getting into the food we eat.
- 

Plastics absorb toxins - Fish mistake plastic debris in ocean for food which is then in the food we eat.
- 

Baby albatross, whales, seals and turtles die each year from plastic pollution
- 

Kiwis love seafood so the toxins and plastic are getting into our food.

Attachment C Item 4



NZ – 75% are concerned about plastic in the environment

Plastic in the environment is in top 5 concerns for 30 – 59 age group 74% women, 50% men

People want to reduce their plastic use, but it needs to be convenient.

Concern	Percentage
Nuclear Power / Nuclear Weapons	55%
Suicide Rates	76%
Build-up of Plastic In The Environment	74%
Increasing Cost of Living	77%
Mistreatment of Animals	60%

Concern	Change
Nuclear Power / Nuclear Weapons	+25
Suicide Rates	+24
Build-up of Plastic In The Environment	+24
Increasing Cost of Living	+20
Mistreatment of Animals	+19

Percentage
30%
52%
50%
57%
47%

Attachment C Item 4

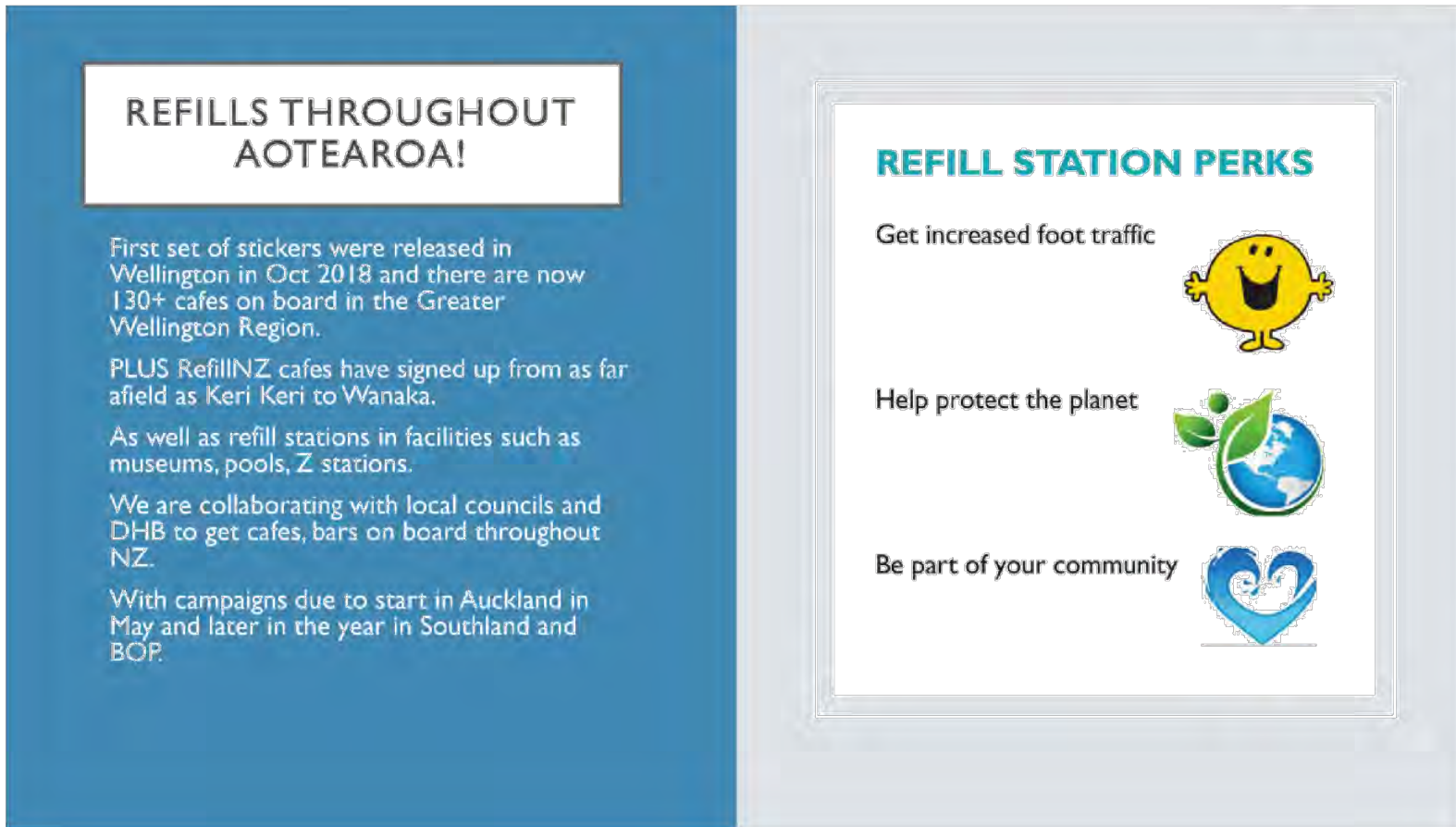


Public fountains are often hard to find.

People feel uncomfortable asking for water without purchasing.

Public water fountains are expensive to put in, anywhere from \$10,000 - \$25,000. And councils can't meet demand.

Attachment C Item 4



## REFILLS THROUGHOUT AOTEAROA!

First set of stickers were released in Wellington in Oct 2018 and there are now 130+ cafes on board in the Greater Wellington Region.




PLUS RefillINZ cafes have signed up from as far afield as Keri Keri to Wanaka.

As well as refill stations in facilities such as museums, pools, Z stations.

We are collaborating with local councils and DHB to get cafes, bars on board throughout NZ.

With campaigns due to start in Auckland in May and later in the year in Southland and BOP.

### REFILL STATION PERKS

- Get increased foot traffic 
- Help protect the planet 
- Be part of your community 

Attachment C Item 4

# PROMOTING THE GOODNESS



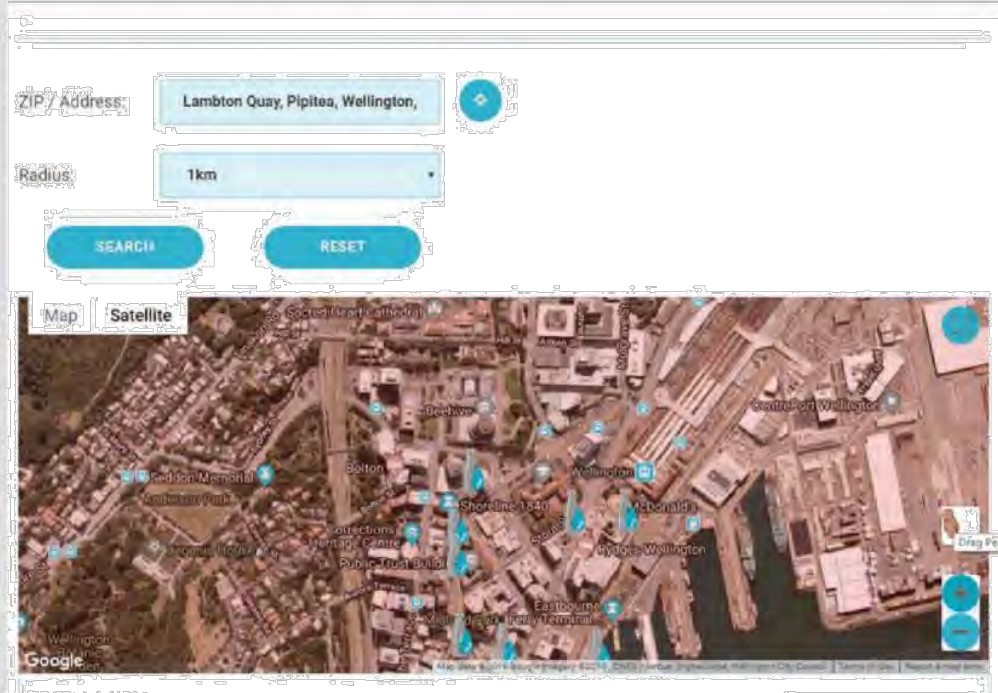
[www.facebook.com/RefillNZ/](http://www.facebook.com/RefillNZ/)

[www.instagram.com/refillnz/](http://www.instagram.com/refillnz/)

Attachment C  
Item 4



WEB SITE  
REFILLNZ STATIONS AND PUBLIC FOUNTAINS ARE  
PINNED ON THE WEB SITE MAP  
[www.refillnz.org.nz/where/](http://www.refillnz.org.nz/where/)



Attachment C Item 4





## Z ENERGY

Z energy are trialing RefillNZ in 12 service stations throughout NZ.

Providing FREE water from water coolers.

With RefillNZ stickers on the entrance doors.

A recent Refill NZ Facebook organic post about Z and Refill reached 8,200 and had 1,025 engagements!



### ENGAGING CHILDREN PLASTIC SCULPTURE EXHIBITION

- Depending on funding - Primary and Intermediate schools will be invited to take part in a Plastic Sculpture competition, making sculptures from waste plastic.
- Integrating science and art to engage and enthuse
- To encourage children to research both plastic recycling as well as the impact on the environment.
- Each sculpture would have to be accompanied by an plaque explaining the issue portrayed.
- Displayed on Wellington waterfront and other venues in the region.

Attachment C Item 4



TAKE BACK THE TAP

REFILLS, NOT LANDFILLS

DRINK UP AND REFILL WITH TAP FOR FREE

Refill

We've made it even easier for they hydrated on the go.

Look for the logo in cafes and bars or download the Refill app.

COLLABORATING WITH REFILL CAMPAIGNS WORLDWIDE  
UK, EUROPE, SE ASIA  
<https://refillnz.org.nz/about/refill-around-the-world/>

Attachment C Item 4



**GET ON BOARD  
JOIN THE  
#refillution**

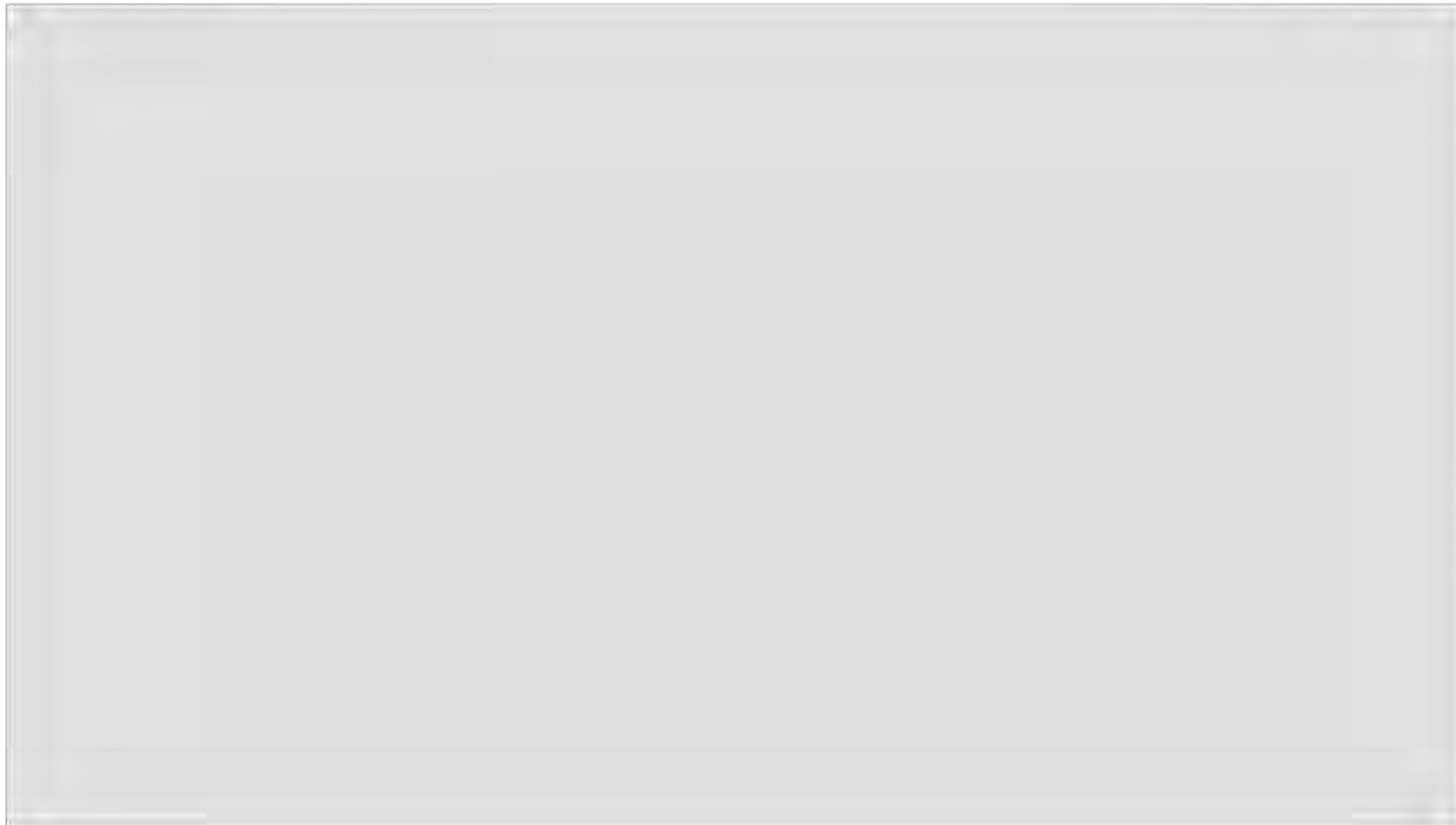
facebook.com/RefillNZ/  
Instagram - @refillnz  
Twitter refillnz  
Contact:  
[info@refillnz.org.nz](mailto:info@refillnz.org.nz)  
021 192 5477

Each one of us can make a  
difference. Together we  
make change.  
Barbara Mikulski  
BrainyQuote

[www.refillnz.org.nz](http://www.refillnz.org.nz)

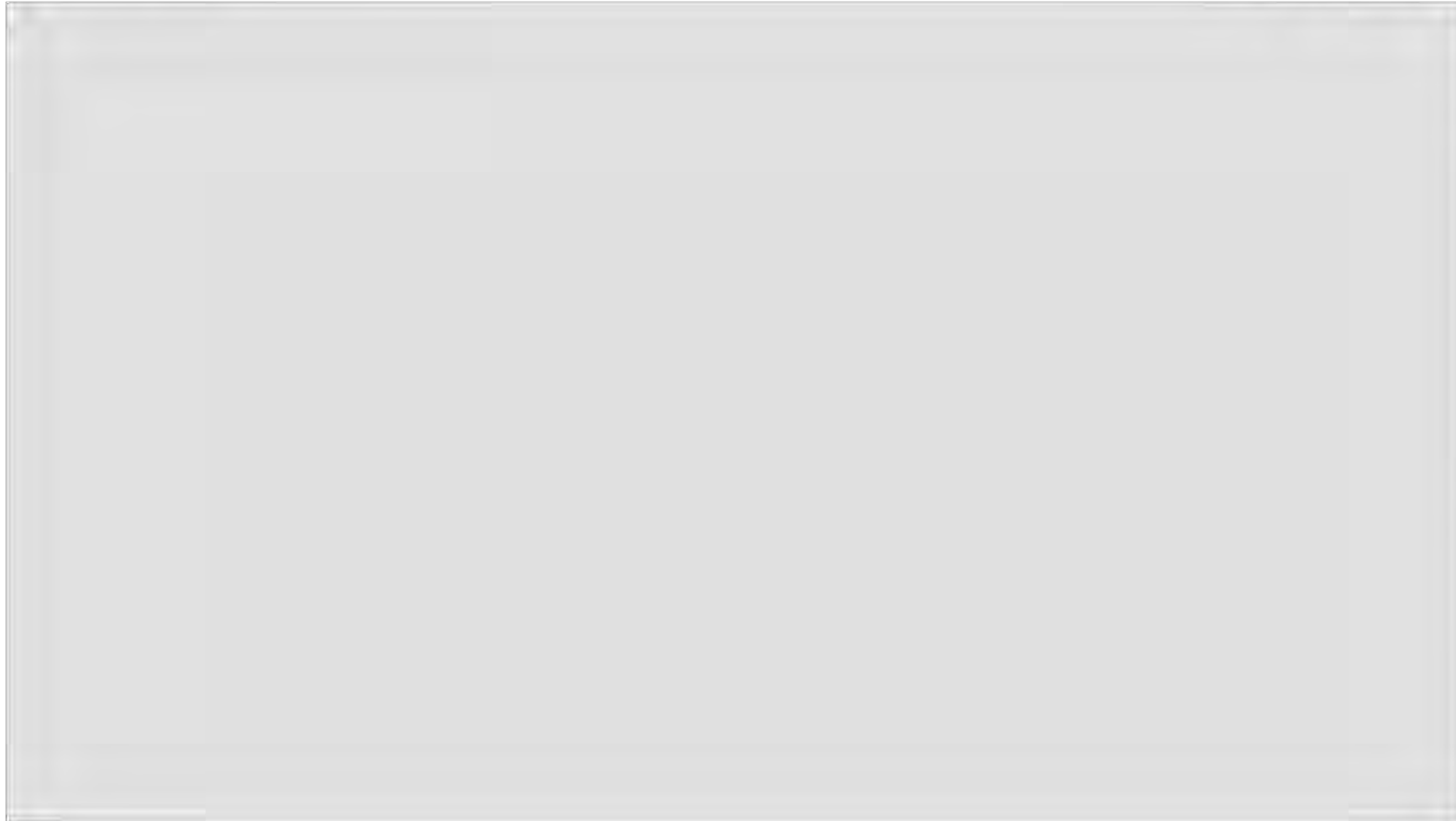
Attachment C Item 4

**Canterbury Waste Joint Committee**  
**02 September 2019**



**Attachment C**   **Item 4**

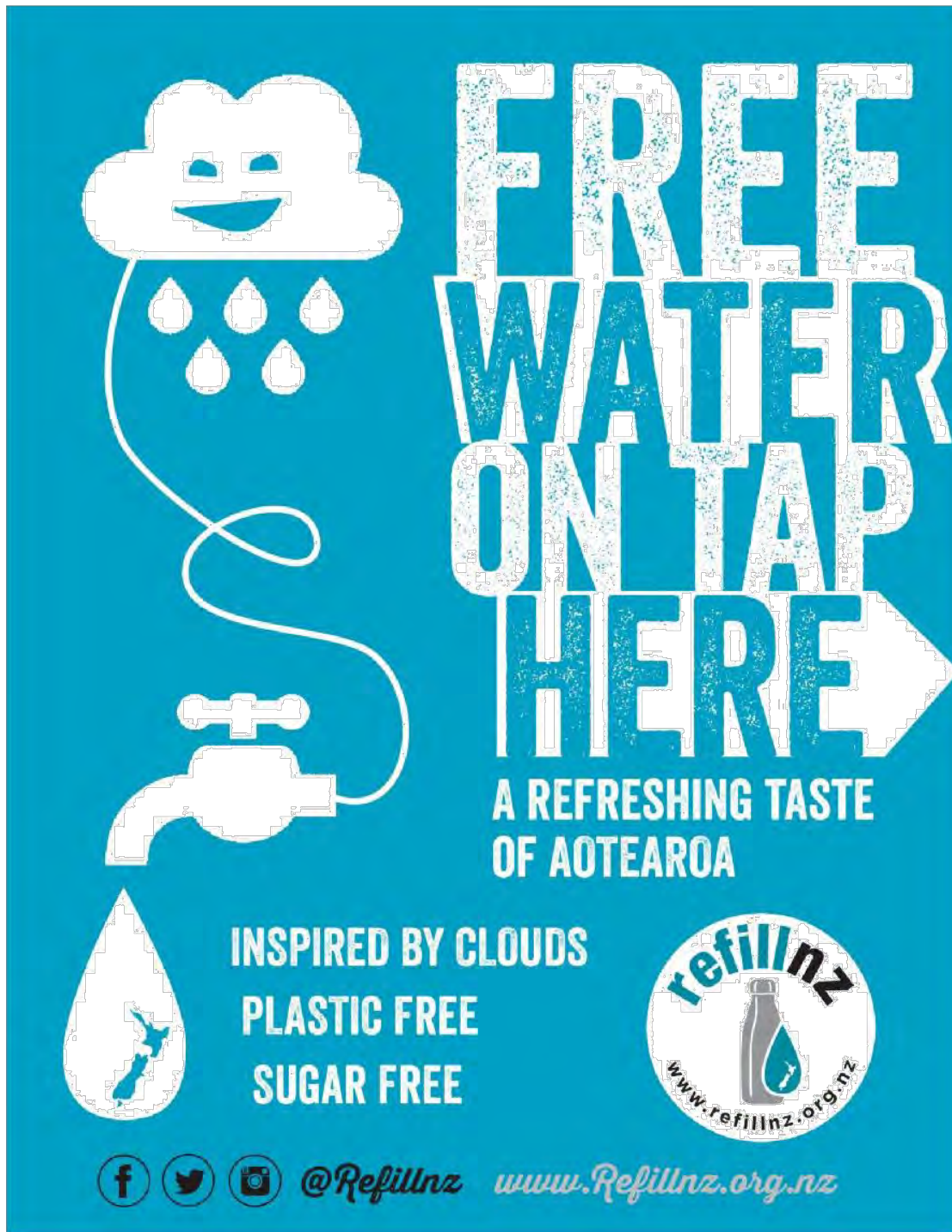
**Canterbury Waste Joint Committee**  
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**Attachment C**   **Item 4**



Canterbury Waste Joint Committee  
02 September 2019



Attachment D Item 4

**REFRESH** **REFILL** **RECYCLE**



Medsalv Application to Canterbury Waste Joint Committee  
June 2019  
Medsalv Limited  
119 Glandovey Road, Christchurch 8052, New Zealand  
www.medsalv.com

Item 4  
Attachment E

<b>Project</b>	<b>Medsalv Non- Invasive Medical Devices Reprocessing. Stage 2</b>
<b>Total Cost</b>	\$11000
<b>Time Frame</b>	12 months
<b>Supervisor</b>	Rowan Latham – Christchurch City Council
<b>Project Partners</b>	Canterbury District Health Board Canterbury Joint Waste Committee Environment Canterbury Ministry for the Environment University of Canterbury’s Centre for Entrepreneurship
<b>Region</b>	Canterbury, New Zealand
<b>Outline</b>	<p><b>Background:</b></p> <p>The use of single use medical devices (SUDs) in NZ’s healthcare system continues to create an unnecessary contribution to our landfills, and to our carbon emissions. Disposal of SUDs represents approximately 1,700 tonnes to landfill per annum.</p> <p>Medical waste reduction is a priority for central government, and this has seen the development of some sustainability focused products, though the extent of their efficacy remains largely unknown.</p> <p>In 2018 the CWJC provided seed funding for Medsalv to commence SUD reprocessing, a process that enables the re-use of ordinarily disposable devices.</p> <p>To date this project has been extremely well received, generating significant (400% or more) resource efficiency, and saving Canterbury hospitals substantial amounts of money.</p> <p>With the scope and complexity of Medsalv’s reprocessing operations increasing, and higher demand for accuracy and traceability in the medical device business, Medsalv is seeking stage 2 funding from the CWJC to assist in upgrading its tracking and inventory management systems, and hardware.</p> <p>Upgrades to these essential systems will help Medsalv to maximise its environmental impact through better and greater delivery of existing services, and to minimise material inputs required to do this.</p> <p><i>Further background on the issues Medsalv was set up to solve, and the way in which Medsalv does this, is can be found in Medsalv’s 2018 application to the CWJC.</i></p>

Medsalv Application

Canterbury Joint Waste Committee

June 2019



<p><b>Benefits</b></p>	<p><u>Primary:</u></p> <ol style="list-style-type: none"> <li>1. Reduction in waste: The primary goal of the overarching reprocessing project is to reduce or eliminate waste, and this stage is a development of that goal.</li> <li>2. Increased customer confidence due to more and better quality data, made available more readily and regularly through a suitable customer interface.</li> <li>3. Inspire confidence in further hospitals in both Canterbury and the wider country to commence reprocessing programs.</li> <li>4. Increased energy and resource efficiency of the reprocessing processes through better monitoring capability.</li> </ol> <p><u>Secondary:</u></p> <ol style="list-style-type: none"> <li>1. Allow the employment of intellectually challenged or otherwise disadvantaged employees.</li> <li>2. Addition of high fidelity and accuracy software systems will help prepare Medsalv for the reprocessing of Invasive, complex devices in the near future, as the system requirements from an IT perspective are broadly similar.</li> <li>3. Reduce likelihood of an adverse event occurring with a reprocessed device failure.</li> </ol>
<p><b>Deliverables</b></p>	<ul style="list-style-type: none"> <li>• Procure and commission IT software and hardware to enable the accurate tracking of data relevant to reprocessing of devices. (Dec 2019)</li> <li>• Procure and implement IT software to enable more seamless ordering of reprocessed devices. (Due Apr 2020)</li> <li>• Develop and implement a graphical presentation format for this data which allows for process optimisation (In relation to energy and environmental efficiency) (Due Jan 2020)</li> </ul>
<p><b>Costs Breakdown</b></p>	<p><b>\$11,000</b></p> <p>The pilot project seeks the above funds to improve the data &amp; insight quality for Medsalv’s reprocessing services by developing a fit-for purpose IT system that can accurately track multiple device types through multiple reprocessing cycles.</p> <p>This sponsorship funding covers the costs associated with procurement of IT equipment and software, setting up software, and training operators to be competent in using the software. Indicative costs are as below:</p> <p>Bartender Automation License: \$1627.00                  Zebra GK420t Printer: \$873.00                  Inventory Management software / ordering website 1yr subscription (Self-funding following this): \$4800.00                  Microsoft database software subscription 1 Yr (Self-funding following this): \$400.00                  Workstation PC computer: \$1700.00 x2 (Processing and Dispatch)</p> <p>Medsalv will continue to contribute to this project (co funding) in two respects:</p> <ol style="list-style-type: none"> <li>1. Delivery of the project, Staff time (In kind contribution)                         <ol style="list-style-type: none"> <li>a. This will largely be through carrying out staff training and onboarding to new systems.</li> </ol> </li> <li>2. Monetary contribution – as and when required to ensure success of project and validation of equipment if/where required.</li> </ol>

Medsalv Application

Canterbury Joint Waste Committee

June 2019

Evaluation Criteria	
<b>Assessment Criteria Per</b> <a href="http://bit.ly/CCC-waste-grant">http://bit.ly/CCC-waste-grant</a>	<p><b>Contribution towards: Waste avoidance, Reduction of waste to landfill &amp; Recovery of resources.</b></p> <p>Outcomes of the IT system functionality are indirectly measurable via increased dollar savings, better utilisation of reprocessing resource, and increased number of devices re-used.</p> <p>Weight reduction to landfill can be measured via a close approximation on average device weight.</p> <p>Data usefulness will be easily predicted from the dashboard of the system.</p>
<b>Achievability</b>	<p>High</p> <p>This project has been demonstrably achievable; in addition to this reprocessing of SUDs is common in developed nations including, but not limited to: USA, Canada, Japan, Germany and South America.</p> <p>Medsalv has proven it can deliver reprocessed devices back to NZ hospitals in as good or better condition as new devices, saving both waste and cost.</p> <p><b>Long term impact of reprocessing:</b> Based on American estimates, the CDHB alone stands to save circa \$10M NZD P.A. if reprocessing is utilised to American levels.</p> <ul style="list-style-type: none"> <li>- Again this has been successfully demonstrated in other OECD countries.</li> </ul> <p>Considering that 97% of NZ Medical equipment (including SUDs) is imported, New Zealand pays more, and thus will likely save more.</p>
<b>Measurability</b>	<p><b>Directly measurable:</b></p> <ol style="list-style-type: none"> <li>1. Medsalv will provide an overview of the resulting system and its outputs, including user (hospital user) feedback where necessary. This will include insights generated from the data, presented in live dashboard format.</li> <li>2. Tracking of devices will also show the maximum and average number of uses gained through reprocessing, which will inform the resource efficiency gained.</li> </ol>
<b>Improving resource efficiency</b>	<p>Medsalv's purpose is to Make Healthcare More Sustainable. This means making taxpayer/patient spending go further and putting less devices into landfill.</p> <ol style="list-style-type: none"> <li>1. Example: using a device 6 times instead of 1, Medsalv, through this project, is increasing resource efficiency (of a device) by 500%.             <ol style="list-style-type: none"> <li>a. To encourage more hospitals to consider reprocessing, better data, (and presentation thereof) is necessary.</li> </ol> </li> <li>2. This will increase waste diversion results for the councils involved.</li> <li>3. When devices cannot be reprocessed due to damage, or excessive contamination, they will be recycled. This again increases the resource efficiency of the device materials.             <ol style="list-style-type: none"> <li>a. Traceability of these figures can better be enforced by operators of a sufficiently high quality IT system</li> </ol> </li> </ol>

**Canterbury Waste Joint Committee**  
**02 September 2019**



<b>Quantity</b>	<ol style="list-style-type: none"> <li>1. In its current form, Medsalv reprocesses over 100 devices per day, and generally with only one operator. This is only set to increase as further hospitals around the country and in Canterbury sign up to reprocessing programs.</li> <li>2. With more devices, device types, and operators being introduced to the process as it scales to provide further impact, increasing complexity (due to volume) needs to be passed on to robust systems that are less fallible, and promote customer confidence.</li> <li>3. The number of devices that the IT system will track, control, and ultimately help prevent from entering landfill in New Zealand, will exceed 10,000 by the end of 2020.</li> </ol>
<b>Cost effectiveness</b>	<p>The \$11,000 budget requested would enable the more accurate tracking and reporting of reprocessing within Canterbury, and New Zealand wide.</p> <p>Funding from this dedicated waste minimisation fund will go towards the IT upgrade of the operation, meaning ultimately hospitals will have greater confidence in the reprocessing programs, and will more easily be able to order reprocessed devices.</p> <ol style="list-style-type: none"> <li>1. This will further increase the uptake likelihood across other devices which broadly fit into the same categories, and further increasing the likelihood of project success.</li> <li>2. Following completion of the project, the software system(s) will continue to operate and will be funded by sale of reprocessed devices to hospitals, at significantly lower prices than new.</li> </ol>

**Attachment E Item 4**

Medsalv Application

Canterbury Joint Waste Committee

June 2019

<p><b>Reducing the harmful effects of wastes</b></p>	<p>Life Cycle effects:</p> <ol style="list-style-type: none"> <li>1. Reprocessing has a lower life cycle effect (in terms of energy, raw material extraction, chemical release/gas emissions etc.) than recycling, let alone manufacture as new.             <ol style="list-style-type: none"> <li>a. In this context, reprocessing reduces the negative environmental effects of a full manufacturing process markedly.</li> <li>b. As 97% of medical equipment is imported to NZ, this not necessarily a local effect, but is no less important.</li> </ol> </li> </ol> <p>Landfill effects:</p> <ol style="list-style-type: none"> <li>1. Currently, all SUDs used within New Zealand are thrown to landfill after one use (barring a few isolated in hospital exceptions with questionable quality &amp; efficacy).</li> <li>2. Landfills and dumps buried over often become suburban home sites in later years, unbeknownst to people who may live on them. Landfills have a distinctive effect on air pollution, nature, land and humans. Soil in the area may be saturated with chemicals or hazardous substances</li> </ol> <p>Associated harmful effects: (improper reprocessing by DHBs)  <i>Though technically not a waste effect, this is still relevant.</i></p> <ol style="list-style-type: none"> <li>1. Currently, with no SUD reprocessors in NZ, some DHBs have taken the interesting approach of 'reprocessing*' SUDs within hospitals, though not necessarily within sterile service departments, often without documentation – and almost never with validation.</li> <li>2. This has the negative effect of unnecessarily exposing unwitting New Zealanders to undue risk.</li> </ol> <p>*Reprocessing in inverted commas; some of the reprocessing in question is better referred to as handwashing.</p>
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**Attachment E Item 4**

**Canterbury Waste Joint Committee**  
**02 September 2019**



*Akaroa Heritage Festival Society PO Box 67, Akaroa 7542*  
*events@akaroa.com www.frenchfest.co.nz*

15 May 2019

The Canterbury Waste Joint Committee  
 Stephanie Huet  
 Waste Minimisation Officer  
 Love Food Hate Waste Leader

Dear Stephanie,

The Akaroa FrenchFest will take place on 11-13 October 2019.  
 It is a biennial event and is the largest event produced in Akaroa.

2017 was the first year that the local committee delivered the event with minimal support from Christchurch City Council. It was a major undertaking by the small Akaroa Heritage Festival Society Inc, mainly voluntary, committee. And it will be huge undertaking again and planning is well underway.

The festival has many components including a Best Dressed in town competition for the businesses, a Friday night street party, a living theatre re-enactment based on the original settler's arrival on the beach called 'The Landing', a Saturday market day with stalls, waiters races, music and roving entertainment, a Saturday night cabaret and we are also looking at a circus/antique fair combination on the Sunday. In other words a lot of fun and a huge weekend for Akaroa.

**BUT...the waste!**

We are all so aware that we need to reduce the amount of waste produced at such a large event. We want to help protect our beautiful environment by diminishing the demand for landfill space and helping to reduce pollution. This includes the food packaging used at the many stalls. If our food stalls could use compostable food packaging this would be great start to reducing waste.

In 2017 we discussed the recycling & minimising waste idea with our committee and we wanted to include this into our event management as part of the Stall Holders Registration form. However we put it into the too hard basket. This year we would very much like to introduce this waste minimisation initiative.

If we are successful with the funding and able to employ Recycling and Waste Services for French Fest, this will be a first time in Akaroa that this has occurred. It will set a great precedent to encourage other events in Akaroa and the wider Peninsula to look at managing the waste produced at events sustainably.

We look forward to hearing from you. Do not hesitate to contact me if you require any further assistance with this application. Please phone 027 4197507.

Yours Sincerely,  
 Hollie Hollander.



Treasurer  
 Akaroa Heritage Festival Society Inc

**Attachment F Item 4**

**APPLICATION TO THE CANTERBURY WASTE JOINT COMMITTEE FOR A GRANT TOWARDS A WASTE MINIMISATION PROJECT IN THE CANTERBURY REGION**

<https://ccc.govt.nz/environment/sustainability/waste-minimisation-in-canterbury-grant/>

A covering letter with full details of the applicant is required. Proposed projects should address the categories set out below in both tables below with sufficient detail to be evaluated. Attachments can also be provided where it will add information/graphics.

**TABLE 1**

<b>Project</b>	<b>Akaroa FrenchFest Recycling &amp; Waste Services</b>
<b>Total Cost</b>	\$3737.50
<b>Time Frame</b>	Event will take place on 11-13 October 2019
<b>Region/Area</b>	Akaroa, Banks Peninsula
<b>Outline</b>	We are asking for financial support please for our FrenchFest event so we can use Our Daily Waste-recycling & waste services. We would like to encourage the stall holders at our event to use compostable food packaging and we have said in our Stall Holders registration form that we will give priority to those that use it.
<b>Benefits</b>	Our Daily Waste offers quality recycling services for events, including recycling bin lid hire, on-site management, guidelines, consultancy services and feedback. They sort all waste to ensure maximum diversion, as event recycling is now unlikely to be recycled unless it is sorted. They help with a wash station, provide staff and assist the stall holders. They will help us reduce waste.
<b>Deliverables</b>	By contracting the professionals we can ensure that the waste will be reduced. Otherwise it will all go in the land fill. Even the presence of this team on site will help people become more aware of what they are throwing away. A report will be conducted at the end to see what waste we have reduced.
<b>Costs Breakdown. Include detail of any co-funding by applicant or others.</b>	Two quotes have been supplied form two different companies. See quotes.  Our Daily Waste: Total of quote: \$3,737.50 Total Waste Solutions: Total of quote: \$10,113.60  It makes sense to contract Our Daily Waste as they are Little River based so there is less transport and accommodation needed. However we still need to hire the bins from our local Wasteline provider at a cost of \$2000 approx.

**TABLE 2**

**Attachment G Item 4**

Achievability:	Projects must have the potential to succeed.
Measurability	Project outcomes must be able to be measured to ensure the delivered project outcomes can be evaluated at the completion of the project. ('Measure to Manage')
Improving resource efficiency	Project proposal should indicate the potential to improve resource efficiency, and to capitalise on potential economic benefits.
Cost effectiveness	Whether the project offers value for money
Reducing the harmful effects of wastes	Assess the risk from wastes of harm on the environment and human health in order to identify and take action on those wastes of greatest concern.

**Attachment G**    **Item 4**





22nd March 2019

**Quote for recycling and waste services for French Fest, Akaroa – 11-13<sup>th</sup> October, 2019 - UPDATED**

Our Daily Waste offers quality recycling services for events, including recycling bin lid hire, on-site management, guidelines, consultancy services and feedback. We sort all waste to ensure maximum diversion, as event recycling is now unlikely to be recycled unless it is sorted. Please find below a quote for on-site waste services, based on emails from Hollie Hollander.

**Our Daily Wash**

Our Daily Wash is a new service whereby we provide a hot wash station and reusable crockery cups and plates to encourage people to borrow them rather than take disposables. Our wash station is 3x3m<sup>2</sup> and we provide all equipment which meets safety checks and H&S requirements in return for the stall site (preferably close to the coffee cart). The event pays our staff to run it to ensure all H&S requirements are met. This station can also be used in conjunction with Globelet cups, which are a great solution for alcoholic drinks, and attendees can bring their cups to us for washes between drinks. We do not provide the Globelets but the quote below includes consultancy time for educating vendors about them. They can be hired or purchased from Globelet here:



<https://www.globelet.com/how>

**Wheelie bin hire and disposal**

We do not provide wheelie bins or disposal but we will work with Wasteline to ensure that all delivery and pick-ups etc. run smoothly, and that the recycling will be accepted for recycling. Admin time for this is factored into the quote but you will have to get a separate quote from Wasteline for this service.

We only use our own bin lids as they feature proper signage that has been designed for our system and further education (see right). We normally charge for these but because Wasteline can offer you free ones I will waiver this fee.



**Vendor Liaison**

ODW can assist events in educating vendors about changes to be made to procurement and removing their own kitchen waste (we recommend this as it can add significantly to an event's waste fees) and admin time is factored into the quote below.

**Staff**

The following is for full waste services including the wash station (Sat. only), sorting, litter and emptying bins etc. for which all staff have been fully trained in strict Health and Safety policies. Our rates also include the



**Canterbury Waste Joint Committee  
02 September 2019**



**Attachment H Item 4**

infrastructure such as gloves, buckets and litter grabbers etc. required to provide safe, effective waste services.

**Friday 11<sup>th</sup> October, Evening Beach Road Street Party – ODW on site 5pm to 12am**

- Manager – Sharon McIver for set up/packdown (3 hours)
- Assistants x 2 (6 hours each)

**Saturday 12<sup>th</sup> October, Main Event & Cabaret Show – ODW on site 10am to 12am**

- Manager – Sharon McIver (10 hours)
- Assistants 10am to 6pm x 3 (7 hours each)
- Assistants 1pm to 6pm/7pm to 12am x 2 (9 hours each)

**Travel and Accomodation**

Because I live in Little River I can supply some accommodation to staff for the weekend to cut down on travel expenses from Christchurch but some may wish to stay in Akaroa and I have included a nominal fee below to cover all transport and accommodation costs (I will encourage staff to car pool), and I may have some locals available as well. Please appreciate that this is far less than what we would charge for mileage if allowing for several return trips.

**Quote**

**Please note:** We only charge for what we work so if there are lower numbers or waste than expected staff will take longer breaks. We always do our best to stay within these parameters but any extra hours or services incurred will be charged at the same rates.

Basic Recycling Plan	Rate	Hours/Units	Net
Pre-event consultancy (site visits, admin, staff, waste companies, H&S, vendor liaison etc.)	\$75.00 per hour	6 hours	450.00
Bin lid hire	\$25.00 per set x 10	Pro bono	0.00
Pre/post event (includes packing, H&S, equipment, cleaning etc.)	\$50.00	5 hours	250.00
On-site management – Sharon McIver	\$50.00 per hour	13 hours	650.00
On-site Assistants	\$35.00 per hour	50 hours	1750.00
Travel and Accommodation	\$150.00 one off fee		150.00
<b>Total (excl. G.S.T.)</b>			<b>\$3250.00</b>
<b>+ G.S.T. (15%)</b>			<b>\$487.50</b>
<b>Total (incl. G.S.T.)</b>			<b>\$3737.50</b>

Please contact me if you have any questions and to proceed further. I look forward to working with you to make French Fest a leader in recycling and waste reduction.

Regards



Dr. Sharon McIver  
[sharon@ourdailywaste.co.nz](mailto:sharon@ourdailywaste.co.nz) ph) 03 325 1290 cell) 021 2516 123 [www.ourdailywaste.co.nz](http://www.ourdailywaste.co.nz)

### Quotation for Event Waste Solutions

Total Waste Solutions  
81 Lower Styx Rd  
Bottle Lake  
Christchurch 8083



Quote Date: Thursday 9 May 2019  
Event: FrenchFest 2019, 11-12 October 2019  
Contact: Hollie Hollander

Item	Volume/Unit	Quantity	Price	Total	Comments
<b>Hire Rate</b>					
All Waste Streams Wheelie Bins	240L	45	\$ 6.50	\$ 292.50	x15 General Waste, x15 Organics, x15 Recycling for x10 Bin Stations and Waste Yard spares.
All Waste Streams Gantry Skip	8m <sup>3</sup>	3	\$ 105.00	\$ 315.00	x1 General Waste, x1 Recycling, x1 Organics
Cardboard Wheelie Bin - fixed rate	1100L	2	\$ 20.00	\$ 40.00	Includes rental, removal and disposal
Soft Plastics Wheelie Bin - fixed rate	1100L	1	\$ 30.00	\$ 30.00	Includes rental, removal and disposal
<b>Disposal Rates</b>					
General Waste	Per Tonne	0.5	\$ 192.00	\$ 96.00	ESTIMATED VOLUMES ONLY. Final volumes not known until post event.
Recycling	Per Tonne	0.3	\$ 192.00	\$ 57.60	ESTIMATED VOLUMES ONLY. Final volumes not known until post event.
Organics	Per Tonne	0.5	\$ 185.00	\$ 92.50	ESTIMATED VOLUMES ONLY. Final volumes not known until post event.
<b>Staffing</b>					
Waste Staffing (moving, sorting etc.)	Grant Group	6	\$ 375.00	\$ 2,250.00	ESTIMATED HOURS Fri 5-12am, Sat 10am-12am
Waste Yard Management	Per Hour	25	\$ 65.00	\$ 1,625.00	ESTIMATED HOURS Fri 5-12am, Sat 10am-12am plus pre and post event planning
<b>Add Ons</b>					
Waste Sorting Conveyor	N/A	1	\$ 99.00	\$ 99.00	
Simpro Wheelie Bin Lifter	To Lift 240L	1	\$ 99.00	\$ 99.00	
Wheelie Bin Lids	To Fit 240L	30	\$ -	\$ -	FOC if participating in CFPE
Clear Bin Liners	240L	300	\$ 0.79	\$ 237.00	
Grant Group Accommodation	Nights	2	\$ 500.00	\$ 1,000.00	ESTIMATE ONLY
Grant Group Travel	N/A	2	\$ 50.00	\$ 100.00	1 vehicle
Out of Zone Transport Fees	N/A	10	\$ 378.00	\$ 3,780.00	\$3 per km from Tai Tapu. X10 return trips.
<b>TOTAL</b>				\$ 10,113.60	All rates are exclusive of GST

Please Note: There is additional fees for removing full wheelie bins from site and soiled empty wheelie bins. For details please enquire.

Quotations are valid for 30 days. Thanks you for thinking of Total Waste Solutions for all your waste solution needs.

Attachment I Item 4

Canterbury Waste Joint Committee  
02 September 2019



Akaroa Heritage Festival Society Inc. PO Box 67, Akaroa 7542  
events@akaroa.com www.frenchfest.co.nz

Canterbury Joint Waste Committee  
Christchurch City Council  
CHRISTCHURCH

8<sup>th</sup> May 2019

To Whom It May Concern:

FrenchFest is a Festival celebrating Akaroa's unique French heritage and is organised by a predominantly voluntary local committee called the Akaroa Heritage Festival Society. The Festival has been ongoing since 1999 and is still the largest event held in Akaroa and organised by locals. Initially it was produced annually and from 2008 - 2015 biennially. The Christchurch City Council funded the majority of the Festival from 2008 - 2015 when it was produced by Council's Events and Festivals Production team. Our local committee produced FrenchFest 2017 and is currently planning FrenchFest 2019 to be held 11/12/13 October.

This year we would like to introduce a waste minimisation initiative to encourage minimising and recycling the waste that is produced at large events. It is more difficult for this to happen in Akaroa as we have to contract this out separately from our own rubbish disposal contractor at Barry's Bay which means we have two costs, one from the local rubbish disposal contractor and a second for the waste minimisation and recycling which has a significant labour component. Funding for the Festival comes predominantly from grants, sponsorships and donations, though the Society is contributing \$20,000 from its own funds. We do not have the capacity to absorb the extra cost for the waste minimisation and recycling that we would like to introduce this year and which will be a first for an event in Akaroa. We will not be able to introduce this without a grant to cover this cost. I do hope you are able to look on this application favourably.

Yours faithfully

Margaret Mair - President  
Akaroa Heritage Festival Society Inc.

Attachment J Item 4



**Canterbury Waste Joint Committee**  
**02 September 2019**



**Attachment K Item 4**

27 August 2019

Stephanie Huet  
 Waste Minimisation Officer  
 Love Food Hate Waste Leader  
 Christchurch City Council  
[Stephanie.Huet@ccc.govt.nz](mailto:Stephanie.Huet@ccc.govt.nz)

Dear Stephanie

**LETTER OF SUPPORT – FRENCH FEST WASTE MINIMISATION**

The Banks Peninsula Community Board enthusiastically supports Project French Fest’s application for a grant to provide sustainable recycling and waste services for French Fest from the Canterbury Waste Minimisation fund.

French Fest is a large and well-recognised event in Akaroa celebrating the unique French history and character of the town. The festival has been ongoing since 1999, is the largest event held in Akaroa and is organised by locals.

The organisers this year wish to introduce a waste minimisation initiative to encourage minimising and recycling the waste that is produced at large events. We are very supportive of this and are pleased they are planning to use a local contractor from Little River to manage the waste; Our Daily Waste. If successful we believe it will set a great precedent to encourage other events in Akaroa and the wider Peninsula to look at managing the waste produced at events sustainably.

The Board is delighted to support this application. Funding from Canterbury Waste Minimisation will enable French Fest to undertake and support this innovative community-led initiative that will bring tangible benefits to the local environment.

If you have any questions about this letter please do not hesitate to get in touch.

Yours faithfully

Pam Richardson  
 Chairperson  
 Banks Peninsula Community Board  
 PO Box 73028  
 Christchurch 8154

Akaroa Service Centre, 76 Rue Lemaud, Akaroa  
 PO Box 75029, Christchurch  
 Phone: 03 641 5887  
 email: [3.enr@ccc.govt.nz](mailto:3.enr@ccc.govt.nz)

**Canterbury Waste Joint Committee**  
02 September 2019



**AKAROA HERITAGE FESTIVAL SOCIETY INC. PROPOSED BUDGET FOR 2019 FRENCHFEST:** Updated May19

EXPENDITURE:	2019	Actual 2017	Actual 2017	INCOME:	2019	2019	2019	Actual 2017	
	Excl gst.	Incl gst	Excl gst		unconfirmed	confirmed			
PRODUCTION:									
Transport & Freight	\$ 500.00	\$ 350.00	\$ 305.00	CCC sponsorship		\$ 40,000.00	excl gst	\$ 32,500.00	excl gst
First Aid	\$ 2,200.00	\$ 2,000.00	\$ 1,745.00	Rata Foundation 2018		\$ 15,000.00	grant no gst	\$ 20,000.00	no gst
Lions Marshals-TMP	\$ 7,875.00	\$ 7,385.00	\$ 7,000.00	The Southern Trust	\$ 6,000.00	to apply	grant no gst	\$ 6,000.00	ditto
Security	\$ 4,800.00	\$ 4,500.00	\$ 4,000.00	Pub Charity	\$ 10,000.00	to apply	grant no gst	\$ 10,000.00	ditto
Waste Management	\$ 2,000.00	\$ 1,725.00	\$ 1,500.00	Commercial sponsor		\$ 5,000.00	excl gst	\$ 20,000.00	excl gst
Helpers	\$ 2,500.00	\$ 1,200.00	\$ 1,200.00	LOCAL DONATIONS:	for Landing'19				
Site Preparation	\$ 400.00	\$ 120.00	\$ 105.00	Pohatu Penguins			donation	\$ 500.00	no gst
Connectics	\$ 400.00	\$ 360.00	\$ 320.00	Akaroa 4 Square			donation	\$ 2,000.00	ditto
Glow sticks	\$ 150.00	\$ 100.00	\$ 87.00	Sweet As	XXX		donation	\$ 300.00	ditto
Hire of equipment	\$ 19,100.00			Ca Bouge			donation	\$ 250.00	ditto
Marquee		\$ 10,100.00	\$ 8,800.00	Armitage Trading			donation	\$ 5,000.00	ditto
Chairs, tables,		\$ 900.00	\$ 800.00	Paul & Sue - local	\$ 500.00	\$ 500.00	no gst		
Picket Fence		\$ 1,448.00	\$ 1,260.00	ACAC the Landing			contribution	\$ 10,200.00	incl gst
Dance floor		\$ 365.00	\$ 320.00	AHFSI funds	\$ 20,000.00	\$ 20,000.00	contribution	\$ 20,000.00	no gst
Instal, freight, setup		\$ 2,844.00	\$ 735.00						
Transport-Whanau Day		\$ 841.00	\$ 785.00	Stall sites	\$ 6,000.00		excl gst	\$ 5,450.00	
Small Claims		\$ 1,000.00	\$ 870.00	Cabaret tickets	\$ 9,100.00		excl gst	\$ 5,300.00	
Toilets+service	\$ 1,800.00	\$ 2,844.00	\$ 2,500.00	Strength Comm 2018	\$ 10,000.00	\$ 5,000.00	no gst	\$ 6,000.00	
FrenchFest history	\$ 1,750.00			Rata Foundation 2019	\$ 20,000.00				
T/cloths, T/ware, bunting	\$ 1,300.00	\$ -	\$ -	Strength Comm. 2019	\$ 10,000.00				
MARKETING:									
Marketing & advertising	\$ 13,500.00	\$ 9,600.00	\$ 8,350.00						
printing & signage incl.									
TECHNICAL:									
Lighting & Power	\$ 11,500.00	\$ 10,315.00	\$ 8,970.00						
Sound & Outside stage	\$ 11,800.00	\$ 10,500.00	\$ 9,150.00						

Attachment L Item 4

**Canterbury Waste Joint Committee**  
**02 September 2019**



<b>CONTENT:</b>								
Entertainment/music/								
roving/MC	\$ 10,500.00	\$ 9,508.00	\$ 8,270.00					
Cooking demo.	\$ 150.00	\$ 100.00	\$ 87.00					
Saturday Cabaret	\$ 10,500.00	\$ 9,603.00	\$ 8,350.00					
<b>OTHER COSTS:</b>								
The Landing/Re-enactm	\$ 2,400.00	\$ 10,650.00	\$ 9,260.00					
ACAC Landing contributi			\$ 8,870.00					
Tableware hire	\$ 362.50	\$ 232.00	\$ 200.00					
Accommodation	\$ 2,200.00	\$ 1,934.00	\$ 1,685.00					
Oruku accommodation	\$ 200.00	\$ 100.00	\$ 87.00					
Cabaret clean-up	\$ 200.00	\$ 150.00	\$ 130.00					
Guests/Sponsors refresh	\$ 800.00	\$ 1,702.00	\$ 1,480.00					
Photo Booth	\$ 1,000.00	\$ 920.00	\$ 800.00					
Photographer	\$ 900.00	\$ 800.00	\$ 700.00					
Toy Library	\$ 200.00	\$ 200.00	\$ 170.00					
Co-ordinator @ \$20/hr	\$ 15,000.00	\$ 6,000.00	\$ 6,000.00					
<b>CONTINGENCY:</b>	\$ 4,000.00	\$ 4,000.00	\$ 3,500.00					
Plastic glasses, food cool.		\$ 7.00	}					
Baguettes		\$ 22.50	}					
Tray hire, 300 balloons		\$ 125.70	}					
Rosette		\$ 10.00	}					
T-light candles		\$ 21.00	}					
Ink cartridges Jharding		\$ 251.00	}					
Maori flag		\$ 30.00	}					
		Total =	\$ 402.00					
	\$ 129,987.50	\$ 114,863.20	\$ 108,793.00		\$ 91,600.00	\$ 83,500.00		\$ 143,500.00

Attachment L Item 4

**Canterbury Waste Joint Committee**  
**02 September 2019**



**Attachment L**   **Item 4**





## 5. Constituting Agreement - population data updates

Reference: 19/765968

Presenter(s): Zefanja Potgieter, Senior Resource Advisor

### 1. Purpose of Report

- 1.1 To recommend updating clause 21 of the Ccommittee's Constituting Agreement to better reflect the population of each member council.

### 2. Staff Recommendations

That the Canterbury Waste Joint Committee resolves to update clause 21 of the Ccommittee's Constituting Agreement, in order to more accurately reflect population data for each member council.

### 3. Background

- 3.1 The Constituting Agreement (attached) regulates the operations of the Ccommittee, and clause 21 states:

*"All Councils will contribute towards the funding of joint regional waste minimisation initiatives, unless otherwise expressly agreed at the time, shared as follows:*

Councils	Estimated Population *	Population and Funding %
Christchurch	376,700	66.80
Waimakariri	47,600	8.43
Hurunui	11,100	1.96
Selwyn	39,600	7.01
Ashburton	29,400	5.21
Kaikoura	3,800	0.67
Waimate	7,550	1.33
Mackenzie	4,010	0.71
Timaru	44,400	7.88
<b>TOTAL</b>	<b>564,160</b>	<b>100</b>

*2010 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".*

- 3.2 The percentages in clause 21 are used in order to determine each council's proportionate funding contribution towards the committee's \$112,000 budget to fund regional waste minimisation projects.
- 3.3 Population figures across Canterbury have changed since 2011 and it is therefore proposed to update clause 21 by using the June 2018 Statistics New Zealand Subnational Estimates which would result in the following new table to replace the existing one:

**Canterbury Waste Joint Committee  
02 September 2019**



**Item 5**

Councils	Estimated population and funding*	%
Christchurch	388,500	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
Mackenzie	4,670	0.75
Timaru	47,300	7.6
<b>TOTAL</b>	<b>622,490</b>	<b>100</b>

\* June 2018 Statistics New Zealand Subnational Estimates

- 3.4 It is proposed to review population shifts every two years in future, and to report back to the committee.

**Attachments**

No.	Title	Page
A <a href="#">↓</a>	Constituting Agreement	79

**Confirmation of Statutory Compliance**

<p>Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).</p> <p>(a) This report contains:</p> <ul style="list-style-type: none"> <li>(i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and</li> <li>(ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.</li> </ul> <p>(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.</p>
---

**Signatories**

<b>Author</b>	Zefanja Potgieter - Senior Resource Advisor
<b>Approved By</b>	Ross Trotter - Manager Solid Waste Helen Beaumont - Head of Three Waters & Waste Richard Osborne - Acting General Manager City Services

Dated 14 February 2011

**CONSTITUTING AGREEMENT**  
**CANTERBURY WASTE JOINT COMMITTEE**

ASHBURTON DISTRICT 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

**Attachment A**  
**Item 5**

**CONSTITUTING AGREEMENT**

**CANTERBURY WASTE JOINT COMMITTEE**

**DATED:** 2019

**MEMBERS**

**ASHBURTON DISTRICT 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**

The Canterbury Waste Joint Committee is a joint committee under the Local Government Act 2002 with delegated 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 the Constituting Agreement.

A.

**TERMS OF THIS AGREEMENT:**

**EFFECTIVE DATE**

1. This Agreement shall come into effect on 1 July 2011.

**COMMITTEE**

2. Pursuant to clause 30(1) and (5) of Schedule 7 to the Local Government Act 2002 the Councils shall appoint and constitute a joint committee which shall be known as the Canterbury Waste Joint Committee ("the Committee").
3. The Committee shall consist of a maximum of eleven members as follow:
  - (a) three elected members of the Christchurch City Council;
  - (b) eight members made up of one elected member from each of the other Councils.
4. The Committee shall 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 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 shall be members of the Subcommittee. The chairperson of the Subcommittee shall be an elected member of the Committee. In all other respects the composition of the Subcommittee shall 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 other councils to join the Committee on such terms and conditions as are agreed unanimously by the Councils.

**WITHDRAWAL OF COUNCIL**

- 7. A Council may only withdraw from the Committee if that Council has complied with all of its obligations under this Constituting Agreement 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**

- 8. The Councils declare that they have each resolved that the Committee and the 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 Committee and the Subcommittee shall not be discharged under clause 30(7) of Schedule 7 to the Local Government Act 2002.

**QUORUM**

- 9. The quorum for a meeting of the Committee is six members at least one of whom is a member appointed by Christchurch City Council.
- 10. The quorum for a meeting of the Subcommittee shall 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**

- 11. 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.

**Canterbury Waste Joint Committee**  
**02 September 2019**



**CHAIRPERSON AND DEPUTY**

12. The Committee 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**

13. Meetings of the Committee 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 shall be those set out in NZS 9202:2001, "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 9202:2001 the "principal administrative officer" means the Chief Executive of the Christchurch City Council or his delegate.
14. 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.
15. 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 appointing Council.

**VOTING**

16. Notwithstanding anything to the contrary in Model Standing Orders NZS 9202:2001 voting at meetings of the Committee shall be:
- (a) in respect of any matter where the decision relates to the setting of policy and/or a commitment to expenditure:
    - (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) in respect of all other matters, on the basis of one vote per member.
17. To the extent that it may be necessary all of the Councils shall procure an amendment to their standing orders to permit voting on the basis set out in clause 16.

**CASTING VOTE**

18. In all cases where there is an equality of votes the chairperson shall have a casting vote. Where a casting vote is to be exercised the following principles 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;
- (c) the Committee members shall use their best endeavours to avoid use of a casting vote, by obtaining consensus;
- (d) the casting vote shall not to be used unreasonably in favour of any one Council.

**DELEGATIONS**

19. 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) 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;
  - (c) the circumstances in which (if any) the Council can withdraw those delegated functions, duties and powers in whole or in part.

**FUNDING**

20. The annual funding amount for regional waste minimisation will be \$112,000 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.
21. All Councils will contribute towards the funding of joint regional waste minimisation initiatives, unless otherwise expressly agreed at the time, shared as follows:

Councils	Estimated Population *	Population and Funding %
Christchurch	376,700	66.80
Waimakariri	47,800	8.43
Hurunui	11,100	1.98
Selwyn	39,600	7.01
Ashburton	29,400	5.21
Kaikoura	3,800	0.67
Waimate	7,550	1.33
Mackenzie	4,010	0.71

Timaru	44,400	7.85
CRC	-	-
<b>TOTAL</b>	<b>564,160</b>	<b>100</b>

2010 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.

- 22. Each Council 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**

- 23. Christchurch City Council agrees to provide such management, administrative, secretarial and accounting services as the Committee shall reasonably require at no cost to the other Councils. Nothing in this clause shall prevent any Council agreeing to make a contribution towards those costs. For the avoidance of doubt, where Christchurch City Council is directed to source any such services (ie other than from its own staff) the costs incurred shall be recoverable from the Councils under clause 21.

**GOOD FAITH NEGOTIATIONS**

- 24. 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**

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

13/01/2017

**Canterbury Waste Joint Committee**  
**02 September 2019**



**SERVICE OF NOTICES**

28. 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 be deemed to be served if actually received.
29. A notice under clause 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 (P O 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.

**Attachment A**  
**Item 5**

1304837

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**Canterbury Waste Joint Committee  
02 September 2019**



EXECUTED by the Councils on the date set out above

THE COMMON SEAL of )  
ASHBURTON DISTRICT COUNCIL )  
was affixed in the presence of )

\_\_\_\_\_  
\_\_\_\_\_

THE COMMON SEAL of )  
CHRISTCHURCH CITY COUNCIL )  
was affixed in the presence of )

\_\_\_\_\_  
\_\_\_\_\_

THE COMMON SEAL of )  
HURUNUI DISTRICT COUNCIL )  
was affixed in the presence of )

\_\_\_\_\_  
\_\_\_\_\_

THE COMMON SEAL of )  
KAIKOURA DISTRICT COUNCIL )  
was affixed in the presence of )

\_\_\_\_\_  
\_\_\_\_\_

THE COMMON SEAL of )  
MACKENZIE DISTRICT COUNCIL )  
was affixed in the presence of )

\_\_\_\_\_  
\_\_\_\_\_

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**Attachment A Item 5**

**Canterbury Waste Joint Committee  
02 September 2019**



**Attachment A Item 5**

\_\_\_\_\_  
\_\_\_\_\_

THE COMMON SEAL of )  
SELWYN DISTRICT COUNCIL )  
was affixed in the presence of )

\_\_\_\_\_  
\_\_\_\_\_

THE COMMON SEAL of )  
TIMARU DISTRICT COUNCIL )  
was affixed in the presence of )

\_\_\_\_\_  
\_\_\_\_\_

THE COMMON SEAL of )  
WAIMAKARIRI DISTRICT COUNCIL )  
was affixed in the presence of )

\_\_\_\_\_  
\_\_\_\_\_

THE COMMON SEAL of )  
WAIMATE DISTRICT COUNCIL )  
was affixed in the presence of )

\_\_\_\_\_  
\_\_\_\_\_

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## Canterbury Waste Joint Committee OPEN MINUTES

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**Date:** Monday 2 September 2019  
**Time:** 11.20am  
**Venue:** Council Chambers, Civic Offices,  
53 Hereford Street, Christchurch

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**Present**

Chairperson Councillor Glenn Livingstone - Christchurch City Council  
Members Councillor Stuart Barwood - Mackenzie District Council  
Councillor Robbie Brine - Waimakariri District Council  
Councillor Neil Brown - Ashburton District Council  
Councillor Pauline Cotter - Christchurch City Council  
Councillor Mike Davidson - Christchurch City Council  
Councillor Dick Davison - Hurunui District Council  
Councillor Miriam Morton - Waimate District Council  
Councillor Paddy O'Reilly - Timaru District Council

---

**2 September 2019**

Petrea Downey  
Committee Advisor  
941 8999  
petrea.downey@ccc.govt.nz  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

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[www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/](http://www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/)

**Canterbury Waste Joint Committee**  
**02 September 2019**

The agenda was dealt with in the following order.

**1. Apologies****Joint Committee Resolved CJWC/2019/00001**

That the apology for absence from Councillor Miller be accepted.

Councillor Brine/Councillor Cotter

**Carried**

**2. Confirmation of Previous Minutes****Joint Committee Resolved CJWC/2019/00002**

That the minutes of the Canterbury Waste Joint Committee meeting held on Friday, 7 September 2018 be confirmed.

Councillor Morton/Councillor Davidson

**Carried**

**3. 2018/19 Project updates****Committee Comment**

1. The Committee was advised of the Ministry for the Environment consultation 'Proposed Priority Products and Priority Product Stewardship Scheme Guidelines' and decided to submit in support to the proposal, before the consultation closes on 4 October 2019.

**Staff Recommendations**

That the Canterbury Waste Joint Committee receives the information.

**Joint Committee Resolved CJWC/2019/00003**

That the Canterbury Waste Joint Committee:

1. Receives the information.
2. Submit in support of the Ministry for the Environment's Proposed Priority Products and Priority Product Stewardship Scheme Guidelines consultation.

Councillor Livingstone/Councillor Davison

**Carried**

**4. Proposed reports for 2019/20****Staff Recommendations**

That the Canterbury Waste Joint Committee approve funding for the projects set out in the report.

**Joint Committee Resolved CJWC/2019/00004**

That the Canterbury Waste Joint Committee:

1. Receive the tabled report for the AgRecovery Business Case Review.
2. Thank staff for investigating various projects for inclusion.

Councillor Brown/Councillor Barwood

**Carried**

Page 2



**Canterbury Waste Joint Committee**  
**02 September 2019**



**Joint Committee Resolved CJWC/2019/00005**

That the Canterbury Waste Joint Committee:

3. Approve the following project set out in the report - WasteMinz Collaborative Projects Fund - \$7,500

Councillor Brown/Councillor Barwood

**Carried**

**Joint Committee Resolved CJWC/2019/00006**

That the Canterbury Waste Joint Committee:

4. Approve the following project set out in the report - Compostable Food Packaging at Events - \$20,275

Councillor Brown/Councillor Barwood

**Carried**

**Joint Committee Resolved CJWC/2019/00007**

That the Canterbury Waste Joint Committee:

5. Approve the following project set out in the report - RefillNZ - \$21,596

Councillor Brown/Councillor Barwood

**Carried**

**Joint Committee Resolved CJWC/2019/00008**

That the Canterbury Waste Joint Committee:

6. Approve the following project set out in the report - Medsalv - \$11,000

Councillor Brown/Councillor Barwood

**Carried**

**Joint Committee Resolved CJWC/2019/00009**

That the Canterbury Waste Joint Committee:

7. Approve the following project set out in the report - Akaroa French Fest - \$3,738

Councillor Brown/Councillor Barwood

**Carried**

**Joint Committee Resolved CJWC/2019/00010**

That the Canterbury Waste Joint Committee:

8. Approve the following project set out in the tabled report - AgRecovery Business Case Review - \$5,000

Councillor Brown/Councillor Barwood

**Carried**

**Attachments**

- A Canterbury Waste Joint Committee - Tabled Document 2 September 2019 - Project - AgRecovery Business Case Review
- B Canterbury Waste Joint Committee - Tabled Document 2 September 2019 - Unused Single-Use Plastic Bag Collection for Retailers

Councillor Cotter left the meeting at 12.01pm and returned at 12.04pm.

**Canterbury Waste Joint Committee**  
**02 September 2019**



**5. Constituting Agreement - population data updates**

**Joint Committee Resolved CJWC/2019/00011 (Original Staff Recommendation accepted without change)**

That the Canterbury Waste Joint Committee resolves to update clause 21 of the committee's Constituting Agreement in order to more accurately reflect population data for each member council.

Councillor Cotter/Councillor Morton

**Carried**

**Meeting concluded at 12.26pm.**

**CONFIRMED THIS 9<sup>th</sup> DAY OF OCTOBER 2019 BY THE CHAIRPERSON AND ACTING CHIEF EXECUTIVE PURSUANT TO STANDING ORDER 23.4**

**COUNCILLOR GLENN LIVINGSTONE**  
**CHAIRPERSON**

**MARY RICHARDSON**  
**ACTING CHIEF EXECUTIVE**

## 6.2 Waste Minimisation Long Term Contract

**Author:** Ashley Harper, Group Manager Infrastructure  
Ruth Clarke, Waste Minimisation Manager

**Authoriser:** Ashley Harper, Group Manager Infrastructure

### Recommendation

1. That the Infrastructure Committee receive and note this report.
2. That Timaru District Council continues with the joint procurement process with Waimate District Council and Mackenzie District Council.
3. That regional processing of waste materials is approved in order that Waimate and Mackenzie District councils are able to :
  - (a) send their recyclables to the Timaru District Council Materials Recycling Facility
  - (b) send their green waste to the Timaru District Council Composting Facility
  - (c) dispose of their residual waste at the Timaru District Council Redruth landfill
  - (d) approval of (a), (b) & (c) are conditional on each council meeting the relevant waste acceptance criteria as outlined in the Timaru District Council Consolidated Bylaw 2018 Waste Minimisation chapter 14.
4. That the Timaru District Council approves the continuation of the procurement process for a waste minimisation services contract to be entered into for a term of 15 years with a maximum 5-year extension.

### Purpose of Report

- 1 To update Council on the Local Government Act 2002 (LGA) Section 17A review for Waste Minimisation and to acknowledge the waste services contract scope and procurement process, and to seek approval of the term and regional collaboration aspects of recyclables and organic processing and the disposal of residual waste.

### Assessment of Significance

- 2 This contract affects 86% of ratepayers through the targeted rate for kerbside collection and also affects all residents who have access to waste minimisation services. The contract proposes to continue with existing services with minor improvements. The value of the contract over 15 years will be approximately \$100 million. So, even though the contract will be largely business as usual, it is significant due to the large number of ratepayers affected and the large contract value.

### Background

- 3 The current Solid Waste Services Contract 1635 includes the following activities:
  - A three-bin kerbside collection service
  - Operation of a Material Recovery Facility (MRF)

- Operation of the composting facility
  - Operation of the Redruth Resource Recovery Park including the transfer station and waste sorting facility
  - Operation of transfer stations at Temuka, Geraldine and Pleasant Point
  - Operation of the Redruth landfill
  - Marketing and sale of products, such as compost & recyclables
  - Strategic advice, planning and design services for facilities and the landfill.
- 4 Contract 1635 Solid Waste Services started on 1 July 2006 and the 15-year term expires on 30 June 2021. There are no formal provisions for the extension of the contract term. Therefore, it is necessary to run a new procurement exercise in order to seek best value for TDC and its residents. The contract documentation and the waste services procurement process are underway with Morrison Low Ltd providing project management services.
- 5 The waste activities involve the collection from 18,972 properties every week and in total handle approximately 22,000 tonnes of different waste streams per annum. Of this material it is estimated that 60% is recycled. The household kerbside collection services currently have a satisfaction rating of over 90%.
- 6 In total the various facilities handle about 77,000 tonnes of materials of which about 62% is recycled. This figure excludes daily cover and cleanfill handled at Redruth.

## Discussion

### LGA Section 17A Review

#### Overview

- 7 As part of the review of future options for waste minimisation services a Section 17A review was undertaken. A local authority must review “...the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services and performance of regulatory functions.” (S17A, LGA). A Section 17A review is required when the last review was undertaken more than 6 years ago; when the contract is expiring in less than 2 years or where council is proposing a level of service change.
- 8 The Section 17A Review was undertaken jointly with Waimate District Council and Mackenzie District Council as one of the key focus areas was around shared service opportunities as this approach has been successful in other service areas such as roading.
- 9 A workshop with Councillors was held on 25 June 2019. The purpose of this workshop was to:
- Inform Councillors on work to date and the forward programme
  - Seek feedback on waste minimisation levels of service
  - Obtain feedback on the draft Section 17A Review
  - Obtain feedback on the waste services proposed procurement strategy
- 10 Feedback from the workshop was positive with an understanding that council should pursue a regional approach to a long-term waste services contract. A detailed Procurement

Strategy was subsequently developed with key elements of this detailed within the Procurement Process section of this report (paragraphs 26 and 27).

### Section 17A Outcomes and Regional Approach

- 11 The Section 17A review process identified that a joint waste procurement process for the three councils is the preferred option for procuring waste services. This option allows the councils to fully test the market on what type and combination of services will best suit each of the three participating councils. The joint procurement approach gives the respective councils flexibility on what type of waste service they want and how it will be best managed for them, whilst at the same time utilising the potential economies of scale and efficiency savings gained from jointly procurement the services.
- 12 Entering into a joint procurement process should create economies of scale for the contractors resulting in lower costs to the councils, both in terms of collection and processing.
- 13 Under the joint contract arrangements both Waimate and Mackenzie District Councils will:
  - deliver green / food waste to the Timaru District Council Eco-Compost Facility
  - deliver recyclables to the Timaru District Council Materials Recycling Facility
  - continue to dispose of waste to Redruth Landfill
- 14 All three facilities need to be confirmed as a regional facilities in order that Waimate and Mackenzie District councils are able to dispose of their waste materials subject to the following conditions:
  - These materials would be accepted by Timaru District Council at agreed commercial rates as set in the annual fees and charges.
  - That all waste streams meet TDC's acceptance criteria as outlined in the Timaru District Council Consolidated Bylaw 2018 Waste Minimisation Chapter 14.
- 15 The additional tonnages from WDC and MDC will make the facilities potentially more cost effective.

### Contract Scope

- 16 The future contract scope proposes to continue with the current three-bin kerbside collection service comprising:
  - Rubbish: 140L red-lid bin for residual waste collected fortnightly.
  - Recycling: 240L yellow-lid bin for recyclable material collected on alternating fortnights.
  - Organics: 240L green-lid bin for food and green waste collected weekly.
- 17 Alongside this, the contract will investigate a glass collection option.
- 18 Separate glass collections are becoming more popular for new local authority waste contracts. While the collection cost is higher than a fully commingled bin (one bin for all recyclables), there is less contamination and as consequence higher product value, as well as lower MRF maintenance and processing costs. Most separate glass collections use a crate collection methodology, although a few are trialling a mixed glass bin. Increasingly suppliers

are suggesting that crates for glass can be problematic due to heavy weights and manual handling considerations and this is a health and safety issue.

- 19 It is proposed, at a minimum, to continue the same operational functions of all facilities and allow the procurement to seek innovations for improvements. This may mean that the composting facility, which needs capital investment to maintain existing levels of service, is relocated to another Council-owned site if this provides a better outcome.
- 20 Strategic advice, planning and design services will not be required in the new contract as consultants are now engaged for these processes.
- 21 Recyclables and compost marketing and sale of products is a significant risk area. Procurement needs to manage the risk of this more effectively, creating sustainable long-term markets for recycled and processed material. As highlighted in the 2018-2028 LTP, recycling markets are a significant challenge for local authority recycling services in New Zealand. Since the introduction of China's National Sword policy in late 2017, councils have felt the pressure of trying to source sustainable end-markets for recyclables. The policy effectively banned 25 different types of recyclables by setting unachievable minimal contamination levels for the import of these materials. In response to this, countries including Thailand, Malaysia, and Indonesia have increased their capacity for this material. This has given the industry some short-term relief, however, these countries are also beginning to tighten import standards. It is fundamental that this procurement considers how the impact of National Sword can be mitigated, both in the short term and for the duration of the contract.
- 22 A challenge for this procurement will be establishing secure end-markets for the recycled products and compost produced for the duration of the contract term. 'Closing the loop' is a key factor in a successful service. Although it is the supplier's responsibility to source end-markets, ultimately it is a shared risk which needs to be best mitigated by this procurement.

#### Contract Term

- 23 The current 15-year contract term has worked very well. The term of contracts is linked to the capital investment required and the period over which plant will typically last before requiring replacement. It also recognises the expense for both council and the tender market in undertaking procurement processes which are getting more complex and expensive. For collection contracts the contract term has been typically 5 - 7 years and for facilities up to 15 years. These contract terms have been increasing as more capital investment is often being required by councils and there has been a move to more collaborative / partnering arrangements.
- 24 It is proposed that the next contract also be for a contract term of 15 years to enable the contractor achieve cost efficiencies from depreciating collection vehicles and recycling processing equipment over an appropriate term. There will be the provision for a maximum 5-year extension period which may be awarded by council subject to satisfactory performance by the contractor.
- 25 The new contract will encourage innovations and efficiencies that can be further enhanced through the term of the contract, including:

- Innovations in processing and collections to be integrated into the service, i.e. separate glass collections.
- Incorporation of sustainable practices into the service, as well as a new requirement for carbon monitoring and reduction
- Enhanced data management to improve customer service and contract management.
- Partnering / Collaboration - arrangements with contractors that is based upon recognising collaboration and partnering provides greater value to the ratepayers. This aligns well with longer contracts that have specific governance arrangements, the sharing of pain / gain, risk reallocation and shared investment.

### **Procurement Process**

- 26 A two-stage procurement process involving a mandatory Registration of Interest (ROI) and Request for Proposals (RFP) is underway. This process enabled TDC to receive information about innovation and best practice at an early stage with a supplier briefing in October 2019; this information to be included within the RFP documentation.
- 27 The RFP is likely to go out to contractors who engaged in the ROI in early February 2020 with an 8 week submission period. This will allow evaluation in April/May with a recommendation to Council in June to award the Contract. This would allow the contractor a full year for mobilisation with the contract commencing on 1st July 2021.

### **Options and Preferred Option**

#### Regional processing

- 28 Option 1: approve regional processing for Waimate District Council and Mackenzie District Council waste product streams. This is the preferred option offering efficiencies for the processing to defray capital costs against higher volumes. It supports regional collaboration.
- 29 Option 2: approve regional processing for the organics and recycling waste streams only.
- 30 Option 3: limit use of facilities to Timaru District use only. This option is not recommended.

#### Term of contract

- 31 Option 1: offer a shorter term than 15-years. This is not preferred as the current term has been successful and is preferred by contractors.
- 32 Option 2: offer a 15-year term with no extension.
- 33 Option 3: offer a 15-year term with an extension of up to 5 years. This is the preferred option as it allows some flexibility at the end of contract for benefiting Council and contractor and picking an appropriate time to complete the new procurement process.

### **Consultation**

- 34 Morrison Low staff have liaised with staff from Timaru District Council, Waimate District Council and Mackenzie District Council. Staff are to liaise with their councils respectively.

### **Relevant Legislation, Council Policy and Plans**

- 35 The waste services procurement will enable the continuation of the comprehensive waste minimisation services as outlined in the TDC Waste Management and Minimisation Plan.



**Financial and Funding Implications**

- 36 The current waste services contract has a total value of approximately \$6.6 million, \$2.6 million for kerbside and \$4 million for other services. These services are funded through a combination of a targeted rate for the kerbside collection and fees and charges collected at the transfer stations.

**Other Considerations**

- 37 There are no other considerations.

**Attachments**

**Nil**

**7 Consideration of Urgent Business Items**

**8 Consideration of Minor Nature Matters**