



## **NOTICE OF MEETING**

**Notice is hereby given that a Meeting  
of the Waste Advisory Group  
to be held in the Council Chambers  
Invercargill City Council  
First Floor, 101 Esk Street, Invercargill  
On Thursday 23 March 2017 at 9:30am**

Cr N Davis  
Cr C Bolger  
Mr P Standing

Cr I Pottinger  
Cr L Thomas  
Mr M Loan  
Ms D Peterson  
Mr C McIntosh

Cr P Duffy  
Cr N Paterson  
Mr I Evans  
Mr I Marshall

EIRWEN HARRIS MITCHELL  
MANAGER, SECRETARIAL SERVICES



# A G E N D A

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10.	<b>COMMITTEE IN PUBLIC EXCLUDED SESSION</b>	

Moved, seconded and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting; namely

- (a) Minutes of the extraordinary public excluded session held on 6 October 2016*
- (b) Health and Safety Report*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1)(d) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
(a) Minutes of the extraordinary public excluded session held on 6 October 2016.	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	7(2)(h)

(b) Health and Safety Report      Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.      7(2)(h)

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**MINUTES OF THE WASTE ADVISORY GROUP COMMITTEE  
HELD AT THE THOMAS GREEN, 30 MEDWAY STREET, GORE ON  
THURSDAY 25 AUGUST 2016 AT 4.00 PM**

**PRESENT:** Cr N Davis  
Cr C Bolger  
Cr L Thomas  
Cr I Pottinger  
Cr N Paterson  
Mr P Withers  
Ms D Peterson  
Mr C McIntosh

**IN ATTENDANCE:** Mrs Jo Affleck – Committee Secretary

1. **WELCOME**

Cr Davis welcomed Mr McIntosh from ICC, thanked everyone for their work and commitment, and wished the best to those who were standing at the coming elections. Cr Thomas will show a PowerPoint presentation on his Kiribati trip following this meeting.

2. **APOLOGIES**

Mr I Marshall, Mr M Loan, Cr R Dobson, Mr I Evans, Mr P Standing

Moved Cr Bolger, seconded Cr Paterson and **RESOLVED** that the apologies be accepted.

3. **MINUTES OF THE PREVIOUS MEETING**

Moved Cr Bolger, seconded Cr Pottinger and **RESOLVED** that the minutes of the meeting held on 26 May 2016 be accepted.

4. **QUARTERLY REPORT**

Abstract: WasteNet Southland implements the Southland Waste Management and Minimisation Plan 2012-2018 on behalf of the WasteNet Councils (Gore District Council, Invercargill City Council and Southland District Council). The Plan is progressively implemented through an annual Action Plan. Staff report on the Action Plan progress in the Quarterly Report.

Significant actions undertaken during this Quarter (April to June 2016) include:

- Nationally the Waste sector is researching appropriate disposal of needles to prevent needle stick injuries
- 845 students and 375 adults received waste education
- Southland's Love Food Hate Waste campaign was held on 20-26 June 2016

Upcoming actions taking place in the next quarter (July to Sept 2016) include:

- ILT Kidzone Festival, 13-19 July 2016
- Course: WasteMINZ Health and Safety Masterclass, 27 July 2016
- Southland Home Show, 20-21 August 2016
- Clean Up Week, 12-19 September 2016

The report was previously circulated and Ms Peterson took the meeting through the report, which covers the Group's actions for the months of April to June 2016.

Points raised regarding upcoming actions taking place included the following:

- At the next meeting there will be an in-depth report on how the new health and safety legislation applies to the waste sector, following Ms Peterson's attendance at the WasteMINZ Health and Safety Masterclass in July.
- ILT Kidzone Festival went well, connecting with 500 children and adults.
- The WasteNet Team recently attended the Southland Home Show 2016, engaging with 300-400 participants.
- Clean Up Week involvement will be in a support role to community clean up groups.

In response to Cr Thomas' question regarding there being no waste education in Gore for this quarter, Cr Davis and Ms Peterson confirmed that, although there were a couple of schools involved last quarter, it requires buy-in from the schools.

Ms Peterson advised that quarterly tonnage of garden waste data is now included, and is surprised that it is under 8,000 tonnes.

Discussion around Cr Pottinger's question as to why contamination in recycling bins is tracking consistently while the same weight of recycling is being received. Cr Davis and Ms Peterson raised the following points:

- The months of April/May/June were down.
- Contamination in recycling bins is a hard habit to break.
- Operational changes at the recycling centre (Southland disAbility Enterprises) have affected the data, i.e. they are now stricter on what can be accepted for recycling.
- Group to monitor if Southland disAbility landfill charges increase.
- Audits have started on Collection Truck loads, with 10% contamination being found.
- It will take time (more than 12-months) to bring the contamination levels back down to where we want it to be.

Mr McIntosh acknowledged that Ms Peterson and Ms Lowther were running a stand at the Southland Home Show and commended them on their unwavering enthusiasm and passion over the two days.

Moved Cr Thomas, seconded Cr Davis and **RESOLVED** that the Quarterly Report be received by the Waste Advisory Group.

## 5. **FINANCIAL REPORT**

Abstract: This financial report is for the 12-month period to 30 June 2016.

Cr Davis confirmed that there are healthy reserves, and both income and expenditure are below budget by a similar percentage.

The report was previously circulated and Ms Peterson took the meeting through the report.

Ms Peterson advised that there is a negative ETS Reserve of \$16,000 because (from January until now) we have been paying the default price for the average market price for ETS. Contract gate price is set from 1 July. Cr Davis said it made sense to take the shortfall out of the ETS Reserve.

In response to Cr Pottinger's question as to whether the ETS spot price was \$17, Cr Davis confirmed that it fluctuates throughout the year. Reasons for fluctuation included the announcement in Paris and the Government announcing it will remove the subsidy on 1 January 2017, so everyone is purchasing cheap units before they are needed.

Moved Cr Paterson, seconded Cr Pottinger and **RESOLVED** that the Financial Report is received by the Waste Advisory Group.

## 6. **A YEAR IN REVIEW 2015-2016**

Abstract: WasteNet Southland implements the Southland Waste Management and Minimisation Plan 2012-20108 (WMMP) on behalf of the WasteNet Councils (being Gore District Council, Invercargill City Council and Southland District Council). The Plan is progressively implemented through an annual Action Plan.

This is the fourth full-year report under the current WMMP which has produced the result of a materials discarded figure of 653 kilograms per capita comprising 24% diversion, and achieved on budget.

Appended to this report is the draft document outlining the outcomes of implementing the WasteNet Action Plan 2015-2016 and is for the consideration by the Committee.

The report was previously circulated and Cr Davis took the meeting through the report.

Main points raised included:

- There has been an increase in website visitors.
- Three large education campaigns run.
- A dramatic drop from first strikes (90%) to second strikes (9%), and then third strikes (1%).
- Some are new measures so no data is available this year, but will be next year.
- 45,000 tonnes landfilled.
- Overall we have tracked very well.

Cr Davis commended the report as it is interesting, colourful, includes photos, and is a document members of the public can pick up and understand quite well.

Cr Bolger commented that 1% for third strikes is pretty good.

Moved Cr Davis, seconded Cr Bolger and **RESOLVED** that the A Year in Review 2015-2016 Report is received by the Waste Advisory Group.

## 7. LOVE FOOD HATE WASTE CAMPAIGN

Abstract: WasteNet Southland organised a series of events during the week of 20 June 2016 to inspire and enable Southlanders to take simple actions to reduce their food waste.

Every year New Zealand households are throwing away 122,547 tonnes of food. Some of this is made up of things like peelings, cores and bones, but the majority is, or once was, perfectly good food.

Love Food Hate Waste (LFHW) is a campaign to minimise household food waste. The primary outcome for this campaign is to organise a series of events to inspire and enable Southlanders to take simple actions to reduce food waste. The secondary focus was to engage with corporate sponsors.

In collaboration with three key partners, WasteMINZ national campaign and 12-corporate sponsors, the WasteNet team held five events targeted at high food wasters. The events – Bosch Win the Fridge; SIT and Just Eat It Movie Night; Da Vinci's Pizza Night; New World Grocery Giveaway and Food Lovers Masterclass with Kate Meads – directly engaged with 268 participants, who have the potential to reduce their household food waste in 12-months by a combined total of 8,574 kilograms.

The total campaign expenditure was \$24,000, with 36% (\$8,700) provided by partners/corporate sponsors and 64% (\$15,200) sourced from WasteNet.

The report was previously circulated and Cr Davis took the meeting through the report.

Cr Davis commended Ms Peterson on the success of this campaign, as it was better than expected, which is a credit to her.

The group discussed how they manage food storage to reduce waste, acknowledging that the younger generation need to know the same tricks.

Ms Peterson offered her thoughts on next year's campaign:

- WasteMINZ have received government funding to run this programme for three years.
- Kate Meads has been booked in to come down again next year.
- Bosch is happy to be involved again and might have another fridge to give away.
- Might run a movie night again, with attendees receiving a free ticket to win the fridge.
- Received some feedback after the movie from people interested in becoming involved in food rescue.

To Cr Davis' question as to whether expenditure came in within budget, Ms Peterson advised that it did.

Moved Cr Thomas, seconded Cr Pottinger and **RESOLVED** that the Love Food Hate Waste Campaign Report is received by the Waste Advisory Group.



## 8. SERVICE DELIVERY REVIEW UPDATE

Abstract: The Local Government Act requires Councils to undertake a service delivery review (section 17A) whereby they review their cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services and performance of regulatory functions.

At its March 2016 meeting the Committee resolved to engage consultants – Morrison Low – to undertake the review of the WasteNet Councils' Solid Waste Activity.

The Waste Management Group is working with the Consultants Morrison Low to finalise the draft Service Delivery Report. However, we can provide an update on the conclusion as this is unlikely to change. Morrison Low have concluded that WasteNet shared service is an effective waste service delivery mechanism for the Councils in Southland.

The report was previously circulated and Cr Davis took the meeting through the report.

Cr Davis advised that although this report was not budgeted for, it had to be done, and a full report will come to a future meeting.

Mr McIntosh made the following comments:

- This report was expensive.
- However, the reasoning behind contracting Morrison Low to peer review was that their key person had just moved across from the Audit office and had been involved in setting up the 17A process.
- Have received informal feedback around the quality of the collection contract, how well it is running, how well it was constructed, and there being no need for improvements for the contract document.

Mr Withers advised that he has read the interim report, which holds no surprises. This report has created an opportunity to think about our intentions as we go into the next stage (at roll over) of the contract and negotiate conditions of contract, e.g. include incentives for the contractor to get contamination levels down.

Ms Peterson advised that the interim report needs some minor tweaks before it is brought to a public meeting, and we are currently waiting on the full report.

To Cr Pottinger's question regarding which other TAs have shared waste services, Ms Peterson advised Canterbury, Wellington and Auckland (as a super city) have joint committees, and felt that Hastings and Napier did have shared services but are back to running their own systems.

Cr Davis commented that some very good people worked on the joint service.

Moved Cr Davis, seconded Cr Paterson and **RESOLVED** that the Service Delivery Review Update Report is received by the Waste Advisory Group.

## ORGANIC WASTE PROJECT

Abstract: WasteNet Southland wants to consider options for addressing Organic Waste across the Southland Region. The planned Options Study is likely to consider a range of options from a collection and processing perspective.

The Waste Management Group engaged consultants to draft an initial briefing note outlining a selection of organic waste collection and processing approaches, and commenting on key considerations for organic waste collection and treatment.

The report was previously circulated and Ms Peterson took the meeting through the report.

Ms Peterson advised that The Organic Waste Project is on the project list for 2016/17 and relates to investigating options to manage organic waste. Chris Purchas of Tonkin + Taylor is well known in the waste sector. His memo dated 10 August 2016 (*Appendix A*) gives a good introduction on the topic, and suggests a workshop to determine what direction we should go in.

Extensive group discussion included the following points:

- Ms Peterson suggested using the Better Working Place Approach via Right Track workshops to identify the points raised by Chris Purchas.
- Mr Withers asked if we should look beyond our boundaries while determining the best way forward for Southland.
- Group discussed a variety of industries that require the disposal of sludge somewhere other than in landfill.
- To Cr Pottinger's suggestion that all types of green waste can't be lumped together as one, Mr Wither's thought we should let the experts determine this, and a third bin for organic waste (with a heating mechanism that created a by-product that could be used) had already been considered. Cr Davis confirmed that a third bin has been robustly debated, and we need to ask ourselves what is the compelling reason for an organic service, when it is financially prohibitive.
- Cr Thomas asked if we could initially consider shared services for sludge, as this is a major issue. Cr Davis confirmed that as all ponds build up around the same time; this is a current issue for everyone.
- Cr Bolger advised that you can't put sludge on agricultural land, and culturally you can't put it on land which is significant for New Zealand.
- Before a workshop is set up, Cr Davis recommended that this issue be tabled for a report. There are two separate issues – domestic collection and a commercial reality that requires an organic process.
- Mr McIntosh advised that Invercargill ponds are air dried and spread onto land at Sandy Point. To do this, the Plant was specifically designed and a consent granted. To Cr Davis' question as to whether ICC could accept sludge on behalf of other councils, Mr Withers advised that this is being investigated.
- Cr Thomas asked if there are other pressing issues we should be focussing on instead, to which Ms Peterson advised that our largest landfill component is organic waste, so if we were to meet our 40% diversion, this would be the best issue to focus on.
- Ms Peterson explained how a typical workshop would run.
- Before we have a workshop, Cr Davis asked Ms Peterson to write a report on Mr Wither's ideas and what each council currently does with their organic waste. The initial workshop would be with this group only, as we need to be

careful with how this is handled so stakeholders don't become disillusioned with what we can do, and then become disengaged.

- Group agreed that we will get an expert in the area involved, e.g. Chris Purchas.

Cr Davis requested a further report on this issue, which will be presented at a future meeting.

Moved Cr Davis, seconded Cr Pottinger and **RESOLVED** that this motion be passed.

Moved Cr Davis, seconded Cr Pottinger and **RESOLVED** that the Organic Waste Project Report is received by the Waste Advisory Group.

## 10. GENERAL BUSINESS

### Special Award for Mr Ian Beker

In answer to Cr Paterson's question of an award for Mr Ian Beker in recognition of his service to the community and what he has done for the centre, Cr Davis advised that she has looked into it. SDC's Mayor Gary Tong has said that as Mr Beker has already been awarded an OBE, they are unable to award anything further. However, ICC's Mayor Tim Shadbolt is looking into a possible civic award. Cr Davis asked Ms Peterson to look into a WasteNet award.

## 11. PUBLIC EXCLUDED SESSION

Moved Cr Davis, seconded Cr Bolger and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely:

- (a) *Minutes of the Public Excluded Session held on 26 May 2016*
- (b) *Contract 279 – Regional Waste Disposal Service*
- (c) *C650 – Building Alterations*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1)(d) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
(a) Minutes of the public excluded session held on 26 May 2016	Enable any local authority holding the information to carry out, without prejudice or disadvantage commercial activities.	<b>Section 7(2)(h)</b>

- (b) Contract 279 – Regional Waste Disposal Service – Enable any local authority holding the information to carry out, without prejudice or disadvantage commercial activities. **Section 7(2)(h)**
  
- (c) C650 Building Alterations – Enable any local authority holding the information to carry out, without prejudice or disadvantage commercial activities. **Section 7(2)(h)**

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# Memo

To:	Donna Peterson	Job No:	86207
From:	Chris Purchas	Date:	10 August 2016
cc:	Paul Withers, Peter Standring, Malcolm Loan, Ian Evans, Ian Marshall		
Subject:	Organic Waste Collection and Processing - Common approaches and considerations		

The WasteNET Councils (Invercargill, Southland and Gore) have planned a study to consider organic waste collection and processing options for the Southland Region. This note provides a summary of organic waste collection and processing around New Zealand, a selection of examples from off-shore and offers key considerations for the Organic Waste Options Study.

Organic waste generally refers to putrescible material contained within the general waste stream including garden organics (leaves, lawn clippings, branches) and food organics (domestic food waste, food processing waste). Other biodegradable wastes include domestic and industrial wastewater treatment solids (biosolids, sludge), paper, cardboard, timber and textiles. Organic waste typically makes up 20-30% of the overall waste stream and as much as 40-50% of household refuse by weight. This makes organic waste a logical target for waste diversion initiatives.

The remainder of this note summarise:

- Considerations for organic waste collection and examples of approaches that could be adopted
- Considerations for organic waste processing

## Organic waste collection

There are a range of issues to consider when designing an organic waste collection service. These include:

- *Opt in or opt out:* is the collection service provided to all households or provided on an opt in basis. There may be a 'tipping point' where service a certain number of subscribers on an individual basis is the same cost as providing a universal service.
- *Coverage:* is the service provided to all households, to urban properties only, to businesses (e.g. small scale such as offices or small hospitality businesses).
- *Induced waste:* where a Garden Organics collection service is provided there is potential to attract Garden Organics that have been stored or composted on site or collected by commercial services.
- *Contamination:* what is the anticipated level of contamination and what are the impacts of this contamination on processing and marketing of the collected materials.
- *Existing services:* in many areas there Garden Organics collections are available from the private sector. The impact of a council provided service on commercial operators needs to be considered.

- *Processing capacity and capability* (markets for product): what are the options for processing collected material - what can be processed, what materials are acceptable and what is the cost (related to the value of the product). Garden Organics are suitable for open air composting or mulching. Food Organics are more likely to be suitable for enclosed composting, worm farming or anaerobic digestion.
- *Methodology* (frequency, container, transfer to vehicle): Garden Organics and combined Food and Garden Organics collection methodology is well established with services typically employing 240L MGB and weekly or fortnightly collection. Food Organics is variable with a range of approaches to in-kitchen and kerbside collection. Typical services provide kitchen caddies and small (40-80L) MGB for weekly kerbside collection.

Examples of organic waste collection in New Zealand and further afield include:

- South Taranaki District Council offer an opt in service for combined Garden and Food Organics (240 L MGB)
- Whakatane District Council offer a universal service for green waste (240 L MGB, fortnightly)
- Christchurch City Council offer a universal Food and Garden Organics service (
- Selwyn District Council offer an opt in Food and Garden Organics service.
- Timaru District Council offer a universal Food and Garden Organics service.
- Auckland council is working towards the introduction of a domestic food waste collection service using kitchen caddies and small kerbside bins. Information on various collection trials is available<sup>1</sup>.
- A food waste collection trial was completed in 2011/12 in Pataruru<sup>2</sup>.
- Commercial collection services are available in most urban centres across NZ, usually green waste only using MGB or garden bags (wool fadges). In Hawkes Bay households are able to include food waste with their garden organics reflecting the local processing capability that can handle putrescible waste streams.
- Services in some areas target commercial generators of food waste, for example Kai to Compost in Wellington, several operators in greater Auckland.
- McKenzie District Council used to offer a bag based service but no longer do so
- Garden Organics collection services are relatively common in Australia, typically using a 240 L MGB either weekly or fortnightly.
- Food and Garden Organics collections are becoming increasingly common in Australia in response to State diversion targets and as processing capacity becomes available.
- Dedicated Food Organics collections have increased in the United Kingdom recently both driving and in response to an increase in anaerobic digestion capacity. Similar to Australia targets with associated penalties have been a significant factor.

## Organic waste processing

Organic waste can be processed organically or anaerobically to reduce volume, stabilise and in some cases recover energy. Some organic wastes (woody Garden Organics) are also suitable for use in conventional bioenergy (wood waste) boilers where they are available. Commercial scale worm farms are also used, typically for food and other putrescible materials.

Garden Organics as a discrete materials stream are typically shredded for sale as mulch or shredded and aerobically composted for sale as compost or inclusion in growing media or topsoil mixes.

<sup>1</sup> <http://www.wasteminz.org.nz/wp-content/uploads/WasteMINZ-2014-Introducing-Food-Waste-Collections.pdf>

<sup>2</sup> <http://www.earthcarenz.co.nz/council/putaruru-food-waste-recycling/>

Garden organics derived compost provides useful soil structure and carbon inputs but limited nutrients. In some cases high nitrogen materials such as chicken manure are added to increase the nutrient value of the product.

Garden Organics were typically composted in open windrows or 'static piles' reflecting the relatively low potential for odour issues. Where Food Organics or other highly putrescible materials are composted Garden Organics are often used as a bulking agent - to provide carbon in the compost mix and increase the particle size of the compost pile to improve aeration. Where insufficient Garden Organics are available of materials used include sawdust and wood chips.

Food organics and other putrescible materials can be composted, typically combined with a bulking agent to balance carbon : nitrogen ratio and to allow for improved aeration of the composting material. In most, but not all, cases putrescible materials are composted using an enclosed system that contains odours for treatment. Some putrescible materials are also suitable for anaerobic digestion, allowing for recovery of energy from the methane produced. There are examples of co-digestion of putrescible wastes with municipal wastewater treatment solids. As for municipal solids, the solid residue from anaerobic digestion requires further treatment prior to disposal or beneficial use i.e. anaerobic digestion is not a complete solution for organic wastes.

Key considerations for composting and worm farming:

- Provide the appropriate carbon (woody) to nitrogen (green) ratio - through selecting the blend of materials.
- Aeration to promote aerobic decomposition<sup>3</sup> - through the appropriate blend of material, through regular turning of piles, through mechanical mixing, and/or forced aeration (blowing or sucking air through the compost).
- Managing odour - various strategies are adopted including avoiding anaerobic conditions (as above), treating odours (enclosing the composting process with extraction, biofilter) and avoiding disturbing the composting mass until degradation is complete<sup>4</sup>.

Key considerations for anaerobic digestions

- The characteristics of the input material - materials must be suitable for anaerobic digestion maximising methane generation and volume/mass reduction.
- Variability of input materials - anaerobic digestion will be more effective with a consistent feedstock. Potential issues include foaming, variable gas production and short-circuiting of the digestion process.
- Energy recovery - what are the potential uses for the methane/biogas e.g. heat, power generation, biofuel.

Examples of Food and Garden Organics composting in New Zealand include:

- Living Earth, Puketutu Island (Auckland) - open windrow composting of Garden Organics
- EnviroFert, Tuakau (Auckland/Waikato) - static pile and aerate static pile composting of Food and Garden Organics.
- HG Leach, Paeroa (Waikato) - enclosed composting of Garden Organics and poultry processing waste.
- Hamilton Organics Centre, Waikato - windrow composting of garden organics.

<sup>3</sup> Anaerobic decomposition tends to produce odorous compounds

<sup>4</sup> Accepting that this will involve some anaerobic activity in the centre of the composting mass but that the material near the surface will be aerobic.

- Noke Limited, Kinlieth and Kawerau - vermi-composting of pulp mill solids, biosolids and dairy processing waste.
- Revital, Taranaki - vermi-composting of paunch, drilling mud and food waste.
- BioRich, Napier/Hastings - windrow and forced aeration composting of garden organics and various putrescible materials (tanning sludge, pulp mill solids, paunch, food waste).
- NZ Composting, Paraparaumu (Wellington) - windrow composting of Garden Organics.
- Capital Compost, Wellington (Wellington) - windrow composting of Food and Garden Organics.
- Living Earth, Christchurch (Christchurch) - enclosed composting of Food and Garden Organics.
- Selwyn District Council, Rolleston (Canterbury) - enclosed composting of Food and Garden Organics.
- Waste Management NZ (Timaru) - enclosed composting of Food and Garden Organics.
- Delta Services, Green Island (Dunedin) - green waste composting (open windrow).
- Central Wormworx, Cromwell - worm composting of a range of organic waste.

## Determining the best way forward for Southland

While understanding potential options for collection and processing is important, until there is a compelling reason to change from the current situation it is unlikely anything will happen. Drawing on the Better Business Case approach<sup>5</sup> a logical first step would be to set out a simplified *Strategic Business Case* or *Strategic Outline Case*. This involves considering:

- Key stakeholders (councils, community, waste sector, major organic waste generators) and their key objectives e.g. waste diversion, cost reduction, maximising revenue.
- Challenges for current organic waste practices – change in the regional planning environment, plant upgrades, increasing cost of disposal, ...
- High level options for change - expanding on the notes in this paper.
- The expected benefits and costs of potential changes

Typically this would involve a workshop to work through the 'problem' and desired 'benefits'. This might involve council waste and wastewater managers and possibly external stakeholders like Environment Southland, AB Lime, Fonterra, Alliance and other major organic waste generators in the region.

Assuming this process confirms a compelling case for change the next step would be to consider potential options in more detail to identify a preferred option or options. In the Better Business Case Framework this is referred to as an *Indicative Business Case*, or for a simplified process a *Single Stage Business Case*.

18-Aug-16  
document1

<sup>5</sup> <http://www.treasury.govt.nz/statesector/investmentmanagement/plan/bbc/guidance>



**MINUTES OF THE WASTE ADVISORY GROUP COMMITTEE  
HELD AT THE SOUTHLAND DISTRICT COUNCIL, 15 FORTH STREET, INVERCARGILL  
ON THURSDAY 6 OCTOBER 2016 AT 9.30 AM**

**PRESENT:** Cr N Davis  
Cr L Thomas  
Cr I Pottinger  
Cr N Paterson  
Cr R Dobson  
Mr P Withers  
Ms D Peterson  
Mr P Standing  
Mr I Evans  
Mr M Loan

**IN ATTENDANCE:** Mrs Jo Affleck – Committee Secretary  
Ms S McNamara – Account Management

**1. APOLOGIES**

Cr C Bolger and Mr I Marshall.

Moved Cr Thomas, seconded Cr Dobson and **RESOLVED** that the apologies be accepted.

**2. PUBLIC EXCLUDED SESSION**

Moved Cr Paterson, seconded Cr Pottinger and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely:

- (a) *Minutes of the Public Excluded Session held on 25 August 2016*
- (b) *Emission Trading Scheme Shortfall 2016/2017*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1)(d) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
(a) Minutes of the public excluded session held on 25 August 2016	Enable any local authority holding the information to carry out, without prejudice or disadvantage commercial activities.	<b>Section 7(2)(h)</b>

(b) Emission Trading Scheme Shortfall 2016/2017

Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

**Section 7(2)(i)**

Business resumed at 10.08 am.

**3. RECOGNITION OF CR DOBSON**

Mr Loan recognised Cr Dobson for his efforts dating back to 2007, with particular mention of the development and adoption of both the new kerbside recycling service and latest Southland Waste Management and Minimisation Plan. Mr Loan presented Cr Dobson with a Certificate of Appreciation for years of service to the Waste Advisory Group, and wished him the very best in retirement.

In response Cr Dobson said he had really appreciated his time on this committee and thanked everyone for the recognition.

**4. INTRODUCTION**

Cr Davis introduced Peter Standing (Transport Manager at Gore District Council) who will be joining this group, whenever available.

**5. FUTURE MEETINGS**

Cr Davis and Ms Peterson advised that the dates for future meetings will be addressed when the new council is in but anticipate the next meeting will be in February 2017.

**6. THANK YOUS**

Cr Davis thanked Ms Peterson, Mr Loan and staff for the efforts they go to.

There being no further business the meeting closed at 10.13 am.

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**TO: WASTE ADVISORY GROUP**  
**FROM: WASTENET SOUTHLAND REPRESENTATIVE**  
**MEETING DATE: THURSDAY 23 MARCH 2017**

## QUARTERLY REPORT

**Report Prepared by:** Ms Donna Peterson, Senior Waste Officer  
Invercargill City Council

### SUMMARY

WasteNet Southland implements the Southland Waste Management and Minimisation Plan 2012-2018 on behalf of the WasteNet Councils (Gore District Council, Invercargill City Council and Southland District Council). The Plan is progressively implemented through an annual Action Plan. Staff report on the Action Plan progress in the Quarterly Report.

This Report is for the 6-month period of July 2016 to December 2016. Significant actions undertaken during period include:

- ILT Kidzone Festival, 13-19 July 2016
- Course: WasteMINZ Health and Safety Masterclass, 27 July 2016
- Southland Home Show, 20-21 August 2016
- Clean Up Week, 12-19 September 2016
- WasteMINZ Conference, October 2016
- Recycle Week, 13-19 November 2016

Upcoming actions taking place in the next quarter (January to March 2017) include:

- Course: Strategic Waste Planning, 27 February 2017
- Waste Awareness Week, 26-31 March 2017

### RECOMMENDATIONS

**That the Quarterly Report for the period of 1 July 2016 to 31 December 2016 be received by the Waste Advisory Group.**

### BACKGROUND

WasteNet Southland implements the Southland Waste Management and Minimisation Plan 2012-2018 (WMMP) on behalf of the WasteNet Councils (being Gore District Council, Invercargill City Council and Southland District Council).

The WMMP is progressively implemented through annual Action Plans adopted by the Committee (Waste Advisory Group). The Action Plan 2016-2017 is for the period 1 July 2016 to 30 June 2017 and was adopted by the Committee at its meeting of 17 March 2016.

This report summarises the actions undertaken by Waste Management Group and WasteNet Team during the period of 1 July 2016 to 31 December 2016.

## QUARTERLY REPORT

### Health & Safety

The WasteNet Councils work together for a safer Southland. They aim to do this by taking a proactive approach to health and safety, and developing a positive culture which engages workers in health and safety management. Table 1 below indicates the Health and Safety incidents that have been reported during this reporting period by Contractors and WasteNet Team.

Table 1 WasteNet Team and Contractor reported health and safety incidents

Category	July	Aug	Sept	Oct	Nov	Dec
Near hit equipment, property or building		1	2	2	6	3
Near hit personnel	3	2	3	1		2
Hit equipment, property or building	2	4	12	2	1	5
Injuries (including band-aid/verbal abuse)	12	5	6	5		9
Injuries (significant)						
TOTAL	17	12	23	10	7	19

### Training

A new Waste Minimisation Officer (Sarah O'Neill) joined the WasteNet Team in November 2016, following the internal transfer of Michael Paterson to another department within Invercargill City Council. The team are working alongside Ms O'Neill to train her in her role.

In July 2016 the Waste Management Institute of New Zealand (WasteMINZ) held a one-day Health and Safety Masterclass in Christchurch. Representatives from WasteNet and Southland disAbility Enterprises attended the course. Key learnings from this course include:

- Being naïve is helpful in the auditing process.
- Effective engagement with workers is crucial (i.e. understand your workers learning styles and customise your procedures to match, e.g. if written language is difficult, make a photobook/video of the procedure).
- Trust but verify, e.g. check/audit to ensure they do what they say they do.
- Risk matrix needs to align with risk appetite, i.e. determine who is accountable to allow the activity to continue or cease/stop the activity.
- Reasonably 'practicable' is not about affordability. If it is 'practicable' (especially if other companies have done it) then you need to change, do better or stop the activity.
- What do you need to measure? Figure out your key metrics. Monitor what matters, e.g. lead indicators versus lag indicators.

### Regulatory Programme

The group of activities delivered under this programme include:

- Performance reporting
- Awareness of current issues and technologies
- Member of the Waste Management Institute of New Zealand (WasteMINZ)
- Enforcement of the 3-strike policy

### Waste Assessment

The recycling weights are remaining steady over the long term with an average of 6,400 tonnes being received annually. The monthly average contamination weight is remaining steady at 78 tonnes, however over the long term it is starting to show a slight downward trend.

The landfill-rubbish bin weights are indicating a slight upward trend over time, with an average of 15,200 tonnes being received annually. Solid waste disposed to the Southland Regional Landfill is remaining steady over the long term with an average of 45,600 tonnes being received annually.

Garden waste weights are consistent with the previous year's data, with an average of 6,300 tonnes being processed annually. Cleanfill weights typically fluctuate and increases mark periods of demolition of significant buildings, i.e. Mataura Freezing Works and Gore Hostel.

Regionally 1,631 properties have received enforcement notices (strike) within the last 12-months. The majority of the properties (88%) are at a strike-1 status, 11% of properties are at a strike-2 status and 1% (21) properties are at a strike-3 status.

79% of the strike notices belong to Invercargill District properties, 14% to Southland District properties and 7% to Gore District properties.

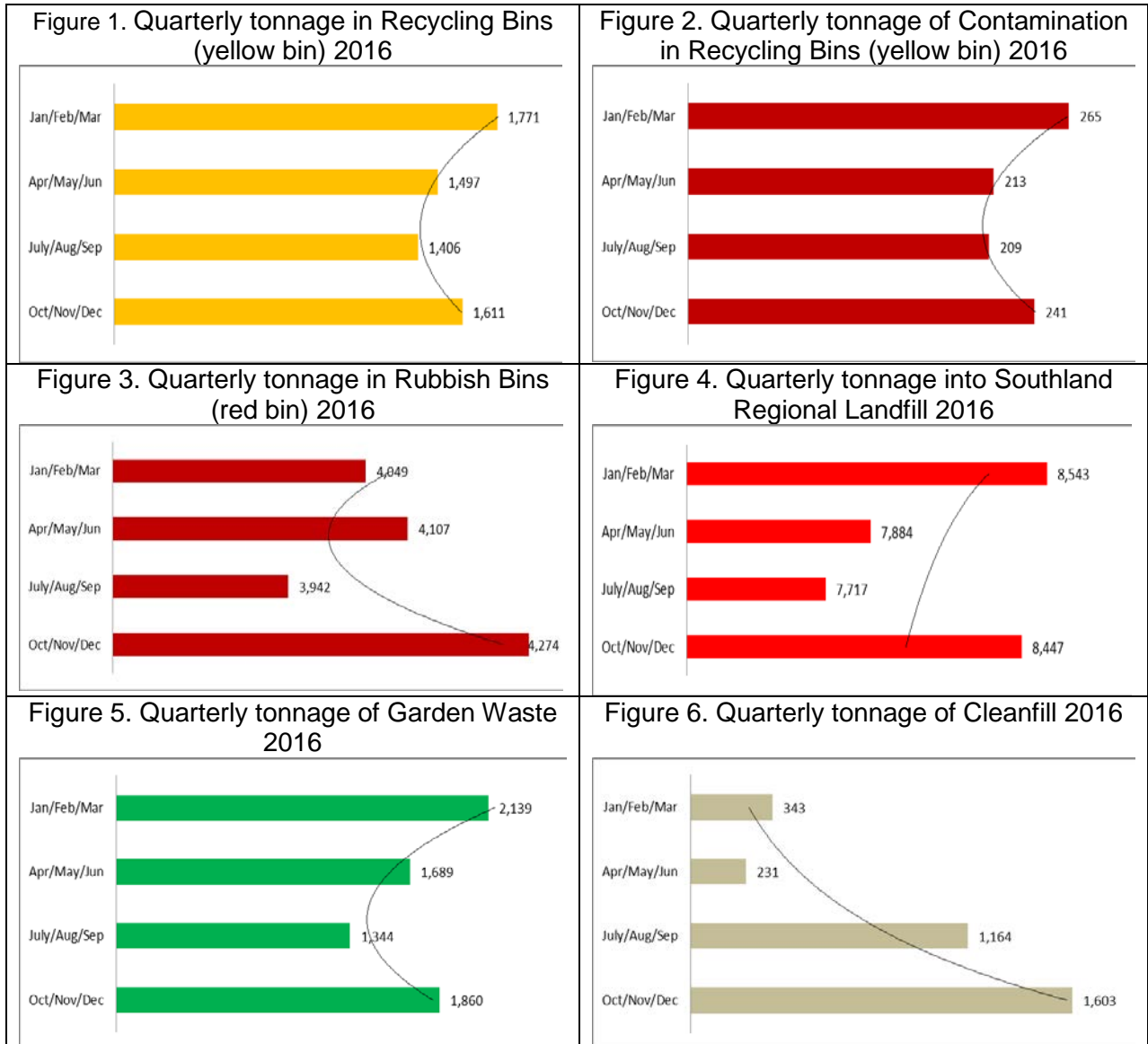
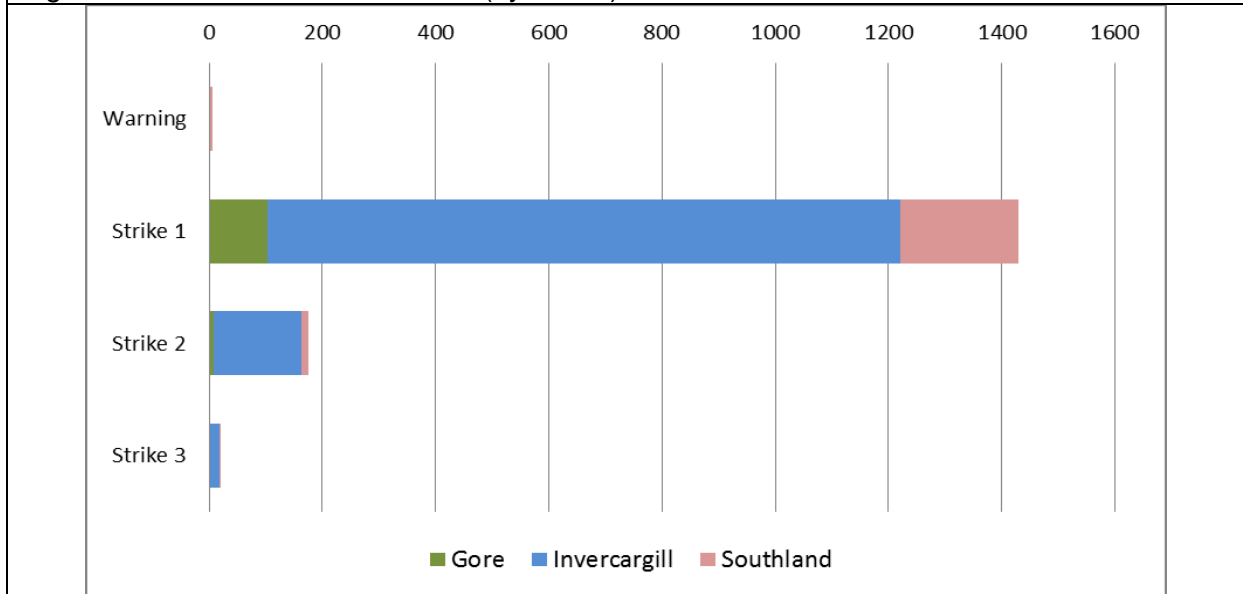


Figure 7. Enforcement notifications (by status) from 1 March 2016 to 3 March 2017



#### *WasteMINZ sector groups*

WasteMINZ provides opportunities for knowledge sharing, networking and shaping the waste sector through the provision of Sector Groups. A WasteNet Southland representative is a steering group member on the Territorial Authority Forum (TA Forum) and Behaviour Change sector groups.

The TA Forum is working on a number of projects including:

- Rural Farm Waste
- Container Deposit Schemes
- Plastic Bags
- Proposed Collaboration Projects Fund

The Behaviour Change sector group is working on a number of projects including:

- Updating the Recycling Operators of New Zealand (RONZ) symbols
- Love Food Hate Waste New Zealand
- Best practice for Event Signage
- National Recycling Brand

The annual WasteMINZ conference was held in October 2016. A separate report has been presented at this meeting.

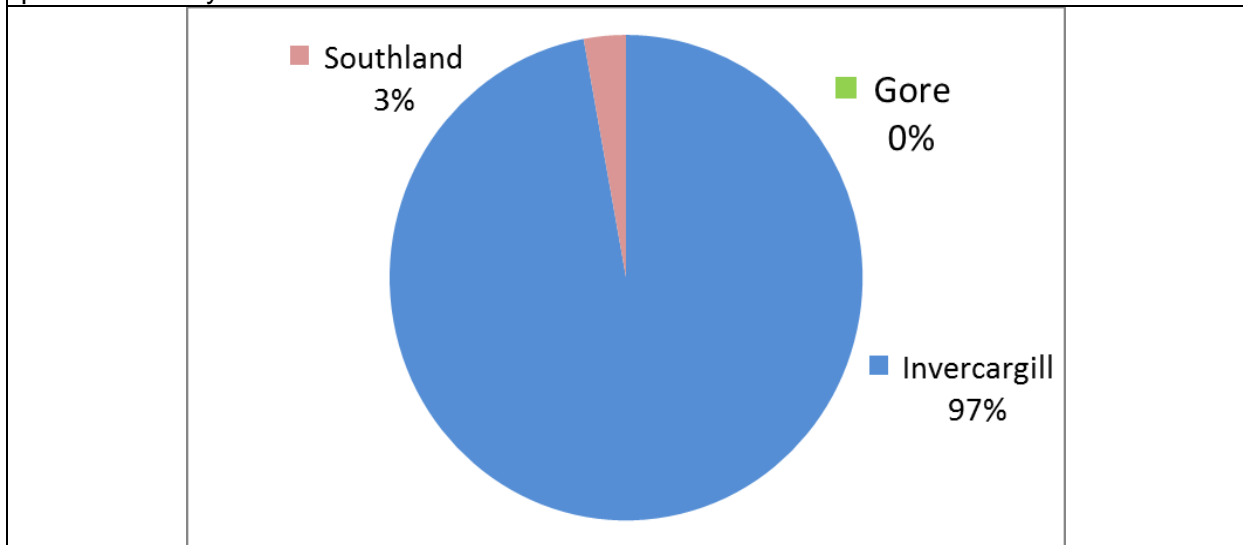
#### **Education Programme**

The group of activities under this programme include:

- School waste education
- Reducing contamination in the yellow recycling bin stream
- Love Food Hate Waste campaign

School Waste Education has made a slow start to the year, with 254 students receiving waste education. This is made up of 21 teaching hours on topics such as zero waste, school lunches and field trips (e.g. World of Waste Tours). It is noted that this total does not include the number of students and adults that received waste education as part of the ILT Kidzone Festival.

Figure 8. Percentage of students (by District) that received waste education for 6-month period of 1 July 2016 to 31 December 2016



### *ILT Kidzone Festival*

The ILT Kidzone Festival is a 6-day family event organised by Venture Southland, held annually during the July school holidays in Invercargill. The event has a distinct carnival atmosphere and hosts hundreds of hands-on activities to keep children entertained during the school holidays. WasteNet saw an opportunity to engage with the event’s participants as well as assist event organisers with waste management.

WasteNet hosted an activity called “Recyclerama”, whereby participants either play the “waste sort game” or exchange recycling for a reward. The aim of the activity was to help participants recycle correctly, sort their waste, hand-eye co-ordination, earning and spending concepts and the importance of reusing.

A full copy of the ILT Kidzone 2016 Recyclerama Activity is attached to this report (*please refer to Appendix A*). Overall the event was successful as its objectives were achieved, in brief:

- 428 people engaged with WasteNet
- 167 people exchanged recycling for rewards
- 22% of shop items sold were pre-loved (second-hand) and 17% of shop items sold were upcycled or crafted

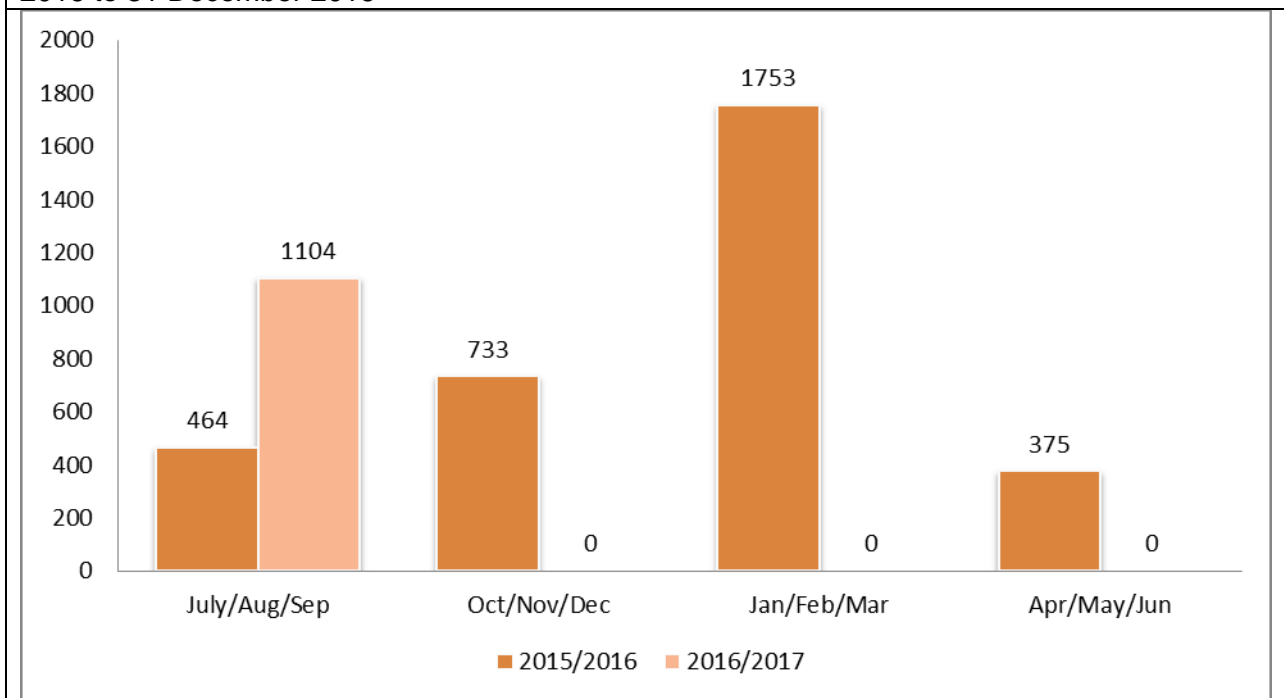
### **Community Programme**

The group of activities under this programme include:

- Public place and event recycling
- Electrical Waste
- Management of Littering/Fly dumping
- Workshops

The Community Programme has started well with 1,401 people participating in waste activities. It is noted that this figure includes participants of the ILT Kidzone Festival; Material Recovery Facility Tours; Southland Home Show 2016; Waste Free Living Workshop and Food Lovers Masterclass Workshop.

Figure 9 Number of participants in the Community Programme for the 6-month period of 1 July 2016 to 31 December 2016



#### *Southland Home Show 2016*

WasteNet was an exhibitor at the Southland Home Show 2016, held at the ILT Stadium Southland on 20-21 August 2016. It was seen as an opportunity to promote waste awareness and how to use the kerbside collection service to a target audience – Southland home owners. A summary of the event is attached (*please refer to Appendix B*).

Overall the event was a success as all objectives were achieved, in brief:

- 440 people engaged with WasteNet
- 4 gift packs were given away
- Over 600 spot prizes were given away, which included pencil sets, fridge magnets, sandwich wraps, t-shirts, cloth nappies, pens, ice-cube trays and Leftover magazine

#### *Clean Up Week*

Each year WasteNet encourages the community to “clean up their big backyard”. Clean Up Week was held from 12-18 September 2016. The main advertising mechanism used this year was a 4-page lift out in the community newspapers, i.e. Advocate South, Gore Ensign and Southland Express (*please refer to Appendix C*).

#### *Recycle Week*

WasteNet Southland and Southland disAbility Enterprises celebrated Recycle Week 2016 by launching the Dirty Dozen – 12 rules for the yellow recycling bin. The “Dirty Dozen” programme aims to assist, engage and encourage the Southland Community on the do’s and don’ts of recycling. The main advertising mechanism used this year was a 4-page lift out in the community newspapers, i.e. Advocate South, Gore Ensign and Southland Express (*please refer to Appendix D*).

To further promote these rules, one-rule each month will be highlighted, i.e. January, free of Food; February, fabric not wanted; March, no rubber please, etc.



## **Upcoming Actions**

Actions taking place in the next quarter (January to March 2017) include:

- Course: Strategic Waste Planning
- Training: Situational Safety and Tactical Communications (SSTC) course
- Waste Awareness Week (26-31 March 2017)

**\*\*\*\*\***



## ILT Kidzone 2016: Recyclerama Activity



WasteNet Southland hosted an activity during the 2016 ILT Kidzone festival. The activity was called Recyclerama, and taught participants about the importance of sorting waste and the rewards that come with recycling.

## Background

ILT Kidzone Festival is a 6-day family event organised by Venture Southland, held every year during the July school holidays in Invercargill. The event has a distinct carnival atmosphere and hosts hundreds of hands-on activities to keep children entertained during the school holidays. Some of the activities include wood working, crafts, outdoor games, mini jeeps, merry-go-rounds, and an ice skating rink. This event is located at James Hargest College (Senior Campus), Invercargill.

WasteNet saw an opportunity to engage with event participant's as well as assist event organisers with waste management, therefore WasteNet decided to host an activity during the 2016 ILT Kidzone Festival to educate patrons about the importance of sorting waste into recyclable, organic and landfill-rubbish.

## Introduction

### Concept

WasteNet Southland hosted an activity called "Recyclerama" during this year's 2016 ILT Kidzone Festival. The room was designed based on the concept of a reverse vending machine; a device that accepts clean recyclable items in exchange for a reward. This concept was adapted where by participants exchange their clean recycling for WasteNet Dollars, and spent the WasteNet Dollars in the Recyclerama shop. Items such as soft toys, board games, books, cards, toys and playdough were available for purchase. The majority items were sourced from second hand shops (Hospice Shop, St Johns Op Shop, SPCA Op Shop and Habitat for Humanity), some items were created by the WasteNet team, whilst others were brought or were WasteNet branded items (such as WasteNet pens and colouring pencils). The WasteNet Sort Game was also available to be played to earn WasteNet Dollars.

The Recyclerama activity taught participants about recycling correctly, sorting their waste, hand-eye coordination, earning and spending concepts and the importance of reusing.



Recyclerama room set up for ILT Kidzone 2016

## Activity Strategy

### Objectives

The primary goal for WasteNet at this event was to increase waste awareness among festival goers.

To achieve our goal the following objectives were set:

- 50 people per day engage with WasteNet through the Recyclerama activity.
- Promote the concept of “recycling equals rewards”, by having 10 people each day exchange clean recycling for WasteNet Dollars.
- Promote pre-loved items and the concept of reusing by:
  - 60% of shop items sold as pre-loved or second hand
  - 5% of shop items sold as upcycled or crafted

### Activity Principles

The principles of this activity have been created based on behaviour change processes and have been developed in four stages:

1. **Enable:** make it easy for participants to increase their waste awareness by removing barriers and providing them with information and viable alternatives.
2. **Engage:** get patrons involved by making the activity fun, informative and easy to participate in.
3. **Encourage:** give participants the right signals with positive incentives and rewards (e.g. WasteNet dollars to buy items from the Recyclerama shop).
4. **Exemplify:** celebrate individuals and organisations already participating in waste awareness.



Recyclerama volunteer Diane Lowther serving a shop customer

### Target Audience

The target audience for this activity is ILT Kidzone Festival Participants. The majority of Kidzone participants are families and children.

- On average each Southlander throws away 545kgs of rubbish into the Southland Regional Landfill each year, a large portion of which is compostable or recyclable.
- Large households with children under 16 are more likely to be large food wasters.

### Outcomes

Overall the event was successful as all three objectives were achieved.

Objective	Outcome
50 people per day engaged with WasteNet through the Recyclerama activity.	<p><b>Achieved</b></p> <ul style="list-style-type: none"> <li>• On average 71 people engaged with WasteNet on a daily basis.</li> <li>• 428 people in total engaged with WasteNet.</li> <li>• 4% of patrons visited Recyclerama (based on total attendance for the festival being 11,000 people).</li> <li>• A selection of feedback from participants: <ul style="list-style-type: none"> <li>– "This was her favourite game of the day. She wasn't happy when we didn't take our recycling from lunch to Recyclerama."</li> <li>– "Excellent. Tangible for doing something. Great idea."</li> <li>– "You guys have got a great thing going here, keep up the good work."</li> <li>– "This is a cool idea; they're having so much fun."</li> <li>– "Will you be back next year? I want to come again!"</li> </ul> </li> </ul>
10 people per day sell clean recycling to WasteNet.	<p><b>Achieved</b></p> <ul style="list-style-type: none"> <li>• On average 28 people sold clean recycling to WasteNet each day.</li> <li>• 167 people in total sold recycling to WasteNet.</li> <li>• 667 items in total recycled at Recyclerama.</li> <li>• \$710 WasteNet Dollars in total were given out.</li> </ul>
25% of shop items sold as pre-loved or second hand and 10% of shop items sold as upcycled or crafted.	<p><b>Not Achieved:</b> The objective was 25% of shop items sold as pre-loved or second hand. However we achieved 22% of total items sold were pre-loved or second hand.</p> <p><b>Achieved:</b> 17% of total items sold were upcycled or crafted.</p>

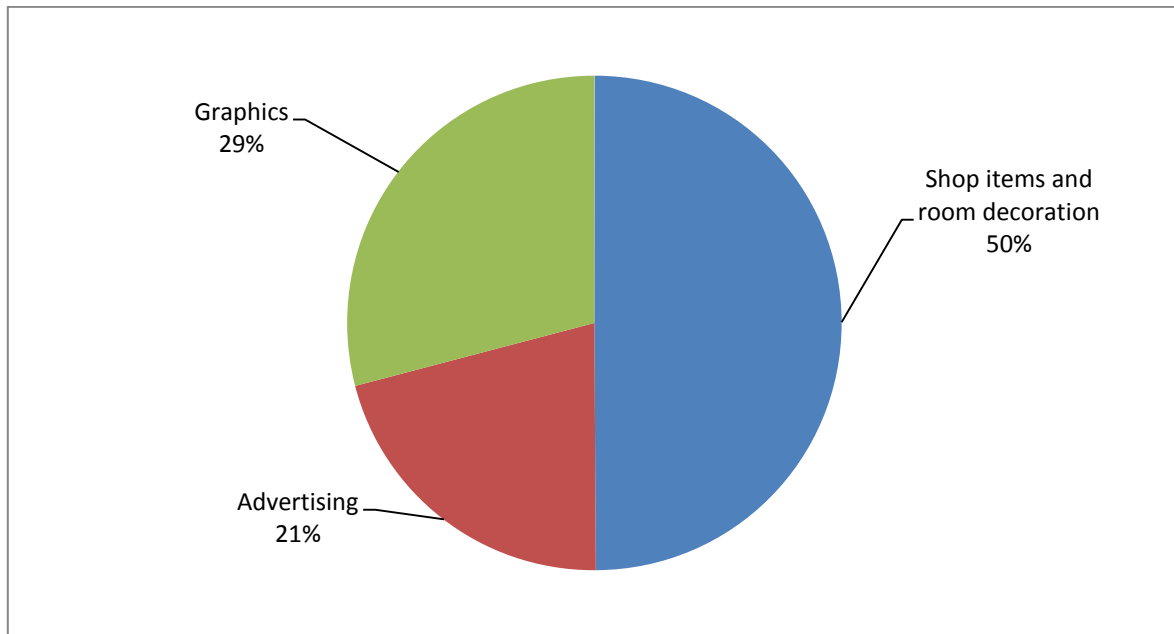


Recyclerama shop customer

## Financials

The budget for the campaign was developed in alignment with the adopted 2015/2016 WasteNet budgets, specifically from within the Education and Community programmes allocated budget. The event expenditure was \$1,778.86 (GST inclusive) from a budget of \$5,000.

**Figure: Breakdown of Event Expenditure**



## Evaluation

The maximum number of participants per day was 81 on both Thursday 14 July and Monday 18 July. On Thursday 14 July the weather was particularly adverse, with heavy rain and occasional sleety showers. This forced the closure of multiple activities in the quad during the afternoon (e.g. mini jeeps and funky bikes), which may account for the high number of people who participated at Recyclerama. Monday 18 July was the last day of the festival and had a high turnout of ticket holders.

The minimum number of participants per day was 54 on Saturday 16 July. On this day the weather was better and all the outdoor activities were open in the quad, which may account for why Recyclerama was relatively quiet.

On Sunday 17 July the weather was adverse, forcing outdoor activities in the quad to close again (skate park, Zorbs, and Puddle Jumpers). This may have resulted in an increase of people engaging with Recyclerama. It is also noted that Sunday was the only day in which festival tickets did not sell out.

## Significant Campaign Highlights

- The **partnerships** formed with the Hospice Shop, SPCA Op Shop, St Johns Op Shop and Habitat for Humanity was a key factor in the success of activity. Each partner greatly assisted WasteNet by holding stock aside for us and gifting us second hand items for the activity.
- The **feedback** received from participants was overwhelmingly positive. Everyone who engaged with WasteNet left having had a positive experience. Participants liked the concept of recycling equals rewards, as this rewarded the children for doing something positive.
- The **participation from patrons** was great. Parents and caregivers participated just as much as the children. WasteNet also had a number of repeat participants who played the WasteNet Sort Game three times or more, even though they knew they could not earn more WasteNet Dollars.
- The **support from the ILT Kidzone Radio Station** was greatly appreciated. Using the radio to announce the winners of the daily raffle worked brilliantly and had children lining up outside the radio caravan awaiting the results. Radio staff actively participated with WasteNet by playing the WasteNet Sort Game together to earn enough WasteNet dollars to purchase some DVDs to give away over the radio. The radio also worked well to draw people into Recyclorama during quieter times.
- Participants also asked frequently “**will you be back next year?**”. This was a great indication that participants enjoyed the activity and wanted to participate again in the future.



Some of Recycleras repeat participants



## Opportunities for Improvement

- Organise volunteers three months out from the festival to enable a sufficient timeframe for police checks.
- Schedule one WasteNet team member to be present at the festival each day.
- There is an opportunity for volunteers to go out around lunch time (11.45 am – 1.00 pm) and “buy” clean recycling from festival goers (i.e. someone places a clean recyclable item in a recycling bin and they receive a WasteNet Dollar). This could be conducted around the piazza/hall area.
- Advertise Recyclerama in the ILT Kidzone goodie bags or pay for a full page in the ILT Kidzone booklet.
- Collaborate with other organisations (i.e. Invercargill Environment Centre or Southland disAbility Enterprises) for volunteers and crafting upcycled items.
- Conduct a giveaway competition in collaboration with the ILT Kidzone radio station.
- Price shop stock so that the majority of items are priced as \$1, \$2 and \$3.
- As people linked organics with recycling and brought food scraps to us to be recycled, there is potential to expand by accepting organics for recycling in a bokashi/compost system by having a kitchen caddy on the shop counter.



The 'Takatimu P-Diddy Crew' having fun with the WasteNet Sort game

## Appendix

### WasteNet Sort Game

WasteNet developed a WasteNet Sort Game as an educational tool to be used at events, schools and community meetings. The game requires the participant to sort various waste items as recyclable, compostable or landfill rubbish by throwing a bean bag (waste item) through the correct slot in the canvas.

Each participant has 30 seconds to correctly sort as many bean bags as possible. Only one bean bag may be held at a time and the participant must call out what item is on the bean bag and where they are throwing it (e.g. plastic bag to recycling).



WasteNet Sort Game set up for Recyclerama

## Data

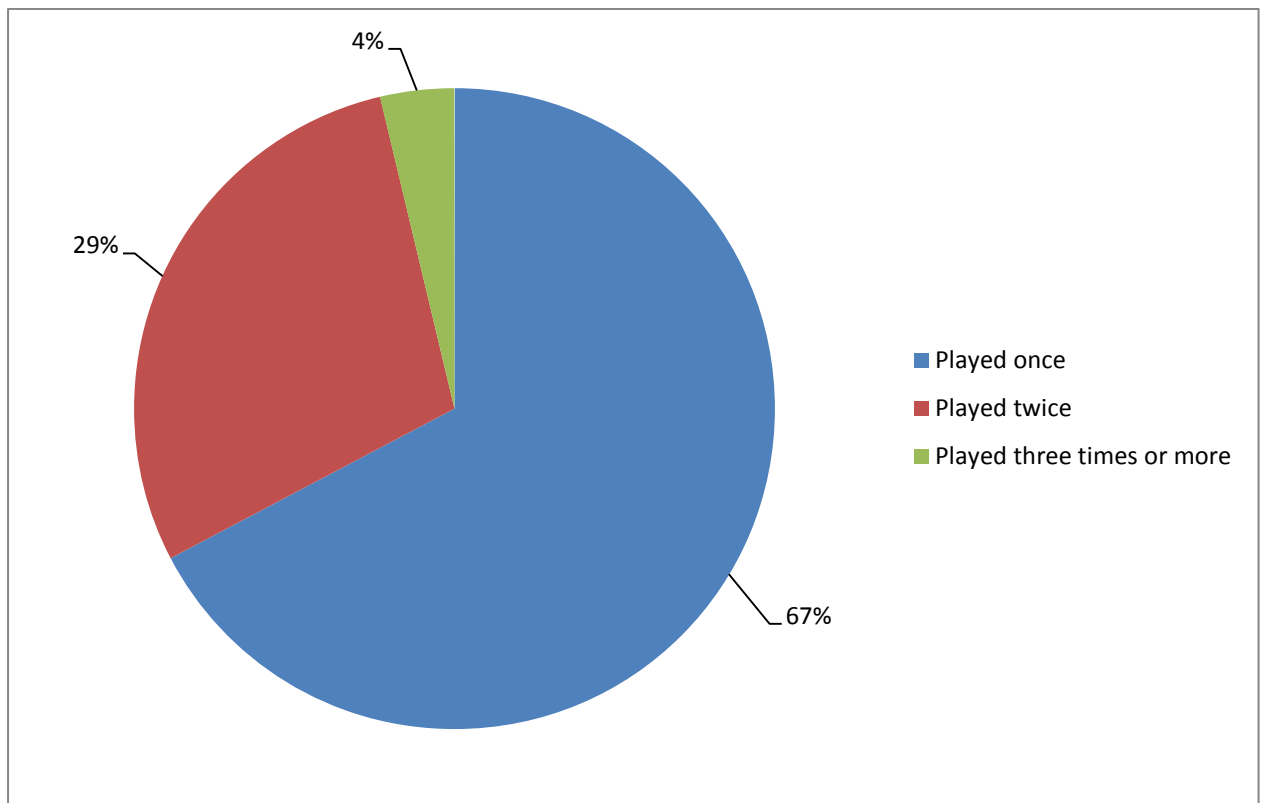
**Table: Number of people who exchanged recycling for WN Dollars each day**

Wednesday	44
Thursday	31
Friday	23
Saturday	30
Sunday	20
Monday	19

**Table: Number of people who engaged with Recyclerama each day**

Wednesday	70
Thursday	81
Friday	70
Saturday	54
Sunday	72
Monday	81

**Figure: Frequency Participants Played the WasteNet Sort Game**



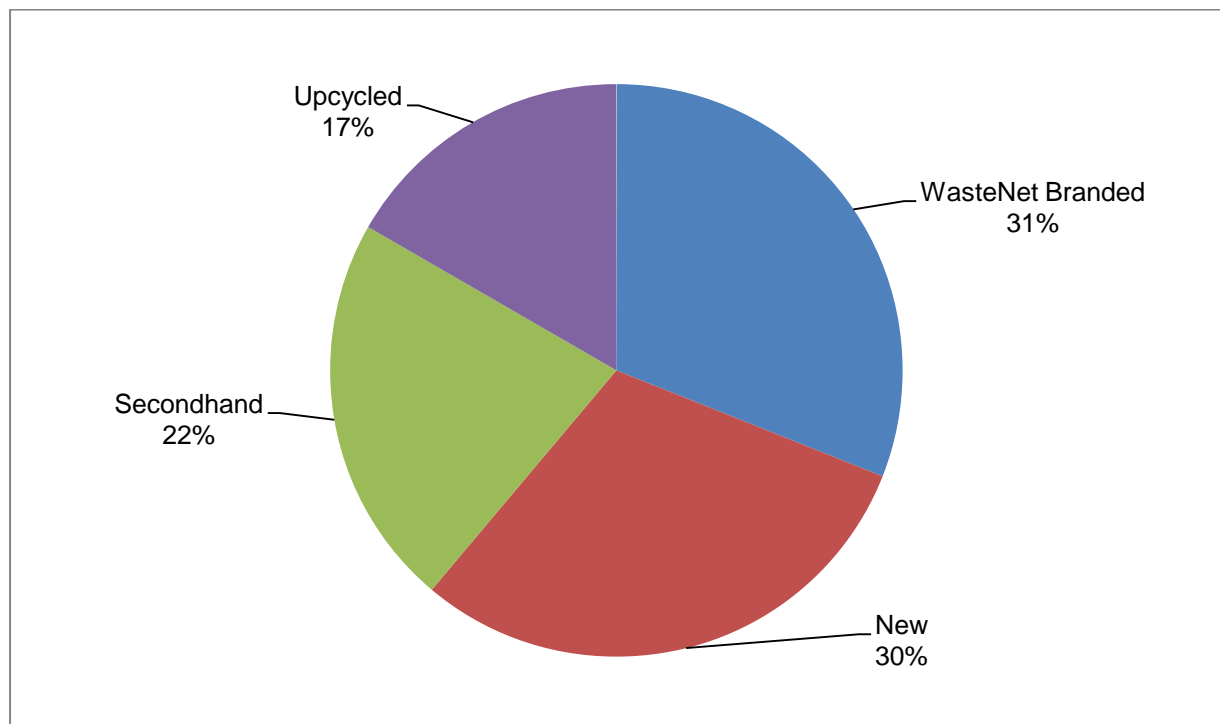
**Table: ILT Kidzone Festival Tickets sold versus the number of people to engage with Recyclerama each day**

Day	ILT Kidzone Tickets Sold	Number of people to engage with WasteNet	Percentage of attendees to engage with WasteNet
Wednesday 13 July	1,845	70	4%
Thursday 14 July	1,860	81	4%
Friday 15 July	1,865	70	4%
Saturday 16 July	1,895	54	3%
Sunday 17 July	1,675	72	4%
Monday 18 July	1,860	81	4%
<b>Total</b>	<b>11,000</b>	<b>428</b>	<b>4%</b>

## Shop Items

- The majority of items for the Recyclerama shop were purchased from the following second hand stores:
  - Hospice Shop
  - St Johns Op Shop
  - SPCA Op Shop
  - Habitat for Humanity
- Various items were also donated by Invercargill City Council staff, and the SPCA Op Shop donated a large quantity of toys.
- Pre-loved items for sale in the Recyclerama shop:
  - Soft toys (sold out on Wednesday, Friday and Sunday)
  - “Tell a story” sets made from pre-loved toys
  - Various books (including puzzle books, golden books and activity books)
  - Lego sets
  - Games
  - Puzzles
  - Construction sets (e.g. build a dinosaur, build a car, etc.)
  - Cards
  - Sidewalk Chalk
  - Building blocks
  - Dominoes
  - DVDs
  - Various other toys (including bouncy balls, purses, puzzle toys, skipping rope and tambourine)

**Figure: Source of Shop Items**



**Feedback received from participants:**

- "This was her favourite game of the day. She wasn't happy when we didn't take our recycling from lunch to Recyclorama."
- "Great initiative guys."
- "This is really fun - thank you!"
- "Cool idea."
- "This is our favourite thing so far!"
- "So much fun."
- "This is great."
- "I asked him what he wanted to play at the end of the day and he said the Bean Bag Game, and he knew he wasn't getting any more dollars."
- "Will you be back next year? I want to come again!"
- "Great idea."
- "Can people donate things for 2017?"
- "Do you hire out the bean bag game? This would be a great activity in school."
- "Excellent. Tangible for doing something. Great idea."
- "This is an amazing idea! Will you be back next year? Were you here last year? I was hoping I didn't miss you last year!"
- "Can we donate old toys?"
- "You guys have got a great thing going here, keep up the good work."
- "This is a cool idea; they're having so much fun."
- "The Tell a Story sets are a great idea."
- "This is a great activity, thank you."



# 2016 Southland Home Show – WasteNet Southland Exhibitor



WasteNet Southland was an exhibitor at the Southland Home Show 2016. WasteNet saw this an opportunity to promote waste awareness and how to use the kerbside collection service to a target audience – Southland home owners.

## Background

Southland Home Show has been an annual event since its inception in 1996. It is well known that Home Shows are a barometer of a city's vibrancy and growth.

The Southland Home Show is a showcase for the building industry, as well as a platform for companies to launch and promote the latest homewares. They have a large number of local exhibitors, complemented by many others, coming from every corner of New Zealand, as well as overseas. The 2016 Southland Home Show was held on Saturday 20 and Sunday 21 August, 10.00 am until 5.00 pm at ILT Stadium Southland.

## Introduction

In 2015 the event organisers approached WasteNet Southland with an invitation to be an exhibitor at the event. However the opportunity was not taken as the team did not have the resources to be an exhibitor.

The event organisers invited WasteNet to be an exhibitor during the 2016 Southland Home Show to be held at the ILT Stadium Southland on Saturday 20 and Sunday 21 August 2016, 10.00 am to 5.00 pm.

WasteNet saw this as an opportunity to promote waste awareness and how to use the kerbside collection service to a key target audience; Southland home owners. WasteNet accepted the invitation and booked site 33 for the event.



*Southland Home Show attendees playing the "Sort Your Waste" game*



## Event Strategy

### Event Goal

The primary outcome for this campaign was to host a stall at the 2016 Southland Home Show to raise waste awareness among event attendees.

To achieve our primary outcome the following objectives were set:

- Engage with 200 people during each day of the event
- Give away two gift packs each day (four in total)
- Give away 300 spot prizes during the event

### Event Principles

The principles of this event have been created based on behaviour change processes and have been developed in four stages:

1. Enable: make it easy for participants to increase their waste awareness by removing barriers and providing them with information and the tools to make changes.
2. Engage: get event participants involved by making the stall fun, informative and easy to participate in.
3. Encourage: give participants the right signals with positive incentives and rewards (e.g. gift packs and spot prizes).
4. Exemplify: celebrate individuals already participating in waste awareness (e.g. display WasteNet Sort Game scores around the stall and spot prizes).

### Target Audience

The target audience for the Southland Home Show is primarily home owners or potential home owners. This target audience is aligned with WasteNet's target audiences, as home owners make up a large portion of kerbside collection service participants.

## Outcomes

Overall the event was a success as all 3 objectives were achieved.

Objective	Outcome
Engage with 200 people during each day of the event	<b>Achieved</b> <ul style="list-style-type: none"><li>On average 220 people engaged with WasteNet each day</li></ul>
Give away two gift packs each day (four in total)	<b>Achieved</b> <ul style="list-style-type: none"><li>Two gift packs given out each day (one cloth nappy pack and one food lovers pack)</li></ul>
Give away 300 spot prizes during the event	<b>Achieved</b> <ul style="list-style-type: none"><li>A total number of 600 spot prizes were given away during the event</li></ul>



*This family attended the Southland Home Show 2016 and visited the WasteNet Southland exhibitor stand*

## Financials

The budget for this event was developed in line with the adopted 2015/2016 WasteNet budgets, specifically from within the Community Programme allocated budget. The event expenditure was \$2,000 from a budget of \$5,000.

## Evaluation

On Saturday 20 August 2016 attendance to the Southland Home Show was relatively good. We had a lot of people interacting with us, with a large number of participants being families. Sunday 21 August was relatively quiet, with not very many Home Show attendees present after 3.00 pm. Stall holders began dismantling stalls after 4.30pm.

It was noted that some of the stall holders present were not well suited to a “Home Show” event, and were more of an “overarching lifestyle” stall. Some event attendees expressed their disappointment in the quality of stalls at the show, especially given the price to attend.

## Significant Event Highlights

- WasteNet received **positive feedback** from participants on our stall and activities. People thought it was a great idea and gave children something to do at the event, which in turn drew parents into the stall.
- **Giving away prize packs** worked really well to get people’s attention as it was a contrast to the other stalls who were trying to sell products to event attendees. It was also a good way of giving people the tools to make changes to reduce their household waste and put into action some of the strategies for reducing waste that were discussed with people at the event.





# CLEAN UP week

12 TO 18  
SEPTEMBER 2016



an INITIATIVE  
BROUGHT TO YOU  
BY WasteNet  
SOUTHLAND



## 'HOW TO RUN A SUCCESSFUL CLEAN UP EVENT'

Preparation and planning are key to running a successful clean up.

### STEP ONE

#### Decide on a LOCATION.

Think about somewhere that is easily accessible for your volunteers, has good parking and facilities near by. It could be a park, a stream, beach, your local CBD, or the streets surrounding your house.

Reach out to your local council for assistance if you need help.

Download the Safety & Hazards checklist from [www.knzb.org.nz](http://www.knzb.org.nz) and conduct a site safety inspection so you are prepared for any hazards.

### STEP TWO

#### Decide on a DATE AND TIME.

Set a date and time that is going to work for the majority. Mornings tend to be best.

### STEP THREE

#### REGISTER YOUR EVENT

Log on to [www.knzb.org.nz/cleanupweek](http://www.knzb.org.nz/cleanupweek) and register your event. You will be sent out a clean up kit including rubbish and recycling bags, posters, certificates and more.

Make sure you fill in all the fields so Keep NZ Beautiful know how many volunteers you are expecting and they can send you enough gloves and bags.

### STEP FOUR

#### Plan YOUR RUBBISH DISPOSAL

It is crucial to plan how you will dispose of the rubbish after the event by contacting your council prior to the event. The contact for the Southland area is WasteNet Southland c/o Invercargill City Council 03 211 1777 or [wastenet@icc.govt.nz](mailto:wastenet@icc.govt.nz)

### STEP FIVE

#### PROMOTE YOUR EVENT

1. Share your event page link with friends and family.
2. Put up the posters you have been provided in public spaces.
3. Promote on your social media pages.

#### ON THE DAY

We recommend as the organiser you get there early to set up. Have the volunteer registration sheet ready and do a briefing with everyone before starting. Outline the plan and timings for the clean up, go over health and safety, discuss the system for collection (general waste and recyclable items) and distribute the necessary equipment then start collecting.

At the end of the event thank everyone for being part of Keep New Zealand Beautiful Clean up week. Fill out the evaluation form of your clean up results and send back to KNZB (email or post) along with the volunteer registration form. A great way to end the day is with a BBQ lunch afterwards to celebrate your great work.

There is a full and detailed event guide with steps to running a successful clean up on the KNZB website. [www.knzb.org.nz/resources](http://www.knzb.org.nz/resources) under public resources for clean up week.

For any queries email : [cleanup@knzb.org.nz](mailto:cleanup@knzb.org.nz) or phone: 09 264 1434.

## WasteNet SOUTHLAND GRANT FOR CLEAN UP GROUPS

Tonnes of rubbish end up in Southlands rivers and streams, parks and reserves, on beaches and in our coastal waters every year. To keep Southland beautiful many community groups, schools and organisations conduct clean ups around Southland and collect hundreds of kilograms of rubbish every year.

To assist these groups with the amazing job that they do, WasteNet Southland has a Regional Disposal Fund which allows groups 'free' disposal in local Southland Transfer Stations for the rubbish that they collect. WasteNet Southland also supports the Keep New Zealand Beautiful Trust (KNZB) and encourages groups to register their clean up with KNZB so that they can keep track of the clean-up work that is being done by groups around New Zealand.

To apply for assistance with disposal, complete the Application Form 2-weeks prior to your clean-up. Download a copy of the Application Form from the WasteNet Southland Website – [wastenet.org.nz](http://wastenet.org.nz).

Funding is limited and is on a first-in-first-served basis.



## OPERATION ZERO RUBBISH

South Alive is an urban rejuvenation project, led by the community, with the goal of identifying the best possible future for South Invercargill and ways to make it happen. At the initial community public meeting in 2012, the amount of litter on the streets and in the parks of South Invercargill was highlighted as a major problem affecting how residents felt about living in the community. Out of this meeting the 'Operation Zero Rubbish' campaign was launched, and we were fortunate to have Southland Real Estate come on as a major sponsor. The idea behind this campaign is to encourage residents and businesses in South Invercargill to adopt a street or park and help to keep it rubbish free. At its height 'Operation Zero Rubbish' had 135 streets and 8 local parks in the South Invercargill area adopted by over 300 volunteers. When people move away from South Invercargill or even move within South Invercargill, the streets that they had adopted need to be reassigned. We currently have a large number of streets which we would love to find adoptees for.

The goal is to continue to clean up South Invercargill streets and parks so they're places we are proud of. We want to persuade groups and individuals to adopt streets and parks and keep them rubbish free. And we think that by having teams and individuals out there championing the cause and picking up rubbish we will achieve that. All it takes is a bunch of committed and caring people in a community to make a huge difference.

Becoming a volunteer for Operation Zero Rubbish is as simple as calling us on 2186882, dropping us an email on southalive@gmail.com, visiting our website at www.southalive.org.nz or popping into the office between 10am and 2pm weekdays for a cup of tea and a chat.



## IT'S ALL IN THE NUMBERS

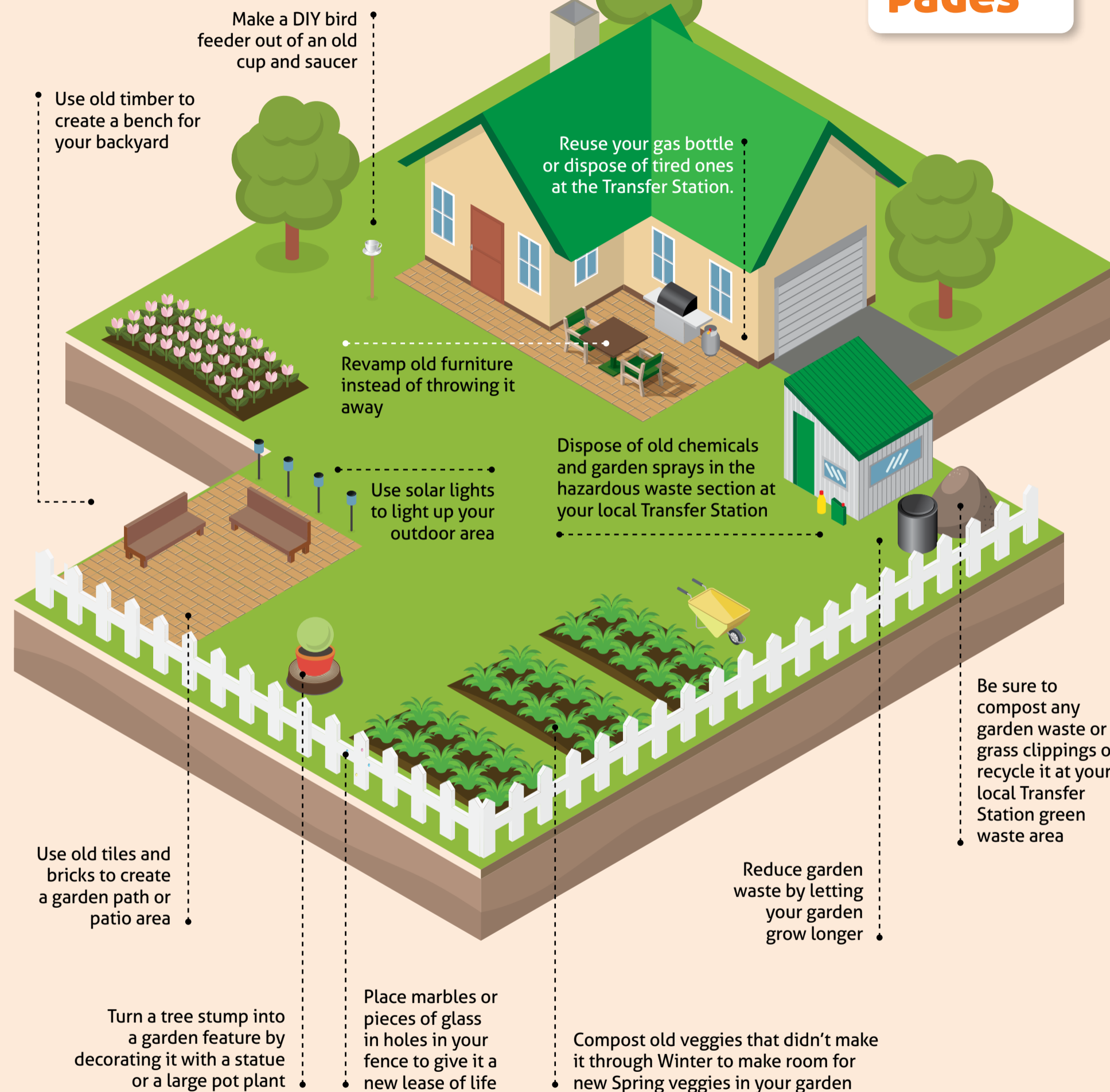


In 2015 during Keep New Zealand Beautiful Clean up week 56 tonnes of rubbish was picked up from roadsides, beaches, parks, rivers and communities throughout New Zealand.



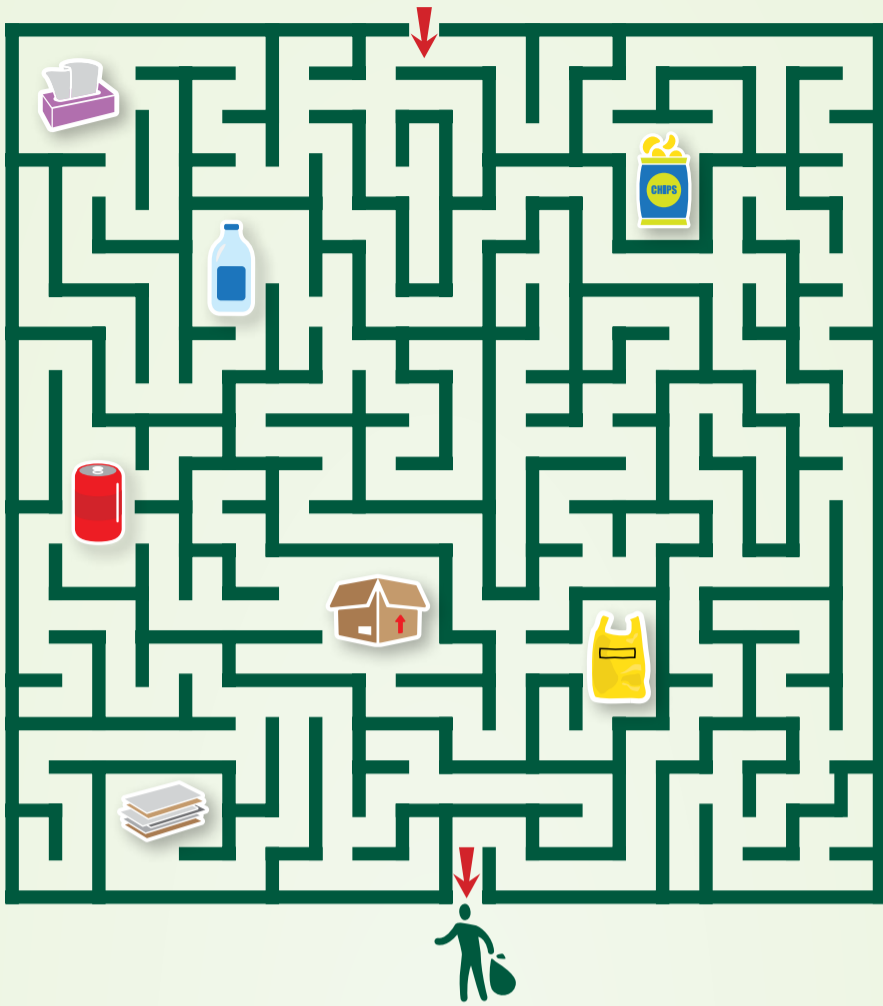
There were 615 different events that took place and a total of 43,195 volunteers got stuck in nationwide to clean up and Keep New Zealand Beautiful. Events ranged from small family groups to whole schools, business team building mornings and other community groups doing their bit.

In Southland there were 12 Events registered last year with 673 volunteers involved with over a tonne of rubbish collected! (approx. 1,104kgs) Registrations came from local schools, playcentres, local businesses and environmental community groups. We hope to see even more events registered this year in the Southland region.

- Make a DIY bird feeder out of an old cup and saucer
- Reuse your gas bottle or dispose of tired ones at the Transfer Station.
- Use old timber to create a bench for your backyard
- Revamp old furniture instead of throwing it away
- Dispose of old chemicals and garden sprays in the hazardous waste section at your local Transfer Station
- Use solar lights to light up your outdoor area
- Be sure to compost any garden waste or grass clippings or recycle it at your local Transfer Station green waste area
- Reduce garden waste by letting your garden grow longer
- Compost old veggies that didn't make it through Winter to make room for new Spring veggies in your garden
- Place marbles or pieces of glass in holes in your fence to give it a new lease of life
- Turn a tree stump into a garden feature by decorating it with a statue or a large pot plant
- Use old tiles and bricks to create a garden path or patio area

**Clean Up the Southland maze!** Can you collect all the rubbish?  
See how many items you can collect as you make your way through the maze.



**FINDING RUBBISH IS LIKE FINDING WORDS!**

Can you find the 'rubbish' words hidden in the puzzle?

- Paper
- Coffee Cup
- Tissues
- Fast Food Wrapper
- Glass Bottle

- Cigarette Butt
- Chewing Gum
- Bottle cap
- Plastic Bag
- Plastic Bottle

F	L	E	G	H	J	I	O	T	D	U	G	P	C	G
Y	A	I	L	O	M	P	H	X	T	F	N	P	I	A
D	K	S	T	T	K	P	C	H	T	R	L	U	G	B
Q	P	F	T	T	L	D	D	F	A	P	K	A	C	
J	U	R	O	F	E	O	A	R	S	O	P	F	R	I
L	C	R	K	I	O	R	B	T	R	A	C	I	E	T
P	E	B	Z	Q	T	O	I	S	C	S	L	M	T	S
A	E	V	H	R	H	C	D	E	S	I	I	C	T	A
P	F	I	V	F	B	R	L	W	W	A	G	B	E	L
E	F	Z	C	O	J	T	V	W	R	E	L	Z	B	P
R	O	O	T	D	T	K	P	N	A	A	V	G	U	Q
U	C	T	D	O	C	D	E	A	G	U	P	Z	T	G
X	L	K	B	M	Y	F	M	S	E	A	W	P	T	F
E	C	H	E	W	I	N	G	G	U	M	L	A	E	E
B	X	Y	P	W	D	K	S	E	U	S	S	I	T	R



**Win with the Orange Pages**

The Orange Pages is a directory you can use to find out how best to reduce, reuse, recycle and dispose of common household items such as electronic's, chemicals, garden waste, clothing and much more. By signing up to the Orange Pages newsletter we'll put you in the draw to win one of our gift packs worth \$200. The gift pack includes waste free living products such as resealable/reusable packaging, beeswax wrap, kitchen bench compost bin, two iRecycle t-shirts and other waste busting goodies.

To sign up to the newsletter simply visit:  
[orangepages.org.nz](http://orangepages.org.nz)  
and click on the "Sign up" button.

**Draw closes on 22 Sept 2016.**  
**Winners announced 23 Sept 2016.**



**\$200 Prize Pack**



[wastenet.org.nz](http://wastenet.org.nz)

Join us on Facebook







# RECYCLE

## Week 13 to 19 November 2016



an INITIATIVE BROUGHT TO YOU BY WasteNet Southland

### THE DIRTY DOZEN



### 12 RULES FOR YOUR YELLOW RECYCLING BIN

WasteNet Southland and Southland disAbility Enterprises are celebrating Southland Recycle Week (13-19 November 2016) by launching the Dirty Dozen – 12 rules for your yellow recycling bin Campaign. The Dirty Dozen programme has been put in place to assist, engage and encourage the Southland community on the do's and don'ts of recycling.

Nappies, food waste, rubber bike tubes, umbrella's, roofing iron, wood, metal tools, animal carcasses, gas bottles, ammunition, clothing and garden waste are just some of the unexpected and unwanted products coming across the sort line at Southland disAbility Enterprises recycling facility.

"It is disappointing that five years after the yellow recycling bins were introduced into Southland, residents are still getting it wrong and placing staff at Southland disAbility Enterprises at risk" said Malcolm Loan, Drainage and Solid Waste Manager, Invercargill City Council.

"It is hoped that by introducing these 12 rules, participants will be more aware of the do's and don'ts of recycling" said Mr Loan.

"The majority of people are recycling right, however there are some common uncertainties and recycling myths that we need to iron out" said Donna Peterson, Senior Waste Officer, WasteNet Southland.

"It is very common for people to bundle or tie up their recycling in plastic bags, however this is not the behaviour we want" said Ms Peterson. Rule 12 highlights the behaviour we do want - keep it loose, by placing recyclables into the yellow bin loose, not stacked inside one another, in a box or in plastic bags (this excludes shredded paper).

Team members from Southland disAbility Enterprises have come on board to help promote the Dirty Dozen, by being the models for each of the 12-rules. It is hoped that by presenting the Rules in a fun and quirky way will help deliver the message to the Southland community.

Champion for Rule 11: No Window Panes, Kirsty said "recycling is great because everyone can do their little bit for the environment", she also stated that people need to be careful what they put in their yellow bins, and think of the people on the other end who sort it all out.

### WHAT CAN GO IN YOUR RECYCLING BIN :

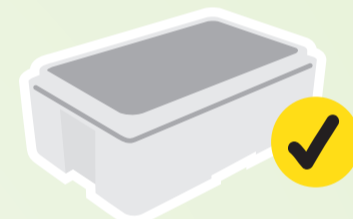


The Council yellow recycling bin is for the disposal of:

#### CLEAN PLASTIC PACKAGING



#### NON-FOOD GRADE WHITE POLYSTYRENE



#### PAPER AND CARDBOARD



#### METAL CANS AND TINS



#### GLASS BOTTLES AND JARS



## WHAT TO DO WITH IT, WHEN YOU ARE DONE WITH IT



The Orange Pages is the Love Southland Waste Guide where you can find practical information on how to reduce, reuse, recycle and dispose of your unwanted items.

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

WasteNet Southland, a joint service between the Gore District Council, Invercargill City Council and Southland District Council, operate the Orange Pages. This online waste directory is home to a list of over 180 common and uncommon items such as clothing, garden waste, batteries and electrical appliances and explains the best way to practically dispose of them.

"We set up the Orange Pages as a practical guide to provide people with the information on how to reduce, reuse, recycle and appropriately dispose of their unwanted items" said Donna Peterson, Senior Waste Officer, WasteNet Southland.

The three Councils were receiving regular calls from customers wanting to know what to do with their unwanted

TV's, gas bottles and agrichemical containers, said Ms Peterson. Waste Minimisation Officers from the Councils' got together and created the Orange Pages – an online waste guide – for what to do with it when you are done with it.

The Orange Pages also provides practical advice on how you can reduce and reuse your waste. Things such as disposal nappies can be reduced by using modern cloth nappies, and unwanted but still good-to-wear clothing can be donated to second-hand clothing stores.

"We also encourage people to send us their suggestions for new listings" said Ms Peterson. With the guide being an online resource we can quickly and easily provide the latest and up-to-date information.

The Orange Pages can be found at [orangepages.org.nz](http://orangepages.org.nz). Those who wish to receive regular updates can sign up to the Orange Pages newsletter, and if you have any materials that you cannot find on the list, email it through to [wastenet@icc.govt.nz](mailto:wastenet@icc.govt.nz) and we will add them in.



# THE DIRTY DOZEN



## 12 RECYCLING RULES FOR YELLOW BINS



THE DIRTY DOZEN : BROUGHT TO YOU BY WasteNet Southland and Southland Disability Enterprises



### FREE OF FOOD

RULE 1

Food and food spoiled containers such as greasy pizza boxes, foam meat trays and takeaway wrappers cannot be recycled in the yellow bin. Please place in the red rubbish bin.



CHAMPION: GERRY

### FABRIC NOT WANTED

RULE 2

Clothing and blankets can become tangled around the machinery, hampering the recycling process. Please take clothing, bedding (pillows, cushions, duvets, sheets) footwear and soft toys to your local second-hand store or place in your red rubbish bin.



CHAMPIONS: JANA + MARYELLEN

### NO RUBBER PLEASE

RULE 3

Garden hosing, bike tyres, rubber gloves, toys, mats, hot water bottles and footwear cannot be recycled in the yellow bin. Please place in the red rubbish bin.



CHAMPION: PUTAAU

### DON'T BE FOILED

RULE 4

Potato chip packets, lolly/muesli bar wrappers, milo/coffee foil packets (sachets) are made from thin layers of plastic and foil making it a mixed product. These products cannot be recycled in the yellow recycling bin. Please place in the red rubbish bin.



CHAMPIONS: GLYNN + TANIA

### THE DANGER ZONE

RULE 5

Gas bottles, ammunition, fireworks and car parts are dangerous to the team and their equipment, as they could explode or catch fire seriously harming the recycling team who hand sort the materials. Visit the orangepages.org.nz to find out how to correctly dispose of these materials.



CHAMPION: STEPHEN

### DUSTED

RULE 6

Ashes, vacuum cleaner dust and floor sweepings cannot be recycled in the yellow bin and can seriously harm the recycling team who hand sort the materials. Please place in the red rubbish bin.



CHAMPIONS: DAMIEN + MIRIAMA

### MORE CARE NEEDED

RULE 7

The recyclables are hand sorted by the dedicated team at Southland disAbility Enterprises. Please make sure containers are empty and free of food. And if you have a pet, ensure their droppings go in the red rubbish bin.



CHAMPIONS: JOHN + NICKY

### MEDICAL WASTE FREE

RULE 8

Syringes/needles, colostomy bags, bandages, medicines, nappies and sanitary products can seriously harm the recycling team who hand sort the materials. Please place these materials in your red rubbish bin (This excludes syringes and needles. Call your local medical professional for advice on how to dispose of syringes and needles).



CHAMPION: BRETT

### KEEP OUT THE LAWN

RULE 9

Grass clippings, leaves, flowers, tree branches, vegetable peelings cannot be recycled in the yellow bin. Visit the orangepages.org.nz to find out how to correctly dispose of these materials.



CHAMPION: AARON

### BUILDING MATERIALS - KEEP OUT

RULE 10

Wood, plasterboard, metal fittings, plumbing offcuts, roofing iron, wire and netting can become tangled around our equipment. Visit the orangepages.org.nz to find out how to correctly dispose of these materials.



CHAMPION: NEVILLE

### NO WINDOW PANES

RULE 11

Spectacles, glass cookware, crockery, windscreen and window glass are made differently to glass bottles and jars and cannot be recycled in the yellow bin. Please take to your local second-hand store or place in your red rubbish bin.



CHAMPION: KIRSTY

### KEEP IT LOOSE

RULE 12

Place recyclables into the yellow bin loose, not stacked inside one another, in a box or in plastic bags. (This excludes shredded paper). Keep it loose in the yellow bin.



CHAMPIONS: PAUL + HANS

# WIN a waste minimisation hamper

Which of the Dirty Dozen Rules have you or your friends broken?

Post to our facebook page to go in the draw to win!!

[facebook.com/wastenetsouthland/](https://facebook.com/wastenetsouthland/)



**OWN UP**

**DOB in a mate!!**

**WHAT DIDN'T YOU KNOW?**

» **THE DIRTY DOZEN**



Prize may vary from image shown. This is our parenting pack, there are other packs available upon request.



# RECYCLE RIGHT

ONE THIRD OF PEOPLE ARE PUTTING LANDFILL RUBBISH IN THE YELLOW RECYCLING BIN. A 3-STRIKE POLICY HAS BEEN INTRODUCED TO RESOLVE THIS ISSUE.



**STRIKE 1**

REMINDER HOW TO RECYCLE RIGHT



**STRIKE 2**

WARNING HOW TO RECYCLE RIGHT



**STRIKE 3**

SERVICE STOPPED

YOUR YELLOW RECYCLING BIN WILL BE CHECKED BEFORE AND DURING COLLECTION FOR COMPLIANCE. IF YOUR BIN FAILS IT WILL NOT BE EMPTIED AND IT WILL BE UP TO YOU TO DISPOSE OF THE CONTENTS.



JOIN US ON FACEBOOK

WASTENET.ORG.NZ



**TO: WASTE ADVISORY GROUP**  
**FROM: WASTENET SOUTHLAND REPRESENTATIVE**  
**MEETING DATE: THURSDAY 23 MARCH 2017**

<b>FINANCIAL REPORT</b>
-------------------------

**Report Prepared by:** Mr Malcolm Loan, WasteNet Southland Representative  
 Invercargill City Council

**SUMMARY**

This financial report is for the 7-month period of 1 July 2016 to 31 January 2017 and includes a projection for the end of year.
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**RECOMMENDATIONS**

**That the Waste Advisory Group receives the Financial Report.**

**STATEMENT OF INCOME AND EXPENDITURE FOR THE 7-MONTH PERIOD OF 1 JULY 2016 TO 31 JANUARY 2017**

Department	Actuals	Current Budget	Variance	Favourable/ Unfavourable	Annual Current Budget	% of Annual Budget
<b>Income</b>						
Contracts	6,439	6,591	152	U	11,300	57
Interest						
<b>Income Total</b>	<b>6,439</b>	<b>6,591</b>	<b>152</b>	<b>U</b>		
<b>Expenditure</b>						
Contracts	5,908	6,241	333	F	10,700	55
Contract Mgt	18	15	-3	U	25	72
Education	120	117	-3	U	200	60
Community	83	87	4	F	150	55
Regulatory	28	26	-2	U	45	62
<b>Expenditure Total</b>	<b>6,157</b>	<b>6,486</b>	<b>329</b>	<b>F</b>	<b>11,120</b>	
<b>(Surplus)/Deficit</b>	<b>(282)</b>	<b>(105)</b>	<b>(177)</b>		<b>(180)</b>	

**OTHER**

MRF Revenue Share (income)	\$ 49,000
Reserve - ETS	\$ 118,000

## COMMENTARY ON THE STATEMENT OF INCOME AND EXPENDITURE

Overall WasteNet income was unfavourable by being below budget by 3% (\$152,000).

Actual expenditure for the period is favourable by being below budget by 1% (\$329,000).

The Waste Management Group negotiated another fixed price deal with the Landfill operator for Emission Trading Scheme (ETS) costs. This will impact the Contracts Expenditure over the coming months.

## PROJECTED INCOME AND EXPENDITURE FOR THE 2016-2017 YEAR

With seven months of the financial year complete, there is sufficient data to project the end of year outcome. Table 1 shows the projection for the 2016-2017 year.

Table 1. Projection of Income and Expenditure for 2016-2017 Year

Department	Projection	Current Budget	Variance	Favourable/ Unfavourable	Annual Current Budget	% of Annual Budget
<b>Income</b>						
Contracts	11,039	11,300	261	U	11,300	97
Interest						
<b>Income Total</b>	<b>11,039</b>	<b>11,300</b>	<b>261</b>	<b>U</b>	<b>11,300</b>	
<b>Expenditure</b>						
Contracts	10,926	10,700	-226	U	10,700	102
Contract Mgt	31	25	-6	U	25	124
Education	205	200	-5	U	200	102
Community	132	150	18	F	150	88
Regulatory	53	45	-8	U	45	118
<b>Expenditure Total</b>	<b>11,347</b>	<b>11,120</b>	<b>227</b>	<b>U</b>	<b>11,120</b>	
<b>(Surplus)/Deficit</b>	<b>308</b>	<b>(180)</b>	<b>487</b>	<b>U</b>	<b>(180)</b>	

## OTHER

MRF Revenue Share (income)	\$ 84,000
Reserve - ETS	\$ 0

The Income is tracking to be 3% (\$261,000) below budget. The Expenditure is tracking to be above budget by 0.2% (\$227,000), with a projected deficit of \$308,000. The projected deficit is in alignment with the Committees August 2016 resolution to use WasteNet Reserve funding to subsidise the WasteNet Councils Landfill ETS costs.

\*\*\*\*\*

**TO: WASTE ADVISORY GROUP**  
**FROM: WASTENET SOUTHLAND REPRESENTATIVE**  
**MEETING DATE: THURSDAY 23 MARCH 2017**

**SECTION 17A SERVICE DELIVERY REVIEW**

**Report Prepared by:** Ms Donna Peterson, Senior Waste Officer  
Invercargill City Council

**SUMMARY**

The Local Government Act requires Councils to undertake a service delivery review whereby they review their cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services and performance of regulatory functions.

At its March 2016 meeting the Committee resolved to engage consultants – Morrison Low – to undertake the review of the WasteNet Councils' Solid Waste Activity.

Morrison Low tested the hypothesis that the WasteNet shared service was an effective waste service delivery mechanism for the territorial authorities in Southland. They analysed the current financials, contracts and governance arrangements, and compared the current shared service arrangements to alternative options by assessing them against key financial and non-financial criteria.

Morrison Low concluded that WasteNet shared service is an effective waste service delivery mechanism for the Councils in Southland and recommended the shared service continue.

**RECOMMENDATIONS**

**That the Waste Advisory Group accepts the Section 17A Service Delivery Review Report.**

**BACKGROUND**

Councils are required by Section 17A of the Local Government Act 2002 to undertake service reviews of all their activities by 17 August 2017. The review requires Councils to undertake a service delivery review whereby they review their cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services and performance of regulatory functions.

The Waste Management Group approached Consultants Morrison Low requesting a proposal to undertake the Review. The review would consider:

- Current Waste Services, i.e. costs, funding sources, resources and performance of the service delivery method, including contractual arrangements
- Future Waste Services that are being considered and how these might impact costs
- Financial and non-financial benefits of alternative service delivery arrangements relative to the status quo

At its March 2016 meeting the Committee resolved to engage consultants – Morrison Low – to undertake the review of the WasteNet Councils’ Solid Waste Activity. The Committee also resolved that this project be funded from WasteNet Reserves up to maximum of \$30,000 exclusive of GST.

**SERVICE DELIVERY REVIEW OUTCOME**

Morrison Low tested the hypothesis that the WasteNet shared service was an effective waste service delivery mechanism for the territorial authorities in Southland. They analysed the current financials, contracts and governance arrangements, and compared the current shared service arrangements to alternative options by assessing them against key financial and non-financial criteria.

A copy of the Morrison Low Report is appended to this Report (*please refer to Appendix A*).

Morrison Low concluded that WasteNet shared service is an effective waste service delivery mechanism for the Councils in Southland and recommended the shared service continue.

**FINANCIAL OUTCOME**

The Waste Advisory Group Committee resolved at its March 2016 meeting that this project is to be funded from WasteNet Reserves up to a maximum of \$30,000 exclusive of GST. The project expenses totalled \$29,846.92 excluding GST.







# Section 17A Service Delivery Review

WasteNet Southland

December 2016

## Introduction

This report provides a summary of the Section 17A review of waste services delivered through the shared service WasteNet Southland. WasteNet Southland (WasteNet) is a shared service for the three territorial authorities in Southland: Gore District Council (GDC), Invercargill City Council (ICC) and Southland District Council (SDC). This review takes a whole-of-WasteNet view and includes the shared service as a delivery mechanism and in so doing also covers the suite of solid waste contracts delivered through WasteNet.

WasteNet has elected to complete their Section 17A review to coincide with mid-contract reviews for their collections and recyclables processing contracts. Outcomes from the Section 17A review will be reflected in the mid-contract reviews.

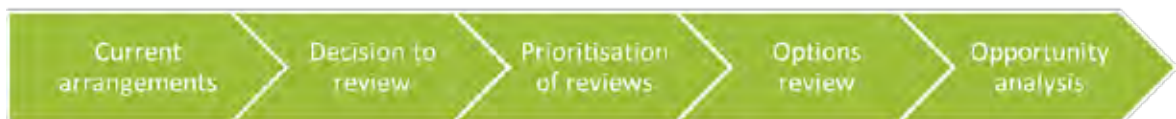
## Review Methodology

Section 17A of the Local Government Act states:

*“A local authority must review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services and performance of regulatory functions.”*

Morrison Low have developed a standardised process for completing Section 17A reviews which includes the following five steps. The focus of this review is the fourth step, the *Options Review*. The *Decision to Review* and *Prioritisation of Reviews* are used when looking across all service lines and determining which services to review and when.

Figure 1: Morrison Low model for Section 17A reviews.



Morrison Low have reviewed and documented information relating to the current service delivery including contracts, financials, actions plans and annual reports (see Current Service Delivery Arrangements section). The cost of the current services was then compared to other councils around New Zealand (the comparison is modelled in Figure 3).

Following this, Morrison Low facilitated a workshop with Senior Managers representing the three WasteNet Councils (GDC, ICC, SDC) as well as WasteNet’s Senior Waste Officer. At the workshop, the current service delivery arrangements were discussed along with opportunities for improvement within these. No major issues were identified with the current arrangements. Notes from the workshop are presented in Appendix A.

Following the workshop, the Section 17A options analysis was completed (see the Options Review section). Key assessment criteria relating to the delivery of waste services were determined, including both financial and non-financial benefits of serviced delivery. The service delivery options, including the current shared service, were scored against these assessment criteria and ranked based on their score in order of effectiveness. Neighbouring Councils were contacted to gain a high-level understanding of their current waste services, whether they were currently considering shared services and the potential to work with WasteNet.

The results of the Section 17A review were documented in Morrison Low's templates, which are provided in Appendix B. The following sections briefly outline the results of the assessment.

## Current Service Delivery Arrangements

The Southland Region includes some of the most remote places in New Zealand and has a low population density (Figure 2 shows a map of Southland). Kerbside recycling and rubbish collections services are provided in the urban areas of Invercargill, Bluff, Maitua, Gore, Te Anau, Winton, Riverton, Otautau and the townships such as Lumsden, Athol, Garston, Colac Bay, Curio Bay, Nightcaps, Ohai, Mossburn, Manapouri, Edendale, Wyndham as well as some rural properties in Southland on main collection routes between the townships.

Waste transfer stations are located in Invercargill, Bluff, Gore, Lumsden, Otautau, Riverton, Te Anau, Winton and Wyndham. There is a network satellite recycling drop-off facilities within the Southland District. The Material Recovery Facility for processing recyclables is located in Invercargill and the Southland Regional Landfill is located near Winton.

It is noted that the solid waste services for Stewart Island are not part of WasteNet and are managed by SDC.

Figure 2 Lower South Island map (map inset: Lower South Island councils)



Current service delivery arrangements for WasteNet are detailed in the 'Current Arrangements' sheet in Appendix B. WasteNet costs the Councils approximately \$10.1 million per annum, with contract costs totalling \$9.7 million and waste communication, enforcement and administration costing \$0.4 million. The services are funded through revenue from the landfill administration fee, transfer station revenue and targeted rates and general rates. The costs for ICC are approximately \$5.5 million, and for SDC are approximately \$2.9 million and for GDC are approximately \$1.7 million.

Levels of service differ slightly between the three Councils, for example Kerbside rubbish collection is weekly in Invercargill whilst in Southland and Gore provides a fortnightly service. Transfer station operating hours vary throughout the region. No level of service changes are proposed at this time.

The WasteNet Southland Joint Waste Management Agreement (the Agreement) is the shared service agreement for the coordinated delivery of waste management and minimisation for the three councils. It establishes the joint venture known as WasteNet. The shared service is governed by a joint committee represented by two Councillors from each of the three Councils. The Agreement sets out the obligations and arrangements for joint participation in solid waste service delivery.

As part of the Agreement, ICC is contracted by WasteNet to provide daily operational and administrative services. ICC employs three staff to undertake these duties which include education and enforcement activities, to manage key waste projects (e.g. implementation of the Southland Waste Management & Minimisation Plan) the waste contracts, and to administer WasteNet itself.

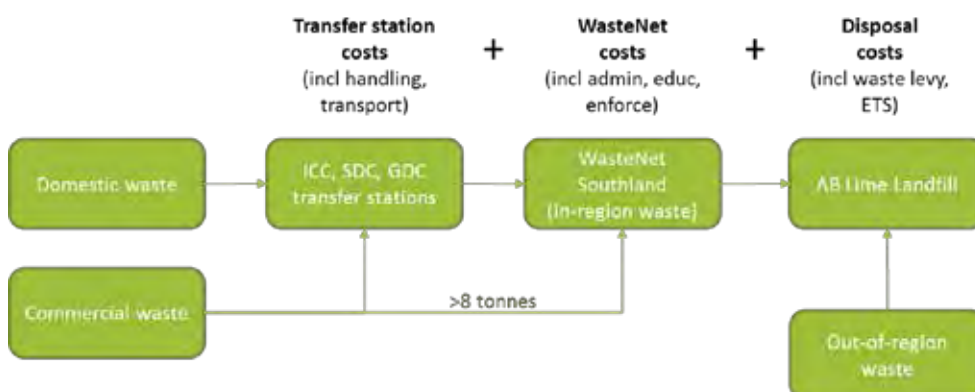
There are three key agreements and contracts for services delivered through WasteNet:

- Contract 279 Waste Disposal Services for the Southland Region - Landfill (approx. \$2.8 million per annum)
- Contract 550 Collection and Transfer Station Services (approx. \$5.6 million per annum)
- Contract 650 Recyclables Acceptance – Material Recovery Facility (approx. \$1.3 million per annum)

Contract 279 for Waste Disposal Services is the Landfill contract with AB Lime. AB Lime are the owners and operators of the Southland Regional Landfill. Under the Agreement, WasteNet manages/administers the charges (landfill disposal fee) for Southland account holders. (It is noted that waste entering the Landfill from outside the region is not controlled by WasteNet). Included in the Landfill disposal fee is an administration fee. The revenue generated from this fee is used to fund services provided by WasteNet including waste education and enforcement and contract administration.

This Agreement was signed in 2004 and expires when the landfill consents expire in 2039. At the workshop the Senior Managers indicated this has been a successful arrangement, having established an effective working relationship with AB Lime, a responsive and responsible service provider. Waste flows in the Southland region are depicted in Figure 3.

Figure 3 Waste flows in the Southland Region



Contract 550 is a contract with Bond Contractors Ltd for kerbside collection of recyclables and rubbish, operation of transfer stations and transport of deposited material to nominated facilities (e.g. Material Recovery Facility, Transfer Station, Landfill, scrap metal etc).

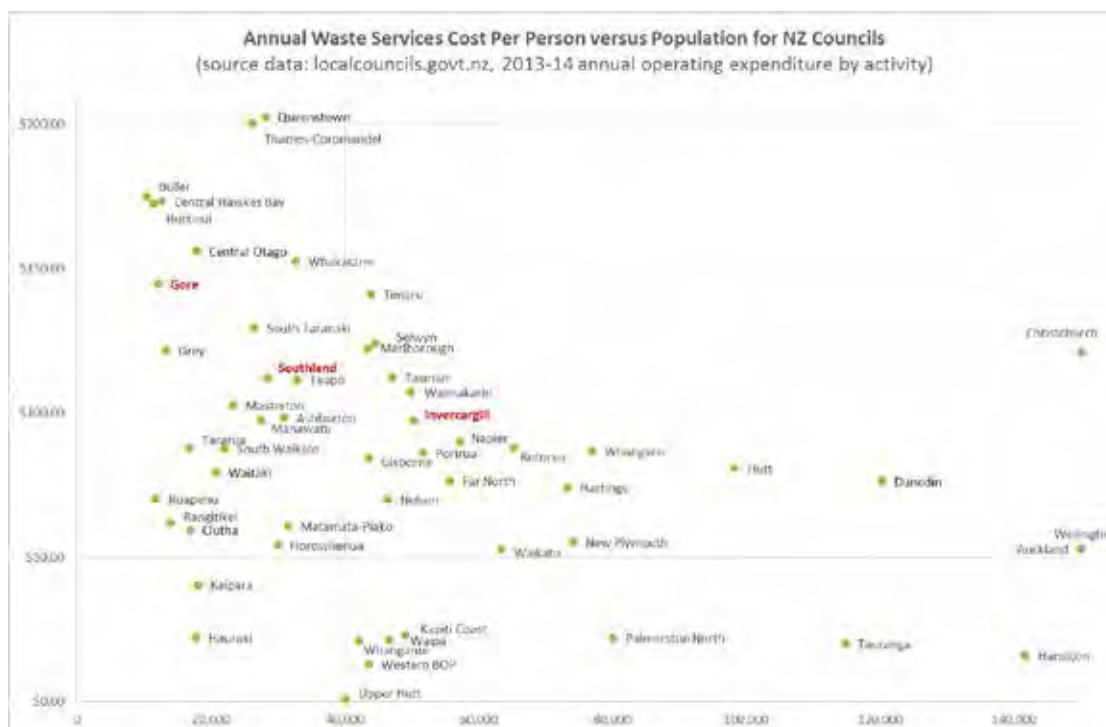
Contract 650 is a contract with Southland disAbility Enterprises Ltd for construction and operation of a material recovery facility for the processing of recyclables.

Both Contract 550 and 650 expire in 2019 with a further 8-year right of renewal provision. The contract managers for these contracts, along with a landfill representative, meet monthly with the WasteNet Councils to review operations and collaboratively resolve issues. There have been no significant variations to these contracts and the waste managers did not highlight any significant contractual issues during the workshop, although, as with any contract there are current issues that WasteNet are working through to ensure they do not become significant. For example the level of detail provided in contract reporting and work hours for collection contractors on rural routes.

Outside of WasteNet, SDC provides waste services for Stewart Island. SDC has contracted the Stewart Island Electricity Supply Authority to provide collection and transfer stations services for the Island. This contract is due for renewal in 2017. Other waste services that are outside WasteNet scope are the management of biosolids, the monitoring and maintenance of closed landfills. These services are delivered through contracts with the individual Councils relating to wastewater operations and environmental monitoring.

Figure 4 shows the cost of the solid waste activity per person versus population for all New Zealand territorial authorities (TAs). The data was sourced from the annual operating expenditure for the financial year of 2013/2014 for the solid waste activity as reported on localcouncils.govt.nz. This website aggregates data from the Department of Internal Affairs, Statistics New Zealand and Council long-term plans (LTP). Data from individual councils has been aggregated using the same methodology, which provides a level of consistency when comparing councils, however no analysis has been undertaken to account for the variation in levels of service and facility ownership. The data for the WasteNet Councils is shown in red and demonstrates that the cost of service delivery is reasonably placed within the range for Councils of similar size in New Zealand.

Figure 4 Comparison of solid waste activity costs per person across New Zealand councils



## Options Review

The options for alternative service delivery arrangements have been assessed against the status quo. The results are presented in the 'Service Delivery Options Review' sheet in Appendix B.

In accordance with Section 17A, the following alternative delivery arrangements have been assessed:

- Status Quo (shared service)
- Enhanced Status Quo
- By own Council and in-house
- By own Council and out-sourced
- By extended shared service agreement with other Councils
- By CCO/CCTO owned by an individual Council
- By CCO/CCTO owned jointly by the WasteNet Councils
- By partnership between Council & other parties, e.g. private, community
- By a party other than Council, e.g. private sector
- Other options

A high-level assessment of the viability of these options was completed and options not considered viable were identified and the reasons why were recorded. The following options were not considered viable.

Table 1 Options eliminated based on qualitative assessment

Option	Qualitative assessment
<b>Enhanced Status Quo</b>	<p>Enhancements might include extending the shared service to other service groups. During the WasteNet workshop, arrangements for biosolids, closed landfills, litter bins and loose litter were discussed. These services are provided through contracts outside of WasteNet. The group view at the workshop was that they are equally aligned with the current contract they are part of and therefore there were no significant benefits from moving these within WasteNet.</p> <p>The contract for Stewart Island is provided by an island-based contractor. Mainland contractors have been unable to compete with this contractor in the past and therefore the arrangements are likely to continue to be independent of the regional waste contracts. The contract management effort would be the same in WasteNet or in SDC and therefore there is no significant benefit in extending WasteNet to include this service.</p>
<b>By own Council and in-house</b>	<p>This option would involve disbanding WasteNet and each Council gearing up to provide their own waste services using their own staff, plant and equipment. The costs and risks associated with this option would be significant for the Councils. The specialised nature of the resources required and the associated cost would be difficult to justify for the WasteNet Councils.</p>
<b>By CCO/CCTO owned by an individual Council</b>	<p>This option would involve disbanding WasteNet and each Council individually establishing a CCO for waste services. This is not considered a realistic option because it would incur all the costs associated with establishing a CCO without the benefits of economies of scale and pooling of expertise derived from a regional approach.</p>
<b>By partnership between Council &amp; other parties, e.g. private, community</b>	<p>For this option we assessed the WasteNet Councils forming a partnership with the waste industry for ownership of waste facilities and delivery of waste services. This option is more commonly considered for the development of new facilities. There are no new facilities proposed. This option may be suitable for specific facilities owned by individual WasteNet Councils but not for WasteNet overall.</p>
<b>Other options</b>	<p>No other options were considered for this options review.</p>

The remaining options were scored against financial and non-financial assessment criteria. Details of the financial assessment are provided in the 'Financial benefits' sheet in Appendix B. Details of the assessment criteria and how the scoring was applied are provided in the 'Non-financial benefits' sheet in Appendix B. The following non-financial assessment criteria have been used.

- Improve technical or management expertise
- Economies of scale
- Achieve consistency with industry benchmarks
- Increase focus on commercial drivers
- Waste stream control to drive diversion
- Simplicity of governance arrangements
- Ability to obtain funding from revenue

A summary of the options assessment is provided in Table 2. The options are listed in order of preference.



Table 2 Ranking of viable options following quantitative assessment (Note: score out of 10)

Rank	Option	Score	Assessment
1	Status Quo (shared service)	9.4	The status quo offers the benefits of pooled resources and economies of scale and is delivering a cost-effective service for the Southland Region.
2	By extended shared service agreement with other Councils	9.1	This option would involve extending WasteNet to other Councils such as Central Otago, Clutha, Queenstown Lakes, Waitaki or Dunedin. For the WasteNet Councils this option offers the same benefits as the status quo but introduces some governance complexity with more Councils to be coordinated. The other Councils that entered the shared service would benefit from inclusion.
3	By CCO/CCTO owned by Council & another Council(s)	7.1	For this option a scenario was assessed in which the WasteNet Councils formed a waste CCO/CCTO, with all waste assets (e.g. transfer stations) owned by the CCO/CCTO and revenue derived from transfer station charges and the landfill administration fee. A CCO/CCTO offers the benefits of pooled resources and economies of scale. A CCO/CCTO is more independent from Council allowing it to increase its focus on commercial drivers, however this independence also reduces the ability of the Councils to drive diversion through waste stream control. Additional resources are required to implement and manage the relatively complex governance arrangements for a CCO/CCTO.
4	By a party other than Council e.g. private sector	4.3	This option would involve the WasteNet Councils exiting the waste services market, leaving waste service delivery to the private sector. Revenue from the landfill administration fee and transfer station charges would cease. Opting out of delivering waste services would significantly impact the Councils' ability to drive waste diversion in Southland and eliminate funding sourced from the landfill administration fee and transfer station fees. Service delivery may be less efficient (particularly in the short term) with waste companies competing for customers.
5	By own Council and out-sourced	3.7	This option would involve disbanding WasteNet and each Council gearing up to provide their own waste services using their own staff, plant and equipment. This is the least preferred option assessed because it decentralises technical expertise and introduces duplication of effort associated with procurement, contract management, waste education and enforcement.

## Comparison existing and extended shared service

This Section 17A Review has highlighted the benefits of a shared service for delivery of waste services in the Southland region. Intuitively, extending the shared service to include more Councils should deliver additional benefits for the participating Councils, however our assessment is that these would be minimal in this case. The existing shared service and extended shared service have scored the same against all assessment criteria except “simplicity of governance arrangements”. With additional Councils to coordinate, governance of the shared service would be more complex with an extended shared service.

WasteNet benefits from the pooling of resources to manage contracts and projects, and undertake education, communication and enforcement activities. Our assessment is that the value of the regional contracts and the geographic size of the Southland region are such that the current resources are near capacity and additional resources would be required to support service delivery in new areas. We have therefore scored the existing shared service and an extended service the same for the assessment criteria “improve technical or management expertise”.

WasteNet benefits from the economies of scale achieved through procurement of regional waste contracts. Southland is a large region with a low population density. The procurement savings obtained by regionalising these contracts are likely to have been fully realised and the addition of further districts is likely to require district-specific resources to be added to the contract that do not result in further cost-savings for the existing WasteNet Councils. We have therefore scored the existing shared service and an extended service the same for the assessment criteria “economies of scale”.

## Summary of findings

The original hypothesis of WasteNet was that the WasteNet shared service was an effective waste service delivery mechanism for the territorial authority Councils in Southland. Morrison Low have tested this hypothesis in this Section 17A Review. Morrison Low have analysed the current financials, contracts and governance arrangements and have compared the current shared service arrangements to alternative options by assessing them against key financial and non-financial criteria. The conclusion from this independent analysis is that the initial hypothesis is true and it is recommended that the WasteNet Councils (being GDC, ICC, and SDC) continue with the WasteNet shared service and continue to benefit from the pooling of resources and economies of scale that this arrangement provides.

An extended shared service with other councils was the second ranked option and could be considered if other Councils were to approach WasteNet because it would have little impact on the cost-effectiveness of WasteNet, whilst presenting benefits for these other councils.

This Section 17A Review is for WasteNet as the delivery mechanism for waste services in the Southland region. In future there will be events that trigger the need to review this assessment. Section 17A reviews are required within two years of contracts expiring, when changes are proposed to levels of services and at least every six years. The review of the regional Waste Assessment and Waste Management & Minimisation Plan in 2018 and the 2019 contract renewals will trigger the need to revisit this assessment and confirm that the WasteNet shared service remains the preferred delivery mechanism.

## **Appendix A      Notes from WasteNet workshop**

# Meeting Notes for WasteNet Service Review Workshop held on 21 April 2016

**Location:** Invercargill City Council, 101 Esk Street, Invercargill

**Date & Time:** Thursday 21<sup>st</sup> April 2016, 10:30am-12:30pm

**Attendees:** Cameron McIntosh (ICC); Donna Peterson (ICC); Malcolm Loan (ICC);  
Ian Evans (SDC); Paul Withers (GDC)  
Bruce Robertson (Morrison Low); Alice Grace (Morrison Low)

**Facilitator:** Bruce Robertson, Alice Grace (Morrison Low)

**Minute Taker:** Alice Grace (Morrison Low)

**Purpose:** Workshop with WasteNet Southland Managers Group to initiate the Section 17A review of waste service delivery.

## Notes

No.	Item
1	Introductions: <ul style="list-style-type: none"> <li>• Morrison Low staff introduced to WasteNet Southland's waste managers.</li> <li>• Slides distributed prior to the meeting are attached to these minutes.</li> </ul>
2	Overview Section 17A process: <ul style="list-style-type: none"> <li>• Refer attached slides.</li> <li>• Primary objective of Section 17A Reviews is to review the efficiency and effectiveness of service delivery.</li> </ul>
3	Current service delivery arrangements: <ul style="list-style-type: none"> <li>• This service delivery review is being completed from a whole-of-WasteNet perspective and includes the shared services itself as well as the bundle of contracts delivered through WasteNet.</li> <li>• Discussed overlap between Section 17A (how services are delivered) and Waste Assessments (what services are delivered)</li> <li>• Waste services for Milford Sound are provided by private sector through commercial management contracts.</li> <li>• Waste services for Stewart Island provided by SDC, independent of WasteNet. The services are provided by a local operator. Mainland contractors have been unable to compete in the past.</li> <li>• WasteNet prepares joint submissions on policy changes, eg new Land &amp; Water Plan.</li> <li>• Closed landfills and the associated liabilities are managed separately by each council, through their environmental monitoring arrangements.</li> <li>• Street litter bins, illegal dumping and litter are outside WasteNet.</li> </ul>

No.	Item
	<ul style="list-style-type: none"> <li>• Greenwaste collected at transfer stations is managed locally at each transfer station. At some sites greenwaste is shredded and spread on closed landfills.</li> <li>• Landfill agreement has meant no ongoing liability for landfill operation and secured access for next 35 years.</li> <li>• The landfill is part of the wider business for AB Lime that includes the limestone quarry and dairy farm. AB Lime have a good relationship with the local community in Winton, including local school visits.</li> <li>• Biosolids disposal for Invercargill WWTP is managed through treatment plant operations. Biosolids are beneficially reused – spread on reserve land.</li> <li>• Gore collections are sub-contracted to a local business.</li> <li>• Issues with contamination rates in recyclables collection. Currently running “three strikes” enforcement programme.</li> <li>• Complexity of rural collections resulting in drivers working 12-14 hours on some routes. WasteNet and SDC to work with Bond Contractors to address long hours. Time required to complete collections also affecting ability of drivers to check quality of recyclables when collecting.</li> <li>• When contracts awarded by WasteNet, education and enforcement was retained by councils. This creates effort for WasteNet to control contamination rates and use of services but comes with lower cost than contracting this out.</li> <li>• Glass contamination levels are high. Low quality glass not affordable to transport for recycling. Currently disposed in cleanfill. Community is aware. WasteNet is supporting efforts to investigate options for use of glass in roading and drainage materials. WasteNet also supporting efforts to introduce Container Deposit Legislation at national level.</li> <li>• Already some wider regional collaboration with Clutha, Central Otago and Dunedin e.g. timing of SWAP analysis and education initiatives.</li> <li>• The services currently provided through the shared service would be cost prohibitive without the shared service.</li> </ul>
4	<p>Decision to review:</p> <ul style="list-style-type: none"> <li>• Refer slides. WasteNet is being reviewed as a service delivery mechanism.</li> </ul>
5	<p>Prioritisation of reviews:</p> <ul style="list-style-type: none"> <li>• Refer slides. The WasteNet review has been prioritised by the WasteNet Southland Councils.</li> </ul>
6	<p>Alternative service delivery options:</p> <ul style="list-style-type: none"> <li>• Discussed options at a high level.</li> <li>• By own council and in-house an unlikely option – very few councils take up this option.</li> </ul>
7	<p>Summary and next steps:</p> <ul style="list-style-type: none"> <li>• Morrison Low to complete Section 17A analysis and submit draft report to WasteNet for review and comment.</li> <li>• Final report to be submitted to Waste Advisory Group (joint committee for WasteNet Southland) for approval.</li> </ul>

# Waste Service Delivery Review Workshop

WasteNet Southland

21 April 2016



## Agenda

1. Introductions
2. Overview Section 17A process
3. Current service delivery arrangements
4. Decision to review
5. Prioritisation of reviews
6. Alternative service delivery options
7. Summary and next steps



# Service Delivery Review Process

"A local authority must review the **cost-effectiveness** of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services and performance of regulatory functions." (S17A, LGA)



## Service Delivery Options:

- By own council and in-house
- By own council and out-sourced
- By shared service with another council(s)
- By CCO/CCTO owned by council
- By CCO/CCTO owned by council and another council(s)
- By partnership between council and other parties, eg private, community
- By a party other than council, eg private sector



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# Templates

Present Service Delivery Arrangements													
Service Group	Service sub-group	Dependent groups or sub-groups	Rationale for service delivery	Type of service	Present delivery method	Operating expenditure		Revenue		Capital expenditure		In-house	
						Annual Plan FY20XX	Long Term Plan FY20XX-FY20XX	Annual Plan FY20XX	Long Term Plan FY20XX-FY20XX	Annual Plan FY20XX	Long Term Plan FY20XX-FY20XX		Staff
Wastewater	Overview text with actual sub-groups. Support can be broken into sub-groups by contract (eg operation and maintenance) professional services) or by activity (eg wastewater network, wastewater treatment)	Consider services that may derive or other services for delivery, eg libraries and property, sports and stormwater	strategic alignment, including any linked strategy or plan, legal requirements, community outcome	Choice from: Essential, customer-facing, low essential customer-facing, Essential, internal, non-essential, external	Choice from: By own council and in-house; By own council and out-sourced; By shared service agreement with another council(s); By CCO/CCTO owned by council; By CCO/CCTO owned by council and another council(s); By partnership between council & other parties, eg private, community	Update with budgets or actuals	From budgets or actuals	From budgets or actuals	From budgets or actuals	From budgets or actuals	From budgets or actuals	Match with actual number of FTEs	Match with actual number of FTEs
Reading	Reading sub-group 1												
Reading	Reading sub-group 2												
Transport	Transport sub-group 1												
Transport	Transport sub-group 2												
Water supply	Water supply sub-group 1												
Water supply	Water supply sub-group 2												
Waste water	Waste water sub-group 1												
Waste water	Waste water sub-group 2												
Solid waste	Solid waste sub-group 1												
Solid waste	Solid waste sub-group 2												
Environmental protection	Env protection sub-group 1												
Environmental protection	Env protection sub-group 2												
Environmental protection	Env protection sub-group 3												
Culture	Culture sub-group 1												
Culture	Culture sub-group 2												
Recreation and sport	Rac and sport sub-group 1												
Recreation and sport	Rac and sport sub-group 2												
Recreation and sport	Rac and sport sub-group 3												
Property	Property sub-group 1												
Property	Property sub-group 2												
Property	Property sub-group 3												
Emergency management	Emerg man sub-group 1												
Emergency management	Emerg man sub-group 2												
Planning and regulation	Planning and reg sub-group 1												
Planning and regulation	Planning and reg sub-group 2												
Planning and regulation	Planning and reg sub-group 3												
Planning and regulation	Planning and reg sub-group 4												
Community development	Community dev sub-group 1												
Community development	Community dev sub-group 2												
Community development	Community dev sub-group 3												
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Governance	Governance sub-group 1												
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Governance	Governance sub-group 3												
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## Current arrangements

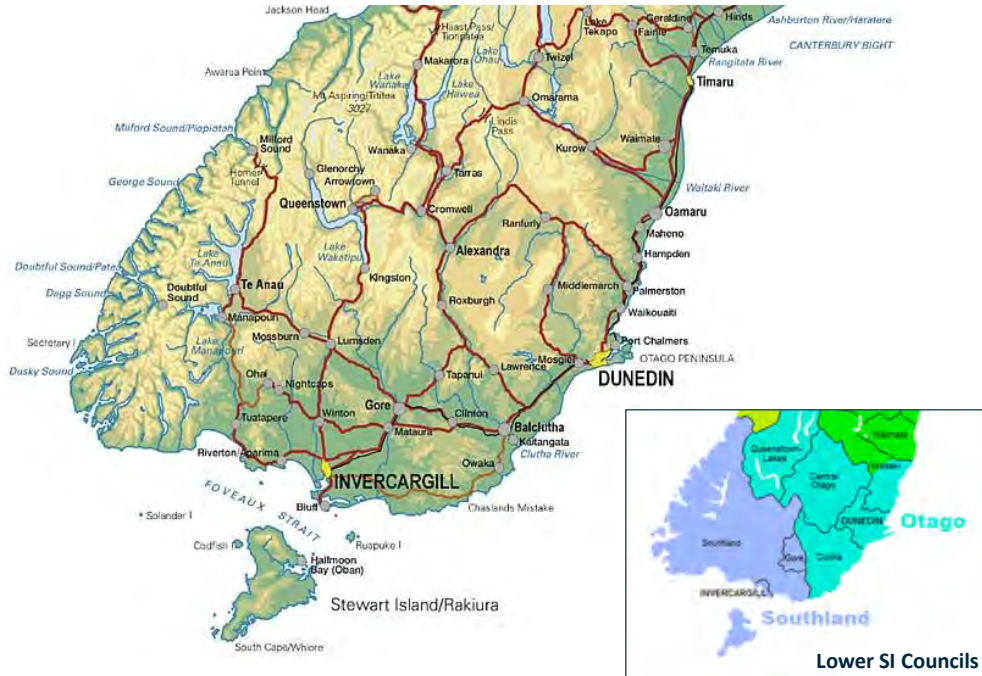
- Shared service between ICC, SDC and GDC
- Four key contracts:
  - WasteNet Southland Joint Waste Management Agreement
  - Agreement for Waste Disposal Services for the Southland Region
  - Contract 550A Collection and Transfer Station Services
  - Contract 550B Recyclables acceptance
- Contract admin, education and enforcement services provided in-house by WasteNet staff

## Current arrangements

- Any issues?
- Any opportunities for improvement?
- Considerations:



# Lower South Island Map



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## Decision to review

- Required if:
  - Last review more >6yrs ago (and all by Aug-17)
  - Contract expiring in <2yrs
  - Proposed level of service change
- Exceptions:
  - Cost of review > potential savings
  - Contractual arrangements cannot be changed
  - Other eg upcoming legislative change

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## Prioritisation of reviews

- Useful when considering multiple services lines

## Options review

- Are there options we can rule out for WasteNet?
  - By own council and in-house
  - By own council and out-sourced
  - By shared service with another council(s)
  - By CCO/CCTO owned by council
  - By CCO/CCTO owned by council and another council(s)
  - By partnership between council and other parties, eg private, community
  - By a party other than council, eg private sector

## Options review

- What are the key considerations for WasteNet?
  - Improved technical or management expertise
  - Increased scale to drive procurement savings
  - Rationalising non-essential services
  - Achieving consistency with industry benchmarks
  - Increased focus on commercial drivers
  - Impact on customer service
  - Impact on staff
  - Availability of funding, particularly short-term
  - Dependence on aspirations of other parties, eg councils, private parties, etc
  - Complexity of stakeholder engagement

## Summary and next steps

## **Appendix B      Section 17A Review template**

1. Current Service Delivery Arrangements
2. Service Delivery Options Review
3. Financial Benefits Assessment
4. Non-financial Benefits Assessment

# Current Service Delivery Arrangements

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Service Group	Service sub-group	Dependent groups or sub-groups	Rationale for service delivery	Type of service	Present delivery method	Operating expenditure		Resources				Performance		Any issues with current service delivery arrangements or opportunities to change?	Date of last service delivery review	Additional Commentary	
						Annual Plan		In-house		Out-sourced			Levels of Service				
						FY2016		Staff	Other resources	Contracts or other supply agreements	Contractor	Contract value	Expiry date				Any proposed change in level of service?
WasteNet Solid Waste Services																	
Solid waste	Refuse collection ICC		WasteNet WMMP, LGA, WMA	Essential, customer-facing service	By shared service agreement with another council(s)	\$ 912,000		0	Nil	Contract 550A Collection and Transfer Station Services	Bond Contractors Ltd	\$ 47,500,000	30/06/2019	No		Weekly 140L MGB. Contract 550A mid-contract review due 2016	
Solid waste	Refuse collection SDC		WasteNet WMMP, LGA, WMA	Essential, customer-facing service	By shared service agreement with another council(s)	\$ 436,000		0	Nil	Contract 550A Collection and Transfer Station Services	Bond Contractors Ltd	\$ 47,500,000	30/06/2019	No		Fortnightly 240L MGB	
Solid waste	Refuse collection GDC		WasteNet WMMP, LGA, WMA	Essential, customer-facing service	By shared service agreement with another council(s)	\$ 153,000		0	Nil	Contract 550A Collection and Transfer Station Services	Bond Contractors Ltd	\$ 47,500,000	30/06/2019	No		Fortnightly 240L MGB	
Solid waste	Recycling collection ICC		WasteNet WMMP, LGA, WMA	Non-essential, customer-facing service	By shared service agreement with another council(s)	\$ 608,000		0	Nil	Contract 550A Collection and Transfer Station Services	Bond Contractors Ltd	\$ 47,500,000	30/06/2019	No		Fortnightly 240L MGB	
Solid waste	Recycling collection SDC		WasteNet WMMP, LGA, WMA	Non-essential, customer-facing service	By shared service agreement with another council(s)	\$ 436,000		0	Nil	Contract 550A Collection and Transfer Station Services	Bond Contractors Ltd	\$ 47,500,000	30/06/2019	No		Fortnightly 240L MGB	
Solid waste	Recycling collection GDC		WasteNet WMMP, LGA, WMA	Non-essential, customer-facing service	By shared service agreement with another council(s)	\$ 153,000		0	Nil	Contract 550A Collection and Transfer Station Services	Bond Contractors Ltd	\$ 47,500,000	30/06/2019	No		Fortnightly 240L MGB	
Solid waste	RTS, RRC and transport ICC		WasteNet WMMP, LGA, WMA	Essential, customer-facing service	By shared service agreement with another council(s)	\$ 1,215,689		0	Nil	Contract 550A Collection and Transfer Station Services	Bond Contractors Ltd	\$ 47,500,000	30/06/2019	No		Invercargill RTS, refuse transport	
Solid waste	RTS, RRC and transport SDC		WasteNet WMMP, LGA, WMA	Essential, customer-facing service	By shared service agreement with another council(s)	\$ 1,102,439		0	Nil	Contract 550A Collection and Transfer Station Services	Bond Contractors Ltd	\$ 47,500,000	30/06/2019	No		11x recycling drop offs, 6x RTS, refuse and recyclables transport	
Solid waste	RTS, RRC and transport GDC		WasteNet WMMP, LGA, WMA	Essential, customer-facing service	By shared service agreement with another council(s)	\$ 599,282		0	Nil	Contract 550A Collection and Transfer Station Services	Bond Contractors Ltd	\$ 47,500,000	30/06/2019	No		Gore RTS, refuse and recyclables transport	
Solid waste	Recyclables acceptance ICC		WasteNet WMMP, LGA, WMA	Non-essential, customer-facing service	By shared service agreement with another council(s)	\$ 722,351		0	Nil	Contract 550B Recyclables Acceptance	Southland disAbility Enterprises Ltd	\$ 10,160,000	30/06/2019	No		Contract 550B mid-contract review due 2016	
Solid waste	Recyclables acceptance SDC		WasteNet WMMP, LGA, WMA	Non-essential, customer-facing service	By shared service agreement with another council(s)	\$ 408,220		0	Nil	Contract 550B Recyclables Acceptance	Southland disAbility Enterprises Ltd	\$ 10,160,000	30/06/2019	No			
Solid waste	Recyclables acceptance GDC		WasteNet WMMP, LGA, WMA	Non-essential, customer-facing service	By shared service agreement with another council(s)	\$ 173,794		0	Nil	Contract 550B Recyclables Acceptance	Southland disAbility Enterprises Ltd	\$ 10,160,000	30/06/2019	No			
Solid waste	Refuse disposal ICC		WasteNet WMMP, LGA, WMA	Essential, customer-facing service	By shared service agreement with another council(s)	\$ 1,769,819		0	Nil	Agreement for Waste Disposal Services for the Southland Region	AB Lime Ltd	\$ 99,000,000	4/07/2033	No		First Exit Date 4/07/2018 with \$1.5M exit payment	
Solid waste	Refuse disposal SDC		WasteNet WMMP, LGA, WMA	Essential, customer-facing service	By shared service agreement with another council(s)	\$ 430,346		0	Nil	Agreement for Waste Disposal Services for the Southland Region	AB Lime Ltd	\$ 99,000,000	4/07/2033	No			
Solid waste	Refuse disposal GDC		WasteNet WMMP, LGA, WMA	Essential, customer-facing service	By shared service agreement with another council(s)	\$ 530,482		0	Nil	Agreement for Waste Disposal Services for the Southland Region	AB Lime Ltd	\$ 99,000,000	4/07/2033	No			
Solid waste	Education and comms ICC		WasteNet WMMP, LGA, WMA	Non-essential, customer-facing service	By shared service agreement with another council(s)	\$ 217,972		2	Nil	n/a	n/a	n/a	n/a	No		Minor contracts and expenses predominantly associated with advertising	
Solid waste	Education and comms SDC		WasteNet WMMP, LGA, WMA	Non-essential, customer-facing service	By shared service agreement with another council(s)	\$ 123,182		0	Nil	n/a	n/a	n/a	n/a	No		Minor contracts and expenses predominantly associated with advertising	
Solid waste	Education and comms GDC		WasteNet WMMP, LGA, WMA	Non-essential, customer-facing service	By shared service agreement with another council(s)	\$ 52,443		0	Nil	n/a	n/a	n/a	n/a	No		Minor contracts and expenses predominantly associated with advertising	
Solid waste	WasteNet admin ICC		WasteNet WMMP, LGA, WMA	Essential, internal service	By shared service agreement with another council(s)	\$ 22,399		0.5	Nil	n/a	n/a	n/a	n/a	No			
Solid waste	WasteNet admin SDC		WasteNet WMMP, LGA, WMA	Essential, internal service	By shared service agreement with another council(s)	\$ 12,658		0	Nil	n/a	n/a	n/a	n/a	No			
Solid waste	WasteNet admin GDC		WasteNet WMMP, LGA, WMA	Essential, internal service	By shared service agreement with another council(s)	\$ 5,389		0	Nil	n/a	n/a	n/a	n/a	No			
Solid Waste Services Delivered Outside WasteNet																	
Solid waste	Stewart Is. collections SDC		WasteNet WMMP, LGA, WMA	Essential, customer-facing service	By own council and out-sourced	\$ 96,000		0	Nil	Contract 12/54 Recycling and refuse collection for Stewart Island Rakiura	Stewart Island Electricity Supply Authority	\$ 480,000	30/06/2017	No		Weekly kerbside collection of refuse bags, recycling and food scraps	
Solid waste	Stewart Is. RTS SDC		WasteNet WMMP, LGA, WMA	Essential, customer-facing service	By own council and out-sourced	\$ 191,670		0	Nil	Contract 12/55 Operation of Stewart Island/Rakiura Resource Recovery Centre	Stewart Island Electricity Supply Authority	\$ 958,350	30/06/2017	No		Operation of Rakiuru RTS and transport to refuse and recycling mainland	
<b>TOTALS - WasteNet</b>						<b>\$ 10,084,466</b>		<b>2.5</b>									

Total ICC	\$ 5,468,230
Total SDC	\$ 2,948,845
Total GDC	\$ 1,667,391
Total Bond Contractors	\$ 5,615,410
Total AB Lime	\$ 2,730,647
Total Southland disAbility	\$ 1,304,365
Total Contracts	\$ 9,650,422
Total Other	\$ 434,044

# Service Delivery Options Review

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Service group:	Solid Waste	Potential benefits of the option:	
Service sub-group:	N/A	5	High level of benefit
Description of service:	Out-sourced works: refuse and recycling collections; transfer station operations; recyclables processing; refuse disposal. In-house services: education and enforcement; management of key projects (egWMMP); WasteNet administration.	3	Medium level of benefit
Present delivery method (status quo):	Shared service between Invercargill City Council, Southland District Council and Gore District Council.	1	Low level of benefit

Service delivery options	Status Quo (shared service)	Alternative Service Delivery Options								
		Enhanced Status Quo	By own council and in-house	By own council and out-sourced	By extended shared service agreement with other councils	By CCO/CCTO owned by an individual council	By CCO/CCTO owned jointly by the WasteNet councils	By partnership between council & other parties, eg private, community	By a party other than council, eg private sector	Other option
Description of option:	See above	Enhancements might include extending the shared service to other service groups.	This option would involve disbanding WasteNet and each council gearing up to provide their own waste services using their own staff, plant and equipment.	This option would involve disbanding WasteNet and each Council procuring their own contracts for waste services in their district.	This option would involve extending WasteNet to other councils such as Central Otago, Clutha, Queenstown Lakes, Waitaki or Dunedin.	This option would involve disbanding WasteNet and each council individually establishing a CCO for waste services.	For this option a scenario was assessed in which the WasteNet councils formed a waste CCO/CCTO, with all waste assets (eg transfer stations) owned by the CCO/CCTO and revenue derived from transfer station charges and the landfill administration fee.	For this option we have assessed the WasteNet councils forming a partnership with the waste industry for ownership of waste facilities and delivery of waste services.	This option would involve the WasteNet councils exiting the waste services market, leaving waste service delivery to the private sector. Revenue from the landfill administration fee and transfer station charges would cease.	No other options were considered for this options review.
Qualitative assessment:		Enhancements were discussed at the workshop with the waste managers but no significant enhancements were identified.	The costs and risks associated with this option would be significant for the councils. The specialised nature of the resources required and the associated cost would be difficult to justify for the three WasteNet councils.			This is not considered a realistic option because it would incur all the costs associated with establishing a CCO without the benefits of economies of scale and pooling of expertise derived from a regional approach.		This option is more commonly considered for the development of new facilities. There are no new WasteNet facilities proposed. This option may be suitable for specific facilities owned by the WasteNet councils but not for WasteNet overall.		No other options were considered for this options review.
Quantitative assessment required? (Yes / No)	Yes	No	No	Yes	Yes	No	Yes	No	Yes	No
Financial benefits:	5			1	5		3		1	
Annual expenditure	\$10,084,466			\$12,177,076	\$10,084,466		\$10,234,466		\$13,889,175	
Cost savings	0%			-21%	0%		-1.5%		-38%	
Non-financial benefits:	4.43			2.71	4.14		4.14		3.29	
Improve technical or management expertise	5			1	5		5		5	
Economies of scale	5			1	5		5		3	
Achieve consistency with industry benchmarks	5			1	5		5		3	
Increase focus on commercial drivers	3			3	3		5		5	
Waste stream control to drive diversion	5			5	5		3		1	
Simplicity of governance arrangements	3			5	1		1		5	
Ability to obtain funding from revenue	5			3	5		5		1	
Total score (financial plus non-financial benefits, out of 10):	9.4			3.7	9.1		7.1		4.3	
Ranking:	1			5	2		3		4	
Quantitative assessment comments:	The status quo offers the benefits of pooled resources and economies of scale and is delivering a cost-effective service for the Southland Region.			This is the least preferred option assessed because it decentralises technical expertise and introduces duplication of effort associated with procurement, contract management, waste education and enforcement.	For the WasteNet councils this option offers the same benefits as the status quo but introduces some governance complexity with more councils to be coordinated. The other councils that entered the shared service would benefit from inclusion.		A CCO/CCTO offers the benefits of pooled resources and economies of scale. A CCO/CCTO is more independent from council allowing it to increase its focus on commercial drivers, however this independence also reduces the ability of the councils to drive diversion through waste stream control. Additional resources are required to implement and manage the complex governance arrangements for a CCO/CCTO.		Opting out of delivering waste services would significantly impact the councils' ability to drive waste diversion in Southland and eliminate funding sourced from the landfill administration fee and transfer station fees. Service delivery may be less efficient (particularly in the short term) with waste companies competing for customers.	

# Financial benefits assessment

Level of benefit	Low level of benefit	Medium level of benefit	High level of benefit
Score	1	3	5
Financial benefit assessment criteria	>10% cost increase from existing	0-10% cost increase from existing	Existing shared service

Financial benefits:	
Total WasteNet costs	\$10,084,466
Bundled procurement savings	10-15% Of total value of bundled contracts. Based on our experience from similar bundled procurements.
Modelled % savings	12%
Total WasteNet contract costs	\$9,650,422
Procurement savings	\$1,158,051
Contract management, and education and enforcement administrative savings	30-50% Of communications, enforcement and WasteNet admin costs. Difficult to assess but likely to be in this range
Modelled % savings	40%
Total comms, enforce, admin	\$434,044
Savings	\$173,617
CCO/CCTO/Partnership governance costs	\$150k-\$500k Additional costs associated with establishment and reporting to board of directors that then report to three shareholder councils. Costs vary depending on the chosen governance structure but are in this order of magnitude.
Modelled governance costs	\$150,000
Percentage additional costs	1.5%
Revenue derived from landfill admin	\$3,804,709
% admin loss due to individual negotiation	20.0%
Net revenue loss	\$760,942
Extended shared service savings	0% Due to the geographic spread of the Southland region and size of the existing contracts further savings are not anticipated for WasteNet councils from an extended shared service

Service delivery options	Status Quo (shared service)	Alternative Service Delivery Options								
		Enhanced Status Quo	By own council and in-house	By own council and out-sourced	By extended shared service agreement with other councils	By CCO/CCTO owned by an individual council	By CCO/CCTO owned jointly by the WasteNet councils	By partnership between council & other parties, eg private, community	By a party other than council, eg private sector	Other option
Current WasteNet costs	\$10,084,466			\$10,084,466	\$10,084,466		\$10,084,466		\$10,084,466	
Lost procurement savings				\$1,158,051	n/a		n/a		n/a	
Lost admin savings				\$173,617	n/a		n/a		n/a	
Additional governance costs				n/a	n/a		\$150,000		n/a	
Lost revenue costs				\$760,942	n/a		n/a		\$3,804,709	
<b>WasteNet costs for alternative delivery</b>	<b>\$10,084,466</b>			<b>\$12,177,076</b>	<b>\$10,084,466</b>		<b>\$10,234,466</b>		<b>\$13,889,175</b>	
Percentage change	0.0%			-20.8%	0.0%		-1.5%		-37.7%	
<b>Financial benefit score</b>	<b>5</b>			<b>1</b>	<b>5</b>		<b>3</b>		<b>5</b>	



# Non-financial Benefits Assessment Criteria

The following assessment criteria have been applied when scoring and ranking the options in the Service Delivery Options Review template.

Level of benefit	Low level of benefit	Medium level of benefit	High level of benefit
Score	1	3	5
<b>Non-financial benefit assessment criteria:</b>			
<b>Improve technical or management expertise</b>	Options in which individual councils deliver services themselves often have resources spread across multiple functions, limiting their specialist capabilities.	Some improvements in technical and management expertise where elements of the service are shared.	Shared services and CCO/CCTOs jointly owned by several councils benefit from the ability to hire specialist technical and management resources due to the increased scale of the operation. These specialists know how to deliver these services effectively and drive efficiency savings.
<b>Economies of scale</b>	Individual councils delivering the same services duplicate some activities, eg procurement and contract management. A lack of consistency in the services delivered in different districts limits the ability of the councils to derive savings from economies of scale.	The option of council opting out of waste services would initially lead to private waste collectors competing for customers and duplicating effort. Over time some efficiencies will be derived by the major operators as they benefit from the larger scale of their operations.	Bundled procurement, combined contract management and coordination of other activities (eg enforcement, communications) deliver more efficient, consistent services to communities.
<b>Achieve consistency with industry benchmarks</b>	Individual councils delivering services on their own are unable to harness the economies of scale that drive waste minimisation and therefore can have difficulty meeting industry benchmarks.	The private sector is traditionally able to deliver services more cost-effectively than the public sector, however competition between providers can introduce some inefficiencies as they compete for customers. On balance, the option of council opting out of waste services is assessed to deliver a medium level of benefit.	The economies of scale from shared services and CCOs/CCTOs with shared ownership derive cost savings that allow councils to meet industry benchmarks for service delivery. Industry benchmarks for waste minimisation are also more achievable with these arrangements due to the economies of scale (tonnage throughput) that allow more sophisticated waste facilities, such as MRFs, to be built.
<b>Increase focus on commercial drivers</b>	Arrangements with no cost recovery from fees and charges have limited commercial focus.	The current arrangements where income is derived from transfer station revenue and the landfill administration fee provide some commercial focus. This focus exists for services provided by individual councils or through shared services.	Options that partner with the private waste sector or leave service delivery to the private sector will increase the focus on commercial drivers. CCTOs are often mandated to increase cost recovery from fees and charges which increases their commercial focus.
<b>Waste stream control to drive diversion</b>	Opting out of waste service provision reduces the ability of the councils to drive waste diversion.	The ability to drive waste diversion (and other council policy decisions) is reduced when services are provided by CCOs/CCTOs and when partnering with industry, because decision making is "at arms length" from council.	Options that retain control of waste and recycling services, including controlling the regional landfill disposal rates, have the highest level of control of the waste stream.
<b>Simplicity of governance arrangements</b>	CCOs/CCTOs have more complex governance arrangements, particularly with multiple council ownership, due to the need for a board of directors, joint committee and the associated reporting. The introduction of a private company adds additional complexity. Extending the shared service to additional councils would increase the complexity of governance arrangements.	The current shared service between three councils introduces some complexity in governance due to the need for a joint committee and reporting back to individual councils, but other arrangements are more complex.	Services delivered by individual councils have the simplest governance arrangements. Options that involve councils exiting the service provision have limited governance requirements (eg may only have a waste bylaw).
<b>Ability to obtain funding from revenue</b>	Opting out of waste services eliminates funding from fees and charges.	Service delivery by individual councils would still derive revenue from transfer station operations but the individual councils are likely to have less bargaining power with the regional landfill operator (AB Lime) reducing potential revenue from this source.	Arrangements that retain control of transfer stations and charge gate fees or derive revenue from landfill disposal have the highest revenue.



**TO: WASTE ADVISORY GROUP**  
**FROM: WASTENET SOUTHLAND REPRESENTATIVE**  
**MEETING DATE: THURSDAY 23 MARCH 2017**

## **SOLID WASTE BYLAW**

**Report Prepared by:** Ms Donna Peterson, Senior Waste Officer  
Invercargill City Council

### **SUMMARY**

The Invercargill City Council, Gore District Council Southland District Council have independent Solid Waste Bylaws. These bylaws are required to be reviewed before 2018 as per the Local Government Act 2002.

The Southland Waste Management and Minimisation Plan 2012-2018 made provision of the development of a joint solid waste bylaw under Action 5.5. The aim of this bylaw is to provide a consistent approach to solid waste services in the region.

Back in 2014 the Waste Advisory Group agreed on a work-programme to create and adopt a joint solid waste bylaw, however this project was put on hold as resources were reallocated to the higher priority project – high percentage of contamination in the kerbside recycling stream and its impact on the health and safety of Southland disAbility Enterprises' team.

The Waste Management Group is proposing a 9-month work programme to adopt a joint Solid Waste Bylaw. If the proposal is acceptable, it will mean the WasteNet Councils will be able to ratify their Solid Waste Bylaws in time to meet the legislative requirements.

### **RECOMMENDATIONS**

**That the Waste Advisory Group agrees on the process for adopting the Solid Waste Bylaw.**

### **BACKGROUND**

Bylaws are rules made by Councils that affect the way people live, work and play in their community. City and District Councils can pass bylaws to protect people from nuisance, to protect and maintain public health and for specific purposes such as waste control or protection of Council infrastructure.

The Invercargill City Council, Gore District Council and Southland District Council already have their own Solid Waste bylaws enacted. However these bylaws do not take into account the new kerbside recycling and rubbish collection service.

Action 5.5 of the Southland Waste Management and Minimisation Plan 2012-2018 notes that a joint solid waste bylaw will be developed to provide a consistent approach to solid waste services in the region.

The Committee was presented with a report in March 2014 which detailed the process for revoking and adopting a new Solid Waste Bylaw. The Committee resolved to accept the proposed work programme for adopting the Solid Waste Bylaw. However the Bylaw project

was placed on hold when resourcing was reallocated to resolving the high contamination in the Council kerbside recycling stream.

**SOLID WASTE BYLAW**

The Local Government Act 2002 requires Councils to review their Bylaws every 10-years or it will be revoked.

The Invercargill City Council, Gore District Council and Southland District Council Solid Waste Bylaw needs to be reviewed before 2018.

The Waste Management Group is proposing a 9-month programme to adopt a joint Solid Waste Bylaw. The work-programme outlined in the 2014 report is still appropriate. The table below details the proposed project stages and associated milestones.

Timeline	Stage	Milestones	Who
April	<b>Stage One</b>	Draft Solid Waste Bylaw	WasteNet Officers Waste Management Group
Late April		Workshop	Waste Advisory Group Open to all Councillors
May		Draft Bylaw version 2	WasteNet Officers Waste Management Group
		Legal review	Legal Advisor
June		Draft Bylaw version 3	Waste Advisory Group
July	<b>Stage Two</b>	Public consultation approved	Gore District Council Invercargill City Council Southland District Council
August		Submissions	WasteNet Officers
September		Hearing	Waste Advisory Group Open to all Councillors
October		Decision	Waste Advisory Group
November-December		Adoption of Bylaw	Gore District Council Invercargill City Council Southland District Council

**FINANCIAL IMPLICATIONS**

There are financial implications to this project, i.e. legal consultant, special consultative procedure. These costs were budgeted for in the 2016-2017 WasteNet Action Plan and the proposed 2017-2018 WasteNet Action Plan.



**TO: WASTE ADVISORY GROUP**  
**FROM: WASTENET SOUTHLAND REPRESENTATIVE**  
**MEETING DATE: THURSDAY 23 MARCH 2017**

**DRAFT WASTENET ACTION PLAN 2017-2018**

**Report Prepared by:** Mr Malcolm Loan, Invercargill City Council

**SUMMARY**

The WasteNet Southland Action Plan 2016-2017 has been drafted to set out the 12-month work programme for implementing the Southland Waste Management and Minimisation Plan 2012-2018. The purpose of this report is to present the draft Action Plan to the Committee for comment and approval to release for public consultation.

**RECOMMENDATIONS**

**That the Waste Advisory Group approve the Draft WasteNet Action Plan 2017-2018 for public consultation**

**AND**

**That the public consultation commences on Monday 27 March 2017 to Wednesday 3 May 2017**

**AND**

**That the Waste Advisory Group be the hearings panel for the submissions received.**

**BACKGROUND**

WasteNet Southland is a shared service between the Gore District Council, Invercargill City Council and Southland District Council and is the committee that co-ordinates waste management and minimisation for the region, including one waste plan, one landfill contract, and one regional service contract.

Each year a forward thinking 12-month work programme is drafted. The resulting "Action Plan" is released to the public for comment prior to final approval by the Committee.

**DRAFT WASTENET ACTION PLAN 2017-2018**

The current Action Plan 2016-2017 concludes on 30 June 2017. The proposed draft work plan is for the 12-month period commencing 1 July 2017 (*please refer to Appendix A*).

This draft work programme sets out the methods in which WasteNet will implement the Southland Waste Management and Minimisation Plan 2012-2018, inclusive of a proposed budget.

The draft programme builds on the existing work and will continue with the theme of “making waste visible”. To achieve this, it is proposed to hold four seasonal campaigns focusing on recycling: Waste Awareness; Food waste prevention and Community clean ups. The campaigns will be run in collaboration with community partners in an effort to cost share and be innovative.

The draft programme also proposes to review our Waste Plan as per the Waste Minimisation Act 2008.

## **PUBLIC CONSULTATION**

WasteNet Southland is a joint committee of the WasteNet Councils’ and its work programme is documented in the WasteNet Councils’ respective Annual Plan/Long Term Plan.

To be able to inform the respective WasteNet Councils Long Term Plan processes, WasteNet needs to confirm its work programme. It is proposed that WasteNet regionally consult on their 2017-2018 work programmes in April, to allow amendments to be made prior to the WasteNet Councils’ respective draft Long Term Plans.

**\*\*\*\*\***



**WasteNet Southland**  
**ACTION PLAN**  
2017-2018

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## Foreward

*Southland's vision: the effective and efficient stewardship of waste as a resource with a residual value, to protect our health and environment.*

This is WasteNet Southland's 6th Action Plan under the Southland Waste Management and Minimisation Plan 2012-2018 (the Waste Plan).



Over the last five years we have built a solid foundation for effective waste management and minimisation in Southland with the kerbside recycling and rubbish collection policy fully embedded as an operational norm, waste volumes to landfill are remaining steady, and transfer station services are operating smoothly.

This year we plan to continue our work on "making waste visible". To achieve this we are looking at running four campaigns focusing on Recycling; Waste Awareness; Food waste prevention and Community clean ups.

Our communities will see more from the WasteNet Team as we actively seek partnerships with community groups and schools, individuals and businesses.

We will be focussing on the 20 established projects, and review our Waste Plan as per the Waste Minimisation Act 2008.

The proposed work programme will be challenging, as it will require support from all members of our community. The hard work we do this year will continue to keep us on track to reach our target of 650kg of waste to landfill per capita by 1 July 2018.



Malcolm Loan  
WasteNet Southland Representative

## Who is WasteNet Southland?

WasteNet Southland is a joint committee of the Gore District Council, Invercargill City Council and Southland District Council. Its mission is to provide the shared service for the coordinated delivery of waste management and minimisation for the WasteNet Councils.

WasteNet was originally established as a joint working group between the three local authorities during the procurement of the regional landfill in 2000. While this was the main focus of the working group, the group continued its collaborative approach and went on to adopt the joint Southland Waste Management Plan 2004, and several regional projects including waste education, marketing and implementation of the waste plan.

Ten years later, the WasteNet Councils strengthened their commitment to the shared waste management and minimisation services by changing its status from a 'working group' to a 'joint committee' under the Local Government Act 2002 effective 1 July 2012. The Joint Committee's founding document is the "WasteNet Southland Joint Waste Management Agreement" (the Agreement).

The Agreement (**Appendix A**) sets out the arrangements between the WasteNet Councils (being the Invercargill City Council, Gore District Council and Southland District Council) as to their joint participation and obligations in the Regional Landfill Contract, Recyclables Acceptance Contract and, Collection and Transfer Station Contract, and establishes the joint venture known as WasteNet Southland that is managed by a joint committee of elected members under section 6(2) of the Local Government Act 2002 known as the Waste Advisory Group.

### ***Our Mission***

To provide the co-ordinated delivery of solid waste services within Southland to achieve the region's vision – waste is a resource.

## Our Values

To support our Mission, WasteNet Southland has developed a global set of values to define how we behave individually and collectively as a joint committee.

Open, transparent and accountable	Take responsibility for our actions and be open and honest about our decision making.
Integrity	Built on principles of mutual trust, respect, fairness and honesty.
Diversity	Acknowledge the diversity of the communities within Southland and strive to meet the needs of each community. Ensure consistency of service whilst recognising differences amongst communities.
A passion for waste management, minimisation and resource efficiency	Acknowledge the concepts and practices of resource stewardship and sustainability.

## How we work

These are principles by which we work to achieve our outcomes:

- **Global citizenship** – our responsibility to protect the environment extends beyond Southland and New Zealand borders.
- **Kaitiakitanga/Stewardship** – All Southlanders are responsible for looking after the environment, and for the impact of products and waste they make, use and discard.
- **Extended producer responsibility** – Producers have a degree of responsibility for their products throughout the product's life-cycle, from production through to final disposal.
- **Full-cost pricing** – The environmental effects of production, distribution, consumption and disposal of goods and services should be consistently costed and charged as closely as possible to the point they occur.
- **Life-cycle principle** – Products and substances should be designed, produced and managed so all environmental effects are accounted for and minimised during generation, use, recovery and disposal.
- **Precaution principle** – Where there is a threat of serious or irreversible damage, lack of full scientific certainty should not be a reason for postponing cost-effective measures to prevent environmental degradation or potential health effects.

## ***Our Objectives***

WasteNet Southland has the following objectives to achieve its mission:

### Short Term (1-3 years)

- To educate and support the community in relation to waste minimisation and resource efficiency
- To provide waste minimisation support and education to Southland schools
- To administer the regional contracts and project manage activities in collaboration with applicable WasteNet Councils

### Long Term (3-10 years)

- Track the implementation progress of the Southland Waste Management and Minimisation Plan 2012-2018 by the WasteNet Councils and contribute towards Waste Minimisation Act 2008 reporting requirements
- Ensure that waste management activities in the region are coordinated and integrated where practicable
- Promote effective and efficient waste minimisation and management in its territory in accordance with the principles outlined in the New Zealand Waste Strategy

## ***Our Functions***

WasteNet Southland functions include:

- (a) Identify waste management and minimisation opportunities for the region
- (b) Provide advice and guidance to organisations as they develop and implement waste management and minimisation initiatives
- (c) Facilitate as far as possible the local reuse, recovery, recycling and composting where appropriate and reduction in use of materials
- (d) Carry out data gathering and reporting responsibilities of the WasteNet Councils
- (e) To contract manage WasteNet Regional Contracts with support from the applicable WasteNet Councils
- (f) To project manage regional activities with support from applicable WasteNet Councils

## **Governance Body**

The Waste Advisory Group (WAG) is the governing body which forms WasteNet Southland. Committee members are appointed every three years following local authority elections. The last appointment was held in October 2013.

The WAG consists of two elected members from each of the WasteNet Councils' and its role is to govern WasteNet activities, such as making decisions on priorities, policies and spending. Further information on the powers and responsibilities of the WAG are noted in the Agreement (refer to ***Appendix A***).

The WAG meet a minimum of four times per year or as required.

## Waste Advisory Group Members



Councillor Cliff Bolger  
Gore District Council



Councillor Nicky Davis  
Gore District Council



Councillor Paul Duffy  
Southland District Council



Councillor Neil Paterson  
Southland District Council



Councillor Ian Pottinger  
Invercargill City Council



Councillor Lindsay Thomas  
Invercargill City Council

## ***Management Structure***

The Waste Management Group (WMG) is made up of senior staff members from the respective WasteNet Councils. Their roles and responsibilities are documented in the Agreement (refer to **Appendix A**).

The WasteNet Representative is appointed from within the WMG. Their duties are to manage the Regional Solid Waste Contracts and daily administration of the other activities. Malcolm Loan of Invercargill City Council was appointed the WasteNet Representative in December 2011.

### **Waste Management Group Members**



Ian Evans  
Southland District Council  
*Water and Waste Manager*



Malcolm Loan  
Invercargill City Council  
*WasteNet Representative  
Drainage and Solid Waste  
Manager*



Paul Withers  
Gore District Council  
*District Assets General  
Manager*

## ***Operational Staff***

Invercargill City Council is contracted to provide the deliverables on behalf of WasteNet.

## ***Performance Reporting***

Each year an Action Plan is adopted. This plan describes all projects and activities to be undertaken during the next financial year. At the end of the financial year an Action Report is adopted. The report denotes the projects and activities undertaken in the prior 12 month period. The WMG present a Quarterly Activity Report to the WAG.

## Actions 2017-2018

This section outlines all of the actions of WasteNet and includes information on how we plan, manage and deliver activities. This section is divided into four 'groups of activities':

1. Education
2. Community
3. Regulatory
4. Administration and Contract Management

Within each programme is an action. Each action is linked to the WMMP or is a function of operating WasteNet. A full copy of the WMMP is available for viewing on [www.wastenet.org.nz](http://www.wastenet.org.nz) or by contacting your local Council.

Key performance indicators have been assigned to each action.

### ***Education Programme***

Action	Key Performance Indicators
Kerbside Service	<ul style="list-style-type: none"> <li>- Decrease in weight of contamination in the yellow recycling bins from 2015/2016 baseline.</li> <li>- Increase in the percentage of customers contacted who feel confident when sorting their waste from 2015/2016 baseline.</li> <li>- Increase in the average number of visitors to the <a href="http://www.wastenet.org.nz">wastenet.org.nz</a> website from 2015/2016 baseline.</li> <li>- Decrease in the percentage of First, Second and Third strikes issued from 2015/2016 baseline.</li> </ul>
School	<ul style="list-style-type: none"> <li>- Increase in the number of students that received waste education from 2015/2016 baseline.</li> <li>- Increase in the number of schools that have set up and maintain a school recycling system from 2015/2016 baseline.</li> <li>- Increase in the percentage of students that have a raised waste awareness from 2015/2016 baseline.</li> </ul>
Waste Guide and Exchange	<ul style="list-style-type: none"> <li>- Increase in the average number of visitors to the <a href="http://www.orangepages.org.nz">orangepages.org.nz</a> from 2015/2016 baseline.</li> <li>- Increase in the number of enquiries from 2015/2016 baseline.</li> </ul>

Action	Key Performance Indicators
Food Waste	<ul style="list-style-type: none"> <li>- Increase in the number of participants attending events/workshops from 2015/2016 baseline.</li> <li>- Increase in the percentage of customers satisfied with information provided by WasteNet from 2015/2016 baseline.</li> </ul>
Garden Waste	<ul style="list-style-type: none"> <li>- Increase in the number of participants attending events/workshops from 2015/2016 baseline.</li> <li>- Increase in the percentage of customers satisfied with information provided by WasteNet from 2015/2016 baseline.</li> </ul>
Advocate to Central Government	<ul style="list-style-type: none"> <li>- Ministry for the Environment personnel attend a Waste Advisory Group meeting.</li> </ul>

### ***Community Programme***

Activity	Key Performance Indicators
Public Place and Event Recycling	<ul style="list-style-type: none"> <li>- Increase in the number of enquiries for assistance from 2015/2016 baseline.</li> <li>- Increase in number of public events that provided recycling services from 2015/2016 baseline.</li> <li>- Increase in the weight of materials recovered from public events from 2015/2016 baseline.</li> </ul>
e-Waste Solution	<ul style="list-style-type: none"> <li>- Increase in the weight of electrical waste recycled from 2015/2016 baseline.</li> </ul>
Management of Littering/Fly Dumping	<ul style="list-style-type: none"> <li>- Increase in the number of community clean ups held from 2015/2016 baseline.</li> <li>- Record the weight of landfill-rubbish collected from littering and community clean ups.</li> </ul>
Waste Minimisation Fund Forum	<ul style="list-style-type: none"> <li>- Number of participants at the Forum.</li> </ul>



Activity	Key Performance Indicators
Southland Waste Exchange	<ul style="list-style-type: none"> <li>- Increase in the number of enquiries to orangepages.co.nz from 2015/2016 baseline.</li> <li>- Increase in the number of exchanges from 2015/2016 baseline.</li> </ul>
Waste Free Living Workshops	<ul style="list-style-type: none"> <li>- Increase in the number of participants attending events/workshops from 2015/2016 baseline.</li> <li>- Increase in the percentage of customers satisfied with information provided by WasteNet from 2015/2016 baseline.</li> </ul>
Research Project: Management of Organic Waste in Southland	<ul style="list-style-type: none"> <li>- Report is completed.</li> </ul>

### ***Regulatory Programme***

Activity	Key Performance Indicators
Waste Assessment Report	<ul style="list-style-type: none"> <li>- Report is completed.</li> </ul>
Internal Waste Management and Minimisation Policy	<ul style="list-style-type: none"> <li>- Number of “green” team meetings held.</li> <li>- Weight of materials recovered from Council facilities.</li> </ul>
Upgrading Transfer Stations to Resource Parks	<ul style="list-style-type: none"> <li>- Percentage of facilities that have transitioned to Resource Parks.</li> </ul>
Hazardous Waste Management	<ul style="list-style-type: none"> <li>- Weight and/or volume of hazardous waste appropriately disposed of.</li> </ul>

## **Administration and Contract Management Programme**

Activity	Key Performance Indicators
Southland Regional Landfill	<ul style="list-style-type: none"> <li>- Steady trend in weight of rubbish disposed of to landfill.</li> </ul>
Recyclables Acceptance	<ul style="list-style-type: none"> <li>- Increase in weight of materials recycled from 2015/2016 baseline.</li> <li>- Decrease in the weight of contamination in the recycling from 2015/2016 baseline.</li> </ul>
Collection and Transfer Station Services	<ul style="list-style-type: none"> <li>- Steady trend in weight of rubbish in the Council red rubbish bins.</li> <li>- Steady trend in number of customers who used the Transfer Stations.</li> <li>- Increase in percentage of customers satisfied with the Transfer Stations service.</li> </ul>
Extension of Kerbside Recycling and Rubbish Collection Area	<ul style="list-style-type: none"> <li>- Increase in number of premises receiving the kerbside recycling and rubbish collection service.</li> <li>- Increase in percentage of customers satisfied with the kerbside recycling and rubbish collection service.</li> </ul>

## Financials

WasteNet Southland's revenue is generated from a Landfill Disposal Administration Fee charged on every tonne of waste disposal to the Southland Regional Landfill. The following table shows the Forecast Financial Performance for WasteNet Southland.

<b>Statement of Forecast Financial Performance</b>						
	2017-2018 Estimated (000)	2018-2019 Projected (000)	2019-2020 Projected (000)	2020-2021 Projected (000)	2021-2022 Projected (000)	2022-2023 Projected (000)
<b>INCOME</b>						
Contracts	11,522	11,868	12,224	13,600	14,008	14,428
<b>Income Total</b>	<b>11,522</b>	<b>11,868</b>	<b>12,224</b>	<b>13,600</b>	<b>14,008</b>	<b>14,428</b>
<b>EXPENDITURE</b>						
Contracts	10,911	11,238	11,575	13,100	13,493	13,898
Admin Contract Mgt	100	25	25	25	25	25
Education	200	200	200	200	200	200
Community	150	150	150	150	150	150
Regulatory	45	65	45	45	45	45
<b>Expenditure Total</b>	<b>11,406</b>	<b>11,678</b>	<b>11,995</b>	<b>13,520</b>	<b>13,913</b>	<b>14,318</b>
<b>(Surplus) Deficit</b>	<b>(116)</b>	<b>(189)</b>	<b>(228)</b>	<b>(80)</b>	<b>(95)</b>	<b>(110)</b>
<b>RESERVES</b>						
	116	305	534	614	709	819

# **Appendix A**

WasteNet Southland Joint Waste Management Agreement



WASTENET SOUTHLAND JOINT WASTE MANAGEMENT  
AGREEMENT

Invercargill City Council  
Gore District Council  
Southland District Council

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## PARTIES

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INVERCARGILL CITY COUNCIL (**ICC**)

GORE DISTRICT COUNCIL (**GDC**)

SOUTHLAND DISTRICT COUNCIL (**SDC**)

(together the **WasteNet Councils**)

## BACKGROUND

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- A. The WasteNet Councils have together constituted a joint service for the achieving of their waste management and waste minimisation objectives on a Southland Regional basis known as WasteNet Southland.
- B. WasteNet Southland has as its primary focus the implementation of the WasteNet Southland Business Plan.
- C. The WasteNet Councils have also agreed that WasteNet Southland should operate as a shared business unit providing shared waste management and minimisation services to each of the WasteNet Councils.
- D. The WasteNet Councils have together entered into an Agreement for Waste Disposal Services for the Southland Region with AB Lime Limited dated 10 July 2003 under which AB Lime as a private landfill operator agreed to provide waste disposal services to each of the WasteNet Councils (**Regional Landfill Contract**).
- E. The WasteNet Councils have together entered into a Joint Waste Disposal Agreement dated 11 July 2003 (**JWD Agreement**) setting out the arrangements between the WasteNet Councils as to their joint participation in the Regional Landfill Contract including arrangements as to:
- management of the Regional Landfill Contract and the Landfill Monitoring Group;
  - the WasteNet Councils commitment to the Regional Landfill Contract;
  - addition of further participants and the exit of individual WasteNet Councils from the Regional Landfill Contract;
  - recovery of prior expenditure and sunk cost in relation to the Regional Landfill Contract;
  - arrangements as to the Advisory Group;
  - the role of ICC as WasteNet principal;
  - provision of an opportunity for collaboration between the WasteNet Councils on waste management and minimisation initiatives.
- F. The WasteNet Councils have together entered into a Recyclables Acceptance Contract with Southland disAbility Enterprises Incorporated (**MRF Operator**) for the provision of Recyclables Acceptance Services dated 29 September 2011. Initially the Recyclables Acceptance Contract provides for the provision of Recyclables Acceptance Services for ICC with both SDC and GDC having Recyclables Acceptance Services opt in rights.
- G. ICC and SDC have entered into a Collection and Transfer Station Contract dated 21 December 2010 (**Collection and Transfer Station Contract**) for the provision of collection of kerbside recyclables and residual waste and operation of Transfer Stations and Recycle drop-off Centres services (**Collection and Transfer Station**



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**Services).** At the date of entry into that contact GDC indicated it may participate in the contract in the future.

- H. GDC has elected to opt into the Collection and Transfer Station Contract.
- I. SDC and GDC have elected to opt into the Recyclables Acceptance Contract.
- J. The WasteNet Councils have agreed that on the entry into this Agreement the ongoing arrangements as above and the other matters covered in this Agreement shall be in effect and the JWD Agreement shall be at an end.

## AGREEMENT

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In consideration of the mutual benefits and covenants set out in this Agreement the WasteNet Councils agree as follows.

### 1. JWD AGREEMENT AND THIS AGREEMENT

#### JWD Agreement to cease

- 1.1 The WasteNet Councils agree that the JWD Agreement shall terminate and be of no further effect on 2 May 2011 (**Effective Date**) but without prejudice to the obligations, rights and entitlements accruing under the JWD Agreement prior to its termination.

#### Application of this Agreement

- 1.2 As from the Effective Date the ongoing arrangements between the WasteNet Councils as to WasteNet Southland, the Waste Advisory Group, the Waste Management Group, the Regional Landfill Agreement, the Recyclables Acceptance Contract and the Collection and Transfer Stations Contract shall be as set out in this Agreement.

#### Term of this Agreement

- 1.3 This Agreement commences on the Effective Date and shall continue until such date as only one party shall remain as a member of WasteNet or otherwise such date as the WasteNet Councils shall decide.

### 2. WASTENET COUNCILS COLLABORATION

#### Collaboration

- 2.4 The WasteNet Councils each acknowledge the requirement that local authorities should collaborate and co-operate with other local authorities and bodies to promote or achieve priorities and desired outcomes and make efficient use of resources under section 14 of the LGA 2002.
- 2.5 The WasteNet Councils also each acknowledge that such cooperation will enhance each party's ability to develop and implement waste management and minimisation strategies and to meet present and future needs in relation to current and projected statutory responsibilities as to waste management and minimisation under Part 4 of the Waste Minimisation Act 2008.
- 2.6 The WasteNet Councils acknowledge within the terms of this Agreement they are operating cooperatively as participants in a joint venture and that the joint venture is managed by a joint committee of elected members of the WasteNet Councils for the purposes of section 6(2) of the LGA 2002 known as the Waste Advisory Group (**WAG**).

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2.7 The joint venture is the joint procurement of waste management and disposal services for the Southland Region including waste management and minimisation initiatives. The joint venture includes the continuing of WasteNet Southland and the implementation of the WasteNet Southland Business Plan and such other matters as the WasteNet Councils agree shall be included in the WasteNet Southland remit.

### 3. INCLUSION OF FURTHER COUNCILS IN WASTENET

3.8 The parties acknowledge that it may be advantageous both in terms of optimising the benefits and costs under the Services Contracts and in the efficient planning and management of waste in the wider southern South Island to include further Councils in the Service Contracts and as members of WasteNet Southland.

3.9 The inclusion of any further council into any Service Contract and/or into WasteNet Southland shall be on such terms and conditions as shall be agreed with such further party and shall require the approval of each WasteNet Council.

### 4. WASTE ADVISORY GROUP

#### Waste Advisory Group

4.10 The joint committee of the WasteNet Councils known as the Waste Advisory Group (**WAG**) constituted by the WasteNet Councils under the JWD Agreement shall continue.

4.11 As from the Effective Date the WAG shall comprise the Elected Members appointed by each WasteNet Council, being:

4.11.1 Two ICC Elected Members

4.11.2 Two GDC Elected Members

4.11.3 Two SDC Elected Members.

The WAG shall appoint a chairperson and a deputy chairperson. If the WAG members cannot agree the chairperson shall be one of the Elected Members appointed by ICC.

4.12 The functions and responsibilities of the WAG are to:

4.12.1 be the high level decision making committee for the implementation and carrying out of the WasteNet Activities within the delegations from each of the WasteNet Councils;

4.12.2 receive and approve financial monitoring reports as to the accounting between the WasteNet Councils in relation to the WasteNet Activities;

4.12.3 report to each constituent WasteNet Council as to the WasteNet Activities outcomes;

4.12.4 develop policies to ensure the smooth implementation and operation of the WasteNet Activities;

4.12.5 provide a forum for:

(a) the exchange of views and information relevant to the management of waste for each of the WasteNet Council territories;

(b) discussion as to the effectiveness of the Services Contracts including ways in which value can be added to the parties through the Services Contracts and the implementation of the WasteNet Southland Business Plan;

- (c) the identification of opportunities for joint waste management and minimisation initiatives; and
  - (d) identification and resolution of points of tension or difficulties between the WasteNet Councils as to their respective roles under the Services Contracts and this Agreement;
- 4.12.6 receive reports and recommendations from the WMG and approve recommendations as permitted by each separate WasteNet Council's delegations;
- 4.12.7 formulate recommendations in relation to the Services Contracts, waste disposal and minimisation strategies and the implementation of the WasteNet Southland Business Plan for consideration by the Joint Committee and each of the WasteNet Councils as appropriate;
- 4.12.8 make recommendations to the WasteNet Councils in relation to the following:
  - (a) the exit by a WasteNet Council from any or all of the Services Contracts; and
  - (b) the inclusion of other territorial authorities into any of the Services Contracts or into WasteNet Southland;
- 4.12.9 make decisions generally (in accordance with each Council's delegations) in relation to the implementation of the WasteNet Southland Business Plan;
- 4.12.10 make recommendations to the WasteNet Councils and/or decisions (in accordance with each WasteNet Council's delegations) in relation to the Regional Landfill Contract as to the following:
  - (a) the portion of funding of general waste management and waste minimisation costs to be recovered through landfill charges;
  - (b) landfill pricing for Authorised Users; and
  - (c) requests from the Landfill Operator for approval of Major Industrial Users;
- 4.12.11 make recommendations to the WasteNet Councils and/or decisions (in accordance with each WasteNet Council's delegations) in relation to the Recyclables Acceptance Contract as to the following:
  - (a) the exercise of the WasteNet Extension Right pursuant to clause 2.5;
  - (b) the modification of the contract conditions in connection with exercise of the WasteNet Extension Right pursuant to clause 2.5;
  - (c) the allocation of the Contract Price payable under the contract as between the WasteNet Councils;
  - (d) the apportionment of the Revenue Share Payment received by the WasteNet Councils under the contract;
- 4.12.12 make recommendations to the WasteNet Councils and/or decisions (in accordance with each WasteNet Council's delegations) in relation to the Collection and Transfer Stations Contract as to the following:
  - (a) the exercise of the WasteNet Extension Right pursuant to clause 2.3;
  - (b) the modification of the contract conditions in connection with exercise of the WasteNet Extension Right pursuant to clause 2.3;

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4.12.13 exercise such powers or functions as shall be delegated to the WAG by the WasteNet Councils (either together or separately).

4.12.14 carry out such other functions and responsibilities as the WasteNet Councils shall agree shall be functions and responsibilities of the WAG.

**Waste Management Group**

4.13 The WasteNet Councils shall constitute a group of council officers to be known as the Waste Management Group (**WMG**).

4.14 The WMG shall comprise:

4.14.1 one officer appointed by each WasteNet Council (who shall be one of the officers appointed to the WAG); and

4.14.2 the WasteNet Representative(s) under each of the Services Contracts.

4.15 The WMG shall appoint one of their number to be chairperson. If the WMG cannot agree (by a majority) the representative of ICC shall be the chairperson.

4.16 The WasteNet Councils acknowledge the value of maintaining continuity on the WMG. Each WasteNet Council will endeavour to maintain continuity of officer appointment and to ensure such appointments are at sufficient seniority level to allow effective participation and contribution of its appointed officer.

4.17 The functions and responsibilities of the WMG shall be to:

4.17.1 monitor the day to day operation of the Services Contracts.

4.17.2 make routine decisions required of the WasteNet Councils under the Services Contracts, including responses to extraordinary circumstances and contractual default and also (without limiting the foregoing) including:

(a) in relation to the Services Contracts generally:

- (i) consideration of material relationship issues with contractors and the implementation of partnering both generally and in response to specific issues;
- (ii) consideration of reports provided by the contractors;
- (iii) consideration of extraordinary approvals required to be provided by the WasteNet Councils or the WasteNet Representative;
- (iv) consideration of issues arising under any Service Contract that could have a material adverse impact on the WasteNet Councils together or any one of the WasteNet Councils separately or could give rise to liability on the part of any or all WasteNet Councils;
- (v) material variations to the Services Contracts;
- (vi) consideration of issues relating to contractor performance failure and the exercise of step in rights or other remedies under any Service Contract;
- (vii) consideration of material force majeure or other service disruption events or circumstances and appropriate responses;
- (viii) make recommendations to the WAG regarding any changes or amendments to any of the Services Contracts or any other matter relating to any of the Services

- Contracts or WasteNet Southland considered outside normal contract management;
- (ix) make recommendations to WAG as to the inclusion of other territorial authorities into the Services Contracts;
- (b) in relation to the Regional Landfill Contract:
- (i) approval of Authorised Users;
  - (ii) management of billing and credit issues;
  - (iii) management of the special waste permit procedure;
  - (iv) routine and otherwise non-material variations to the Regional Landfill Contract;
  - (v) make recommendations to the WAG as to applications by the Landfill Operator for approval of Major Industrial Users;
  - (vi) make recommendations to the WAG as to the portion of funding of general waste management and waste minimisation costs to be recovered through landfill charges; and
  - (vii) make recommendations to the WAG as to landfill charges to Authorised Users;
- (c) in relation to the Recyclables Acceptance Contract:
- (i) consider issues and make recommendations to the WAG relating to the capital funding of the MRF, the sale of the Kinloch Street property, the contributing of capital to the MRF and reduction of the Contract Price and the Exit Price;
  - (ii) make recommendations to the WAG as to the allocation of the Contract Price payable under the contract as between the WasteNet Councils;
  - (iii) make recommendations to the WAG as to the apportionment of the Revenue Share Payment received by the WasteNet Councils under the contract;
  - (iv) make recommendations to the WAG as to the exercise of the WasteNet Extension Right pursuant to clause 2.5 and the modification of the contract conditions in connection with exercise of the WasteNet Extension Right;
- (d) in relation to the Collection and Transfer Station Services Contract:
- (i) make recommendations to the WAG as to the exercise of the WasteNet Extension Right pursuant to clause 2.3 and the modification of the contract conditions in connection with exercise of the WasteNet Extension Right;
- 4.17.3 prepare and provide to the WAG all reports and advice requested by the WAG or required to be provided to the WAG under this Agreement;
- 4.17.4 formulate recommendations to the WAG as to the strategic direction of the Services Contracts and as to potential modifications to any of the Services Contracts;

- 4.17.5 undertake the periodic and other reviews required under the Services Contracts;
- 4.17.6 consider and formulate recommendations to the WAG as to potential combined waste management and minimisation initiatives and the implementation of the WasteNet Southland Business Plan;
- 4.17.7 receive reports and recommendations from the WasteNet Representative and make decisions on those recommendations that relate to the routine operation of the Services Contracts, subject to the terms of any specific delegations from the WAG;
- 4.17.8 exercise such powers or functions in relation to the implementation of the WasteNet Southland Business Plan as shall be delegated to the WMG by the WAG or by the WasteNet Councils;
- 4.17.9 oversee the provision of support services pursuant to clause 4.25;
- 4.17.10 formulate initiatives in relation to the enforcement and education activities of WasteNet generally and oversee the undertaking of enforcement and education functions in relation to Waste management and minimisation for the Southland Region generally and as required under the Collection and Transfer Stations Contract;
- 4.17.11 make recommendations to WAG as to the inclusion of other territorial authorities into WasteNet Southland;
- 4.17.12 exercise such further powers or functions as shall be delegated to the WMG by the WAG or by the WasteNet Councils; and
- 4.17.13 such other functions and responsibilities as the WasteNet Councils shall agree shall be functions and responsibilities of the WMG.

**WasteNet Representative**

- 4.18 The WasteNet Representative for each Services Contract shall be appointed (and removed and replaced) by the WMG. The WasteNet Representative may be the same or a different person under each Services Contract.
- 4.19 The parties acknowledge that the WasteNet Representative as at the date of this Agreement for each of the Services Contracts shall continue to be Tom Greenwood.
- 4.20 The WasteNet Representative shall carry out the functions of the WasteNet Representative (however described) as set out in each Services Contract.
- 4.21 The costs/fees of the WasteNet Representative shall be a cost to WasteNet Southland. Where the WasteNet Representative is employed by a WasteNet Council, the WasteNet Representative's time shall be charged by the applicable WasteNet Council to WasteNet Southland on a fair and reasonable cost recovery basis.
- 4.22 The WasteNet Representative will operate within delegations established by the WMG and will otherwise seek the instructions of the WMG before exercising any of the WasteNet Representative powers under a Services Contract.
- 4.23 The WasteNet Representative shall promptly notify the WMG members as to:
  - 4.23.1 all formal notifications given by a Services Contract Contractor;
  - 4.23.2 any circumstance which becomes known to the WasteNet Representative which constitutes a material default by either a Services Contract Contractor, a WasteNet Council or all WasteNet Councils under a Services Contract or which with the passage of time may become a material default;

- 4.23.3 any actual or possible disruption to the ability of:
- (a) the Landfill Operator to accept waste under the Regional Landfill Contract;
  - (b) the MRF Operator to accept Recyclables under the Recyclables Acceptance Contract; and/or
  - (c) the collection and/or delivery of Collected Materials and/or the operation of Transfer Stations or Recycle Drop-off Centres under the Kerbside Collection and Transfer Station Operations Contract;
- 4.23.4 any other event or circumstance that could materially impact on the WasteNet Councils or any one of them in relation to any of the Services Contracts or any other WasteNet Activity.

4.24 The WasteNet Representative shall not, in his or her capacity as the WasteNet Representative, have a vote on the WMG. However this does not prevent the WasteNet Representative having voting rights on the WMG if the WasteNet Representative is also an appointee under clause 4.14.

**Support Services**

4.25 Support and secretariat services to the WAG and the WMG under this Agreement shall be procured as the WMG shall decide from time to time. This may include sourcing these services from one or more of the WasteNet Councils or outsourcing from a third party. The resourcing of these services may vary as between the Services Contracts support and administration functions and other functions undertaken by the WAG or the WMG.

4.26 The initial support, billing and secretariat resourcing shall be provided by the ICC. The resource shall be charged to WasteNet Southland on a fair and reasonable cost recovery basis.

**Accounting**

4.27 The WasteNet Councils shall ensure that good and accurate financial accounting practices are implemented and followed in relation to their activities under this Agreement.

4.28 Each party shall be entitled to inspect all accounting information and to have that information audited.

**Expenditure delegations**

4.29 The WasteNet Representative and the WMG may incur expense under this Agreement as established by the delegations set by the WAG.

**WAG and WMG decision making**

4.30 The WAG and the WMG shall endeavour to operate by consensus.

4.31 This consensus focus does not release any party from its obligations to abide by the provisions of this Agreement.

4.32 Where this Agreement provides a process or a basis for decision making as to specific issues that process or basis shall apply. In all other cases:

4.32.1 For routine matters that do not materially adversely impact any single party, where consensus cannot be achieved, matters shall be decided by majority vote with the chairperson of the WAG and or the WMG (as appropriate) having a casting vote; and

4.32.2 For material matters or any matter that does or may materially adversely impact the interest of one or more WasteNet Councils, consensus shall be

required. Where consensus as to such matter or matters cannot be achieved the decision shall be made under the dispute resolution procedures with the arbitrator having the power to make the final decision where that final decision shall be what is fair and reasonable between the WasteNet Councils taking into account the circumstances applying at the time the decision is made within the objectives of the WasteNet Councils as set out or implied in this Agreement.

- 4.33 If landfill charges are referred to dispute resolution under 4.32.2, then the basis for determining those charges shall be that the charges should be such amount which taking into account reasonable predictions of expected waste quantities and estimates of operating and administrative expenses is sufficient to cover those expenses and the Base Rate for waste presented payable to the Landfill Operator pursuant to the Regional Landfill Contract.

## **5. SERVICES CONTRACT PAYMENT OBLIGATIONS**

### **Direct payment obligations**

- 5.34 Fees, costs and expenses and income or rebates which are identified as applying to a particular WasteNet Council in a Services Contract shall be payable and receivable by the applicable WasteNet Council in accordance with those arrangements.

### **Group payment obligations**

- 5.35 Fees, costs and expenses and income or rebates which are identified as applying to the WasteNet Councils as a group in a Services Contract shall be payable and receivable by the WasteNet Councils participating in that Services Contract in accordance with the specific provisions of this Agreement or as otherwise agreed by the parties.

## **6. WASTENET SOUTHLAND OPERATIONAL FUNDING**

### **General operational funding**

- 6.36 All fees, costs and expenses and income or rebates which do not accrue to a particular WasteNet Council under clauses 5.34 or 5.35 shall, unless the parties agree otherwise, be revenues or expenses of WasteNet Southland as a whole.
- 6.37 The general operational costs of WasteNet Southland, the WAG and the WMG including:
- 6.37.1 the provision of support services for all WasteNet Activities;
  - 6.37.2 the provision of the WasteNet Representative under each Services Contract;
  - 6.37.3 all costs and expenses incurred in the carrying out of the WasteNet Activities; and
  - 6.37.4 all costs and expenses incurred in the management of the Services Contracts;
  - 6.37.5 and Collection and transfer Station Contract bad debts;
  - 6.37.6 Regional Landfill Contract bad debts; and
  - 6.37.7 bad debts under any other Services contract
- shall be paid by WasteNet from WasteNet general funds received pursuant to clause 6.36.



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- 6.38 All operational surpluses for any year shall, unless the parties agree otherwise, be retained by WasteNet as a WasteNet reserve to be carried forward to subsequent years operational requirements.
- 6.39 Any shortfall in WasteNet funding shall -be funded by the WasteNet Councils in such proportions, to be set as at 1 July in each year, as the WAG shall agree and failing agreement shall be pro rata on the basis of the population of each WasteNet Council as at 1 July.
- 6.40 Any surpluses that the WasteNet Councils resolve to distribute shall be allocated in such proportions as the WAG shall agree and failing agreement in accordance with the pro rata proportions determined in accordance with clause 6.39.
- 6.41 Accounting shall be on a 30 June year end basis. Adjustments as to any surplus or shortfall will be made not later than 30 days after the production of financial statements for each year.

## **7. REGIONAL LANDFILL CONTRACT ARRANGEMENTS**

### **Commitments**

- 7.42 The WasteNet Councils shall each comply with their obligations under the Regional Landfill Contract. In particular (but without limiting the generality of this clause) the WasteNet Councils shall each present all Acceptable Waste to the Landfill Operator under and in accordance with the Regional Landfill Contract.
- 7.43 The WasteNet Councils will work together and shall establish waste collection, concentration and transfer policies and practices that are consistent with their obligations under the Regional Landfill Contract and this Agreement.

### **Waste Diversion**

- 7.44 The WasteNet Councils acknowledge the adverse implications for the WasteNet Councils under the Regional Landfill Contract in relation to waste diversion. Whilst acknowledging the intention and right of each of the WasteNet Councils separately to set their own transfer station charging and kerbside waste collection charges, the WasteNet Councils agree to consult together as to these charges.
- 7.45 The WasteNet Councils will also each use reasonable endeavours to avoid waste diversion as set out in clause 7 of the Regional Landfill Contract.
- 7.46 Should waste diversion occur and the Landfill Operator give notice under clause 7.4 of the Regional Landfill Contract, the WasteNet Councils shall consult together and, unless they shall agree otherwise, use reasonable endeavours to identify strategies which will either prevent the waste diversion occurring or produce alternative sources of waste revenues for the Landfill Operator.
- 7.47 The WasteNet Councils will, unless they shall agree otherwise, also co-operate in implementing such strategies and use reasonable endeavours to avoid the loss of exclusivity under clause 7.7 of the Regional Landfill Contract.

### **Gate rates**

- 7.48 The WasteNet Councils acknowledge that the transfer station and kerbside waste collection services they provide are effectively limited to the territories they serve and that due to the practical constraints of distance and cost the services they each provide, do not compete with those provided by the others.
- 7.49 Within the confines of good local government and market industry practice, and as permitted by the Commerce Act 1986, the WasteNet Councils agree to consult together as to the underlying approach to pricing of transfer station and kerbside waste collection services to their communities.

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- 7.50 This consultation will include the allocation of revenues and costs under this Agreement to each party and the basis on which revenues and costs are attributed to the transfer station, kerbside waste collection services and landfill gate charges to Authorised Users under the Regional Landfill Contract.
- 7.51 The WasteNet Councils acknowledge that they are each subject to the same imperatives as to the funding of their activities as set out in section 101(3) of the LGA 2002 and that they consider that consistency in approach as to the extent to which actions or inactions of particular individuals or groups contribute to the need to provide waste disposal services and the way in which this is reflected in services pricing is to the advantage of each WasteNet Council and the communities they serve.
- 7.52 The WasteNet Councils also acknowledge the flexibility allowed local authorities as to the setting of waste charges under section 46 Waste Minimisation Act 2008 which provides that the charges for a service, facility or activity provided by the WasteNet Council in accordance with its waste management and minimisation plan may be higher or lower than cost recovery where the charge or lack of charge will provide an incentive or disincentive that will promote the objectives of its waste management and minimisation plan.
- 7.53 The WMG shall monitor outcomes in relation to the Regional Landfill Contract and the joint waste disposal activities of the WasteNet Councils (including cross territories movement of waste) and where such outcomes are not achieving the objectives of their waste management plans, the WasteNet Councils will consult in order to find equitable solutions for achieving such objectives including a review of economic and other incentives and disincentives.

**Revenues, expenses, working capital and bad debts**

- 7.54 The WasteNet Councils shall be jointly responsible for bad debt management and recovery arising under the Regional Landfill Contract. Bad debts arising under the Regional Landfill Contract shall be a WasteNet Southland cost.
- 7.55 Working capital in relation to the Regional Landfill Contract shall be provided by ICC with reasonable working capital costs charged to the WasteNet Southland.
- 7.56 All Regional Landfill Contract revenues shall be attributed to WasteNet Southland. All Regional Landfill Contract costs including administration, resourcing, bad debts and joint financing costs (if any) shall be debited to WasteNet Southland.

**Landfill users charges**

- 7.57 The WasteNet Councils acknowledge that WasteNet Southland will charge:
- 7.57.1 Authorised Users (i.e. third party users) directly; and
- 7.57.2 Each WasteNet Council directly for waste presented by STAS Agents (i.e. WasteNet Council contractors).

**Billing**

- 7.58 Billing will be managed by WasteNet Southland on a centralised basis as the WMG shall decide. Initially (and until the WMG shall decide otherwise) all billing will be managed by ICC.

**Authorised Users**

- 7.59 The WMG shall be responsible for the approval of Authorised Users pursuant to the Regional Landfill Contract. The WMG shall develop policies for such approvals. The policy shall be submitted to the WAG for approval.
- 7.60 The Authorised User approval policy shall take into account:

- 7.60.1 credit issues;
- 7.60.2 the nature of the waste to be presented by the Authorised User;
- 7.60.3 the proposed Authorised User's track record as to responsible waste contracting and compliance with environmental and other waste requirements and the Landfill Operator's landfill access requirements; and
- 7.60.4 such other matters and as shall be considered appropriate.

## **8. RECYCLABLES ACCEPTANCE CONTRACT ARRANGEMENTS**

### **Initial ICC Commitment**

- 8.61 The parties acknowledge that as at the date of execution -of the Recyclables Acceptance Contract only ICC had committed to the presentation of Recyclables.

### **Notified Services Commencement Dates**

- 8.62 The parties acknowledge that SDC and GDC have each given notification of a Notified Services Commencement Date for presentation of Recyclables pursuant to clause 2.3.2 of the Recyclables Acceptance Contract as follows:

SDC	2 May 2011
GDC	1 July 2012

- 8.63 The parties also acknowledge that SDC and GDC agreed to enter into and execute the Recyclables Acceptance Contract on the basis that unless and until they (separately) commenced presentation of Recyclables pursuant to the Recyclables Acceptance Contract, all costs, expenses and payments payable by the WasteNet Councils to the MRF Operator under the Recyclables Acceptance Contract shall be payable by ICC.

### **MRF processing fee**

- 8.64 As from the applicable Notified Services Commencement Dates as set out in clause 8.62 the applicable WasteNet Council shall be a participant in the Recyclables Acceptance Contract and shall be responsible for payment of a share of the Contract Price payable from time to time under the Recyclables Acceptance Contract pro rata on the basis of the population of each WasteNet Council participating in the Recyclables Acceptance Contract.

### **MRF Revenue Share Payment**

- 8.65 As from the applicable Notified Services Commencement Dates as set out in clause 8.62 the applicable WasteNet Council shall be entitled to a share of the Revenue Share Payment payable from time to time under the Recyclables Acceptance Contract pro rata on the basis of the population of each WasteNet Council participating in the Recyclables Acceptance Contract.

### **Recyclables Acceptance Contract revenues and costs**

- 8.66 Other than provided in clauses 8.64 and 8.65, all Recyclables Acceptance Contract revenues shall be attributed to WasteNet Southland. All Recyclables Acceptance Contract costs including administration, resourcing, bad debts and joint financing costs (if any) shall be debited to WasteNet Southland.

### **Compliance with Recyclables Acceptance Contract**

- 8.67 Each WasteNet Council participating in the Recyclables Acceptance Contract agrees with the other WasteNet Councils:
  - 8.67.1 to present all Recyclables collected by that WasteNet Council from the kerbside collection and from Transfer Stations and Recycle Drop Off

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Centres to the MRF Operator for acceptance pursuant to and within the terms of the Recyclables Acceptance Contract; and

8.67.2 to comply with the obligations of the WasteNet Councils under the Recyclables Acceptance Contract.

## **9. COLLECTION AND TRANSFER STATION CONTRACT ARRANGEMENTS**

### **Commitment**

9.68 The parties acknowledge that only ICC and SDC have committed to the Collection and Transfer Stations Contract as at the commencement of that contract.

9.69 Pursuant to clause 1.4 of the Collection and Transfer Stations Contract ICC and SDC have the right to introduce GDC into the Contract by way of accession.

### **GDC Accession**

9.70 The parties have agreed that GDC shall be introduced into the Collection and Transfer Stations Contract as from 1 July 2012 (**GDC Commencement Date**) on the basis set out in the Accession Deed as negotiated by the parties (including the Collection and Transfer Stations Contract contractor) and intended to be signed contemporaneously with the execution of this Agreement.

9.71 As from the GDC Commencement Date GDC shall be a participant in the Collection and Transfer Stations Contract and shall be responsible for direct payments due under that contract.

### **Collection Contract revenues and costs**

9.72 Other than is provided otherwise in this Agreement or shall be agreed by the WAG all Collection and Transfer Stations Contract revenues shall be attributed to WasteNet Southland. All Collection and Transfer Stations Contract costs including administration, resourcing, joint financing costs (if any) and bad debts shall be debited to WasteNet Southland.

### **Compliance with Collection and Transfer Station Contract**

9.73 Each WasteNet Council participating from time to time in the Collection and Transfer Stations Contract agrees with the other WasteNet Councils to comply with the obligations of the WasteNet Council under the Collection and Transfer Stations Contract.

## **10. WITHDRAWAL OF A PARTY**

### **Services Contracts**

10.74 The WasteNet Councils acknowledge that they have committed to the Services Contracts for the term of each Services Contract and that the WasteNet Councils do not have unilateral rights to withdraw from the Services Contracts.

### **Joint Waste Management Agreement**

10.75 The WasteNet Councils therefore confirm that they shall each remain bound by this Agreement in relation to each Service Contract for at least as long as the Services Contract shall continue.

10.76 A party can only withdraw from this Agreement in relation to a Services Contract or from the general provisions of this Agreement with the approval of the others (which may be given or withheld in their complete discretion and which approval may be given on conditions which (without limiting the generality of their discretion) can include:

10.76.1 the exiting of the withdrawing party from the applicable Services Contract;

- 10.76.2 the exiting of the withdrawing party from participation in the implementation of the WasteNet Southland Business Plan under this Agreement;
- 10.76.3 the exiting of the withdrawing party from any further joint arrangements under this Agreement; and/or
- 10.76.4 the payment by the withdrawing party of compensation for the extra overhead, costs or damages that might be sustained by the other WasteNet Councils under the Services Contract or this Agreement.

**11. INDEMNITIES**

11.77 Each party shall be liable for and shall indemnify the other WasteNet Councils (severally) against any liability, expense, loss, claim, proceedings, fine, penalty or damage (and including all legal or other fees or expenses reasonably incurred by the other WasteNet Councils arising out of any of the below on a solicitor client basis but excluding all consequential losses) arising out of:

- 11.77.1 the failure by the party to properly perform its obligations under any Services Contract or this Agreement; or
- 11.77.2 the negligence omission or wilful misconduct of the party its employees or its agents in relation to any Services Contract or this Agreement

provided that the party shall not be liable if and to the extent such liability is caused:

- 11.77.3 by the default or omission of any other of the WasteNet Councils in the performance of their obligations under the Services Contract or this Agreement; or
- 11.77.4 by the negligence, omission or wilful misconduct of any other of the WasteNet Councils or their consultants, agents or employees or any of its subcontractors or their agents or employees in relation to the Services Contract or this Agreement.

11.78 The party providing the WasteNet Representative (if any) shall be liable for and shall indemnify the other WasteNet Councils (severally ) against any liability, expense, loss, claim, proceedings, fine, penalty or damage (and including all legal or other fees or expenses reasonably incurred by the other WasteNet Councils arising out of any of the below on a solicitor client basis but excluding all consequential losses) arising out of:

- 11.78.1 the failure by the WasteNet Representative to properly perform his or her obligations under any Services Contract or this Agreement; or
- 11.78.2 the negligence omission or wilful misconduct of the WasteNet Representative in relation to any Services Contract or this Agreement

provided that the party shall not be liable if and to the extent such liability is caused:

- 11.78.3 by the default or omission of any other of the WasteNet Councils in the performance of their obligations under the Services Contract or this Agreement; or
- 11.78.4 by the negligence, omission or wilful misconduct of any other of the WasteNet Councils or their consultants, agents or employees or any of its subcontractors or their agents or employees in relation to the Services Contract or this Agreement.

**Defence of actions**

11.79 If any party or parties shall be prosecuted or shall face any claim, action, proceeding, fine penalty or damage (each being referred to in this clause as an

'Indemnified Claim') for which such party or parties shall seek to be indemnified by one or both of the other WasteNet Councils under clause 11.77 or clause 11.78 then the party or parties making such Indemnified Claim shall:

- 11.79.1 promptly upon becoming aware of the existence of the circumstances giving rise to such Indemnified Claim give notice of such circumstances to the other parties;
- 11.79.2 consult with the other parties as to the response to such Indemnified Claim;
- 11.79.3 use its best endeavours to minimise the effects of such circumstance and to mitigate the liability of the other party or parties under clause 11.77 or 11.78 in relation to such Indemnified Claim; and
- 11.79.4 take all reasonable action to vigorously defend or oppose such Indemnified Claim.

#### **Payment of indemnified moneys**

- 11.80 All moneys payable by one party to another under clause 11.77 or 11.78 shall be payable upon receipt of written demand.

## **12. DISPUTE RESOLUTION**

### **Amicable resolution**

- 12.81 A Dispute (**Dispute**) is any dispute, disagreement or difference of opinion arising under this Agreement, as to:
  - 12.81.1 the meaning or application of any part of the Agreement; or
  - 12.81.2 any other matter arising under the Agreement.

### **Notice of dispute**

- 12.82 A party claiming that a dispute has arisen must give written notice to the other WasteNet Councils, specifying the nature of the dispute. On receipt of such a notice and without limiting the application of the clauses below relating to dispute resolution, the WasteNet Councils shall endeavour to resolve the dispute amicably and expeditiously using informal dispute resolution techniques agreed by them.

### **Referral to senior management**

- 12.83 If the WasteNet Councils are unable to settle a dispute amicably, any party may issue a notice referring the dispute to the senior management of the WasteNet Councils to resolve.
- 12.84 Within 10 Working Days of service of such a notice, senior management representatives of each party shall meet and attempt to resolve the dispute. Any resolution shall be unanimous, recorded in writing and binding when signed by all WasteNet Councils.

### **Referral to mediation**

- 12.85 A dispute may be referred to mediation where:
  - 12.85.1 the senior management representatives fail to meet within 10 Working Days of referral; or
  - 12.85.2 the senior management representatives fail to resolve a dispute within 10 Working Days of referral; or
  - 12.85.3 none of the WasteNet Councils requires referral to senior management representatives.

- 12.86 In such case any party may by notice in writing to the others require the dispute to be submitted to mediation.

**Mediation**

- 12.87 If any dispute is submitted to mediation under clause 12.86, the following shall apply:

12.87.1 The mediation shall be conducted by a single mediator.

12.87.2 The WasteNet Councils shall endeavour to agree on a mediator.

12.87.3 If the WasteNet Councils cannot agree on a single mediator within 10 Working Days of service of notice of intention to commence mediation, any party may request the Executive Director of LEADR New Zealand Incorporated to appoint a sole mediator.

12.87.4 The mediator shall discuss the matter with the WasteNet Councils (separately or jointly as the mediator may determine) and endeavour to procure a resolution of the dispute by agreement.

12.87.5 All discussions in the mediation shall be without prejudice and shall not, save in the case of proceedings to enforce settlement concluded by mediation, be referred to in any later proceedings.

12.87.6 The WasteNet Councils shall bear their own costs in mediation and shall pay the cost of the mediator in equal shares.

**Arbitration**

- 12.88 If the WasteNet Councils cannot resolve the dispute by mediation under clause 12.87, then any party may by written notice to the others refer the Dispute to arbitration in accordance with the Arbitration Act 1996 on the following terms:

12.88.1 A single arbitrator shall be appointed.

12.88.2 If the WasteNet Councils fail to agree on an arbitrator, then the Executive Director of LEADR New Zealand Incorporated shall appoint the arbitrator.

12.88.3 The place of arbitration shall be Invercargill.

12.88.4 No person who has participated in an informal dispute resolution of the Dispute shall act as arbitrator.

12.88.5 The arbitrator will proceed promptly to deliver an award. The WasteNet Councils shall co-operate fully in this respect.

12.88.6 The WasteNet Councils agree that the arbitrator's decision shall, subject to clause 4 and 5 of the Second Schedule to the Arbitration Act 1996, be final and binding.

12.88.7 The WasteNet Councils shall bear their own costs in arbitration and (in the absence of an arbitrator's award to the contrary) shall pay the costs of the arbitrator in equal shares.

**Performance of obligations**

- 12.89 Pending the settlement of the Dispute, the WasteNet Councils shall continue to perform all their obligations under this Agreement except, none of the WasteNet Councils shall be obliged to pay any money which is the subject of the Dispute.

**Compliance with dispute resolution regime**

- 12.90 A party to this Agreement may not commence any court or arbitration proceedings relating to a Dispute unless it has complied with the clauses above relating to

dispute resolution (except where the party seeks urgent interlocutory or injunctive relief).

**Survival of provisions**

12.91 On the termination of this Agreement for any reason the following provisions shall survive:

12.91.1 the obligations to pay moneys accruing up to the date this Agreement terminates or arising as a consequence of termination;

12.91.2 the indemnities in clause 11; and

12.91.3 the media, confidentiality and official information provisions in clause 14.

**13. FORCE MAJEURE**

**Force Majeure Event**

13.92 A party will not be liable for any act, omission or failure to fulfil its obligations under this Agreement if such act, omission or failure arises from any cause reasonably beyond its control (a Force Majeure Event), which includes (without limitation):

13.92.1 Earthquake (including fire following) or volcanic eruption.

13.92.2 Tidal waves or Tsunami.

13.92.3 Ionizing radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste, from the combustion of nuclear fuel, from radioactive toxic explosion or by other hazardous properties of any explosive nuclear assembly or nuclear components.

13.92.4 War and other hostilities (whether war be declared or not) invasion, act of foreign enemies, mobilization, requisition or embargo.

13.92.5 Rebellion, revolution, insurrection, military or usurped power or civil war.

13.92.6 Terrorism, piracy or sabotage.

13.92.7 Fire, tempest and flood.

13.93 The party which cannot carry out its obligations under this Agreement must give the other WasteNet Councils notice as soon as practicable of the cause and insofar as it is known the probable extent to which the party giving the notice will be unable to perform or will be delayed in performing its obligation under this Agreement.

13.94 On the issue of notice of a Force Majeure Event the obligations of the party giving the notice will be suspended insofar as that party is prevented during the continuation or intervention of such cause to carry out its obligations under this Agreement.

13.95 The party giving notice which is affected by the Force Majeure Event must take all reasonable steps to mitigate the effects of and eliminate the intervening event and must resume performance of its obligations as promptly as is practicably possible.

**14. MEDIA AND CONFIDENTIALITY**

**Publicity and publication**

14.96 The WasteNet Councils shall endeavour to agree all public or media statements prior to release. However this clause shall not be construed as restricting the right of each of the WasteNet Councils to discuss any aspect of this Agreement in open Council meetings and have such deliberations reported in the media or to make statements in relation to the Agreement as in the party's reasonable opinion are necessary or desirable in the performance of that party's role as a territorial authority



or in the interests of full public debate of all issues relevant to a territorial authority, its community and its ratepayers.

**Confidentiality**

- 14.97 The WasteNet Councils acknowledge that they will each come into possession of Confidential Information about the others under and in relation to this Agreement.
- 14.98 The WasteNet Councils agree that all Confidential Information shall be treated as confidential. The WasteNet Councils shall each take all reasonable precautions to ensure that the Confidential Information is not in any way disclosed to any third party (other than as is required to perform obligations under this Agreement or to obtain any consent or approval, or to any other party a party may need to consult with in relation to this Agreement) during or after the term of this Agreement.

**Official information legislation**

- 14.99 The WasteNet Councils acknowledge that each of them is subject to the Local Government Official Information and Meetings Act 1987 and that under that Act any of them may be required to release information about the Agreement, the Services Contracts, any activity undertaken under this Agreement or the other WasteNet Councils.
- 14.100 The WasteNet Councils will only release information relating to one of the other WasteNet Councils under the Local Government Official Information and Meetings Act 1987 through the other party unless compelled by a competent authority, in which case it will immediately advise the other party as to the information released.

**15. GENERAL**

**No partnership**

- 15.101 Nothing in this Agreement constitutes the WasteNet Councils as partners or as agents for each other. No party has any authority to bind the other or act on its behalf except to the extent expressly provided for in this Agreement.

**Amendment**

- 15.102 This Agreement cannot be amended, modified or varied or supplemented except in writing signed by duly authorised representatives of each of the WasteNet Councils.

**Severance**

- 15.103 The illegality, invalidity or unenforceability of any provision in this Agreement will not affect the legality, validity or enforceability of any other provisions.

**Waiver**

- 15.104 No right under this Agreement shall be deemed to be waived except by notice in writing signed by each party.
- 15.105 A waiver for either party will not prejudice its rights in respect of any subsequent breach of this Agreement by the other WasteNet Councils.
- 15.106 Subsequent to any failure by any party to enforce any clause of this Agreement, or any forbearance, delay or indulgence granted by a party will not be construed as a waiver of any party's rights under this Agreement.

**No assignment**

- 15.107 The WasteNet Councils shall not assign, sublet, subcontract or transfer the whole or any substantial right or obligation under the Agreement without the written consent of the others (not to be unreasonably withheld or delayed).

- 15.108 Unless specifically stated to the contrary in any written consent to an assignment or subcontracting, no assignment or subcontract shall release or discharge a party from any liability or obligation under this Agreement.

**Governing law and jurisdiction**

- 15.109 This Agreement will be governed by and construed according to the law of New Zealand. The WasteNet Councils hereby agree to submit to the non-exclusive jurisdiction of the Courts of New Zealand.

**Costs**

- 15.110 Each party shall bear its own costs incurred in the preparation and execution of this Agreement.

**Entire agreement**

- 15.111 This Agreement represents the entire agreement between the WasteNet Councils as to the matters contained herein. No party shall be bound by any prior warranty or representation as to such matters unless included in this Agreement.

**Notices**

- 15.112 All notices and other communication provided for or permitted under this Agreement which are required to be in writing, will be sent by registered mail with postage prepaid or by hand delivery or by facsimile as follows:

- 15.113 The addresses for notices are:

The Invercargill City Council:

Chief Executive  
Civic Administration Building  
101 Esk Street  
Invercargill

Telephone: 03 211 1777  
Facsimile: 03 211 1432

The Gore District Council:

Chief Executive  
Council Offices  
29 Civic Avenue  
Gore

Telephone: 03 209 0330  
Facsimile: 03 209 0357

The Southland District Council:

Chief Executive  
Council Offices  
15 Forth Street  
Invercargill

Telephone: 03 218 7259  
Facsimile: 03 218 9460

or such other address that each party may notify in writing from time to time. Such notice given:

- in person is deemed served upon delivery;

- by registered mail is deemed to be served 3 Working Days after postage;
- by facsimile is deemed to be served upon the receipt of the correct electronic confirmation that the facsimile has been transmitted successfully.

15.114 Any such notice which has been served on a non working day or after 5:00pm on a Working Day is deemed served on the first Working Day after that day.

## 16. DEFINITIONS AND INTERPRETATION

### Definitions

16.115 In this Agreement the following definitions apply:

**Agreement** means this agreement and includes the schedules and any additional documents specified in the Agreement.

**Collection and Transfer Station Contract** means the Solid Waste Collection and Transfer Station Services Contract as referred to in paragraph G of the Background to this Agreement.

**Collection and Transfer Station Services** means the Services to be provided by the contractor under the Collection and Transfer Station Contract.

**Confidential information** means any information relating to the Agreement or the parties other than:

- has been published or otherwise has become part of the public domain other than through acts or omissions of the recipient; or
- has been furnished by the recipient by persons other than the Council (which term includes persons employed by or acting for the Council) as a matter of legal right and without restriction on disclosure; or
- was already in the possession of the recipient without restriction or disclosure; or
- to the extent the information is required to be disclosed by any law or in relation to any proceedings or action before any court, tribunal, or other competent authority or body.

**Effective Date** means the date this Agreement is effective pursuant to clause 1.1.

**Elected Member** means a member of the governing body of each of the WasteNet Councils elected under the Local Electoral Act 2001.

**GST** means goods and services tax chargeable under the GST Act.

**GST Act** means the Goods and Services Tax Act 1985.

**Landfill Operator** means AB Lime Limited, the contractor under the Regional Landfill Contract.

**LGA 2002** means the Local Government Act 2002.

**MRF Operator** means Southland disAbility Enterprises Limited the contractor under the Recyclables Acceptance Contract.

**Recyclables Acceptance Contract** means the Recyclables Acceptance Contract entered into by the WasteNet Councils with Southland disAbility Enterprises Limited as described in paragraph F of the Background to this Agreement

**Recyclables Acceptance Services** means the service for the acceptance and processing of Recyclables to be provided by the MRF Operator pursuant to the Recyclables Acceptance Contract.

**Regional Landfill Contract** means the waste disposal services agreement as described in paragraph D of the Background to this Agreement.

**Services Contracts** means the:

- Regional Landfill Contract;
- Recyclables Acceptance Contract;
- Collection and Transfer Stations Services Contract; and
- Such other contracts as the WasteNet Councils agree shall be managed by WasteNet and the WAG from time to time.

**Waste Advisory Group or WAG** means the joint committee of the WasteNet Councils known as the Waste Advisory Group as described in clause 4.10.

**WasteNet Activities** means:

- the development and implementation of the WasteNet joint waste management and minimisation strategies;
- the implementation of the WasteNet Southland Business Plan; and
- the management and administration of the Services Contracts;
- such other activities and functions as shall be delegated or assigned to WasteNet Southland by the WasteNet Councils from time to time.

**WasteNet Councils** means ICC, GDC and SDC together.

**WasteNet Representative** means the WasteNet Representative under each Services Contract appointed under clause 4.18 of this Agreement.

**WasteNet Southland** means the shared services business unit known as WasteNet Southland formed by the WasteNet Councils as described in this Agreement.

**WasteNet Southland Business Plan** means the joint business plan of the WasteNet Councils known as the WasteNet Southland Business Plan (Version 1.0:2007) as that plan may be amended from time to time and includes any further joint plan adopted by the WasteNet Councils in substitution for or addition to the WasteNet Southland Business Plan.

**WMG** means the Waste Management Group as described in clause 4.13.

**Working Day** means any day other than a Saturday, Sunday, or a public holiday applying in Southland.

### **Interpretation**

16.116 In this Agreement unless the context otherwise requires:

- 16.116.1 all monetary amounts are stated exclusive of GST and in New Zealand dollars unless provided otherwise.
- 16.116.2 where the context permits the singular includes the plural and vice versa.
- 16.116.3 references to a party means a party to this Agreement and includes their respective successors and permitted assignees (as the case may be).
- 16.116.4 references to clauses, schedules and attachments are to clauses, schedules and attachments (if any) to this Agreement (unless otherwise stated).

- 16.116.5 all schedules or appendices to this Agreement shall have the same effect as if set out in the body of this Agreement.
- 16.116.6 where the context permits references to a party include the party's employees, agents and officers.
- 16.116.7 all references to legislation include all subordinate legislation, any re-enactment of or amendment to that legislation and all legislation passed in substitution for that legislation.
- 16.116.8 references to a person include a natural person, firm, corporation, association trust, state, or agency of state, government department or municipal authority or other entity whether incorporated or not and whether or not having a separate legal personality.
- 16.116.9 the headings in this Agreement shall not be used in its interpretation.
- 16.116.10 words and expressions defined are indicated by capital letters for convenience.
- 16.116.11 obligations that bind more than one person shall bind those persons jointly and severally.
- 16.116.12 ambiguities or discrepancies shall not invalidate the Agreement.
- 16.116.13 if there is a conflict between the provisions of the Agreement, the provisions shall take priority in the following order:
- (a) terms and conditions of Agreement;
  - (b) the schedules;
  - (c) additional documents as specified in the Agreement.
- 16.116.14 reference to a 'law' or 'laws' means a statute, regulation bylaw or any other requirement of a governmental or semi-governmental organisation.
- 16.116.15 The language of this Agreement is English. All notices and communications of any kind required under or arising in connection with this Agreement shall be in English.
- 16.116.16 Defined terms are capitalised. Defined terms shall have the meaning set out in this Agreement. In addition capitalised expressions that are not defined in this Agreement that are defined in the applicable Services Contract shall have the meanings set out in that Services Contract.
- 16.116.17 References to clauses in the Services Contract are (unless indicated otherwise) references to clauses in the Contract Conditions portion of the Services Contract.

**EXECUTION**

Executed as an agreement.

Dated 14 December

2011

The common seal of the  
**INVERCARGILL CITY COUNCIL**  
was affixed in the presence of: )  
)

[Signature]  
Chief Executive Officer

Mayor [Signature]



The common seal of the  
**SOUTHLAND DISTRICT COUNCIL**  
was affixed in the presence of: )  
)

[Signature]  
Chief Executive Officer

Mayor [Signature]



The common seal of the  
**GORE DISTRICT COUNCIL**  
was affixed in the presence of: )  
)  
)

[Signature]  
Chief Executive Officer

Mayor [Signature]



**TO: WASTE ADVISORY GROUP**  
**FROM: WASTENET SOUTHLAND REPRESENTATIVE**  
**MEETING DATE: THURSDAY 23 MARCH 2017**

## **WASTEMINZ CONFERENCE 2016**

**Report Prepared by:** Ms Donna Peterson, Senior Waste Officer  
Invercargill City Council

### **SUMMARY**

The Waste Management Institute of New Zealand (WasteMINZ) is the largest representative body of waste, resource recovery and contaminated land sectors in New Zealand. WasteNet Southland is a member.

Each year WasteMINZ organises a conference whereby participants come together to network, share best practice and promote their products and services. The 2016 conference was held in Wellington over 3-days in October. Ms Peterson attended the conference.

The key learnings from this conference are summarised in this report. In brief:

- The Territorial Authority Forum discussed the outcomes of the: Love Food Waste New Zealand Campaign; Rural Waste Minimisation; Container Deposit Schemes; Plastic Bags; updated Recycling Symbols of New Zealand; and Collaboration.
- The conference theme was “too good to waste” with a food waste focus.
- WasteNet Southland presented two papers – Case Study: How the Love Food Hate Waste campaign was launched in Southland; and Measuring Behaviour Change is it possible. It is noted that the case study paper won the award for Best Written Paper 2016.
- Textile waste is an area where more information and solutions will be developing in the near future.

### **RECOMMENDATIONS**

**That the Waste Advisory Group receives the WasteMINZ Conference 2017 report.**

### **BACKGROUND**

The Waste Management Institute of New Zealand (WasteMINZ) is the largest representative body of the waste, resource recovery and contaminated land sectors in New Zealand. Formed in 1989 it is a membership-based organisation with over 1,000 members - from small operators through to councils and large companies.

Each year WasteMINZ organises a conference whereby participants are provided with the opportunity to network and promote products and services with the aim of positively shaping the waste and resource recovery sectors in New Zealand.

The 2016 Conference was held in Wellington on 18-20 October. Ms Peterson attended the conference as WasteNet Southland’s representative. The purpose of this report is to summarise the key learnings from the event.

## TERRITORIAL AUTHORITY FORUM

A day prior to the conference starting, WasteMINZ hosts a Territorial Authority (TA) Meeting. The TA Forum is a sector group within WasteMINZ which was established to create consistency and efficiency of service amongst Territorial Authorities through sharing knowledge and best practice.

A brief summary of the key points are listed below. A full copy of the minutes from this Forum is attached (*please refer to Appendix A*).

- A selection of Councils summarised their activities with the Love Food Hate Waste Campaign.
- Environment Canterbury is leading a project on New Zealand Rural Waste Minimisation in collaboration with Ministry for the Environment, Waikato Regional Council, WasteMINZ, AgRecovery Foundation, Bay of Plenty Regional Council, 3R Group, Canterbury Waste Joint Committee and Synlait Milk. The group was presented with results to date which indicated that “pop-up” recovery events could be a viable option to manage and minimise rural waste.
- Container Deposit Schemes were discussed, with comments raised on economic impact, how they would impact existing Council services and what is the consumers understanding and/or perception of CDS.
- Presentation on initial results of the National survey on consumers attitudes to plastic bag charges.
- The Behaviour Change Sector group presented on the updated Recycling Symbols of New Zealand (RONZ).
- Collaboration – is there a willingness from the TAs to collectively pool funding to support national projects?

## CONFERENCE KEY LEARNINGS

- The conference theme was “Too good to waste” with a food waste focus.
- Author (American Wasteland) and journalist Jonathan Bloom was a keynote speaker. He is a strong advocate for minimising food waste and discussed the roles of governments, supermarkets, households and individuals as part of the solution. He noted the paradox of world hunger co-existing at the same time as food waste.
- Progressive Enterprises presented on the Countdown Food Rescue programme launched in 2011. Their company’s food recovery triangle in order of priority is – sell it first; mark it down; rescue it; dispose. They have partnered with the Salvation Army.
- Kiwi Community Assistance presented on their resource exchange which started out in their garage with family members donating unwanted quality goods which were then donated to those in need. Within a very short timeframe they have expanded to a large warehouse, service contracts with organisations such as the Salvation Army and Food Banks. Organisation is run by volunteers and is a logistics based operation. For more details see their Facebook page “good sorts”.
- Just Zilch is a Palmerston North back Free Food Store. Their store opens in the afternoons for about 2-hours, customers (those in need) are met by a volunteer who takes them around the store and helps them select their groceries. They receive 90% perishable food daily from cafes/bakeries/supermarkets.
- WasteNet Southland presented a case study on how the Love Food Hate Waste Campaign was launched in Southland. A copy of this paper is attached (*please refer to Appendix B*). It is noted that this paper won the WasteMINZ award for Best Written Paper 2016.
- WasteNet presented on a paper “Measuring behaviour change programmes is it possible?”



- Textile waste: in a landfill textiles and clothing act like pool liners and collect water while the synthetic fabrics take time to breakdown. There are 50-60 manufacturers in the supply chain for the fashion sector, making it hard to manage. Clothing banks are well used, however not correctly used with them receiving a lot of soiled/wet fabrics.
- Inspirational activities:
  - Eco Educate rescue soft toys and donate to community (i.e. fire/police victims; schools; dementia patients; used as pet toys/animal shelters).
  - A kiwi designer has created a label “Wojo” which is a material that uses wool and recycled jute; this label is receiving high praise in Europe.
  - Z-Energy is working on compostable take-away coffee cups.
  - Massey University is working with student on “Crop to Shop” project in response to the 17.8 billion pieces of clothing disposed of annually. The project takes unwanted clothing such as NZ post uniforms and remakes them into fashionable garments.
  - Curtain banks: collect donated curtains (including fabric, tracks and hooks) from the public, which are lined and fitted and given to low income households for free.
  - Hutt City are working on the “needle” disposal issue noting the District Health Boards have no money to promote the service.
  - Keep Auckland Beautiful and Auckland Council are looking to relaunch the “be a tidy kiwi” brand with a 3-year campaign. For more information – [www.beatidykiwi.nz](http://www.beatidykiwi.nz).
  - A Wellington company – Wishbone Bikes – is a small family business that creates 100% repairable product and actively promotes the second-hand market of its product. Their products are made from recycled carpet frame and recovered plastic.

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## TA Forum Minutes

Monday 17<sup>th</sup> October 2016

WasteMINZ Conference – TSB Arena Wellington

### Session 1

7 short presentations were given on the Love Food Hate Waste Campaign. The powerpoint can be viewed [here](#).

1. **Overview of the statistics** – Sarah Van Bohemeen from WasteMINZ spoke on the reach of the campaign so far.
2. **Disco Soup** - Sophie Mander from Central Otago District Council presented on their disco soup event. More information on how to run a disco soup can be found [here](#).
3. **Just Eat it Screening** - Kitty Waghorn from Waimakariri District Council presented on how to host a Just Eat it Movie Screening More information on how to run a screening can be found [here](#)
4. **Pie Stands** – Hannah Ludlow from Hastings District Council presented on how to run a pie stand. More information on how to run a pie stand can be found [here](#)
5. **Smoothie Bike** – Katharina Kennedy from Kapiti District Council presented on the smoothie bike that the Wellington region is using at events. More information on how to have a smoothie bike stand can be found [here](#)
6. **Are we changing people’s behaviour?** - Jenny Marshall from WasteMINZ reported on the impact of the campaign so far.
7. **What do we need you to do now?**- Donna Peterson from Invercargill City Council and Chair of the Behaviour Change Steering Committee spoke on Love Your Leftovers the next campaign focus.

Following the presentations on Love Food Hate Waste councils took part in speed dating where they shared other successful projects in their local area.

Projects of note which were highlighted included:

- Nelson and Tasman District Council have signed an agreement for a joint committee on waste which will enable them to close a landfill.
- Taupo is moving into vermicomposting
- A number of councils have implemented sharps disposal and needle takeback schemes with their District Health Boards

- Auckland city's new inorganic rubbish collection. Their conference presentation can be viewed [here](#).
- Manawatu and Rangitikei Councils are getting farm dumps mapped by their regional council so they know where they are.
- The Taranaki region has implemented a new system for collecting waste and recyclables which is going well.
- Christchurch has been RFID tagging their wheelie bins. Their conference presentation can be viewed [here](#).

Issues raised by some councils included:

- How to provide services to high density residential sites such as apartment complexes
- Possible impact of changes to ETS on disposal of organic wastes to landfill

## Session 2

### 1. Rural farm waste

Fraser Scott presented to the TA Forum on the rural farm waste project.

In Milestone One of the project rural farm waste streams were analysed and ranked according to environmental impact. Then in Milestone Two, 15 ideas were investigated to see which would be most effective to tackle rural farm waste. View the summary [here](#).

This was then narrowed down to 8 options which were investigated in detail. One of the options which was investigated in detail was pop up recovery events. The project is aiming to trial pop up recovery events in 2017 with potentially two to be held in the North Island and two in the South Island.

Fraser gave a short presentation on the concept and then sought feedback from councils on the idea. His powerpoint presentation can be viewed [here](#).

Councils were then asked in groups to discuss the three questions below

1. Would your council be interested in partnering in such events?
2. What value would you see for your council in participating in these events?
3. What could your council contribute to ensure these events are successful?

Key responses were as follows:

#### 1. **Would your council be interested in partnering in such events?**

The following councils indicated a potential willingness to participate:

- Ashburton
- Selwyn
- Dunedin
- Southland

- Gisborne
- Hastings
- Hauraki
- Mackenzie
- Manawatu
- Matamata-Piako
- New Plymouth
- Tasman
- Thames-Coromandel
- Timaru
- Waikato
- Western BOP
- Waimakariri
- Whangarei

**2. What value would you see for your council in participating in these events?**

The following responses were provided by councils:

- Better community engagement
- Better environmental outcomes
- Safer disposal of waste
- Better waste minimisation and diversion
- Waste data collection
- Puts responsibility on the rural sector
- Providing a practical solution before focusing on the problem

**3. What could your council contribute to ensure these events are successful?**

The following responses were provided by councils:

- Partnering with community/commercial events
- Provision of funding, particularly for hazardous wastes
- Provision of education opportunities – e.g. compost workshop
- Communications, publicity and marketing
- Supporting behaviour change
- Provision of event venues

#### **Other comments made by councils included:**

- Traffic management will need to be considered
- Consenting for sites may be an issue
- Events need to be economically viable
- Tying to an existing event will increase chances of compliance
- Will drop off of waste be free for participants?
- May be beneficial to receive non-farm waste such as TVs and household goods
- Will it really be cost-neutral for councils?
- Provides an opportunity to support existing voluntary product stewardship schemes
- This scheme should be self-funding not requiring government or council funding

If you were unable to attend the TA forum but wish to explore piloting a pop up recovery event in your area, please email **Fraser Scott** [fraser@tnc.co.nz](mailto:fraser@tnc.co.nz)

#### **2. Container Deposit Schemes**

The TA Forum discussed the issue of container deposit schemes, following on from Envision NZ's report and the Packaging Forum's subsequent report compiled by Covec.

Key areas of discussion were:

1. The economic effects of a CDS, specifically in the context of a cost/benefit analysis
2. The impacts of such a scheme on council kerbside collections
3. Consumer understanding and perceptions of a CDS

Further work is underway by the steering committee, and updates on this will be provided directly to participating TAs.

#### **3. Plastic Bags**

A nationwide survey was undertaken on behalf of the TA Forum by Key Research in August 2016. 1,000 people were surveyed with quotas in place to ensure a representative sample of regions, age groups, and other demographics. The survey sought to determine consumer attitudes to plastic bags charges, based on work undertaken by WRAP in the UK.

A summary of the presentation can be viewed [here](#) .

The TA Forum discussed what the results mean and how the results may guide future actions.<sup>1</sup>

## Session 3

### Updating the RONZ symbols

In 2015 the Behaviour Change Sector Group agreed on standard colours for wheelie bins and crates:

- Red for rubbish
- Yellow for commingled recycling
- Blue for commingled glass
- Grey for paper

That required the New Zealand Recycling Symbols (RONZ) to be updated. This year the Sector Group

- Updated the New Zealand Recycling Symbols to match the bin colours
- Went out to consultation for changes to colours and symbols that are used in transfer stations and resource recovery parks
- Reached agreement on new colours, wording and updated the symbols where appropriate



### How to access the signage

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<sup>1</sup> Note: a session on Plastic Bags was also held at the conference.

Countdown presented on their trial to eliminate plastic shopping bags on Waiheke Island. Their presentation can be viewed [here](#).

Foodstuffs presented on their trial to offer a 5c rebate on plastics bags in the lower North Island. Their presentation can be viewed [here](#).

- Download the pdf's from the WasteMINZ website [here](#).
- If you need to change the wording you will be able to but you will need to email [Jenny@wasteminz.org.nz](mailto:Jenny@wasteminz.org.nz) to get hold of an editable pdf.
- If you need to create a new symbol, you will need to contact the RONZ designer

In 2017 the Sector Group plans to:

- create a guidance document on best practise for signage
- investigate translating the signs into Te Reo
- investigate creating new symbols

Funding for this project has come from the WasteMINZ Strategic Investment Fund.

The technical working group was made up of: Danielle Kennedy Auckland Council; Duncan Wilson, Eunomia; Catherine Irvine, Dunedin City Council; Karen Driver, Nelson Environment Centre

### **Collaboration**

Roderick Boys from Wellington City Council who is also the Co-Chair of the Regional WMMP Steering Group for Wellington presented the thinking of the TA forum steering committee around collaboration.

Councils are encouraged to include a statement in their WMMP which enables them to collaborate on regional and national projects. An example statement is provided below

*The Council will collaborate with other local government organisations, NGOs and other key stakeholders on undertaking research, lobbying and actions on various waste management issues such as (but not limited to) product stewardship, ewaste, tyres, plastic bags, etc.*

This allows councils the flexibility to take part in a variety of projects without needing to itemise them specifically in their WMMP.

The forum also discussed how future projects which were national in scale could more easily be funded and whether councils would be willing to set aside waste levy or funds to finance national projects.



## CASE STUDY: HOW THE LOVE FOOD HATE WASTE NEW ZEALAND CAMPAIGN WAS LAUNCHED IN THE SOUTHLAND REGION.

**Donna Peterson**, Senior Waste Officer, WasteNet Southland  
c/o Invercargill City Council, 101 Esk Street, Private Bag 90104, Invercargill 9840.  
P. 03-211-1706. M. 027-286-2110. E. [donna.peterson@icc.govt.nz](mailto:donna.peterson@icc.govt.nz)

**Kate Meads**, Waste Free Living/The Nappy Lady  
9 Francis Drive, Katikati 3129  
P: 027 22 11 242 E. [thenappylady@me.com](mailto:thenappylady@me.com)

### INTRODUCTION

Research shows that one-third of the world's food supply is wasted. Studies led by WasteMINZ<sup>1</sup> show that New Zealand households are throwing away 122,547 tonnes of food, some of which is made up of things like peelings, cores and bones, however the majority is or once was perfectly good food.

The Southland Territorial Authorities (under the banner of the solid waste shared service – WasteNet Southland) recognised in their joint Waste Management and Minimisation Plan (WasteNet Southland, 2012) that food waste is a regional issue, and elected to develop a food waste education and behaviour change programme. Rather than working in isolation WasteNet Southland (WasteNet) became a supporter and sponsor of the national Food Waste Prevention Project which is an initiative of the WasteMINZ Behaviour Change Sector Group. An outcome of this Project has been the rights to use WRAP<sup>2</sup> food waste behaviour change programme – Love Food Hate Waste.

The Southland region is the southern-most part of New Zealand with a diverse geography of coastal areas, flood plains, farmland, forestry, rivers and mountain ranges. The region consists of four main population centres – Invercargill, Gore, Te Anau and Winton with over 30 other small townships, and a population of approximately 93,000. The three territorial

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<sup>1</sup> WasteMINZ is industry group formed in 1989 to support the waste, resource recovery and contaminated land sectors in New Zealand.

<sup>2</sup> The Waste and Resources Action Programme (which operates as WRAP) is a registered United Kingdom Charity and registered Company.

authorities in the region are – Gore District Council, Invercargill City Council and Southland District Council. These Councils come together on solid waste management with the shared service of “WasteNet Southland” to lead the region to a vision of “waste is a resource”.

In June 2016, WasteNet launched the Love Food Hate Waste behaviour change campaign (the Campaign) to the Southland community, through a series of events aimed to inspire and enable the region to take simple actions to reduce their food waste.

## **METHODOLOGY**

Campaigns undertaken by WasteNet are required to take into account the Organisations Communication and Education Strategy (the Strategy) (WasteNet Southland, July 2013). The Strategy incorporates the Organisations vision – Waste is a resource – which is underpinned by the two interconnected goals of (a) to help the community recognise that waste is a resource and (b) support them to take actions to improve the use of their resources. With this overarching direction in mind, WasteNet worked in collaboration with the WasteMINZ Behaviour Change Sector Group to develop a Campaign.

The Campaigns key message was that Southland households are throwing away on average \$560 of food per year. The Campaigns target audience was the whole Southland community and its High Food Wasters.

The following principles of the Campaign (based on Defra’s<sup>3</sup> behaviour change model) were taken into account when planning individual events:

- Enable: make it easier for Southlanders to reduce their food waste by removing barriers, providing them with information and viable alternatives

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<sup>3</sup> Department for Environment Food and Rural Affairs (United Kingdom) [www.defra.gov.uk](http://www.defra.gov.uk)

- Engage: get Southlanders involved through attendance at events, radio competitions, reading information in community newspapers
- Encourage: giving Southlanders the right signals with positive incentives and rewards (e.g. give away simple and easy to use tools that can be used to reduce food waste)
- Exemplify: celebrate and support the individuals, organisations and schools already reducing their food waste.

With a clear outline of what WasteNet wanted to achieve and an identified target audience, the next step was to build a supportive and knowledgeable team. The team members included: a consultant with experience in running behaviour change workshops, a director of a community newspaper, a representative from radio and digital advertising, graphic designer and a WasteNet Southland representative.

An initial workshop was held where the team brainstormed potential events, measures and deliverables. The follow up workshop then identified a budget, potential sponsors, confirmed events, tentative events and allocated tasks to team members.

The next step of the project was to create a marketing proposal for sponsors (WasteNet Southland, 2016). This was the key document to enable the Team to engage with potential sponsors, by outlining the campaign objectives, how their sponsorship could be utilised and the value to their organisation of being involved in the Campaign.

Eight weeks out from the campaign commencement, events were confirmed and a finalised list of actions and responsibilities were documented.

## RESULTS

The following tables outline each event that took place including the cost, timeframe and key outcomes.



*Caption: Contestants compete in a cook-off for the opportunity to win the Bosch Fridge-Freezer valued at \$1939.*

### Event: Bosch Win the Fridge

Event Type	Radio Competition that included a cooking competition
Event Details	Contestants called into the radio station and shared “what is in their fridge” and/or shared their favourite leftover recipes. Two finalists were then selected to compete in a “cook off” at Ezy Kitchens. The finalists were judged on the waste in the kitchen; taste and presentation.
Event Objectives	<ul style="list-style-type: none"> <li>• Encouraging people to look in their fridge and cupboards</li> <li>• Share their favourite leftover recipes</li> </ul>
Timeframe	2 week radio advertising campaign (including use of social media).
Total Cost	\$5,000
Main Expenses	Major Prize (Bosch fridge-freezer valued at \$1939); Prizes (\$400)
Participation	The average number of listeners to The Hits 98.8 Southland breakfast show is 6,500 per day. 20 contestants entered the draw to compete for the major prize.
Preparation time	60-hours
Outcomes	This event was facilitated by The Hits Southland 98.8 over a 2-week period. This included on-air, social media and website promotions. The Hits reported a high level of engagement both on-air and through social media (Facebook) and web. The low level of competition entries could be due to the “cooking’ element for the finalists.

**Event: SIT and Just Eat It**

Event Type	Movie screening
Event Details	Screening of “Just Eat It” movie. Kate Meads (New Zealand’s Waste Free Warrior) introduced the audience to the campaign and gave out spot prizes to audience members who were able to answer questions about the film. Spot prizes included Sistema food container packs, Food Lovers Masterclass tickets and gift packs.
Event Objectives	To inspire participants to make one small change to reduce their food waste by providing them with easy to use tools to enable them to better use leftovers, plan their meals and Improve their food storage habits.
Total Cost	\$1,500
Main Expenses	Venue Hire; Movie License, Catering, Give-aways, graphic design.
Participation	50-60 people
Preparation time	40-hours
Outcomes	Entry on the night was a canned food item which resulted in 60 cans begin donated to the Invercargill Salvation Army Food Bank. This was a zero waste event with leftover catering being donated to staff at Hospice Southland, Takitimu Resthome, Southland Express and Invercargill City Council.

### Event: Da Vinci's Pizza Night

Event Type	Dinner and Games
Event Details	Invited tertiary students to join us for Pizza and learn about food waste. Kate Meads presented a 15-minute version of her Food Lovers Masterclass. After dinner the students joined the WasteNet team for a series of games: Ugly Orange and Spoon Race; WasteNet Sort Game Relay and Da Vinci's Leaning tower of Pizza.
Event Objectives	To host a Pizza Night with students whereby each student will receive information and tools to enable them to better use left overs, plan their meals and improve their food storage habits.
Total Cost	\$1,500
Main Expenses	Pizza; Venue, Facilitator, Give-aways, graphic design
Participation	53 students
Preparation time	60-hours
Outcomes	The event was a zero waste event, with 42 pizza and 24-litres of juice being consumed. The resulting cleaned pizza boxes and plastic cups were recycled with Southland disAbility Enterprises and the used tissues were composted. Every participant received a copy of Kate Meads "Leftova" magazine and a set of four 'eat me first' stickers. Spot prizes were also given away – Food Lovers Masterclass gift packs; Sistema 20-pack food storage containers; and Rivercottage Love Your Leftovers recipe book.

### Event: New World Grocery Giveaway

Event Type	Radio Competition
Event Details	This competition was facilitated by The Hits 98.8 Southland. To enter participants texted “waste” followed by their name and the phrase “love food hate waste’ to 4487, or physical entries were accepted by Southland Express, Invercargill.
Event Objectives	<ul style="list-style-type: none"> <li>• To raise Southlanders awareness of how much avoidable food waste we are creating</li> <li>• Enable Southland to reduce food waste</li> </ul>
Total Cost	\$800
Main Expenses	Radio advertising, Grocery Voucher, Print Advertising, graphic design
Participation	80 entries
Preparation time	24-hours
Outcomes	The Hits reported approximately 80 people entered the competition.



**Event: Food Lovers Masterclass with Kate Meads**

Event Type	Workshop
Event Details	90-minute masterclass presented by Kate Meads where participants were informed and inspired to reduce their food waste (especially at home with children). Topics discussed included meal planning, smart shopping, smart storage, principles of first-in-first-out, difference between 'use-by' and 'best-before' and last resort options.
Event Objectives	To provide participants with the tools and knowledge to save their household's money by reducing their avoidable food waste
Total Cost	\$5,000
Main Expenses	Incentive Packs; Venue and Catering; Facilitator; Graphic Design; Advertising (print and radio).
Participation	45 participants
Preparation time	120-hours
Outcomes	It is estimated that if each participant used the tools in their gift pack, in a week they could reduce their household food waste by 2.7 kilograms or in 12-months by 145 kilograms. Based on these estimated figures the 45 masterclass participants could potentially reduce their household food waste by a combined total of 6,520 kilograms in 12-months.

## DISCUSSION

A Community is in large part the result of the actions of its members. When Southlanders use resources wisely – meal planning, smart shopping, smart storage, portion control and loving leftovers – the community moves towards its vision. The Campaign used community based-social marketing techniques of direct contact, incentives and removal of barriers to encourage the desired behaviour with participants.

Measuring behaviour change needs to be cost effective and practical. WasteNet decided early on that every event attendee would receive an “Eat Me First” sticker and a copy of “Left Ova” consumer magazine. WasteNet calculated that for each sticker and booklet issued, 1 cup or 250-grams of food waste could potentially be reduced per household. Based on this calculation, the Campaign had direct engagement with 268 people which resulted in the potential to reduce their household food waste by a combined total of 2,054 kilograms every year.

Behaviour change is something that is hard to gauge. How do you know if the participants you engaged with did what they said they were going to do after attending the event? During the Campaign WasteNet had numerous ‘frank’ discussions with participants to gauge what changes (if any) they were going to make. A number of participants, especially from the Food Lovers Masterclass, contacted WasteNet well after the event to discuss the number of small changes they had made since the workshop as well the comments they received from friends and family about their change in behaviour.

The budget for the Campaign was developed in alignment with the adopted WasteNet Action Plan (WasteNet Southland, July 2015), with a total of \$15,000 allocated to the Campaign. During the planning phase the Team quickly realised that \$15,000 was not sufficient for the number of events planned, and either plans needed to change or additional funding was required to give the Campaign a higher level of public awareness.

The Team took the opportunity to gain additional funding through sourcing corporate sponsorship. A further \$8,700 in funding was sourced through these sponsor partnerships which included resources such as venue hire, radio advertising and free editorial content for community newspapers. This resulted in a total Campaign expenditure of \$24,000.

The Team were strategic in which companies were approached for support, taking into account not only the resources the company may have been able to provide but also how their brand “matched” with the national Love Food Hate Waste New Zealand brand.

Using Team members existing national sponsors – Bosch, Kai Carriers, Honey Wraps, Pouch Products – enabled the Campaign to have immediate support which made it easier to have other regional companies come on board.

Forward planning is an essential component if you want the event to be a success. The further ahead you plan the more time you have to network and get other key organisations involved. It takes a lot of time to have the discussions with sponsors as they can have ideas and objectives to include that could end up changing your event. Giving your Campaign a long lead-in time (4-5 months) can result in increased cost savings through accessing free venues, more stakeholder engagement, free advertising and higher public campaign awareness.

The key components of a successful behaviour change campaign include clear messaging, identified target audience, forward planning, and having a team with the skills and resources to implement the campaign. In addition to these elements WasteNet also wanted to include “having fun”. This was potentially one of the most important parts of our planning and execution. We looked at how we could simultaneously make the events entertaining, educational and engaging.

For each event we targeted a specific demographic and discussed what fun would look like to them. Through this we incorporated entertainment into all events. The Da Vinci's Pizza Night event (a dinner and games evening for tertiary students) is a perfect example of how to achieve this. When planning the event, we asked ourselves what would make students want to come out (in winter) and be educated:

- Free food
- Games & challenges
- Fun with friends
- A night where there is nothing else on
- Night before they get their student allowance
- Education would be light and helpful
- Show them how they can save money in a flatting situation.

We came up with offering free pizza and tapped into the students competitive nature by hosting fun games where everyone was involved. While participants were feasting on pizza, they were given a quick "food lovers masterclass" chat which focussed on making pizza from leftovers, how to be savvier in their flats when buying groceries and using up their food.

We then played relay games which included an ugly orange and spoon race, the WasteNet Sort Game and then had a final for the two winning teams where each team had to make a tower from the used pizza boxes. The winning team was the one that used all their allocated pizza boxes and their tower stood for 10 seconds. The winning team got some prizes and signed a Pizza box that will be kept and made as a trophy for next year's challenge. The Students had a free entertaining night out, made new friends, and without knowing it were educated on food waste.



*Caption: Participants of the Da Vinci's Pizza Night and the Love Food Hate Waste Southland Team at Hansen Hall, Southern Institute of Technology, Invercargill, New Zealand.*

## **CONCLUSION**

The key components of a successful behaviour change campaign include clear messaging, identified target audience/s, forward planning, entertaining events and having a team with the skills and resources to plan and execute the events and activities.

The Campaigns key learnings are:

- Where possible give yourself 4-5 months lead time to fully plan your campaign.
- Utilise national resources (e.g. data, print materials and social media) as well as their advice and guidance.
- Where possible enable participants with simple and easy to use behaviour change tools to practice the behaviour you are discussing. WasteNet provided each event participant with an “eat me first” sticker (tool) and copy of the “Left Ova” magazine (information).
- Offering incentives encourages attendance and provides the attendee with immediate behaviour change resources they can implement in their own homes.

This worked successfully at the Food Lovers Masterclass where attendees paid \$21 per ticket and received a \$100 gift pack.

- Where possible host a group/series of events which are carefully planned to attract your target participants. You get less overall engagement when running a singular event.
- Utilise social media. A targeted social media campaign enables you to reach a wider audience at minimal expense and tools such as Facebook can provide us with the ability to directly measure the level of engagement achieved. Social Media also allows you to easily exemplify, celebrate and support organisations and individuals reducing their food waste.
- All team members and sponsors/partners have the same expectations and understanding of the Campaign message. Without this common understanding you could lose an educational opportunity and at worst case dilute the Campaign message.
- Where possible work with corporate sponsors and partners, who will bring value to your brand/message and conversely enhance their own brand.
- Do not be discouraged to run an event that hasn't worked in other towns or countries. International experience suggested that dedicated food waste workshops were unsuccessful. However our experience proved that Kiwi's can run food waste workshops, with tickets selling out 2-days prior to the event (which is unusual for Southland events) and resulted in high public demand to attend the next workshops.

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