

CANTERBURY WASTE JOINT COMMITTEE AGENDA

FRIDAY 12 AUGUST 2011

AT 11.30AM

AT THE CANTERBURY CLUB, WORCESTER STREET, CHRISTCHURCH

Committee: Councillor Sally Buck (Christchurch City Council)
Mayor Claire Barlow (Mackenzie District Council)
Councillor Robbie Brine (Waimakariri District Council)
Councillor Stu Burrows (Kaikoura District Council)
Councillor Dick Davison (Hurunui District Council)
Councillor Matt Henderson (Waimate District Council)
Councillor Aaron Keown (Christchurch City Council)
Councillor Glenn Livingstone (Christchurch City Council)
Councillor Pat Mulvey (Timaru District Council)
Councillor Darryl Nelson (Ashburton District Council)
Councillor Lindsay Philps (Selwyn District Council)

General Manager

Jane Parfitt
Telephone: 941-7305

Principal Adviser

Mark Christison
Telephone: 941-5734

Committee Adviser

Janet Anderson
Telephone: 941-8179

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1. **APOLOGIES**
2. **CONFIRMATION OF MINUTES – MEETING OF 29 APRIL 2011**

Attached.

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3. REPORT BACK ON 2010/11 PROJECTS

General Manager responsible:	General Manager, City Environment, DDI 942-7305
Officer responsible:	City Water and Waste Unit Manager
Author:	Zefanja Potgieter, Senior Resource Planner

PURPOSE OF REPORT

1. To report back on 2010 -2011 projects. Staff and or consultants will be present to advise further where required.

BACKGROUND

2. The following projects were approved by the committee for the 2010 – 2011 financial year.

Project	Service Provider	Original approval \$	Actual expenditure \$
Compost product development (third year of a three year project)	Crop and Food Research	30,000	30,000
Business resource efficiency	Target Sustainability	39,300	14,703
Promoting sustainable procurement options to member councils by way of workshops	None	500	0
E-Scrap recycling	Timaru District Council	18,300	11,091
Zero Waste Event Policy	Timaru District Council	3,000	0
Cinema advertisements	Timaru District Council	15,000*	6,825
E-Book.	Timaru District Council	20,000*	8,550
On-the-road-recycling	Timaru District Council	18,268	20,845
TOTAL		144,368	92,014

* Original budget amount subsequently reduced by committee

Only actual expenditure is shared by all member councils as set out in the Constituting Agreement, and unspent budget is not carried forward.

3. Compost Product Development

See **Appendix A** for the update on this project. A representative from Crop & Food will attend the meeting and provide further information.

4. Business Resource Efficiency

4.1 Waimakariri District:

Two Rangiora Continental Catering Sites - Waste audits, energy assessments and water audits completed.

Woolworths Kaiapoi and Woolworths Rangiora - Waste audits, energy assessments and water audits completed.

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4.2 Timaru and MacKenzie Districts

Waimate New World - Waste audit, energy assessment and water audits completed.

Geraldine SuperValue - Waste and water audits completed.

Countdown Church Street - Waste audit, energy assessment and water audit completed.

Hermitage Hotel - Waste and water audits completed.

Staff will provide feedback at the meeting on the outcomes achieved.

5. **Promoting sustainable procurement options to member councils by way of a staff workshop**

This workshop was cancelled due to staff commitments to earthquake recovery work.

6. **E-Scrap recycling**

Project	E-SCRAP RECYCLING		
Total Cost	Year 1	Budget	\$18,300
	Year 1	Costs GST INC	\$11,091.12
Time Frame	Two year project.		
Region	Year 1 – trial in the Timaru District [Year 2 – Canterbury-wide rollout]		
Supervisor	Ruth Clarke, Timaru District Council		
Outline	<p>Escrap Recycling Ltd will act as the recycler to process the e-scrap domestically.</p> <p>Councils will act as collectors, providing a framework for people to deliver e-scrap to transfer stations and transport will be arranged by E-scrap Recycling Ltd directly.</p> <p>Timaru District Council has established a trial at its main transfer station at Redruth Eco-centre to establish best practice for collecting materials and advertising of this programme.</p>		
Deliverables	<p>Collection system trial-established from 25 June 2011 at Redruth Eco-centre. The drop-off management and handling has been contracted to the Sustainable South Canterbury Trust who operates the Crows Nest drop-off and shop for reusable materials.</p> <p>Advertising templates. Media words were prepared by ImaginPrint and the overall design was done by Pope Print. All documents are currently available for viewing on the Timaru website via a password.</p> <p>The package included:</p> <ul style="list-style-type: none"> • stylised E-SCRAP heading, square logo and button logo • a CEO release for a newspaper or Notice board 		

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Project	E-SCRAP RECYCLING	
	<ul style="list-style-type: none"> • poster • DLE pamphlet • classified ad samples • radio ad • web page • business letter • site signage 	
Costs	Imagin Print-media words	\$2,283.26
	Pope Print-media design	\$2,839.35
	Bleeker and Weith –cages	\$2,502.98
	SRS pallets	no charge
	All About Signs	\$539.30
	Humphries –shelves & fadge holders	\$2,925.60
	TOTAL GST INCL	\$11,091.12

Staff will provide feedback at the meeting on the outcomes achieved.

7. Zero Waste event policy

This project did not proceed seeing that Christchurch's event policy could be copied and adapted as needed.

8. Cinema advertising

Project	CINEMA ADVERTISING
Total Cost	Budget \$15,000 Costs \$6,825.25
Time Frame	September 2010 to June 2011
Supervisor	Ruth Clarke, Timaru District Council
Outline	<p>Screen Vista produced one ad with a recycling message. If you don't know what to recycle then contact your council and get it sorted.</p> <p>Each council will receive a dedicated version for use on their websites etc.</p> <p>The ad will be confirmed in late June and screen for 15 weeks thereafter in cinemas region-wide excluding Christchurch.</p> <p>The second ad was not completed due to time constraints.</p>

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Project	CINEMA ADVERTISING		
Costs Breakdown	Screen vista-ad production		\$1,518.00
	Screening 13 weeks + 2 (excluding Christchurch cinemas)		\$5,307.25
	TOTAL	GST INCL	\$6,825.25

9. E- Book

Project	E-BOOK		
Total Cost	Year 1	Budget	\$7,000.00
	TOTAL	GST INCL	\$8,550.00
Time Frame	September 2010 to June 2011		
Supervisor	Ruth Clarke and Briony Woodnorth, Timaru District Council		
Region	CWJC region-wide		
Outline	<p>The E-Book was created and is to run on the Timaru Council's website as a trial. Specific information such as fees and charges, transfer opening hours and what goes in recycling bins would be hosted on the Timaru council website with a link from the E- Book. All other generic information is hosted in a standard format on the world wide web by MicroVision Ltd on the link www.eread.co.nz/oneplanet</p> <p>This includes information such as what happens to your paper and your aluminium cans, why recycle, zero waste, worm farming, composting, waste reduction, links to other site, application form for Paint-wise, hazardous waste, etc.</p>		
Deliverables	The E-Book will be online by the end of June at www.timaru.govt.nz . See under rubbish and recycling.		
Costs Breakdown	Production and hosting		\$8,050.00
	Final design		\$500.00
	TOTAL	GST INCL	\$8,550.00

10. On the Road Recycling

Project	On The Road Recycling – South Island Rollout		
Total Cost	Year 1	Budget	\$18,268
	Total	GST INCL	\$20,844.90
Supervisor	Sophie Ward, Wanaka Wastebusters and Ruth Clarke, Timaru District Council.		

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Project	On The Road Recycling – South Island Rollout	
Outline	This project will set up a system of drop-off points and provide information to travellers to access facilities for recycling while travelling.	
<p>Deliverables</p> <ul style="list-style-type: none"> • DL(1/3 A4) flier, posters, stickers, map of drop-off locations, fact sheets for staff and training • Adverts for local media timed for seasonal peaks • Clearly defined network of drop off locations (may include transfer stations, in town sites, holiday parks and accommodation outlets) • OTRR website linked in with key tourism and waste information sites • Communications and media plan (leveraging relationships with stakeholders e.g. AA) 	<ul style="list-style-type: none"> • Flyer printed and currently being distributed with FREE bags via i-SITEs, DOC Visitor Centres and recycling centres. • Fact sheets sent to participating i-SITEs and DOC offices. • Poster for each town (with location of drop off point) is next. <p>All Adverts to be in place for RWC 2011.</p> <ul style="list-style-type: none"> • Advertisement in Jason’s Holiday Park and Campervan guide • Southern South Island and Top and Central South Island Route planner maps. Recycling symbols on main maps and town maps showing location of drop off points. • Web advertising www.jasons.com • AA Regional Visitor guides advert. <p>Drop off locations are all existing recycling centre. Flyer includes centres that are staffed, open most days and in tourist town or regional centre.</p> <p>Website updated and linked from www.campingourway.org.nz</p> <p>Working with other information sites to build reciprocal links.</p> <p>Completed – have list of stakeholders and working with our advertising partners (AA and Jason’s) to build relationships with interested parties.</p>	
Costs Breakdown	Wanaka Wastebusters	\$10,734.10
	Wanaka Wastebusters	\$10,110.80
	Total	\$20,844.90

STAFF RECOMMENDATION

That the information be received.

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4. PROPOSED REGIONAL WASTE MINIMISATION PROJECTS 2011/12

General Manager responsible:	General Manager, City Environment, DDI 941-7305
Officer responsible:	Water and Waste Manager
Author:	Zefanja Potgieter, Senior Resource Planner

PURPOSE OF REPORT

- To propose regional waste minimisation projects for 2011/12.

SUMMARY

- The following projects are proposed for consideration by the Committee, amounting to \$99,415 out of a budget of \$110,000.

Project	Service Provider	Budget \$
Compost product development (last year out of a 5 years project)	Crop and Food Research	30,000
Business resource efficiency: Completion of 2010/11 projects	Target Sustainability	11,600
Business resource efficiency: New projects	Target Sustainability	23,500
Free Materials Service	Target Sustainability	4,000
E-Scrap recycling	Timaru District Council/Metalcorp	19,915
E-Book	Timaru District Council	14,450
Commercial organics collection – Feasibility study	Ashburton District Council/Consultant	6,400
Remote rural transfer stations	Selwyn District Council	Nil
Unspent/Contingencies		10,585
TOTAL		110,000

3. Compost Product Development

It is proposed that the Committee complete its five year commitment to this project and approve **\$30,000**.

See the report on this agenda on 2010 -2011 projects for a status report on this project.

4. Business Resource Efficiency: Target Sustainability Services

The Christchurch City Council Target Sustainability services provide free resource efficiency consultancy to Christchurch businesses to assist them to reduce waste and to be energy and water efficient. Waste audits, energy assessments and water audits are conducted at the business member site. The business member receives resource efficiency recommendations and an action plan. At the end of the project, which normally takes approximately 18 months from when the business member starts the project, a business member case study is produced detailing what resource efficiency initiatives were implemented.

Information about Target Sustainability and case studies can be viewed at www.targetsustainability.co.nz

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The Target Sustainability Services have been expanded into the Waimakariri, Selwyn, Timaru and McKenzie Districts through funding from the CWJC. Funding for this financial year is to complete the work with current business members and to recruit and work with new business members in the Ashburton District.

Current business members: Complete the work with the current eight business sites in Canterbury (Timaru, McKenzie and Waimakariri Districts): **\$11,600.**

New business members for 2011/12: Recruit and work with up to four new business members in the Ashburton District. **\$23,500.**

5. **Free Materials – web based waste exchange**

Free Materials www.freematerials.co.nz is an automated system enabling registered suppliers and collectors to supply and collect re-usable materials.

- (a) The service is available to businesses, education providers, charities, community groups and local or national government organisations. It is not available for individuals.
- (b) All materials must be supplied free. Collectors may not on-sell material collected.
- (c) Collectors contact the supplier expressing an interest in collecting amounts of material. Suppliers choose from up to three potential collectors. Suppliers can re-list their materials.
- (d) Suppliers are required to record each collection on the website.
- (e) The following materials are prohibited from this service: hazardous materials, carpet, liquids, compost / manure, non-operational electronic equipment.

The \$4,000 is the remaining cost from a two year programme for contributions from the following seven districts to use the Free Materials service for 10 months through to 30 June 2012: Kaikoura District Council, Hurunui District Council, Waimakariri District Council, Selwyn District Council, Ashburton District Council, Timaru District Council, McKenzie District Council.

6. **E-Scrap**

Project	E-SCRAP RECYCLING
Total Cost	Year 2 \$19,9150 GST exl
Time Frame	2011/12 is the second year of a two year project.
Region	Year 2 – Canterbury-wide rollout
Supervisor	Ruth Clarke, Timaru District Council
Outline	To evaluate the Timaru trial and roll-out the infrastructure and advertising across Canterbury.
Deliverables	Infrastructure for collection systems Dissemination and editing of generic media

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Costs Breakdown Year 2	Fadge holders	1,950
	Woolsack	180
	Kleensakholder	2,009
	Shelves	2,340
	Tables	10,000
	Table signage	4,500
	Crates	450
	Editing of generic media	2,000
TOTAL		\$23,429

7. E- Book

Project	E-BOOK
Total Cost	\$14,600 GST exl
Time Frame	June 2011 to July 2012
Supervisor	Ruth Clarke and Briony Woodnorth, Timaru District Council
Region	CWJC region wide
Outline	<p>To add links for other councils in Canterbury, to each of their Solid Waste web pages .</p> <p>Format pages for a more interesting look-add graphics, images and change font colour and sizes.</p> <p>E-book Hosting</p> <p>Add more information, particularly educational resources.</p>
Benefits	<p>Ease of access to information about waste that is relevant to the entire district, instead of searching each Council's website.</p> <p>A brief survey of the 9 Councils shows real gaps in information provided to communities. This project would consolidate and update all information.</p> <p>A large range of generic information can be presented in an attractive on-line format. This saves duplication of effort to produce similar information, has a one-off set up cost, and would mean we are all 'reading from the same page', as it were. The book can be expanded as required.</p> <p>The only pages each Council would be responsible for updating would be the ones relevant to each district (fees, charges, opening</p>

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	<p>hours etc), and as this is already done annually, it would require no extra work.</p> <p>Video links can also be added along with graphics and animation to enhance information.</p> <p>The E-Book can be an educational tool for schools.</p> <p>It can link to a range of websites offering more detailed information.</p>																		
Deliverables	<p>E-book hosting</p> <p>All councils linked in to the E-book</p> <p>Better graphic design element</p> <p>More information.</p>																		
Costs Breakdown	<p>GST ECLUSIVE</p> <table data-bbox="580 846 1315 1267"> <tr> <td>Add links for councils</td> <td style="text-align: right;">\$3,000</td> </tr> <tr> <td>Add 5 videos</td> <td style="text-align: right;">\$600</td> </tr> <tr> <td>Reformat pages (edits and restyle, add graphics)</td> <td></td> </tr> <tr> <td>Currently 88 pages</td> <td style="text-align: right;">\$8,000</td> </tr> <tr> <td>Add children's information section</td> <td></td> </tr> <tr> <td>More information –layout (20 pages)</td> <td style="text-align: right;">\$1,000</td> </tr> <tr> <td>More information-production (20 pages)</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">(if contracted)</td> <td style="text-align: right;">\$2,000</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">\$14,600</td> </tr> </table>	Add links for councils	\$3,000	Add 5 videos	\$600	Reformat pages (edits and restyle, add graphics)		Currently 88 pages	\$8,000	Add children's information section		More information –layout (20 pages)	\$1,000	More information-production (20 pages)		(if contracted)	\$2,000	TOTAL	\$14,600
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(if contracted)	\$2,000																		
TOTAL	\$14,600																		
Other info	<p>Annual hosting cost is \$50. 2011/12 has been prepaid</p> <p>TDC will pay this annual cost on an ongoing basis.</p> <p>TDC will be provided with both high and low resolution PDF files for backup.</p> <p>To make even a basic amendment requires a series of processes and renderings. The rendering and file transfers take longer given the size, complexity and video content.</p> <ol style="list-style-type: none"> 1. Locating and opening design file 2. Make the change/addition 3. Render to compatible file, 4. Importing new file into dedicated software 5. Testing and previewing 6. Upload to site. <p>The above process takes roughly 60-minutes (without design). Design time is additional.</p>																		

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8. Commercial Organics Collection

Project	Feasibility Study for Commercial Organics Collection in Ashburton
Total Cost	<p>Year 1</p> <p>Administration/Supervision met by Ashburton</p> <p>Consultant's costs –</p> <p>Feasibility Study</p> <p>(approx 40 hours @ \$80.00 pr hr) \$3,200</p> <p>Issues and Options report \$3,200</p>
Time Frame	One year project.
Region	<p>Year 1 – Feasibility Study for the Ashburton District</p> <ul style="list-style-type: none"> – Issues and options report to recommend suitable services and technology for the Ashburton district – The issues faced by the Ashburton district regarding commercial organics collection are similar in other Canterbury districts and the recommendations from the above report would have potential to be applied in those areas.
Supervisor	Cheryl Coombs Ashburton District Council
Outline	<p>Ashburton District Council does not currently have services or facilities available for the collection and suitable processing of commercial organic material. We have a number of businesses within the district including supermarkets, meat and seed processing plants, hotels, ski resorts and a ski field that potentially contribute considerable tonnage of organic materials to Kate Valley landfill each year.</p> <p>We propose to engage a suitable consultant to carry out a feasibility study on the issues and options available for collection and processing of organic material in the Ashburton District. We envisage that the outcomes of the feasibility study will form the basis of an issues and options report with a recommendation for the most appropriate service and technology.</p> <p>This project could provide a commercial organics collection solution for businesses in the Ashburton district. This directly links to the objective of the Target Sustainability programme currently funded by the committee to reduce business waste being sent to landfill.</p>
Deliverables	<ul style="list-style-type: none"> • Feasibility study completed • Issues and options report completed with recommendations

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Costs	Consultant	\$6,400
	Staff Cost	met by ADC
	TOTAL for CWJC	\$6,400 excluding GST

9. Remote Rural Transfer Stations

Selwyn District Council gets requests to offer refuse, recycling and organic collections to parts of the district that do not have access to them already. This is a common theme for rural councils that have a large area to service with a dispersed population often in small remote townships.

But how to provide this service? It is usually a balance between the services you can provide versus the cost to provide that service. The costs can be quite complex, as sometimes you can spread the costs across the community, but how does one apportion costs fairly and how far does one go to provide services for the few?

Selwyn District Council wants to provide a good service that gives the people the opportunity to minimise their waste being sent to landfill.

This project will be desktop based and will be carried out by Gavin Sole with input from Chris Hopman. There will be no consultants required for this project. The project will include the following:

- (a) A survey of similar councils throughout New Zealand using:
 - (i) WasteMINZ members
 - (ii) Phone contact
- (b) The survey will include:
 - (i) Services provided
 - (ii) Approximate costs
 - (iii) Feedback from council staff on the advantages/disadvantages of providing or
 - (iv) Not providing the service
 - (v) Customer satisfaction
- (c) A report outlining the results from the survey.
- (d) Start September 2011.
- (e) Finish February 2012.

STAFF RECOMMENDATION

That the Committee approves the projects identified in the report for the 2011/12 year.

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5. STOCKPILING OF WASTE AND ILLEGAL DUMPING

Information sharing.

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6. CANTERBURY HAZARDOUS WASTE MANAGEMENT STRATEGY (CHWMS) REVIEW

General Manager responsible:	General Manager, City Environment, DDI 941-7305
Officer responsible:	City Water and Waste Unit Manager
Author:	Chris Keeling, Ecan; Zefanja Potgieter, Senior Resource Planner

PURPOSE

The purpose of this report is to outline Hazardous Waste Reporting in the future and suggest how the Hazardous Waste Management Strategy will be reviewed.

BACKGROUND

As from 30 June 2011 Environment Canterbury is no longer a member of the committee. As reported in February 2011, the committee will from now on receive reports from Ecan on hazardous waste management as and when required. There is provision in the Constituting Agreement for the committee to establish a subcommittee on hazardous waste in future, should it be deemed necessary. The advantage of the committee itself receiving hazardous waste reports is that all members remain informed.

Ecan staff have provided the following information, and will be present on the 12 August to discuss this further, as set out below. The strategy review by Ecan will not have any financial impact on committee members:

The CHWMS was produced in 2001 to provide a framework for local authorities to deal with hazardous waste within Canterbury. In the past, implementation and monitoring of the strategy fell to local authorities with direction provided by the Canterbury Hazardous Waste Working Party, co-ordinated by Environment Canterbury. The CHWMS, in its current form, expires at the end of the 2012 financial year. With Environment Canterbury's review and rationalisation in this work area, it is timely to review this strategy and focus on the next five years ahead.

With the input of local authorities, Environment Canterbury will review and rework the strategy in 2011/12 with the aim of identifying how best to implement the strategy in the future. This will include a review of current and potential future hazardous waste needs throughout Canterbury and how local authorities can work with industry to provide solutions. This will also allow us to give due consideration to new issues which may have arisen following the Canterbury earthquakes.

At the 12 August meeting it is proposed to present a review of past work, a brief scope for strategy revision developed in conjunction with CWJC staff group, current work in this area and potential work areas for hazardous waste in the future.

The current strategy (Parts 1 and 2) can be found at <http://ecan.govt.nz/publications/Pages/hazardous-waste-management-strategy.aspx>.

RECOMMENDATION

That the information be received.