



ATTACHMENTS
UNDER SEPARATE COVER
Extraordinary Council Meeting
4 June 2019

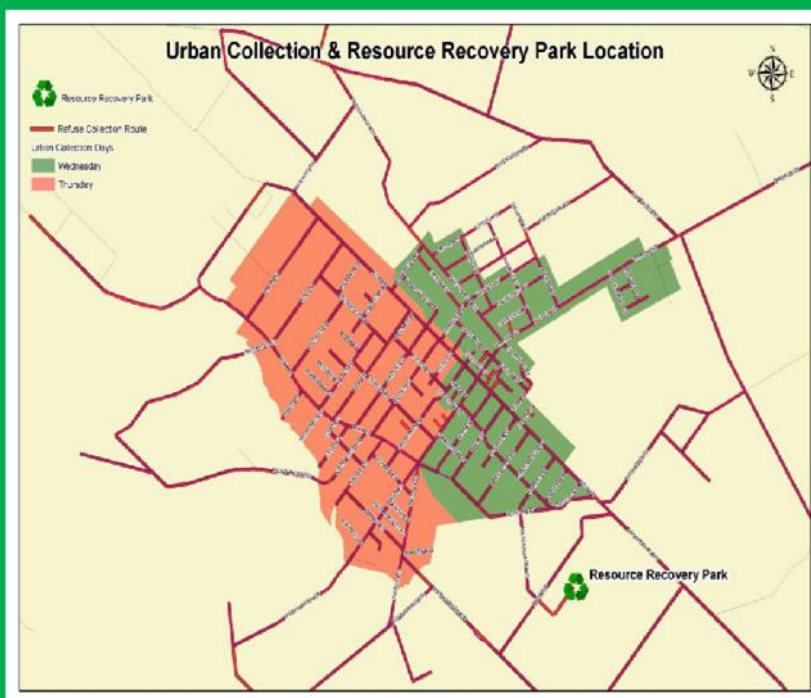
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WAIMATE DISTRICT'S WASTE MINIMISATION SERVICES

Waste Management and Minimisation Plan 2018-2028



PLAN STATUS/DOCUMENT CONTROL

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EXECUTIVE SUMMARY

The Waimate District Waste Management and Minimisation Plan (WMMP) covers the 10 year period from 1 July 2018-June 2028. It outlines the services provided, strategic direction, and levels of service as well as highlighting the big issues that need to be addressed over the 10 year period.

The WMMP is organised in two parts:

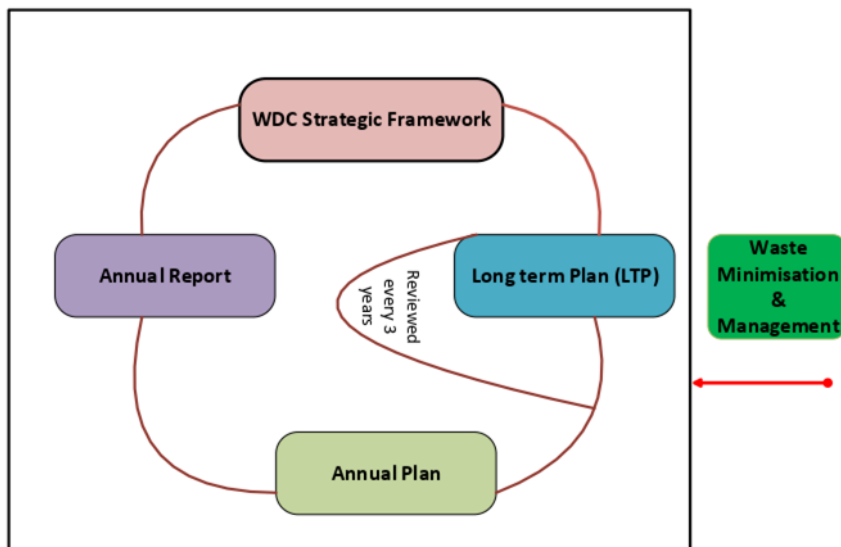
- Part A - provides the overview of the Waste Minimisation Activity and describes the general practices, issues and planned approaches that apply to the activity.
- Part B - provides the specific details on the assets, issues and completed/future works in each area of the activity.

PART A PLAN FORMAT AND LINKAGES

This plan brings together in one place the Council's strategic approach to the delivery of this activity which then forms part of the Council's Long Term Plan.

The Long Term Plan is the document and process whereby the Council reaches agreement with the community about the strategic direction and priorities for all Council activities. It demonstrates how the services contribute to achieving the community outcomes both the community and Council are working towards for our district.

The diagram below illustrates where Activity Management Plans fit in the Council's long term planning cycle. While the Activity Management Plans are formally reviewed every three years, they are working documents which are updated to reflect changes impacting on the activity as they occur.



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Part A

The WMMP is circumscribed by pertinent provisions of legislation, policies and plans that govern the provision of waste services, such as the Waste Minimisation Act 2008, the Resource Management Act, the Local Government Act and the Health Act, among others.

WDC, through its Asset Group Unit, collaborates with groups who have various roles relevant to the effective delivery of waste minimisation services. Internally, these are the corporate planning and finance units, transport unit, district planning, building unit, the regulatory services group, IT unit and customer services.

Externally, WDC collaborates with Canterbury Councils through the Canterbury Waste Joint Committee in shared waste minimisation activity, groups providing national programmes, Environment Canterbury, and WDC's work/service contractors.

WDC delivers waste minimisation services for urban and rural customers. It considers individuals and/or groups who use WDC's waste minimisation services as stakeholders in the activity due to the interests they represent as consumers, regulators or as advocates for the environment and other socio-cultural concerns. These include Waimate District residents, ratepayers and visitors, local industries and businesses, community groups, civic organisations and Te Rūnanga o Waihao and Te Rūnanga o Arowhenua.

The Service We Provide

There are a range of waste minimisation activities being managed by WDC consisting of:

- 2-bin kerbside collection
- Transfer station
- Reduction – Love Food Hate Waste
- Reuse – RRP shop
- Recycling – via Recycling sorting facilities at the RRP
- Recovery – Mulching, oil recovery
- Disposal – Waste transported to Redruth landfill.
- Community – Waste minimisation information and education for household and schools and participation in national programmes

This WMMP is guided by the strategic direction set out in the Waimate District's Long Term Plan 2018-2028 Vision, Outcomes and Priorities. The WMMP contributes to the WDC's aims to reduce the amount of waste being disposed to landfill.

WDC commits to provide the following Levels of Service:

- Convenient and accessible waste management services.
- Council manages the waste management services wisely.

- Public information and programmes promote waste minimisation and appropriate sorting of waste.

The WMMP considered that the following key issues have an impact on the delivery of waste services and will address these to achieve levels of service commitments:

- Changes in national and regional plans/policies.
- Increase in product stewardship.
- Recycling & recovery opportunities.

The Assets We Own

Current practices in managing the Waste Minimisation Activity were assessed by the Water and Waste Manager. Issues were identified and activities to achieve the aspired level of practice are summarised in the WMMP Improvement Plan.

The team responsible to deliver the service is comprised of staff of the WDC's Asset Group. The team looks after an asset base consisting of:

- 8 Closed landfills
- 8 Rural Recycling Drop-off points
- 1 transfer station
- 1 mulching facility
- 1 material recovery facility
- 1 reuse shop

Activity Management covers the following:

Asset Lifecycle Management

Operational planning is largely carried out through contract meetings. Maintenance planning is carried out by WDC staff in conjunction with contractors. The aim of WDC staff is to identify the preventative maintenance requirements of the assets, and organise the reactive maintenance, so that the work is carried out in a cost effective and timely manner. WDC staff input data into AssetFinda to enable this.

Planning for asset upgrading and building/acquiring new assets is usually driven by the need to address growth in demand, to maintain environmental compliance, or respond to other significant issues.

Future Growth and Demand

WDC's goal in managing demand is to deliver the agreed Levels of Service through strategies that are appropriate to the requirements of each activity. Details are in Part B on strategies for managing demand by activity.

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In general, WDC considered the following as the major drivers of demand for waste minimisation services in the District: a) population and household changes b) potential product stewardship demands c) climate change d) resource consents and other policy requirements and e) increasing demand for large businesses to comply with international standards.

Risk Management

A Risk Management Framework needs to be adopted for this Activity and is in the [Improvement Plan](#). Current risk assessment is informal.

For the current WMMP period, the following risks remain as priority concerns in managing our waste services: a) consent compliance b) operational risks c) financial d) waste levy compliance e) natural disasters f) climate change g) waste diversion/waste flight.

Most of the treatments for these risks are already existing business practices. Specific details on risks and treatments associated with waste activities are provided in Part B.

Part B identifies the assets associated with individual waste activities and how they are managed. All major plant and assets have been rated informally for serviceability. The Asset Group needs to develop better information for assets and input into the AssetFinda in the asset renewal criteria.

Information Management

Information management for waste minimisation services covers asset data management and customer service information. Information is collected, processed, stored and maintained within various systems that make up the information network as described below. Some component systems are interfaced to facilitate data accessibility, validation, analysis and reporting. The following are the component systems of the network: a) Asset Information Management System (AIMS) using AssetFinda Software b) Geographic Information System (GIS).

Work Programme and Financial Summary

The Financial Projections in this WMMP are anchored on WDC's corporate Financial Strategy contained in the 2018-2028 Long Term Plan. The Financial Strategy states WDC must manage its finances prudently, while sustainably promoting the current and future interest of the community.

The kerbside collection services are funded by a targeted rate to the users. Operational services are funded by revenue from disposal fees and charges, general rates and any interest or dividends that may be allocated by Council.

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As indicated in Section 6 Planning Assumptions of this WMMP, cost estimates for the waste activity budget projections are based on current year dollar value and do not include inflation.

Improvement Programme

The Improvement Plan in Section 7, referenced throughout the document, highlights the actions required to improve the activity, allocates budget required and assigns tasks.

Part B Activity and Asset Management Practices

Part B discusses activity/asset management. It provides a detailed description of the assets in each area of waste minimisation activity, categorised into Part B.1 and B.2.

Part B.1 summarises infrastructure districtwide: 1) Kerbside Collection 2) Transfer Station 3) Private Waste Collection and, Part B.2 describes activity by Waste Hierarchy 1) Reduction 2) Reuse 3) Recycling 4) Recovery 5) Treatment 6) Disposal 7) Community Participation, Information, Public Places and Events.

Part B outlines the issues to be addressed within the WMMP period.

Part B.1 Infrastructure District-wide

B1.1 Kerbside Collection

Council provides a two-bin kerbside collection service to all urban areas and some rural areas - mainly on collection routes between the township. 80L wheelie bins, official plastic bags and recycling crates in urban area are picked up weekly and 240L wheelie bins in rural areas are picked up fortnightly.

The following issues are for priority attention within the next ten years:

1. Introduce the 3-bin collection service
2. Increase the diversion of recycling
3. Investigate separate glass collection

The estimated budget requirement for future works for the kerbside collection activity is \$676,450 including commencing of kerbside 3-bin system, public place recycling and refuse facilities and bin renewals for the first 3-year implementation of the WMMP.

B1.2 Transfer Station

One transfer station, in the Waimate Resource Recovery Park, incorporates extensive facilities for the drop-off of waste and a range of reusable, recyclable or recoverable items. Materials are transported to Redruth or elsewhere for processing or disposal.

Household recyclables are collected through the kerbside collection, via drop-off to the transfer station or brought from country drop-off points and processed at the Materials Recovery Facility. Eight rural- drop-offs are provided to collect recyclable form country sites.

The following issues are for priority attention within the next ten years:

1. Install waste compactor
2. Install weighbridge
3. Consider waste audit in transfer station.

The estimated budget requirement for future capital works for the transfer station activity is \$285,000 for the first 3-year implementation of the WMMP, with major items being the installation of the waste compactor and weighbridge at the RRP.

B1.3 Private Waste Collection

These companies provide services to customers:

- Where waste quantities exceed the capacity of the Council kerbside collection,
- In areas not serviced by the Council kerbside collection service, and
- Where a more frequent service is required compared to the Council service.

There are no significant issues identified, however, the proposed additional business resourcing has the capacity to improve diversion.

Part B.2 WMMP by Activity

B2.1 Reduction

The aim of this activity is to reduce waste through education and specific programmes. \$1,138 and \$1,638 will be added to the budget for each new programmes respectively: Sustainable Living Programme and Waste Free Living Course and Waste Free Parenting Course from 2019/20. The activity is expected to remain unchanged within the WMMP period.

B2.2 Reuse

Council supports the retail of reusable items by contracting Metallic Sweeping Limited to provide the collection of goods at transfer station, to operate the retail shop.

B2.3 Recycling

A range of other recyclable materials are collected at eight rural drop-off facilities and transported to RRP for recycling.

The following issues are for priority attention within the next ten years:

1. Investigate options to install public place recycling facilities in highly used public areas.
2. Provide a large recycling container eg.240L bin to increase diversion of recycling.

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3. Investigate options for mixed recyclables in wheelie bins.
4. Investigate options for glass only collection.
5. Investigate options for scrap dismantling to improve recycling activity.
6. Investigate options for mixed plastics.

B2.4 Recovery

Garden waste is mulched at the RRP mulching facility. A drop-off facility for domestic quantities of waste oil is provided at the transfer station. The estimated budget requirement for future capital works for the waste recovery activity is \$45,000 for the first 3-year implementation of the WMMP, with major item being the processing of the green/food waste.

The following issues are for priority attention within the next ten years:

1. Provide a large organics container eg 240 litre bin to increase diversion of green waste and potentially food waste.
2. Consider inclusion of food waste in green bin service.
3. Investigate and implement options for timber recovery to reduce waste to landfill.
4. Investigate transport of green waste to Redruth for processing.
5. Investigate and implement options for licensing gib.
6. Audit mulch quality.
7. Evaluate green waste storage area and options.

B2.5 Treatment

Waimate Council does not provide a hazardous waste collection point at the transfer station for household quantities of hazardous material. Customers are directed to take small quantities to Timaru.

The following issues are for priority attention within the next ten years:

1. Investigate options to refer customers taking hazardous waste to Timaru.
2. Subsidise Environment Canterbury's chemical collections.

B2.6 Disposal

Council transports waste to landfill at Redruth, Timaru for the disposal of solid waste.

The following issues are for priority attention within the next ten years:

1. Install compactor to reduce transportation cost of waste to Redruth.
2. Install weighbridge to gather data of quantities of incoming waste at the transfer station.

B2.7 Community Participation, Information, Public Places and Events

Support offered by Asset Group staff for zero waste events and public place collection extends opportunities to the public to minimise waste in arenas outside their home.

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The issue is that demand is increasing and is expected to continue to increase within the WMMP period. This activity relies on internal staffing and capacity for increased demand is limited.

PART A – OVERVIEW AND GENERAL INFORMATION



1 INTRODUCTION

1.1 ABOUT THIS PLAN

Purpose

The purpose of this plan is to provide a framework for the delivery of waste minimisation services over the next ten years. It includes a range of information about the activity, including background information, levels of service to be provided, asset management information, operating and capital work programmes, performance information and how this plan will be improved in the future.

This plan brings together the Council's strategic approach to the delivery of this activity which then forms part of the Council's Long Term Plan.

Staff completed a detailed analysis of appropriate asset management practice, examined asset description, levels of service, managing growth, risk management, asset lifecycle decision making, financial forecasts, planning assumptions and confidence levels, improvement programmes, use of qualified persons and Council commitment to asset management planning.

This WMMP will provide the Council with a planning and strategy approach to managing the waste for the District while also ensuring legislative compliance with the WMA. The WMMP must go through the special consultative procedure (SCP) prior to adoption by Council.

Compliance with Waste Minimisation Act

A waste assessment is required to precede each six-yearly review (WMA s51), and a waste assessment was completed in 2019. The Executive Summary from the Waste Assessment 2019 is included in Part 1 Appendices: Appendix 1. The approved waste assessment was sent to the Medical Officer of Health for comment. While the Council may or may not make changes as a result of a review, any change to the plan will be subject to the special consultative procedure as required in s44(e).

The 2019 Waste Assessment and the subsequent WMMP review will meet the requirements under the WMA for a formal review on a 6-yearly basis.

WMMP Format and Improvements

The WMMP is organised into two main parts to make it easy for any reader to locate the information they require; and for asset managers/decision-makers/stakeholders to easily identify how specific concerns of individual waste activities relate to the broader objectives of managing the Council's entire waste minimisation activity.

- Part A provides the overview of the Activity describing the general practices, issues and planned approaches that apply to all the waste minimisation activities.

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- Part B provides the specific details on the assets, issues and completed/future works of individual waste activities.

1.2 ABOUT THIS ACTIVITY

The WDC Asset Group Unit provides safe and effective collection, recycling, recovery and disposal services for the district.

In particular, Council will provide the following services:

- Transfer Station facility at the end of Racecourse Road, Waimate
- Monitoring and management of Closed Landfills
- A retail shop for reusable materials
- A scrap metal recycling site
- A kerbside collection service to urban and some rural properties for recycling and rubbish
- 8 rural drop-offs for recyclables.
- Zero Waste public events, resources and support
- Recycling and mulching facilities
- Escrap drop-off
- Information and education resources for public and schools
- Participation in national education programmes:
 - EnviroSchools (2014)
 - Paper for Trees (2010)
 - Love Food Hate Waste (2016)
- Management and administration of the above services.

A more detailed description of the activities is in the following table.

WASTE ACTIVITY	HIERARCHY	DISTRICT	PURPOSE	DESCRIPTION
Kerbside Collection	Recycle, Recover, Disposal	All urban areas, some rural areas	To provide safe and regular collection of household waste	Council provides a two-bin collection service for rubbish (80-litre bin, official 12kg plastic bag in urban areas, 240-litre wheelie bin fortnightly in rural areas) and recyclables (240-litre bin fortnightly in rural areas, recycling crate weekly in urban areas). As of 30 June 2018, there were 1,603 (80L), 1,032, (240L) rubbish (605) and recycling (427) wheelie bins and 1,821 (60L) recycling crates in use. Annual growth for allocation of bins is on average 4% per annum.
Transfer Station	Reuse, Recycle, Recover, Disposal	Waimate	To provide drop-off facilities for a range of materials.	Transfer station is a facility for the drop-off of waste and a range of recyclable and recoverable materials. 8 rural drop-offs for collecting recyclables.
Reduce	Reduce	Districtwide	To provide programmes which reduce waste.	Programmes include a school education programme and LoveFoodHateWaste.
Reuse	Reuse	Retail shop at transfer station, Waimate	To enable reuse of materials.	The shop sells reusable materials collected at transfer station. Council may need to review contract for upgrading and proper management of reuse shop.

WASE ACTIVITY	HIERARCHY	DISTRICT	PURPOSE	DESCRIPTION
Recycle	Recycle	Facility at transfer station, Waimate	To process household recyclables.	The Materials Recovery Facility recycles cardboard, paper, steel and aluminium cans, and plastic containers for sale as recyclable commodity items.
Recover	Recover	Facility at transfer station, Waimate	To process green waste	The Mulching Facility processes garden waste to produce mulch for sale to the domestic and agricultural sectors.
Treatment		Waimate,		A waste oil drop-off is offered at the transfer station.
Disposal	Disposal	Redruth Landfill, Timaru	To safely dispose of waste	WDC waste is delivered to Redruth Landfill which is an A-grade landfill which accepts waste for disposal.

1.3 ACTIVITY FIT

Waste management activity fits within the asset group as shown in the table below.

Group	Activities within Group
Organization and Governance	Central Administration, Community Representation, Investments and Finance Strategy.
Community Facilities	Camping, Cemeteries, Event Centre, Parks and Public Spaces, Property and Swimming Pool.
District Planning and Regulatory Services	Environmental Services, Building Control, Animal Management and Resources Management.
Community Services	Community Support, Economic Development and Promotions, Emergency Management and Library.
Roads and Footpaths	Roads and Footpaths
Waste Management	Waste Management
Sewerage	Sewerage
Stormwater	Stormwater
Water Supply	Urban and Rural Water Supply

1.4 KEY STAKEHOLDERS/CUSTOMERS

Within WDC, the Asset Group Unit, as the primary unit responsible for waste activity, reports to and liaises with the District Infrastructure Committee (DIC) on governance and policy concerns requiring resolution or approval at the Council Committee level. The DIC is composed of elected members of the Council.

Internally, the Asset Group collaborates with other groups for their various roles relevant to the effective delivery of waste services, including District Infrastructure Committee and Canterbury Waste Joint Standing Committee.

The Council also maintains relationships with Environment Canterbury for coordination and guidance in complying with resource consents.

Works and/or services contracting is a service delivery modality used by WDC for major waste infrastructure projects. Relationship with contractors is key to the Council, and regular liaison with these groups helps ensure effective and efficient delivery of services.

Stakeholders

The Key Stakeholders are those people or organisations who have a direct or indirect interest in the Activity due to the interests they represent as consumers, regulators or as advocates for the environment and other socio-cultural concerns. Major stakeholders for the waste minimisation activity are as follows:

Group/Organisation	Nature of Relationship –main interest	Key Contact (incl. details)
EXTERNAL		
Residents and ratepayers	Public health and safety, service reliability, environment, cost	Via Customer Services
Local industries, e.g. • Food Processors	Public health and safety, service reliability, environment, cost	Contact via Asset Group Unit
Local businesses, e.g. • Users of kerbside collection • Businesses requiring waste disposal or recycling	Public health and safety, service reliability, environment, cost	Contact via Asset Group Unit
Community facilities • Schools • Medical facilities • Public places	Public health and safety, service reliability, environment, cost	Contact via Asset Group Unit
Metallic Sweeping Limited	Main contractor for waste management and minimisation services	The Chief Executive PO Box, 29327 Christchurch

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Group/Organisation	Nature of Relationship –main interest	Key Contact (incl. details)
Mackenzie District Council	Neighbouring local authority Member of CWJC	The Chief Executive PO Box 52 Fairlie
Timaru District Council	Neighbouring local authority owns Redruth Landfill, Member of CWJC	The Chief Executive Officer PO Box, 522 Timaru
Environment Canterbury	Regulatory role in monitoring sites	The Chief Executive PO Box 345, Christchurch
Ministry for the Environment	Administration and Implementation of the Waste Minimisation Act	The Chief Executive PO Box 10362, Wellington
Waste Management Institute of NZ	Liaison role Contractor for TDC waste services provider.	The Executive Officer PO Box 305426, Triton Plaza Auckland 0757
Local Government NZ	Liaison role	Local Government NZ PO Box 1214, Wellington
Government agencies <ul style="list-style-type: none"> Ministry of Health Office of the Auditor General Audit New Zealand 	Public health and safety, service reliability, environment, cost	Medical Officer of Health Community and Public Health Board PO Box 510 Timaru
Te Rūnanga o Waihao and Te Rūnanga o Arowhenua.	Environment, cultural, heritage	Manager 26 Main Road, 10 RD, Waimate

1.5 WHY IS COUNCIL INVOLVED

The vision for the Waimate district Council is “Leading our communities towards a diverse, thriving and sustainable district.”

There are four community outcomes that council aims to achieve and Waste Management has primary and secondary contributions through its inputs as summarised in the table below.

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Table 1: Activity Contribution to Outcomes

Thriving community		Safe and Healthy People		Sustainable District and Environment		Active, Diverse and Supportive Community	
Primary	Secondary	Primary	Secondary	Primary	Secondary	Primary	Secondary

Waimate District Council, is responsible for delivering a wide range of essential services and activities including water supply, sewage treatment and disposal, waste management, roads and footpaths, parks and reserves, the library, building control and animal management within the District. Waimate District Council is like most councils around New Zealand who are finding that they need to renew aged infrastructure (mainly pipes and roads) and having to wrestle with how they can afford to do so. Council has identified following four challenges and priority areas it believes are essential to enable it to work towards the Vision and Community Outcomes.

1. Infrastructure
2. Water
3. Rates
4. Positive future

The activity contribution to outcomes related to waste minimisation, what will be done and the corresponding management measures are given below.

Infrastructure- Infrastructure requirements will meet in the most affordable way by replacing what is deteriorating and planning well for the future to maximise the assets council has.

Rates- Keeping rates affordable in the face of some costly projects. Council will increase the debt so that council can spread the cost of these projects over a longer period of time. This will help reduce the impact on rates in the coming years and share the cost over current and future ratepayers.

Council has planned to make two significant changes to the policy. Council proposes to change the funding basis of the "Waste Management - Collection" activity. Instead of basing the charge on rateable properties, Council proposes to rate on the basis of 'separately used or inhabited part' (SUIP), or where a service is received when SUIP doesn't apply. This means Council will effectively be rating based on the number of dwellings per title. For example, a commercial building under one title with three separate businesses, each receiving a recycling bin, will now be rated for three recycling collection services, rather than just rating for one

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because it is one title. Council believes this is fairer to all ratepayers. Similarly, a farm under one title with five separate dwellings will now be rated for five resource recovery drop-off services because all five dwellings can use this service.

Positive future - Looking to a positive future. Council is looking at ways to boost the economic future and attract more residents and visitors to the district.

1.6 ACTIVITY CONTRIBUTION TO OUTCOMES

The table below shows the activity contribution to outcomes, what will be done and the corresponding management measures.

Table 1: Activity Contribution to Outcomes

VISION	COMMUNITY OUTCOMES	ACTIVITY CONTRIBUTION TO OUTCOMES	PRIORITY AREA SERVICE STATEMENT (WHAT WILL BE DONE)	MANAGEMENT MEASURES (HOW IT WILL BE DONE)
Leading our communities towards a diverse, thriving and sustainable district."	Thriving community	-A district that provides infrastructure for economic activity -A district that encourages development - A district that actively promotes itself and its businesses	Ensure plans are in place for emergency situations for waste disposal	Compliance with Waste Minimisation Act.
	Safe and Healthy People	- A place where people are safe in their homes, work and public spaces. - Our services, infrastructure and environment enhance quality of life.	Provide waste services to district communities	Compliance with resource consents through monitoring.
	Sustainable District and Environment	-A district that is enhanced through sustainable and diverse development. - Our heritage is valued and protected - We value the natural environment, biodiversity and landscapes.	Ensure a high level of satisfaction with kerbside collection and other services.	Monitoring of contract delivery
	Active, Diverse and Supportive Community.	- All people are encouraged to participate in our democratic processes. - District assets provide recreation and leisure choice	Plan for waste infrastructure to meet future community needs	Waste services infrastructure renewals and upgrades

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VISION	COMMUNITY OUTCOMES	ACTIVITY CONTRIBUTION TO OUTCOMES	PRIORITY AREA SERVICE STATEMENT (WHAT WILL BE DONE)	MANAGEMENT MEASURES (HOW IT WILL BE DONE)
		- We celebrate and support the good things about our community.		

1.7 WASTE MINIMISATION VISION, GOALS AND OBJECTIVES

1.7.1 WASTE MINIMISATION VISION

The Waimate District Council's vision for waste management and minimisation is:

"A sustainable community that is able to reuse, recycle and recover discarded resources and minimise residual waste to landfill, while ensuring protection of public health and the environment."

1.7.2 ZERO WASTE

In 1999, Council adopted an aspirational target of zero waste to landfill by 2015. The zero waste target was part of a national movement to help improve waste minimisation practices for New Zealand.

1.7.3 WMMP GOALS AND OBJECTIVES

In considering the Waste Minimisation Act, the NZ Waste Strategy goals and the target for Zero Waste, there will be limitations such as resources, financial and practical implementation that will restrict the ability of the Council to "reducing effects" or "improving efficiency". Therefore, zero waste goal of the 2018-2028 WMMP is to maximise opportunities to reduce waste to landfill.

Goal 1: Protection of public health from waste.

Objective 1.1: Ensure health and safety risks are either eliminated, reduced, isolated or mitigated.

Goal 2: Protection of the environment from waste.

Objective 2.1: Ensure environmental risks are either eliminated, reduced, isolated or mitigated.

Objective 1.1 and 2.1

Category	Methods	1.1	2.1
Collection	Provide regular kerbside collection of waste to urban centres and nominated routes.	✓	✓
	Provide wheelie bins for waste collection.	✓	✓
	Provide a transfer station for public to take waste to in compliance with legislative requirements.	✓	✓
	Provide public place recycling bins and collection.	✓	✓
Reduction	Provide assistance to residents, businesses and community groups on how to minimise waste.	✓	✓
Reuse	Ensure that goods and items reused are safe for use.	✓	
	Provide services for the collection, drop-off and sale of reusable items.		✓
Recycling	Provide a range of facilities for recycling drop-off including <ul style="list-style-type: none"> • scrap metal • scrap • recycling 	✓	✓
	Provide sorting facility for recyclable materials.	✓	✓
	Ensure that recycling and processing of collected commodities is undertaken in a manner not detrimental to human health.	✓	✓
Recovery	Ensure that health and safety information is provided for mulch sold.	✓	
	Provide mulch facility in compliance with resource consents.	✓	✓
	Provide oil drop-off sites.		✓
Treatment	Ensure that any treatment of waste including stabilisation of waste before landfilling is not detrimental to human health.	✓	✓
Disposal	Dispose waste to a landfill safely in compliance with legislative requirements.	✓	✓
	Monitor closed landfill sites.		✓

Category	Methods	1.1	2.1
General	Monitor all resource consents for compliance.		✓
	Make improvements where necessary to reduce environmental risks.		✓
	WDC has a health and safety management system for all activities including WMU.	✓	
	Incorporate environmental management requirements into contract documents		✓
	Utilise contractors who have a health and safety/environmental management system as a priority to reduce harm to their staff and protect the environment.	✓	✓
	The contractor providing waste services must report monthly to WDC on any exceptions.	✓	✓
	Complaints regarding refuse and recycling will be recorded by WDC and the contractor and acted on within 48 hours.	✓	✓
	Utilise the Waimate District Consolidated Bylaw 2008 as necessary for protection of health and environment.	✓	✓
	Provide the public with information on health, safety and environmental issues.	✓	✓
	Have in place an environmental management system for all waste minimisation services to ensure compliance with the Resource Management Act.		✓

Goal 3: Provide effective and efficient waste minimisation services in a sustainable manner.

Objective 3.1: Achieve effective services

Category	Methods
General	Minimise waste disposed of to landfill and maximise materials diverted from landfill.
	Consider new methods, systems, innovation and new technologies to improve waste minimisation.
	Establish benchmark values and measure trends.
	Monitor and record performance measures.
	Measure levels of service and community satisfaction.
	Provide services to meet the requirements of the community and legislative requirements.

Category	Methods
	<p>Provide the community with information and feedback on waste minimisation services.</p> <p>Use bylaws where appropriate to facilitate waste minimisation.</p> <p>Perform waste audits to assess waste composition.</p>

Objective 3.2: Achieve efficient services

Category	Methods
General	<p>Contract services by competitive tender where nominated by Council.</p> <p>Monitor and review the costs, utilisation and benefits of services.</p> <p>Consider innovation and new technologies for improved efficiency taking into consideration cost and benefits.</p> <p>Foster on-going improvement and innovation.</p> <p>Measure missed services for the kerbside collection.</p> <p>Measure contamination levels from waste minimisation activities.</p> <p>Inform the community on what to do and provide feedback on waste minimisation services.</p>

Objective 3.3: Progress sustainable concepts

Category	Methods
Economic	<p>Set budgets that are affordable for the community, taking into consideration costs over variable terms.</p> <p>Utilise economic tools to encourage waste minimisation.</p> <p>Achieve efficient waste minimisation services.</p>
Environment	<p>Achieve objective 2.</p> <p>Recover organic materials from landfill reducing greenhouse gas emissions</p> <p>Achieve objective 1.</p>
Social	<p>Provide levels of service that the majority of the community is satisfied with.</p> <p>Provide education about resource recovery to the community</p> <p>Promote use of local people and resources for waste minimisation services.</p> <p>Promote further opportunity for potential job creation and industry development.</p> <p>Liaise with local Te Rūnanga o Waihao and Te Rūnanga o Arowhenua to identify concerns, issues and opportunities with regard to waste minimisation.</p>
Cultural	

1.7.4 ACTIVITY CONTRIBUTION TO EFFECTIVE SERVICES

Methods for achieving effective waste minimisation are listed in the table on the previous page for Goal 3.1

Council has set targets for the LTP performance measures with the aim of increasing efficiency for existing waste minimisation activity.

To increase waste minimisation effectiveness, Council does lobby government and participate in increasing national drivers/programmes for waste minimisation.

Benchmark Values and Trends

Council measures and records some of the tonnes of waste being collected, reused, recycled, recovered, treated and disposed of to the Redruth landfill to measure the overall effectiveness of waste minimisation activities. The proposed installation of weighbridge will improve overall data collection. It is more difficult to determine the quantities being reduced as this information is usually retained in private premises, therefore, this parameter will not be measured.

Council is considering benchmark values measures against historic values already achieved. There is currently no formal national waste minimisation benchmarking process for the Council to compare itself against the performance of similar sized authorities. Average weights of rubbish, recycling and organic bins can be found in Part B.1.1 Kerbside Collection.

1.7.5 ACTIVITY CONTRIBUTION TO EFFICIENT SERVICES

Methods for achieving effective waste minimisation are listed in the table above for Goal 3.2. Council has been audited for its collection and spending of the waste levy.

Data that will be recorded to measure efficiency is listed in Part B for each activity.

Issues

Recycling Plastics

The public put a range of plastic waste materials into their bins which have recycling logos on them, which are currently not able to be recycled. These logos were instituted by the Plastics industries to identify plastic polymers – not for public education. The logos are not synonymous with an ability to be recycled in any given Council region. Development of markets and cost-effective sorting and processing systems are required to improve the recycling rate.

1.7.6 ACTIVITY CONTRIBUTION TO ENVIRONMENTAL PROTECTION

The methods for achieving environmental protection are outlined previously in Section 1.7.3.

Resource Consents

Refer to B2.6 Disposal for detailed information on consents for 8 closed landfills. Consents are monitored for the Closed Landfills and the Transfer Station. Monitoring records are maintained in the AssetFinda database management system.

Environmental effects are identified in the annual monitoring report for Environment Canterbury required by the resource consents. Recommended actions to mitigate effects and improve compliance are subsequently implemented.

Improvements

Investigate and implement an Environmental Management System for Waste Minimisation sites, if required, as part of the Improvement Plan.

1.7.7 GUIDING PRINCIPLES

It is necessary to have guiding principles to guide the development of the waste minimisation plan, in conjunction with national and global waste management requirements.

1. Commitment of the Mayor, Councillors and Waimate District Council staff towards excellence in Waste Minimisation.
2. That the Council recognises its global responsibility through the relevant principles from the United Nations Agenda 21.
3. Utilise the integrated waste management methods of: Reduce, Reuse, Recycle, Recover, Treatment and Disposal.
4. That waste management methods are developed to ensure ecologically sustainable development.
5. To change the mindset of “rubbish” as a throwaway material, so that it will be considered a resource with further beneficial use.
6. That, where appropriate, resource materials are utilised for local benefit wherever possible.
7. That manufacturers and waste generators recognise the life cycle impacts of their waste.
8. Promote and encourage open and public discussion along with community consultation.
9. Consult with Te Rūnanga o Waihao and Te Rūnanga o Arowhenua to identify values.
10. That performance indicators are developed to monitor and review the waste plan.

11. That the true costs for waste management are identified which include economic, environmental, cultural and social costs.
12. That waste generators will have to progressively pay the true costs for disposing of waste.
13. That incentives or assistance may be considered to encourage reduction of waste and separation of materials.
14. That the principle of continuous improvement be applied to attaining high environmental standards.
15. That each individual has a duty of care for the Waimate District.
16. Support regional or national approaches to Waste Minimisation and incorporate regional or national initiatives when appropriate.

1.8 TEN YEAR CHALLENGES AND PRIORITIES

The following is a summary of identified challenges and priorities that will impact on the activities will impact on WDC's waste activity in this WMMP period. Their significance at an operational level has been assessed with details provided in Part B under Summary of Issues for each activity.

1	Reduction of organics to landfill
	Council will propose to provide a better collection service and increased education.
2	Waste minimisation
	Council understands the requirement to provide improved services and increased education.

1.9 SERVICE DELIVERY

WDC uses contractors for service delivery.

Contract No.	Description	Contractor	Annual value	Term	End Date
CS/09/217	Solid Waste Management	Metallic Sweeping Ltd	\$722,477	5 years	31/10/2020
CS/15/2	Waimate Street Cleaning (Includes emptying street litter bins and supply liners)	Trevor Joyce	\$74,000 (includes \$3,852 for bins)	5 years	30/6/2020

OPTION	Review Solid Waste Contract CS/09/217 in 2019.
OPTION	Review Street litter bins collection Contract in 2019.

WDC owns all the fixed / in-ground assets. Asset database management is carried out in-house by staff of WDC's Asset Group Unit. Asset group staff perform some inspections and initiate assets maintenance. However, the operations of the majority of the assets is undertaken by the waste services contractor, Metallic Sweeping Ltd (MSL). MSL will initiate or recommend work on assets be carried out.

WDC/MSL uses private contractors on an as-needs basis to carry out identified tasks such as i) physical works to build or renew assets; ii) some pre-engineering/engineering designs; and iii) special studies in support of planning/policy development. In general, contracting of works/services to the private sector is permissible and justified for reasons of cost effectiveness and when a specialist skill is required.

Contract Management

WDC's civil works procurement and contract administration is governed by the provisions of NZS3910:2013 NZ Standard Conditions of Contract for Building and Civil Engineering Construction. Relevant provisions of NZS3910:2013 are also used to procure and administer service contracts, such as maintenance works, consulting services, etc.

All waste services incorporating kerbside collection, mulching, recycling, transfer station and grounds are contracted out in a single contract, currently Contract CS/09/217. When urgent repairs are required, the Contractor is authorised to undertake repairs as necessary to make the asset safe, or to stabilise the site/situation.

The maintenance of the assets is carried out by appropriate contractors as required.

Customer Services

All waste minimisation service requests and customer complaints are sent to the asset group unit or contractor for prompt attention. However, if the complaint is the result of poor service, it will be handled by the council staff. All complaints are investigated and the action taken is recorded and the service request is closed.

Failure of assets can be reported through the Service Request System and Call-out Service. This WDC service provides a 24/7 response for members of the public to report issues.

1.10 CONTRIBUTION TOWARDS SUSTAINABLE DEVELOPMENT

The Principles Relating to Local Authorities stated in Section 14 of the Local Government Act 2002 provides that: "in taking a sustainable development approach, a local authority should take into account –

- the social, economic, and cultural interests of people and communities;
- the need to maintain and enhance the quality of the environment; and

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- the reasonably foreseeable needs of future generations.”

The IIMM 2015 defines sustainability as “the capacity to endure; in the context of asset management this is about meeting the needs of the future by balancing social, economic, cultural and environmental outcomes or needs when making decisions today.”

The principle of sustainability is reflected in the statement about why Council is involved (Section 1.5) which, in line with the purpose of local government, seeks to meet current and future needs of communities. Sustainability is integrated in our Activity practices through the lifecycle management of our assets, education and promotion of resource recovery to use resources more effectively, managing risks that may impact on the environment and community well-being and setting rates/fees/charges that are consistent with use of the service.

Reducing New Zealand’s waste is key to sustainable development and the methods are outlined in Section 1.7.3, Objective 3.

Current Services

Economic

The main reason for diverting waste from Redruth Landfill is to extend the life of the landfill. Once the Redruth landfill is full, significant cost would be involved in the development of another landfill in the region to which Waimate District Council may contribute. Alternative existing landfills are at Kate Valley in North Canterbury, in the Otago area, or at King’s Bend Landfill in Winton. The cost of disposal combined with transport costs is likely to increase.

Long term, there are significant economic benefits to the Waimate District in diverting waste from Redruth landfill for the above reasons. Businesses can operate in the Waimate District with lower waste costs than in other districts. Diversion saves capital by deferring the need to build landfill cells.

The introduction of the three-bin collection, composting and recycling services and further waste minimisation activities may add employment opportunities. The retail shop at the transfer station offers low price reused goods.

The development of compost markets and revenues from the sale of recyclable materials helps offset the costs of diversion.

Council provides a budget for waste minimisation activity and sets rates and fees to pay for the costs for waste minimisation activity. The community have an opportunity to consider and provide input into the level of service and costs through the special consultative procedure under the s83 of the Local Government Act for this WMMP, Councils Long Term #1218325

Plan and Annual Plans. Council has engaged contractor MSL to provide waste minimisation services for a 5-year contract term to enable lower annual costs for the services as capital costs have been amortised over the 5-year period expiring on 31/10/2020.

Council will set differential rates, charges and fees from time to time to incentivise waste minimisation and discourage disposal.

Through measuring the quantities for reuse, recycling and recovery, Council tracks trends in order to further reduce waste disposed of and improve waste minimisation.

Environment

Council provides for the environmentally safe collection and disposal of residual waste to landfill. Some waste streams are recorded but a weighbridge will improve data.

Council holds resource consents for the operation of its different waste minimisation facilities and ensures it meets the conditions of the consents to protect the local environment.

The reuse, recycling and recovery of waste has many benefits for the environment.

Reuse

Reuse of materials and products is one of the major steps to establishing a circular economy. Apart from making perfectly sound products available for resale, the activity reduces the need for mining raw materials resulting in less habitat destruction and emissions.

Recycling

Recycling offers considerable scope to reduce greenhouse emissions by returning materials into the production cycle. Not only does this reduce virgin inputs, but recycled material often requires less energy to transform the raw material it is replacing.

While these actual processing benefits may not occur in the Waimate District, the savings are attributed to an overall improvement globally.

The Australian Council of Recyclers (www.acor.org.au) undertook an environmental study released in July 2008 for a typical 240 litre recycle bin. The resulting analysis showed that on average every bin placed at the kerbside for recycling resulted in a saving of 19.7kg CO₂e.

For the 2017/18 financial year, there were 1,821 recycling crates (60L) in circulation at kerb. 75,020 recycling crates were collected annually equating to approximately 370 tonnes of CO₂e saving. Furthermore, a total life cycle analysis which includes energy, water, resource conservation and other impacts/benefits could be considered.

Composting

Traditionally, farmers have needed to import synthetic fertilisers from all over the world to 'feed' the soil as communities dump compostable materials in landfills. Trials run by Lincoln University on Timaru Eco Compost show that adding compost to soil increases yield of crop, reduces water requirements, increases root depth and improves diversity of insect life. Adding compost to soil acts as a 'carbon sink', drawing carbon dioxide from the atmosphere and holding it in the soil.

Health and Safety

Council has a comprehensive Health and Safety system in place.

Community Satisfaction

It is not practical to satisfy the requirements of everybody in the community, therefore a level of acceptance by the majority is the method to measure overall social acceptance of the services. This will be measured by Council through community surveys every two years.

Local People and Resources

The following numbers of people are engaged in providing waste minimisation services for Council.

Table: Job Creation through Waste Minimisation

Description	Full Time Equivalent
Waimate District Council	
Asset Group	0.45
Metallic Sweeping Ltd	
MSL Kerbside	1.8
MSL Recycle	1.35
MSL Mulching	0.01
MSL Transfer Station	3
The retail shop	0.01
Escrap	0.05

Cultural

Iwi, hapu and whenau want to be sure that waste is disposed of appropriately, in harmony with their values, and without damaging the environment that sustains takata whenua. Through the special consultative procedure, Council liaises with the local iwi and takata whenua.

Council staff consult and liaise with Maori where decisions involve and are relevant to Maori. Council's Mayor, chief executives and senior staff endeavour to meet with local Maori on a required basis to maintain working relationships.

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Data

The following data will be recorded to measure overall sustainability for waste minimisation activities:

- Monthly expenditure and revenue
- Waste quantities: Reuse, recycling and recovery
- Resource consent monitoring and reports
- Staff engaged in waste minimisation activities
- Health and safety injuries
- Customer complaints

Information

Council has a procurement policy incorporating guidelines on sustainable procurement. Council does not have a specific sustainability policy. Council has purchased a range of resources including posters, bins and collection containers to enable participants to sort their waste.

There are opportunities to educate the public about a number of aspects of sustainable lifestyle through Sustainable Living Programme courses which offers online information which tie in with Council policy, namely: waste, transport, water conservation, civil defence, etc.

OPTION	Fund Sustainable Living Programme (online resources).
OPTION	Investigate options to work with Sustainable Living Education Trust (SLET) for community education.

*ISSUES***Economic - ETS**

Council must pay carbon obligations under the Emissions Trading Scheme. Council will need to consider options to reduce payment of the carbon obligations by diverting waste disposed of to landfill utilising cost/benefit analysis.

Economic - Waste Levy

WDC currently pays \$10 (+GST) per tonne of waste landfilled as a levy to the Ministry for the Environment (MfE). A levy review has been conducted and outlines the need for the application of the levy to be increased before the quantum is increased.

Environment

There is a greater awareness about sustainability and Council may need to further improve upon the level of information and reporting in the future, especially with the introduction of

the Emissions Trading Scheme for landfills from 2013. International expectations on large corporates also require higher standards resulting in improved environmental outcomes.

Social

There is a social interaction through zero waste events, public place recycling. Social expectations will continue to drive waste minimisation activity. The reuse activity offers social benefits for both employment and a niche market for low cost shopping.

Cultural

People in Waimate may use the 3-bin system in their homes, in addition to businesses, public places and events.

Significant Negative Effects

Effect	Response
<p>There is the potential for the following significant adverse effects from sites:</p> <ul style="list-style-type: none"> • Contamination of surface and groundwater • Odour • Dust • Vermin • Litter • Fire • Emergencies involving hazardous waste • Health effects for site operators • Creation of contaminated land with limited long term utilisation 	<p>Implementing the various site operational management plans and monitoring site activities in compliance with resource consents will mitigate these effects.</p>
<p>The three-bin collection service requires people to sort their waste appropriately into the respective bins.</p>	<p>There is an ongoing requirement of information, education and enforcement from Council and the Council's Contractor to ensure that they sort and separate their waste appropriately.</p>
<p>The cost of waste minimisation management services has increased. The amount of increased fees and costs is unsatisfactory for some people.</p>	<p>Manage service effectively to reduce costs.</p>

Effect	Response
The waste levy (\$10+GST per tonne) for waste disposed of to landfill adds further cost.	50% of the levy collected nationally is returned to Local Authorities. The use of these funds for waste minimisation activities will mitigate costs increases by maximising Redruth landfill life and reducing waste disposal costs.
Returns for recyclable commodities are subject to cyclic pricing and global market effects.	Development of local solutions to avoid market fluctuations is an objective for Council and the Council's Contractor to help maximise revenue streams.

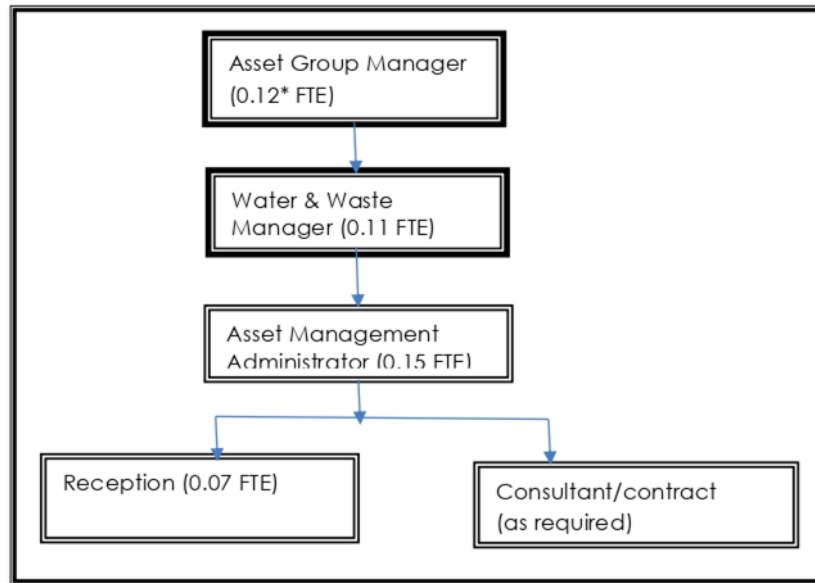
1.11 ASSET/ACTIVITY MANAGEMENT ACCOUNTABILITIES

The Water & Waste Manager is responsible to the Asset Group Manager and is responsible for

- Staff management
- Budget
- Planning
- Reporting to Council
- Contract management

The Waste Administrator is responsible for

- General administration
- Bin register maintenance



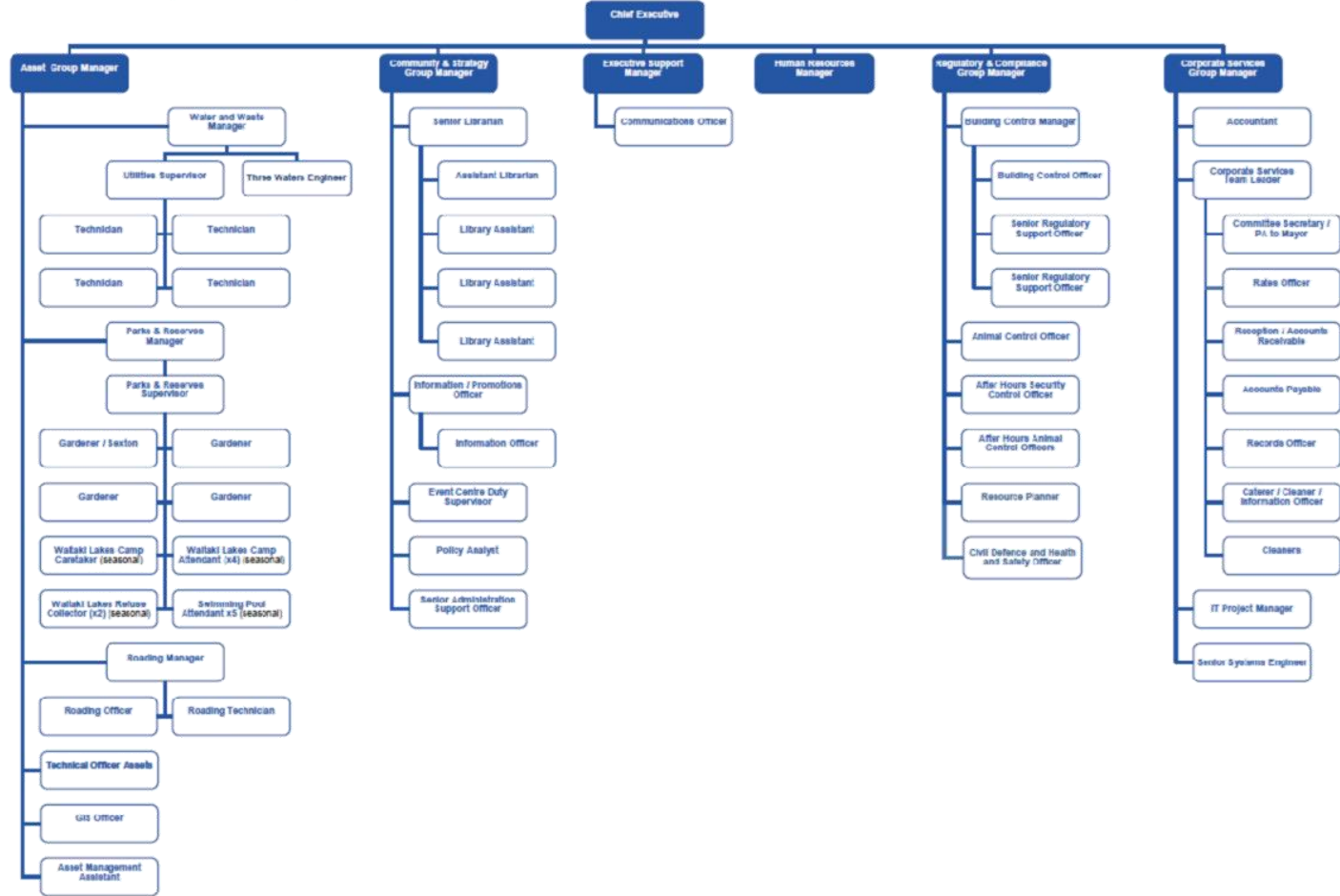
** Best guess estimate based on Water & Waste Manager and Asset Management Administrator timesheet evaluation for FTE figures.*

The FTE's evaluations are less than anticipated for the Asset group. The reasoning behind these results relate back to the individual roles and areas that Asset Group members hold and resources.

The Asset Group oversees and manages Rooding, 3 Waters, Solid Waste, Property, Parks & Reserves under the Asset Group Manager. The Water & Waste manages 3 Waters and Solid Waste, with the assistance of the Asset Management Administrator, who also does administration work in Rooding, Property, Parks & Reserves.

As some areas such as Rooding and 3 waters pose a more visible high risk to the community, with greater legislative and compliance requirements, they therefore take staff resources away from Solid Waste. This means that Solid Waste has ended up in a maintenance/ reactive mode rather than a proactive and forward planning mode, with resources to action.

Organisation Chart (as at March 2019)



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1.12

RELATIONSHIP WITH OTHER PLANS

Internal Plans and Strategies

The Long Term Plan (LTP) process illustrated below provides the overall direction for the waste minimisation activity. It sets out the Vision, Community Outcomes and Priority Areas to be pursued for the District in the next 10 years. It provides the general planning parameters for waste minimisation services in terms of the projected growth and development of the District, levels of service commitments, and Council's infrastructure and funding strategies.

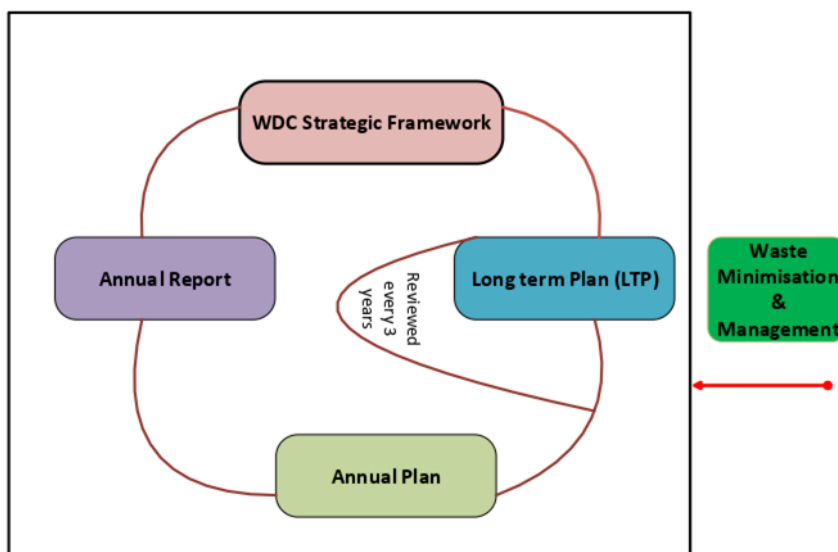


Figure 1: WDC Relationship of Plans

This WMMP provides the details of how WDC will operate and manage the District's waste minimisation activity within this period 2018-2028. It has the same 10-year coverage period as the LTP, with work to be carried out in the first 3 year period identified in detail. The remaining 7 years are provided in outline with indicative levels of funding requirements.

The Annual Plan translates the LTP (and WMMP) into a yearly programme of action. It contains a firmed-up list of capital works/projects that address specific issues on asset condition and performance, demand and risk. Performance against the Annual Plan is reported yearly in Council's Annual Report, highlighting the Activity's contribution to the Community Outcomes set out in the LTP.

External Plans, Policies and Strategies

The Council recognises the role of other bodies involved in the waste sector. This WMMP is guided by the policies, requirements and strategies in the following plans that impact on the operation and management of Waimate District's waste minimisation services:

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1. Canterbury Regional Policy Statement (CRPS 2013)

The CRPS sets the framework for resource management in Canterbury. It provides an overview of the significant resource management issues facing the region, and sets out objectives, policies and methods to address those issues. Its goal is the integrated management of the region's natural and physical resources.

Territorial authorities must give effect to the CRPS through their District Plan.

2. Canterbury Land and Water Regional Plan (LWRP)

The LWRP, which establishes rules for land and water management throughout Canterbury, has been fully operative from 1 February 2017.

The plan is in 16 sections. Those relevant to WDC are sections 1 and 2, introducing the plan and how it operates; Sections 3-5 the Objectives, Policies and Region-Wide rules; and Section 15 –the rules within the Waitaki and South Coastal Canterbury region.

A major focus of the plan is to halt deterioration of the land and waterways, until the subsection Zone rules set out how each community wishes to best manage the resources within their zones.

WDC will apply global and separate RRP consents for stormwater discharges.

3. Natural Resources Regional Plan (NRRP)

This plan sets out the rules for the management of air quality. All other matters are addressed in the LWRP.

4. Resource Management (National Environmental Standard for Sources of Human Drinking Water) Regulations 2007 (NES)

The NES is a regulation made under the Resource Management Act (1991) that sets requirements for protecting sources of human drinking water from becoming contaminated. It came into effect on 20 June 2008.

The Drinking Water Standards NZ (DWSNZ) specifies the maximum acceptable value (MAV) of determinants within drinking water along with the compliance criteria (sampling and monitoring) and reporting requirements, and remedial actions. These standards are taken into account for setting parameters for landfill monitoring sites.

1.13 RELATIONSHIP WITH LEGISLATION

1. Waste Minimisation Act 2008

s3. Waste Management and Minimisation Plans

(2) *A waste management and minimisation plan must provide for the following:*

- a) *objectives and policies for achieving effective and efficient waste management and minimisation within the territorial authority's district.*
- b) *methods for achieving effective and efficient waste management and minimisation within the territorial authority's district, including—*
 - (i) *collection, recovery, recycling, treatment and disposal services for the district to meet its current and future waste management and minimisation needs (whether provided by the territorial authority or otherwise); and*
 - (ii) *any waste management and minimisation facilities provided or to be provided, by the territorial authority; and*
 - (iii) *any waste management and minimisation activities, including any educational or public awareness activities, provided, or to be provided, by the territorial authority.*
- c) *how implementing the plan is to be funded.*
- d) *if the territorial authority wishes to make grants or advances of money in accordance with [section 47](#), the framework for doing so.*

s44. Requirements when Preparing, Amending, or Revoking Plans

In preparing, amending, or revoking a waste management and minimisation plan, a territorial authority must—

- a) *consider the following methods of waste management and minimisation (which are listed in descending order of importance):*
 - (i) *reduction.*
 - (ii) *reuse.*
 - (iii) *recycling.*
 - (iv) *recovery.*
 - (v) *treatment.*
 - (vi) *disposal; and*
- b) *ensure that the collection, transport, and disposal of waste does not, or is not likely to, cause a nuisance; and*
- c) *have regard to the New Zealand Waste Strategy, or any government policy on waste management and minimisation that replaces the strategy.*

2. The Local Government Act 2002

This Act defines the purpose of local government as including meeting current and future needs of communities for good quality local infrastructure that is most cost effective for households and businesses, where good quality infrastructure means efficient, effective and appropriate to present and anticipated future circumstances. Part 6 of the Act prescribes the processes and content of the Long Term Plan, Annual Plan, Annual Report and Infrastructure Strategy. Part 7 sets out specific obligations and restrictions in relation to the delivery of waste services. Schedule 10 of the Act outlines the requirements for Council's long term plans. AMPs provide key inputs to long term plans for infrastructure activities managed by local authorities such as waste services.

3. The Resource Management Act 1991

This Legislation promotes the sustainable management of natural and physical resources. It describes the functions of Regional Councils and Territorial Authorities under this Act, including the establishment, implementation and review of objectives, policies and methods to achieve integrated management of the resources. The RMA requires local authorities to recognise national environmental standards, national policy statements and regional plans, and prepare, implement and administer district plans. Compliance with the RMA is achieved through resource consents compliance.

4. The Health Act 1956

This Act places obligation on Council to improve, promote and protect public health within the District. The provision of waste services conserves public health and helps to protect land and waterways from contamination.

5. Hazardous Substances and New Organisms Act

Council must protect the environment and the health and safety of people and communities, by preventing or managing the adverse effects of hazardous substances and new organisms.

6. Civil Defence Emergency Management Act 2002

This Act requires a local authority to ensure it is able to function to the fullest possible extent, even though this may be at a reduced level, during and after an emergency; and to plan and provide for civil defence emergency management within their own

district. These duties are in addition to the requirement to be part of, and carry out the functions and obligations of a member of a CDEM Group.

7. Health and Safety at Work Act 2015

The main purpose of the Act is to provide for a balanced framework to secure the health and safety of workers and workplaces.

It provides that regard must be had to the principle that workers and other persons should be given the highest level of protection against harm to their health, safety and welfare from hazards and risks arising from work or from specified types of plant as is reasonably practicable.

8. The Building Act 2004

This Act provides a regulatory framework for building work, establishes a licensing regime and sets performance standards to ensure buildings have attributes that contribute to the health, safety, physical independence and wellbeing of people. The *NZ Building Code Clause G15 Solid Waste* requires the provision of space and facilities for solid waste arising from the intended use of the building.

9. The Ozone Layer Protection Act

The Council must protect human health and the environment against adverse effects resulting or likely to result from human activities which modify or are likely to modify the ozone layer.

10. The Weights & Measures Act

Council must protect the customer who is paying by weight. This is achieved by maintaining certification of all weighbridges and setting minimum charges in accordance with the Act.

11. Local Government Non-Financial Performance Measures Rules 2013

Pursuant to and in accordance with Section 261B of the Local Government Act 2002, the Secretary of Local Government issued the Non-Financial Performance Measures Rules 2013. It requires local authorities to incorporate the mandatory non-financial performance measures commencing in the development of their 2015-25 Long Term Plan, and to report on these measures in their annual reports.

1.14 OTHER INFLUENCES**New Zealand Waste Strategy**

Planning must have regard to key points in this strategy. These are to:

- reduce the harmful effects of waste; and
- improve the efficiency of resource use.

National Environmental Standard for Air Quality

The Council needs to consider and mitigate the effects of landfill gas.

Waimate District Bylaws 2018

Section 146 of the Local Government Act 2002 provides that a Territorial Authority may make Bylaws in its district for purposes of regulating, managing, protecting or for preventing the use of the land, structures, or infrastructure associated with water supply services. Chapter 13 of the WDC Consolidated Bylaw 2018 applies to waste minimisation services provided by the Council.

Canterbury Hazardous Waste Management Strategy 2006

To achieve integrated management of hazardous waste in Canterbury.

Canterbury Waste Minimisation Strategy

To achieve integrated waste minimisation in Canterbury.

1.15 MONITORING AND REPORTING PROGRESS

The WMMP will be monitored and progress reported through the LTP, annual report to Council and annual report to Environment Canterbury.

WMA reporting requirements

The Waste Management Act (s86) requires a territorial authority to keep, and provide to the Secretary each year, records and information about the territorial authority's—

- (i) spending of levy money; and
- (ii) performance in achieving waste minimisation with the services, facilities, and activities provided or funded in accordance with its waste management and minimisation plan; and
- (iii) performance as measured against any performance standards set by the Minister under s49.

Records are kept by the Waste Minimisation Unit for tonnages declared and waste levy spending. Financial records are maintained by Corporate Services.



Cardboard in the baler at the transfer station.

2 THE SERVICE WE PROVIDE

2.1 STRATEGIC DIRECTION

2.1.1 STRATEGIC DIRECTION AND LEVELS OF SERVICE

This WMMP is guided by the strategic directions set out in the Waimate District's Long Term Plan 2018-2028, and by the need to meet legislative requirements, particularly under the Waste Minimisation Act 2008, to fulfil customer expectations, and to maintain affordability of the service.

2.1.2 CUSTOMER EXPECTATIONS

Who are our customers?

The Council's waste services provide the district with kerbside collections. All customers can access the transfer station and rural drop-off centres.

Customer Expectations and Affordability

Customers' expectations can relate to the following:

- That the transfer station is accessible during the open hours
- That rural drop-offs are serviced.
- That collection services and the appropriate range of collection services are provided on the day, usually at a similar time
- That the cost of services are generally acceptable
- That there are no adverse effects from the provision of services
- There is scope to be more proactive in seeking customers' expectations and direction for the future

The survey every 2 years measures customer satisfaction with Waste Minimisation Services. The percentage of customers satisfied with the service is shown below.

Year	2012/13	2013/14	2014/15	2015/17	2016/17	2017/18
% satisfied	60%	-	70%	-	70%	-

Overall/general public satisfaction with our waste services over the last 5 survey periods remained constant.

How do we engage with our customers?

The decisions that Council makes affect communities. Some decisions are more significant than others, depending on the issue. Smaller operational decisions typically require little, if any, engagement with the community. More significant decisions may require a robust process and extensive consultation with the community.

As required under the Local Government Act, WDC has developed and adopted a Significance and Engagement Policy which provides a framework to identify the level of significance of an issue, give some clarity to communities about expectations of engagement on issues, and to ensure a local authority has identified its strategic assets.

Within the Long Term Plan process, community engagement is through the LTP Consultation Document (CD). The LTP CD contains the key issues, preferred options and alternatives that Council requests the community to provide feedback on.

Other means to gather customer feedback include the following:

- a. Customer service desk – for lodging service requests and feedback on services
- b. Community survey - a survey of public satisfaction with Council's services including waste services
- c. Special Consultative Procedures on the LTP and Annual Plan consultations – for gathering comments, suggestions and other submissions on proposals contained in the plans
- d. WDC website – option to provide feedback online and Facebook page
- e. Public Forum (during Council meetings) – opportunity for members of the public in general to ask questions of, or put a particular case to the Council or the Community Board on policy matters or matters relating to a particular ward, including water supply concerns.
- f. Specialised Customer Survey / Research – need-based survey of consumers who may be affected by particular waste issues.

WDC will continue to rely on these mechanisms to get customer feedback on the performance of the waste minimisation services and determine any gaps in the levels of service.

2.1.3 OTHER INFLUENCES

Under the Waste Minimisation Act, there may be new product stewardship programmes that require facilitation of new reuse or recycling programmes for specific items, e.g. electronic waste or tyres, children's car safety seats and flexible plastics.

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Similarly, community groups, not-for-profit organisations or companies may require Council to assist or help facilitate new waste minimisation programmes, ventures or operations.

2.2 LEVELS OF SERVICE AND PERFORMANCE MEASUREMENT

2.2.1 LEVELS OF SERVICE RESEARCH

The existing kerbside collection levels of service were introduced from 2009.

The operations of the Council's waste minimisation services are contracted until 2020, and it is not expected that the levels of service for the kerbside collection will change during this time.

2.2.2 PROCESS FOR ESTABLISHING LEVELS OF SERVICE

The Council's LTP, Annual Plan and WMMP are the formal methods for establishing levels of service.

More directly, customer surveys, forums and one-on-one interviews will be utilised to measure customers' requirements as needed. After feedback is received, options will be developed and costs will be established to enable the scenarios to be further considered both by the community and Council.

The Levels of Service represent a balance between the desired service standard and the cost of providing it. These were established formally with the development of Council's Long Term Council Community Plan in 2004, and have been reviewed during each of the 3-yearly updating cycles of the Long Term Plan.

The Waimate District Council, Community Survey undertaken in March 2017 indicated that overall 70% of district residents were satisfied with waste management services provided. And all the residents surveyed, 75% said they receive a rubbish collection service, and that 83% of those resident were satisfied with waste management services provided.

2.2.3 LEVELS OF SERVICE

Levels of Services Changes

Council will undertake investigation into the Levels of Service for waste minimisation activities every three years or as required due to changing circumstances, e.g. new regulations or product stewardship schemes.

Performance Measures and Targets

Performance measures and targets are defined for each LoS to compare actual outcomes against standard or desired outcomes. There is a mix of customer and technical performance measures, the core of which are monitored for the Annual Report. The technical measures relate to legislative compliance and asset performance while the customer performance measures relate to quality of service and value for money.

A number of the technical measures are held for internal monitoring by the Waste Minimisation Unit of contractor's performance in this Activity.

Table 1 – Levels of Service - Statement

Code	Level of Service Statement		Council's Intended Approach
	Customer	Performance Measure	
LoS1	Convenient and accessible waste management services.	<ul style="list-style-type: none"> - Resident satisfaction with waste management services. - Council provides access to kerbside refuse collection - Council provides access to kerbside recycling collection services. - Council provides rural recycling drop-off points. 	<ul style="list-style-type: none"> - Provide a range of refuse collection and disposal services for urban and rural areas for households and businesses. - Manage and maintain all aspects of the solid waste operation including a competitive tender process and management of solid waste contract. - Provision of customer service request system 24 hours a day, 7 days a week. - Provide solid waste facilities according to set hours of opening.
LoS2	Council manages the waste management services wisely.	<ul style="list-style-type: none"> - Compliance with resource consent conditions 	<ul style="list-style-type: none"> - Manages solid waste facilities under the conditions of the Resource Consent. - Apply for renewal of solid waste consents as required. - Monitor ongoing regulatory change for solid waste activities.

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		<ul style="list-style-type: none"> - Reduce the percentage of residual waste to landfill by 49%. 	<ul style="list-style-type: none"> - Waste is diverted from the landfill to the resource recovery park. - Council is planning to provide a 3-bin kerbside service to divert green waste from landfill.
LoS3	Public information and programmes promote waste minimisation and appropriate sorting of waste.	<p>Waste minimisation information and education programmes are provided in a range of formats.</p>	<ul style="list-style-type: none"> - Provide opportunities for the public, community organisations and businesses to learn about waste minimisation, including talks, tours, business support and event support. - Provide and disseminate written educational material to promote services available, waste minimisation and appropriate sorting of waste. - Conduct audits of kerbside collection for appropriate recycling. - Promote waste minimisation programmes. - Zero Waste programme.

Table 2 - Levels of Service - Performance

LoS	The Service we Provide	Performance Measure	Current Performance 2017/18	Target 2019/ 2020	Target 2020/ 2021	Target 2022 - 28	Measured (where and how)
LoS1	Convenient and accessible waste management services.	Resident satisfaction with waste management services. - Council provides access to kerbside refuse collection - Council provides access to kerbside recycling collection services. - Council provides rural recycling drop-off points.	71% 67% of the district's properties. 45% of the district's properties. 8 sites	85% 67% of the district's properties. 45% of the district's properties. At least 6	85% 67% of the district's properties. 45% of the district's properties. At least 6	85% 67% of the district's properties. 45% of the district's properties. At least 6	Council bi-annual survey of users & community Contractor report and WDC records.
LoS2	Council manages the waste management services wisely.	-Compliance with resource consent conditions. - Reduce the percentage of residual waste to landfill.	Fully compliant with resource consent conditions* <49%	Fully compliant with resource consent conditions* <49%	Fully compliant with resource consent conditions* <49%	Fully compliant with resource consent conditions* <49%	By Ecan reporting on consents *(other than for minor breaches)

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LoS	The Service we Provide	Performance Measure	Current Performance 2017/18	Target 2019/ 2020	Target 2020/ 2021	Target 2022 - 28	Measured (where and how)
				<49%			
LoS3	Public information and programmes promote waste minimisation and appropriate sorting of waste.	Waste minimisation information and education programmes are provided in a range of formats.	2 programmes	2 programmes annually	2 programmes annually	2 programmes annually	contractor reporting

Data Source# Long Term Plan 2018-28

3 ASSUMPTIONS AND DEMAND

3.1 GENERAL AND SPECIFIC ASSUMPTIONS

3.1.1 CORPORATE ASSUMPTIONS

The following general assumptions are assumed for the life of this Long Term Plan (2018-28). Assumptions relevant to waste minimisation are summarised here, but more detail is provided in Long Term Plan 2018-28.

	<u>General Category</u>	<u>Assumption</u>	<u>Level of Risk</u>	<u>Source of base info</u>	<u>Effect on activity</u>	<u>Management of risk</u>
1	Population Change	Over the last fifteen years, Waimate District has experienced modest population growth (0.5% p.a.), which is considered to be the result of increased activity in the dairying industry.	Low	WDC's Long Term Plan 2018-28	If population accelerates significantly above assumption, existing infrastructure may not be suitable cope with the extra demand.	Council will monitor population measures provided for the district and respond to significant variations to assumptions where possible.
3	Grants and Subsidies	Council has assumed that all projects funded or partially funded from grants and subsidies will be available in the year the expenditure is planned. If the funding is not received, it is most likely the project will not proceed in that year. Examples of projects where funding is assumed; roading maintenance, improvements and a bridge (NZTA).	Medium	WDC's Long Term Plan 2018-28	Some projects have a more significant impact than others if they do not proceed in the planned year. The roading projects where we rely on NZTA funding may result in reduced level of service.	Robust business cases and regular liaison with the funding bodies in question to ensure only projects with high likelihood of funding are included in LTP.
4	Demographic Changes	Council is aware that for our district the proportion of residents aged 65 years or over (19.5% 2013) is significantly greater	Low	Waimate District council's Long Term Plan 2018-28	Historic information from Statistics NZ show Waimate's population in the older age groups is in-creasing. It would take an extremely uncommon	Council will monitor demographic measures provided for the district and respond to significant variations to assumptions where possible.

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General Category	Assumption	Level of Risk	Source of base info	Effect on activity	Management of risk
				event to change the demographic make-up.	
6	Fuel costs	Medium	Waimate District council's Long Term Plan 2018-28	Increased fuel costs would have a particular impact on the costs of transporting waste to Redruth landfill. This may affect the Council's ability to carry out planned work without additional funding.	Council will monitor the impact of fuel prices on spend, and aim to optimise spend in the event these costs vary significantly from assumptions.
7	Climate Change	Medium	WDC's Long Term Plan 2018-28	The ETS is a measure to reduce effects of climate change by setting a price on carbon. Increasing costs will need to be accounted for in waste charges.	Council will monitor the effect of environmental change and adapt its response where required.

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General Category	Assumption	Level of Risk	Source of base info	Effect on activity	Management of risk	
		period of the Long Term Plan 2018-28.				
8	Resource Consents	It is assumed that the conditions of resource consents held by Council will not be changed significantly and that Council will obtain the necessary resource consents for planned projects.	Low	WDC's Long Term Plan 2018-28	Advance warning of likely changes is anticipated. The financial effect of any change to resource consent requirements would depend on the change.	Council will monitor the development of relevant standards, and review the impact on any significant changes in the Annual Plan.
9	Potential Natural Disasters	Council is aware of the potential for natural disasters to damage, disable or destroy community infrastructure such as our districts roads, bridges and water supplies. Council assumes that if such damage occurs the cost of rapidly remedying it will be met from Council or its insurance providers and possible special government grants. Council's LTP 2018-28, has not	Medium	WDC's Long Term Plan 2018-28.	If a major emergency event did occur Council have some insurance for its infrastructure, and assistance would be offered from Central Government. To pay for additional emergency work not covered by the above, Council would increase internal/external borrowings.	Council undertakes business continuity plans for its own operation and coordinates Civil Defence planning for the district. In doing so, Council attempts to prepare itself and the district for such events.

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General Category	Assumption	Level of Risk	Source of base info	Effect on activity	Management of risk	
		provided any Council reserved monies against damage to community infrastructure by natural disasters.				
10	District Economy	Significant changes in commodity prices could affect the district economy; forestry & agricultural input and export prices including dairy prices are a significant contributor to the district economy.	Low	WDC's Long Term Plan 2018-28.	Drop in commodity prices - disposable spending cut back, loss of employment, closure of business. Increase in commodity prices - the reverse of the above.	Council will be consider the state of the district economy when reviewing its Annual Plans and how this compares to the position assumed in the LTP.
11	Legislation-Development contributions	Council recognises the Resource Management Act 1991 will revoke its ability to levy financial contributions, effective from 18 April 2022. From there on, Council will recover development contributions. Council forecasts will assume that the level of funding recoverable under each regime, will be broadly similar.	Low	WDC's Long Term Plan 2018-28.	If the funding levels available change, this will have an impact on the rates that be required to address any shortfall/surplus.	Council will review its funding requirements prior to 18 April 2022 to ensure funding requirements matched to demand.

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3.2 GROWTH AND DEMAND ASSUMPTIONS

Demand forecasting is important as it allows Council to understand the future demand for the service from an assessment of the demand drivers. WDC mainly uses kerbside collection data to assess the impact of the demand drivers on the capacity of the existing waste infrastructure. For commentary in more detail, refer to Part B. The table below summarises demand assumptions for each activity.

	General Category	Confident Level	Description
B1.1	Kerbside Collection	Medium Medium	Some demand for services in rural and urban areas. Assessed on case by case basis. Bin threshold for total number of bins OK till contract end 2020.
B1.2	Transfer Station	Medium Medium	Sites have capacity for increased use. Requirement for new materials to be handled may increase service demand.
B2.1	Reduction	High	There is a lot of potential to grow demand by being more proactive in approaching the business community.
B2.2	Reuse	Low	Customer patronage has not increased significantly over the 10 years of operation.
B2.3	Recycling	High Medium medium	Options to change system to 3-bin system Kerbside collection change in demand is not significant. Market pressure demand for high quality recyclables will increase.
B2.4	Recovery	High	Demand for composting will increase with organic waste collection.
B2.5	Treatment	High	The quantity of waste collected may grow due to promotion and public awareness.
B2.6	Disposal	High High	Waste tonnes have increased. Requirements for environmental compliance will increase.
B2.7	Community Participation, Information, Public Places & Events	High High	Zero Waste events demand will increase. Talks and tours demand will increase on a request basis.

3.1 IMPACT OF CHANGES IN TECHNOLOGY

	Technology Change	Response Strategy
1	Waste to Energy	Review options. May be positive as reduces need for long-distance transport.
3	Container Deposit Systems	Adopt if required. Potentially beneficial for council and contractors.
4	Reverse Vending machines	Offers incentive for customers to return product (sits alongside Container Deposit Systems)
5	Remote weigh stations with eftpos	Offers alternative options for collection of materials/transport efficiencies.

3.2 DEMAND MANAGEMENT PLAN

	<u>Activity</u>	<u>Confidence level</u>	<u>Demand management</u>
B1.1	Kerbside Collection	High	2 bin system will be reviewed.
		High	Proposal for 0.2 FTE to address change in system including proposed 3-bin system.
B1.2	Transfer Station	High	Waste compactor and Weighbridge will be built by 2021/22.
B1.3	Private Waste Collection	Low	Proposal for 0.2FTE (as above) to address commercial waste via monitoring and advice.
B2.1	Reduction	High	Programmes need to be put in place to encourage demand and a change in behaviour. Proposal for 0.2FTE (as above) to actively address business activity and encourage reduction and recycling.
B2.2	Reuse	Medium	Support will be increased for upgrading the Retail shop at RRP.
B2.3	Recycling	High	Operations and infrastructure need review to allow adaptations for improving quality of recycling materials.
B2.4	Recovery	High	Mulching/Compost facility: demand will be reviewed.
B2.5	Treatment	Low	Demand needs monitoring to service users.
B2.6	Disposal	High	Additional staffing to: -reduce waste from businesses -monitor waste to Redruth landfill is compliant with bylaw -additional programmes to reduce waste and increase resource recovery.
B2.7	Community Participation, Information, Public Places & Events	High	Demand from businesses could be met with increased staffing. This activity can significantly reduce waste to Redruth landfill and assists businesses to achieve international environmental standards and gain financial benefit.

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4 THE ASSETS WE OWN

4.1 ASSET SUMMARY

Asset Database

The Asset Group compiled a database of assets in 2018 and there is a specific database for the asset group unit. Further work is to be done to date assets and assign a life to them for financial purposes. This is in the [Improvement Plan](#).

Asset Ownership

The Council owns all buildings and in-ground assets. The contractor, Metallic Sweeping Limited, owns most mobile plant such as e.g. collection trucks, transfer station “hook truck”, Material Sorting Plant and are responsible for maintaining their assets to ensure that the level of service is not reduced.

Assets are summarised in the table and are listed in Part B for each activity.

Land Assets

The waste facilities are all built on land owned by WDC and these properties are considered assets for the Asset Group Unit. Land maintenance is covered within the budget for the facility. See Part B2 Appendix A for the location of the transfer station.

Table: Criticality of Assets

Criticality Rating	Level	Description
A	High	Asset components considered so important that contingency plans in the event of their failure must be in place to avoid unacceptable loss of service.
B	Medium	Asset components that is important to the effective day to day operation of the system where redundancy or contingency should be available for restoration of service within a reasonable time.
C	Low	Asset components which can fail without affecting the operation and service and where repairs or renewal can be realistically deferred.

Table: Plant Assets

B1.1	Crit. Rating	Kerbside Collection			
Asset		Current Condition	Installed	Life	Replacement due
80 l wheelie bins (1,603)	B	Good	varies	15 years	2021
240 l wheelie bins (1,477)	B	Good	varies	15 years	2021
Recycling crates(1,821)	B	Good	varies	15 years	2021
B1.2		Transfer Station			
Waimate Transfer Station		Current Condition	Installed	Life	Replacement due
Pit and drop-off area	B	Good	2002	Varies by component, 10-100 years	2012-2102
Roads	B	Good	2002	50 years	2052
Kiosk	B	Very good	2002	50 years	2052
Waste oil drop-off shed	C	Good	2002	50 years	2052
B2.2		Reuse			
Assets		Current Condition	Installed	Life	Replacement due
Reuse/Retail shop	B	Good	2012	20 years	2032

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Road	B	Poor	2002	20 years	2052
Carpark	B	Poor	2002	20 years	2052
B2.3		Recycling			
Assets		Current Condition	Installed	Life	Replacement due
Materials Recovery Facility building	A	Good	2005	50 years	2055
B2.4		Recovery			
Assets		Current Condition	Installed	Life	Replacement due
Mulch Processing Area	B	Good	2002	50 years	2052
B2.5		Disposal			
Closed Landfill		Current Condition	Commenced	Life	Replacement due
Glenavy Closed Landfill	C	Satisfactory	Before 1978	Closed	N/A
Hook River Closed Landfill	C	Satisfactory	1978	Closed	N/A
Makikihi Beach Closed Landfill	C	Satisfactory	Before 1978	Closed	N/A
Morven Closed Landfill	C	Satisfactory	1978	Closed	N/A
Otaio Closed Landfill	C	Satisfactory	1978	Closed	N/A

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Upper Pareora Closed Landfill	C	Satisfactory	1978	Closed	N/A
Waihao Closed Landfill	C	Good	Before 1978	Closed	N/A
Waimate closed Landfill	C	Good	1970	Closed	N/A
Public Place Assets		Current Condition	Installed	Life	Replacement due
Street litter bins (10 bins)	C	Good	varies	15 years	2021
Park litter bins (150 bins)	C	Good	varies	15 years	2021

4.2 ASSET DESCRIPTION AND PERFORMANCE

4.2.1 ASSET CONDITION

The condition of the plant assets is usually dependent on age. The condition is also determined by the ability of the plant to perform an output. The expected life of plant assets are shown in the Table below.

Table 1: Plant Asset Expected Life

ASSET	EFFECTIVE LIFE (years)
Transfer station - built infrastructures	50
Paved areas	50
Fences	20

The Transfer station is visited when required. This gives an indication of the condition of these assets along with the carrying out of maintenance activities.

OPTION

Need to visit transfer station regularly, at least fortnightly.

It is proposed as part of the improvement plan to further develop the monitoring of the assets for condition and performance through the use of AssetFinda and refine the processes that will identify and prioritise the timelines of asset renewal.

4.2.2 ASSET CAPACITY/PERFORMANCE

Plant performance is measured in a number of ways. These include:

- Operational Records. Contract staffs visit most facilities regularly and conduct operational checks.
- Maintenance records. Monthly maintenance checks can identify maintenance issues resulting in further investigation.
- Maintenance by specialised contractors.
- Age of the asset.

4.2.3 CRITICAL ASSETS

Critical assets are the most important assets for delivering the required level of service and have the highest consequence of failure.

A full assessment report on criticality of waste assets should be conducted in the future. This has been identified in the *Improvement Plan*. In the meantime, criticality rating will be based on the estimated level of the consequences if the asset failed, as described below.

4.2.4 DATA CONFIDENCE

Data confidence in the condition of above ground assets is high as these assets are accessible and able to be checked routinely.

There is lower confidence in condition data for below-ground assets.

4.3 ASSET VALUATIONS

Asset valuation is key in WDC's financial planning. The responsibility to carry out asset valuation lies primarily with WDC's Asset Group.

The Asset Group is not currently required to carry out an asset valuation for LAPP insurance purposes (Local Authority Protection Programme Disaster Fund).

4.4 MAINTENANCE PLAN

Operational Planning

The Council's waste services are largely operated by Contractor's staff.

- Operational responses are understood by key staff, but plans are not well-documented and mainly reactive in nature. Asset utilisation is not routinely analysed.
- Emergency response plan needs to be developed.

Maintenance Planning

Operational

There is no all-inclusive maintenance plan for waste minimisation activities. However, roading does have a separate budget and managed by the WDC's Roding Team. The Roding Team manages most aspects of the activity internally, although the physical maintenance of the Roding assets is externally contracted. All known asset data has been collated into AssetFinda, including routine maintenance. Roding uses with the exception of roading the RAMM database for this purpose.

Over the long term, we will have in place a comprehensive database on the maintenance history of all major assets. This will enable better fault tracking processes, help us better understand asset failure modes, integrate asset criticality considerations in works planning, and optimise maintenance and renewals.

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Summary of Nominated Maintenance Costs

Asset	Responsible	Budget	Comment
Bins	Operational Contract		Undertaken as service requests in the operational contract, approximately \$4,000 pa.

OPTION	Add a line item in the budget for asset maintenance and develop a plan to schedule maintenance.
OPTION	Need to record all assets in Assetfinda.

4.5 RENEWAL AND REPLACEMENT PLANCapital Works PlanningRenewals

While there is no all-inclusive renewal and replacement plan for all waste minimisation activities, the Asset Group's basic approach in planning the renewal of waste activity assets follows a cyclic renewal strategy that provides for the progressive replacement of individual assets which have reached the end of their useful life. The rate of asset renewal is intended to maintain the overall condition of the asset system at a standard, which reflects its age profile and ensures that the community's investment in the District's waste infrastructure is maintained.

The level of expenditure on cyclic asset replacement varies from year to year reflecting:

- The age profile of the system (asset life)
- The condition profile of the system
- Criticality of the asset
- The ongoing maintenance demand
- Customer service issues
- Performance monitoring
- The differing economic lives of individual assets comprising the overall asset system

A plan needs to be developed which will make greater use of AssetFinda to predict renewals. This item is to be addressed in the Improvement Plan.

Renewal Standards

As identified in section B1.1, Council purchases kerbside bins as required.

There is no requirement to renew or replace any major components of the existing fixed assets, other than bins. Renewals are summarised in Section 5, Financial Summary.

4.6 NEW CAPITAL- CREATION/ACQUISITION/AUGMENTATION PLAN**Creation / Acquisition / Augmentation Plan****Selection Criteria**

The creation of new assets will be driven by the need to provide additional infrastructure to ensure more waste is diverted from landfill.

The criteria that should be used may include, but is not limited to the following:

- Costs, (Capital & Operating)
- Savings
- Tonnes Diverted from Landfill
- Revenue
- Compliance with Regulations & Legislation
- Achievement of Council & National targets
- Satisfying Customer Values & Community Outcomes
- Satisfying the 4 Well-Beings (social, economic, environmental and cultural outcomes for communities)
- Council Policy

The tables in section 5 identify the capital expenditure that was approved as part of the LTP and 2018-28 Budget.

Standards and Specifications

The standards and specifications required for new acquisitions will be dependent upon the final asset solution that is chosen.

The economics of solutions will also determine the standards and specifications. For recycling of the commercial waste stream, it may be more economic to group all plastics into one category of “mixed plastic” compared to separating plastic into the different plastic grades.

Further investigation is required for the specific solutions to determine standards and specifications for further assets.

4.7 DISPOSAL PLAN

Asset Disposal Strategy

Council's strategy is to develop asset management systems and asset condition/ performance data to allow better planning for the disposal of assets through rationalisation of assets or when assets become uneconomic to own and operate.

Assets may become surplus to requirements for any of the following reasons:

- Under utilisation
- Obsolescence
- Provision exceeds required LoS
- Uneconomic to upgrade or operate
- Policy change
- Service provided by other means, for example private sector involvement
- Potential risk of ownership (financial, environmental, legal, social, vandalism).

When considering disposal options all relevant costs of disposal are considered, including:

- Evaluation of options
- Consultation / advertising
- Obtaining Resource Consents
- Professional services, including engineering, planning, legal survey
- Demolition / making safe
- Site clearing, decontamination and beautification.

Decommissioned assets, whether surplus or superseded by improved systems, are disposed of through sale of surplus land, mechanical and electrical equipment, and the demolition of structures.

AssetFinda documentation will ensure that all asset renewals have a corresponding disposal if assets are being removed or the asset is replaced in a new location. Assets will be disposed of in an appropriate manner e.g. metal components sold for scrap metal.

In all cases asset disposal processes must comply with Council's obligations which include public notification procedures prior to sale, and use of revenue received from asset disposal.

5 WORK PROGRAMME AND FINANCIAL SUMMARY

5.1 OPERATING WORK PROGRAMME /PROJECTS 2018-28

5.1.1 *DELIVERY*

Service delivery is outlined in Section 1.8.

5.1.2 *ISSUES*

The Asset Group Unit is adding a number of projects to minimise waste and demand for services is increasing, but ability to deliver projects may be impacted by resourcing.

5.1.3 SUMMARY OF OPERATING WORK PROGRAMME MAJOR ITEMS / PROJECTS*

Programme/ Project Name	Project ID	Description/Explanation (useful summary of what the project involves)	Timing	Budget (total or per annum*)
Collection service review (consultancy)	KS1	The WMMP has to be reviewed every 6 years. It was reviewed in 2012 and again in 2019 as part of LTP cycle. The next review is due in 2024. The collection contract expires in 2020, and is likely to be renewed for 1 years till 30/6/2021. The collection service should be reviewed in preparation for the contract renewal in 2021 as part of the contract through a 17A review.	In preparation for Long Term Plan 2021-31	Budget to be confirmed pending process decision
Mixed glass collection	KS5	May improve processing and value of recyclables. Future project pending glass collection and processing trial at the MRF. To be considered as part of new contract. Investigate the option to mix glass or separation	Future	Existing Budget
Child safety seat recycling	TS8	Car seat recycling takes advantage of a national product stewardship programme run by 3R. In NZ 40,000 car seats reach expiry date each year. While numbers of car seats in Waimate are likely to be small, the behaviour change effect may be greater with enabling people wanting to "do the right thing" and gaining an understanding that products have a lifecycle and can be recycled.	Future	New Budget
140L bin for rubbish	KS8	As part of the review current system and the investigation of multiple (3) bin system, consider changing weekly 80L bin to fortnightly 140L bin for rubbish.	Future	New Budget
Convert current rubbish bin	KS9	As part of the investigation of multiple (3) bin system, review use of recycling crate for glass or use a 80L bin (convert current rubbish bin)	Future	Existing
Divert food waste	KS10	Promote the use of kitchen containers and bio bags to divert food waste.	Future	Existing

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Programme/ Project Name	Project ID	Description/Explanation (useful summary of what the project involves)	Timing	Budget (total or per annum*)
Review RRP opening hours	TS11	Review RRP opening hours to public with regards to costs and funding model. For example, Sunday closure to reduce costs and reduction of hours or closure on weekdays.	Future	Existing
Move to funding activates from waste charges	TS12	Will enable improved waste minimisation, diverting materials from residual waste.	2021/22 to align with next LTP	Existing
Sustainable Living Programme (Online)	RED2	Council need to fund for membership of the Sustainable Living Education Trust (SLET) programme and promote. The SLET website offers a range of information on topics relating to council; Gardens and backyards, Food choices, Minimising Waste, Community resilience and emergency management, Building improvements for warm and dry homes, Water use and impacts, and Getting around the District. Members of the public in the Waimate District can get free access to a range of materials by registering online.	2020/21 Annual Plan	New budget
The Waste Free Living Course	RED3	The preferred option for this proposal is to run a 3-year behaviour change pilot by subsidising Sustainable Living Education classes. The Sustainable Education Living Trust (SLET) provides education specifically related to a range of council activities- eg Minimising Waste, Community resilience and emergency management, Building improvements for warm and dry homes, Water use and impacts, and Getting around the District.	2020/21 Annual Plan	New budget
The Waste Free Parenting Course	RED4	Encourage parents to reduce disposal nappies.	2020/21 Annual Plan	Existing Budget

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Programme/ Project Name	Project ID	Description/Explanation (useful summary of what the project involves)	Timing	Budget (total or per annum*)
School education	RED5	Investigate need from schools for more comprehensive schools programme and consider funding.	Future	Existing Budget
Review and upgrade reuse shop	REUSE1	The reuse shop accepts items people no longer want that are still in usable condition eg. tools, kitchen wares, electric appliances. It needs to increase the capacity for collecting recoverable stuffs.	2021-31 Long Term Plan	New budget
Record sales and volumes of items at reuse shop	REUSE2	There is little data collected around the reuse shop activity.	In Progress	Existing
Expand sales of other items in reuse shop	REUSE3	Expand the sale of other items for example Bio bins, TDC compost, bio bags, charcoals. Encourages the diversion of waste and offers a niche market for residents to buy low cost goods.	Future	New Budget
Kerbside collection Satchel	RE1	This project is started in Timaru as a trial basis in 2017/18. A satchel (A3 envelope) will be given to residents to collect a range of alternative items to be sorted and sold at the reuse shop at RRP or recycled at WDC cost. Primary collection can be done via recycling bins but alternative collection points (in recycling bins) are proposed at T/S and service centres, so all residents have access.	Future	New Budget
Soft plastic trial	RE3	Investigate soft plastics collection (and processing) for businesses. Soft plastic forms a large proportion of business and residential waste by volume. The feasibility of collecting soft plastics from households and potential markets needs to be explored to form part of the Request For Proposal for the new Waste Minimisation Services Contract.	May be future market option	Existing

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Programme/ Project Name	Project ID	Description/Explanation (useful summary of what the project involves)	Timing	Budget (total or per annum*)
Green waste data update	RECOV4	Record data of quantities of incoming green waste at the transfer station.	In Progress	Existing Budget
Enough green waste storage area	RECOV1	Modify greenwaste area to allow handling for transport.	2021-31 Long Term Plan	New Budget
Green/food waste processing	RECOV2	Investigate transport of green, food and other organic waste to Redruth for processing.	2021-31 Long Term Plan	New Budget
Timber recovery	RECOV3	Investigate options for removing timber from the waste stream and collecting for pyrolysis processing.	2021-31 Long Term Plan	New Budget
Gib licensing	RECOV5	Investigate and implement options for licensing gib.	2020/21 Annual Plan	Existing Budget
Include waste disposal options in emergency plans	DISPO1	Waste disposal options are included in emergency plans. Emergency planning for solid waste will enhance ability to respond while maintaining a high level of compliance. Need human resource to address this.	2020/21 Annual Plan	New Budget
Emergency waste management	DISPO2	Obtain consent or designations for old cleanfill sites as an alternative dumping site for emergency waste.	2019/20	Existing Budget
Employ waste minimisation officer	ORG1	Council could hire 1 FTE to support waste minimisation activities, including roles noted below.	2021-31 Long Term Plan	New Budget
		0.25 FTE for business assistance to reduce waste at source.		

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Programme/ Project Name	Project ID	Description/Explanation (useful summary of what the project involves)	Timing	Budget (total or per annum*)
		0.25 FTE to support contractual obligations and maintain customer compliance with acceptance criteria. 0.25 FTE to support legislative compliance in enacting and reporting on WMMP. 0.25 FTE to monitor contractor.		
		-kerbside auditing (assessed at 0.2 FTE)		

Project ID: Refer #1238310 for project outlines

Table 1: Summary of Operational Expenditure

Account Code	2017/18 Total Budget	2018/19 LTP Budget 2018/28	2019/20 LTP Budget 2018/28	2020/21 LTP Budget 2018/28	2021/22 LTP Budget 2018/28	2022/23 LTP Budget 2018/28	2023/24 LTP Budget 2018/28	2024/25 LTP Budget 2018/28	2025/26 LTP Budget 2018/28	2026/27 LTP Budget 2018/28	2027/28 LTP Budget 2018/28
5410 - Urban Refuse Collection											
5410322 - Advertising	504	500	510	520	531	543	556	568	582	596	611
5410333 - General Expenses	1,200	2,000	2,040	2,080	2,124	2,172	2,222	2,272	2,326	2,384	2,444
541040303 - Depn - Plant & Machinery	4,908	6,310	6,612	6,436	6,373	6,410	6,528	6,716	5,894	5,101	4,976
541040314 - Depreciation - Sanitation	26,316	22,705	22,705	22,705	22,705	22,705	22,705	22,705	22,705	22,705	22,705
541041203 - Rates Remissions	0	0	0	0	0	0	0	0	0	0	0
5410504 - Consultants	1,000	1,000	1,020	1,040	1,062	1,086	1,111	1,136	1,163	1,192	1,222
5410506 - Contractors	457,500	450,000	459,000	468,000	477,900	488,700	499,950	511,200	523,350	536,400	549,900
5410507 - Disposal Charge on Collection	197,004	194,000	197,880	201,760	206,028	210,684	215,534	220,384	225,622	231,248	237,068

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Account Code	2017/18 Total Budget	2018/19 LTP Budget 2018/28	2019/20 LTP Budget 2018/28	2020/21 LTP Budget 2018/28	2021/22 LTP Budget 2018/28	2022/23 LTP Budget 2018/28	2023/24 LTP Budget 2018/28	2024/25 LTP Budget 2018/28	2025/26 LTP Budget 2018/28	2026/27 LTP Budget 2018/28	2027/28 LTP Budget 2018/28
5410515 - Waste Levy Expenditure	11,500	5,500	5,610	5,720	5,841	5,973	6,111	6,248	6,397	6,556	6,721
INTERNAL EXPENDITURE											
5410601 - HR Costs - 8125	1,928	5,082	5,194	5,300	5,422	5,548	5,803	5,939	6,084	6,240	6,402
541060101 - 8126 - Health & Safety O/H Recoveries	(1)	12,738	12,947	13,212	13,458	13,708	13,972	14,247	14,536	14,841	15,159
5410602 - Corporate Services Costs - 8120	10,626	42,521	43,717	45,840	45,655	46,735	48,731	48,601	49,632	51,839	51,882
5410606 - Asset Mgmt allocated costs	17,314	37,672	38,463	39,285	40,018	40,816	41,593	42,244	43,077	43,995	44,941
5410608 - Network Costs	10,314	23,768	24,125	24,748	26,221	26,624	27,231	27,686	27,592	28,576	29,197
5410609 - CEO & Finance Costs - 8110	14,835	39,595	36,015	36,721	37,434	38,146	38,893	39,668	40,487	41,349	42,247
5410611 - Support - Asset Manager	11,621	6,115	6,236	6,360	6,478	6,597	6,721	6,852	6,989	7,132	7,282
5420 - Disposal											
EXPENDITURE											
5420314 - Timesheet Allocation	1,281	5,200	5,283	5,372	5,470	5,569	5,673	5,782	5,897	6,016	6,141
5420333 - General Expenses	2,280	2,280	2,326	2,371	2,421	2,476	2,533	2,590	2,652	2,718	2,786
5420337 - Legal Fees	0	0	0	0	0	0	0	0	0	0	0
5420349 - Repairs & Maintenance	1,000	1,000	1,020	1,040	1,062	1,086	1,111	1,136	1,163	1,192	1,222

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Account Code	2017/18 Total Budget	2018/19 LTP Budget 2018/28	2019/20 LTP Budget 2018/28	2020/21 LTP Budget 2018/28	2021/22 LTP Budget 2018/28	2022/23 LTP Budget 2018/28	2023/24 LTP Budget 2018/28	2024/25 LTP Budget 2018/28	2025/26 LTP Budget 2018/28	2026/27 LTP Budget 2018/28	2027/28 LTP Budget 2018/28
542040303 - Depreciation - Plant & Machinery	96	87	78	18,080	18,072	18,066	18,060	18,055	18,051	18,046	(362)
542040304 - Depreciation - Motor Vehicles	0	0	0	23,803	23,803	23,803	23,803	23,803	0	0	0
542040314 - Depreciation - Sanitation	14,976	15,853	15,853	15,853	15,853	15,853	15,853	15,853	15,853	15,853	15,853
542040406 - Disposal / RRP Operation - Internal Loan interest	31,881	28,540	27,440	26,340	25,240	24,140	23,040	21,940	20,840	19,740	18,640
5420405 - Insurance	2,320	2,442	2,491	2,540	2,593	2,652	2,713	2,774	2,840	2,911	2,984
542040503 - Insurance - Public Indemnity/Liability	523	0	0	0	0	0	0	0	0	0	0
542042405 - Internal Rent	2,904	3,225	3,320	3,394	3,484	3,568	3,661	3,758	3,864	3,973	4,091
5420425 - Rates	2,820	2,820	2,876	2,933	2,995	3,063	3,133	3,204	3,280	3,361	3,446
5420501 - Asset Mgt Plan	16,713	4,000	4,080	4,160	4,248	4,344	4,444	4,544	4,652	4,768	4,888
5420506 - Contractors	200,000	193,000	196,860	200,720	204,966	209,598	214,423	219,248	224,459	230,056	235,846
5420507 - Disposal Charge on Collection	9,000	9,000	9,180	9,360	9,558	9,774	9,999	10,224	10,467	10,728	10,998
INTERNAL EXPENDITURE											
5420601 - HR Costs - 8125	1,421	1,978	2,021	2,062	2,110	2,159	2,258	2,311	2,368	2,428	2,491

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Account Code	2017/18 Total Budget	2018/19 LTP Budget 2018/28	2019/20 LTP Budget 2018/28	2020/21 LTP Budget 2018/28	2021/22 LTP Budget 2018/28	2022/23 LTP Budget 2018/28	2023/24 LTP Budget 2018/28	2024/25 LTP Budget 2018/28	2025/26 LTP Budget 2018/28	2026/27 LTP Budget 2018/28	2027/28 LTP Budget 2018/28
542060101 - 8126 - Health & Safety O/H Recoveries	1	4,957	5,038	5,141	5,237	5,334	5,437	5,544	5,656	5,775	5,899
5420602 - Corporate Services Costs - 8120	7,821	16,546	17,011	17,837	17,765	18,185	18,962	18,912	19,313	20,172	20,188
5420604 - Utilities Costs - 8140	315	3,100	4,944	5,050	5,146	5,149	5,151	5,192	5,436	5,485	5,358
5420606 - Asset Management Unit Costs - 8160	14,142	34,289	35,008	35,757	36,424	37,150	37,858	38,450	39,208	40,044	40,905
5420608 - Network Costs	7,594	9,249	9,387	9,630	10,203	10,360	10,596	10,773	10,737	11,119	11,361
5420609 - CEO & Finance Costs - 8110	10,923	15,407	14,014	14,289	14,566	14,843	15,134	15,436	15,754	16,090	16,439
5420611 - Support - Asset Manager	4,746	6,115	6,236	6,360	6,478	6,597	6,721	6,852	6,989	7,132	7,282

5.2 CAPITAL WORK PROGRAMME /PROJECTS 2018-28

5.2.1 DELIVERY

5.2.1 SUMMARY OF CAPITAL WORK PROGRAMME MAJOR ITEMS/PROJECTS

Programme/Project Name	Project ID	Description/Explanation (useful summary of what the project involves)	Timing	Budget (total or per annum*)
Add new kerbside bins for 3-bin service	KS2	Provide multi bin service (ie 3-bins) eg. 240l bin to increase diversion of green waste and potentially food waste, red bins for rubbish & yellow bins for recycling.	2021-31 Long Term Plan	New Budget
RFID tags (Radio Frequency Identification tags)	KS4	Implementation of RFID bin tags will reduce call-backs, monitoring costs, bin replacement, contract costs, bin replacement, contract costs and improves rate income and monitoring of bin allocations to rates paid. -RFID system reporting (asset maintenance) (0.2 FTE).	2025/26 as part of the 2021-31 Long Term Plan review	New Budget
Public place recycling facilities.	KS7	Install public place recycling facilities in highly used public areas	2018/19	Existing Budget
Install compactor	TS1	The compactor is financially viable and practical alternative for the Council to obtain	2019/20	136,247 approved by Council on 19.02.2019

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Programme/Project Name	Project ID	Description/Explanation (useful summary of what the project involves)	Timing	Budget (total or per annum*)
		significant financial savings by reducing the number of trips to transport waste to Redruth landfill.		
Install Weighbridge	TS2	Weighbridge will help to enable accurate and comprehensive data collection. Installation of weighbridge is important for better recording of all waste amount and for equitable charges i.e pay by weight.	2020/21	\$120,060 (Existing)
Mattress recycling	RE4	Landfilled waste amount can also be reduced by sending mattresses for recycling. Capital spend for table & containers, if required.	2021-31 Long Term Plan	New Budget
Polystyrene drop-off: investigate options for providing a polystyrene recycling measure	TS5	Some customers may wish to dispose of polystyrene. Capital spend for cages, if required.	2020/21 Annual Plan	New Budget

**For this section refer to budget pages as appropriate. Project ID: Refer TDC #1238310 for project outlines*

Table 4: Future Proposed Renewals and New Capital Works 2018-28 – Financial Summary

The narrative summaries for each budget category are listed in the tables below. See white pages proposal for 2018-2028 # 1238310 for details

Items	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	Approved Long Term Plan 2018-28			Long Term Plan 2021-31 (Due for review in future)						
Kerbside Collection										
Collection service review To be reviewed 2020/21 Annual Plan	-	-	\$10,000	-	-	-	-	-	-	-
Add new kerbside bins for 3- bin system	-	-	-	\$541,950	-	-	-	-	-	-
Contract roll out costs	-	-	-	\$100,000	-	-	-	-	-	-
Kerbside auditing staffing* (0.2 FTE)	-	-	-	\$13,000*	\$13,000*	\$13,000*	\$13,000*	\$13,000*	\$13,000*	\$13,000*
RFID bin tagging* (0.2 FTE)	-	-	-	\$13,000*	\$13,000*	\$13,000*	\$13,000*	\$13,000* \$217,000	\$13,000*	\$13,000*
Business assistance staffing* (0.2 FTE)	-	-	-	\$13,000*	\$13,000*	\$13,000*	\$13,000*	\$13,000*	\$13,000*	\$13,000*
Public place recycling and refuse facilities To be reviewed 2020/21 Annual Plan / LTP 2021-31	\$4,000	\$4,000	\$4,500	- \$4,500	- \$1,500	-	-	-	-	-
SWAP audit	-	-	-	-	\$10,000	-	-	-	-	-
Bin renewal To be reviewed 2020/21 Annual Plan	\$3,000	\$3,100	\$3,100 \$5,000	\$3,200 \$5,000	\$3,300 \$5,000	\$3,400 \$5,000	\$3,400 \$5,000	\$3,500 \$5,000	\$3,600 \$5,000	\$3,700 \$5,000
Total	\$7,000	\$7,100	\$19,500	\$690,450	\$55,500	\$44,000	\$44,000	\$261,000	\$44,000	\$44,000

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Items	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	Approved Long Term Plan 2018-28			Long Term Plan 2021-31 (Due for review in future)						
Transfer Station										
Compactor installation To be completed 2019/20 as approved by Council	-	- \$136,000	\$119,000 -	-	-	-	-	-	-	-
Compactor maintenance	-	-	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Weighbridge installation	-	-	\$120,000	-	-	-	-	-	-	-
Weighbridge maintenance	-	-	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Tyre recycling To be reviewed 2020/21 Annual Plan	-	-	- \$5,000	- \$5,000	- \$5,000	-	-	-	-	-
Polystyrene drop-off To be reviewed 2020/21 Annual Plan	-	-	- \$5,000	-	-	-	-	-	-	-
Polystyrene recycling To be reviewed 2020/21 Annual Plan	-	-	- \$1,000	- \$1,000	- \$1,000	- \$1,000	- \$1,000	- \$1,000	- \$1,000	- \$1,000
Waste audit	-	-	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Review and upgrade reuse shop	-	-	-	\$10,000	-	-	-	-	-	-
Total 89	-	\$136,000	\$135,000	\$20,000	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000

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Items	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	Approved Long Term Plan 2018-28			Long Term Plan 2021-31 (Due for review in future)						
Reduction										
Sustainable Living Programme (online) To be reviewed 2020/21 Annual Plan	\$1,500	\$1,500	- \$1,138	- \$1,138	- \$1,138	- \$1,138	- \$1,138	- \$1,138	- \$1,138	- \$1,138
The Waste Free Living Course To be reviewed 2020/21 Annual Plan	-	-	- \$1,638	- \$1,638	- \$1,638	- \$1,638	- \$1,638	- \$1,638	- \$1,638	- \$1,638
The Waste Free Parenting Course	-	-	\$1,638	\$1,638	\$1,638	\$1,638	\$1,638	\$1,638	\$1,638	\$1,638
Total	\$1,500	\$1,500	\$4,414	\$4,414	\$4,414	\$4,414	\$4,414	\$4,414	\$4,414	\$4,414
Recover										
Green waste storage area	-	-	-	\$15,000	-	-	-	-	-	-
Green/food waste processing	-	-	-	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Total	-	-	-	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Disposal										
Emergency plan To be reviewed 2020/21 Annual Plan	-	-	- \$5,000	-	-	-	-	-	-	-
Total	-	-	\$5,000	-	-	-	-	-	-	-

*Kerbside waste at 60% of the total waste to landfill is a significant proportion of the waste stream controlled by WDC. 2 key changes in the kerbside bin management are the RFID tag implementation and an increased requirement for kerbside visual monitoring. To maintain an effective kerbside system, 1FTE is proposed for the Assets Group to assist in waste management. Part of the role is kerbside system support

- kerbside auditing (assessed at 0.2 FTE)
- RFID system reporting (asset maintenance) (0.2 FTE)
- contract auditing of contractor performance for collections to maintain high level of service (0.1 FTE)
- Monitoring of bin allocations to rates paid
- More efficient bins and contract monitoring will reduce customer service workload
- 0.2 FTE business assistance

5.3**5.4 FINANCIAL STATEMENTS AND PROJECTIONS**

The information in the WMMP forms the basis for the 10-year operating and capital budgets for this activity.

The methodology in developing the Waste Minimisation Budget followed WDC Finance Unit's convention of categorising costs into two general budget headings, namely: capital expenditures and operating expenditures.

The Water and Waste Manager is primarily responsible for developing the expenditure projections from the identified capital and operational works, with advice from Metallic Sweeping Ltd.

Unit costs are based on current year dollar prices.

The inflation factor will be applied at corporate stage processing of the whole WDC budget. WDC Council members are responsible to finalise the budget.

Refer to Part B for details on the planned capital work and budget by activity.

Summary

The majority of capital works relate to provision of services for enhancing the key waste activity asset. Some of the waste levy money is allocated to projects to ensure continuing progress with waste minimisation.

5.5 FUNDING STRATEGY

The Financial Projections in this WMMP are anchored on WDC's corporate Financial Strategy contained in the 2018-2028 Long Term Plan, which balances:

- The need to maintain, replace and renew core infrastructure
- Community needs and aspirations for new and improved community infrastructure
- The obligation under law to build new infrastructure of a higher standard.

The Financial Strategy states WDC must manage its finances prudently, while sustainably promoting the current and future interest of the community.

Inflation factor

Waimate District Council along with many other New Zealand Councils calculates and applies inflation factors to its 10-year budget forecast, using predictions of future inflation levels from New Zealand economic research company, Business and Economic Research Ltd (BERL). Annually, budgets are reviewed to more accurately reflect price movements.

Asset development and renewal expenditure

Asset development expenditure is for purchasing, building, replacing or developing the District's assets. For each asset category, the AMPs are considered the key planning tool for the maintenance, future renewal and additional assets required to meet increased levels of services or growth in the District.

Renewals of assets are generally funded from reserves which have been previously funded from rates. If there are insufficient funds in the appropriate reserve for the renewal expenditure, Council has elected to borrow to pay for some of the renewals.

Level of service improvements and growth assets are generally funded from capital contributions in the form of contributions (financial contributions and cash in lieu of reserves). This is to ensure that the costs are spread across the generations that will utilise the assets.

Depreciation fund

WDC calculates depreciation fund requirements based on the long term projected renewals of the assets. Depreciation is funded from rates.

Waste Minimisation funding

Waste minimisation activity is funded as follows in accordance with Council's funding policy:

- Resource Recovery Park is funded by:

User Pays	10%	Split as follows:	Urban	60.0%
Ratepayer funded	90%		Rural 1	34.3%
			Rural 2	5.7%
				100.0%

- The kerbside and recycling drop off collection services are funded by a targeted rate for the actual users of the collection service.
- Operational services are funded by revenue from tipping fees and charges, general rates and any interest or dividends that may be allocated by Council.
- Users will pay 100% for waste disposal through targeted rates and tipping fees and charges.

Considerations for Setting Charges

- Transfer station charges are volume or weight based.
- Differential charges encourage waste to be separated for reuse, recycling and composting.
- It is expected that increases in fees and charges for waste disposal to landfill may be limited during the period.
- Increase to allow for increasing waste levy or Emission Trading Scheme (ETS) costs.

Variations to Cash flow

It is not envisaged that any smoothing is required for the activity cash flow.

Waste Minimisation Act Provisions

Council has the ability under the WMA (s47) to make grants to any person, organisation or group for the purposes of promoting waste management and minimisation, as long as this is authorised by the WMMP. If Council intends to provide any such grants, the terms and conditions for this must be explained in the WMMP (s43). The frame of reference for grants should also be noted in Part B, the Action Plan. There is no intention to provide for grants in the term of the 2018 - 28 LTP.

Waste Minimisation Levy Funding Expenditure

The WMA requires that all waste levy funding received by a Territorial Authority (TA) be spent on waste minimisation activities in accordance with Council's WMMP. The plan must, therefore, state how these funds are to be spent. Waste levy funds can be spent on existing waste minimisation services, new services or a combination of both. The funding can be used to provide grants, to support contract costs or as infrastructure capital.

Council has flexibility in the timing and manner in which waste levy funds are utilised. Funds can be pooled with other TAs, or pooled for several years to use for infrastructure development, as long as this use is provided for and explained in the WMMP.

Funding can be withheld by the Minister for the Environment if a Council cannot demonstrate that funding is being used for waste minimisation activities in accordance with its WMMP, or the Council has not adopted a WMMP, or if the plan is not reviewed in accordance with the WMA requirements.

Use of Levy for Operational Expenditure

The following definitions are used to denote the activity:

New	an activity started after the implementation of the waste levy (from 1 July 2009)
Expansion	a significant increase in levels of service
Existing	a service that was in place before the levy was implemented

WDC Use of Waste Levy

Some of the levy will be used to fund operating activity which is new or expanded activity since the implementation of the waste levy.

A portion of the levy will be used to fund new capital projects.

The remainder of the waste levy revenue will be used to offset costs associated with the collection and processing of materials for recycling and mulching from the three-bin collection service.

The tables on the following pages outline the waste levy spending programme for the next 10 years as programmed in the LTP budget.

*However, blank lines (labelled "other") have been inserted in the tables to allow some flexibility as there is potential for projects and priorities to change. Should this happen, then the Ministry for the Environment will be consulted, and a change in spending discussed.

Waste levy operational costs are included in the overall operational expenditure outlined.

Table 5: Waste Levy Spending – New and Expanded Activity- previous periods

Activity	Type	Category	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Paper for Trees	Existing	Education	\$1,660	\$1,320	\$1,440	\$1,440	\$1,320	\$1,320
Canterbury Waste Joint Committee	Existing	Other initiatives	\$937	\$618	\$948	\$643	\$602	\$1,363
One Planet E-Book Annual Subsidy	Existing	Reduction	-	-	\$173	\$173	\$173	-
Event support	Existing	Other initiatives	-	\$556	\$3,760	-	-	-
Site Signage	Existing	Infrastructure	\$2,820	\$545	\$657	-	-	-
Access Ramp	Existing	Infrastructure	-	\$509	-	-	-	-
Agrecovery support	Existing	Other initiatives	-	\$536	-	-	-	-
Prep and Seal RRP Access Ramp	Expansion	Infrastructure	-	\$6,063	-	-	-	-
St. Andrew Green waste	Existing	Recycling	\$293	-	\$275	-	-	-
Modify existing drop-off	Existing	Recycle	\$4,485	-	-	-	-	-
upgrade reuse shop	Expansion	Reuse	\$6,283	-	-	-	-	-
Enviroschools-St.Andrew	New	Education	-	-	-	-	-	\$1,750
Kerbside SWAP audit	New	Reduction	-	-	-	-	-	\$11,040
Total			\$16,478	\$10,147	\$7,253	\$2,256	\$2,095	\$15,473

Refer #TDC 1229366-Waste Levy programmes for WMMP

Table 6: Waste Levy Operational Spending – New and Expanded Activity- LTP period 2018-2028

Activity	Type	Category	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
			Approved Long Term Plan 2018-28			Long Term Plan 2021-31 (Due for review in future)						
Paper for Trees	Existing	Education	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Sustainable Living Program <i>To be reviewed 2020/21 Annual Plan / LTP 2021-31</i>	New	Education	\$1,500	\$1,500	- \$1,138	- \$1,138	- \$1,138	- \$1,138	- \$1,138	- \$1,138	- \$1,138	- \$1,138
Waste Free Living Course <i>To be reviewed 2020/21 Annual Plan / LTP 2021-31</i>	New	Education	-	-	- \$1,638	- \$1,638	- \$1,638	- \$1,638	- \$1,638	- \$1,638	- \$1,638	- \$1,638
Waste Free Parenting Course	New	Education	-	-	- \$1,638	- \$1,638	- \$1,638	- \$1,638	- \$1,638	- \$1,638	- \$1,638	- \$1,638
Consultancy for Collection Service Review <i>To be reviewed 2020/21 Annual Plan</i>	New	Other initiatives	-	-	- \$10,000	-	-	-	-	-	-	-
SWAP Audit <i>To be reviewed LTP 2021-31</i>	New	Reduction	-	-	-	-	- \$10,000	-	-	-	-	-
Waste Audit in kerbside and Transfer Station	New	Reduction	-	-	- \$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Tyre Recycling <i>To be reviewed 2020/21 Annual Plan / LTP 2021-31</i>	New	Recycling	-	-	- \$5,000	- \$5,000	- \$5,000	-	-	-	-	-
Polystyrene Recycling <i>To be reviewed 2020/21 Annual Plan / LTP 2021-31</i>	New	Recycling	-	-	- \$1,000	- \$1,000	- \$1,000	- \$1,000	- \$1,000	- \$1,000	- \$1,000	- \$1,000
Public Place Recycling			-	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Waste minimisation staff <i>To be reviewed LTP 2021-31</i>	New	Other initiatives	-	-	-	- \$15,000	- \$17,500	- \$20,000	- \$20,000	- \$20,000	- \$20,000	- \$20,000
Total			\$3,000	\$4,000	\$23,914	\$28,914	\$41,414	\$28,914	\$28,914	\$28,914	\$28,914	\$28,914

Refer #TDC 1229366-Waste Levy programmes for WMMP

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Table 7: Waste Levy Capital Spending – New and Expanded Activity- LTP period 2018-2028

Activity	Type	Category	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
			Approved Long Term Plan 2018-28			Long Term Plan 2021-31 (Due for review in future)						
Weighbridge	New	Infrastructure	-	-	\$120,000	-	-	-	-	-	-	-
Polystyrene cages for drop-off <i>To be reviewed 2020/21 Annual Plan</i>	New	Infrastructure	-	-	\$5,000	-	-	-	-	-	-	-
Upgrade Reuse Shop <i>To be reviewed LTP 2021-31</i>	Expansion	Reuse	-	-	-	\$10,000	-	-	-	-	-	-
Public Place Refuse and Recycling Facilities <i>To be reviewed 2020/21 Annual Plan / LTP 2021-31</i>	Existing	Recycling	\$4,000	\$4,000	\$4,500	-	-	-	-	-	-	-
Green waste Storage Area Extension <i>To be reviewed LTP 2021-31</i>	New	Infrastructure	-	-	-	\$15,000	-	-	-	-	-	-
Total			\$4,000	\$4,000	\$129,500	\$29,500	\$1,500	-	-	-	-	-

Table 8: Waste Levy Reporting Summary- previous periods

Activity	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Opening Balance	17,120	\$27,770	\$32,874	\$45,622	\$64,495	\$90,930	\$119,177
Income (actual)	21,281	\$21,583	\$22,897	\$26,129	\$28,691	\$30,343	\$30,946
Total levy income	\$38,401	\$49,353	\$55,771	\$71,751	\$93,186	\$121,273	\$150,123
Operational-new and expanded	\$10,631	\$1,953	\$7,892	\$1,440	\$1,440	-	\$12,790
operational- existing	-	\$14,526	\$2,257	\$5,816	\$816	\$2,096	\$2,683
Capital	-	-	-	-	-	-	-
Total Levy spend	\$10,631	\$16,479	\$10,149	\$7,256	\$2,256	\$2,096	\$15,473
Closing Balance	\$27,770	\$32,874	\$45,622	\$64,495	\$90,930	\$119,177	\$134,650
Spend report TDC doc ref.	#TDC1239946	#TDC1239950	#TDC1239951	#TDC1239953	#TDC1239954	#TDC1239947	#TDC1239942

Table 9: Waste Levy Reporting Summary- New Activity for LTP period 2018-28

Activity	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Income (actual)	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000
Estimated Opening Balance	\$134,650	\$158,650	\$181,650	\$59,236	\$31,822	\$19,908	\$21,994	\$24,080	\$26,166	\$28,252
Total levy income	\$165,650	\$189,650	\$212,650	\$90,236	\$62,822	\$50,908	\$52,994	\$55,080	\$57,166	\$59,252
Operational-new & expanded	\$3,000	\$4,000	\$23,914	\$28,914	\$41,414	\$28,914	\$28,914	\$28,914	\$28,914	\$28,914
Capital	\$4,000	\$4,000	\$129,500	\$29,500	\$1,500	-	-	-	-	-
Total Levy spend	\$7,000	\$8,000	\$153,414	\$58,414	\$42,914	\$28,914	\$28,914	\$28,914	\$28,914	\$28,914
Estimated Closing Balance	\$158,650	\$181,650	\$59,236	\$31,822	\$19,908	\$21,994	\$24,080	\$26,166	\$28,252	\$30,338

Refer #TDC 1229366-Waste Levy programmes for WMMP

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5.6 VALUATION FORECASTS

Infrastructure assets include waste minimisation assets. This valuation will be recorded for all assets in the *Improvement Plan (Section 7)*.

5.7 KEY ASSUMPTIONS MADE IN FINANCIAL FORECASTS

See table on following page.

Key Assumptions made in Financial Forecasts for 2018-2028

	<u>Financial Category</u>	<u>Assumption</u>	<u>Confidence level</u>	<u>Risk</u>	<u>Consequence</u>	<u>Source/date of base info</u>	<u>Effect on activity</u>																				
1	Inflation	The LTP is prepared on the inflation rates assumed in the table below for periods beyond 2018/19 which is based on Local Government Cost Index (LGCI) prepared by BERL: <table><tr><td>2019</td><td>2.0%</td></tr><tr><td>2020</td><td>2.2%</td></tr><tr><td>2021</td><td>2.2%</td></tr><tr><td>2022</td><td>2.3%</td></tr><tr><td>2023</td><td>2.4%</td></tr><tr><td>2024</td><td>2.4%</td></tr><tr><td>2025</td><td>2.5%</td></tr><tr><td>2026</td><td>2.6%</td></tr><tr><td>2027</td><td>2.7%</td></tr><tr><td>2028</td><td>2.8%</td></tr></table>	2019	2.0%	2020	2.2%	2021	2.2%	2022	2.3%	2023	2.4%	2024	2.4%	2025	2.5%	2026	2.6%	2027	2.7%	2028	2.8%	Low	Medium	High	WDC LTP 2018-28	A difference in the inflation rates experienced verses those assumed will change the cost base of Council and therefore impact upon funding requirements.
2019	2.0%																										
2020	2.2%																										
2021	2.2%																										
2022	2.3%																										
2023	2.4%																										
2024	2.4%																										
2025	2.5%																										
2026	2.6%																										
2027	2.7%																										
2028	2.8%																										
2	Interest Rates on Borrowing	Interest on borrowing is assumed to be 5%.	Medium	Low	Medium	WDC LTP 2018-28																					

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3	Return on Investment	It is assumed that Council's investments will generate a 3.5% return based on current OCR rates (1.75%) continuing to be reflected in the market.	Medium	Higher	Medium		
4	Funds for Future Replacement of Significant Assets	Councils have some flexibility in the policies they may set with regard to sources of funds for the future replacement of significant assets. Council's flexibility centres on whether we should collect depreciation monies from rate-payers during the lifetime of the asset to build up a reserve that can fund the replacement of the asset when it comes to the end of its useful life or when the asset	Medium	Medium	Medium		

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		comes to the end of its useful life, rely on borrowed money to replace it.					
5	Asset depreciation rates	Asset depreciation rates aligned and shown in the latest revaluation (2017).	Medium	Medium	Medium		

6 MANAGING THE ACTIVITY

6.1 OVERALL MANAGEMENT

The Asset Group Unit of WDC is responsible for operating and managing the waste services and facilities. Skills required of staff are reflected in the position titles, shown in the Organisational Chart in Section 1.12. Position descriptions provide the scope of staff responsibility in the activity.

Waste Management in the Waimate District Council is currently staffed at 0.45 FTE. The greater emphasis being placed on the responsible management, operation and maintenance of assets and diversion of waste will add to the tasks and responsibilities of the Asset Group team. Therefore, the aim of this WMMP is to set realistic and achievable goals. However, staffing has been identified as a requirement across a number of areas.

REFER	Employ 1 EFT to implement new waste activities.
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This WMMP is a repository of information that will assist staff gain knowledge of the history of the activity including awareness of how business practices have evolved and an insight into the improvements which have been carried out. Having a WMMP mitigates the risk associated with staff leaving the organisation as it provides institutional knowledge to be passed on for continuity of organisational culture.

6.2 ACCOUNTING/FINANCIAL/CUSTOMER SERVICE/REQUEST SYSTEMS

WDC currently uses magiQ and NCS as its Corporate Information System. This holds all the financial, rating and situation data. All customer requests relating to kerbside collection or other waste services are held in AssetFinda. This system also features a 24/7 Logged and AssetFinda where all complaints from the public can be reported.

Registers are held for:

- i) Bin numbers
- ii) Bin size
- iii) Bin category

A component of WDC's corporate information system is an electronic document management system using the AssetFinda and SharePoint software. AssetFinda holds electronic records of documents pertaining to waste services. Documents not saved in AssetFinda are stored in a dedicated drive within the Council network.

WDC's website also hosts information on Waimate District's waste services, such as transfer station hours, waste fees and charges, kerbside collection information, etc.

6.3 ACTIVITY/ASSET MANAGEMENT SYSTEMS

Asset Information Management System (AIMS)

Asset data management is primarily carried out using AssetFinda, an asset management application for maintaining a register of assets and recording of information on assets.

AssetFinda records:

- Asset information such as criticality, condition, size, type and age which is able to be linked to the GIS spatial database
- Set up calendar to remind for compliance monitoring
- Valuation Data

6.4 INFORMATION FLOW AND PROCESSES

Information management for waste minimisation services covers asset data management and customer service information. Information is collected, processed, stored and maintained within various systems that make up the information network. Some component systems are enabled for interfacing to facilitate data accessibility, validation, analysis and reporting.

6.5 STANDARDS AND GUIDELINES/QUALITY ASSURANCE

Activity management practices are carried out to WDC's standard of service quality, policies and approved procedures; and in accordance with Council's adopted industry-recognised or accepted technical standards of practice.

6.6 Risk Management

Recording of risks

Risks will be recorded in

- Waste Management and Minimisation Plan (this section)
- Contractor's own documentation

Risk assessment

KEY (As per Risk Management Policy)

<u>Likelihood</u>	<u>Consequences</u>
1 – Rare	1 - Less than minor
2 – Unlikely	2 – Minor

3 – Possible

3 – Moderate

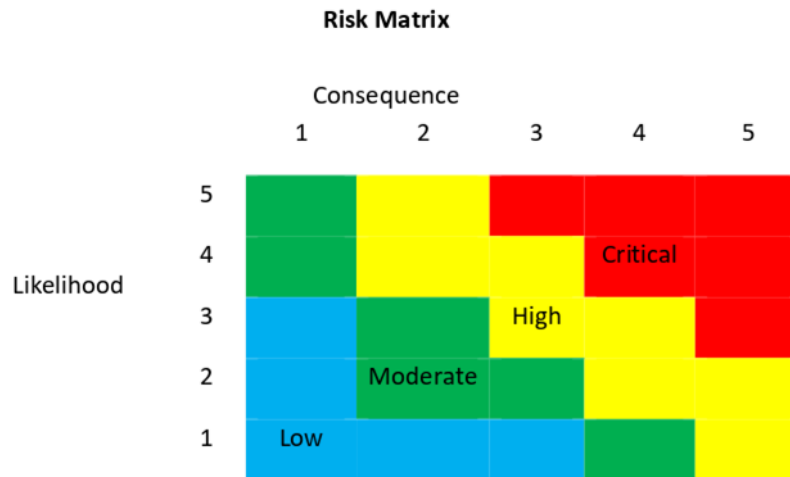
4 – Likely

4 – Major

5 – Almost certain

5 – Extreme

Refer to Appendix 2 for definition of Likelihood and Consequences.

**Risk Response**

Overall risk rating	Action	Reporting
Critical /Extreme	Urgent and active management required. Risk treatment plan must be implemented immediately to reduce the risk exposure to an acceptable level. Regular reporting required.	Immediate notification to relevant Group Manager. Advise Group Manager Corporate Services to allow tracking of risk.
High	Management attention is required. Risk treatment plan required. Regular reporting required.	Notification to relevant Group Manager. Advise Group Manager Corporate Services to allow tracking of risk.

Overall risk rating	Action	Reporting
Moderate	Management responsibility to monitor. Focus on ensuring internal controls are effective and monitoring the ongoing risk.	Included on management-level risk registers. Group Manager Corporate Services to review risk registers periodically.
Low	Can be monitored using routine practices. Focus on ensuring internal controls are effective.	Included on management-level risk register. Group Manager Corporate Services to review risk registers periodically.

Risk Table

Specific Risk Identified	Possible Effects	Mitigation measures currently in place	Likelihood	Consequence	Risk
e.g. Failure to comply with Legislation	Prosecution, financial LoSs, LoSs of reputation, modified audit opinions, requirement for rectifying legislation	Legal and other specialist advice sought as required, Tax Policies and procedures, qualified staff, staff and elected member training, external reviews	3	3	High
Consent compliance	Inability to renew consents	Maintain and improve environmental compliance	4	4	Critical
Natural disasters	Damage to waste assets by flooding	Storm water system will be improve to manage flow.	2	4	High
	Damage RRP by Earthquake	Coordinate with ECAN for managing river bank	2	4	High
Increased waste	Increased waste transportation cost and also reduced Redruth landfill life	Additional staffing to -Commencing 3-bin system -reduce waste from businesses -monitor waste to landfill is compliant with bylaw -additional programmes to reduce waste and increase recycling	3	3	High
Operational risks	Contract emergency management plan	Contract with well-resourced contractor Contract monitoring	3	1	Low

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7 IMPROVING THE PLAN

7.1 IMPROVEMENT PROGRAMME

Previous and future actions are summarised in the following section.

Table: Improvement Plan (Section 7), 2018-2028

No	Year By when	Action	Linkage (WMMP or IIMM)	Cost	Resources (responsibility)	Priority	Status
2.1	AM POLICY DEVELOPMENT						
	Corporate score						
2.2	LEVELS OF SERVICE and PERFORMANCE MANAGEMENT						
	2015/16	Consult with the community to assess satisfaction with services levels and any possible changes.	2.2.3		With LTP	1	Completed
	2017	Conduct SWAP.	1.1		External	1	Completed
	2017/18	Public consultation (for 3-bin system)	B1.1		Internal	1	Completed
	2018	Waste Assessment.	1.1		Internal	1	Completed
	2018	Review WMMP.	1.1		Internal	1	Underway
	2024	Review WMMP.	1.1		Internal	1	Future
	2023	Conduct Waste Assessment (6-yearly).	1.1	20,000	Internal/external	1	Future
	2023	Conduct SWAP.	1.1	10,000	Internal/external	1	Future
2.3	ASSET REGISTER DATA – AssetFinda						
	2019/20	Add assets to AssetFinda	6.3		Internal		Future
	2019/20	Create AssetFinda Asset Management Guidance for Asset Group.	6.3		Internal/external	1	Future
	2020/21	Renew asset valuations.	6.3		Internal/External	2	Future
	2020/21	Assess criticality of assets.	4.2.3		Internal/External	2	Future

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No	Year By when	Action	Linkage (WMMP or IIMM)	Cost	Resources (responsibility)	Priority	Status
2.4	LIFECYCLE PLANNING - RISK MANAGEMENT						
	2018/19	Produce Installation Programme for compactors	B1.2		Internal	1	Completed
	2022/23	Review an Emergency Response Plan for RRP	B2.6		Internal	2	Future
	2023/24	Develop District Emergency Plan for collection and disposal	B2.6		Internal	2	Future
2.6	LIFECYCLE PLANNING – CAPITAL WORKS PLANNING (renewal and replacement)						
	2020/21	Produce Renewal & Replacement Plan.	4.5		Internal Staff need more training.	3	Future
2.7	ASSET MANAGEMENT ENABLERS – INFORMATION SYSTEMS						
	2020/21	Add assets functionality to Geomap to aid in searching by asset code.	6.3		Asset Group	-	Future
	2020/21	Add bin IDs layer to AssetFinda	6.3		Asset Group	-	Future

7.2 PERFORMANCE, MONITORING AND REVIEW PROGRAMME

The key performance measures for this plan are:

- Progress towards zero waste
- Customer satisfaction with kerbside collection services
- Customer satisfaction with access to facilities
- Compliance with relevant legislation

Periodic reporting will measure progress and the overall effectiveness of meeting the levels of service, as well as achieving the main goals of the Waste Management and Minimisation Plan.

Significant infrastructure has been established and changes proposed to infrastructure will improve levels of service. A measure of customer satisfaction will be undertaken every two years (2016, 2018 and 2020).

Reports will be utilised to collate data on:

- LoS 1 Refuse and recycling tonnages, users satisfaction (2-yearly survey)
- LoS 2 Solid waste facilities, Resources consent
- LoS 3 Public information and education

7.3 MONITORING AND REVIEW PROGRAMME

This plan is to be reviewed every three years.

Procedures and timeline for performance reporting will be done annually.

Key points for improvement include:

- Collate asset data and improve financial projections management
- Provide updated site plans with services
- Develop a maintenance programme
- Confirm a renewal and replacement plan
- Undertake risk management analysis
- Develop environmental management system
- Consult to establish customer values

7.4 ASSET MANAGEMENT PLAN REVIEW

Review of this WMMP will be a standard procedure in developing the succeeding two Annual Plans for years 2 and 3 of the LTP cycle to account for improvements and other changes in the Activity.

Item	Date	Output	Remarks
WMMP 2018-2028 Peer Review	March 2019		
	2020	Annual Plan 2020/21	
	2021	Long Term Plan 2021-31	
WMMP Review	2024	Long Term Plan 2024-34	
		WMMP changes documented; appended to the WMMP	
		Asset Group Manager, Corporate Planning formally notified of WMMP changes	
WMMP Review	2030	Long Term Plan 2030-40	
		WMMP changes documented; appended to the WMMP	
		Asset Group Manager notified of WMMP changes.	

8 APPENDICES

APPENDIX 1 WASTE ASSESSMENT 2018 EXECUTIVE SUMMARY

1.1 Introduction

The following sections summarise each chapter of the document. Refer to the table numbering for more detail. Options are flagged at each relevant section and a ranked summary is given in section [1.13](#).

1.2 Summary of Chapter 2 and 3 Background

2.1	Councils must adopt a WMMP by 1 July 2018. This is Council's guiding document to achieving effective and efficient waste management and minimisation. Targets must be measurable and achievable as they need to be reported against. Prior to this a Waste Assessment must be completed. The WMA s51 outlines the requirements of the Waste Assessment.
3	A number of Acts of Parliament provide the legislative framework and attention must be given to these in the Waste Assessment.
3.1	The NZWS underpins the Government's core policy and TAs must have regard to it. The two key goals are: - Reducing the harmful effects of waste. - Improving the Efficiency of Resource Use.
3.2	The purpose of the WMA is to "encourage waste minimisation and a decrease in waste disposal to protect the environment from harm; and to provide environmental, social and cultural benefits." A key provision is the waste levy of \$10/tonne of waste to landfill. The cost of the levy plus ETS will incentivise diversion from landfill. Part 4 is fully dedicated to Council's responsibilities to "promote effective and efficient waste management and minimisation within their Districts".
3.9	Council's general role is to ensure compliance with all relevant legislation regarding solid waste pertaining to the Council.
3.10	Each of the areas of Council activity has been addressed in order of the waste hierarchy; reduce, reuse, recycling, recovery, treatment and disposal

1.3 Summary of Chapter 4 Private Services

4.9.1	Council has achieved 1 out of 3 objectives from the 2005 Solid Waste Plan. Some performance measures were therefore not achieved. The objectives and performance measures will be reviewed in the new waste plan.
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4.9.2	A number of commercial operators provide a range of waste collection services where quantities exceed the capacity, type or extent of service of the Council kerbside collection. Economic competition between operators ensures customers have a choice of service or cost.
4.9.3	Increasing landfill fees and monitoring of the bylaw have encouraged diversion of a wider range of goods. Conversely, for waste disposal the option of taking waste to other landfills becomes more viable.
4.9.5	Agricultural recycling is now established with two companies, Agrecovery and Agpac, providing for baleage wrap, chemical containers. Chemical recovery for treatment and disposal is also available.
4.9.6	Currently, the Council does not have a full understanding of waste quantities that are collected and not handled through Council facilities. Licensing of operators collecting waste will enable data to be collected. This data may be useful for benchmarking and measuring the effectiveness and efficiency of waste management and minimisation in the District.
4.9.7	Demand for commercial services is price driven. Alternative waste minimisation and disposal options will likely become viable as price mechanisms allow in the future.
4.9.8	Metallic Sweeping Ltd. offer a private green waste collection service comprising 240 litre bins collected fortnightly in the urban area.

1.4 Summary of Chapter 5 Kerbside Collection

5.1.2	Levels of service performance are reported against in the Annual Plan.
5.1.3	The Council has contracted Metallic Sweeping Ltd to provide the kerbside collection service. Residents, who are not provided the service, may take waste to a transfer station or engage a private waste collector.
5.1.4	Kerbside collections are undertaken on Tuesday, Wednesday and Thursday from 7a.m.
5.1.5	The kerbside service collects recyclables and general rubbish.
5.1.6	The recycling service is compulsory in urban areas. The waste service is optional and residents may choose bins or bags.
5.1.7	Residents who receive the service pay a targeted differential annual waste management charge. This is funded 100% as a private good by those who receive the service. A summary of the options and fees is shown in Appendix B.
5.1.8	As at 30 June 2018, there were 1,603 urban 80L, 605 rural 240L rubbish bins, 427 recycling 240L bins and 1,821 recycling crates in circulation.

5.1.9	The existing collection fleet should be able to service growth until the end of the contract. It is important to monitor the net quantity of bins in circulation not only for contract payment, but also to track the threshold number of bins in circulation to see if collection resources need to be re-assessed.
5.1.10	The quantity of rubbish disposed of to landfill from the kerbside collection increased by 17.07% from 713.01 tonnes in 2012/13 to 859.84 tonnes in 2017/18.
5.1.13	The bins were 9 years old in 2018 and it is expected that bins are still in good condition. However, the number of bins to be replaced and repaired is increasing. Council will need to consider possible alternative collection systems from 2020 or retain the existing service and allow for increase of bins replacement from 2019.
5.1.14	If the Council did not provide a collection service, it is likely that illegal dumping would escalate and incur costs for Council.
5.1.15	A visual collection audit, SWAP, was undertaken in 2017. The main contamination in waste bins was green waste.
5.1.16	Council has a variety of information to support the bin collection. The waste collection services need on-going monitoring to assess compliance by residents and to undertake any necessary enforcement. Recycling crates are monitored week by week via kerbside sorting. Regular surveys of bins should be undertaken one year prior to WMMP reviews to assist in planning.
5.1.17	Infrastructure determines the range of recyclables able to be collected and any additional materials may require modifications in infrastructure.
5.1.18	Food waste is not collected, but a green waste service is offered through the contractor.
5.1.19	Public place containers for recycling and associated budgets should be considered for the future to help the public profile of recycling in the community and to reinforce waste minimisation messages.
5.1.20	Zero Waste Event assistance is provided to a limited number of major events. This supports the message that <i>“what we can do at home we can do in public places”</i> . Organisers of smaller public events are encouraged to support waste minimisation practices with assistance from Council staff.
5.1.21	Council has an asset management plan in place for all waste assets.

1.5 Summary of Chapter 6 Transfer Stations

6.1.1	Council has achieved 7 out of 8 objectives from the Solid Waste Plan 2005 except for ensuring people separate their waste into respective categories, which is partially achieved.
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6.1.3	Resource Recovery Park operations at Waimate are contracted to Metallic Sweepings Ltd until 2020.
6.1.4	The transfer station is open 40.5 hours.
6.1.5	Council provides a range of options for waste disposal and diversion of waste at transfer stations. It is likely that there will be an increased demand for a greater range of materials to be diverted from landfill in the future as product stewardship schemes are implemented. Recycling use of the sites is high, though. Free drop-off for recyclables, waste oil, most scrap and reusable goods should continue.
6.1.6	Transfer Station numbers need to be monitored to provide better data on site use. Usage may be declining.
6.1.6	Waste composition at the transfer station has not been audited. A waste audit would be useful to evaluate what kinds of opportunities are available for diversion in the transfer station.
6.1.7	The RRP provides for waste disposal accounting for 32% of Waimate's residual waste to landfill. Data for tracking this should be established.
6.1.9	There is scope for improved separation of materials at the transfer stations.
6.1.10	Transfer station fees are set by Council to recover the costs of operating the transfer stations. A weighbridge may provide more parity.
6.1.11	The Council website lists information on facilities, materials accepted, sorting of loads, opening hours, and fees.
6.1.12	MSL sort waste to ensure compliance with the bylaw.
6.1.13	Some additional infrastructure, which may include a weighbridge, at the transfer station may assist in separation of materials and there may be a greater requirement for staff at the transfer stations to advise customers on separating goods.
6.1.14	There may be demand for the collection of other items or materials. Any product stewardship programmes will need to be carefully worked through to see if kerbside collections are appropriate or whether residents take items and materials to transfer stations. While a container deposit is not imminent, the introduction would affect quantities of glass collected. Council should lobby for the placing of a levy on a range of products to pay for the collection and utilisation, e.g. waste oil, tyres, e-waste, etc.

1.6 Summary of Chapter 7 Reduce

7.1	Council has partially achieved its objective from the 2005 Solid Waste Plan.
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7.3	The Target Sustainability programme resources are available online to Waimate District businesses.
7.4	Waste minimisation education is supported.
7.5	The Sustainable Living Programme offers adults opportunities to participate in educational programmes related to waste minimisation and a range of other topics relevant to council activity.
7.6	Wheelie bins specification in the future should require recycled content. Other procurement could be reviewed e.g. 3-bin system.
7.7	Council has a role to advocate to central government on reduction as a first step for businesses.

1.7 Summary of Chapter 8 Reuse

8.1.1	Council has achieved its objective from the 2005 Solid Waste Plan.
8.1.3	Metallic Sweepings Ltd runs a small reuse shop at the RRP.
8.1.4	There is a wide range of private activities reusing materials.
8.1.5	No waste exchange programme because of lack of funding.

1.8 Summary of Chapter 9 Recycling

9.1	Council has achieved 7 of 8, and partially achieved 1 of 8 objectives from the 2005 Solid Waste Plan.
9.2	The existing MRF operation is contracted to Metallic Sweepings until 2020. Metallic Sweepings are responsible for the sale of materials.
9.3	<p>The MRF processes the following materials</p> <ul style="list-style-type: none"> • Glass jars and bottles. • Steel and aluminium cans. • Rigid plastic bottles and containers. • Paper and cardboard. • Soft plastics and wrap.
9.4	The collection methodology and the range of recyclables that a Council decides to collect will determine infrastructure and resources required at a MRF.
9.5	An open crate results in a cleaner yield but lower net than a 240 litre bin which has higher contamination but results in a higher net yield.
9.6	The RRP includes a scrap metal drop-off.
9.7	Value can be added to recyclable product by further processing. Two such companies exist in Christchurch and one in Timaru.

1.9 Summary of Chapter 10 Recovery

10.1	Council has achieved (3 of 5), partially achieved (1 of 5) or not achieved (1 of 5) its objectives from the 2005 Solid Waste Plan.
10.3	Metallic Sweepings Ltd monitors the receipt of green waste under the RRP contract.
10.5	MSL sell the mulch on Council's behalf.
10.6	Waste oil is collected by an Oamaru oil recovery service.
10.7	Timber is a significant part of the residual waste stream and timber recovery may be an option to reduce waste.
10.8	Composting offers an opportunity to reduce waste to landfill.

1.10 Summary of Chapter 11 Treatment

11.1	Council has achieved (2 of 3) or partially achieved (1 of 3) its objectives from the 2005 Solid Waste Plan.
11.2	Council refers people with small quantities of hazardous waste to Timaru.
11.4	Council has conducted a district wide collection of agrichemicals.
11.5	Medical waste is collected by Interwaste for incineration in Dunedin.
11.6	Hazardous wastes requiring disposal at Redruth are all permitted through a waste manifest system. Waste Acceptance Criteria guidelines have been reviewed in 2018.

1.11 Summary of Chapter 12 Disposal

12.1	Council has achieved all the objectives from the 2005 Solid Waste Plan.
12.4	Residual waste is transported to the Redruth Landfill.
12.5	All aspects of the Solid Waste Bylaw were implemented in from 1 July 2006. The Bylaw includes a list of banned items. In the next bylaw review, this list should be amended to allow for new initiatives increasing the range of recycling. Landfill and business monitoring has been implemented to monitor the bylaw.
12.6	The Redruth Landfill accepts waste from the Waimate District.
12.6	From 2012/13 to 2017/18, for six years, the average waste landfilled was about 1,336 tonnes per annum.
12.8	Waste data is recorded for all Waimate District waste entering Redruth Landfill.
12.8	There may be some increase in waste tonnages due to proposed large scale development projects in South Canterbury.

12.10	Timaru District Council incurs ETS obligations. These costs included in the landfill fee.
12.11	Landfill fees are set by Timaru District Council acting as either an incentive or disincentive. Differential charges act as an incentive for waste minimisation initiatives and as a disincentive for landfilling waste, so need to be maintained. Fees need to be flexible to take commercial conditions into account.
12.12	Landfill options need to be considered to reduce costs.
12.13	As part of the resource consent conditions, Council is required to monitor the closed landfills for a range of conditions. There have been no environmental effects identified in the monitoring.
12.14	Council has one clean fill site but waste has not been recorded.
12.15	Council encourages people to be responsible for the appropriate disposal of rubbish. Any incidents of illegal dumping should be reported to Council and logged as a service request. There is likely to always be incidents of illegal dumping and if disposal fees continue to rise, then the incidents may increase.
12.16	Natural disasters generate significant amounts of waste and Council will need to ensure waste disposal is incorporated into emergency plans as part of being prepared for natural events. Identification of potential disposal sites, disposal methods, waste separation and contract agreements can enable a planned recovery response compared to a possible reactive response which may have follow on consequences.
12.17	In the case of a significant spill or event, special waste may be disposed of to Redruth Landfill. Waste Acceptance Criteria and protocols will apply.

1.12 Summary of Chapter 13 Public Information

13.1	The Council has achieved (7 of 9) or not achieved (2 of 9) objectives from the 2005 Solid Waste Plan.
13.3	Some waste minimisation advice to businesses through the contractor's services.
13.4	There is some demand for talks and tours on waste minimisation.
13.5	Council provides a range of information to the community.
13.6	MSL Staff provide a schools programme, conducting talks, waste audits and advice on waste minimisation for schools.
13.7	Businesses can participate in the Target Sustainability programme (Christchurch City Council – member of Future Living Skills).

1.13 Summary of Waste Assessment Options

Options are categorised into one of five categories. Planning for change should include a balance across the five categories of Direct Action, Change the Rules, New Ideas, Communicate and Educate, Monitor and Feedback.

The options presented in the following table are identified as actions that are required in order to comply with legislative, environmental, contractual or asset management requirements, or to improve existing operation and maintain existing levels of service. The table shows the action, category and reason.

Option	Category	Reason
Provide a large organics container eg 240 litre bin to increase diversion of green waste and potentially food waste.	Action	Assets
Consider inclusion of food waste in green bin service.	Action	Assets
Provide a large recycling container eg 240L bin to increase diversion of recycling.	Action	Assets
Provide a food waste (in house) kitchen container for use with bio bags.	Action	Assets
Investigate option to install public place recycling facilities in highly used public areas.	Action	Assets
Install a compactor to reduce transport costs.	Action	Assets
Provide enough green waste storage area.	Action	Environment
Investigate options for tyre recovery.	Action	Environment
Install weighbridge for better recording of all data and for equitable charges i.e pay by weight.	Action	Assets
Assess quantities of incoming green waste at the transfer station.	Action	Operational
Assess quantities of incoming green waste at the transfer station.	Action	Operational
Change weekly 80L bin to fortnightly 140L bin for rubbish.	Action	Operational
Provide used clothing drop-off.	Action	Asset
Use crate for glass, or use an 80L bin (convert current rubbish bin).	Action	Operational
Provide Polystyrene drop-off.	Action	Asset
Investigate need from schools for more comprehensive schools programme and consider funding.	Action	Environment

Option	Category	Reason
Fund sustainable Living Programme (online resources).	Action	Environment
Subsidise Ecan's chemical collections.	Action	Environment
Investigate alternative glass (collection and) processing.	Ideas	Operational
Investigate whether Timaru pilot "Secret Squirrel Satchel" can be attended to Waimate in kerbside bins.	Ideas	Operational
Investigate options for removing timber from the waste stream and collecting for pyrolysis processing.	Ideas	Operational
Investigate options for escap dismantling to improve recycling activity.	Ideas	Operational
Investigate options for mattress recycling.	Ideas	Operational
Investigate transport of green waste to Redruth for processing.	Ideas	Operational
Offer the waste free parenting course.	Ideas	Environment
Offer the waste free living course.	Ideas	Environment
Investigate and implement options for gib licensing.	Ideas	Operational
Investigate options to refer trade customers to commercial providers of hazardous waste handling services.	Ideas	Environment
Expand sales of other items eg. Bio bins, bio bags, charcoal, Timaru Eco-compost.	Ideas	Operational
Subsidise the SeatSmart programme.	Ideas	Environment
Obtain consent for or designations for old cleanfill sites pit as an alternative dumping site for emergency waste.	Rules	Planning
Ensure waste disposal options are included in emergency plans.	Rules	Planning
Add 0.2 FTE for kerbside visual auditing.	Communicate	Operational
Add 0.2 FTE for business assistance to improve sorting and compliance through education and with a goal of introducing waste reduction at source initiatives.	Communicate	Operational
Investigate options to refer and trade customers taking hazardous waste to Timaru.	Communicate	Environment

Option	Category	Reason
Investigate options to work with business for minimising their waste.	Communicate	Operational
Investigate option for adding 1 FTE waste minimisation officer.	Communicate	Operational
Investigate options to work with SSCT for community education.	Communicate	Environment
Undertake a sort-and-weigh audit of bins. This is critical to determine composition of waste from kerbside collection.	Monitor	Operational
Conduct a physical SWAP audit in 2023 required for next six-yearly review of WMMP of kerbside.	Monitor	Operational
Consider different charges for different size tyres.	Monitor	Operational
Progressively move to funding the activity from waste minimisation charges.	Monitor	Operational
Consider the cessation of the bag service with conversion to bins required.	Monitor	Environment
Investigate options for mixed recycling in wheelie bin.	Monitor	Operational
Conduct a waste audit of transfer station waste.	Monitor	Operational
Investigate options for HDPE, PET and mixed plastics processing and collection.	Monitor	Operational
Investigate options for mixed glass collection and processing in kerbside bins.	Monitor	Operational
Further upgrade the shop in RRP.	Monitor	Operational
Investigate option for RFID bin tagging.	Monitor	Operational
Improve date collection to include count of batteries, LPG cylinders and Escrap particularly TVs and other screens.	Monitor	Operational
Audit Mulch quality.	Monitor	Operational
Require waste oil data collecting by litres or tonnes.	Monitor	Operational

Option	Category	Reason
Review transfer station's hours with regard to costs and funding model.	Monitor	Operational
Change the measure to record sales and volumes in RRP shop.	Monitor	Operational
Review sustainable procurement options.	Monitor	Operational
Plan for bin renewals and replacement from 2019 on.	Monitor	Operational

The options in the following table might be taken to reduce waste to landfill. Rankings are derived from document #1215158 where options have been assessed against a range of factors including environmental, social, economic and other.

OPTIONS	Weighted Score	PRIORITY
Provide a large organics container eg 240 litre bin to increase diversion of green waste and potentially food waste.	85	1
Consider inclusion of food waste in green bin service.	85	2
Add 0.2 FTE for kerbside visual auditing.	84	3
Provide a large recycling container eg 240L bin to increase diversion of recycling.	83	4
Provide a food waste (in house) kitchen container for use with bio bags.	80	5
Install a compactor to reduce transport costs.	79	6
Investigate option to install public place recycling facilities in highly used public areas.	79	7
Undertake a sort-and-weigh audit of bins. This is critical to determine composition of waste from kerbside collection.	78	8
Consider different charges for different size tyres.	76	9
Provide enough green waste storage area.	75	10
Install weighbridge for better recording of all data and for equitable charges i.e pay by weight.	75	11

OPTIONS	Weighted Score	PRIORITY
Conduct a physical SWAP audit in 2023 required for next six-yearly review of WMMP of both kerbside and transfer station waste.	74	12
Investigate options for tyre recovery.	74	13
Progressively move to funding the activity from waste minimisation charges.	74	14
Consider the cessation of the bag service with conversion to bins required.	72	15
Investigate options for mixed recycling in white bin.	72	16
Conduct a waste audit of transfer station waste.	72	17
Investigate options for HDPE, PET and mixed plastics processing and collection.	71	18
Investigate options for mixed glass collection and processing in kerbside bins.	70	19
Investigate options for gib licensing.	70	20
Further upgrade the shop in RRP.	69	21
Investigate alternative glass (collection and) processing.	69	22
Investigate whether Timaru pilot "Secret Squirrel Satchel" can be attended to Waimate in kerbside bins.	68	23
Investigate options for removing timber from the waste stream and collecting for pyrolysis processing.	68	24
Assess quantities of incoming green waste at the transfer station.	68	25
Make collection service compulsory in urban areas.	68	26
Add 0.2 FTE for business assistance to improve sorting and compliance through education and with a goal of introducing waste reduction at source initiatives. Conduct a waste audit of transfer station waste.	62	27
Investigate option for RFID bin tagging.	62	28
Investigate options for scrap dismantling to improve recycling activity.	62	29

OPTIONS	Weighted Score	PRIORITY
Investigate options for mattress recycling.	61	30
Change weekly 80L bin to fortnightly 140L bin for rubbish.	61	31
Provide used clothing drop-off.	61	32
Obtain consent for or designations for old cleanfill sites pit as an alternative dumping site for emergency waste.	61	33
Investigate options to refer and trade customers taking hazardous waste to Timaru.	60	34
Investigate options to work with business for minimising their waste.	59	35
Use crate for glass, or use an 80L bin (convert current rubbish bin).	58	36
Investigate transport of green waste to Redruth for processing.	55	37
Provide Polystyrene drop-off.	55	38
Offer the waste free parenting course.	57	39
Offer the waste free living course.	55	40
Investigate option for adding 1 FTE waste minimisation officer.	54	41
Improve date collection to include count of batteries, LPG cylinders and Escrap particularly TVs and other screens.	53	42
Audit Mulch quality.	52	43
Ensure waste disposal options are included in emergency plans.	48	44
Investigate options to refer trade customers to commercial providers of hazardous waste handling services.	48	45
Require waste oil data collecting by litres or tonnes.	46	46
Investigate need from schools for more comprehensive schools programme and consider funding.	44	47
Review transfer station's hours with regard to costs and funding model.	43	48
Expand sales of other items eg. Bio bins, bio bags, charcoal, Timaru Eco-compost.	43	49
Change the measure to record sales and volumes in RRP shop.	41	50

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OPTIONS	Weighted Score	PRIORITY
Fund sustainable Living Programme (online resources).	34	51
Subsidise the SeatSmart programme.	30	52
Plan for bin renewals and replacement from 2019 on.	28	53
Subsidise Ecan's chemical collections.	25	54

APPENDIX 2 RISK CATEGORY DEFINITIONS

Categories of Likelihood

Almost certain	5	90% or greater chance of occurring in next 12 months Expected to occur in next 9 or 10 years Certain to occur at least once in next 5 years It would be unusual if this didn't happen
Likely	4	60% to 90% chance of occurring in next 12 months Expected to occur at least once in next 5 years Will occur more often than not
Possible	3	25% to 60% chance of occurring in next 12 months Expected to occur in 4 or next 10 years Likely will occur at least one in next five years (>80% chance) Not likely, but don't be surprised
Unlikely	2	2% to 25% chance of occurring in next 12 months Expected to occur a maximum of once every 5 to 20 years 50% chance of occurring in next 5 years A surprise, but not beyond the bounds of imagination
Rare	1	Up to 2% chance of occurring in next 12 months Could occur once every 50 or more years Less than 10% chance of occurring in next 5 years Will only occur in exceptional circumstances

Categories and Descriptors of Consequence

	1 Less than minor	2 Minor	3 Moderate	4 Major	5 Extreme
Achievement of the Vision and Community Outcomes	No impact on the Vision and Community Outcomes	Inconvenience or delay in achieving the Vision and Community Outcomes	Significant difficulty introduced to achievement of the Vision and Community Outcomes Lost opportunity to contribute positively to one or more of the Vision and Community Outcomes	Failure to achieve a specific Community Outcome Lost opportunity to significantly advance a specific Community Outcome	Failure to achieve multiple Community Outcomes Lost opportunity to significantly advance multiple Community Outcomes
Financial	Financial impact of less than \$10,000	Financial impact of between \$10,000 and \$20,000	Financial impact of between \$20,000 and \$50,000	Financial impact of between \$50,000 and \$100,000	Financial impact of more than \$100,000
Health and Safety (customers, staff, contractors)	Minor injury, first aid not required	First aid or minor treatment	Medical treatment required	Serious harm, for example broken bones, hospitalisation	Loss of life; multiple serious harms; permanent severe disability

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	1 Less than minor	2 Minor	3 Moderate	4 Major	5 Extreme
Service delivery to community	Short-term reduction in service delivery which is easily restored and does not compromise the community's health and wellbeing	Reduced service delivery that does not compromise the community's health and wellbeing	Key service not available to some of the community for ten hours or more Continued service degradation for two days or more	Key service not available to a significant portion of the community for two days or more Continued severe service degradation for one week or more	Key service not available to a large proportion of the community for one week or more Continued severe service degradation for one month or more
Organisational capability and capacity	Temporary problem with organisational capability resulting in no impact on external service delivery	Loss of organisational capability in some areas resulting in sub-optimal support to external delivery activities	Organisation unable to function for less than 10 hours Serious reduction in organisational capability for one week or more	Organisation unable to function for more than 10 hours Serious reduction in organisational capability for two weeks or more	Organisation unable to function for more than two days Serious reduction in organisational capability for one month or more
Reputational	Negative feedback from individuals Short-term 'letters to the editor' (or online equivalent) commentary	Short-term Loss of confidence among small sections of the community Regional adverse political or media	Short-term and manageable Loss of community confidence Regional adverse political or media	Loss of community confidence requiring significant time to remedy National adverse political or media comment for more than two days	Insurmountable Loss of community confidence National adverse political or media comment for more than one week

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	1 Less than minor	2 Minor	3 Moderate	4 Major	5 Extreme
		comment for one or two days Sustained 'letters to the editor' (or online equivalent) commentary in usual sources	comment for more than two days Significant social media commentary or campaign from new sources	Regional adverse political or media comment for more than one week Requirement for (televised) public explanation	Requirement for (televised) public apology or defence Adverse comments or questions in Parliament
Legislative / regulatory compliance	One-off minor regulatory or legislative non-compliance with no direct impact on the community's health or wellbeing	One-off minor regulatory or legislative non-compliance with potential impact on the community's health or wellbeing	Complaint to the Ombudsman, Auditor-General or other statutory office Multiple related minor non-compliances due to an underlying systemic issue Significant breach or non-compliance resulting in regulatory scrutiny	Significant breach or non-compliance, or multiple breaches or non-compliances, resulting in regulatory action and/or restrictions on Council activities	Court proceeding or criminal action for breach or non-compliance; potential for imprisonment of elected member or staff Judicial review on a matter of rates or other funding, or on a matter with significant financial impact

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APPENDIX 3 EFFECTS ON WELLBEING

Positive Effects on Community Wellbeing	Cultural	Social	Economic	Environment	Negative Effects on Community Wellbeing	Cultural	Social	Economic	Environment	Mitigation of Negative Effects
Systems ensure safe, collection, processing, treatment and disposal of waste ensuring quality of life	✓	✓	✓	✓	Higher waste volumes will consume more airspace.	×	×	×	×	WDC will continue to carefully investigate options for waste minimisation and diversion.
Reliable waste collection is essential for operating businesses and critical public services.	✓	✓	✓	✓	A sustained breakdown in service would be critical for major industrial and commercial users in the district and would result in substantial costs being incurred.	×	×			WDC's waste contractor, Metallic Sweeping Ltd, has resources to supply back-up.

PART B – WMMP BY ACTIVITY

B1. Infrastructure - districtwide

- B1.1 Kerbside Collection
- B1.2 Transfer Station
- B1.3 Private Waste Collection

B2. Activity by Waste Hierarchy

- B2.1 Reduction
- B2.2 Reuse
- B2.3 Recycling
- B2.4 Recovery
- B2.5 Treatment
- B2.6 Disposal
- B2.7 Community Participation, Information, Public Places and Events

B1 – INFRASTRUCTURE - DISTRICTWIDE

This section summarises 3 activities which reach across the district.

Description of assets for each activity, their condition and performance, associated risks, demand, and priority issues are covered in the succeeding sections.

B1.1 KERBSIDE COLLECTION

A recycling crate and a red bin used in the kerbside collection service.

ACTIVITY OVERVIEW

A kerbside collection service is provided on a weekly basis to all properties in the urban and outer urban areas of Waimate township, including households and business properties.

The standard collection option consists of an 80L rubbish wheelie bin or 60L rubbish bag (approximately 50 households use bags) and a 60L recycling crate. Rubbish and recycling are collected weekly.

Businesses in the CBD get the commercial collection option for a commercial rate.

An optional waste collection service is provided on selected rural routes. Rural users utilise a 240L rubbish bin (collected fortnightly). Rural users must take their recycling to drop-off depots.

The Council provides a range of bin sizes for the respective services.

The Council provides management services for the kerbside collection, including information, monitoring and enforcement.

METHODS

- Provide a regular kerbside collection of rubbish and recycling to urban centres and nominated rural routes
- Provide wheelie bins and recycling crates for collection services
- Provide information on use of bins
- Monitoring of bins (assets)
- Monitor use of kerbside system
- Enforcement, where use of service is non-compliant

Kerbside collection

Service	Container	Collection frequency	Area
Rubbish	80L wheelie bin	Weekly	Urban
	60L official plastic bag	Weekly	Urban
	240L wheelie bin	Fortnightly	Rural
Recyclables	60L recycling crates	Weekly	Urban

REQUIREMENTS

- Collections may commence at 7.00am. Contract says collections can be done from 7.00am to 6.00pm and bylaw says it can be done from 6.00am to 10.00pm.
- Collections are undertaken Tuesday, Wednesday and Thursday.
- Collections must be undertaken on public holidays, except by agreement with Council to change the day of service.
- Recycling is compulsory for all properties in urban locations.
- Discretionary participation for waste service in urban centres and nominated rural routes.
- CBD customers pay a commercial rate.
- Set District wide 100% user pays targeted rate for the kerbside services, with differential pricing for incentives/disincentives for waste minimisation and disposal.
- Provide bylaw for kerbside collection services.

DATA AND RECORDS

The following data is to be recorded for the kerbside collection:

- Bins delivered, retrieved and in service (*monthly bins data report –Folder TDC-F11796-*)
- Bins emptied (*Folder TDC-F11796*)
- Stolen bins, repairs and maintenance of bins.
- Missed services
- Gross weights per collection waste stream (*#1204588*)
- Household contamination rates for the recycling and organic collections (*audit*)

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Table 10: Number of Wheelie Bins and Crates in Service (30/06/2018)

Bins in Service	80L	240L	Crates	Total
Rubbish	1603	605	-	2,208
Recycle	-	427	1,821	2,334
Green waste (Metallic Sweeping)	-	445	-	445
Total	1603	1,477	1,821	4,987

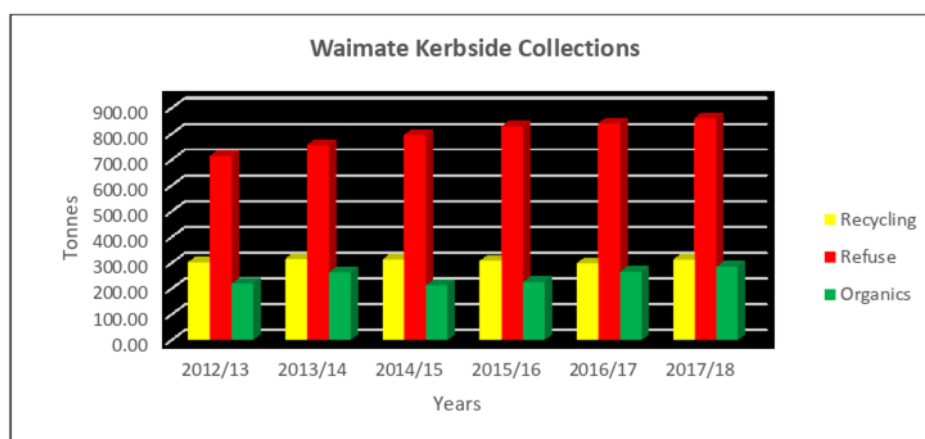
Data source: TDC #1196400- Data- Bins in Service-tab

Table 11: Bins Data–Presentations

Year	Kerbside Rubbish Bins	Recycling Crates
2012/13	1,262	1,801
2013/14	1,340	1,811
2014/15	1,391	1,844
2015/16	1,462	1,847
2016/17	1,535	1,810
2017/18	1,603	1,821

Missed Bins

In 2009/10, the Metallic Sweeping Ltd contract was initiated and data on missed bins was not recorded. Bins were missed on occasions but were picked up after customers called to report. These were not recorded as the situation was rectified.

Table 12: Gross collected for the recycling, organics and rubbish collections

Data source: TDC # 1196400-data-kerbside quantities tab

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The gross allocation of waste collected for the kerbside service since 2012/13 is shown in the graph above. Recycling tonnes are increasing gradually, organic tonnes fluctuate, perhaps due to seasonal variations, however, the continuing strong trend in the rubbish tonnes needs to be considered.

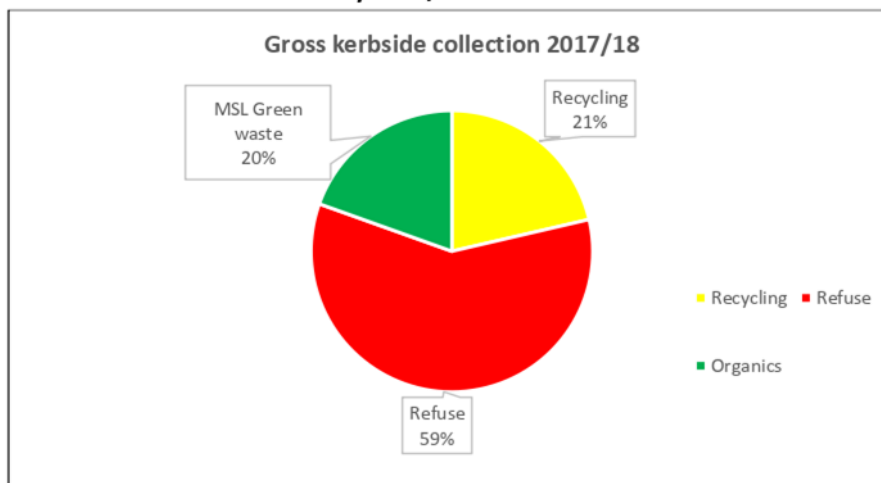
Gross and Nett Tonnes

Figures of nett and gross tonnes are recorded for the Materials Sorting Facility, rather than specifically for kerbside. The facility receives materials from kerbside and country drop-off points which comprises the bulk of the incoming material, but also receives materials from transfer station and commercial sources.

INFORMATION AND AUDITS

The Council lists information on collection days and materials accepted, along with information on specific issues on its website. Information in the local newspaper in Council's Newslines bulletin is also used to inform residents about waste management matters.

Kerbside Collection Summary 2017/18



Data source TDC: # 1196400-data-kerbside quantities tab

Household Contamination Rates

The Council has a proactive bin monitoring programme. MSL drivers remain vigilant regarding refuse in recycling crates and recycling in refuse bins. Non-complying waste is put straight back into the bin providing users with immediate feedback. For serious or repeated non-compliance, bins may also be stickered and a letter from Council is sent.

Kerbside Enforcement Notices

Letters	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Properties receiving non-compliance letters for kerbside collection	2 letters	6 letters	NA	4 letters	5 letters	6 letters
Users receiving non-compliance letters for rural drop-offs	10 letters	9 letters	NA	NA	NA	NA

Several visual audits of rubbish bins have been undertaken by the contractor since implementation in November 2009. SWAP report of 2017 noted that the main item of contamination in waste bins was green waste. This illustrates an opportunity to reduce contamination and increase diversion by providing a green waste service.

Kerbside data conclusion

Data shows a marked increase in the average weight of rubbish bins, and a marked increase in the fraction of red-bin waste in the kerbside collection. These data trends indicate a need for monitoring and education for the kerbside collection.

Monitoring options

OPTION	Add 0.2 FTE for kerbside visual auditing.
OPTION	Every five years, prior to review of WMMP, undertake random visual sample of bins to determine composition and help with any planning for WMMP. The next visual audit will be undertaken in 2023.
OPTION	Undertake a sort-and-weigh audit of bins. This is critical to determine composition of waste from kerbside collection.

Education Options

OPTION	Refer to Reduction Options - add 0.2 FTE for business assistance to improve sorting and compliance through education and with a goal of introducing waste reduction at source initiatives.
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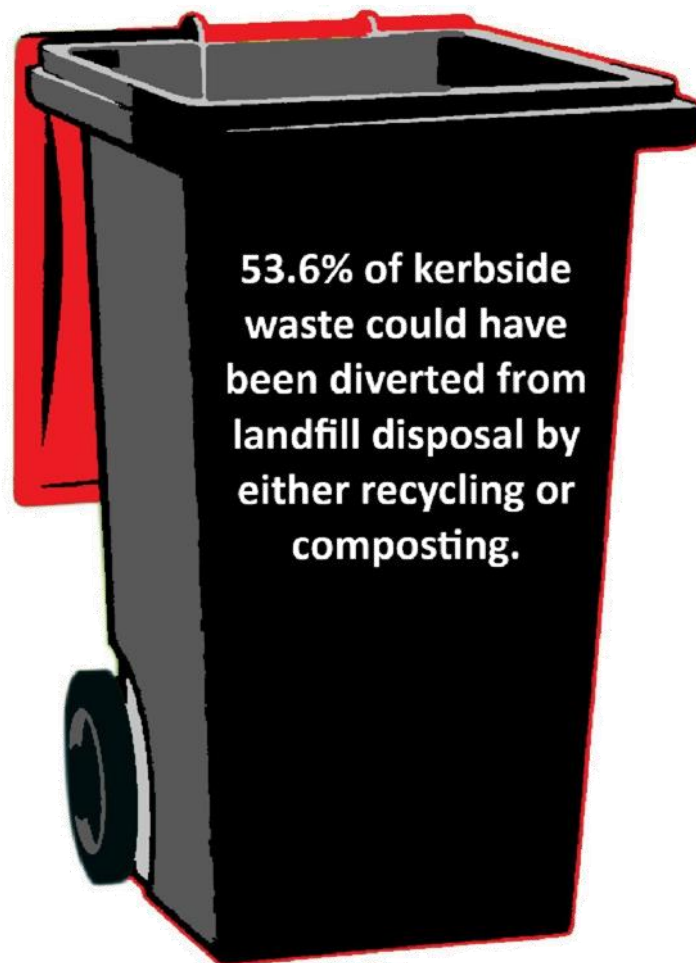
As there is no limit to the number of bins a customer may have, there is potential for unlimited numbers of red bins to be used in preference to separating correctly as the bylaw requires. A policy change to allow any number of red bins subject to compliance with the bylaw presents an opportunity for waste minimisation education and potential cost savings for the business.

Policy Option

OPTION	Review Bins Policy adding a proviso that unlimited bins are allowed subject to compliance with bylaw. The alternative is to make this a focus of the extra business assistance proposed above. Policy cannot be monitored without extra staff resourcing.
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Sustainability

The SWAP report 2017 shows that in total, 53.6% of kerbside waste could have been diverted from landfill disposal by either recycling or composting. This equates to 8.6 tonnes per week of divertible material or 453 tonnes per annum.



ASSET SUMMARY

The Council owns the following assets to enable a more cost effective solid waste solution for ratepayers.

- Resource Recovery Park
- Recycling Sorting Building (not sorting equipment).
- “Wheelie Bins” for Kerbside Collection and recycling drop-off points.
- Drop-off Recycling Depots

Asset Data

Council owns the kerbside collection bins. There were 3,080 bins and 1,821 recycling crates in service at 30/6/2018. (*Doc# TDC 1196400- Data- Bins in Service-tab*)

Asset Condition

The expected life of a bin and a recycling crate is 15 years. The majority of bins and recycling crates are in good condition for 9 years’ service and are largely expected to last the 6 years of the contract until 2025 with superficial deterioration and minor maintenance required. Bins repairs and replacement are routinely carried out by the contractor, MSL, at the request of Council. Records are kept in Council CRM system and in monthly service reports from the contractor.

Asset Capacity

There is an annual capital expenditure budget for the purchase of new bins for replacement and growth. An increasing cost for replacement of bins has been predicted. The number of bins purchased to date is shown in the table under risk.

Asset Monitoring

Radio Frequency Identification Tags (RFID) to track bins would be beneficial to monitor assets. The benefits of adding tags to bins are:

- Improve stocktake data – tracking bins, retrieving stolen/surplus bins, maintaining bins at the assigned property
- Reduce costs on call backs
- Route optimisation based on vehicle data.
- Reduce staff time in inputting bin data
- Reduce landfill disposal costs

Refer also to section on Risk.

LEVELS OF SERVICE (LOS) – KERBSIDE

Level of Service Statement				
LoS1 – Convenient and accessible waste management services.				
Year	Measure	Target	Result	
2015-2018	Resident satisfaction with waste management services. - Council provides access to kerbside refuse collection	85%	2015/16	No Survey
		67% of the district's properties	2016/17	70% satisfied
			2017/18	No Survey
2018-2021	- Council provides access to kerbside recycling collection services. - Council provides rural recycling drop-off points. <i>(measured by 2-yearly survey)</i>	45% of the district's properties.	2018/19	
		At least 6	2019/20	
			2020/21	

Level of Service Statement				
LoS3 - Public Information and promote waste minimisation and appropriate sorting of waste.				
Year	Measure	Target	Result	
2015-2018	Waste minimisation information and education programmes are provided in a range of formats.	Two programmes annually	15/16	2
			16/17	8
			17/18	3
2018-2021		Proposed target for 2021/22- 2023/24 Kerbside collection: audits for appropriate recycling	18/19	
			19/20	
			20/21	

General information is reported in B2.7 Community Participation, Information, Public Places and Events

RISKS

Risks to the provision of the kerbside collection are low as the contractor is well resourced.

The management of bins has a risk that assets are “lost”, possibly remaining in service and not being accounted for. RFID tags would reduce this risk and significantly increase management efficiency.

OPTION	Investigate option for RFID bin tagging.
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Critical Assets

The bins are key assets for delivering this activity. Overall, they are still in very good condition. However, there are more than 3,000 bins in service and some bins will need replacement, so while replacement bins must always be kept in stock, the overall risk of asset/activity failure and loss of LoS is considered low.

An increase in repair and replacement costs should be expected. A financial risk is that large numbers of bins will need replacing before the end of the contract, however, this is looking unlikely. In fact, bin costs may reduce as bin life is likely to be longer than expected and depreciation could be adjusted.

Bins will be issued on a needs basis responding to customer requests in the first instance. As bin replacements escalate, or at the end of the contract, a different mechanism may be given consideration to reduce operational costs.

Demand

Some rural areas are on collection routes between urban areas. There is some potential for growth in rural areas where pockets of housing development meet the criteria for extensions. This growth will show in overall bin growth, but is also monitored within the contract so any trends and impacts will be observable.

There has been about a 4% increase in bins issued each year. The total increase to date is 5.9% since 1 November 2009. The contractor should be able to service this growth until the end of the contract.

Table 13: Bin Number Threshold for Extra Collection Truck

Demand for bins 2015/16	Existing Bins June 2018	20% Growth until July 2022	Threshold before extra truck required
Rubbish bins	2,208	2,649	2600-2900
Recycling bins	427	512	515-520
Recycle crates	1,821	2,185	2200- 2500
Green Waste (Metallic Sweeping Ltd)	445	534	540-550

(Data source- Waste assessment table & graphs – TDC #1196400- Data- Bins in Service-tab)
20% growth is calculated as 4% per annum till 2020.

Demand for Bins

The current kerbside collection services were introduced from 1 November 2009. Since that time, there has been a gradual increase of red bins issued each year.

Table 14: Overall Bins and Crates Growth

Year	Bins in Service						Recycling Crates		
	80L Bin	Annual growth	Total increase	240L Bin	Annual growth	Total Increase	60L	Annual growth	Total increase
2012/13	1261	0%	0%	503	0%	0%	1,801	0%	0%
2013/14	1340	5.9%	5.9%	514	2.1%	2.1%	1,811*	0.5%	0.5%
2014/15	1391	3.6%	9.5%	543	5.3%	7.4%	1,844	1.7%	1.7%
2015/16	1462	4.8%	14.4%	556	2.3%	9.7%	1,847	0.1%	0.1%
2016/17	1535	4.7%	19.1%	575	3.3%	13.1%	1,810	-2.0%	-2.0%
2017/18	1603	4.2%	23.3%	605	4.9%	18.0%	1,821	0.6%	0.6%

(TDC Doc #1196400- Data- Bins in Service-tab, *1,611 provided for 2013/14, but does not appear valid, so 1,811 has been estimated.)

Changes in Demand

No significant increase or decrease based on population and household projections is noted. Actual demand is assumed to keep within projected levels.

Managing Demand

It is important to monitor the net quantity of bins in circulation not only for contract payment, but also to track the threshold number of bins to see if collection resources need to be re-assessed.

ISSUES**Bin Audits**

Several visual audits of rubbish bins have been undertaken by the contractor. SWAP audit of 2017 showed that 80% of the bins were contaminated with green waste or recyclables or both.

The SWAP 2017 report of Waimate shows that approximately 13.9% of the materials in Council's kerbside waste collections could have been recycled through the kerbside recycling collection, at Waimate Resource Recovery Park, or at one of the recycling depots. A further 39.7% of all materials could have been composted.

Improvements to Collection

The practicality of collecting an expanded range of materials for recycling is currently not worthwhile, because of cost, commodity markets and low quantities of materials, (e.g. styrofoam trays, biscuit packets). Solutions need to be developed for ensuring packaging is easily recyclable, along with methods for collecting and processing these materials. Similarly, improvements to glass and food collection as well as flexible plastics come at additional cost.

In the consultation for the Long Term plan, Council stated the following.

"Here at Council we are committed to minimising the amount of waste we send to landfill. This is not simply to look after our beautiful environment, it saves a lot of money. The more recycling and reusing we can do, the less rubbish we have to dump and process and the cheaper our waste services will be. We are currently reviewing our Waste Minimisation plan and will be talking with you about this later in the year. In the meantime, we thought we would kickstart our increased recycling efforts by installing recycling bins in public places so you can recycle on-the-go. You will see them popping up at the Waimate Public toilets and at Boland Park for a start. We will also be investigating the introduction of a 3-bin system for our waste services (that's one bin for rubbish, another for recyclables and another for green waste). We still have a lot of research to do on this but we would be very interested in hearing your thoughts.

Question: Are we heading in the right direction with Waste Minimisation?

Of the overall submissions where people responded with “yes” or “no”, 83 out of 169 (49%) said yes, 10% said “no” and there was no comment from 41%.

40 respondents’ added comments about waste minimisation with 40% being for and 5% being against the 3-bin collection system. Out of the total 40 respondents, 18% support recycling initiatives and 37% have general support.

On-going information, education and enforcement is required for improved waste minimisation.

SUMMARY OF ISSUES/OPTIONS

The following issues are considered as areas for priority attention within the next ten years:

Item	Description	Explanation	Budget	Time	Status	Project ID	Priority
1	Collection service review	The WMMP has to be reviewed every 6 years. It was reviewed in 2012 and again in 2019. The next review is due in 2024. The collection contract expires in 2020, and is likely to be renewed for 1 years till 30/6/2021. The collection service should be reviewed in preparation for the contract renewal in 2021.	10,000	2020/21 Annual Plan	Recommended (part of 17A review)	KS1	100
2	Add new kerbside bins for 3-bin service	Provide 3-bins eg. 240l bin to increase diversion of green waste and potentially food waste, red bins for rubbish & yellow bins for recycling.	541,950	Long Term Plan 2021-31	Recommended	KS2	85

Item	Description	Explanation	Budget	Time	Status	Project ID	Priority
3	Kerbside auditing staffing	Kerbside waste at 60% of the total waste to landfill is a significant proportion of the waste stream controlled by WDC. 2 key changes in the kerbside bin management are the RFID tag implementation and an increased requirement for kerbside visual monitoring. To maintain an effective kerbside system, 1FTE is proposed for the Assets Group to assist in waste management. Part of the role is kerbside system support -kerbside auditing (assessed at 0.2 FTE)	13,000 per annum	Long Term Plan 2021-31	Recommended	KS3	62
4	RFID tags	Implementation of RFID bin tags will reduce call backs, monitoring costs, bin replacement, contract costs, bin replacement, contract costs and improves rate income and monitoring of bin allocations to rates paid. -RFID system reporting (asset maintenance) (0.2 FTE)	217,000	2025/26	Recommended	KS4	62
5	Mixed glass collection	May improve processing and value of recyclables. Future project pending glass collection and processing trial at the MRF. To be considered as part of new contract. Investigate the option to mix glass or separation.	Future	Future	Recommended	KS5	70

Item	Description	Explanation	Budget	Time	Status	Project ID	Priority
6	Business assistance staffing	<p>This 0.2 FTE is paired with kerbside auditing 0.2FTE, transfer station auditing and other waste minimisation related activities to create 1 new FTE in Asset Group. Increased business staffing will meet a variety of needs and achieve diversion through</p> <ul style="list-style-type: none"> -Reviewing received waste for compliance and diversion opportunities -kerbside red bin auditing, reviewing needs of businesses with large numbers of recycling bins -waste sort monitoring, ensuring processes are followed to divert maximum materials <p>Business work requires co-funding in signage, provision of bins, information. Diverting waste makes business in Waimate more affordable.</p>	13,000 per annum	Long Term Plan 2021-31	Recommended	KS6	84
7	Public place recycling facilities	Install public place recycling facilities in highly used public areas.	4,000 4,000 4,500 1,500	2018/19 2019/20 2020/21 2022/23	Recommended	KS7	79
8	140L bin for rubbish	Change weekly 80L bin to fortnightly 140L bin for rubbish.	Future	Future	Recommended	KS8	62

Item	Description	Explanation	Budget	Time	Status	Project ID	Priority
9	Convert current rubbish bin	Use crate for glass or use a 80L bin (convert current rubbish bin)	Future	Future	Recommended	KS9	58
10	Divert food waste	Promote the use of kitchen containers and bio bags to divert food waste.	Future	Future	Recommended	KS10	80
11	SWAP audit	Required under Waste Minimisation Act prior to 6-yearly review of WMMP.	10,000	2022/23	Required (WM Act)	KS11	100

Project ID- refer to # 1238310 WDC-white pages proposals. Priority refers to the ranking given in the Waste Assessment #1200460. High number shows high priority. Options that are based on legislative or consent compliance or asset will be fully depreciated have been given a priority of 100.

FUTURE WORKS (50-YEAR INFRASTRUCTURE STRATEGY)

Year	Description	Explanation
Future	Convert collection service to electric vehicles	Reduces carbon footprint, more efficient.

COMPLETED WORKS

The following options have been implemented for kerbside collection.

Table: Completed works for Kerbside Collection

Year	Description	Explanation
2006	3-2-1-ZERO kerbside collection system established	Need to divert approximately 53% of material from going to Redruth landfill.

2017	SWAP audit	A SWAP audit was undertaken via the kerbside auditing to assess compliance with materials sorting.
2018	Review collection service	Data was reviewed as part of the waste assessment. Options have been proposed for monitoring and business staffing to improve use of service and check increasing rubbish trends.

B1.2 TRANSFER STATION



A view of the Waimate Transfer Station

ACTIVITY OVERVIEW

To improve environmental compliance and resource recovery, Council progressively closed old landfills and established a transfer station.

There is one Resource Recovery Park (RRP) servicing the Waimate District located at Racecourse Rd, Waimate. The Resource Recovery Park (RRP) is the District's main facility for managing solid waste. The RRP contains a transfer station and a Materials Sorting Facility.

The WDC offers kerbside service to the residents in and around Waimate town. The residents can also drop off waste at the RRP. In the rural areas there are 8 rural drop off facilities for collecting recyclables.

The RRP covers an irregular shaped area of approximately 0.9 hectares on the south-eastern edge of Waimate Township adjacent to the Waimate Creek. It is accessed via a road from the intersection of Park and Racecourse Roads. The purpose of the site is to provide additional facilities for receiving and processing recycling, green waste and solid waste materials apart from the kerbside collection service and 8 rural drop-off sites throughout the District. The RRP site is divided into the following separate areas:

- Recycling building
- Oil tank unit
- Portacom Kiosk for customer service, staff

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- Tipping area for waste.
- Green waste area
- Metal waste area
- Paper and cardboard reclaim area
- Tyre collection area
- Re-used shop for reusable materials

The hazardous waste unit is provided only to process occasional hazardous waste found in the course of normal solid waste processing. It is not providing a hazardous waste service to the Waimate District. Hazardous waste is directed to the Timaru transfer station and processed by arrangement with Timaru District Council.

The main area of the site is used for solid waste and comprises a raised concrete tipping pad for unloading rubbish from cars, trucks and trailers. A small loader is used to push rubbish into skips at the base of the tipping pad. A series of gates at the edge of the tipping area are designed to protect the public from falls and are locked at all times. Gates can be unlocked on request.

A 50/50 shade-cloth litter fence surrounds the area. The site is operated by Metallic Sweeping Ltd under contract until 2020. The contractor collects the residual waste from the RRP and delivers it to Redruth Landfill.

Refer to Appendix A for the location and opening hours of the transfer station. Refer to Appendix B for the full range of services at the transfer station.

METHODS

- Provide one transfer station, in compliance with legislative requirements, for public to take rubbish, greenwaste, cleanfill, recycling and reusable goods to.
- Provide 8 rural drop-off facilities for recyclables.
- Provide waste oil drop-off facility at transfer station.
- Provide scrap metal drop-off facility
- Provide for recycling of materials under MRF.

REQUIREMENTS

- Site closed on statutory holidays.
- 75% user-pays for rubbish disposal, although Council may amend or waive this policy from time to time.
- Vehicles will pay by volume or weight.
- Enable differential charging to encourage waste minimisation.
- Provide bylaw for improved waste minimisation.

DATA AND RECORDS

The following data is to be recorded for the transfer station:

- Gross tonnes for the range of materials delivered to the transfer station. Contamination is recorded at waste sorting facilities.
- Compliance with the relevant legislation and resource consent conditions (*Monthly reporting from contractor – Folder TDC, F11796*)
- Compliance with the operational requirements for site management of the transfer station (*Monthly reporting from contractor*)
- The net tonnes of other recycled materials is recorded.

Transfer Stations Data (tonnes)

Item	Year					
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Rubbish	418.50	465.20	413.30	401.60	434.40	423.30
Recycling (estimated RRP drop off)	139.68	130.76	106.56	143.49	154.62	182.66
Recycling (rural drop-offs)	181.81	184.41	188.75	211.91	180.55	186.97
Recycling (Kebside)	301.08	313.73	311.31	305.84	296.42	310.97
Recycling (Lakes)	16.72	13.81	14.24	17.89	15.78	21.12
Recycling (commercial)	174.83	182.06	166.47	165.61	166.13	174.81
DB Glass	128.00	195.91	148.50	261.71	187.70	193.50
Green waste (Private collection by MSL)	218.50	262.31	211.58	224.55	265.46	284.09
Total	1,579.12	1,748.19	1560.71	1,732.6	1,701.06	1,777.42

Data Source: Refer TDC # 1196400 –WDC-TS Data -site

INFORMATION AND AUDITS

The Council website provides information on the public hours, applicable fees and the materials that may be taken to a transfer station. Brochures, information and media in local newspapers and radio are also used to inform residents about transfer station matters.

Table 15: Services Provided at the Transfer Station

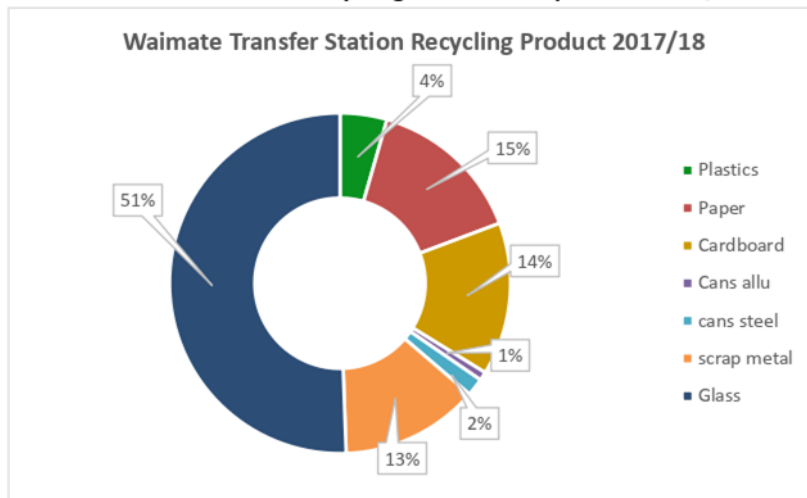
Item	Service Provided
Rubbish	Yes
Garden waste	Yes
Food waste	No
Recyclables	Yes
Second hand items	Yes
Clothing	No
Scrap Metal	Yes
Waste Oil	Yes
Hazardous	No
Paint	No
Batteries	Yes
LPG cylinders	Yes
E-scrap	Yes
Polystyrene	No

OPTION	Investigate option for a polystyrene drop-off
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Table 16: Amount collected during opening Hours (all waste streams, opening hours-40.5 hours/week)

Year	Total Collection	Per Week Collection	Collection Per Hour in Opening Time*
2012/13	\$ 59,706.80	\$1,148.20	\$28.35
2013/14	\$ 64,921.60	\$1,248.49	\$30.82
2014/15	\$67,160.90	\$1291.55	\$31.89
2015/16	\$74,902.00	\$1,440.42	\$35.56
2016/17	\$85,313.32	\$1640.64	\$40.50
2017/18	\$92,725.93	\$1783.19	\$44.02

Data Source: Refer TDC #1196400 –WDC-TS Data -site

Waimate Transfer Station Recycling Product Composition 2017/18

Data Source: Refer TDC #1196400 –WDC-Diverted material tab

ASSET SUMMARY

The transfer station sites include built infrastructure, mechanical assets, collection bins, roads, landscaping and a kiosk to facilitate the collection and transportation of various waste streams. Council owns all the transfer station assets except for the loaders and mechanical assets, which are contractor owned.

Asset Capacity/Performance

The transfer stations infrastructure is in good condition. The only renewals required in the immediate future are:

- Roading, which needs resealing

Asset Condition

Transfer Station Assets	Condition	Start date	Estimated Useful Life	End of Life Date
Pit and drop-off area	Good	2002	50 years	2052
Roads	Poor	2002	20 years	2022
Kiosk	Very Good	2005	50 years	2055
Oil tank shed	Good	2002	20 years	2022
Green waste area	Good	2002	50 years	2052
Metal waste area	Good	2002	50 years	2052

Transfer Station Assets	Condition	Start date	Estimated Useful Life	End of Life Date
Paper and cardboard reclaim area	Good	2006	50 years	2052
Tyres collection area	Good	2006	50 years	2056
Glass collection unit	Good	2006	50 years	2056
Recycling building	Very Good	2005	50 years	2055

Exchangeable Assets	Condition	Start date	Estimated Useful Life	End of Life Date
Cardboard, paper, plastics baler (1)	Good	2009	20 years	2029
Open top bin (2)	Poor	2014	20 years	2034

Note: "Open Top Bins" belong to Metallic Sweeping Ltd

Transfer station containers are monitored and maintained through scheduled maintenance by the contractor.

LEVELS OF SERVICE (LoS)

The transfer station provide services for all customers to use.

There are no LoS issues with transfer station services. Performance status is summarised below:

Level of Service Statement				
LoS1 – Convenient and accessible waste management services including provision of a range of refuse collection and disposal services for urban and rural areas for households and businesses and solid waste facilities according to set hours of opening.				
Year	Measure	Target	Result	Year
2015-2018	- Resident satisfaction with waste management services	Overall satisfaction 85%	2015/16	No survey
			2016/17	70% satisfied
			2017/18	No survey
2018-2021			2018/19	
2019/20				
2020/21				

Data Source- customer satisfaction measured every 2years

RISK MANAGEMENT

Refer to Part A for details of Council's risk assessment process and outcomes for waste minimisation services of the Waimate District.

Critical Assets

The consequence of failure of assets in transfer station is relatively low, although functionality is reliant on the roading network. The transfer station is in good condition.

DEMAND

The transfer station is open 40.5 hours a week and this is sufficient to meet demand.

After a drop in vehicle numbers and tonnes of waste disposed of at the transfer station for several years, all waste streams and vehicle numbers have increased slightly. There is also slowly increasing trend of customers taking advantage of the range of recycling services.

Changes in Demand

No significant increase or decrease in demand based on population and household projections is expected. Actual demand is assumed to stay within projected levels. Changes in demand may arise from the requirement for new materials to be sorted from the waste stream.

Managing Demand

The transfer station has space to accommodate new materials. There is more land available at the back of the recycling building. It is an option that Council makes use of this land.

At the transfer station, a greater range of activity could be implemented to divert materials from landfill. New infrastructure may be required to meet this demand.

ISSUES**Health and Safety**

The transfer Station site has a gate over which customers must handle their waste, and there is a risk of injury from this. However, customers may leave their waste on concrete pad. There is a residual risk that the fall from height is minimised, but not eliminated.

The current limitations in being able to achieve further waste diversion of organic waste and other materials at the transfer station include:

- Mixed loads, e.g. rubble in trailer load or garden waste mixed in with other waste
- Recyclables being dropped off as mixed waste

- Limited infrastructure for unloading and sorting, which may be before the kiosk or adjacent to the pit area
- Incentives/disincentives for sorting
- Limited supervision and instruction during unloading
- People's choice to pay full price and dump what they want with no sorting
- No enforcement of bylaw for dumping banned and prohibited materials

Resource Recovery Park (RRP)

The drop-off at the transfer station is small and the expansion of the escrap activity requires ongoing storage which cramps the available space. Improved RRP infrastructure will provide the public with facilities to safely drop-off a range of existing and future waste streams.

Bylaw

The Solid Waste Bylaw 2008 of WDC bans a number of materials from Redruth landfill including scrap metal, recyclables and organics, escrap and tyres. There is currently no monitoring for compliance with the bylaw due to insufficient staff resourcing. Waste auditing could be considered along with the introduction of fines for non-compliant items.

Escrap

Most escrap is accepted for free, but TVs and screens incur a \$12 charge. All other electronic/electrical waste can currently be recycled at no charge. All TVs/screens and laptops are collected by Metalcrop and whitewares are collected by Everetts Ltd from RRP.

OPTION	Improve data collection to include count of batteries, LPG cylinders and Escrap particularly TVs and other screens. Longer term all weights should be recorded.
OPTION	Investigate options for escrap dismantling locally.

Tyres

From 2013 tyres were listed as a banned item in the TDC bylaw, and from 2013/14 they were extracted from the waste and stockpiled. A fee of \$7 was set per tyre and tyres are currently being stockpiled for recycling at the RRP, pending options.

The development of national infrastructure is underway to process tyre in New Zealand.

OPTION	Investigate options for tyre recovery.
OPTION	Consider different charges for different size tyres.

Scrap Metal

A scrap metal facility is provided at the RRP for free drop-off of all scrap metal and white ware. Cars will also be accepted for a charge and a further charge will be applied to the disposal if

liquids or rubbish are left in the car. There are several other scrap metal businesses operating in the District.

Product Stewardship Programmes

There may be a requirement for the collection of other items or materials in the future as part of product stewardship programmes. In July 2014, the Ministry for the Environment consulted widely on naming some products as priority products as allowed for in the Waste Minimisation Act 2008. The products recommended for consideration are escap, tyres, agricultural chemicals and refrigerants.

SeatSmart is a new programme for recycled children's car safety seats. This programme is now being expanded through the country after a successful pilot.

OPTION	Introduce SeatSmart programme for recycling children's car safety seats.
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Transfer Station Opening Hours & Fees

Council will need to monitor the usage and revenue at the transfer station to assess its viability in providing an effective and efficient service to the community.

OPTION	Review hours with regard to costs and funding model.
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Glass

All glass is colour sorted at recycling "rural drop off" sites accordingly; brown, green and clear, in line with National Standards.

Metallic Sweeping Ltd have an agreement with Dominion Breweries to recycle their used and damaged glass bottles. These bottles usually are clean and do not suffer from contaminants. This tonnage is recorded, and what is collected contributes to overall composition of diverted materials that goes through the Waimate RRP.

OPTION	Investigate options for mixed glass collection and processing in kerbside bins.
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SUMMARY OF ISSUES/OPTIONS

Item	Description	Explanation	Budget	Time	Status	Project ID	Priority
1	Install compactor	The compactor is financially viable and practical alternative for the Council to obtain significant financial savings by reducing the number of trips to transport waste to Redruth landfill.	\$136,247	2019/20	Council approved the budget in 19.02.2019 to buy Redruth 2nd hand compactor.	TS1	79
2	Install weighbridge	Weighbridge will helpful to enable accurate and comprehensive data collection. Installation of weighbridge is important for better recording of all waste amount and for equitable charges i.e pay by weight.	\$120,060	2020/21	Included in 2018-28 budget	TS2	75
3	Tyre charges	Consider different charges for different size tyres.	Existing	2020/21 Annual Plan	Recommended	TS3	76
4	Tyre recycling	It is necessary to determine methodology for tyre collection, storage and end-use consultation with stakeholder.	\$5000 Per annum for 3 years	2020/21 Annual Plan	Recommended	TS4	74
5	Polystyrene drop-off	Some customers may wish to dispose of polystyrene.	\$5,000	2020/21 Annual Plan	Recommended	TS5	55

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Item	Description	Explanation	Budget	Time	Status	Project ID	Priority
		All WDC residents have access to transfer station. Residents will be given brochure re polystyrene and feedback to manufacturers.					
6	Glass recovery	Investigate options for mixed glass collection and processing in kerbside bins.	Future	Future option	Recommended	TS6	70
7	Waste audit	A waste audit would be useful to evaluate what kinds of opportunities are available for diversion in the transfer station.	1,000 per annum	2020/21 onwards	Recommended	TS7	72
8	Review and upgrade reuse shop	Further upgrade the shop in RRP.	\$10,000	2021-31 Long Term Plan	Recommended	Refer REUSE1	69
9	Child safety seat recycling.	Car seat recycling takes advantage of a national product stewardship programme run by 3R. In NZ 40,000 car seats reach expiry date each year. While numbers of car seats in Waimate are likely to be small, the behaviour change effect may be greater with enabling people wanting to "do the right thing" and gaining an understanding	Future	Future option	Recommended	TS8	30

Item	Description	Explanation	Budget	Time	Status	Project ID	Priority
		that products have a lifecycle and can be recycled.					
10	Improve e-waste data collection	Improve data collection to include count of batteries, LPG cylinders and Escrap particularly TVs and other screens.	Existing	In progress	Recommended	TS9	53
11	Escrap dismantling	A waste audit would be useful to evaluate what kinds of opportunities are available for diversion in the transfer station.	Future	Future option	Recommended	TS10	62
12	Review RRP opening hours	Review RRP opening hours to public with regards to costs and funding model. For example, Sunday closure to reduce costs and reduction of hours or closure on weekdays.	Future	Future option	Recommended	TS11	43
13	Move to funding activities from waste charges	Will enable improved waste minimisation, diverting materials from residual waste.	Existing	2021-31 Long Term Plan	Recommended	TS12	74

Project ID- refer to TDC # 1238310 WDC-white pages proposals. Priority refers to the ranking given in the Waste Assessment #1200460. High number shows high priority. Options that are based on legislative or consent compliance or asset will be fully depreciated have been given a priority of 100.

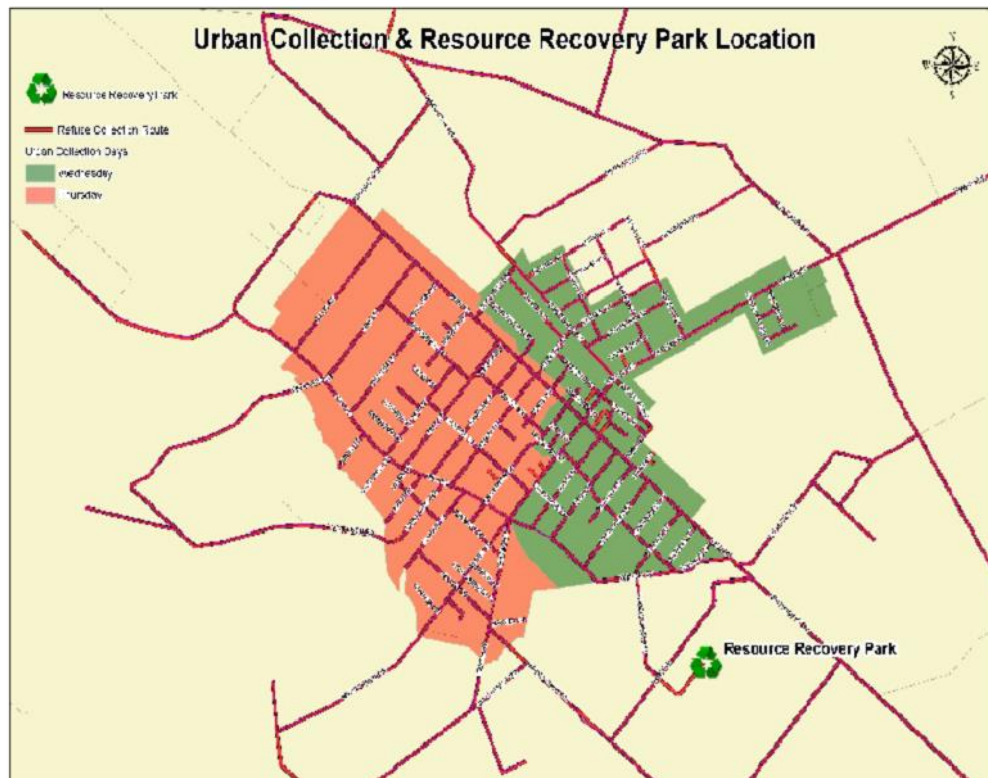
FUTURE WORKS (50-YEAR INFRASTRUCTURE STRATEGY)

Year	Description	Explanation
2019/20	Compactor and hopper at the transfer station.	Compactor and its bins are necessary to reduce waste transportation cost.
2021/22	New weighbridge at transfer station.	Weighbridge is needed for better recording of all waste data and for equitable charges i.e pay by weight.

COMPLETED WORKS

Year	Description	Explanation
2002	Resource Recovery Park at the transfer station.	Enable improved drop-off facility for public, improving resource recovery, reducing waste to landfill, and improving H&S.
2002	Waste oil collection shed	Enable improved drop-off facility for waste oil.
2002	Escrap recycling implemented	Electronic waste contains many heavy metals and recycling recovers precious resources and minimises environmental impact of leachate in landfills.
2002	Tyres collection and storage end use.	From 2014, charges are set for tyre recovery (per tyre and a tonne rate) and tyres are collected for recycling.
2015	Reduction in transfer station hours	Transfer station opening hour is decreased from 52.5 to 40.5 hours per week.
2009	Glass collection area	Enable improved collection facility for different colour glass.

APPENDIX A LOCATION OF TRANSFER STATION
(Open for 40.5 hours per week)



APPENDIX B UPDATED

Year Initiated	Item	Description	Recycling
2002	Oil	Vehicle oil-domestic quantities	Oil Recovery South Island Ltd
2006	Batteries	All car and truck batteries	Picked up by Everetts
2006	All household recyclables	Bottles, jars, tin & steel cans, rigid plastics, paper, cardboard	Processed at the Material Sorting Facility in RRP.
2006	Scrap metal	All metals	Timaru Metal Recyclers
2009	Green waste	Kerbside green waste	MSL
2006	Tyres	All tyres	
2006	Escrap	All TVs/screens/laptops-	Metalcorp
2006	Escrap	Whiteware	Everetts
2006	Plastics	Clear film, shrink wrap	Love NZ Soft Plastic Recycling
2009	Glass		OI, Auckland
2009	Paper and cardboard		Reclaim, Christchurch
2009	HDPE, PET		Eco central, Christchurch

B1.3 PRIVATE WASTE COLLECTION



Baled HDPE for sale. This reduces waste to landfill and saves on waste disposal costs.

OVERVIEW

Collection Operators

These companies provide services to customers:

- Where waste quantities exceed the capacity of the Council kerbside collection
- In areas not serviced by the Council kerbside collection service
- Where a more frequent service is required compared to the Council service
- Where a product is not accepted by Council

The services offered include collections for rubbish, recyclables and organic waste utilising wheelie bins, cages, skips and trucks.

Agricultural recycling collection is now established with provision for the private collection of baleage wrap, chemical containers and other agricultural plastic wastes.

A soft plastics collection programme was put in place by the Packaging Forum and residents can take clean flexible plastics to supermarkets, but service has been temporarily suspended.

METHOD

- Ensure that waste will be separated into rubbish, organics and recyclables.

REQUIREMENTS

- Council offers no discounts on set fees for regular customers or large quantities of waste unless special circumstances arise for Council to reconsider this approach.

DATA AND RECORDS

The following data is to be recorded:

- Quantities taken to Council facilities by private operators

Year	Recycling	Greenwaste, (MSL Private Collection)
	(tonnes)	(tonnes)
2012/13	302.80	218.50
2013/14	378	262.31
2014/15	315	211.58
2015/16	427.30	224.55
2016/17	353.20	265.46
2017/18	368.31	284.09

Data Source: TDC # 1200460- Waste Assessment Report 2018

Operational Performance Measures

Council will monitor tonnes being disposed of for different waste streams.

Risk Management

If a business can offer alternative solutions which are cheaper than disposal at the RRP to the Redruth landfill, customers will most likely select the cheaper option. Alternatives may be diversion from landfill such as gib recovery or timber processing, or alternative disposal sites cheaper than the RRP.

REFER	Increase business education staff resourcing by 0.2 FTE – part of role would be waste auditing, particularly of commercial waste.
REDUCE	

DEMAND

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The demand for private services will primarily be price driven, or lack of availability where Council does not provide a service. If a business can offer alternative solutions which are cheaper than disposal to the Redruth landfill, customers will most likely select the cheaper option.

It is likely that various other options will become viable in the future, along with alternative landfill options for customers as pricing mechanisms allow.

SUMMARY OF ISSUES/OPTIONS

The following issues are considered as areas for priority attention within the next ten years:

Item	Description	Explanation	Budget	Time	Status	Project ID	Priority
1	0.2 FTE	Increase business education staff resourcing by 0.2 FTE – part of role would be waste auditing, particularly of commercial waste.	Use existing budget	2021-31 Long Term Plan	Recommended	REFER KS6, RED2	62

Project ID- refer to # 1238310 WDC-white pages proposals. Priority refers to the ranking given in the Waste Assessment #1200460. High number shows high priority. Options that are based on legislative or consent compliance or asset will be fully depreciated have been given a priority of 100.

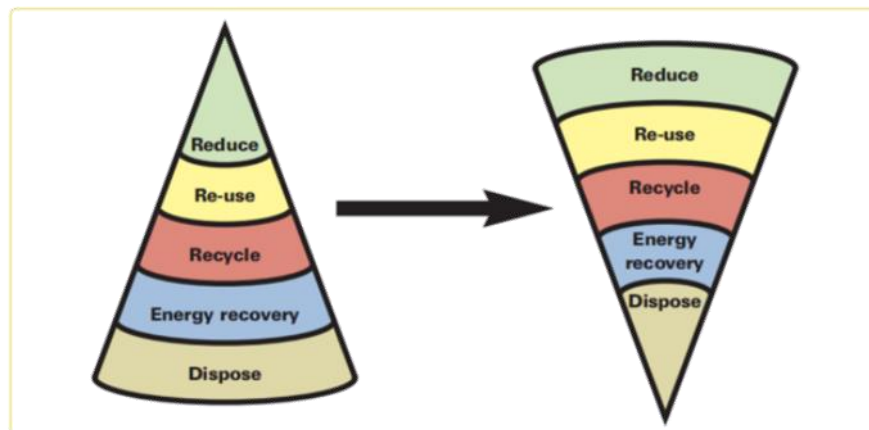
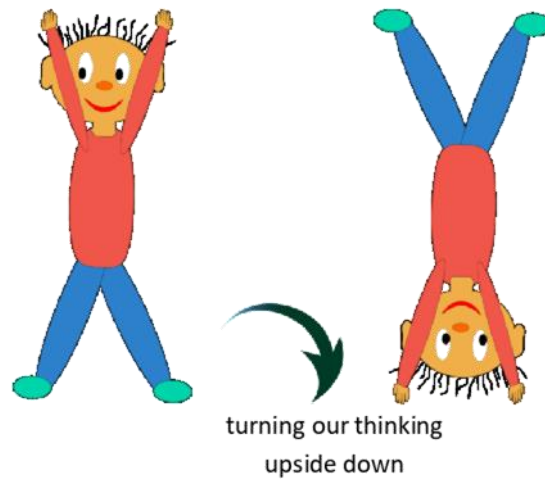
FUTURE WORKS (50-YEAR INFRASTRUCTURE STRATEGY)

Year	Description	Explanation
Future		

COMPLETED WORKS

Year	Description	Explanation

B2 ACTIVITY BY WASTE HIERARCHY



B2.1 REDUCTION



Conducting a Sort-and-Weigh audit of kerbside waste.

ACTIVITY OVERVIEW

The aim of this activity is to reduce waste through education or specific programmes. This involves informing and educating the community on waste minimisation including reduction.

This role includes business assistance whereby Council's employees visit businesses to explain about waste reduction and diversion.

METHODS

- Promote the Target Sustainability programme
- Promote the Sustainable Living Programme and courses
- Offer Waste Free programmes
- Encourage waste reduction through information and Council staff resourcing, including zero waste schools
- Support Paper 4 Trees

REQUIREMENTS

- Council will provide staff to assist businesses and community groups with information on waste reduction, including waste audits when required
- Council will participate in national programmes where possible
- Council will advocate to central government when and where required to encourage and facilitate waste reduction

DATA AND RECORDS

Council will record the businesses and organisations that have been contacted by the Council, as well as information on waste reduction that has been provided to the community.

The following data will be recorded for reduction:

- The businesses and organisations assisted by Council
- Information on waste reduction provided to the community
- Sustainable Living Education Programme information

INFORMATION AND AUDITS

Business work

While business assistance is reducing waste and waste costs for the business, it is not reducing waste in the truest sense of actually assisting the business to *create less waste*. The assistance provided is focussed on setting up infrastructure such as recycling bins, so that businesses reduce their waste through diverting materials for composting and recycling. A much higher level of assistance and training would be required to analyse business processes to reduce waste at source.

However, every tonne of waste diverted has value for council by reducing costs of transporting and disposing of waste to Redruth landfill.

OPTION	Increase business education staff resourcing by 0.2 FTE to assist businesses with recycling and recovery of waste with a goal of introducing waste reduction at source initiatives.
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Sustainable Living Education Programme

The Sustainable Living Programme is funded by a number of Councils nationally as it assists with compliance with the Local Government Act 2002, which requires a focus on sustainability, and the 'four well-beings' in the Long Term Plan reporting. The programme is community based and linked to local government roles in roading, water and wastewater,

environmental health, waste minimisation and urban air quality. Quantifiable actions taken by participants after participation in the programme include electricity savings, appliance changes, home composting, waste reduction, water efficiencies, response to labelling, and fewer toxic cleaners used in home cleaning. The programme is peer reviewed with a good reputation and would assist the Waimate District to achieve its aims of waste minimisation by reducing waste as well as contributing to the community outcome of a healthy, safe and vibrant community.

OPTION	Fund Sustainable Living Programme (online resources).
---------------	---

Love Food Hate Waste

Council has signed up for the national Love Food Hate Waste programme launched in June 2016. This encourages people to reduce food waste by better planning, packaging and provision of recipes. Council will continue funding until 2021/22.

Waste Free Parenting

This program started in 2015, run by Kate Meads, the well-known 'Nappy Lady' in New Zealand. It is designed to encourage parents to move towards cloth nappy use, instead of disposables. These cloth nappies are much cheaper, and far better environmentally.

Attendees pay \$25 for the 2 hour workshop, light meal included, and they receive a goody bag worth \$100, including two cloth nappies. Timaru District Council run the course and there may be an option to reserve spaces, or run a course in Waimate, or a combination.

OPTION	Offer the waste free parenting course.
---------------	--

Waste Free Living

This program started in 2018 is run by Kate Meads due to demand from the community for more general information about waste management rather than the parenting course. Attendees pay \$25 for the two hour workshop, light meal included, and receive a goody bag worth \$100, including a cloth nappy, reusable sanitary towel, wax wraps and other items.

Timaru District Council run this course as well and there may be an option to reserve spaces, or run a course in Waimate, or a combination.

OPTION	Offer the Waste Free Living course.
---------------	-------------------------------------

ASSETS SUMMARY

There are no infrastructure assets in this activity, but staffing is vital to achieve reductions in waste to landfill.

LEVELS OF SERVICE

The contractor informs and educates the community on waste minimisation including reduction as part of the contract.

Council staff may also visit businesses to audit waste management systems and explain about waste reduction and diversion. Council may offer some subsidy for the provision of infrastructure, such as bins, bags and stickers, to assist with internal waste management systems.

OPTION	Allocate a budget to infrastructure subsidies, or include an allowance in education budget.
---------------	---

Level of Service Statement				
LoS3 - Public information and programmes promote waste minimisation and appropriate sorting of waste.				
Year	Measure	Target	Result	
2015-2018	Waste minimisation information and education programmes are provided in a range of formats.	2 programme annually	2015/16	2
			2016/17	8
			2017/18	3
2018-2021		13 talks provided	2018/19	
			2019/20	
			2020/21	

OPTION	Extra in-house staffing would allow for a more proactive approach from Council.
---------------	---

Council must require them to do so, or use in-house staffing to provide service.

RISK

This activity is mainly run by subsidising third parties, so there is little risk. Council maintains relationships with the parties to ensure each activity is progressed.

DEMAND

Environmental management and waste minimisation awareness continues to grow. In time, this will lead to smarter and greener procurement not only for the Council, but for the community. Information and case studies should be shared through local business networks. The Council can help facilitate this through the reduction programmes.

ISSUES**Supply Chain**

The concept of waste reduction often involves changing processes or supplier materials, and generally this is outside the control of the end user or receiver of the goods. Similarly, this is also outside the scope of Council involvement. Council can lobby for improvements to packaging and the supply chain, but is limited in being able to make change, other than providing advice.

Landfill Ban

Timaru District Council has placed a ban or prohibition on materials being disposed of to landfill in the bylaw to encourage reduction of waste and resource recovery. As a Landfill Access Permit holder, Waimate District Council will be required to comply with any future bans introduced by the Timaru District Council.

Similarly, Waimate District Council also has solid waste bylaws which has placed a ban or prohibition on materials being disposed of to landfill. See Appendix A.

SUMMARY OF ISSUES/OPTIONS

Item	Description	Explanation	Budget	Time	Status	Project ID	Priority
1	Business assistance staffing	This project provides for an additional 0.2 FTE to assist businesses/schools/community groups with waste minimisation.	13,000 per annum	2021-31 Long Term Plan	Recommended	RED1, REFER KS6	50
2	Sustainable Living Programme (Online)	Council need to fund for membership of the Sustainable Living Education Trust (SLET) programme. The SLET website offers a range of information on topics relating to council; Gardens and backyards, Food choices, minimising waste, Community resilience and emergency management, Building improvements for warm and dry homes, Water use and impacts, and Getting around the District. Members of the public in the Waimate District can get free access to a range of materials by registering online.	1,638 per annum	2021-31 Long Term Plan	Recommended	RED2	34

Item	Description	Explanation	Budget	Time	Status	Project ID	Priority
3	The Waste Free Living Course	The preferred option for this proposal is to run a 3-year behaviour change pilot by subsidising Sustainable Living Education classes. The Sustainable Education Living Trust (SLET) provides education specifically related to a range of council activities- eg minimising waste, community resilience and emergency management, Building improvements for warm and dry homes, Water use and impacts, and Getting around the District.	\$1,638 per annum	2021-31 Long Term Plan	Recommended	RED3	51
4	The Waste Free Parenting Course	Encourage parents to reduce disposable nappies.	\$1,636 per annum	2021-31 Long Term Plan	Recommended	RED4	57
5	School education	Investigate need from schools for more comprehensive schools programme and consider funding.	Future	Future option	Recommended	RED5	57

Project ID- refer to # 1238310 WDC-white pages proposals. Priority refers to the ranking given in the Waste Assessment #1200460. High number shows high priority. Options that are based on legislative or consent compliance or asset will be fully depreciated have been given a priority of 100.

FUTURE WORKS (50-YEAR INFRASTRUCTURE STRATEGY)

Year	Description	Explanation

COMPLETED OPTIONS

Year	Description	Explanation
2016	Signed up for Love Food Hate Waste programme.	This option reduces waste at sources.

APPENDIX A

WAIMATE DISTRICT CONSOLIDATED BYLAW 2008

CHAPTER 13

SOLID WASTE

FIRST SCHEDULE

BYLAW POLICY

BANNED AND PROHIBITED MATERIALS

SUBJECT: Clause 1325.1 – Banned Materials

The following items shall not be disposed as rubbish into a Council Landfill, but shall be disposed of as Reusable, Recyclable or Compostable Material at appropriate processing facilities:

- 1 Petroleum oil
- 2 Lead acid Batteries
- 3 Newspaper and recyclable paper as notified by Council
- 4 Cardboard
- 5 Glass bottles and jars
- 6 Aluminium Cans
- 7 Rigid plastic containers as notified by Council
- 8 Compostable garden and food waste as notified by Council.
- 9 Steel Cans
- 10 Ferrous and Non Ferrous Metals as notified by Council
- 11 Any other material as may be determined from time to time by Council.

B2.2 REUSE



Resource Recovery Park recycle area outside re-use shop

OVERVIEW

At the Waimate RRP, there is a small reuse shop run by the Metallic Sweeping staff which provides an opportunity for reusable goods to be dropped off instead of disposed of as waste. The sale of reusable items diverts waste from landfill and caters to a niche market for people looking for lower priced goods.

The shop is open all hours the transfer station is open.

REFER	Review and further upgrade the shop. (Refer Transfer Station section)
OPTION	Expand sales of other items eg. Bio bins, bio bags, charcoal, Timaru Eco-compost.

Private Reuse

There is a wide range of private activities involving reuse from clothing stores, second hand goods retail shops, salvage companies, earthmoving contractors, garage sales and online trading. Out of town contractors may also undertake work and remove materials out of the District.

METHODS

- Provide services for the drop-off, collection, and sale of reusable items

REQUIREMENTS

- The Council supports the concept of reuse and the operations for the drop-off of goods and retail at the transfer station retail shop run by the Metallic Sweeping Limited.

DATA AND RECORDS

There is little data collected around the reuse shop activity. A means of collecting data should be investigated so trends can be monitored.

ASSET SUMMARY

The shop is at the transfer station, Council owns the building.

Asset Capacity/Performance

The reuse shop is small and could be enhanced and promoted to support further activity.

LEVELS OF SERVICE

Table: Levels of Service

Level of Service Statement				
LOS2 – Council manages the waste management services wisely				
Year	Measure	Target	Result	
2015-2018	Compliance with Resource consent conditions	Full compliance	15/16	No record
			16/17	No record
			17/18	No record
2018-2021	Reduce the percentage of residual waste to landfill	<49%	18/19	
			19/20	
			20/21	
		Proposed target for 2021/22- 2023/24- record no. of customers transactions		

Technical measures

The technical measures for this activity is number of item sold. Contractor would have to record actual no of item sold e.g. 5 forks would count as 5, 1 sofa 1, total 6.

OPTION

Need to record sales and volumes of items at reuse shop.

DEMAND

Growth in the handling of reuse goods would require more space and better infrastructure.

ISSUES

There is little data around the activity in the reuse shop. The reuse shop is small and could be enhanced and promoted to support further activity.

SUMMARY OF ISSUES/OPTIONS

Item	Description	Explanation	Budget	Time	Status	Project ID	Priority
1	Review and upgrade reuse shop	The reuse shop accepts items people no longer want that are still in usable condition eg. tools, building materials, bike parts. It needs to increase the capacity for collecting recoverable stuffs.	10,000	2021/22	Recommended	REUSE1	69
2	Record sales and volumes of items at reuse shop.	There is little data collected around the reuse shop activity.	Existing	2019/20 onwards	Recommended	REUSE2	41
3	Expand sales of other items in Reuse shop	Encourages the diversion of waste and offers a niche market for residents to buy low cost goods and other items promoting sustainability.	Future	Future option	Recommended	REUSE3	43

Project ID- refer to # 1238310 WDC-white pages proposals. Priority refers to the ranking given in the Waste Assessment #1200460. High number shows high priority. Options that are based on legislative or consent compliance or asset will be fully depreciated have been given a priority of 100.

COMPLETED OPTIONS

Item	Description	Explanation
2009	Retail shop established.	Provides reuse opportunities.
2012	Retain shop upgraded	

B2.3 Recycling



Cardboard in the baler at the Resource Recovery Park

SCHEME OVERVIEW

Household recyclables are collected through the kerbside collection, 8 rural drop-off points or via drop-off to the transfer station and processed at the Materials Sorting Facility. A range of other recyclable materials are collected at the transfer station for recycling. See B1.2 Appendix B.

Waimate Materials Recovery Facility (MRF)

The Material Recovery Facility at the RRP was constructed in 2009 to process recyclables from the kerbside collection, transfer station and from rural drop-offs.

Materials processed include:

- Glass bottles and jars
- Newspaper and cardboard
- Aluminium and steel cans
- Rigid plastic containers and bottles
- Flexible plastics.

The MRF is currently operated by MSL under contract until 2020. The Council owns the building while the sorting plant and equipment are owned by the operators.

Recycling Markets

MSL is responsible for the sale of the recyclables. Glass, HDPE, PET and scrap metal are sold domestically. E-waste is sent to Metacorp Christchurch and scrap metals are recycled by Everitt Enterprise, Oamaru.

Recycling Standards

During the term of the contract, the value of recyclables may vary, affecting revenue from sales. This is market driven and beyond the control of the parties. Should the markets crash, then Council and MSL will need to discuss the implications. Concerns have been raised in the media in the past about the health and working standards of people engaged in secondary processing of recyclables, often in third world countries.

METHODS

- Provide recycling facility
- Separate recyclables into saleable waste streams
- Sell recyclables as commodities
- Monitor processing loss

REQUIREMENTS

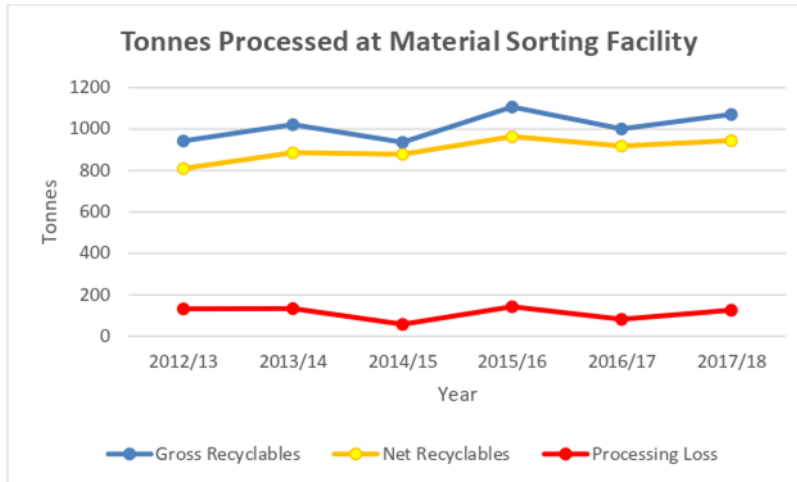
- Ensure that recycling services are available for the district
- Ensure that recycling of collected commodities is undertaken in a manner not detrimental to human health
- Ensure that recycling processing is undertaken with regard to reputable environmental, health and safety conditions
- Promote use of recycled materials

DATA AND RECORDS

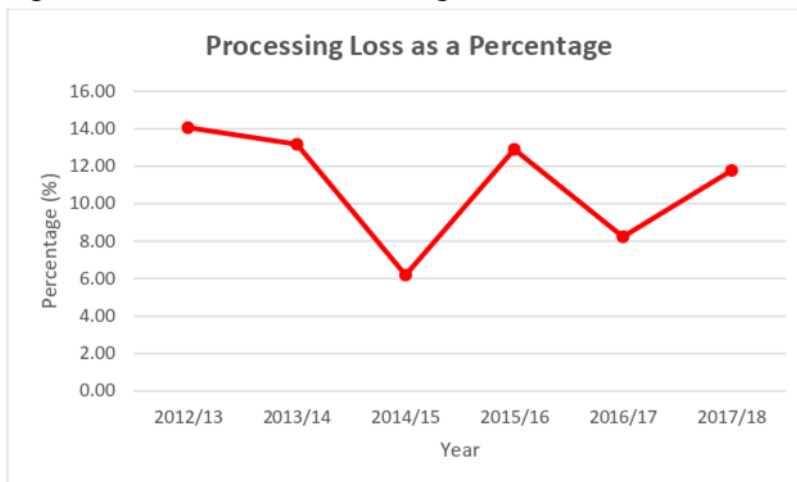
- The net tonnes of materials recycled at the MRF will be recorded.
- Contamination and processing loss will be recorded.
- While the location and quantity of materials sent to markets may be commercially sensitive, Council will ask MSL to verify that recyclables are sent to markets that have reputable environmental, health and safety conditions.

Contamination and Process Loss

Very little reject material is disposed of to landfill from the recycling operations as the contractors sort at kerbside and place non-complying materials back into the recycling crate. Some contaminate ends up in Landfill due to other factor i.e. weather and open crates (paper and cardboard).

Table 17: Gross and Nett Tonnes of Recycling at the MRF

Data source: TDC #1196400– WDC-Recycling tab

Figure 1: Contamination & Processing Loss at MRF

Data source: TDC #1196400– WDC-Recycling tab

Quantities

Data is recorded for all recyclables by category

- Incoming
 - WDC Kerbside
 - WDC transfer station
 - Commercial recycling
 - Country Drop-offs
 - Lakes
 - DB glass

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- Outgoing
 - Processing loss to landfill
 - Sold recyclables by category

INFORMATION

The main waste being rejected is small amount of bubble wrap, polystyrene and baleage wrap.

ASSET SUMMARY

The Council owns the Material Recovery Facility building, while the sorting plant and equipment are owned by the contractor, Metallic Sweeping limited.

Asset Capacity/Performance

The part of the Material Recovery Facility sorts and processes the kerbside and rural drop-off recyclables by conveyor belts and by hand sorting. The nominal capacity of the plant is approximately 1,000 tonnes per year.

Asset Condition

Assets	Condition	Built	Useful Life	End useful life
Materials Recovery Facility building	Good	2005	50 years	2055

LEVELS OF SERVICE

Table 18: Long Term Plan Performance Measures

Level of Service Statement				
LoS2 Council manages the waste management services wisely.				
Year	Measure	Target	Result	
2015-18	Compliance with Resource Consent conditions	<49%	15/16	53.6%
			16/17	53.3%
			17/18	53.4%
2018-2021	Reduce the percentage of residual waste to landfill	Diverted tonnage of waste	18/19	
			19/20	
			20/21	

Data Source - TDC #1204588 WDC –Total Waste Data-6 years

Technical measure

Contamination levels are recorded for the MRF.

Operational Performance Measures

- Compliance with operational requirements for site management
- Record net tonnes
- Record processing loss

RISK**Revenues**

The cyclic nature of recycle commodity prices will impact upon revenues for recyclable materials.

Costs

Costs are high vs the diversion of the activity due to manual sorting process.

Critical Assets

The building is in good condition, and the plant is well maintained by the contractor, so the risk of failure is low.

DEMAND

Changes in demand may arise from the requirement for new materials to be sorted from the waste stream after introducing a 3-bin system. Long-term quantities may decline as the population ages and households become smaller and possibly less affluent, or as changes in behaviour result in people purchasing less packaging and product design improves.

ISSUES**Quantities and Material Sorting Facility Capacity**

The quantity of recyclables has increased with commercial quantities increasing slightly. Ongoing promotion, education and enforcement are required to maintain quantities of materials being recycled. Council, in conjunction with MSL, should be proactive in encouraging recyclables for processing at the MRF.

There is sufficient capacity to sort recyclables for the duration of the contract.

Quality

Council needs to continue with information, education and enforcement to help reduce waste being included with recyclables for collection. The efficiency of the Material Recovery Facility and materials being disposed of as processing loss needs to be monitored with a goal to reducing this waste.

REFER	Add 0.2 FTE for kerbside visual auditing. (refer kerbside collection)
--------------	--

Revenues

The cyclic nature of recycle commodity prices will impact upon revenues for recyclable materials.

Soft Plastics

A significant volume of the residual waste being disposed of as waste into the landfill is soft plastics, e.g. plastic bags, film, food packets and styrofoam trays, etc. This quantity of plastic materials is a national issue for all councils wishing to improve waste minimisation. Council needs to facilitate and lobby solutions for these waste streams at a national level.

Other items

Timaru District Council has started a kerbside collection satchel to collect a range of small items as a pilot project, which can then be reused or recycled. For example, spectacles may be sent overseas to people in need.

Timaru District Council has also become the first in the country to be able to recycle resident's unwanted mattress. WDC may also send mattresses for recycling, or set mattress recycling on site.

OPTION	Investigate collection of alternative items via a satchel in kerbside bins.
OPTION	Investigate options for mattress recycling.

SUMMARY OF ISSUES /OPTIONS

Item	Description	Explanation	Budget	Time	Status	ID	Priority
1	Kerbside Collection Satchel	This project is started in Timaru as a trial basis in 2017/18. A satchel (A3 envelope) will be given to residents to collect a range of alternative items to be sorted and sold at the reuse shop at RRP or recycled at WDC cost. Primary collection can be done via recycling bins but alternative collection points (in recycling bins) are proposed at T/S and service centres, so all residents have access.	Future	Future option	Recommended	RE1	68
2	Escrap recycling	Investigate options for sending escrap to Timaru for dismantling locally by E-Cycle Ltd.	Future	Future option	Recommended	RE2	62
3	Soft plastic trail	Investigate soft plastics collection (and processing) for businesses. Soft plastic forms a large proportion of business and residential waste by volume. The feasibility of collecting soft plastics from households and potential markets needs to be explored to form part of the Request For Proposal for the new Waste Minimisation Services Contract.	Future	Future option	Recommended	RE3	70
4	Mattress Recycling	Landfilled waste amount can also be reduced by sending mattress to Timaru for recycling.	Future	Future option	Recommended	RE4	70

Project ID- refer to # 1238310 WDC-white pages proposals. Priority refers to the ranking given in the Waste Assessment #1200460. High number shows high priority. Options that are based on legislative or consent compliance or asset will be fully depreciated have been given a priority of 100.

Future Works (50-Year Infrastructure Strategy)

Year	Description	Explanation
2055	Replace Material Sorting Facility	Material Sorting Facility will be fully depreciated.

COMPLETED OPTIONS

Year	Description	Explanation
2005	Materials Recovery Facility built.	To process recyclables from the two-bin system.

B2.4 RECOVERY

Mulching Area at Resource Recovery Park.

SCHEME OVERVIEW**Current activity****Mulching**

An area has been provided at the Waimate RRP for the storage of green waste. The stockpiled green waste is shredded every 6- months by a contractor. It is difficult to determine how much green waste is diverted because none of the incoming green waste is weighed.

Metallic Sweepings is responsible for the sale of shredded mulch and sales are steady. A coarse organic mulch is produced which is sold by the trailer load. The mulch is sold on an as-is basis and is not tested. Due to this customers are required to sign a disclaimer to the effect that they are purchasing the product at their own risk. The money from the sales reverts to Council.

Waste Oil

Drop-off facilities for domestic quantities of waste oil are provided at transfer station. An oil recovery service from Oamaru collects the waste oil from the transfer station.

Timber Recovery

According to an audit carried out by the Timaru District Council, a significant portion of the waste stream being landfilled is timber in various forms with some of it being treated. Timber contributes to the creation of landfill gas and under the pending Emission Trading Scheme (ETS), Council is going to have to pay ETS contributions for landfill gas. So, liaison with Waste Transformation Limited (WTL) for pyrolysis plant for removing timber from the residual waste stream, there is scope to reduce the landfill costs. Council needs to investigate the actual type and quantity of timber being disposed of along with options for the collection and utilisation of the recovered timber.

OPTION	Investigate options for removing timber from the waste stream and collecting for pyrolysis processing.
OPTION	Investigate the options for gib licensing and recovery.

METHODS

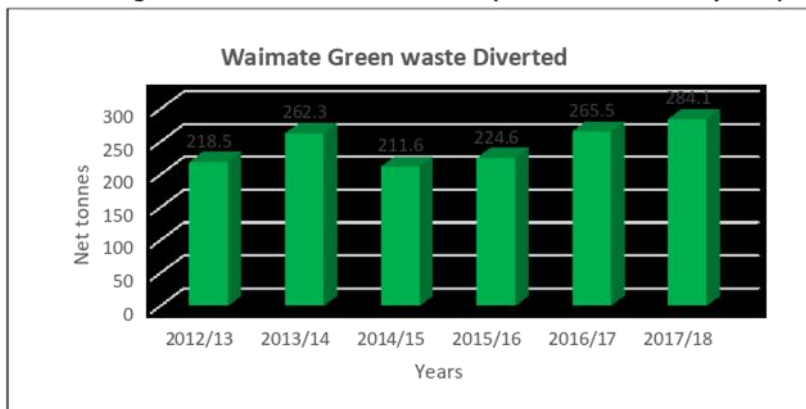
- Provide green waste drop-off and mulching facilities.
- Ensure that oil processing/utilisation-burning is undertaken in a manner not detrimental to human health.
- Provide an oil drop-off site.

REQUIREMENTS

- Council has contracted MSL until 2020, so the current mulching activity shall continue.
- Council will provide drop-off facilities for household quantities of waste oil.

DATA AND RECORDS

- The amount of waste oil collected will be recorded.
- The tonnes of garden waste delivered will be recorded.

Figure 2: Green Waste Diverted (Private collection by MSL)

Data Source: TDC #1196400 WDC-Diverted material tab

Contamination and Process Loss

Loads are checked by the contractor as they deliver green waste. Contamination is minimal.

INFORMATION

More data is needed to assess quantities as incoming green waste at the transfer station is not weighed.

OPTION	Record data of quantities of incoming green waste at the transfer station.
---------------	--

ASSETS SUMMARY

Council owns the in-ground infrastructure i.e. mulching areas and roading, however, all mechanical equipment is owned by Metallic Sweeping Limited.

Asset Capacity/Performance

The proposed area for the green waste site needs to be increased if the 3-bin system is put in place or decreased if green waste is transported to Redruth, Timaru. In this case, some modifications to allow handling for transport may be required.

OPTION	Provide enough green waste storage area.
---------------	--

OPTION	Modify green waste area to allow handling for transport.
---------------	--

Asset Condition

Assets	Critical Asset	Condition	Build	Estimated Useful Life	End useful life
Storage and processing area	-	Good	2005	50 years	2055

LEVELS OF SERVICE

Table 19: Long Term Plan Performance Measures

Level of Service Statement				
LoS2 Council manages the waste management services wisely				
Year	Measure	Target	Result	
2015-2018	Compliance with Resource Consent conditions	Full compliance <49%	15/16	53.6%
			16/17	53.3%
			17/18	53.4%
	Reduce the percentage of residual waste to landfill.		18/19	

2018-2021			19/20	
			20/21	

Data source – TDC #1196400, WDC-Diverted material tab

Technical Performance Measures

- Record sales of Mulch.
- Record quantity of waste oil.

Risk

Operational

Council is planning for collecting green waste including food waste from the kerbside collection. However, without a different composting system, Council could not process the food waste. There is always a risk of odour arising from anaerobic conditions. Site operations have effectively managed this risk and impact on the public is negligible.

DEMAND

There is likely to be more pressure to recover timber from the waste stream as landfill emission obligations have been introduced.

There is greater opportunity to do composting either by Council or the contractor from green waste, gib and other organic waste including food waste that is currently not collected.

REFER	Offer green bin service to collect green waste. (Refer to kerbside collection).
REFER	Consider inclusion of food waste in green bin service. (Refer to kerbside collection).

OPTION	Investigate transport of green/organic waste to Redruth for processing.
--------	---

ISSUES

Green Waste Site

The space for green waste storage is limited and volumes will need to be monitored.

Mulch Quality

A fine organic mulch is produced which is sold by the trailer load. The mulch is sold on an as-is basis and is not tested. Due to this customers are required to sign a disclaimer to the effect that they are purchasing the product at their own risk.

OPTION	Review organics processing.
--------	-----------------------------

SUMMARY OF ISSUES/OPTIONS

Table 1: Recovery: Further Options

Item	Description	Explanation	Budget	Time	Status	Project ID	Priority
1	Enough green waste storage area	Modify greenwaste area to allow handling for transport.	\$10,000	2021-31 Long Term Plan	Recommended	RECOV1	75
2	Green/food waste processing	Investigate transport of green, food and other organic waste to Redruth for processing.	\$5,000 per annum	2021-31 Long Term Plan	Recommended	RECOV2	55
3	Timber recovery	Investigate options for removing timber from the waste stream and collecting for pyrolysis processing.	Future	Future option	Recommended	RECOV3	68
4	Green waste data update	Record data of quantities of incoming green waste at the transfer station.	Existing	In Progress	Recommended	RECOV4	55
6	Gib licensing	Investigate and implement options for licensing gib.	Existing	2020/21 Annual Plan	Recommended	RECOV46	70

Project ID- refer to TDC #1238310 WDC-white pages proposals. Priority refers to the ranking given in the Waste Assessment #1200460. High number shows high priority. Options that are based on legislative or consent compliance or asset will be fully depreciated have been given a priority of 100.

FUTURE WORKS (50-YEAR INFRASTRUCTURE STRATEGY)

Year	Description	Explanation

COMPLETED WORKS

Year	Description	Explanation
2002	Develop a maturation area for Mulch.	Green waste maturation areas have been developed.



Green waste prior to shredding



Green waste after shredding and matured as Mulch

1218325

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B2.5 TREATMENT



Waimate District Council offers free drop-off point for waste oil at the transfer station.

ACTIVITY OVERVIEW

Hazardous Waste

Waimate Council does not provide a hazardous waste collection point at the RRP for household quantities of hazardous material. So, customers are directed to take small quantities to Timaru. Waimate District Council pays an annual contribution towards the disposal costs of hazardous waste to Timaru District Council. Customers with larger quantities are put in contact with specialised hazardous waste service providers.

In Timaru, paint is picked by 3R on behalf of Resene for the Resene Paintwise programme and for Dulux.

Agrichemicals

Prior to 2008, Council provided a free collection of agrichemicals across the whole District in conjunction with Environment Canterbury with the last collection being in February 2009. However, Agrecovey still runs user-pays chemical collections.

Farmers with small quantities of less than 20 litres may drop these amounts at the Timaru transfer station; otherwise they must either contact a commercial hazardous waste collector or return the amount in liaison with their supplier.

Council refers people with chemicals or chemical containers to Plasback or Agrecovery.

OPTION	Subsidise Environment Canterbury's chemical collections.
---------------	--

Medical Waste

Hazardous waste services, such as medical waste collection and disposal are provided to hospitals and doctors' surgeries by private companies and this material is taken by Interwaste to Dunedin where it is incinerated.

Stabilisation of Waste

Some waste may be accepted for disposal at Redruth landfill with pre-treatment or stabilisation. This may include adding bulking agents to solidify wastes containing liquids, e.g. adding sawdust to wet sludge.

Hazardous wastes requiring disposal at Redruth are all considered for disposal through a waste manifest system. Each manifest is assessed by the Waste Minimisation Manager (WMM). Where applicable, e.g. asbestos, waste disposal locations are surveyed.

Waste Acceptance Criteria guidelines were drafted in 2012 for Redruth Landfill based on A-grade landfill status, resource consents, Council bylaws and Ministry for the Environment guidelines.

METHODS

- Ensure that any treatment of waste, including stabilisation of waste before landfilling, is not detrimental to human health.

REQUIREMENTS

- The Council will refer hazardous or special waste to the Timaru District Council.

INFORMATION

Information on hazardous waste activity at the Resource Recovery Park needs to be gathered.

ASSET SUMMARY

Assets for this activity are listed in Transfer Station section.

DEMAND

The quantity of waste collected has remained low over the past several years, but may grow due to promotion and public awareness.

SUMMARY OF ISSUES/OPTIONS

Item	Description	Explanation	Budget	Time	Status	Project ID	Priority
1	Refer trade customers	Investigate options to refer trade customers to commercial providers of hazardous waste handling services.	Future	Future	Recommended	TREAT1	48
2	Subsidise chemical collection	Subsidise Environment Canterbury's chemical collections.	Future	Future	Recommended	TREAT2	25

Project ID- refer to TDC # 1238310 WDC-white pages proposals. Priority refers to the ranking given in the Waste Assessment #1200460. High number shows high priority. Options that are based on legislative or consent compliance or asset will be fully depreciated have been given a priority of 100.

FUTURE WORKS (50-YEAR INFRASTRUCTURE STRATEGY)

Year	Description	Explanation

COMPLETED WORKS

Year	Description	Explanation
2009	Waste oil facility was established.	To provide free drop-off of waste oil to incentivise correct disposal.

B2.6 DISPOSAL

*Redruth Landfill*

ACTIVITY OVERVIEW

Council has an agreement with Metallic Sweeping Ltd to transport the residual waste to the Redruth landfill.

The Redruth Landfill is owned by Timaru District Council and is the only landfill in the South Canterbury region. The landfill is consented to 2030 and the landfill has a life currently estimated to range between 25-35 years. The landfill is operated by WMNZ under contract until 2021. Timaru District Council set the fees and charges at the landfill and is able to use pricing mechanisms to encourage diversion, although if the price is too high disposal options may become more viable for waste to leave the District for alternative landfill sites.

Cleanfill Sites

The Council accepts cleanfill at the following locations:

Table 2: Location Cleanfill Accepted

Location Cleanfill Accepted	Quantity Accepted	Destination
Waimate RRP	Truck loads	Staging area on site and transferred materials to cleanfill area.

Closed Landfills

The Council has a closed landfill management plan and monitors eight closed landfill sites for compliance with resource consent conditions. The monitoring programme covers all sites annually with more frequent sampling for some sites. The suite of parameters and frequency of monitoring is scheduled for regular review. To date, there has been compliance with all resource consent conditions.

The sites are as follows:

1. Glenavy, Te Maiharoa Road
2. Hook River, Waimate Hunter Road.
3. Makikihi Beach, Hook Swamp Beach Road
4. Morven, Morven Beach Road near beach
5. Otaio, Backline Road Blue Cliffs
6. Upper Pareora, Motukaika Backline Road intersection
7. Waihao Forks
8. Waimate Racecourse Road

There are a number of other known sites that are not monitored because of the small nature and minimal impact. These sites are recorded in a hazard register.

METHODS

- Send waste to approved landfill for safe disposal of waste in compliance with legislative requirements.
- Provide a disposal option for cleanfill.
- Monitor closed landfill sites.

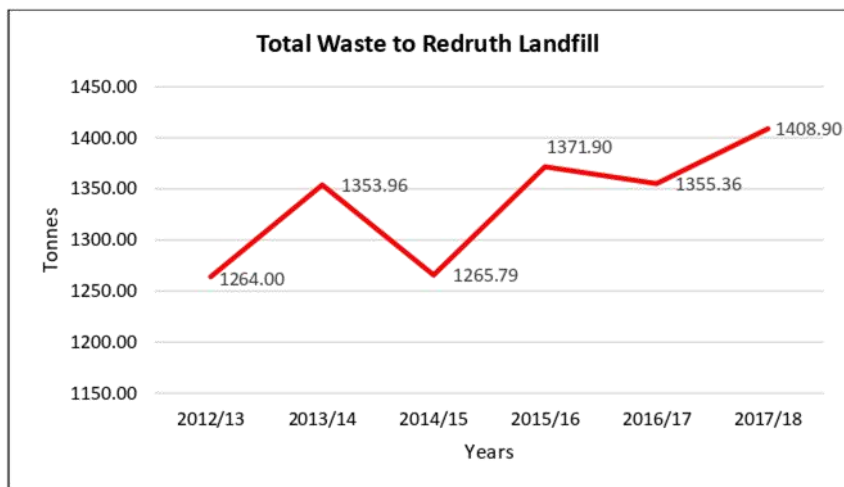
REQUIREMENTS

- Council will set differential fees from time to time to provide economic disincentives and incentives.
- The transfer station is closed on public holidays.
- Council will send waste for disposal into the Redruth landfill. Redruth landfill is open from Monday to Friday but it is closed on Christmas Day, New Year's Day and Good Friday.
- Bylaws will list relevant provisions, including lists of banned and prohibited materials.

DATA AND RECORDS

The following data is recorded:

- Quantities and source of waste
- Quantities of cleanfill
- Groundwater and surface water quality parameters
- Composition of waste disposed of every five years or at lesser intervals as determined by Council from time to time.

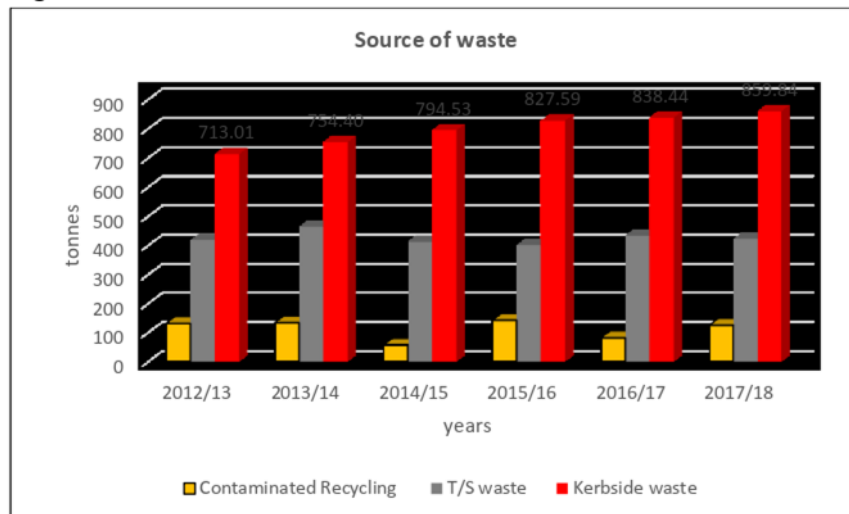
Figure 3: Total Waimate Waste to the Redruth Landfill

Data source: TDC #11964000, WDC-Tonnes to landfill tab

Waste tonnes increased over a 4-year period from 2014/15 due to an increasing trend of kerbside waste. Kerbside waste is being disposed of to Redruth Landfill directly. The trends over the last six years show that kerbside waste has always comprised a higher proportion than transfer station waste and contaminated recyclables. Therefore, a priority is to address a reduction in kerbside waste to landfill. The introduction of the three-bin kerbside collection will result in a significant reduction of waste being landfilled, primarily due to the reduction in quantities of green waste and food waste, which can be composted.

REFER

Provide a large organics container eg 240 litre bin to increase diversion of green waste and potentially food waste. (Refer Kerbside collection section).

Figure 4: Source of Waste to Landfill

Data Source: TDC #1196400 – WDC sources of waste - tab

INFORMATION

The Council website lists information on the fees and charges for disposal of residual waste to landfill.

Waste Composition & Potential Minimisation

Timaru District Council conducted a visual solid waste audit disposing of waste at the landfill in 2009. Of the waste disposed of at the landfill, the following 38.5% potential diversion is possible and 10.91 % actual diversion was achieved in the waste sort trail (2015). Results from both trials are compared in the table below where diversion is shown as a percentage.

While waste is expected to be reasonably similar to the Timaru District, Waimate District Council needs to conduct its own waste audit to identify opportunities for further diversion and resource recovery.

REFER	Add 0.2 FTE for kerbside visual auditing. (Refer Kerbside collection section).
REFER	Conduct a physical SWAP audit of kerbside and transfer station in 2023 required for next six-yearly review of WMMP. (Refer kerbside collection and transfer station sections).

ASSET SUMMARY

Waimate District Council manages a number of closed landfills.

Asset Liabilities

Closed Assets	Landfill	Critical Asset	Condition	Commenced	Estimated Useful Life	End useful life
Glenavy, closed landfill, Te Maiharoa Road		N	Good	Before 1978	Closed	1999
Hook River closed landfill, Waimate Hunter Road		N	Good	1978	Closed	1999
Makikihi Beach closed landfill, hook Swap road near beach		N	Good	Before 1978	Closed	1999
Morven R closed landfill, Morven Beach road near beach		N	Good	1978	Closed	1999
Otaio closed landfill		N	Good	1978	Closed	1999
Upper Pareora closed landfill, Motukaika Backline intersection		N	Good	1978	Closed	1999
Waihao Forks closed landfill		N	Good	Before 1978	Closed	1999
Waimate Racecourse Road closed landfill		N	Good	1970	Closed	2000

LEVELS OF SERVICE**LTP Performance Measures**

For the closed landfills, compliance with resource consents is important.

Table 3: Long Term Plan Performance Measures

Level of Service Statement				
LoS2 council manages the waste management services wisely.				
Year	Measure	Target	Result	
2015-2018	Compliance with resource consent conditions*	Full compliance with resource consent conditions*	15/16	Fully compliant
			16/17	Fully compliant
			17/18	Fully compliant
2018-2021	*(other than for minor breaches)		18/19	
			19/20	
			20/21	

Operational Performance Measures

- Annual tonnages of waste disposed of to landfill.
- Measure the composition of material disposed of to landfill every 5 years.
- Compliance with operational requirements for site management.

DEMAND

Waste tonnes disposed to Redruth landfill increased over a 4-year period from 2014/15 due to an increasing trend of kerbside waste. Landfilled waste tonnes of Waimate are averaging 1,336 tonnes per annum.

Timaru District Council's Redruth Landfill is consented until 2030 but has approximately 27 years of remaining life. Council must contribute to waste minimisation efforts to prolong the life of the landfill.

ISSUES**Water Acceptance Criteria Compliance**

Waste disposed to Redruth landfill must comply with the Waste Acceptance Criteria prepared for Redruth Landfill by Timaru District Council. Timaru District Council's Solid Waste Bylaw Chapter 14 provides regulation by way of a "Landfill Access Permit" for waste service providers and businesses who dispose of waste direct to the landfill. This permits requires compliance with the TDC bylaw in terms of waste acceptance criteria.

Emissions Trading Scheme (ETS)

Timaru District Council must pay for ETS obligations using New Zealand carbon units. These costs are incorporated into the Landfill charge. The default payment is a factor of 1.19 x carbon unit per tonne of waste landfilled. A New Zealand carbon unit is estimated to cost \$25 from 2018/19 and ETS costs are predicted to increase.

Disposal Fees

Waimate District Council pays the disposal fees at a reduced rate set for Landfill Access Permit Holders by the Timaru District Council. As the disposal cost of waste increases, the cost effectiveness of waste minimisation initiatives become more viable compared to landfilling. Alternatively, the possibility of alternative disposal options may arise, including transporting waste out of the district and illegal dumping.

Income generated at the transfer station does not meet the funding policy of 33% as set by Council. Disposal charges need to be reassessed in order to move towards complying with the policy in future years.

REFER	Progressively move to funding the activity from waste minimisation charges. (Refer Transfer Station Section).
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Bylaw

The Solid Waste Bylaw was implemented in 2009 and a number of materials are prohibited or banned from disposal to landfill.

The list of banned items at the landfill includes:

- Petroleum oil,
- Lead acid batteries,
- Newspaper and recyclable paper as notified by Council,
- Cardboard,
- Glass bottles and jars,
- Aluminium cans,
- Rigid plastic containers as notified by Council,
- Compostable garden and food waste as notified by Council,
- Steel cans,
- Ferrous and nonferrous metals as notified by Council,

It is recommended that the list in the First Schedule of the bylaw be amended to include a generic statement "and any other material(s) or item(s) notified by Council" to allow for further bans on other materials. This will give Waimate District the flexibility to follow any changes in the Timaru District Council Bylaw.

The bylaw is currently not being enforced at transfer station or for the kerbside rubbish collection.

Cleanfill Sites

Waimate District Council only operates one Class 4 (cleanfill) Landfill site in the district. The cleanfill site is on McNamaras Road, Waimate, which is also accessible from the Resource Recovery Park at 61 Park Road. This cleanfill site is a permitted activity under the Canterbury Land and Water Regional Plan Section 5 Region-wide Rules 5.177. The actual disposed cleanfill tonnage has not been recorded. This Class 4 cleanfill site is next to the old Waimate Landfill.

Council may consider identifying some gravel pits that could be used as clean fill sites and any other ones for future emergency fill sites as part of an emergency management plan. It is prudent to obtain appropriate approvals by way of consents or designations so that the sites can be officially nominated as sites for emergency use. It would be expected that certain conditions will apply for emergency sites and these will determine what materials can be accepted, any pre-sorting that may be required, storage time and any other condition that may pertain to the site. This pre-empts any possible delays during the event or issues with planning and consents after the event.

Illegal Dumping and Burning Waste

Illegal dumping is when people chose to dispose of their waste usually in public locations; however, some dumping may occur on private property in non-approved pits, etc. There is always an element of the community that will dump waste in river beds, on road sides and at other locations. Even when Council had free or low-cost dumping, people still chose to dump waste in river beds, etc.

As tipping fees increase, people may seek alternative disposal options and illegal dumping may increase. Burning of waste is one option; however, this is prohibited under a Council bylaw. It is important to record and monitor incidents of illegal dumping along with enforcement and follow-up measures, and also by Environment Canterbury.

Council has the ability to issue fines for littering under the Litter Act 1979. Council encourages people to be responsible for the appropriate disposal of rubbish. Any incidents of illegal dumping should be reported to Council and logged as a service request.

Natural Disasters

Based on historic events, there is a need for Council to plan for the cleanup of debris and waste after a major natural disaster. Council needs to prepare for and recover more quickly from the increased solid waste generated by a natural disaster. The most severe natural disasters generate debris in quantities that can overwhelm existing facilities or force communities to use disposal options that would not normally be acceptable. Recent events include the floods of 1986 and the snow of 2006 which both generated significant quantities

of debris. Earthquakes in Christchurch have demonstrated the significant amount of debris that can be generated.

Preparing a disaster waste management plan in advance can pay off in the event of a natural disaster. Planning can help a community identify its debris collection, recycling, and disposal options. Although the recovery process may take a long time, careful planning will prevent costly mistakes, speed recovery, and avoid creation of more waste. A plan can also save money by identifying cost-effective debris management options and sources of help, increasing control over debris management in the community, and improving administrative efficiency.

The disaster waste management plan should include a detailed strategy for debris collection, temporary storage and staging areas, recycling, disposal, hazardous waste identification and handling, administration, and dissemination of information to the public. It will be necessary to distribute the plan and work with personnel from respective agencies to ensure that the plan can be implemented quickly and smoothly.

OPTION	Obtain consent or designations for old cleanfill sites as an alternative dumping site for emergency waste.
OPTION	Ensure waste disposal options are included in emergency plans.

Waste Spills and Events

In the case of a significant spill or event, there may be a requirement to dispose of waste to Redruth landfill. The type of waste and the quantity of chemical will determine if it is acceptable to dispose of it to landfill. Pre-treatment may be required to enable the waste to be accepted. Advice from Council's contractor and/or specialist advisors will be required. Application via the waste manifest system will be required.

SUMMARY OF ISSUES/OPTIONS

Table 1: Disposal Further Options

Item	Description	Explanation	Budget	Time	Status	Project ID	Priority
1	Emergency waste management.	Obtain consent or designations for old cleanfill sites as an alternative dumping site for emergency waste.	Existing	2019/20	Recommended	DISPO2	100
2	Include waste disposal options in emergency plans	Emergency planning for solid waste will enhance ability to respond while maintaining a high level of compliance. Need human resource to address this.	\$5,000	2020/21 Annual Plan	Recommended	DISPO1	100

Project ID- refer to TDC # 1238310 WDC-white pages proposals. Priority refers to the ranking given in the Waste Assessment #1200460. High number shows high priority. Options that are based on legislative or consent compliance or asset will be fully depreciated have been given a priority of 100.

FUTURE WORKS (50-YEAR INFRASTRUCTURE STRATEGY)

Year	Description	Explanation

COMPLETED WORKS

Year	Description	Explanation
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B2.7 COMMUNITY PARTICIPATION, INFORMATION, PUBLIC PLACES AND EVENTS

Get it Sorted

RUBBISH Every Week	RECYCLING Every Week	GREENWASTE Every two Weeks
 <p>Includes:</p> <ul style="list-style-type: none"> •Paper Plates •Composite materials •Coffee Caps •Food Waste •Takeaway Containers <p>Must be bagged:</p> <ul style="list-style-type: none"> •Any Liner •Sapples •Broken glass •Auto •Pet Waste •Styrofoam •Hazardous Products <p>SOFT PLASTICS</p> <p>Plastic bottles, caps, and other soft plastics can be recycled in bins provided at New World Wines.</p> <ul style="list-style-type: none"> •Shrinky Plastic •Shopping Bags •Grocery Bags •Pouches Bags •Frozen Food Bags •Confectionery Bags 	 <p>PLASTICS</p> <ul style="list-style-type: none"> •Remove all lids off bottles & jars •Clean all items <p>ALUMINIUM</p> <ul style="list-style-type: none"> •Clean all items •Squash Tins & Cans <p>PAPER & CARDBOARD & Glass</p> <ul style="list-style-type: none"> •Keep Dry •Clean all glass •Newspaper only •Flatten all cardboard •Glass Bottles & Glass Jars only 	 <p>GREENWASTE</p> <ul style="list-style-type: none"> •Woodchips •Lumber •Small branches •Gross clippings •Garden clippings •Woods <p>Don't have a Green Waste Bin?</p> <p>WANT ONE?</p> <p>Phone</p> <p>Metallic Sweeping Ltd</p> <p>0800 359 1221</p>
 <p>NO: Computers, No monitors, No TV's, No hazardous chemicals, No batteries, No green waste, No recyclables</p>	 <p>NO: Plastic Bags, No Caps or Lids, No Diapers, No Dirty Jars, No Ashes, No food scraps, No meat trays, No Surgical Gloves, No Milk or Juice Boxes, No hair, No greenwaste, No clothing or material, No cigarette butts, No broken glass, No glass window panes</p>	 <p>NO: Home hold rubbish, No pot waste, No diapers, No lids, No plastics, No ash, No hair, No food waste, No recyclables</p>

ACTIVITY OVERVIEW

Current Level of Service

The Council provides public litter collection in the central shopping area, Council facilities, parks and reserves. Only rubbish/litter bins are provided with no recyclable bins provided in urban areas. However, recycling bins are provided in the camping areas around the lakes.

The Parks bins are collected by Council Parks and Reserve staff, and the street litter bins are collected by the contractor, Trevor Joyce.

Council's contractor, MSL, assists with information and infrastructure for Zero Waste Events including free delivery and pick-up of bins. Assistance is appreciated by event organisers.

Council is also a member of the Paper for Trees programme in schools.

METHODS

- Provide public place litter bins and collection.
- Provide litter and illegal dumping enforcement.

- Support zero waste events.
- Offer talks and tours on waste minimisation.
- Provide educational programmes.

REQUIREMENTS

- Council will continue supporting public events with advice and resources for the minimisation of waste.
- Council will implement public place recycling.
- Council will fund education programmes.

DATA AND RECORDS

The following data is recorded:

- Incidents of illegal dumping at transfer station
- Number of Zero Waste Events
- Number of Public Place litter bins
- Number of talks and tours

Table 2: Number of talks in school programme

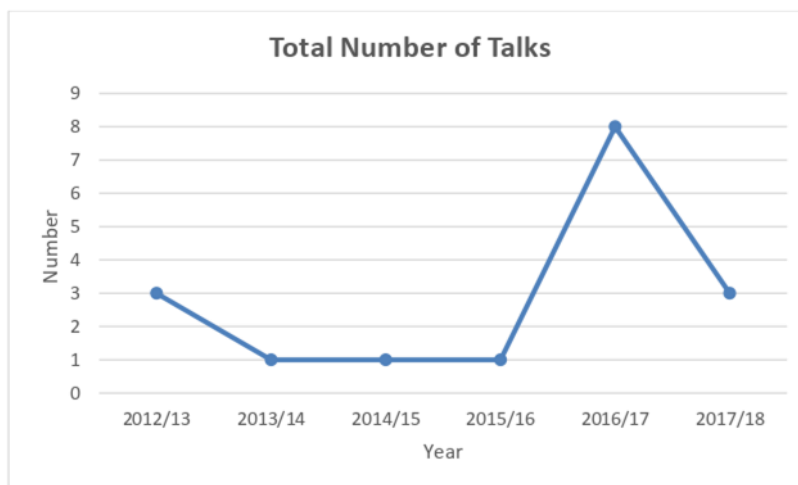
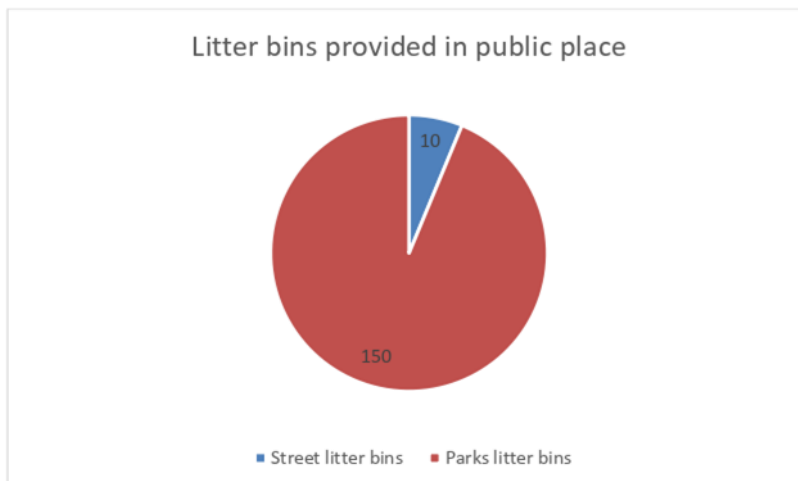


Table 3: Number of Participants Attending at Talks**Table 4: Litter Bins**

Note: Park litter bins include Lakes camping ground bins

INFORMATION

Public Litter Collection

The litter bins are emptied at a frequency to ensure that the bins do not overflow so that spillage of litter is kept to a minimum.

Litter Bin Summary

Service	Number of bins	Managed by	Contract
Street litter bins	10	Trevor Joyce	Trevor Joyce
Parks litter bins (includes Lakes camping ground bins)	150	Parks	In-house staff

For other public places, a recycling receptacle could be installed. In some cases, existing litter bins could be relocated and re-branded. The implementation of public place recycling bins could be considered.

REFER	Investigate option to install public place recycling facilities in highly used public areas. (Refer Recycling section).
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Illegal Dumping and Litter

Council remains vigilant to monitor and enforce illegal dumping of waste. The management of litter enforcement is undertaken by the Utilities Department of the Council.

Event Management

Metallic Sweeping Ltd are available to be contracted for infrastructure and assistance at public events for waste management. The Waimate District Council supports these activities and any costs incurred are on charged to event holders i.e. disposal of refuse at Redruth.

These public events include annual events such as The March Hare, Strawberry Fare, Waimate 50, A&P show etc., along with other minor events throughout the year.

Education Programmes

In 2000-2009 under Whitehorse Recycling Trust a dedicated educator was employed to visit schools on demand. Currently the Council does not have a dedicated Schools Education Programme. The main focus has been to ensure that all schools, preschools, kindergartens and childcare centres have all the infrastructure they need to sort their waste. Metallic Sweeping Ltd as part of their contract visit schools and give talks about recycling, this can be followed up with a visit to the RRP.

OPTION	Investigate need from schools for more comprehensive schools programme and consider funding.
---------------	--

Council funds the Paper for Trees programme in pre-schools and schools throughout the District with waste levy funding. The Paper for Trees programme encourages recycling by requiring schools to measure and record volumes of recycling and rewarding schools with trees. Schools receive the trees for planting annually. A total of 11 schools and preschools of Waimate participated with 44 trees being planted in 2017/18. The annual contribution from WDC is up to \$2,000 per annum.

Waimate District Council could also join the Sustainable Living Education Trust, a behaviour change education group that encourages individuals to learn how to reduce their negative environment impacts. Full of practical ideas and solutions, the courses are very popular nationally.

REFER	Fund Sustainable Living Programme (online resources). (Refer Reduction section).
--------------	--

Currently, WDC does not have waste minimisation officers. Staff could work with business conducting waste audits and advising on recycling options and waste minimisation.

OPTION	Investigate options to work with business for minimising their waste.
---------------	---

OPTION	Investigate option for adding 1 FTE waste minimisation officer.
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ASSET SUMMARY

Council owns the bins used for public place litter collection and zero waste events.

Asset Capacity and Performance

These assets are meeting current needs, and more can be purchased to meet growth.

Asset Condition

Service	No	Condition	Estimated Useful Life	End useful life
Street litter bins	10	Good	15 years	2024
Parks litter bins	150	Good	15 years	2024

LEVELS OF SERVICE

Table 5: Long Term Plan Performance Measures

Level of Service Statement				
LoS3. Public information and programmes promote waste minimisation and appropriate sorting of waste.				
Year	Measure	Target	Result	
2015-2018	Waste minimisation information and education programmes are provided in a range of formats.	2 programme annually	15/16	2 talks
			16/17	8 talks
			17/18	3 talks
2018-2021	Waste minimisation information and education programmes are provided in a range of formats.	Proposed more than 2 programmes annually for 2021/22-2023/24	18/19	
			19/20	
			20/21	

Operational Performance Measures

Illegal dumping at transfer station is recorded.

RISK

There is little asset risk associated with this activity as it is largely educational.

DEMAND**Public Place Recycling and Zero Waste Events Demand**

Since the kerbside recycling collection service was introduced, there is now greater community awareness of waste minimisation. The community are now more aware of correct separation of materials and to only provide rubbish/litter for public areas is not providing the public image of a community that is environmentally responsible. Recycling receptacles are now provided in other regions, so it is timely for the Waimate District to raise the profile of recycling in public places.

The assistance sought for "Zero Waste Events" needs to be monitored. Council has purchased a range of resources including posters, bins and collection containers to enable participants to sort their waste.

Information Demand

There is some demand from the community for talks and tours.

ISSUES

Illegal Dumping

If Council did not provide a kerbside collection service, it is likely that illegal dumping would escalate and incur costs for Council. There will always be incidents of illegal dumping and if disposal fees continue to rise, the number of incidents may increase.

Public Events

Event organisers need to take responsibility for the waste their events generate and manage this in accordance with the Zero Waste Event Guidelines to be developed.

Public Place Bins

The cost and method to install new recycle bins for public places needs to be investigated and a report prepared summarising options.

SUMMARY OF ISSUES/OPTIONS

Table 1: Public Information Further Options

Item	Description	Explanation	Budget	Time	Status	Project ID	Priority
1	School education programme support	Investigate need from schools for more comprehensive schools programme and consider funding.	Future	Future option	Recommended	REFER RED5	57
2	Business visits	Investigate options to work with business for minimising their waste.	13,000	2021-31 Long Term Plan	Recommended	REFER RED1, KS6	50

Item	Description	Explanation	Budget	Time	Status	Project ID	Priority
3	1 FTE waste minimisation officer.	Council could hire 1 FTE to support waste minimisation activities.	65,000 (staffing and Waste Levy)	2021-31 Long Term Plan	Recommended	ORG1	100

Project ID- refer to TDC # 1238310 WDC-white pages proposals. Priority refers to the ranking given in the Waste Assessment #1200460. High number shows high priority. Options that are based on legislative or consent compliance or asset will be fully depreciated have been given a priority of 100.

FUTURE WORKS (50-YEAR INFRASTRUCTURE STRATEGY)

Year	Description	Explanation

COMPLETED WORKS

Year	Description	Explanation
2002	Provided programme to schools by Whitehorse Recycling Trust.	
2010	Joined Paper for Tree Programme.	