

A G E N D A

Ordinary Council Meeting

**Council Chambers,
36 Weld Street
Hokitika**

**Thursday 28 June 2018
commencing at 9.00 am**

His Worship the Mayor R.B. Smith
Deputy Mayors Cr H.M. Lash and Cr L.J. Martin
Crs D.L. Carruthers, R.W. (G) Eatwell, D.M.J. Havill ONZM,
J.A. Neale, G.L. Olson, D.C. Routhan.



ORDINARY COUNCIL MEETING

AGENDA FOR AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, TO BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 28 JUNE 2018 COMMENCING AT 9.00 AM

20 June 2018

COUNCIL VISION

We work with the people of Westland to grow and protect our Communities, our Economy and our unique natural environment.

Purpose:

The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:

- (a) To enable democratic local decision-making and action, by and on behalf of, communities; and
- (b) To meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

Health & Safety Snapshot

	Accidents	Incidents	Near Misses
December 2017	0	1	0
January 2018	0	0	0
February 2018	0	1	0
March 2018	0	1	0
April 2018	0	0	0
To 18 May 2018	0	0	0

1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER:

1.1 Apologies & Leave of Absence

1.2 Interest Register

2. CONFIRMATION OF MINUTES:

2.1 Ordinary Council Meeting – 24 May 2018 (Pages 11-16)

2.2 Extraordinary Council Meeting – 11 June 2018 (Pages 17-18)

2.3 Extraordinary Council Meeting – 14 June 2018 (Pages 19-20)

2.4 Extraordinary Council Meeting – 19 June 2018 (Pages 21-33)

2.5 Extraordinary Council Meeting – 20 June 2018 (Pages 34-60)

3. PRESENTATIONS:

3.1 12 noon – Sound Shell

Brent Nicholl will be in attendance at 12 noon.

3.2 12.30 pm – Kaniere School Cycleway

Kaniere School Students will be in attendance at 12.30 pm

4. CONSIDER AND HEAR SUBMISSIONS ON THE WESTLAND ECONOMIC DEVELOPMENT PLAN

5. DELIBERATE ON SUBMISSIONS TO THE WESTLAND ECONOMIC DEVELOPMENT PLAN

Morning tea from 10.30 am to 11.00 am

6. ACTION LIST:

The Action List is attached. (Page 61)

7. REPORTS FOR INFORMATION:

Nil.

8. REPORTS FOR DECISION:

- 8.1 Westland District NZTA Procurement Strategy Review (Pages 62-100)
- 8.2 Representation Review 2018 (Pages 101-115)
- 8.3 Elected Members Allowances and Recovery of Expenses Policy (Pages 116-126)
- 8.4 Draft Waste Assessment and Draft Waste Minimisation and Management Plan for Consultation (Pages 127-265)

Chris Purches from Tonkin and Taylor will be in attendance to present to Council.

- 8.5 2018 Hokitika Wildfoods Festival Report (Pages 266-270)

9. ADMINISTRATIVE RESOLUTIONS:

Council is required to confirm its Seal being affixed to the following documents:

9.1 Warrant of Appointment – Anna Margaret JOHNSON (Planner)

To act in the Westland District as:

- An Officer pursuant to Section 174 of the Local Government Act 2002.
- An Officer under the Westland District Council Bylaws.
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991, including the power of entry pursuant to Sections 332 and 333 of the Resource Management Act 1991.

9.2 Warrant of Appointment – Martin James ROSS (Engineer – 3 Waters)

To act in the Westland District as:

- An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and
- an Enforcement Officer under the Westland District Council Bylaws;
and

- a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and
- an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and
- an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and
- an Authorised Officer (Inspections) under Section 222 of the Building Act 2004; and
- an Engineer under the Water Supplies Protection Regulations 1961; and
- a Ranger under Sections 8, 10 of the Reserves Act 1977; and
- an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and
- an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974; and
- an Enforcement Officer under Section 76 of the Waste Minimisation Act 2008.

9.3 Warrant of Appointment – John Stafford BAINBRIDGE (Transportation Officer)

To act in the Westland District as:

- An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and
- an Enforcement Officer under the Westland District Council Bylaws; and
- a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and
- an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and
- an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and
- an Authorised Officer (Inspections) under Section 222 of the Building Act 2004; and

- a Ranger under Sections 8, 10 of the Reserves Act 1977; and
- an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and
- an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974; and
- an Enforcement Officer under Section 7 of the Transport Act 1972

9.4 **Warrant of Appointment – Erle Edward BENCICH (Operations Manager)**

To act in the Westland District as:

- An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and
- an Enforcement Officer under the Westland District Council Bylaws; and
- a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and
- an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and
- an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and
- an Authorised Officer (Inspections) under Section 222 of the Building Act 2004; and
- an Engineer under the Water Supplies Protection Regulations 1961; and
- a Ranger under Sections 8, 10 of the Reserves Act 1977; and
- an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and
- an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974; and
- an Enforcement Officer under Section 76 of the Waste Minimisation Act 2008

9.5 Warrant of Appointment – Sarah Elizabeth HAWKINS (Business Support Officer/Solid Waste & Development Control Officer)

To act in the Westland District as:

- An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and
- an Enforcement Officer under the Westland District Council Bylaws; and
- a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and
- an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and
- an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and
- an Authorised Officer (Inspections) under Section 222 of the Building Act 2004; and
- an Engineer under the Water Supplies Protection Regulations 1961; and
- a Ranger under Sections 8, 10 of the Reserves Act 1977; and
- an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and
- an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974; and
- an Enforcement Officer under Section 76 of the Waste Minimisation Act 2008

9.6 Warrant of Appointment – Karl Andrew JACKSON, Transportation Manager

To act in the Westland District as:

- An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and
- an Enforcement Officer under the Westland District Council Bylaws; and
- a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and

- an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and
- an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and
- an Authorised Officer (Inspections) under Section 222 of the Building Act 2004; and
- a Ranger under Sections 8, 10 of the Reserves Act 1977; and
- an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and
- an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974; and
- an Enforcement Officer under Section 7 of the Transport Act 1972

9.7 Warrant of Appointment – Vernon Noel MORRIS (Engineering Officer)

To act in the Westland District as:

- An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and
- an Enforcement Officer under the Westland District Council Bylaws; and
- a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and
- an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and
- an Authorised Officer (General Powers) under Section 23 of the Health Act 1956;

9.8 Warrant of Appointment – David Ross INWOOD (Group Manager: District Assets)

To act in the Westland District as:

- An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and

- an Enforcement Officer under the Westland District Council Bylaws; and
- a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and
- an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and
- an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and
- an Authorised Officer (Inspections) under Section 222 of the Building Act 2004; and
- an Engineer under the Water Supplies Protection Regulations 1961; and
- a Ranger under Sections 8, 10 of the Reserves Act 1977; and
- an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and
- an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974; and
- an Enforcement Officer under Section 76 of the Waste Minimisation Act 2008 and
- an Enforcement Officer under Section 7 of the Transport Act 1972

9.9 Warrant of Appointment – Simon Thomas EYRE (Property and Projects Supervisor)

To act in the Westland District as:

- An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and
- an Enforcement Officer under the Westland District Council Bylaws; and
- a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and
- an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and

- an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and
- an Authorised Officer (Inspections) under Section 222 of the Building Act 2004; and
- an Engineer under the Water Supplies Protection Regulations 1961; and
- a Ranger under Sections 8, 10 of the Reserves Act 1977; and
- an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and
- an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974;

Lunch from 12.30 pm to 1.00 pm.

10. MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION':

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987.

Council is required to move that the public be excluded from the following parts of the proceedings of this meeting, namely:

10.1 Confidential Minutes – 24 May 2018

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

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
8.1	Confidential Minutes – 24 May 2018	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)

**Date of next Ordinary Council Meeting – 26 July 2018
to be held in the Council Chambers, 36 Weld Street, Hokitika**

MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 24 MAY 2018 COMMENCING AT 11.12 AM

1 MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER

1.1 Members Present

His Worship the Mayor R.B. Smith (Chair)

Deputy Mayor Cr L.J. Martin, Deputy Mayor H.M. Lash

Crs D.L. Carruthers, R.W. (G) Eatwell, D.M.J. Havill (ONZM), J.A. Neale, Cr G.L. Olson.

Apologies

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that the apologies from Cr D.C. Routhan be received and accepted.

Staff in Attendance:

S.R. Bastion, Chief Executive; L.A. Crichton, Group Manager: Corporate Services; D.M. Maitland, Executive Assistant, Fiona Scadden, Acting Group Manager: Planning, Community and Environment, Karl Jackson, Transportation Manager, Erle Bencich, Acting Group Manager: District Assets.

1.2 Interest Register

The Interest Register was circulated and no amendments were noted.

2. CONFIRMATION OF MINUTES:

2.1 Ordinary Council Meeting – 26 April 2018

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that the Minutes of the Ordinary Meeting of Council, held on the 26 April 2018 be confirmed as a true and correct record of the meeting, subject to the following amendment:

Remove reference to Deputy Mayor H.M. Lash (part of the meeting).

2.2 Extraordinary Council Meeting – 16 May 2018

Moved Cr Carruthers, seconded Cr Olson and **Resolved** that the Minutes of the Ordinary Meeting of Council, held on the 26 April 2018 be confirmed as a true and correct record of the meeting, subject to the following amendment:

Noted that the apology from Deputy Mayor Lash had been tendered before the Extraordinary Council Meeting had commenced, however due to timing, it had not been not recorded in the Extraordinary Council Minutes.

The agenda items then out of order to the Agenda.

4. ACTION LIST:

His Worship the Mayor went through the Action List in the Agenda and various amendments and updates to the list were provided.

Moved Deputy Mayor Martin, seconded Deputy Mayor Martin and **Resolved** that the Action List as amended be adopted and those items be removed from the list.

3. PRESENTATIONS:

3.1 Citizenship Ceremony

The following new Citizens for Westland District attended the meeting to undertake their Form of Oath and Swear Allegiance to Her Majesty the Queen of New Zealand before His Worship the Mayor and Councillors as follows:

NAME	NATIONALITY	FORM OF OATH
Mrs Saziya Jasmin AZIZ	Fijian	Oath
Ms Samantha BENEKE	British/South African	Oath
Mr Paul CUMMING	British	Affirmation
Ms Irene Anselmo DELA CRUZ	Filipino	Oath
Miss Rena Somoray GUIMBAOLIBOT	Filipino	Oath
Mr Robert Hernando Jr AFAN	Filipino	Oath

Mrs Lea Loreen Altre AFAN	Filipino	Oath
Mr Robert Altre Jr III AFAN	Filipino	Oath
Mr Loui Jefferson Altre AFAN	Filipino	Oath
Master Michael Angelo Altre AFAN	Filipino	No Oath (Minor)

The meeting adjourned for lunch at 12.30 pm and reconvened at 1.04 pm.

3.2 Jackie Gurden and David Stapleton

Jackie Gurden and David Stapleton attended the meeting and gave a Powerpoint Presentation regarding the New Zealand Pounamu Centre and Westland Museum Development; and also the Westland Cultural and Heritage Tourism Development Project.

Items discussed:

- Founding Principle – for locals by locals
- Leading attraction
- Market opportunity
- National Significance
- Other Facilities – Art Gallery, Library, iSite
- Considerations – Transport planning, CBD planning
- Exhibition Themes
- Proposed Attractions
- Linked sites and related projects
- Project Management
- Top things visitors wanted to do.
- What needs to happen for people here now (Signage)
- Marketing, Business Development and Town Environment.

6. REPORTS FOR DECISION.

6.1 Proposed Council Funded Graduate Scholarship Programme

The Senior Planner advised that the purpose of the report is whereby Council enters into an agreement with prospective students with Westland connections in their final year at various schools to sponsor their study towards a Council preferred degree programme in return for working for Council for a specified period of time on completion of the degree programme.

Moved Deputy Mayor Martin, seconded Cr Olson and **Resolved** that:

- A) Council adopt the establishment of a Council funded Graduate Scholarship Programme starting with one recipient student to study towards a recognised degree programme in either Civil Engineering, Planning or Finance and Administration beginning 2019-2020 financial year.

- B) Council develop a recipient selection criteria based on the principles of promoting local students with strong Westland connections.
- C) Council develop a detailed contract agreement.
- D) That while Council are accepting Option 2, Council investigate the legal and financial aspects including the structure of this item.

7. ADMINISTRATIVE RESOLUTIONS

7.1 Warrant of Appointment – Daniel Alan John SCHUMACHER

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that Council confirm its seal being affixed to the following document:

To act in the Westland District as:

- An Officer pursuant to Section 174 of the Local Government Act 2002; AND
- An Authorised Officer pursuant to Section 222 of the Building Act 2004; AND
- An Enforcement Officer pursuant to Section 229 of the Building Act 2004; AND
- An Officer pursuant to section 11 of the Fencing of Swimming Pools Act 1987; AND
- An Officer under the Westland District Council Bylaws; AND
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991.

7.2 Warrant of Appointment – Kurt Francis JOHNSTONE

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that Council confirm its seal being affixed to the following document:

To act in the Westland District as:

- An Officer pursuant to Section 174 of the Local Government Act 2002; AND
- An Authorised Officer pursuant to Section 222 of the Building Act 2004; AND
- An Enforcement Officer pursuant to Section 229 of the Building Act 2004;

AND

- An Officer pursuant to section 11 of the Fencing of Swimming Pools Act 1987; AND
- An Officer under the Westland District Council Bylaws; AND
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991.

7. MATTERS CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION':

Moved Deputy Mayor Lash, seconded Cr Neale and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 1.52 pm.

Council is required to move that the public be excluded from the following parts of the proceedings of this meeting, namely:

7.1 Confidential Minutes – 26 April 2018

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

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
7.1	Confidential Minutes – 26 April 2018	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)

This resolution is made in reliance on Sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or 7 of that Act, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

No.	Item	Section
7.1	Protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that the business conducted in the “Public Excluded Section” be confirmed, and accordingly, the meeting went back to the open part of the meeting at 1.54 pm.

**Date of next Ordinary Council Meeting – 28 May 2018
to be held in the Council Chambers, 36 Weld Street, Hokitika**

MEETING CLOSED AT 1.58 PM

Confirmed by:

Mayor Bruce Smith
Chair

Date



Extraordinary Council Minutes

MINUTES OF AN EXTRAORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON MONDAY 11 JUNE 2018 COMMENCING AT 4.00 PM

1 MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER

1.1 Members Present

His Worship the Mayor R.B. Smith (Chair)
Deputy Mayor Cr L.J. Martin, Deputy Mayor H.M. Lash
Crs D.L. Carruthers, R.W. (G) Eatwell, D.M.J. Havill (ONZM), J.A. Neale,
G.L. Olson, D.C. Routhan

Apologies

Nil.

Also in Attendance:

S.R. Bastion, Chief Executive; L.A. Crichton, Group Manager: Corporate Services;
D.M. Maitland, Executive Assistant.

1.2 Interest Register

The Interest Register was circulated and no amendments were noted.

2. MATTERS CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION':

Moved Cr Eatwell, seconded Cr Routhan and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 4.03 pm.

Council is required to move that the public be excluded from the following parts of the proceedings of this meeting, namely:

2.1 Westland Holdings Limited – Director Appointments

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

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
2.1	Confidential Information	Board Appointment – Westland Holdings Ltd	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)

This resolution is made in reliance on Sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or 7 of that Act, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

No.	Item	Section
2.1	Protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)

Moved Cr Routhan, seconded Cr Eatwell and **Resolved** that the business conducted in the “Public Excluded Section” be confirmed, and accordingly, the meeting went back to the open part of the meeting at 4.53 pm.

**Date of next Ordinary Council Meeting – 28 June 2018
to be held in the Council Chambers, 36 Weld Street, Hokitika**

MEETING CLOSED AT 4.53 PM

Confirmed by:

Mayor Bruce Smith
Chair

Date

Extraordinary Council Minutes

MINUTES OF AN EXTRAORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 14 JUNE 2018 COMMENCING AT 8.30 AM

1 MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER

1.1 Members Present

His Worship the Mayor R.B. Smith (Chair)

Deputy Mayor Cr L.J. Martin, Deputy Mayor H.M. Lash

Crs D.L. Carruthers, R.W. (G) Eatwell, D.M.J. Havill (ONZM), J.A. Neale, G.L. Olson.

Absent

Cr D.C. Routhan.

Apologies

Nil.

Also in Attendance

S.R. Bastion, Chief Executive; L.A. Crichton, Group Manager: Corporate Services; D.M. Maitland, Executive Assistant.

1.2 Interest Register

The Interest Register was circulated and no amendments were noted.

2. MATTERS CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION'

Moved Deputy Mayor Martin, seconded Cr Havill and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 8.35 am.

Council is required to move that the public be excluded from the following parts of the proceedings of this meeting, namely:

2.1 Tenders for Sale of Land – Marks Road, Haast

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

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
2.1	Confidential Report to Council	Tenders for Sale of Land – Marks Road, Haast	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)

This resolution is made in reliance on Sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or 7 of that Act, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

No.	Item	Section
2.1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Schedule 7(2)(i)

Moved Deputy Mayor Lash, seconded Deputy Mayor Martin and **Resolved** that the business conducted in the “Public Excluded Section” be confirmed, and accordingly, the meeting went back to the open part of the meeting at 8.59 am.

**Date of next Ordinary Council Meeting – 28 June 2018
to be held in the Council Chambers, 36 Weld Street, Hokitika**

MEETING CLOSED AT 8.59 AM

Confirmed by:

Mayor Bruce Smith
Chair

Date

MINUTES OF AN EXTRAORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON TUESDAY 19 JUNE 2018 COMMENCING AT 9.00 AM

1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER

Deputy Mayor Martin as Chair, welcomed everyone in attendance to the Extraordinary Council Meeting to hear submissions to the 2018-2028 Draft Long Term Plan.

1.1 Apologies & Leave of Absence

Deputy Mayor Cr L.J. Martin (Chair)

Deputy Mayor H.M. Lash

Crs R.W. (G) Eatwell, D.M.J. Havill (ONZM), J.A. Neale, G.L. Olson, D.C. Routhan (from 9.02 am).

Apologies

His Worship the Mayor R.B. Smith

Cr D.L. Carruthers

Moved Cr Neale, seconded Cr Olson and **Resolved** that the apologies from His Worship the Mayor and Cr Carruthers be received and accepted.

Also in Attendance

S.R. Bastion, Chief Executive; L.A. Crichton, Group Manager: Corporate Services; J.D. Ebenhoh, Group Manager: Planning, Community and Environment; D.R. Inwood, Group Manager: District Assets; D.M. Maitland, Executive Assistant

1.2 Interest Register

The Interest Register was circulated and no amendments were made.

2. HEAR AND CONSIDER SUBMISSIONS TO THE 2018-2028 LONG TERM PLAN AND THE 2018 REVIEW OF VARIOUS BYLAWS AND POLICY ON DOGS

The Chair went through the process and advised the process is that questions of clarification can be sought.

1. Fritz Fehling spoke in support of his submission

- Local Body Elections – asked that Council change from First Past the Post for Elections to Single Transferable Vote.
- Chlorination – advised there is no need for expensive water meters in order to allocate the costs of unnecessary chlorination/fluoridation against the public's interest in pure drinking water.
- Asked that Council Define water catchments via a bylaw.
- Advised the Drinking Water Standards as interpreted by Council are unable for the West Coast's pure and plenty water as they reduce the water quality by chlorination and fluoridation that is also meant to disable 1080 fluoride tests and controlled fluoride intake.

The Chair thanked Mr Fehling for attending the meeting and presenting his submission to Council.

2. David Waugh spoke in support of his submission.

- Concerned regarding rates being charged for his whitebaiters bach situated on Department of Conservation (DOC) controlled land near the mouth of the Poerua River.
- In 2015-2016 the Council via Westland District Property Limited (WDPL) set fees for baches on legal road at \$2,000 per annum.
- Department of Conservation (DOC) charged \$2,000 inclusive of GST. DOC acknowledged that GST did not apply. The rationale was to keep in line with what Council was charging.
- Concession with Department of Conservation is based on intrinsic values of the area, walking track, values, liability for outgoings.
- Does not derive any benefit from Council services – streetlights, footpaths, refuse, sewerage, water supply, no Council controlled amenities.
- Concerned about the legality of how he has been charged rates and suggested that the matter is open to challenge (Commerce Commission).
- If there is a need to increase the rating base, campervans could be charged and asked to pay money to flush out their water tanks and empty waste.

The Chair thanked Mr Waugh for attending the meeting and presenting his submission to Council.

3. Derek Blight spoke in support of his submission.

- Asked that Council amend the new Council Vision Statement to include the word “safe” as follows: “*We work for the people of Westland to grow and keep our communities safe...*”
- Westland became an accredited safe community with New Zealand’s Safe Community Foundation in February 2017 and asked that this achievement be recognized in Council’s Vision Statement.
- Referred to the flagpole outside the Council Building which fly’s the Safe Community Coalition Flag.
- Safe Community Coalition meets bi-monthly and currently runs a number of community projects.

The Chair thanked Mr Blight for attending the meeting and presenting his submission to Council.

4. Angela Keenan spoke in support of her submission

- Support for a sporting complex in Hokitika.
- Gymnasium at Westland High School has had one renovation.
- Westland Sports Hub – previously worked on the project for 10 years and then it was removed from the Long Term Plan.
- The proposed facility will grow sports in Hokitika. Weather has a big impact on sport and recreation participation.
- Netball are struggling to find facilities to host a National Tournament which would host 250 children, plus supporters.
- Support for the economic benefit to Hokitika that could arise from such a sporting facility in Hokitika, and also what it would mean to those sporting codes.

The Chair thanked Mrs Keenan for attending the meeting and presenting her submission to Council.

5. Christine Stet spoke in support of her submission

- Museums should be part of the community.
- Concerned at the comments regarding the Hokitika Museum. Disappointed that there is a suggestion that funding will be reduced substantially.
- Fee should be kept affordable for all
- Concerned that the previous Curator of the Hokitika Museum has not been replaced. Sharing Westland stories can only happen under the direction of a highly qualified Curator.

- A new Museum complex to enhance what we currently have in our Museum should be what we should strive for.
- Carnegie Building – sits in the flood area of town and is an earthquake risk. A new complex should be sited in a more suitable area.
- Concerned that the proposed spending to be carried out on the iSite and the desire to have “new and innovative technologies and processes”. The money designated for the iSite could be directed to the museum.
- Enticing visitors to the museum as it is a crucial fabric of our town and should be protected.

The Chair thanked Mrs Stet for attending the meeting and presenting her submission to Council.

6. Angela Johnston, Senior Regional Policy Advisor, Federated Farmers spoke in support of the submission from Federated Farmers

- In 2013 Council recognized their financial deficits could not be sustained.
- Submission was circulated to the Chair and Councillors.
- Long Term Plan overall looks like a reasonable response. Majority of spending is on infrastructure.
- Funding Policy – strongly supported
- Support that Council seeks alternative funding mechanisms via subsidies, grants and other income options prior to rates being used.
- Greater use of the Uniform Annual General Charge (UAGC) – fair way for Council to rate for services for benefits across ratepayer groups.
- Asked Council to consider funding a greater portion of costs through the UAGC.
- Resilience – asking Council to build resilience. Roding, electricity and communication networks need to be improved to reduce risk and encourage ongoing and new business investment.
- Concerned there is a large number of proposed non-core service projects, especially as they are to be funded from ratepayers.
- Congratulated Council on the Consultation Document and the Draft LTP which both do a great job of explaining rating implications.

The Chair thanked Ms Johnston for attending the meeting and presenting her submission to Council.

7. Kees van Beek spoke in support of his personal submission.

- Support for Arahura Water Supply. Noted there is a high “iron” content which is a problem on some properties up the Arahura Valley.
- Oppose the transfer of management of the West Coast Wilderness Trail and asked that Council continue to take responsibility for the trail.
- Drinking Water Standards – support for good quality water.
- Westland High School – support the proposal. Economic sense for Council to get involved in Westland High School.
- Live Streaming of Council Meetings – not supported.
- Old Christchurch Road – concerned there was no mention of the road in the LTP. The road needs further attention as the recent painting of white lines down the middle sealed section is faded already. Supported a lower speed limit from over the tailings to SH73 to 80kms due to dust nuisance, loose gravel, high speeds and people not used to unsealed surfaces.

Kees van Beek, Chairman, Safer Community Coalition spoke in support of the submission from the Safer Community Coalition.

- Glow Worm Dell is not a Council property, however there are issues with parking and lighting as increased numbers of tourists visit the site. Parking area is too small, cars park on the opposite side of the road, poor lighting and people wearing dark clothing, 50 km speed restriction needs to be moved further north.
- Suggested parking be improved and allocated from the Glow Worm Dell to the Information Kiosk.
- Suggested a barrier be erected between the parking on the State Highway and the Glow Worm Dell.
 - Supported the submission from Ivan Wilson, West Coast Road Safety Coordinator regarding lighting and parking at the Glow-worm Dell.

The Chair thanked Mr van Beek for attending the meeting and presenting the two submissions to Council.

8. Don Neale spoke in support of his submission.

- Generally opposed to the transfer to transfer management of strategic assets and non-core activities to the CCOs. Concerned that CCOs have little accountability or transparency to the full Council and ratepayers. Concerned they have a profit-driven focus that is to the detriment of the community functions of the assets they manage and could be used by Council to hide the use of ratepayers’ money.
- Concerned regarding the transfer of the Museum to the CCOs as it is not just a tourist facility, but it is a community asset that gives valuable direct service to local residents and ratepayers.

- Oppose the Westland High School Recreation and Community Centre Project. Concerned at the direction the Westland High School (WHS) sport facility is going and the duplication of the facilities at WHS.
- Concerned re the maintenance and ongoing management of the facilities.
- Caution on the WHS sports facility.
- Support the submission of the Westland Community Centre Inc seeking support and funding for Hokitika's Regent Theatre as an essential community asset.
- Like to see Council supporting walking and cycling activities in the town and throughout the District. Huge amount of things that can be done. Walking and cycling-friendly towns.
- Object to Council putting money into the Haast-Hollyford Road.
- Object to the proposal to move the Hokitika museum under the CCO and to cut its funding by 20%.
- Support that Council prepare for natural hazards and asked that Council develop plans for preparing and responding to Alpine Fault Rupture, Climate Change and Coastal Erosion.
- Support any moves for Council to become "Zero Waste to Landfill".'

The Chair thanked Mr Neale for attending the meeting and presenting his submission to Council.

9. Bruce Watson, spoke in support of the Westland Community Centre Inc's Submission regarding Hokitika's Regent Theatre.

- Noted that a separate document had been emailed to the Mayor and Councillors regarding a detailed budget that had been prepared.
- Regent Theatre is a multi-use facility used by various groups with 23,000 users of the Theatre in 2017. The Theatre contributes to the social and wellbeing of the community.
- The Theatre is run by a combination of staff and volunteers.
- The best comparisons with Hokitika's Regent are the Regent Theatre in Greymouth (owned by a Trust) and the NBS Theatre in Westport (owned by Buller District Council).
- In 2017 there was a financial crisis for the Theatre resulting in a supplementary emergency grant from Council of \$30,000 over 6 months at \$5,000 per month.
- Asked that Council continue the grant of \$30,00 per year for the life of the LTP.
- Plus an additional annual grant of \$35,000 for up to three years.

The Chair thanked Mr Watson for attending the meeting and presenting his submission to Council.

10. Jim Little, Chief Executive, Tourism West Coast spoke in support of the submission from Tourism West Coast

- Thanked Council for their support of Tourism West Coast.
- Since their submission was made, the numbers have changed.
- Visitor spend in the District is \$364M and continues to grow. More people are now staying on the West Coast in April and May, hence the shoulder season is increasing.
- Tourism West Coast seek funding of \$100,000 for one year.
- Buller District Council have approved funding of \$100,000, with confirmation letters from Grey District Council and Development West Coast.
- Support for Tourism West Coast from all the operators in the Westland District.
- Four operators from Westland District were on the West Coast stand at TRENZ in Dunedin.
- Tourism West Coast will report KPIs on the money allocated to Council.

The Chair thanked Mr Little for attending the meeting and presenting his submission to Council.

11. John McCoy spoke in support of the submission from the Waitaha Hall Board

- Spoke in support of the continuation of roadworks on the Waitaha Valley Road.
- Asked that passing bays be constructed and situated at convenient locations along the road.
- Work was done on widening the entrance to the valley, however there are still residents and tourists getting stuck on the road. Heavy trucks cannot pull off the road.
- Concerned at the increased amount of traffic when the proposed construction of the hydro scheme takes place at the top of the valley.

The Chair thanked Mr McCoy for attending the meeting and presenting his submission to Council.

The meeting adjourned at 10.06 am for a break tea and reconvened at 10.15 am.

12. Sue Asplin spoke in support of her submission

- Noted that she was consulted on the Hokitika Museum as an internal staff member of Council.
- Agree with Council concentrating on core activities and services.
- Hokitika Museum is more than just a tourist facility and needs to be funded accordingly. It was the top tourist attraction in Hokitika before it closed in 2016. There was a wonderful experienced Museum Director.
- Concern that for such a major significant change to the Hokitika Museum, it would have been good to see some in-depth reporting on it.

- Some stakeholder relationships may be compromised. Community volunteer labour and people donating items to the museum, National Archives may take a closer look at our collection.
- Staff are in the process of looking at our collection, cataloguing at what we have. There will need to be a major cataloguing inventory going forward.
- Support for the Hokitika Museum to stay with Council.
- Like to have a Museum Director appointed soon and suggested that there be a delay on the decision until the reports have been done on the repercussions of shifting the museum across to the CCO.
- The museum is the community's memory, not a tourism business.

The Chair thanked Ms Asplin for attending the meeting and presenting her submission to Council.

13. Frosty Theron spoke in support of her submission

- Thanked Council for the opportunity for Council to speak to the submission.
- Advised that she is a staff member at the Hokitika Museum.
- Transfer of activities – oppose the proposal, with the exception of the Wildfoods festival and other assets. All of these are service based and generally don't make money, they are a service to the community, and there would not be a Museum if the community didn't donate items.
- Families may not be willing to donate to a CCO. There is no feasibility study done.
- Council should be catering to the ratepayers needs first.
- Asked why does Council need to rush into this when a researched approach would have been better with a feasibility study.

The Chair thanked Mrs Theron for attending the meeting and presenting her submission to Council.

The meeting adjourned for morning tea at 10.25 am and reconvened at 10.53 am.

14. Jack O'Connor spoke in support of the submission from Sport Canterbury

- Introduced Kevin Collier, Regional Places and Spaces Manager.
- Noted apologies from the CEO and GM of Sport Canterbury.
- Thanked Council for the investment already put into sport and recreation across Westland during some really tough economic times.
- Sport Canterbury West Coast facilitates sport and recreation sector across the Westland and Grey Districts. Historically, both Councils had contributed financially to the roles. Westland District withdrew funding during a time of economic realignment in 2013.

Kevin Collier then spoke in support of the submission from Sport Canterbury

- Seeking \$50,000 of annual investment to allow Sport Canterbury to increase capacity to grow capability across the District.
- Seeking \$5,000 to develop a Regional Sports Facility Plan across the region with other partners. The plan would identify and prioritise future sport and recreation facilities needs for the region and enable decisions to be made on where the facilities are regionally. Sport Canterbury would lead the plan.
- Requesting investment in the Westland area, and West Coast wide sport facility plan.
- Indications from Buller and Grey District Councils that they support the plan, along with the Tasman Sports Trust.

Jack O'Connor

- Key point is that they would really like an endorsement from Council on the Regional Sports Facility Plan.
- The sport and recreation sector is essential for health and wellbeing on the Coast. As the population ages, the pressure goes on sports and volunteers to administer the facilities.
- Asked for an opportunity to discuss further with Council the opportunities for sport and recreation and what can we do to grow sport in the region.

The Chair thanked Mr O'Connor and Mr Collier for attending the meeting and presenting their submission to Council.

15. Aaron Smith, Chairperson, Okarito Community Association spoke in support of the submission from the Okarito Community Association

- Thanked Council and the Council staff for the work put into the plan which has resulted in a very readable document.
- **Purchase of Land** – Asked that Council purchase the land directly behind the historic schoolhouse currently owned by Ngai Tahu Property Ltd who have agreed to sell the property for \$125,000 plus GST. The land would need clearing and levelling. The community has been granted a coastal permit for earthworks and this could assist making the filling of the section cheaper.
- There is a current issue in Okarito with carparking.
- Thanked Council support for the new toilets.
- **Rubbish Collection** – the Council fund two large green rubbish bins which are located near the wharf building but with growing tourist numbers, this is not sufficient to cater for the amount of rubbish which is being dumped in the camping area, and also in the peak of summer on people's properties. Asking Council for some more help with rubbish by either more bins or bigger Love NZ Bins which have the recycling units in them, located at the wharf area.

- **Freedom Camping** – Seeking Council’s help in permanently banning freedom camping from the Okarito/Forks area. Asking Council for a re-write of the Freedom Camping Act.
- Asking Council for signage just after the turn-off to Okarito and one at the village also, to advise no freedom camping past this point. Would like camping centralized at the existing camping ground.
- Discussion with Department of Conservation regarding a trial for 12 months having a place dedicated for freedom camping and the management of the issue going forward.
- **Open Spaces** - Support for the bulk of the open spaces in the community being protected.

The Chair thanked Mr Smith for attending the meeting and presenting his submission to Council.

16. Kelly Harris, Hospitality New Zealand Regional Manager, Westland Branch phoned in and spoke in support of the submission from Hospitality New Zealand Westland Branch.

- Noted that the organisation represents 41 hospitality and commercial accommodation businesses in the Westland District.
- Concern from members regarding the proposal of increasing the pan tax, particularly those with commercial accommodation who feel the tax increase is severe and does not properly reflect usage. Advised that the proposed increase of 68% in the pan tax is unsustainable for the 41 members within the Westland District.
- Asked that Council consider the potential revenue that would come from including online accommodation providers in the commercial rating system, along with the additional targeted rates and pan tax that is being applied to commercial accommodation providers.
- Offer to email further details on data online capture.

The Chair thanked Ms Harris for phoning in and talking to the submission from Hospitality New Zealand Westland Branch.

17. Elizabeth (Biddy) Manera spoke in support of her submission

- Asked that Council reconsider the request to seal Grimmond Memorial Avenue due to increased visitors, foot traffic, cyclists, people walking dogs, riding horses along the Avenue which is a narrow graveled roadway.
- Noted that the traffic creates dust and flying stones and with a on one side, it is not a safe roadway to park along. Seeking a lower speed restriction.
- The enhancement projects are supported and encouraged by WRENIS, DOC, Council, RSA, WAMS, LINZ, Ross Community Society, IA, Chinese Consulate and Association Groups, West Coast Community Trust, local Iwi, Government

House, Royal NZ Navy, Ross Community and ex-pats and numerous other sponsors.

- The adjacent DOC Reserve is under contract through DOCCF to have a children's safe fun cycle area established. There will be a community greenspace which will allow an access pathway through from the east carpark area to opposite the entranceway of the lakeside Chinese Memorial Gardens, making for safe crossing.
- Tourism West Coast are promoting the Ross Chinese Gardens, and with the investments in the Chinese Gardens, is reason enough to ensure that anyone visiting the site does not get covered in dust from passing traffic.

The Chair thanked Ms Manera for attending the meeting and presenting her submission to Council.

18. Neville Manson spoke in support of his submission

- Opposes the proposed installation of two pumping stations at Kaniere in years three and four of the Long Term Plan (MWH recommended two pumping stations, one behind the Kaniere Hotel and in the vicinity of Camp Street) and asked that the money be reallocated to other areas where it could be put to better use.
- Flooding of a family member's property in 1991, 2005 and 2018 resulted in flood water flowing through dredge tailings and occurs 24 hours after peak rain.
- Showed some images from Google Earth of the outline of the existing ponds and advised that over time, the area has been modified.
- Recommended that pumping stations are not looked at, with the money being spend on upgrading valves and gates and maintenance done on cleaning out the existing systems as pipes appear to be full of sediment.
- Asked that the existing infrastructure be maintained and not only apply to Papanui Road at Kaniere, but throughout Kaniere.
- Noted that the Westroads yard is the main course of flooding, redirect where it belongs, opening overflow in the Westroads yard. Reduce the amount of flooding coming through the area, then upgrade as per 2 and 3 of the MWH report and upgrade the resized pipes.

The Chair thanked Mr Manson for attending the meeting and presenting his submission to Council.

19. Graham Berry speaking on behalf of Cushla Jones' Submission

- Advised that Franz Josef is in desperate need for a park at Franz Josef.
- Advised that Council had resolved to work with the Franz Josef Community to establish a sports field on the south bank of the Waiho River, or an alternate site, and made provision for \$50,000 from the reserves contribution account. However, there had been no progress on such a facility for the community.

Clarification was sought regarding greenspace and the possibility it could be located where Franz Josef is going to grow.

Clarification was also sought regarding the use of the playing field at the Franz Josef School, however it was noted that this field is very hard, and noted that another option with having a park is people can have a picnic.

Graham Berry then spoke in support of the submission on the Township Development Fund

- Noted that Township Development Fund allocated to Franz Josef is currently \$35,000 which is 48% of the Franz Josef Township Maintenance Budget. The fund has been set at this rate for a number of years and with the growth of Franz Josef in recent years, an expected increase is sought. Asked Council to provide feedback on how and when rates are reviewed.
- Noted that they are trying to make the Community Hall break in and looking at building a gym that tourists can utilise.

Graham Berry then spoke in support of the submission on Gaming Machines

- Noted that Franz Josef lost their gaming machines due to be unable to provide facilities as required in a policy due to not being able to screen the gaming machines off in an enclosed area.
- Noted that gaming machines have been installed elsewhere in South Westland that do not meet the requirements that were stipulated to the Franz Josef Community.
- Visitors to the area often request such facilities which are not available.
- Asked that Council amend the current policy to allow gaming machines in South Westland, especially Franz Josef.

Clarification was sought regarding the original gaming machines that were lost in the major flood at Franz Josef and the lapsing of the licence.

Clarification was then sought if Mr Berry thought the Council's request at the time regarding screening was valid. Mr Berry advised that clarification was sought from the Community Development Advisor in this regard.

Councillors asked that the Group Manager: Planning, Community and Environment report back to Council regarding the gaming machines.

Councillors noted that as the verbal submissions had been heard, there was no requirement to hold an Extraordinary Council Meeting on Wednesday 20 June 2018 at 10.30 am.

**Date of next Ordinary Council Meeting – 28 June 2018
to be held in the Council Chambers, 36 Weld Street, Hokitika**

MEETING CLOSED AT 12.21 PM

Confirmed by:

Deputy Mayor Latham Martin
Chair

Date

Extraordinary Council Minutes

MINUTES OF AN EXTRAORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON WEDNESDAY 20 JUNE 2018 COMMENCING AT 4.00 PM

1 MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER

1.1 Members Present

His Worship the Mayor R.B. Smith (Chair)

Deputy Mayor Cr L.J. Martin, Deputy Mayor H.M. Lash

Crs R.W. (G) Eatwell, D.M.J. Havill (ONZM), J.A. Neale, G.L. Olson, D.C. Routhan.

Apologies

Cr D.L. Carruthers.

Moved Cr Olson, seconded Deputy Mayor Martin and **Resolved** that the apology from Cr D.L. Carruthers be received and accepted.

Also in Attendance

S.R. Bastion, Chief Executive; L.A. Crichton, Group Manager: Corporate Services; D.M. Maitland, Executive Assistant, J.D. Ebenhoh, Group Manager: Planning, Community and Environment; D.R. Inwood, Group Manager: District Assets.

1.2 Interest Register

The Interest Register was circulated and amendments to Cr Eatwell's entries in the register were noted.

His Worship the Mayor advised that Council is required to consider as an additional item, in the Public Excluded Section, the Board Appointment to Westland Holdings Limited as the Board is currently non-functioning.

Item 9.12 – Items of Business not to the agenda which cannot be delayed

Moved Deputy Mayor Martin, seconded Deputy Mayor Lash and **Resolved** that the Council resolves to deal with the matter in the Public Excluded Section and the item be added to the Confidential Agenda.

(a) **The reason that the item is not on the agenda is:**

Council is required to appoint Directors to Westland Holdings Limited as the Board is currently non-functioning.

(b) **The reason why the discussion of the item cannot be delayed until a subsequent meeting:**

The Board of Westland Holdings Limited needs to be in place by the 30 June 2018 to support the Council Controlled Organisations.

ADDITIONAL ITEM ADDED TO THE AGENDA

MATTERS CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION'

Moved Deputy Mayor Martin, seconded Deputy Mayor Lash and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 4.03 pm.

Council is required to move that the public be excluded from the following parts of the proceedings of this meeting, namely:

Board Appointment – Westland Holdings Ltd.

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

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
2.1	Confidential Report to Council	Board Appointment – Westland Holdings Ltd	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)

This resolution is made in reliance on Sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6

or 7 of that Act, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

No.	Item	Section
2.1	Protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that the business conducted in the “Public Excluded Section” be confirmed, and accordingly, the meeting went back to the open part of the meeting at 4.07 pm.

2. CONSIDER AND DELIBERATE ON SUBMISSIONS TO THE 2018-2028 LONG TERM PLAN AND THE 2018 REVIEW OF VARIOUS BYLAWS AND POLICY ON DOGS

Submissions to the Long Term Plan

Deputy Mayor Martin left the meeting at 5.09 pm and returned at 5.10 pm.

Council then deliberated on the verbal and written submissions to the 2018-2028 Long Term Plan. The results of those deliberations are attached to these Minutes.

The Group Manager: Corporate Services then provided Council with rates modelling as items were discussed. After the deliberations had been completed, it was noted that the overall rate increase would be 4.1%.

Moved Deputy Mayor Martin, seconded His Worship the Mayor and **Resolved** that as Westland Holdings Ltd had provided an expectation of an increased dividend to \$600,000 and request Westroads Ltd to provide documentation to support the dividend.

Moved Deputy Mayor Martin, seconded Cr Routhan and **Resolved** that Council has received and considered with thanks, the verbal and written submissions to the 2018-2028 Draft Long Term Plan, as presented as part of the 2018-2028 Long Term Plan process.

Moved Deputy Mayor Martin, seconded Deputy Mayor Lash and **Resolved** that after amendments to the 2018-2028 Draft Long Term Plan, the Chief Executive be instructed to make the necessary amendments and present the Long Term Plan to the Extraordinary Council Meeting on the 29 June 2018 for adoption.

Moved Cr Olson, seconded Deputy Mayor Martin and **Resolved** that Council thanks the staff involved for their extra work in the preparation of the 2018-2028 Long Term Plan process, which has been very much appreciated.

Submissions to the 2018 Review of Various Bylaws and Policy on Dogs

The Group Manager: Planning, Community and Environment spoke to this item.

Moved Deputy Mayor Lash, seconded Deputy Mayor Martin and **Resolved** that Council receive all the written and verbal submissions to the 2018 Review of Various Bylaws and Policy on Dogs and the Chief Executive be instructed to make the necessary amendments and present the Various Bylaws and Policy on Dogs to the Extraordinary Council Meeting on the 29 June 2018 for adoption.

The Chief Executive then thanked his staff for their extra work in the Long Term Plan process which has been very much appreciated.

**Date of next Ordinary Council Meeting – 28 June 2018
to be held in the Council Chambers, 36 Weld Street, Hokitika**

MEETING CLOSED AT 6.07 PM

Confirmed by:

Mayor Bruce Smith
Chair

Date

The draft Long Term Plan 2018/28 Decision-making on submissions 19/20 June 2018

Submission subjects		Sub #	Staff Comments	Council Decision	
Drinking Water	1	Council not to use Fluoride in Water	137, 143	Staff have no plans to fluoridate water	AGREED WITH STAFF COMMENTS
	2	Would like to see the current FJ water treatment plant located to a safer place	597		COMMENTS NOTED
	3	Ross Water supply cost recovery from Elect Mining	617	This is not an LTP matter and cannot be considered in this process	AGREE WITH STAFF COMMENTS
	4	Opposed to plan to chlorinate Hari Hari water supply	623	Council must comply with Drinking Water Standards, and it is likely that this will be forced on Council eventually	AGREE WITH STAFF COMMENTS
	5	Fox Glacier Community would like to see more transparency from Council for Water Treatment, testing and would like to see the results	637		NOTED – NOT AN LTP ISSUE
Rates	6	Unfairness of rates on Whitebaiters Huts	502, 569	Local Government Rating Act refers, - all land is rateable unless this act or another act states that it is not rateable. This bach has a DOC concession which states clearly that all rates and charges are payable. QV have confirmed this. Council staff undertake an annual review of the fairness of the rating system.	THIS IS ALIGNED WITH THE LOCAL GOVT RATING ACT AND STANDS AND WDC UNDERTAKE AN ANNUAL REVIEW OF THE RATING SYSTEM
	7	Separation of Bruce Bay and Fox Glacier rating zone	552	Council agreed at roadshows for staff to propose options in the next financial year, Bruce Bay Community present at the meeting agreed this as a way forward	AGREE WITH STAFF COMMENTS
	8	Lack of change in commercial rating units since Council agreed to carry out the review	561, 599	Council staff have been reviewing Commercial business, however this is a time heavy process and some progress has been made, and will continue to be made	WE SUPPORT COUNCIL'S WORK IN PROGRESS – TIDY UP OF WORDING/COMMS RECOGNISED

Submission subjects		Sub #	Staff Comments	Council Decision	
	9	Increase in sewerage rate	562, 590, 605, 634, 639, 648	The rate has increased mainly due to depreciation for renewals, funding needs to be available for renewals and if Council does not fund fully the rate requirement, this will result in a higher increase in the future resulting in the same situation as at the present time. Council staff will review all aspects of the sewerage activity in the next 12 months which may result in changes to the level of funding on pan charges.	AGREE WITH STAFF COMMENTS
	10	Commercial rating particularly Airbnb	590, 599, 606, 641, 648	This is a country wide issue and Council will be working with other Councils and LGNZ to find a solution to rating for Airbnb.	AGREE AND REFER TO THE POLICY
	11	Rate properties based on environmental footprint	592	Council is committed to reviewing some areas of the rating system in the next 12 months, this can be investigated during this review	AGREE WITH STAFF COMMENTS
	12	Rate differentials should be same throughout district with fixed rate for all properties	599, 604, 607, 639	Council will always consult for any rating changes is made, no changes were deemed necessary for the draft LTP. The capital value rating system provides for charging a rate based on what the property is used for, using differentials allows for this rating system to differentiate for different use	AGREE WITH STAFF COMMENTS
	13	Support of Council UAGC	646	Council staff review this % each at each budget period.	AGREE WITH STAFF COMMENTS
Genetic Engineering	14	Release of Genetically engineered/modified organisms into environment	137, 142, 592	This is a Resource Management matter and will be referred to the Resource Management team. Possibly to be considered in District Plan Review.	AGREE WITH STAFF COMMENTS
Cement Lead Road	15	The road requires sealing	616	Funding for seal extensions have been in the past challenging to get through NZTA approval processes, however there may be other options to be explored around funding for this activity and these can be examined in more detail.	AGREE BUT NOT PRIORITY

Submission subjects			Sub #	Staff Comments	Council Decision
Old Christchurch Road	16	Would like to see a reduction in speed limits	613	Currently ongoing in this area is Speed reduction, Extra delineation improvements, Signage Upgrades/Improvements.	SITUATION BEING REVIEWED CURRENTLY
Hawkers Licences	17	Request that these licences contain a contribution towards the Tourism rate	593, 595	Bylaws are currently under consultation and this submission has been forwarded to include that consultation process. Recommend it not be added to the Tourism rate. See comments in summary of Bylaw submission; however, rating is a LTP issue so a decision should be made within the LTP context as well. Suggestion that no Tourism Promotion Rate be charged as it would more than double the existing rate of \$500/yr, which has already been increased considerably in recent years.	BY-LAW & SUPPORT STAFF AGREE WITH STAFF COMMENTS
Glyphosate based herbicides	18	That Council refrains from using these types of herbicides where animals and humans have access	137		NOTED – USE MUST BE NOTIFIED
Trans Pacific Partnership	19	Would like Council to take an active interest	138, 144	Although this is an interesting topic, this does not relate to the Long Term Plan	AGREE WITH STAFF COMMENTS
Haast-Hollyford Road	20	Opposes this road	589, 592, 612, 615, 649	This relates to the Westland Economic development consultation and is not an LTP matter, this will be considered as part of that consultation. Note: Council owns the legal road.	NOTED. AGREE WITH STAFF
Franz Josef Community Development Fund	21	Would like to understand how to increase the Development Funding. Submission 146 has been replaced by submission 609 at submitter request	146, 609	Franz Josef Community Group should start discussions with Council's Community Development Officer in the first instance.	AGREE WITH STAFF COMMENTS

Submission subjects		Sub #	Staff Comments	Council Decision	
Fox Glacier Community Development Fund	22	Fox Glacier Community do not want to any changes or removal of this fund or the Community Development officer	637	No proposal has been made to make any changes in the draft LTP	AGREE WITH STAFF COMMENTS
Fran Josef Cron Street Widening	23	Widening work to be carried out on Cron Street FJ	598	Some widening work has been carried out, further work is being investigated	AGREE WITH STAFF COMMENTS
Tourism West Coast	24	Tourism West Coast request \$100k to be funded through the LTP	140, 561, 628	there will be an increase in the rates of approx 0.67%	\$100K FUNDED UNDER THIS REQUEST ON THE PROVISIO BELOW HAPPENS (NEEDS TO BE REVIEWED ON THE COMMERCIAL TOURISM ASPECT IF NO SUCCESS BELOW).
	25	Strongly opposes funding Tourism West Coast	588, 650		PRESSURE TO BE PUT ONTO DWC TO TAKE OVER FUNDING IN TOTAL FROM 2019 ONWARDS – NOTED THAT THIS MUST START NOW Moved Deputy Mayor Martin, seconded Cr Havill and <u>Resolved</u> that \$100,000 be granted to Tourism West Coast for a period of one year funded from the Tourism Promotions Rate; and that Council work with the industry to develop a sustainable funding model from 2019-2020. <i>Cr Routhan and Cr Olson recorded their votes against the motion.</i>
Freedom Camping	26	NZMCA would like Council to Recognise, resource and prioritise activities and infrastructure around this area	141	Council is looking into ways to provide facilities for responsible freedom camping, without undermining commercial campground operations.	RECOGNISE THEIR REQUEST AND WILL WORK WITH THEM IN SUPPORTIVE MANNER IN FUTURE

Submission subjects		Sub #	Staff Comments	Council Decision	
	27	Okarito would like Freedom Campers banned from the township	556, 557	<p>This is a bylaw matter and will be referred to the bylaw review.</p> <p>No Freedom Camping bylaw currently exists in Westland and none was proposed by the current bylaw review, so this submission cannot be considered in relation to the current Statement of Proposal in relation to bylaws. Recommended LTP decision is to acknowledge the submission and indicate that this will be looked into further in 2018/19 as part of wider discussions around freedom camping and any need for a bylaw.</p>	AGREE BUT TO BE WORKED ON
Enviroschools	28	Would like to thank Council for its support of this programme of education	148, 644	Acknowledged	COUNCIL SUPPORTED EXTENDING ENVIROSCHOOLS SOUTH.
Hokitika Regent Theatre	29	Supports an increase of funding of \$35k for the Theatre for operational costs	561, 612, 640, 649	<p>Extra funding will be a significant increase on the Community rate for Hokitika.</p> <p>Council requested that the Regent Theatre provided a business plan to Council before any further funding would be given, this has not been provided to Council yet. Funding of \$65k would increase rates by 0.13% to increase funding to \$50k would be an increase of 0.03%</p>	<p>PAY THE REQUEST ON A PROVISIO BASIS:</p> <p>ONGOING BUSINESS PLAN & BUDGET PRESENTED ASAP.</p> <p>SIGHT A SIGNED OFF DOCUMENT VERIFYING MEETS 65% EARTHQUAKE STANDARDS.</p> <p>UNTIL OUR CONDITIONS ARE MET, FUNDING WILL BE WITHHELD.</p> <p>WE DO RECOGNISE THE IMPORTANCE OF THIS BUILDING AND FACILITY TO THE WIDER COMMUNITY.</p>

Submission subjects		Sub #	Staff Comments	Council Decision	
	30	Wording in LTP telling what the Theatre is doing	640	<p>Wording will not be added to the LTP document, this is Council's LTP providing the Community with information regarding what Council is planning to do for the next 10 years, if Council were to do this, then this would be discriminating against other businesses and Community Groups</p>	<p>AGREE WITH STAFF COMMENTS</p> <p>Moved His Worship the Mayor, seconded Cr Havill that the funding remain as is (\$30,000 per year) and the Regent Theatre to work with Destination Westland going forward. <i>The motion was put to the meeting and was lost.</i></p> <p>Moved Cr Neale, seconded Cr Routhan <u>by way of amendment</u>, that \$30,000 be granted for one year, and an extra \$35,000 for one year be granted if the Regent Theatre work with Destination Westland on a business plan. <i>The amendment was put to the meeting and was lost.</i></p> <p>Moved Deputy Mayor Lash, seconded Cr Eatwell and <u>Resolved by way of further amendment</u> that the funding remain as is (\$30,000 per year) and the Regent Theatre to work with Destination Westland going forward and bring the business case back to Council to consider further assistance at the next Annual Plan process. <i>The further amendment was put to the meeting and was carried.</i></p> <p><i>The further amendment became the substantive motion, was put to the meeting and was carried. The vote was unanimous.</i></p>

Submission subjects		Sub #	Staff Comments	Council Decision	
	31	Westland Community Centre (Inc) to be included in LTP list of Community Associations	640		AGREE WITH STAFF COMMENTS
	32	A note in the LTP plan that the Regent could receive Reserve Development funding	640	Council will not be adding these words, the LTP document is Councils LTP providing the Community with information regarding what Council is planning to do for the next 10 years, if Council were to do this, then this would be discriminating against other businesses and Community Groups. The Regent Theatre can apply like any other applicant subject to Council consultation and decision mechanisms.	AGREE WITH STAFF COMMENTS
Hokitika Brass Band Hall	33	Would like continued Council support of the hall	570, 572	There is a maintenance budget provided for the Hall in the LTP	AGREE WITH STAFF COMMENTS
Waitaha Valley Road	34	Concerned over safety of the road and asks for passing bays	586	Some work has already been carried out, it is Council intention to continue improving. Low Cost Low Risk projects can be created for this road within current NZTA allocations and these can be carried out subject to final NZTA approval. Such projects could be (but not limited to), widening, corner improvements, delineation improvements, guardrail improvements etc. Creation of a hydro facility in this valley will trigger specific resource consent. As an affected party the Council as Road controlling authority could potentially require improvements to this road to be carried out by the agency responsible for the activity	SHOULD KNOW WITHIN 6 MONTHS IF THIS ROAD WILL BE ADDRESSED. REQUEST IS FAIR. IF ROAD TO BE ADDRESSED, IT WILL REQUIRE PASSING BAYS OR BEING MADE WIDER.
Land Purchase	35	Purchase land for car parking in Okarito	503, 557	Any cost to Council would need to be funded by ratepayers through the rating system going forward. \$125k plus GST requested for this.	OPTIONS TO BE LOOKED INTO WITH COMMUNITY

Submission subjects		Sub #	Staff Comments	Council Decision	
Westland High School Funding	36	Supports the funding	494, 495, 496, 498, 499, 500, 504, 505, 506, 552, 554, 559, 564, 565, 566, 567, 568, 571, 572, 574, 576, 577, 578, 580, 581, 582, 583, 584, 585, 586, 596, 600, 613, 614, 615, 616, 617, 620, 623, 624, 625, 630, 631, 632, 633, 636, 638, 644, 653		\$100k AGREED TO BY COUNCIL Moved Cr Olson, seconded Cr Havill and <u>Resolved</u> that \$100,000 be released towards the Westland Sportshub complex.
	37	Supports the funding, but would like us to fund more \$250k-\$500k	497, 573, 635	Reserve Development fund is funded through financial contributions from around the district towards improvements in public recreation facilities in that area, the Reserve Development fund balance does not support this level of increase of funding.	NOTED
	38	Opposes Funding to Westland High School as funds in this account are not collected for this purpose	551, 589, 602, 612, 621, 641, 642, 649	Reserve Development fund is funded through financial contributions from around the district towards improvements in reserves in that district. Under the Westland District Plan which requires these recreation contributions from subdivisions, the improvements can take place on public recreation facilities not just reserves, so WHS facilities could be eligible.	NOTED

Submission subjects		Sub #	Staff Comments	Council Decision	
	39	Neutral to the proposal. Submission 553 has been replaced by submission 560 at submitters request	553, 558, 560, 561, 579, 593, 595, 597, 598, 599, 601, 618, 622, 637, 639, 645		
Footpaths	40	Request for footpath maintenance	575, 617, 618, 644	NZTA recently announced that Footpath Renewals and Maintenance will qualify for Subsidised funding. Staff at Westland are working with the agency to build better budgets around this activity.	MAINTENANCE BUDGET IN PLACE AND TO BE ACTIONED
Waste Management	41	Okarito would like the number of rubbish bins increased from 2-6, or some large 'love NZ' bins	555, 557	Council staff are reviewing the waste management collections throughout the district in the next twelve months, and this submission can be reviewed through that process for the best option for Okarito township. Annual cost of this will increase from \$3.2k to \$9.6k	REVISED & OPERATIONAL – ADDRESS THROUGH THE TIF FUND POTENTIALLY Moved Deputy Mayor Lash, seconded Cr Neale and Resolved that the 'Love NZ' bins be increased from two to six.
	42	HariHari waste collection inefficient	623		OPERATIONAL – SOLID WASTE REVIEW
	43	Supports educational programmes for waste reduction	585		SOLID WASTE REVIEW
	44	Supports move to zero waste and would like to see Council reaffirm this commitment	612, 649	Council is still committed and is continuing to fund Enviroschools and educational programmes	SOLID WASTE REVIEW
Gaming	45	Would like to see pokies returned.	147, 608, 610, 644	This is not an LTP consideration. Covered by the Class 4 Gambling Venue Policy 2015, which is due for review in the second half of 2018.	
Alcohol	46	Coastwide approach to policy	608, 644	This is not an LTP consideration. [Covered by the Sale and Supply of Alcohol Act 2012 and any Local Alcohol Policy developed under that Act.	AGREE WITH STAFF COMMENTS

Submission subjects		Sub #	Staff Comments	Council Decision	
Smokefree	47	Council adopted an amendment to the Smokefree Environments Policy in 2016, this has not been updated on Council's website	608, 644	This is not an LTP consideration. The amended version will be uploaded to the website ASAP.	
Arahura Water Supply	48	Neutral to the proposal	494, 495, 496, 497, 498, 504, 505, 551, 552, 558, 568, 574, 579, 583, 593, 595, 597, 598, 599, 600, 612, 617, 618, 622, 623, 625, 630, 632, 633, 635, 636, 638, 639, 645, 653		SUPPORT IN FULL
	49	Supports the proposal	499, 500, 554, 506, 559, 561, 564, 565, 566, 567, 571, 572, 573, 576, 577, 578, 580, 581, 582, 584, 585, 586, 596, 601, 602, 613, 614, 615, 616, 619, 621, 624, 631, 637, 641, 642, 649		SUPPORTS IN FULL Deputy Mayor Martin, seconded Cr Olson and Resolved that Council support this item in full.

Submission subjects		Sub #	Staff Comments	Council Decision	
	50	Opposes the proposal as believes the community should manage their own water supply, and water should not be chlorinated or fluoridated. This submission has replaced submission 553 at submitters request	560	Council must comply with Drinking Water Standards	NOTED.
Franz Josef Outdoor facilities	51	Lack of parks, sports field or skate park at FJ, while the community is growing. Large amount of funds allocated to Hokitika instead of the district	598, 601, 645	No requests for these facilities have been requested to Council, Council can investigate this for the next LTP. \$100k in Reserve Development fund proposed for the FJ revitalisation potentially can be used for this project. The original Franz Josef Urban Revitalisation Plan done in 2011 and revised a few years later needs to be looked at again in light of the current community and cross-agency planning in Franz Josef township; a revision could incorporate these new ideas including parks. Preferable to keep new buildings off fault line but open space and passive recreation could be appropriate use of former FRAZ.	FJWG - GREEN AREA WHERE BUILDINGS MOVED FROM – TO BE LOOKED INTO AS PART OF THE FUTURE FRANZ WORK.
Explorers monument	52	Would like Council to support a move from the Cemetery to the Beachfront	583	Council's Hokitika Reserves and Environs Advisory Group has discussed this idea; concepts and potential locations are being considered.	ON HOLD. TO BE TIED IN WITH HERITAGE AND NEW MUSEUM.
Glow Worm Dell	53	Safety around parking at the Dell	558, 611	Council are aware of some concerns around this area and WDC will continue to liaise with NZTA on improvement options that could be implemented.	POTENTIAL TIF APPLICATION WITH TRANSIT NZ
Cass Square upgrade	54	Supports upgrading facilities at Cass Square	591, 627		WAIT FOR UPDATE FROM GROUP INVOLVED WITH UPGRADE. FUTURE PLANNING FOR PARK OVERALL. RESERVES FUNDING FOR THIS REVIEW.

Submission subjects		Sub #	Staff Comments	Council Decision
	55	Include facilities for older people	644	
Infrastructure spending	56	Neutral to the proposal	494, 496, 497, 498, 499, 500, 504, 558, 561, 565, 572, 573, 585, 586, 597, 598, 600, 618, 622, 623, 630, 632, 633, 635, 636, 641, 653	
	57	Supports Infrastructure Spending	495, 505, 506, 552, 554, 559, 564, 566, 567, 568, 571, 574, 576, 577, 578, 579, 580, 581, 582, 583, 584, 593, 595, 596, 599, 601, 602, 613, 614, 615, 616, 621, 624, 625, 631, 637, 639, 645, 646, 649, 651, 652	CORE FACILITIES – MUST BE DONE Moved Deputy Mayor Martin, seconded Cr Havill and Resolved that Council supports infrastructure spending.
	58	Opposes all infrastructure spending	551	
	59	Opposes infrastructure spending for the reasons given under Arahura Water Supply proposal. This submission has replaced submission 553 at submitters request	560, 617, 638, 642	Council must comply with Drinking Water Standards, Commercial water users and high volume users are expected to have metered water

Submission subjects		Sub #	Staff Comments	Council Decision	
Museum Strengthening	60	Supports funding for this	629	Acknowledged	NOTED.
Stormwater	61	Flooding at Kaniere and opposes the installation of two pump stations	625		KEEP FUNDING ALLOCATION BUT REVIEW AREA AFFECTED
Cemeteries	62	Current Ross cemetery is also an Historic Cemetery	617		NOTED
Ross Township	63	New Toilets required	617	An application for Tourism Infrastructure Funding towards new toilet facilities in Ross has been submitted, however it is not yet known if the application has been accepted	TIF APPLICATION
	64	Animal control do not act on complaints	617	this is not an LTP matter however staff are reviewing this activity	BY-LAW & NOTED
	65	District Plan review and lack of consultation	617	This is not an LTP matter however it is acknowledged	NOTED
	66	Emergency Management and lack of communication around these	617	Council are working on a solution for better facilities and equipment for use in the rural communities	NOTED BUT ACKNOWLEDGE HUGE WORK GONE INTO THIS TO DATE WITH GREAT SUCCESS
Franz Josef Sewerage ponds	67	Concerned that Council do not yet have a solution and that cost has increased	589	Council are working on a solution.	NOTED
Westland sustainability, resilience and environment	68	Support for Community gardens, wellbeing and sustainability	576, 585, 608, 617	Acknowledged	NOTED
	69	Support for accessibility and disabled facilities, elderly housing including Ross	577, 608, 614, 617, 644		NOTED

Submission subjects		Sub #	Staff Comments	Council Decision	
	70	Requests Council installs Electric Vehicle fast charging systems around district, through application of Central Governments low emissions vehicles contestable fund	592	Staff can investigate	AGREE WITH STAFF COMMENTS
	71	Reduce Green house gasses due to change in land use	592	This is a Resource Management matter and will be referred to the Resource Management team for the upcoming District Plan Review.	DISTRICT PLAN REVIEW
	72	Protection of natural landscape and features	592, 646	This is a Resource Management matter and will be referred to the Resource Management team for the upcoming District Plan Review.	DISTRICT PLAN REVIEW
Cell phone coverage	73	Council to support towns without cell phone coverage	618	Council is actively working on this issue and temporary cell phone towers have already been provided in Haast	NOTED
Active West Coast AND Sport Canterbury	74	Commends Council on the work that it is doing in this area and would like to see further support in this area.	608, 612, 620, 644, 649	This is a community development matter and will be referred to the Community Development Officer. Have requested \$50k for annual investment and \$5k towards the sports facility plan	Moved Deputy Mayor Martin, seconded Cr Neale and Resolved that Council support the development of a Sports Facility Plan in principle; and \$5,000 be allocated to Sport Canterbury to support the sport programmes in Westland.

Submission subjects		Sub #	Staff Comments	Council Decision	
Live Streaming Council Meetings	75	Neutral to the proposal	494, 497, 498, 504, 505, 506, 551, 552, 554, 558, 561, 564, 573, 576, 581, 582, 583, 584, 586, 597, 598, 600, 613, 614, 615, 618, 621, 622, 624, 625, 631, 632, 633, 635, 636, 638, 653		Moved Cr Routhan, seconded Deputy Mayor Lash and Resolved that Council does not support live streaming of Council Meetings.
	76	Supports the proposal	495, 496, 499, 500, 504, 559, 565, 566, 567, 568, 571, 572, 574, 577, 578, 580, 585, 593, 595, 596, 599, 601, 617, 623, 630, 637, 639, 641, 642, 645, 649, 651		
	77	Opposes the proposal. This submission has replaced submission 553 at submitters request	560, 602, 612, 616, 646* *requests put on hold until widespread broadband is in place		

Submission subjects		Sub #	Staff Comments	Council Decision	
Council Vision statement	78	Statement should include the word 'safe'	559	Council's new vision statement was the result of vigorous discussion by Councillors and was agreed and adopted at the May Council meeting	Noted that the new Council Vision already talks about protecting the communities in Westland, which could incorporate safety.
Single Transferable vote vs First past the post	79	Requests that Council change the Local Election system from First Past the Post to a Single Transferable vote system. This submission has replaced submission 553 at submitters request	560	This is not an LTP matter, however will be taken under consideration by Council outside of the LTP process	NOTED
Beachfront playground	80	opposes proposal for a beachfront playground. This submission has replaced submission 553 at submitters request	560, 583, 602, 612, 646, 649	Council are to remove this project from the LTP, this will have no impact on rates or debt as was to be funded from the Reserves Development fund	NOTED
Transfer of Management of Activities to CCO	81	Neutral to the proposal	494, 495, 496, 499, 506, 558, 583, 584, 586, 593, 595, 597, 598, 599, 601, 618, 623, 625, 630, 633, 635, 637, 641, 653	Moved Cr Havill, seconded His Worship the Mayor and Resolved that Council transfer the management of the activities as outlined in the Draft Long Term Plan to Destination Westland. <i>Moved Cr Neale, seconded Cr Routhan by way of amendment that each activity be looked at separately.</i> <i>The amendment was put to the meeting and was lost.</i> The original motion (Moved Cr Havill, seconded His Worship the Mayor) was put to the meeting, and was carried.	

Submission subjects		Sub #	Staff Comments	Council Decision
				<i>Cr Neale recorded her vote against the motion.</i>
82	Supports the proposal	497, 498, 500, 505, 552, 559, 564, 565, 566, 567, 568, 571, 572, 573, 574, 577, 578, 580, 581, 582, 596, 602, 614, 621, 624, 636, 639, 645, 646, 651		
83	Opposes the proposal, does not want to see any activities transferred to the CCO's. Submission 553 has been replaced by Submission 560 at submitters request	551, 553 , 554, 560, 576, 579, 600, 612, 613, 615, 616, 617, 632, 638, 642, 649	Pounamu centre consultation is part of the Westland Economic Development consultation and this matter will be transferred to that consultation	NOTED
84	opposes the transfer of the management of the Museum activity to CCO	561, 585, 587, 603, 622, 631, 647		
85	supports i-SITE/WCWT and events management to be transferred to CCO	561, 622, 631		

Submission subjects		Sub #	Staff Comments	Council Decision	
	86	Supports the proposal, however would like to see less of ratepayer funding for the i-SITE	563	i-SITE is a valuable information centre and has recently been acknowledged as being one of the best i-SITES in the country.	
	87	Supports proposal to transfer i-SITE to CCO however does not want any extra spending on capital	584		
	88	Will support i-SITE and WCWT transfer if relevant staff support the transfer	585		
Museum complex	89	Council need to be aware of Westlands ability to pay for the \$4.8m for this complex	646	This will be Westlands share only, and will only go ahead if the majority of funding is provided externally. The cost is intergenerational debt funding.	NOTED
Library	90	Move Library back to Council building to remove cost of lease of building	603	The Library is becoming a digital hub and not just a lender of books, the digital services that the Library offers are very popular and in order to enhance this sought after service the Council building will not accommodate this.	NOTED
Westroads	91	Westroads should return a higher dividend to Council	145, 603	Westroads returns a budgeted dividend to Council and WHL annually, Included in this budgeted Dividend is the share of Council losses by way of subvention payments.	WESTROADS INTENTION IS TO INCREASE THE DIVIDEND RETURN FOR THE FIRST YEAR OF THE PLAN BY \$90K
Destination Westland	92	Would like to see all activities brought back into Council	603	Council is concentrating on the core activities, and Destination Westland is in a better position than Council to obtain benefits from a more commercial focus with Tourism activities and Property management.	NOTED
West Coast Wilderness Trail	93	Supports cycle trail and would like the portion from Lake Kaniere to be reviewed to be taken off road	612, 649	This is a priority 'enhancement' project that has been presented to the funding authority for consideration. No funding is available to Council for enhancement until the trail is officially signed off.	NOTED

Submission subjects		Sub #	Staff Comments	Council Decision	
	94	No ratepayer money to cycleway	603	Cycleway funding has been reduced by 20% by transferring to Destination Westland, funding is for maintenance and not building of cycleway	NOTED
Heritage park	95	Heritage Park should charge an entrance fee	603	the Heritage park is run by volunteers, Council funds a modest maintenance budget for the buildings	NOTED
Council staff time on preparation of the Long Term Plan	96	4000 staff hours to prepare the document is ridiculous, why rewrite the document since it was done 3 years ago	145, 603	It is a statutory requirement for Council to prepare a Long Term Plan every 3 years. Council staff would enjoy not having to spend so much time preparing the document, however this is sometimes required, due to such things as: new regulations, new accounting standards, new information around assets, and many other reasons.	NOTED
Finance/Debt Costs and loans	97	Would like a cut in debt and associated Finance Costs	603	Debt is a tool necessary for intergenerational funding, without debt rates increases would not be manageable and this generation would be paying for assets that they will not be using in the future. Council could not afford to renew infrastructure without debt funding. Council's level of debt is well within the Local Government Funding Agency limits.	NOTED
Driftwood and Sand Event	98	Would like to see financial support in LTP for this event	612, 649	Council have included a budget in the Long Term Plan towards this event for each of the years of the plan	NOTED
Dog Park	99	Opposes funding of a dog park, believes there are enough places to take a dog	602	Funding is from Reserve Development fund and/or historic dog control activity surpluses and does not impact rates or debt	NOTED
	100	Supports proposal for Dog Park	614, 642		NOTED

Notes:

Submission 593 is a duplicate of 594 therefore only 594 has been included.

Review of Various Bylaws and Policy on Dogs Decision-making on submissions 20 June 2018

Bylaw and Topic		Sub #	Staff Comments	Council Decision	
Dog Control	1	Does not support on-leash requirements outside the Hokitika Urban Area, where the same problems don't exist and where other control methods (voice, electronic collar and whistle, etc) should be sufficient. These are very restrictive for well behaved, low risk dogs and responsible owners.	1, 2, 3, 4	<p>The proposed leash requirement is intended to add an extra safety margin vs allowing for non-leash control. However, outside the Hokitika urban area the population density is generally less and the proposed on-leash requirements could be relaxed if Council wishes, as follows:</p> <ul style="list-style-type: none"> • Remove exclusion from off-leash areas for 'formed legal road including carriageways, footpaths and berms' – i.e. allow dogs off-leash as long as under control • Remove word 'unsealed' from the phrase 'unsealed public places' which refers to approved off-leash areas; this would allow for dogs on footpaths etc outside of Hokitika urban area • Amend section 4 of Dog Control Policy to reflect that the on-leash requirement is generally focused on the Hokitika urban area 	Council indicated their support.
	2	Outside the Hokitika urban area, concern about the limitation of off-leash areas to 'non-vegetated shores of all beaches', in terms of the definition of vegetation and the risk in times of year where there are no penguins.	1, 2, 3, 4	<p>In general, the vegetated areas are where native birds (including penguins) nest, and these areas could indeed include sedge grasses, tussocks and gorse. Restricting the time of year to peak penguin season (say June to February) would add unnecessary complexity to the bylaw and would overlook the fact that penguins can be present year-round.</p> <p>However, outside the Hokitika urban area, Council could relax the on-leash requirement along beaches and shores by focusing only on the specific little blue penguin area included in the bylaw: from south boundary of Hokitika Golf Club (Takutai) to Little Hou Hou Creek (Three</p>	Council supported.

			<p>Mile), where on-leash would be required during darkness or in vegetated areas inland of Mean High Water Springs (MHWS). Outside of this area, Department of Conservation restrictions would still apply, and Council could add other non-DOC areas to the bylaw's on-leash areas in future based on any issues or evidence.</p> <p>This would involve the following change to the text:</p> <ul style="list-style-type: none"> Remove "non-vegetated" from the phrase "non-vegetated shores of all beaches, rivers and lakes are approved off-leash areas" 	
3	Suggests that, in order to reflect its statement in the Dog Control Policy that "Council's primary and preferred method is through encouragement and education of the dog owner where possible in order to ensure public safety and comfort," Council offers affordable local training courses for dog obedience and training collars for hire.	1, 2, 3, 4	The relaxation of the proposed on-leash requirements outside of the Hokitika urban area, referred to above, should tilt the balance back towards an encouragement and education approach, consistent with the Dog Control Policy. No funds have been proposed in the 2018 Long Term Plan for education courses or offering training collars, but options can be investigated in 2018/19.	Council supported.
4	Support for proposed changes to bylaw and supporting policy, to benefit penguins, people, pets and other nesting birds	6	Suggest retaining proposed changes to bylaw, but relaxing on-leash requirements outside Hokitika urban area as outlined above in response to the 4 submissions from Kumara.	Council supported.
Speed Limits				
5	Havill Drive, Awatuna: should be 70kph or 80kph not 100kph	5	The bylaw itself allows for speed limits to be set, but any individual changes to speed limits have a separate process involving central government and the community. This suggested change will be investigated but cannot be made immediately in response to this submission.	Agree with staff comment.

				The schedule of speed limits attached to the proposed bylaw primarily reflects existing speed limits, or those that need to be gazetted but are obvious due to location (e.g. a small cul-de-sac in an urban area having a 50kph limit instead of 100kph).	
	6	Old Christchurch Road should have 80kph limit	9 (forwarded from LTP submission process)	As above re: Awatuna. No change can be made immediately nor is one required to the bylaw itself; a process is required to change individual speed limits. In addition, Council is working on a number of options to improve safety on this road (see response to LTP submission 613)	Agree with staff comment.
Trading in Public Places	7	Limit hawkers / mobile cart licences to areas where commercial activity is permitted and expected, or require resource consent process (concern re: competition in Okarito)	7, 8	The bylaw could be changed to prohibit these licences from areas where commercial activity is not permitted by the District Plan, e.g. from coastal settlements like Okarito and rural areas. However this outright prohibition would not allow the Council to consider the merits of a proposal on a discretionary basis and would have implications for existing licences such as the food carts at Bruce Bay and Hokitika Gorge. It is suggested that the District Plan Review consider the alternative suggestion proposed, that is to require hawkers and mobile carts operating in one location for more than a few days to follow the same RMA requirements as businesses on private land, by applying for a resource consent in coastal settlements and rural areas. Currently the District Plan exempts hawkers and mobile carts from this requirement by considering them a “temporary activity” regardless of the duration of activity in one location. This change will not be immediate due	This will be considered as part of the District Plan Review.

				to the timeframe for the District Plan Review but is considered to be a balanced approach.	
8	Fees for hawkers / mobile cart licences should include Tourism Promotion levy	7, 8	<p>Adding the \$515 tourism promotion levy would raise the fees considerably and possibly put these licences out of reach for many. They are already set at \$500 for a full year, or \$350 for a half-year, which is much higher than they had been in previous years.</p> <p>Apportioning some of the roughly \$1500 in existing annual revenue from these licences towards Tourism Promotion would not be efficient or have much impact.</p>	Status quo.	

Council Meetings - Action List

Date of Meeting	Item	Action	Who Responsible	Timeframe	Status
26.10.17	Hokitika Lions Club	Colin Adams Memorial	GMDA		Currently with Hokitika Lions. Noted that this will be completed in July.
22.02.18	Geothermal Energy Definition Study Expenditure	Payment of \$20,000 funded from general cash reserves to GNS	GMCS		Item is completed.
22.02.18	New Westland Sports Hub Covered Complex	Ownership of the covered courts being developed at WHS on the condition that a MOU be entered into on terms and conditions satisfactory to the Council	CE		RFP completed and issued for potential suppliers. Tenders closed 20 July 2018.
26.04.18	Economic Development Plan	CE be authorised to proceed to consultation	CE	ASAP	Item is completed.
26.04.18	Review of Bylaws and Policy on Dogs	Proceed to Special Consultative Procedure	GMPC&E	ASAP	Item is completed.
26.04.18	Director Appointment Policy – Amendment	Add to list of Policies	GMCS	ASAP	Item is completed.

Report



DATE: 20 June 2018
TO: Mayor and Councillors
FROM: Transportation Manager

WESTLAND DISTRICT NZTA PROCUREMENT STRATEGY REVIEW

1.0 SUMMARY

- 1.1 The purpose of this report is to advise Council of changes to the Westland District NZTA Procurement Strategy and request approval to submit the reviewed version to the New Zealand Transport Agency (NZTA) for their approval.
- 1.2 This issue arises from a requirement by NZTA that local authorities review the procurement strategy for their roading infrastructure activity every three years. The Currently endorsed Strategy Expired in May 2018
- 1.3 The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:
 - (a) To enable democratic local decision-making and action, by and on behalf of, communities; and
 - (b) To meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- 1.4 Council seeks to meet this obligation and the achievement of the District Vision set out in the Long Term Plan 2018-28. The matters raised in this report relate to those elements of the vision identified in the following table.

Vision's Objectives	Achieved By
Involving the community and stakeholders Having expanded development opportunities	Having in place a procurement strategy that provides guidance for Council staff and information to suppliers about Councils preferred procurement approach

Having top class infrastructure for all communities	
---	--

- 1.5 This report concludes by recommending that Council approves the revised version of the Westland District NZTA Procurement Strategy.

2.0 BACKGROUND

- 2.1 NZTA requires each local authority to have an approved Procurement Strategy in place that follows the NZTA Procurement Manual Procurement Procedure 1 – Infrastructure for Physical Works and Procurement Procedure 2 – Planning and Advice for Professional Services
- 2.2 The procurement strategy is prepared to outline Councils approach to procurement of goods and services in relation to the transportation activity for the benefit of the Westland Community. It is intended to provide guidance for Council staff and information to suppliers about Councils preferred procurement approach.
- 2.3 The appropriateness of the procurement approaches identified will be assessed regularly and this strategy must be reviewed every three years in line with NZTA requirements. This will primarily relate to the Transportation Activity and the components funded through the National Land Transport Programme (NLTP), managed by NZTA.

3.0 CURRENT SITUATION

- 3.1 Council, with the assistance of Waugh Consulting developed the Westland District NZTA Procurement Strategy in September 2010.
- 3.2 NZTA endorsed the Westland District NZTA Procurement Strategy in respect of NLTP funded activity for the period 2010-2013.
- 3.3 This Strategy was again reviewed/revised and adopted by Council in 2013 and later endorsed by NZTA in May 2015
- 3.4 NZTA invests approximately 59% of the Westland District transportation activity cost (\$3,700,000 - \$4,000,000) per annum.
- 3.5 There are only minor changes to the previous strategy:
1. The revised Westland District NZTA Procurement Strategy 2018 aligns with the current Westland District Long Term Plan 2018-28.
 2. The document references to the latest NZ Standards,

3. General Statistics have been updated to reflect the current situation,
4. Specific references to the current or past Annual Plan have been removed as the LTP has superseded these.

4.0 OPTIONS

- 4.1 Option 1 - Status Quo – Don't review the current procurement strategy
- 4.2 Option 2 - Approve the revised procurement strategy subject to favourable NZTA feedback and submit (with any required revisions) to NZTA for their official endorsement. (Document currently sitting with NZTA awaiting review.)
- 4.3 Option 3 – Await for NZTA feedback then approve the revised procurement strategy. (timeline wise this could potentially be a lengthy process given that many RCA's around the Country are also in the same position.)

5.0 SIGNIFICANCE AND CONSULTATION

- 5.1 This decision has a high degree of significance. Given the importance of the relationship between Council and NZTA any decision to not comply with NZTA requirements has the potential to have a substantial financial implication and will affect all of the community. NZTA Policy requires that partners have a current policy in place to be able to Co-fund transport activities. No policy places 59% of transportation funding in jeopardy.
- 5.2 Consultation is only required with NZTA.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Option 1: NZTA require local authorities to review procurement strategies every three years. Failure to do so could adversely affect the relationship between Council and NZTA and have possible financial implications.
- 6.2 Option 2: Preferred option. There is an expectation from NZTA that Council review the current strategy and by doing so Council acknowledges the importance of the partnership with NZTA and secures their investment in the transportation activity.

7.0 PREFERRED OPTION AND REASONS

- 7.1 Option 2: Approve the revised procurement strategy and submit to NZTA for their endorsement.
- 7.2 Reason: NZTA is arguably Council's most significant business partner and invests approximately 59% of the transportation activity cost (\$3,700,000 - \$4,000,000) per annum.

8.0 RECOMMENDATION

- A) **THAT** Council approves the revised version of the Westland District NZTA Procurement Strategy.

Appendix 1: Westland District NZTA Procurement Strategy 2018

Karl Jackson
Transportation Manager



Procurement Strategy

(Applies to NZTA funded projects and Infrastructure projects)

Revised and Presented to Council July
2018

Quality Record Sheet
Westland District Council
Procurement Strategy
(Applies to NZTA funded projects and Infrastructure projects)

Issue Information

Issue Purpose	Adopted
Issue Date	19 June 2018
Version Number	3.0

Approvals

Westland District Council	Submitted for Review Executive Team 20 June 2018
New Zealand Transport Agency	TBA

Authorisation

Westland District Council	David Inwood – Group Manager: District Assets
Prepared By	Karl Jackson – Transportation Manager
Date	June 2018
Version 1.0 Developed by	Waugh Consultants (September 2010)

Record of Amendments

Date Amended	Amendment	Clause	Page Reference
12.04.17	Remove clause 5.1.5 – Council Controlled Organisations. Reference Council Minutes – 26.09.13	5.1.1	92
12.04.17	Amend “Westland Regional Council” to West Coast Regional Council. Reference Council Minutes – 26.09.13	5.2	93
20.06.18	References to Annual Plan Removed and references to LTP updated to 2018-28 LTP		

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1.0 NOTES FOR READERS

This Procurement Strategy has been revised and prepared to outline Westland District Council's approach to the procurement of goods and services for the benefit of the Westland Community. This strategy is intended to provide guidance for Council staff and information to suppliers about Council's preferred approach.

A précis of the approach is provided in the Executive Summary while the main document details how procurement occurs in the context of Westland District Council's Strategic Goals and Objectives along with an analysis of the supplier market.

The first version of this policy was developed by Waugh Consultants. This version now has been updated to make reference to the 2018-28 Long Term Plan. The Strategy was prepared in response to the requirements of the New Zealand Transport Agency (NZTA)

At this stage the strategy applies to Infrastructure procurement only. It is Council's intention that the document and its scope around procurement will be expanded to include all the procurement activities of Council.

Note: This document is a live document with individual sections which will be updated as required in line with Ten Year Plans or Annual Plans.

NZTA ENDORSEMENT

TBA.

2.0 EXECUTIVE SUMMARY

Westland District Council has developed a comprehensive program for asset management planning and service delivery. This program is based on N.A.M.S. guidelines. This also includes a comprehensive risk management framework for Council.

Council seeks to procure goods and services to support the asset delivery function in a manner that is consistent with this framework and Council's overall business approach.

Council has identified the need to plan effectively and deliver quality in a sustainable manner; lowest cost options are not necessarily the best. A robust strategic and asset management planning regime is a priority for ensuring that effective work programmes are developed. A whole-of-life approach relies on asset management planning including lifecycle management planning and modelling.

Suppliers are expected to understand the drivers of Council's planned approach and the commitment made to deliver the agreed Levels of Service.

The objectives for this Procurement Strategy are:

1. Supporting the achievement of Council's commitment to community and the LTP Programme through efficient and realistic procurement processes that meet Westland's needs
2. Integrating Procurement with Council's organisational goals as contained in the Vision Statement.
3. Delivery of the agreed levels of service to the community in a manner that represent value for money for current and future generations
4. Encouraging appropriate and equitable levels of competition across suppliers
5. Ensuring procurement is fair and transparent with effective accountability measures
6. Ensuring the provision of this procurement strategy do not discount the local suppliers or contractors on any account and achieve a balance between economic, environment and social drivers

There is no "one size fits all" approach to procurement and Council favours a range of methods including:

- Comprehensive long term contracts for maintenance works which require high levels of capacity, capability and certainty
- Smaller packages to enable smaller local suppliers to supply services to Council and their community
- Larger packages for capital projects involving complex design, project management and construction
- The acknowledgement of the roles of specialists
- Alliance contracts to achieve the best possible outcome for District and its local community.

For Transportation activities, Westland District Council intends to follow the NZTA Procurement Manual Procurement Procedure 1 - Infrastructure for Physical Works and Procurement

Procedure 2 Planning and Advice for Professional Services. Council has a limits for different procurement models and these are detailed within its delegations manual. A direct appointment may be made for streetlight maintenance in the future, should NZTA approval be gained for this approach.

For other activities these procedures will be used a guide.

The key components of value for money are regarded as:

- Robust planning to identify an effective work plan
- Appropriate and efficient supplier selection procedures
- Maintaining capacity and competitiveness in the local market
- Successful delivery of works and services (the right outcome on time and within budget)

Within this approach Council will consider the most appropriate bundling of work for maintenance and construction (renewal and improvement) in terms of Council's objectives and the market's ability and capacity.

While retaining scope for small local suppliers and the benefits to the local economy they can provide, Council also has a responsibility to recognise the efficiencies and benefits derived from larger and longer term maintenance and construction contracts. Comprehensive maintenance contracts are favoured to ensure essential services are provided reliably.

Competitive tendering where price and quality are evaluated will be used to select suppliers. In some cases direct appointment may be the most effective approach and this will be considered in terms of specialisation, market competitiveness and the overall cost and efficiency to Council.

The appropriateness of the approaches used will be assessed regularly and this strategy will be reviewed every three years along with LTP reviews in line with NZTA and Audit NZ requirements. This will primarily relate to the Transport Activity and components funded through the National Land Transport Programme, managed by the NZ Transport Agency.

3.0 PROCUREMENT IN THE WESTLAND DISTRICT COUNCIL CONTEXT

3.1 Introduction

We work with the people of Westland to grow and protect our communities, our economy and our unique natural environment. (*Westland District Council, LTP 2018-28*)

The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:

- a. To enable democratic local decision-making and action, by and on behalf of, communities; and
- b. To meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

Council seeks to meet this obligation and the achievement of the district vision set out in the Long Term Plan 2018-28. This document relates to these elements of the vision identified in the following table.

Vision's Objectives	Achieved By
Involving the community and stakeholders Having inspirational leadership Having expanded development opportunities Having top class infrastructure for all communities Living the '100% Pure NZ' brand	Ensuring a robust procurement policy is in place.

Council provides goods and services to sustain the community and meet the changes in demand. Expenditure includes a combination of:

- Operations and maintenance of assets
- Renewal of assets
- Construction of new infrastructure to improve the level of service
- Construction of new infrastructure to meet changing demands and a growing population
- Professional and general services to support Council functions
- Procurement of any other services or equipment

In preparing this procurement document, Westland District Council has considered its planning framework, principles and attitude to procurement. This procurement document may be applied to all procurement within Council. Work is in progress to align this to other procurement beyond infrastructure within Council.

Given the driver for the development of the strategy is compliance with the New Zealand Transport Agency (NZTA) Procurement Strategy Manual (The Manual), Council acknowledges the Transportation activity is always to be 100% compliant with this strategy. It also acknowledges the relevancy to other asset delivery activities and desire for consistency across activities.

3.2 Purpose

Westland District Council has developed a comprehensive regime for asset management planning and service delivery. This framework reflects community desires and national drivers and includes:

- Vision Statement
- Community Commitments
- Activity Vision statements

This document defines the strategy, policies and procedures used within Council for the purchasing of all goods and services.

3.2.1 Responsibility

The policy statements and procedures contained within this document apply to ALL employees of Council

3.2.2 Legislation

The following statutes and external information impact on the Council's purchasing and tendering procedures to various degrees

- Local Government Act
- Public Bodies Contracts Act
- Public Bodies Leases Act
- Public Works Act
- Local Authorities (Members Interest Act)
- Health and Safety in Employment Act
- Resource Management Act
- New Zealand Transport Agency Procurement Manual
- Auditor General – Procurement Guidelines for public entities
- NZ Government Rules of Sourcing

3.2.3 Best Practice

Best practice in contract management ensure that contracts are planned and controlled to bring maximum benefits with respect to:

- Value for money, competitive prices and cost controls
- Timeliness
- Technical standards of workmanship, physical and performance
- Increased staff effectiveness and efficiency in the management of tenders and contracts
- Avoidance of legal actions or disputes
- Meeting all corporate, political, legal and other obligations (e.g. Health and Safety)

3.2.4 Audit Trails and records

It is extremely important that all contract negotiations or variations are properly documented in writing and that hard copies of those files are kept safe and secure.

It will be the manager sponsoring the contract who is responsible for ensuring that those files are properly kept and are available for audit, post implementation evaluation, or peer review.

3.2.5 Key internal controls

The following are the key internal controls for managing the procurement of goods and services within the Council.

- Ten year Plans, Annual Plan and budgets set the areas and limits of expenditure
- Delegations define the levels of expenditure and accountability
- All purchases of goods and services are by written contract either on controlled numbered Purchase Orders, or on uniquely numbered contracts
- All delivery dockets/packing slips or invoices are signed certifying that the goods and services were received, were of appropriate quantity and quality, and that prices and extensions are correct
- Accounts Payable pay only on invoices quoting the correct Purchase Order number and with the authorised signatures – giving approval to purchase and commit budget, certifying the goods and services received are correct to pay
- Account payable pay only on progress payments quoting the correct Contract number and with the authorized signatures, certifying the services received are correct to pay
- Comparisons of actual to budgets are managed through General Ledger Reports

3.3 Organisation's Strategic Goals and Objectives

3.3.1 Westland District Council – Vision Statement

We work with the people of Westland to grow and protect our communities, our economy and our unique natural environment.

This will be achieved by:

- Involving the community and stakeholders
- Having inspirational leadership
- Having expanded development opportunities
- Having top class infrastructure for all communities
- Living the '100% Pure NZ' brand

Council by-line in promoting Westland:

“Westland, the last best place”

3.3.2 Westland District Council - Our Commitments to the Community

Westland District Council is committed to providing Westland the best services and facilities it can at the best value for money

Council promises to work harder and smarter to deliver better value for money.

VISION	Innovation	World Class Service	Community and Stakeholder Involvement	Inspirational Leadership	Expanded Development Opportunities	Top Class Infrastructure	100% Pure NZ
VALUE	Affordability, Customer Focus, Quality	Customer Focus, Quality, Reliability / Responsiveness	Accessibility, Building relationships, Customer Focus	Building relationships, Customer Focus, Quality	Accessibility, Customer Focus, Sustainability	Affordability, Quality, Reliability / Responsiveness, Safety	Building relationships, Quality, Sustainability
ACTIVITY		3	3			3	
Water Supply	3	3	3			3	
Sewerage	3	3	3			3	
Stormwater	3	3	3			3	
Transportation	3	3	3			3	
Land & Buildings	3	3	3		3		
Community Township Development	3		3		3		
Solid Waste Management		3	3			3	
Inspections & Compliance		3	3		3		
Animal Control		3	3	3			
Resource Management		3		3	3		
Public Toilets		3	3			3	
Cemeteries	3	3				3	
VISION	Innovation	World Class Service	Community and Stakeholder Involvement	Inspirational Leadership	Expanded Development Opportunities	Top Class Infrastructure	100% Pure NZ
VALUE	Affordability, Customer	Customer Focus, Quality,	Accessibility, Building relationships,	Building relationships, Customer	Accessibility, Customer	Affordability, Quality, Reliability /	Building relationships,

	Focus, Quality	Reliability / Responsiveness	Customer Focus	Focus, Quality	Focus, Sustainability	Responsiveness, Safety	Quality, Sustainability
Community Development		3	3	3			
Emergency Management (Civil Defence & Rural Fire)		3	3	3			
I-Site	3	3					3
Events	3				3		3
Library	3	3	3		3		
Museum		3	3				3
Swimming Pools	3	3				3	
Parks and Reserves		3	3			3	
Community Halls and Buildings		3	3	3			
Governance	3		3	3			
Corporate Services	3	3		3			

Council acknowledges the significant role of infrastructure in the achievement of community outcomes, particularly Transportation, Three Waters Services and Waste Management.

3.3.3 Westland District Council - Activity Vision

In preparing the “2018-28 Westland District Council Long Term Plan”, each activity has stated their respective Activity Vision or “*What we do and why*”. These are an important component in the procurement frameworks. The “*What we do and why*”; are listed below to indicate the vision for each activity:

3.4 Transportation

Vision

Good roading is essential for our vision of top class infrastructure and opportunities for expanded development. This activity contributes to our overarching vision relating to innovation, world class service, community and stakeholder involvement and top class infrastructure. The core values that underlie these parts of our vision are affordability, customer focus, quality, reliability, responsiveness, accessibility, building relationships and safety.

Why we do it

Council is defined as a road controlling authority under the LGA 2002 and must comply with key transport management legislation. Council has to ensure the core function of providing a transport network that is accessible for all people within the District in conjunction with other transportation agencies.

The Westland District Council roading network encompasses and requires:

- Ownership or agreed use of land under roads
- Road pavements and surfacing to provide a carriageway for the safe movement of people and goods
- Culverts, water tables and a Stormwater system to provide drainage
- Signs, barriers and pavement markings to provide road user information and safe transport
- Bridges to carry traffic over waterways
- Footpaths, walkways and cycle-lanes to transport pedestrians and cyclists
- Street lighting to provide safe and comfortable movement of vehicular and pedestrian traffic at night

3.5 Three Waters

Vision

Clean and healthy water is vital for our vision of top class infrastructure for our communities. This activity contributes to our overarching vision relating to innovation, world class service, community and stakeholder involvement and top class infrastructure. The core values that underlie these parts of our vision are affordability, customer focus, quality, reliability, responsiveness, accessibility, building relationships and safety.

Why we do it

- Ensure the protection of public health and the environment
- To provide for the economic wellbeing of the District

3.6 Waste Management

Vision

Solid Waste Management contributes to our vision of top class infrastructure for our communities. This activity contributes to our overarching vision relating to innovation, world class service, community and stakeholder involvement and top class infrastructure. The core values that underlie these parts of our vision are affordability, customer focus, quality, reliability, responsiveness, accessibility, building relationships and safety.

Why we do it

The Council is responsible, under the Local Government Act 2002, for encouraging efficient and sustainable management of solid waste. Council must have in place for the management of solid waste which integrates reduction, re-use, recycling and recovery of waste, with treatment or disposal of the remaining waste.

Community Halls and Buildings

Vision

Community township development supports our vision for Westland by providing maintenance and creating opportunities for communities to upgrade and develop their town environment. By involving the community and stakeholders we can create beautiful places that are fun to visit and awesome to live in. This activity contributes to our overarching vision relating to innovation, community and stakeholder involvement and expanded development opportunities. The core values that underlie these parts of our vision are affordability, customer focus, quality, accessibility, building relationships and sustainability.

What we do

- Plan for communities and giving direction to future infrastructure
- Upgrade amenities in communities
- Respond to and to support community initiatives

Why we do it

- To assist the future growth and development of Westland and provide communities a mechanism on order for them to guide improvements

3.7 Parks and Reserves

Vision

Parks and reserves that are well maintained and used contribute to our vision for top class infrastructure for all our communities. This activity contributes to our overarching vision relating to innovation, community and stakeholder involvement and expanded development opportunities. The core values that underlie these parts of our vision are affordability, customer focus, quality, accessibility, building relationships and safety

What we do

Council manages and maintains a number of parks and reserves throughout the District for active and passive recreation. Recreation and Local purpose Reserves are managed under the

Reserves Act 1977. For the past 29 years the main sports ground in Hokitika, Cass Square has provided the venue for the famous Wildfoods Festival.

Why we do it

There is a public expectation for Council to continue to manage and maintain reserves for the benefit of the community.

3.8 Application to the Procurement Strategy

These goals, objectives and principles affect Council's approach to procuring goods and services and have been incorporated into this procurement strategy.

Council has identified the need to:

- Procure goods and services in an affordable manner without compromising the quality of those goods and services
- Apply an approach to procurement that is consistent with the community values and Council's commitment to community.
- Ensure more opportunities are created in a fair way through its procurement strategy for the local contractors and suppliers
- Preserve the character and develop the identity that is unique to Westland
- Ensure essential services are reliable and meet regulatory standards

This broad, long-term, perspective commits the Council to seeking sustainable options and not necessarily the lowest cost ones.

3.9 Objectives and Outcomes for the Procurement Strategy

Successful procurement involves recognising the perspective of the stakeholders involved.

The stakeholders identified are:

- Westland District Council – the elected representatives, management team, staff and the community
- NZTA – Transportation funding and planning partner and associated state highway network provider
- Other Agencies – including neighbouring authorities and partners such as those involved in RTS.
- Suppliers of products and services

Council identified the following purpose in its financial strategy; this purpose is also core to its approach to procurement:

The purpose of the financial strategy is to:

- a. facilitate prudent financial management by providing a guide for Westland District Council to consider proposals for funding and expenditure against; and

b. provide a context for consultation on the Council's proposals for funding and expenditure by making transparent the overall effects of those proposals on the local authority's services, rates, debt, and investments. (*Westland District Council LTP 2018-28*)

Through its financial strategy Council seeks to maintain existing levels of service, ensure that costs are kept under tight control, and ensure that rates increases are justified, while at the same time maintaining a strong balance sheet and affordable levels of debt.

In developing the Financial Strategy, Council considered the following core principles:

- Economic uncertainty
- Focus on core services
- Financial responsibility and affordability
- Continuous improvement in service to everyone in our district
- Maximise returns from Westland Holdings Limited
- Intergenerational equity

The objectives for this Procurement Strategy are:

- Supporting the achievement of Council's commitment to community and the Ten Year Plan Programme through efficient and realistic procurement processes that meet Westland's needs
- Integrating Procurement with Council's organisational goals as contained in the Vision Statement.
- Delivery of the agreed levels of service to the community in a manner that represent value for money for current and future generations
- Encouraging appropriate and equitable levels of competition across suppliers
- Ensuring procurement is fair and transparent with effective accountability measures
- Ensuring the provision of this procurement strategy do not discount the local suppliers or contractors on any account and achieve a balance between economic, environment and social drivers

3.10 Definitions

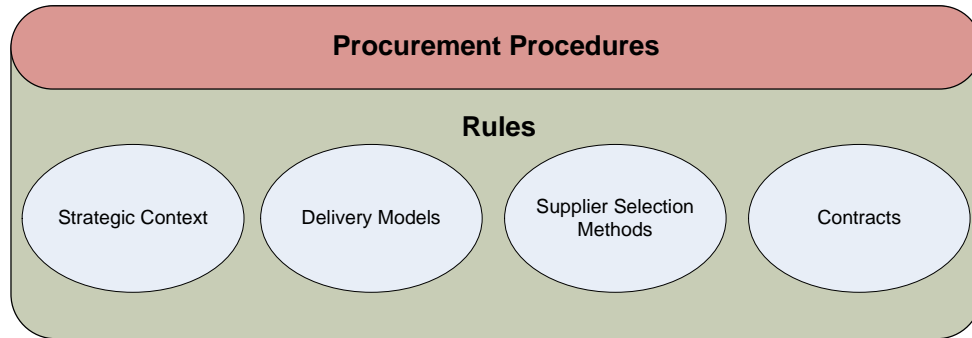
There are a number of terms that are central to an understanding about procurement and some explanation and acknowledgement of these will benefit the outcomes sought by this strategy. Many of these terms are addressed in definitions section of the procurement manual document; however the terms where a clear definition is considered advantageous to be explained further are as follows:

Procurement

Procurement is all the business processes associated with purchasing, spanning the whole cycle from the identification of needs to the end of a service contract or the end of the useful life and subsequent disposal of an asset.

This definition is as outlined by the Office of The Auditor General - Procurement Guidance for Public Entities - Good Practice Guide, June 2008; and reinforced in the NZ Transport Agency's Procurement Manual, (first edition effective from July 2009).

The NZ Transport Agency's Procurement Manual illustrates the procurement process in four stages, and the manual discusses these stages.



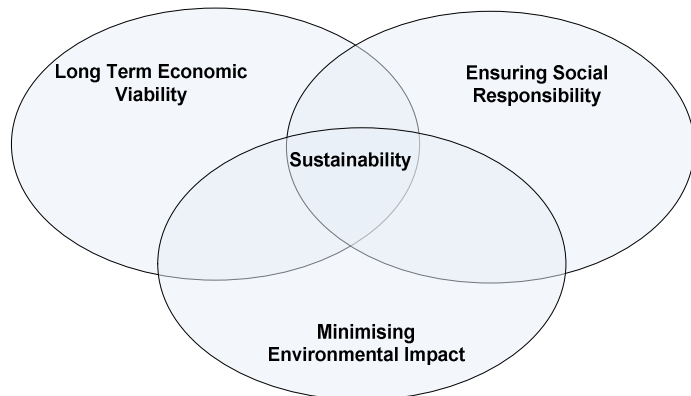
Source: NZTA Procurement Manual (July 2009)

Value for Money *Value for money means using resources effectively, economically, and without waste, with due regard for the total costs and benefits of an arrangement, and its contribution to the outcomes the entity is trying to achieve*

This definition is as outlined by the Office of The Auditor General in June 2008 published 'Procurement guidance for public entities - Good practice guide'.

Sustainable Procurement

The New Zealand Business Council for Sustainable Development provides useful guidance for sustainable procurement in the government sector. This encourages a four well-beings approach.



Source: Sustainable Procurement in Government: Opportunities for Business (New Zealand Business Council for Sustainable Development, April 2009)

4.0 PROCUREMENT PROGRAMME

Council's financial philosophy for this long term plan is one of resilience and sustainability, as in vision 'grow and protect our communities'.

However, the financial strategy also provides for increases in level of service based on the projected growth in tourism.

In reviewing its levels of service and capital expenditure programme Council prescribed a financial framework to ensure that this mantra was reflected in the financial strategy. (*Westland District Council LTP 2018-28*)

4.1 Overview

Council's procurement/capital programme for the range of Council Activities is outlined in the Westland District Council LTP 2018-28. Issues that affect the accuracy and validity of the programme as published in the Community Plan are:

- The approval and finalisation of the subsidised Transportation programme through the Regional Land Transport programme (RLTP) and the National Land Transport Programme (NLTP)
- Years two and three of the Westland District Council, LTP may be modified by Council through the Annual Plan process; years four to ten are only indicative, as modification is likely through the subsequent updated Ten Year Plans.

Council expenditure is dominated by the main infrastructural activities which account for around 63% of Council operating expenditure. As per Westland District Council, LTP Consultation Document the breakdown of this expenditure is set as below:

- Transportation (27%)
- Water Supply (14%)
- Wastewater (8%)
- Stormwater (3%)
- Solid Waste (11%)

These activities are all overseen by the Group Manager – District Assets. Professional Business Unit is part of this group.

4.2 Current Procurement Spend and Profile

Westland District procures goods and services through a range of approaches, the value procured for Transportation representing the most significant portion of the organisation's total expenditure.

The core directive is the *Delegations Manual*²; which provides the management and staff authority.

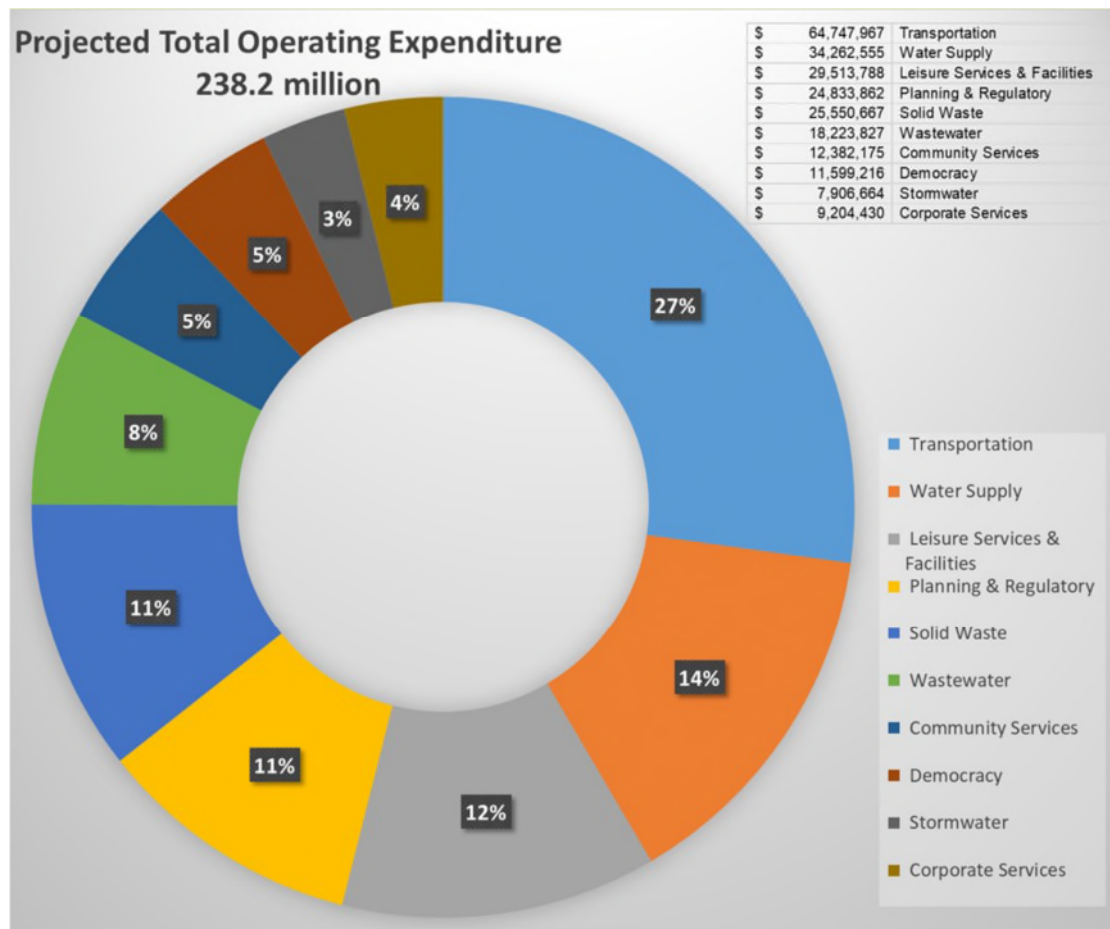
² Refer Appendix 2 – Delegations Manual

Detail *Tender Procedures*³ are included in the document Procurement Manual also included within this document.

4.2.1 Goods and Services Purchased

The following values indicate the forecast expenditure across Council and the Asset Based activities in particular. The data was sourced from the Westland District Annual Plan 2013-14 and includes operations and capital expenditure.

Figure 0.1: Activity Expenditure by Activity



Further procurement details are discussed at an activity level.

Overall details including projects can be obtained from the Westland LTP 2018-28, the current National Land Transport Programme and the relevant Asset Management Plans.

³ Refer Appendix 3 – Procurement Manual

4.3 Procurement Programme by Activity

Transportation

Council's goal for the Transportation activity is:

"The major part of Councils transportation activity is to ensure the safe, efficient and sustainable maintenance, operation, renewal and upgrading of the roads and bridges."

(Westland District Council LTP 2018-28)

The Land Transport Management Act 2003 states that in preparing the National Land Transport Programme, NZTA must take into account any relevant strategies along with the contribution made to the purposes of the land transport system; (i.e.)

- Achieving an affordable, integrated, safe, responsive and sustainable land transport system
- The objectives of:
 - economic development
 - safety and personal security
 - access and mobility
 - public health
 - environmental sustainability



The roading network reflects the narrow band that comprises the district, and is closely associated with the State Highway network (SH 6 and SH73).

The network of 700km faces unique topographical and meteorological challenges. Tourism is vital to the district and there is a high proportion of overseas motorists; the development of a cycleway as part of the nation cycle network will increase tourist numbers further. The dairy industry is also significant, and places demands on the network.

These issues demonstrate Councils approach to procurement in the transportation sector need to consider a balance of maintaining and renewing the existing network, improving the network to respond to changes in demand; and effective planning and management.

The keys risks associated with the transportation procurement programme relate to funding, in particular the access to subsidised transport funding through the NLTP. Council has taken a collaborative approach with neighbours in planning to meet the changing demands of the area and implementing appropriate programmes are dependent on securing funding. This reinforces the importance of effective asset management and planning.

The most significant procurement items for are listed in the Westland District Council Annual Plans for each year going forward.

4.3.2 Three Waters Services

Council's goal for Water Services is to:

"Provide water supply, wastewater and stormwater services to the townships of the District."

(Westland District Council LTP 2018-28)

The provision of Water Services includes:

- Water Supply
- Wastewater
- Stormwater



Council operates eleven water supplies, four wastewater systems and fifteen stormwater systems across the district. Upgrading water supplies to meet Ministry of Health requirements is a priority. The continued growth in the tourism sector is also affecting the capacity of water and waste water schemes with upgrade due in Fox, Franz Joseph and Hokitika.

These issues demonstrate Council's approach to procurement in the three waters sector needs to consider a balance of maintaining and renewing the existing network, improving the network to respond to changes in demand; and effective planning and management.

The key risks associated with the three waters services procurement programme relate to funding and the capacity of Council and the sector to undertake the required work in an efficient and cost effective manner. This reinforces the importance of effective asset management and planning.

The most significant procurement items are listed in the Westland District Council LTP Westland District Council Annual Plans.

4.3.3 Waste Management

Waste Management

Council's goal for the solid waste management activity is:

"The Council is responsible, under the Local Government Act 2002, for encouraging efficient and sustainable management of solid waste. The Council must have a plan in place for the management of solid waste which integrates reduction, re-use, recycling and recovery of waste, with treatment or disposal of the remaining waste."

(Westland District Council LTP 2018-28)

The provision of waste management services is a combination of meeting community expectations along with the protection of public health and the environment. Council has taken a comprehensive approach to planning, and long term contracts are in place for collection, facilities and disposal. There is a vision to reduce waste to landfill to zero; there are concerns that the present direction for waste management may not be sustainable due to increasing costs.

The key risks associated with the waste management procurement programme relate to changes in the legislative environment including implementation of the Waste Minimisation Act and the capacity of Council and the sector to undertake the required work in an efficient and cost effective manner.

4.3.4 Parks and Reserves

Council's goal for Parks and Reserves is:

"To continue to manage and reserves for the benefit of the community."
(Westland District Council LTP 2018-28)



The Council manages and maintains a number of parks and reserves throughout the District for active and passive recreation; including children's playgrounds, sports grounds, grassed and planted areas, and native bush.

Operations include the upkeep of grounds and facilities as well as the maintenance of statues and monuments.

4.3.5 Community Halls and Buildings

Council's goal for the Community Halls and Buildings activity is:

"The Council provides halls as a focus for community functions, activities and meetings, to assist with meeting the social and recreational needs of communities."
(Westland District Council LTP 2018-28)

Council provides and manages various buildings and halls used for non-commercial purposes by the community.

The population and demographic changes occurring within the district affect the demand for these services and achieving a balance of services provided and affordability is a challenge for Council. Staff and community committees work closely together to ensure appropriate solutions are achieved.

The keys risks associated with community halls and buildings relate to the long term sustainability of these facilities.

5.0 PROCUREMENT ENVIRONMENT

5.1 Analysis of supplier market

5.1.1 Overview

Westland District Council is served by a limited range of suppliers. Some of the large national/international organisations have bases in Greymouth, and there are various smaller enterprises based across the District. Council considers that there is usually sufficient level of interest in tenders and competition between suppliers.

5.1.2 Physical Works Suppliers

In terms of Physical Works Contractors, MBD Contracting, Fulton Hogan and Westroads Ltd have a considerable presence within the Region. This is an important factor in terms of the geography of a District which spans over 300km. There are also numerous “owner-operator” Contractors who are able to undertake small projects and sub-contract.

The following table provides an indication of (but not limited to) current or potential suppliers:

Physical Works Suppliers to Parks & Reserves, Three Waters Services, Transportation and Waste Management		
Arnold Contracting	Henry Adams Contracting Ltd	South Westland Rubbish Removals
Arnold Products Ltd	Hokitika Cleaning Services	Telecom
A J Cameron	J.J Nolan Contracting	Tim Gibb
Coastal Constructors	Mastagard	Trust Power
Electronet	MBD Contracting	Westland Excavation Ltd
Fulton Hogan	Orica	Westroads
	Pete Nancekivell	
	Sandrey Contracting Ltd	

5.1.3 Professional Services

Council has an in-house professional services business unit which provides professional engineering and management services to all asset based activities. Additional professional services are outsourced when there is a peak workload beyond the capacity or specialist expertise of the in-house team.

5.1.4 Professional Services Suppliers

The in-house team are complemented when necessary by a range of professional services providers, the majority of these are based in Greymouth or Canterbury.

The following table provides an indication of current or potential suppliers.

Professional Services Suppliers to Parks & Reserves, Three Waters Services, Transportation and Waste Management		
BECA	Davis Ogilvie	Stantec
Assetfinda	Elliot Sinclair	Opus-WSP
CJN Technologies	GHD	SKM
Coastwide Surveys	Hill Laboratory	Waugh Infrastructure
Cawthrons	McNulty Engineering	Management
	Management	CS-Vue

5.1.5 Partnerships with the Private Sector

Council has identified the circumstances to be considered when evaluating the appropriateness of any partnership with the private sector in its Policy on Partnerships with the Private Sector (15/6/2006). There are currently no partnerships in place that would affect Council's approach to procurement.

5.1.6 Specialisation

Council has identified that specialised skills and resources are necessary to support Council functions. In some cases specialisation relates to supplier organisations with skills and knowledge and/or supplier organisations with key staff.

Council is also reliant on a number of other Information Technology providers, these are highly specialised areas.

Specialist services extend beyond unique skills and equipment. Council considers that any situation where only one supplier is able to provide "the right service at the right time at the right price" as a special case.

It is acknowledged that there are real costs in changing providers of specialist services, including the loss of institutional knowledge and business continuity; and this should be reflected in Council's procurement processes.

Council has not identified any sole suppliers in terms of NZTA Procurement Manual Rule 10.9. However there are special relationships with providers such as Electronet where there may be no other valid alternatives.

5.1.7 Relationship with Suppliers

There are many established relationships between Council and its suppliers, and opportunities are developing with newer suppliers.

Council is confident in its mix of suppliers, and the relationships built on trust and respect in place are effective and appropriate.

Comments received from suppliers indicated support for the strategy and the approach taken; providing for the role of smaller and niche providers was appreciated.

5.1.8 Bundling and Division of Works

Goods and services purchased relate to Physical Works and Professional Services.

Physical works may be capital works (project based) or operations and maintenance (typically term contracts). The division of maintenance works has been across activities with larger contracts covering the entire district favoured.

Opportunities for splitting contracts and bundling activities in different ways are to be considered with the next round of maintenance contracts and professional services engagements.

WDC has also explored and continues to explore options of combined contracts or joint procurements with its neighbouring Councils. These relationships could in future prove to be quite beneficial.

Westland District Council is exploring an appropriate model that enables an integrated management of all the roads in the District with NZTA.

Further investigation into this option will continue.

5.2 Analysis of the Impact of the Procurement Programmes on Other Entities

Westland District Council is actively involved with neighbouring authorities and other agencies such as NZTA and the West Coast Regional Council, particularly through the West Coast Regional Land Transport Programme and other collaborative initiatives.

The linkages identified with other organisations include:

- NZTA – integrated state highway network across and beyond the District
- West Coast Regional Council – regional transport planning and provision of public transport services
- KiwiRail – as the rail operator in the District
- Neighbouring Councils include:
 - Grey District Council
 - Selwyn District Council
 - Ashburton District Council (less relevant)
 - Mackenzie District Council (less relevant)
 - Waitaki District Council (less relevant)
 - Queenstown-Lakes District Council (less relevant)
 - Southland District Council
 - Buller District Council has also been included given the extent of collaboration between the West Coast authorities.

In developing this strategy, Council has consulted with neighbouring authorities, NZTA (Highways) contractors, consultants and suppliers. The *communications and consultation programme*⁵ is included in the document.

No comments from other authorities were received.

While Westland District Council is a significant buyer of goods and services on the West Coast, the impact of the procurement decisions made on other entities is regarded as minor.

The collaboration within the Regional Transport Committee provides an opportunity for integrated programming across Transportation agencies.

⁵ Refer to Appendix 5 – Communication and Consultation Timeline

In the broad supplier market the procurement decisions made by Council are not regarded as significant, the impact on local suppliers is more pronounced. This includes Consultants, Contractors and Sub-Contractors.

6.0 DELIVERING THE WORK PROGRAMME

6.1 Introduction

The objectives for this Strategy are:

1. Supporting the achievement of Council's Community Outcomes and the Westland Community Plan Programme through efficient procurement processes
2. Integration of Council's organisational goals and Procurement
3. Delivery of services to the community that represent value for money
4. Encouraging appropriate levels of competition across suppliers
5. Ensuring procurement is fair and transparent with effective accountability measures

6.2 Key Attributes and Value for Money Strategy

"I want the best job for the lowest cost."

The key criteria to successful procurement and the successful delivery of services relate to the right job at the right time, at the right price. These criteria are often in tension, meaning a balance needs to be sought to gain the most effective result.

Council has identified the need to:

- Procure goods and services in an affordable manner without compromising the quality of those goods and services
- Apply a four well-beings approach to procurement that is consistent with the community outcomes
- Preserve the character and develop the identity that is unique to Westland

Council has emphasised the need to plan effectively and deliver quality services in a sustainable manner; considering the needs of future generations as well as the current. A whole-of-life approach relies on asset management planning including lifecycle management planning and modelling.

Accordingly cheapest now is not necessarily the best for the long term. Ensuring the District has the skills and capacity provide services to and support its community is essential.

There is no "one size fits all" approach to procurement and Councils favours a range of methods including:

- Comprehensive long term contracts for maintenance works which require high levels of capacity, capability and certainty
- Smaller packages to enable smaller local suppliers to supply services to Council and their community
- Larger packages for capital projects involving complex design, project management and construction
- The acknowledgement of the roles of specialists

Work programmes are prepared and procured that meet the requirements of Council to maintain and/or provide its agreed Levels of service in collaboration with NZTA, where it has a role as a funding partner. Regional alignment and prioritisation of subsidised transport activities is undertaken through the Regional Land Transport Programme which is then submitted for funding to the National Land Transport Programme managed by NZ Transport Agency. Activities that are approved for funding are then implemented by Council utilising the appropriate delivery model and supplier selection method to suit the task.

Within the Transportation Section Council is mindful of the Land Transport Management Act 2003 requirements, particularly consistency with sections 20 and 25.

Suppliers are expected to understand the drivers of Council’s planned approach and the commitment made to deliver the agreed Levels of Service.

The key components of value for money are regarded as:

- Robust planning to identify an effective work plan
- Appropriate and efficient supplier selection procedures
- Maintaining capacity and competitiveness in the local market
- Successful delivery of works and services (the right outcome on time and within budget)

6.3 Proposed Delivery Models and Supplier Selection Methods

For Transportation activities, Westland District Council intends to follow the NZTA Procurement Manual Procurement Procedure 1 - Infrastructure for Physical Works and Procurement Procedure 2 Planning and Advice for Professional Services. A direct appointment may be made for streetlight maintenance in the future, should approval be gained for this approach.

For other activities these procedures will be used a guide.

The following table details the approach proposed.

Activity	Delivery Model	Bundling	Supplier Selection	Form of Contract
Maintenance	Design and build	One Term Maintenance Contract	Public Tender (RFP) Price Quality Method	Formal Contract NZS3917:2013 or similar
Renewals – Minor	Staged	Individual Assignments Or include with Term Maintenance Contract(s)	Direct Appointment or Lowest Price Conforming	Project Brief/Simple Contract
Renewals – Major*	Staged	Individual Contracts or Multiple Projects per Contract	Public /Selected Tender (RFP) Price Quality Method	Formal Contract NZS3910:2013 based
Improvements – Minor	Staged	Individual Assignments Or include with Term Maintenance Contract(s)	Direct Appointment or Lowest Price Conforming	Project Brief/Simple Contract
Improvements – Major*	Staged or design and build	Individual Contracts or Multiple Projects per Contract Design and build for complex projects	Public/Selected Tender (RFP) Price Quality Method	Formal Contract NZS3910:2013 or NZS 3916:2013 based

Activity	Delivery Model	Bundling	Supplier Selection	Form of Contract
Professional Services (Asset Management Planning, Design and Other Services)	Staged	Individual assignments or complementary projects	Direct Appointment Public Tender (RFP) to select suppliers Price Quality Method	IPENZ Short Form Agreement for Consultant Engagement CCCS (2005) based
Information Technology	Design and build	Individual assignments	Direct Appointment if approval obtained	Formal Contracts
Electricity supply	Design and build	Tendered or negotiated with other Council services such as bulk supply	Direct Appointment, joint negotiation or Public or Selected Tender (RFP) Price Quality Method	Formal Contracts (maybe supplier format)

*Major procurement generally relates to items exceeding \$100,000

6.4 Options Considered

Council is aware of the benefits of comprehensive contracts as well as role of smaller operators. The establishment of a supplier panel with pre-qualification may be developed to facilitate the assignment of minor works to local contractors. A separate NZTA approval will be requested if this option is pursued, However as general rule NZTA subsidised works will be excluded from any deviations from the approved process which may affect any subsidies. The role of smaller local contractors as sub-contractors is also important as a combination of comprehensive contracts involving local suppliers maybe very effective in achieve value for money while ensuring capability is retained across the district.

The timing of maintenance contract terms will be reviewed in future to ensure tendering and contract roll-overs are staggered over multiple years. This should reduce the risk for contractors and spread the workload associated with tender processes.

6.5 Impact of the Preferred Approach

The impact of the preferred approach on value for money, fair competition, and competitive and efficient markets is discussed below.

There is a range of competent suppliers able to serve Westland District Council effectively.

While Westland District Council is a significant buyer of goods and services, it is unlikely that the procurement approach adopted by Council will have any impact on the competency and competitiveness of the sectors supplying services to Council. However the impact on local suppliers is expected to be more pronounced if any major change in direction is favoured. This Strategy does not initiate any such change.

6.6 Risk Identification and Management

The key risks identified relate to the integrated and collaborative approach across lifecycle management as well as organisations. This requires commitment to the agreed work plan; failure to deliver affects multiple parts of the activity as well as other organisations. More specific risks relating to the Activity can be found in the Asset Management Plan for this activity.

Westland District Council has implemented a detailed Risk Management Framework in its assets area. A copy of the *Risk management Policy and framework*⁶ is available on request and is also included in the Asset Management Plans.

6.7 Contract Management Approach

Physical Works Contracts and Asset Management are managed through Council's in-house Professional Services Business Unit.

Given the experienced team and comprehensive planning regime structures in place; Council is able to define outputs for maintenance and construction works effectively. Along with the desire to retain in-house capacity, bundling professional services with physical works is not usually favoured (e.g. Performance Specified Maintenance Contract) unless the task is sufficiently complex or large where this cannot be accommodated with internal resources.

⁶ Refer Appendix 4 – WDC Risk Management Policy and Handbook.

7.0 IMPLEMENTATION

7.1 Council's Organisational Skills and Resources

Westland District Council is a small sized local authority with capable but limited resources.

Council uses a mix of its own staff and external resources (where appropriate) to deliver levels of service and achieve associated planning and programmes. Council's approach to asset management practice is in the 'Core' range.

Assets functions are divided into the following groups

- Transportation
- Three Water Services
- Waste Management
- Parks & Reserves

The Three Water Services is further divided across the following activities:

- Water Supply
- Wastewater
- Stormwater

The other activities of Council include:

- Library Services
- Museum
- I-Site
- Swimming Pools
- Building and Regulatory Services

Council engages the assistance of specialist professional services supplier to support and complement the in-house engineering and asset management teams where required.

Effective procurement and contract management processes are necessary to ensure the workload is not onerous. Suppliers with quality systems and self-auditing processes enable Council to be assured quality is not compromised with less supervision.

7.2 Interaction with Other Documentation

This Procurement Strategy is linked to Council and the NZTA’s wider planning framework as well as implementation rules and guides. These are illustrated in below

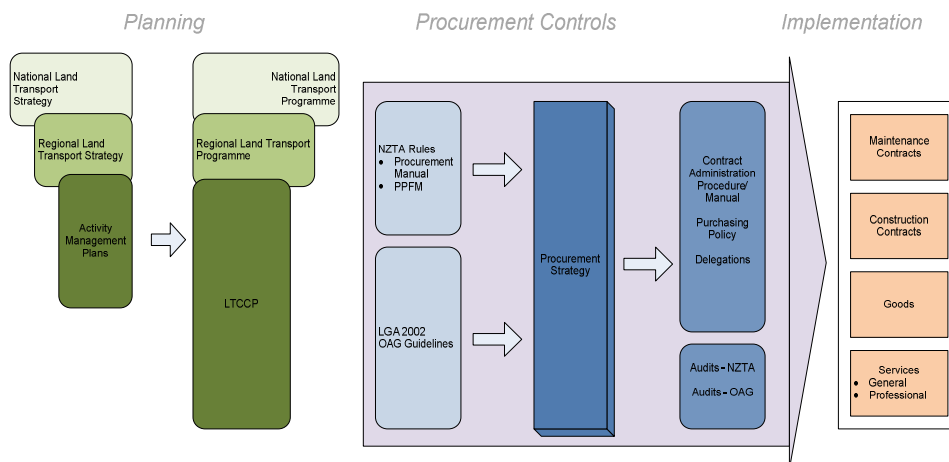


Figure 0.2: Planning Framework and Procurement

Council’s Delegations Manual provides guidance on spending limits and tender processes, and along with NZTA’s Programming Planning and Funding Manual are vital links to the strategy and its implementation.

7.3 Monitoring and Auditing

The appropriateness and effectiveness of this strategy will be evaluated on an on-going basis as works and services are procured; and reviewed every three years following the development of the Community Plan (LTP) and National Land Transport Programme.

Transparency and accountability checks occur through Council’s normal business practices including audits by Audit New Zealand and procedural and technical audits by NZTA on subsidised transport activities.

7.4 Communication and Endorsement

The development of this strategy included workshops with staff and training about the new procurement environment. The level of consultation was agreed and a Communications and Consultation Plan has been prepared.

The feedback from consultation was considered, and the draft finalised for endorsement by the NZTA. Subject to the endorsement of the NZTA, the Procurement Strategy will be adopted by Council

Responsibility for the Strategy and its currency primarily lies with the Professional Services Business Unit Manager, who is also responsible for the continuity of subsidised transport funding. Reviews and NZTA endorsement of the procurement strategy is a requirement for continued funding. The utilisation of the NZTA Procurement Manual and a specific Procurement Strategy relating to Westland DC’s activity, is seen as best practice. This approach has been extended over all the asset based activities in a consistent manner. Ultimately however, responsibility for each specific activity lies with the respective Asset Manager.

7.5 Improvement Plan

Council acknowledges there are opportunities to improve this strategy and Council's procurement processes.

The following procurement items have been identified as future actions:

- Possible roll out to other Council departments
- Review of the tender processes contained within the Delegations Manual

APPENDICES

- APPENDIX 1: Annual Capital Works Programme**
- APPENDIX 2: Delegations Manual**
- APPENDIX 3: Procurement Manual**
- APPENDIX 4: WDC Risk Management Policy and Handbook**
- APPENDIX 5: Consultation and Communications Plan**

APPENDIX 5: Communication and Consultation Plan

Stage	Date By:
Staff discussion and strategy development Finalise draft	
Advice NZTA of the review process and timeline for their comments	
Council input	
Limited Stakeholder and Public consultation	
Submit to NZTA for approval	
Amendments and Westland DC adopt final – September Council Meeting	

Report



DATE: 28 June 2018
TO: Mayor and Councillors
FROM: Group Manager: Corporate Services

REPRESENTATION REVIEW

1 SUMMARY

- 1.1 The purpose of this report is for Council, in accordance with section 19H of the Local Electoral Act 2001 (the Act) to determine by resolution, whether the members of Council are proposed to be elected;
 - 1.1.1 By the electors of the District as a whole, or by the electors of 2 or more Wards, or a mixture of the two?
 - 1.1.2 Are Communities well represented?
 - 1.1.3 Should Council create Community Boards?
 - 1.1.4 Should Maori Wards be established?
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council adopt one option from each of: Councillor Representation, Community Boards and Maori Wards.

2 BACKGROUND

- 2.1 Council is required under section 19H of the Act to undertake a review of the current representation arrangements once in every six years after the first determination.
- 2.2 This period of review will be for the 2019 and 2022 election.
- 2.3 Matters to be undertaken under the review are;
 - 2.3.1 Identifying Communities of Interest.
 - 2.3.2 Effective representation for identified Communities of Interest

2.3.3 Fairness of representation

3 CURRENT SITUATION

3.1 The current Wards are

3.1.1 Northern Ward

3.1.2 Hokitika Ward

3.1.3 Southern Ward

3.2 The current representation based on the representation review in 2012.

3.2.1 Northern Ward 3 members

3.2.2 Hokitika Ward 3 members

3.2.3 Southern Ward 2 members

3.2.4 The Mayor is elected 'at large'

3.3 Using the updated estimated population figures from Statistics NZ, as at 30 June 2017, the current representation arrangements above do not comply with section 19V (2) of the Act, as they are outside the ratio of +/-10% of the average population per member.

3.4 It is therefore necessary to review the representation arrangements, attached as **Appendix 1**, and resolve on the matters to be undertaken under the review in point 2.3 above.

3.5 Council will then need to commence the formal consultation process as required under the Local Electoral Act 2001.

4 OPTIONS

4.2 A) Councillor Representation

4.2.4 Option 1: Increase from 8 to 9 Councillors representing 3 wards, with no change of boundary.

4.2.5 Option 2: 8 Councillors representing 3 wards with a change in boundary between Northern and Hokitika Wards from Blue Spur to Pine Tree Road, attached as **Appendix 2**.

4.2.6 8 Councillors to be elected at large.

4.3 B) Community Boards

4.3.4 Option 1: Constitute boards and determine under what name and which area.

4.3.5 Option 2: Do not constitute Community Boards.

4.4 C) Maori Ward

4.4.1 Option 1: Create a Maori Ward

4.4.2 Option 2: Do not create a Maori Ward and wait for a public demand for a poll.

4.4.3 Option 3: Call a public poll.

5 SIGNIFICANCE AND ENGAGEMENT – this bit done

5.1 The significance is high for representation reviews therefore wider community engagement is necessary.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.2 A) Councillor Representation

6.2.4 Option 1: Increasing number of elected members from 8 to 9 provides fairness of representation across the district and complies with s19V(2) of the Act. There will be a financial impact on members' salaries.

6.2.5 Under Option 2: Retaining 8 elected members with a small boundary change will also comply with s19V(2) of the Act, there will be a survey cost of approximately \$2,000.

6.2.6 Option 3: Resolving to appoint 8 elected members as large would be difficult to provide fair representation around the district, due to the size and shape of the district and is not recommended.

6.3 B) Community Boards

6.3.4 Option 1: Council need to consider if the community would have increased fair representation by constituting community boards. Use of the Ward system has resulted in fair representation throughout the district. Local community organisations are recognised by Council and consulted with on any matters. This option is unlikely to provide the community with any further benefits.

6.3.5 Option 2: Council needs to consider if fair representation of the Community will be impacted by not constituting Community Boards.

6.4 C) Maori Wards

6.4.1 Option 1: Council needs to consider if the creation of a Maori Ward would improve representation and encourage more participation by Maori in Local Government. Resolving to create a Maori Ward at this time will mean that a Maori Ward will not apply until 2022 election.

6.4.2 Option 2: Council may decide to wait until at least 5% of the electors demand a poll. A demand for a poll may be made at any time and not just during a representation review.

6.4.3 Option 3: Council may call a poll to create a Maori Ward, however at this time will mean a Maori Ward will not apply until 2022 election.

7 RECOMMENDATIONS

- A) **THAT** Council adopts one of the options on Councillor Representation.
- B) **THAT** Council makes a decision on one of the options on Community Boards.
- C) **THAT** Council makes a decision on one of the options on Maori Wards.

Lesley Crichton

Group Manager: Corporate Services

Appendix 1: Representation Review

Appendix 2: Map of Boundary adjustment

Appendix 3: Excerpt of Representation Review s19H Local Election Act 2001

Appendix 4: Excerpt of Public notice and submissions s19M Local Election Act 2001

Westland District Council
Representation Review 2018

Introduction

Council must, in accordance with section 19H of the Local Electoral Act 2001 (the Act) determine by resolution:

- 1) Whether the members of Council are proposed to be elected;
 - By the electors of the District as a whole; or
 - By the electors of 2 or more Wards; or
 - In some cases by the electors of the District as a whole and in the other cases by the electors of each Ward of the District; and
- 2) The proposed number of members to be elected; and
- 3) The proposed name and the proposed boundaries of each Ward and the number of members for each Ward.
- 4) Whether there should be community boards.
- 5) Should Maori Wards be created.

Public notice of the results of the review must be given by 8 September 2018.

Background

Westland District has traditionally elected its members using the ward system.

In determining the existing ward boundaries and representation, Council took into account the traditional communities of interest, the population, the geographic area, and the rateable values of each ward. No community boards have ever existed in Westland.

Current Representation arrangements

Currently the District comprises of 3 Wards.

Northern Ward	All that part of Westland District north of the Mikonui River but excluding Hokitika and Kaniere.
Hokitika Ward	All that part of Westland including the town of Hokitika, the area north to Three Mile and including the areas to the east known as Blue Spur, Brickfield, Kaniere Township and the extension of Kaniere onto the Lake Kaniere Road.
Southern Ward	All that area of Westland south of the Mikonui River.

Ward names, members, population, and ratio of Councillors to population and variation from the District ratio as follows:

Ward	Population	Members	Ct/Population	Variation
Northern Ward	3130	3	1043	93%
Hokitika Ward	3530	3	1177	105%
Southern Ward	2290	2	1145	102%
Total	8950	8	1119	100%

Table 1: Existing Representation Arrangements used for 2013 Election.

Matters to be considered by Council in undertaking the review.

1) *Communities of Interest*

Westland District is a long narrow District with a large and diverse area. The population is not evenly dispersed along the length of the District, with a significant concentration in the main District township (Hokitika), and a larger rural population in the north of the District including Kaniere and Blue Spur.

The existing Ward boundaries recognise the urban nature of Hokitika (Hokitika Ward), the rural principally dairy farming and small support townships of the north (Northern ward), and the geographic isolation and tourism dominated nature of the south (Southern Ward).

2) Effective Representation for identified Communities of Interest

Because of the size and diversity of the District, it is considered that effective representation of communities of interest can only be achieved by Councillors being elected on a ward basis. An “at large” system of election is not considered to be in the best interests of the geographically distinctive communities of interest in Westland.

3) Consideration of whether there should be Community Boards

Westland District currently does not have any Community Boards. The District has a network of existing local community organisations, which are recognised by Council, and consulted with on local issues.

Historically, because of the low population of Westland District, the ward basis of elections and the accessibility of and to Councillors, it is considered that Community Boards are not warranted.

The Council need to consider that this approach is still relevant.

Council should consider;

- Do all communities enjoy fair and effective representation?
- Could improved fair and effective representation be achieved through Community Boards?

Should Council resolve to establish Community Boards, then each board must;

- Consist of no fewer than 4 elected members; and
- The number of appointed members is to be less than half the total number of members.

4) Fairness of Representation

The current situation using the estimated current population figures as at 30 June 2017 is demonstrated by the following table:

Ward	Population	Members	Cr/Population	Variation
Northern Ward	2850	3	950	86%
Hokitika Ward	3860	3	1287	117%
Southern Ward	2080	2	1040	95%
Total	8790	8	1099	100%

Table 2.Existing Representation Arrangements with estimated current population figures at 30 June 2017.

The existing wards have provided fair representation, with a spread of members along the length of the District. The Council may therefore opt for the retention of the existing Wards.

However, the Northern and Hokitika Wards do not comply with section 19V (2) of the Act, as they are outside the ratio of +/-10% of the average population per member.

It is necessary to review the representation arrangements for these two wards.

A review would either be in the nature of a change to representation or by a change to Ward boundaries or a combination of both.

A simple change to representation would result in a situation demonstrated by the following table:

Ward	Population	Members	Cr/Population	Variation
Northern Ward	2850	3	950	97%
Hokitika Ward	3860	4	965	99%
Southern Ward	2080	2	1040	106%
Total	8790	9	977	100%

Table 3. Changed Representation and no change to boundaries.

By increasing the representation in the Hokitika Ward from 3 to 4 allows Council to comply with section 19V (2) of the Act, as all wards then meet the ratio of +/- 10% of the average population per member.

Council may not want to change the number of elected members as there would be financial implications on both the Long Term Plan, and individual member salaries.

An option is to look at the Hokitika Ward and the Northern Ward, and move the boundary of the Hokitika Ward to Pine Tree Road along Blue Spur.

Northern Ward	All that part of Westland District north of the Mikonui River but excluding Hokitika Ward.
Hokitika Ward	All that part of Westland including the town of Hokitika, the area north to Three Mile and including the areas to the east known as Blue Spur and Brickfield as far as Pine Tree Road.
Southern Ward	All that area of Westland south of the Mikonui River.

This option results in the situation demonstrated by the following table:

Ward	Population	Members	Cr/Population	Variation
Northern Ward	3210	3	1070	97%
Hokitika Ward	3500	3	1167	106%
Southern Ward	2080	2	1040	95%
Total	8790	8	1099	100%

Table 4. Changed boundary between Hokitika Ward and Northern Ward.

It is necessary to consider the effect of changes on communities of interest.

Effect on Hokitika and Northern Wards

The proposal to change the boundaries of the Hokitika and Northern Ward affects an estimated population of 360, and will not significantly affect the overall communities of interest, and reflects the rural nature of the area from Pine Tree Road.

Effect on the Southern Ward

There is no effect on the Southern Ward.

5) Maori Wards

Under the Local Electoral Amendment Act 2002, a local authority may resolve to establish Maori Wards or Maori Constituencies.

The decision, if made after a triennial election but no later than two years before the next triennial election, takes effect for the next triennial election and the next.

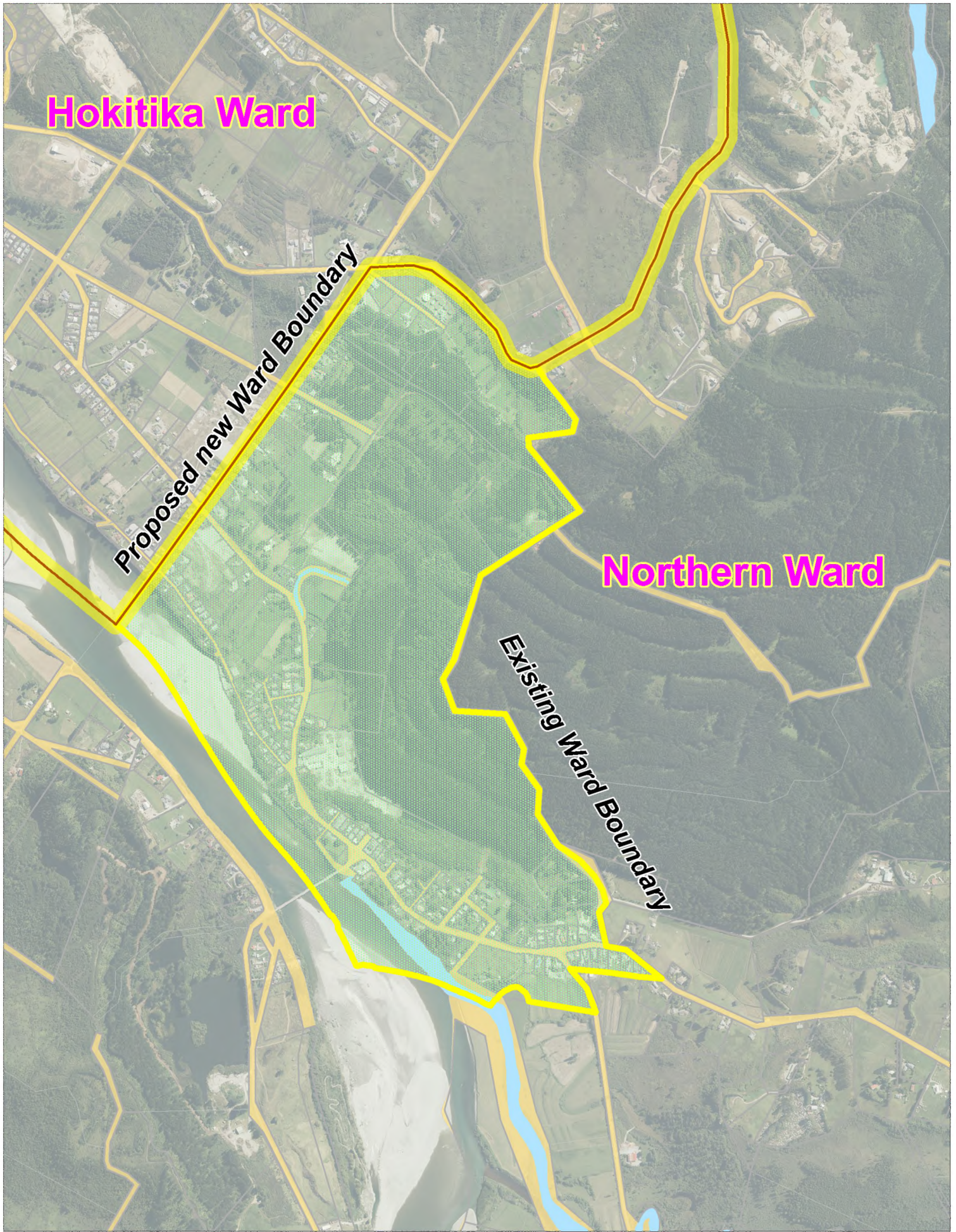
If a decision is made now, it will not take effect for the 2019 triennial election, but the one after.

Council should consider;

- Whether Maori currently have effective representation on Council.
- Would creation of a Maori Ward improve the concept of fair and effective representation?
- Is it reasonable and practicable?

Council can decide;

- To declare a Maori Ward under s19Z of the Act
- To not declare a Maori Ward
- Wait for a poll demand by a specified number of electors, being equal to or greater than 5% of electors that are eligible to vote under s19ZB of the Act.
- Resolve to hold a poll under s19ZD of the Act.



Scale 1:15000
 Date 17 May 2018

Proposal to Adjust Ward Boundaries Hokitika Ward to Northern Ward

The information displayed on this map has been taken from Westland District Council's GIS and Databases. It is made available in good faith, but its accuracy and completeness is not guaranteed

28.06.18 - Council Agenda



Cadastral Data Derived from LINZ's CRS
 Page - 111
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19H Review of representation arrangements for elections of territorial Authorities

(1) A territorial authority must determine by resolution, and in accordance with this Part,

- (a) whether the members of the territorial authority (other than the mayor) are proposed to be elected,
 - (i) by the electors of the district as a whole; or
 - (ii) by the electors of 2 or more wards; or
 - (iii) in some cases by the electors of the district as a whole and in the other cases by the electors of each ward of the district; and
- (b) in any case to which paragraph (a)(i) applies, the proposed number of members to be elected by the electors of the district as a whole; and
- (c) in any case to which paragraph (a)(iii) applies,
 - (i) the proposed number of members to be elected by the electors of the district as a whole; and
 - (ii) the proposed number of members to be elected by the wards of the district; and
- (d) in any case to which paragraph (a)(ii) or paragraph (a)(iii) applies,
 - (i) the proposed name and the proposed boundaries of each ward; and
 - (ii) the number of members proposed to be elected by the electors of each ward; and
- (e) the proposed number of elected members of any local board and, if an Order in Council under section 25 of the Local Government Act 2002 so provides, the proposed number of appointed members of that board; and
- (f) whether the elected members of any local board are proposed to be Elected
 - (i) by the electors of the local board area as a whole; or
 - (ii) by the electors of 2 or more subdivisions of the local board area; or
 - (iii) if the local board area comprises 2 or more wards, by the electors of each ward; and
- (g) in any case to which paragraph (f)(ii) applies,
 - (i) the proposed name and the proposed boundaries of each subdivision; and
 - (ii) the number of members proposed to be elected by the electors of each subdivision; and

(h) in any case to which paragraph (f)(iii) applies, the number of members of the local board proposed to be elected by the electors of each ward; and

(i) the proposed name of any local board.

(2) The determination required by subsection (1) must be made by a territorial authority,

(a) on the first occasion, either in 2003 or in 2006; and

(b) subsequently, at least once in every period of 6 years after the year in which the first determination was made.

(2A) To avoid doubt, subsection (2) is subject to sections 19K(1AA) and 19M(1).

(3) This section must be read in conjunction with section 19ZH and Schedule 1A

19M Public notice of proposals and responsibilities in relation to submissions

- (1) A territorial authority or regional council that makes a resolution under section 19H or section 19I or section 19J must, within 14 days after making the resolution (but, in the year immediately before the year of a triennial general election, not later than 8 September), give public notice of the proposals contained in the resolution.
- (2) The public notice must,
- (a) include a statement about how persons interested in the proposals may inspect the full proposals; and
 - (b) specify the communities of interest considered by the territorial authority or regional council as required by section 19T and section 19V or, as the case may require, section 19U and section 19V; and
 - (c) specify the ratio of population to proposed members for each proposed ward (if any) or constituency or subdivision (if any), and the reasons for those proposals in terms of section 19V(2) and, if applicable, section 19V(3); and
 - (d) specify a period of not less than 1 month from the date of the first or only publication of the notice within which persons interested in the resolution may make submissions on the resolution to the territorial authority or regional council.
- (3) A territorial authority or regional council to whom subsection (1) applies Must,
- (a) ensure that any person who makes a submission on the proposal within the period referred to in subsection (2)(d)
 - (i) is sent a written notice acknowledging receipt of that person's submission; and
 - (ii) is given a reasonable opportunity to be heard by the territorial authority or regional council (if that person so requests); and
 - (b) ensure that the notice given to a person under paragraph (a) contains information
 - (i) advising that person of that person's opportunity to be heard; and
 - (ii) explaining how that person may exercise that person's opportunity to be heard; and
 - (c) ensure that, except as otherwise provided by Part 7 of the Local Government Official Information and Meetings Act 1987, every meeting at which submissions on a resolution referred to in subsection (1) are heard or at which the territorial authority or regional council deliberates on the

proposal is open to the public; and

- (d) subject to the Local Government Official Information and Meetings Act 1987, make all written submissions on a resolution of that kind available to the public.

Report



DATE: 28 June 2018
TO: Mayor and Councillors
FROM: Finance Manager

ELECTED MEMBERS ALLOWANCES AND RECOVERY OF EXPENSES POLICY

1.0 SUMMARY

- 1.1 The purpose of this report is to adopt the updated Elected Members Allowances and Recovery of Expenses policy.
- 1.2 This issue arises due to the updates to the Local Government Members (2017/18) (Local Authorities) Determination 2017.
- 1.3 The policy has been updated to correspond with legislation
- 1.4 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in May 2018, which will be set out in the next Long Term Plan 2015-25. The matters raised in this report relate to those elements of the vision identified in the following table:
- 1.5 This report concludes by recommending that Council adopts Elected Members Allowances and Recovery of Expenses Policy attached as **Appendix 1**.

2.0 BACKGROUND

- 2.1 Pursuant to clause 6 of Schedule 7 of the Local Government Act 2002, and to the Remuneration Authority Act 1977, the Remuneration Authority, after having regard to the matters specified in clause 7 of that schedule, makes a determination as to what allowances can be paid to elected members. Our current policy does not reflect this determination

3.0 CURRENT SITUATION

- 3.1 The current Elected Members Allowances and Recovery of Expenses policy includes specific monetary values for allowances, travel time, vehicle mileage, and also has a kilometre exclusion which is not in line with the Local Government members Determination.
- 3.2 The current policy has been updated to remove monetary values, in order for the policy to remain valid if any values change within the determination.

4.0 OPTIONS

- 4.1 Option One: The Council can adopt the amended version of Elected Members Allowances and Recovery of Expenses Policy attached as **Appendix 1**.
- 4.2 Option Two: The Council can direct staff to make additional amendments to Elected Members Allowances and Recovery of Expenses Policy.
- 4.3 Option Three: Reject the policy.

5.0 SIGNIFICANCE AND CONSULTATION

- 5.1 The adoption of the policies is in itself of low significance. The LGA allows a Council to adopt an Elected Members Allowances and Recovery of Expenses Policy without consultation.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 If the Council adopts the updated policy attached to this report as Appendix 1, it will then be in alignment with the Local Government Members (2017/18) (Local Authorities) Determination 2017.
- 6.2 It is good practise for Council to have an Elected Members Allowances and Recovery of Expenses Policy.
- 6.3 Do nothing, Councils policy will not reflect current Local Government Members Determination.

7.0 PREFERRED OPTION AND REASONS

7.1 The preferred option is that Council adopts the amended Elected Members Allowances and Recovery of Expenses Policy as attached as **Appendix 1**.

8.0 RECOMMENDATIONS

A) **THAT** Council adopts Elected Members Allowances and Recovery of Expenses Policy attached as **Appendix 1**.

Lavinia Hamilton
Finance Manager

Appendix 1: Elected Members Allowances and Recovery of Expenses Policy

DRAFT POLICY ON ELECTED
MEMBERS' ALLOWANCES AND
RECOVERY OF EXPENSES - 1
JULY 2017 TO 30 JUNE 2020

Revised and Adopted by Council
X

DRAFT POLICY ON ELECTED MEMBERS' ALLOWANCES AND RECOVERY OF EXPENSES - 1 JULY 2017 TO 30 JUNE 2020

1. INTRODUCTION

This policy sets out rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

Contact person for queries: Diane Maitland

Email: diane.maitland@westlanddc.govt.nz

Phone: 03 756 9038

2. DOCUMENTATION OF POLICIES

In addition to this document, the following documents set out the policies, rules and procedures relating to the expenses and allowances payable to elected members:

- Delegations Manual *Updated regularly*

3. AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES

From time to time elected members incur expenses on Council's behalf, which need to be reimbursed. This reimbursement and the use of Council supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects. Transparency is achieved through the quarterly publication on Council's website of all expenses for elected members claimed in that period.

The process for reimbursement of claims includes the following principles:

- Any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy.
- Expense claims for Councillors are approved by the Mayor, and full original receipts are required.
- Expense claims for the Mayor are approved by the Deputy Mayor.

- Remuneration Authority Allowances are paid through the payroll system, and reimbursements are paid through accounts payable.

In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

In the case of vehicle mileage, travel time and communications, all limits set in this document do not exceed the Remuneration Authority's Determination.

Council's audit work programme includes sampling expense claims and allowances paid to elected members and staff.

No allowances are paid without deduction of withholding tax.

All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

4. DEFINITIONS

"Actual" means as evidenced by the original receipt attached to the claim form.

"Reasonable" means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and Chief Executive.

"Council Business" includes: formal Council meetings, committee meetings, workshops, seminars, hearings, training courses, site visits, meetings with staff, formal meetings with community groups, attendances required by a Council appointment, Council organised meetings with members of the public. It does not include events where the primary focus is on social activity or private meetings with citizens or groups.

"Remuneration Authority" is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

ALLOWANCES AND EXPENSES BY GROUP OF MEMBERS

Position	Expense/Allowance	Description
All elected members	Taxis	<p>Taxis may be used for Council business, instead of private vehicles or public transport, for the following reasons:</p> <ul style="list-style-type: none"> a) safety/security reasons, and b) when travelling outside of the District if a taxi is the most appropriate form of transport. <p>Taxis may not be used if significant travel distances mean that use of a taxi is not the most cost effective option. Rental cars booked by Council support staff should be considered as an option in such circumstances.</p> <p>Costs paid for directly by the individual for unanticipated travel within in New Zealand or for international travel will be reimbursed on presentation of actual receipts.</p>
	Travel and attendance at conferences/ seminars/training programmes	<p>All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at these events, held both within New Zealand and overseas, subject to:</p> <ul style="list-style-type: none"> a) related expenditure being accommodated within existing budgets, and b) the appropriate approvals as outlined in this policy. <p>and excluding reimbursement for purchases from hotel mini-bars and charges for in-room video or cable movies.</p> <p>All bookings, travel and accommodation arrangements for elected members are to be made by Council support staff with Council's preferred travel agents, at the most economic cost available (when possible) at the time of booking, unless all travel costs are being met privately or by an outside party.</p>
	Exceptional circumstances for Council related meetings	<p>Staff may arrange overnight accommodation when travel or business requirements do not allow for the return on the same day, e.g. if it is unreasonable for an elected member to travel to their home after a late meeting.</p> <p>Council recognises that this may be a regular occurrence (i.e. not exceptional) for members from South Westland.</p>
	Domestic air travel	<p>All elected members are entitled to utilise domestic air travel for Council related travel, generally where travel by air is the most cost effective travel option.</p>

Position	Expense/Allowance	Description
	International air travel	As a general policy all elected member international air travel is by way of economy class, where all or part of the costs of the fares are to be met by Council. The approval of Council is required for exceptions, e.g. where Premium Economy or the equivalent air travel is desirable for health or other compelling reasons.
	Private accommodation provided by friends/relatives	Payment of \$50 per night when staying in private accommodation, to cover accommodation, breakfast and dinner. It is intended that at least a portion of this allowance is paid to the accommodation provider.
	Parking expenses	Reimbursement of casual car parking costs related to Council business. This will be on receipt of a signed claim accompanied by a receipt.
Mayor	Car	The Mayor will not be provided with a vehicle, unless otherwise decided by Council. If a car is provided for the Mayor with full private use a deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will not be able to claim for vehicle mileage if a vehicle is provided.
	Travel and conferences, courses and seminars	<p>The prior approval of the Deputy Mayor and Chief Executive (for confirmation of budget) is required for travel within New Zealand for: Council business; attendance at conferences/courses/training events/ seminars; other purposes associated with the position of mayor.</p> <p>The prior approval of Council is required for all international travel, where costs or partial costs are paid for by Council funds.</p> <p>Where the Mayor or the Mayor's authorised representative is accompanied by his/her partner on international travel, Council will meet the cost of their travel, accommodation and incidental costs.</p> <p>Council will authorise such expenditure where the partner's involvement directly contributes to a clear business purpose.</p>
	Telephone costs	Full payment by Council of Council provided cell phone rental, data and all associated business call charges. Private use of the cell phone is permissible in line with Councils Telephone Policy for staff.
	Entertainment and hospitality	<p>Full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided.</p> <p>All expenditure is approved by the Deputy Mayor.</p>

Position	Expense/Allowance	Description
Mayor, Councillors	Rental Cars	Rental cars may be utilised when attending meetings or conferences in other centres, where this is the most cost-effective travel option.

	Communications equipment	Option of either: a) provision of a mobile phone (Mayor only) b) provision of a tablet. Full technical support is provided for Council business.
	Printing, Data, Technology	An allowance towards Council printing, data, technology as per legislation the Local Government Members Determination.
Councillors	Stationery and consumables	Supply of reasonable amounts of paper and printer consumables for Council business.
	Conferences, courses, seminars and training	The conference, course, seminar or training event must contribute to Councillor's ability to carry out Council business. Attendance at these events when held in New Zealand must be approved by Council in advance where possible otherwise approved by either the Mayor (or the Deputy Mayor) and the Chief Executive and subsequently ratified by Council. Attendance at these events when held overseas must be approved by Council.
	Entertainment and hospitality	Reimbursement of costs incurred while hosting official visitors to Council, or while travelling on Council business. These costs can cover a range of items including, but not limited to, tea/coffee, and catering.
	General community related expenses	From time to time Councillors may have unforeseen costs arise for items relating to community events, e.g. payment of koha, or purchasing a wreath for attendance at a commemorative event. Reimbursement of such expenditure should be previously approved by the Chief Executive. The items should be appropriate to the occasion and expenditure should be moderate and conservative. Where expenses have not been prior approved the Chief Executive may decline reimbursement.
	Travel Time Allowance	Councillors are entitled to claim an allowance for time travelled on council business, provided the journey is by the quickest form of transport reasonable in the circumstances and the travel time exceeds one hour.

	<p>The allowance is available each day for any business on behalf of the council or board or between the member's residence and an office of the council or board, and is as per the Local Government Members Determination</p> <p>RateAs per the Local Government Members Determination.</p>
Vehicle mileage	<p>Vehicle mileage will be paid for all travel on Council business..</p> <p>Mileage will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination.</p> <p>Mileage will be paid to eligible members on receipt of an approved signed mileage claim</p>

MAYORAL VEHICLE

Councils decide whether or not a car is to be supplied and on what basis. The determinant is what is most cost effective for Council and ratepayers.

Please use this form to confirm or reconfirm car provision details.

Car supplied: YES/NO

If Yes, confirm Make & Model _____

Date of Purchase _____

Total on the road cost to Council
on purchase GST inclusive \$ _____

Use of car: Chair/Mayoral use only YES / NO

Private use YES / NO

If yes, confirm % private use _____ %

N.B. Chair/Mayoral use only means that the car can be used by other officers, can be driven home and garaged by the Chair/Mayor but does not permit any private use.

Full Private Use is normally assessed by the Authority at 20%. Where a larger or smaller usage is claimed supporting information is required (such as log books).

Car value deduction calculation:

If value of car = \$38,000 incl. GST
% of private use = 20%

$\$38,000 \times 41\% \times 20\% = \3116

This is the amount to be deducted from the Mayoral Salary.

Report



DATE: 23th June 2018

TO: Mayor and Councillors

FROM: Erle Bencich – Operations Manager, District Assets

DRAFT WASTE ASSESSMENT AND DRAFT WASTE MINIMISATION AND MANAGEMENT PLAN FOR CONSULTATION

1 SUMMARY

- 1.1 The purpose of this report is to seek adoption of the Draft Waste Assessment and Draft Waste Minimisation and Management Plan for consultation.
- 1.2 This issue arises from a legislative requirement under the Waste Minimisation Act 2008 that Council's Waste Minimisation and Management Plan needs to be review 6 yearly and the previous plan (adopted in 2012)required review.
- 1.3 This report concludes by recommending that Council adopt the Draft Waste Assessment and Draft Waste Minimisation and Management Plan for consultation

2 BACKGROUND

- 2.1 Under the Waste Minimisation Act 2008, Council's Waste Minimisation and Management Plan (WMMP) must be reviewed 6 yearly. In discussion with the three territory authorities, (Buller, Greymouth & Westland District Council's) it was agreed to complete a review process together to develop a joint Waste Minimisation and Management Plan (WMMP). This reduces the cost of the process while providing an opportunity to identify ways to work together for the benefit of the communities across the regions.

3 CURRENT SITUATION

- 3.1 The current WMMP was adopted in 2012 thus the requirement for a new one. Draft documents have been prepared by Tonkin and Taylor in consultation with a steering group. The Steering Group comprises of officers and Councillors from each Council. This draft (attached) needs to be adopted for

consultation by each Council. Once approved the consultation period will be July / August 2018 (WDC) and hearings (if required) in mid to late September 2018. Workshops to be completed on any revisions necessary of the WMMP October 2018. From there a report to Council for formal Adoption.

4 OPTIONS

- 4.1 To adopt the Draft Waste Assessment & Draft Waste Minimisation and Management Plan then to proceed on to the consultation period

SIGNIFICANCE AND ENGAGEMENT

- 4.2 The proposed form of public engagement is Interactive – Expected on line information, mainly this draft WMMP provided to the public in a secure digital platform. Submissions and comments reviewed / considered then draft plan possibly modified after contact with the community. (Similar to recent LTP process).
- 4.3 In addition to formally adopting the draft documents, Council need to nominate members for the hearing panel that will hear submissions on the draft plan in late July / August 2018. Proposed Members are Councillor Des Routhan and Mayor Bruce Smith.

5 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 5.1 Option 1: To adopt the Draft Waste Assessment document & Draft Regional Waste Minimisation and Management Plan. Provide the public consultation documentation and initiate a feedback portal on-line for public input.
Option 2: Instigate a standalone Westland District Council Waste Minimisation and Management Plan. Undertake an independent process of review for our individual needs. Defer public consultation until this investigation and documentation is completed.
- 5.2 The drafts of both the Draft Waste Assessment document & Regional Waste Minimisation and Management Plan, at this stage, have no defined cost implications to Westland District Council in regard to new infrastructure or processes. There will be on-going inputs required from Council staff and specialist consultants reviewing progress and feedback from the other members of the group and Westland District Council providing the same to the other Councils. Long term there is the potential for financial requirements in facilities provision or process change, but this also has the potential to be offset by central government funding e.g.: "TIFF", Regional Development Funding and reduction in carbon credit trading.

6 PREFERRED OPTION(S) AND REASONS

6.1 The preferred option is Option 1.

Adoption of the Regional Draft Waste Assessment document and Regional Waste Minimisation and Management Plan. To proceed on to public consultation and feedback via online portal. The adoption of this documentation and working jointly in a regional capacity will initially reduce costs in the duplication of process. Westland District Council also gains a benefit from feedback via Buller & Greymouth Councils implementation requirements. As a member of this combined group Westland District Council should benefit in funding application credentials and purchasing power for any future infrastructure hardware.

7 RECOMMENDATION(S)

- A) **THAT** the Council adopt the draft Waste Assessment and draft Waste Minimisation and Management Plan and proceed to public consultation.
- B) **THAT** the Council approve/delegate Sarah Hawkins as a representative for the Hearing committee to hear submissions on the draft Waste Assessment and draft Waste Minimisation and Management Plan in conjunction with proposed Council hearing panel.

Erle Bencich
OPERATIONS MANAGER: DISTRICT ASSETS

Appendix 1:



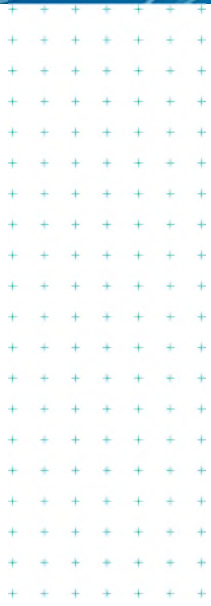
West Coast Regional Waste Assessment

Prepared for
Westland, Grey and Buller District Council

Prepared by
Tonkin & Taylor Ltd

Date
November 2017

Job Number
1003647.v0.0



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Westland, Grey and Buller District Council

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Appendix A : Letter/Comments from Community and Public Health

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Acknowledgements

This document is based on the template set out in the Ministry for the Environment's document Waste Assessment and Waste Minimisation and Management Planning, A Guide for Local Authorities.

COUNCIL STAFF

INDUSTRY STAKEHOLDERS

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Introduction

This Waste Assessment establishes the planning foundations for a Regional Waste Minimisation and Management Plan (WMMP) for Westland, Grey and Buller Districts (the West Coast Region) by describing the waste situation, setting the vision, goals objectives and targets for the region, and developing options for meeting future demand. Much of the information presented in this Waste Assessment will be summarised in the final WMMP.

This Waste Assessment contains three parts:

- Part 1 –where are we now?

This covers policy context, the current waste situation, including waste flows, waste infrastructure and services, and forecast of future demand. This will be summarised in the WMMP.

- Part 2 – where do we want to be?

Part 2 includes the vision, goals, objectives and targets for the waste assessment, which will form part the WMMP.

- Part 3 – how are we going to get there?

Part 3 identifies options and assesses the suitability of each option (as required by Section 51 of the Waste Management Act 2008 (WMA)) and includes a summary of the outcome of consultation with the Medical Officer of Health. The preferred options from the Part 3 assessment will be presented in the WMMP.

Purpose of the Waste Assessment

This draft Waste Assessment and associated draft Waste Minimisation and Management Plan summarises the current situation for waste minimisation and management in the West Coast Region and sets out how the Westland, Grey and Buller District Councils will progress efficient and effective waste management and minimisation. It paves the way forward, considering current policy and the legal framework and each District's vision, with an overarching suite of guiding goals and objectives.

This Waste Minimisation and Management Plan fulfils each Council's obligations under the Waste Minimisation Act (WMA) (2008). The plan uses the waste hierarchy (Figure 1) as a guide to prioritising activity, focussing on reducing waste before recycling or recovery of materials. Where materials cannot be recycled or recovered the focus is on safe treatment and disposal.

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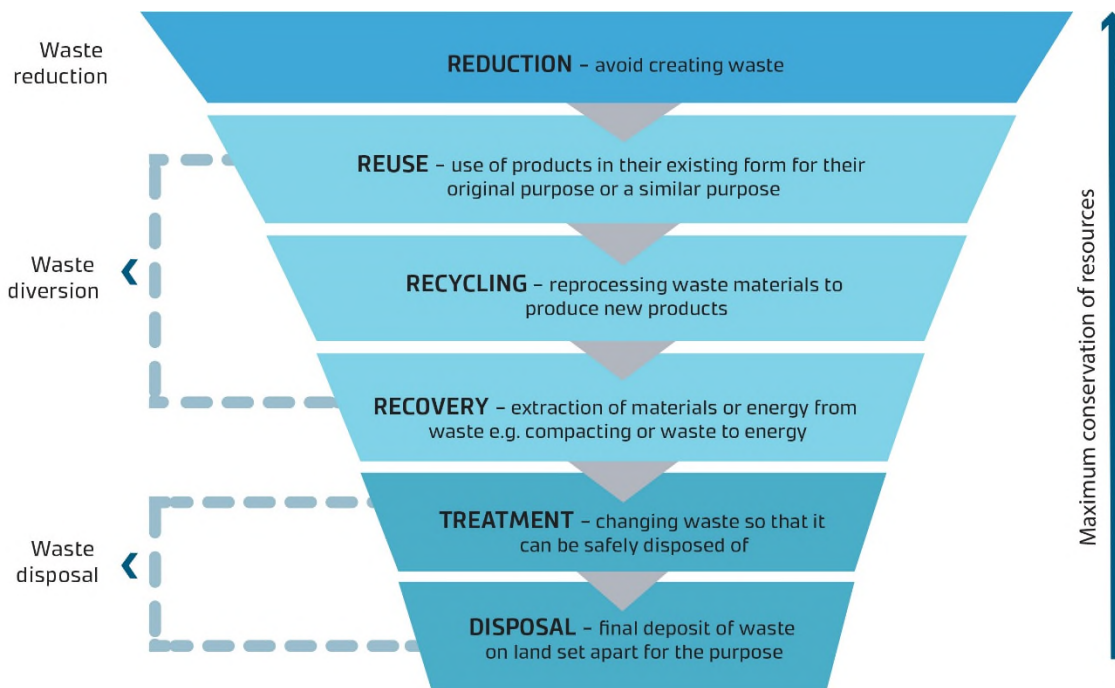


Figure 1 The Waste Hierarchy

Scope

This Waste Assessment and the associated Waste Minimisation and Management Plan covers solid waste generated in the West Coast Region. The focus is on materials entering the waste management system (collection, processing and disposal). Other materials are relevant but not specifically addressed including wastewater treatment solids, industrial by-products and materials re-used on site.

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PART 1 - THE WASTE SITUATION

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1 Policy context

The New Zealand Waste Strategy¹ (NZWS) provides a useful summary of the New Zealand policy context for waste minimisation and management. A diagram from the NZWS laying out the policy context is reproduced as Figure 2.

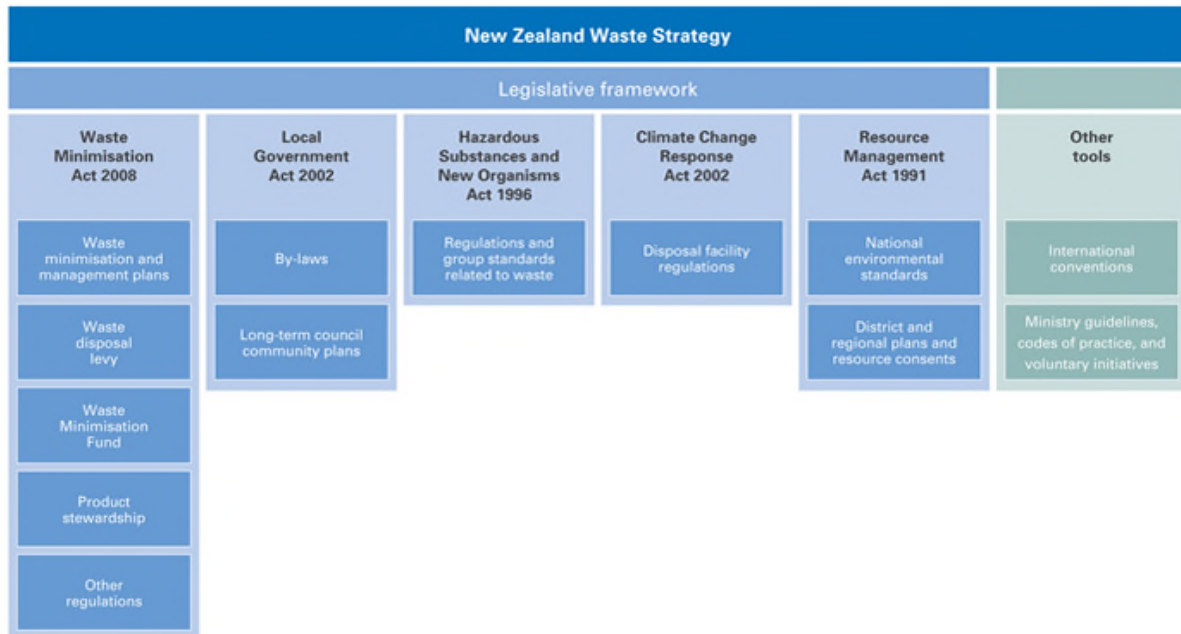


Figure 2: Policy Context for Waste minimisation and management in New Zealand¹

There is wide a range of statutory documents and associated policy that impacts on waste minimisation and management in the West Coast Region. These are summarised in Table 1 and the remainder of Section 1 below.

Table 1 Selected relevant policy for waste in the West Coast Region

National	Regional	Local
Waste Minimisation Act 2008	West Coast Regional Policy Statement	Long Term Plans 2015-2025
NZ Waste Strategy 2010	West Coast Regional Air Quality Plan	District Plans
Resource Management Act 1991	West Coast Regional Coastal Plan	Bylaws
Hazardous Substances and New Organisms Act 1996	West Coast Regional Land and Water Plan	Asset Management Plans
Local Government Act 2002	Regional Waste Strategy for the West Coast	Solid waste management policies and plans
Climate Change Response Act 2002	West Coast Visitor Waste Management Strategy	
Health Act 1956		
NZ Emissions Trading Scheme		

¹ The New Zealand Waste Strategy: Reducing harm, improving efficiency (ME1027), 2010.

1.1 National Policy

1.1.1 Waste Minimisation Act 2008

The Waste Minimisation Act 2008 (WMA (2008)) sets a framework to encourage a reduction in the amount of waste generated and disposed of in New Zealand, minimising the environmental harm of waste and providing economic, social and cultural benefits for New Zealand.

The main elements of this Act include;

- A levy imposed on all waste that is landfilled;
- Product stewardship schemes for businesses and organisations;
- Allows local authorities to create bylaws relating to waste management and minimisation;
- Requires waste operators to undertake waste reporting; and
- Establishes a Waste Advisory Board to give independent advice to the Minister for the Environment on related issues.

Territorial authorities, such as Westland, Buller and Grey District Councils, are required by the WMA (2008) to promote waste management and minimisation within the territorial authority's district. Part of this responsibility involves the creation and adoption of a Waste Management and Minimisation Plan (WMMP), updated every six years, which details current and planned objectives and policies, methods and funding for achieving effective and efficient waste management and minimisation. This plan must also have regard for the New Zealand Waste Strategy (1.1.2). The Plan must also consider the following methods of waste management and minimisation (listed in descending order of importance):

- Reduction;
- Reuse;
- Recycling;
- Recovery;
- Treatment; and
- Disposal.

1.1.1.1 Statutory requirements for Waste Assessment and WMMP

This Waste Assessment establishes the planning foundations for any WMMP by describing the waste situation, setting the vision, goals objectives and targets for the region, and developing options for meeting future demand.

A WMMP must contain a summary of the Council's objectives, policies and targets for waste management and minimisation. The plan should clearly communicate how the Councils will deliver on these objectives.

Section 43 of the WMA states that a WMMP must provide for:

- a *objectives and policies for achieving effective and efficient waste management and minimisation within the territorial authority's district*
- b *methods for achieving effective and efficient waste management and minimisation within the territorial authority's district, including -*
 - i *collection, recovery, recycling, treatment, and disposal services for the district to meet its current and future waste management and minimisation needs (whether provided by the territorial authority or otherwise); and*
 - ii *any waste management and minimisation facilities provided, or to be provided, by the territorial authority; and*

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- iii *any waste management and minimisation activities, including any educational or public awareness activities, provided, or to be provided, by the territorial authority*
- c *how implementing the plan is to be funded*
- d *if the territorial authority wishes to make grants or advances of money in accordance with section 47, the framework for doing so.*

A WMMP must have regard to the waste hierarchy, the New Zealand Waste Strategy, and a Council's most recent Waste Assessment.

1.1.2 The New Zealand Waste Strategy 2010

While the WMA (2008) outlines the regulatory requirements of businesses and organisations, the New Zealand Waste Strategy provides high-level strategic direction around where to focus effort to manage waste, and ways in which this can be achieved. The key aim of the Strategy is 'Reducing Harm, Improving Efficiency'. This aim is further defined as

- Reducing the harmful effects of waste on both the environment and human health; and
- Improving the efficiency of resource use to reduce the impact on the environment and human health and gain any potential economic benefits.

The strategy highlights other tools and legislative requirements that businesses and organisations should consider when reviewing waste management.

1.1.3 Other National Policy

As noted in Table 1 there are several other policy documents of relevance to waste minimisation and management in the West Coast region. These are noted below with content drawn from the Ministry for the Environment (MfE) Guide for Waste Minimisation and Management Planning².

1.1.3.1 Resource Management Act 1991

The Resource Management Act 1991 (RMA) promotes sustainable management of natural and physical resources. Although it does not specifically define 'waste', the RMA addresses waste management and minimisation through controls on the environmental effects of waste management and minimisation activities and facilities through national, regional and local policy, standards, plans and consent procedures. In this role, the RMA exercises considerable influence over facilities for waste disposal and recycling, recovery, treatment and others in terms of the potential impacts of these facilities on the environment.

Under Section 30 of the RMA, regional councils are responsible for controlling the discharge of contaminants into or onto land, air or water. These responsibilities are addressed through regional planning and discharge consent requirements. Other regional council responsibilities that may be relevant to waste and recoverable materials facilities include:

- Managing the adverse effects of storing, using, disposing of and transporting hazardous wastes;
- The dumping of wastes from ships, aircraft and offshore installations into the coastal marine area; and
- The allocation and use of water.

² Waste Assessments and Waste Management and Minimisation Planning – A Guide for Territorial Authorities, MfE 2015.

Under Section 31 of the RMA, local authority responsibilities include controlling the effects of land-use activities that have the potential to create adverse effects on the natural and physical resources of their district. Facilities involved in the disposal, treatment or use of waste or recoverable materials may carry this potential. Permitted, controlled, discretionary, non-complying and prohibited activities, and their controls, are specified in district planning documents, thereby defining further land-use-related resource consent requirements for waste-related facilities.

In addition, the RMA provides for the development of National Policy Statements (NPS) and for the setting of National Environmental Standards (NES). There is currently one enacted NES that directly influences the management of waste in New Zealand – the Resource Management (National Environmental Standards for Air Quality) Regulations 2004. This NES requires certain landfills (those with a capacity of more than 1 million tonnes of waste) to collect landfill gases and either flare them or use them as fuel for generating electricity. Unless exemption criteria are met, the NES for Air Quality also prohibits the lighting of fires and burning of wastes at landfills, the burning of tyres, bitumen burning for road maintenance, burning coated wire or oil, and operating high-temperature hazardous waste incinerators. These prohibitions aim to protect air quality.

1.1.3.2 Hazardous Substances and New Organisms Act 1996

The purpose of the Hazardous Substances and New Organisms Act 1996 (HSNO) is to ‘protect the environment, and the health and safety of people and communities, by preventing or managing the adverse effects of hazardous substances and new organisms’. The Environmental Protection Authority (EPA) assesses and decides on applications to introduce hazardous substances or new organisms into New Zealand.

From a solid waste perspective HSNO controls the management of waste hazardous substances, for example unwanted agrichemicals. The focus of HSNO is on materials that are manufactured that have hazardous properties. This means that wastes that are not manufactured substances are covered by HSNO, for example mixtures of substances or contaminated soil.

1.1.3.3 Local Government Act 2002

The Local Government Act 2002 (LGA) provides the general framework and powers under which New Zealand’s democratically elected and accountable local authorities operate.

The LGA contains various provisions that may apply to Councils when preparing their WMMPs, including consultation and bylaw provisions. For example, Part 6 of the LGA refers to planning and decision-making requirements to promote accountability between local authorities and their communities, and a long-term focus for the decisions and activities of the local authority. This part of the Act includes requirements for information to be included in the long-term plan (LTP), including summary information about the WMMP.

1.1.3.4 Climate Change Response Act 2002, New Zealand ETS

The Climate Change Response Act 2002 and associated regulations is the Government’s principal response to manage climate change. A key mechanism for this is the New Zealand Emissions Trading Scheme (NZ ETS). The NZ ETS puts a price on greenhouse gas emissions, providing an incentive for people to reduce emissions and plant forests to absorb carbon dioxide.

Certain sectors, including landfill operators, are required to acquire and surrender emission units to account for their direct greenhouse gas emissions, or the emissions associated with their products. Landfills that are subject to the waste disposal levy are required to surrender emission units to cover methane emissions generated from landfill. These disposal facilities are required to report the tonnages landfilled annually to calculate their emission unit surrender obligations.

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1.1.3.5 Litter Act 1979

Under the Litter Act 1979 it is an offence for any person to deposit litter of any kind in a public place, or onto private land without the approval of the owner.

The Litter Act is enforced by territorial authorities, who have the responsibility to monitor litter dumping, act on complaints, and deal with those responsible for litter dumping. Councils reserve the right to prosecute offenders via fines and infringement notices administered by a litter control warden or officer. The maximum fines for littering are \$5,000 for a person and \$20,000 for a corporation.

Council's powers under the Litter Act can be used to address illegal dumping issues that may be included in the scope of a Council's WMMP.

1.1.3.6 Health Act 1956

The Health Act 1956 places obligations on Councils (if required by the Minister of Health) to provide sanitary works for the collection and disposal of refuse, for the purpose of public health protection (Part 2 – Powers and duties of local authorities, Section 25). The Act specifically identifies certain waste management practices as nuisances (Section 29) and offensive trades (Third Schedule). The Health Act enables Councils to raise loans for certain sanitary works and/or to receive government grants and subsidies, where available.

1.2 Regional Policy

1.2.1 West Coast Regional Policy Statement

The Proposed West Coast Regional Policy Statement (RPS) (dated March 2015) provides a broad overview of resource management issues within the region, and identifies policies and methods for achieving integrated management of natural and physical resources.

There are no specific policies or methods relating to waste management within the RPS, however the document does refer to managing impacts of land use on water quality and air quality, both of which relate to how waste is disposed of.

1.2.2 West Coast Regional Plans

There are currently three Regional Plans operating in the West Coast Region; the Regional Air Quality Plan, West Coast Regional Coastal Plan and Regional Land and Water Plan. A summary of the policies and rules within these plans which relate directly to waste management is provided below.

The Regional Air Quality Plan became operative in 2001. It considers the use, development and protection of the air resource of the West Coast and issues associated with that use, development and protection. Areas of the plan specific to waste management include:

- The plan includes a policy of promoting the reduction of emissions of greenhouse gases (Policy 9.4.2), and protection of human health and the environment from the adverse effects of discharges of products of combustion (Policies 8.4.1 to 8.4.3). With regard to greenhouse gases, this follows through into the methods which include promoting waste management practices that reduce greenhouse gas emissions (with specific mention of landfill gas), and provisions in other plans around landfill gas management. With regard to products of combustion, this follows through to several rules regarding combustion activities.
- Discharges to air from the disposal of waste on production land is a permitted activity (subject to certain requirements). Discharges from the burning of waste on production land is specifically excluded from this rule.

- The combustion of organic waste (including from both trade and domestic sources) is a permitted activity (subject to certain requirements).
- Landfills, composting operations and hazardous waste incinerators are discretionary activities under the plan.
- Combustion of wastes (excluding organic wastes) is a prohibited activity under the plan.

The Regional Land and Water Plan became operative in 2014. The Plan gives specific consideration to wastes from agricultural sources, and the disposal of waste via composting and landfilling.

- The following waste related activities are permitted (do not require resource consent), subject to a number of requirements; disposal of silage wrap via burning, burial on production land or at a landfill, disposal to land of solid waste generated on a property, and composting on production or residential land.
- There are no specific rules regarding landfills or waste disposal to land in the Plan. Any discharge of contaminants into or onto land not provided for by a permitted or controlled activity rule in the Plan is a discretionary activity.

The Proposed West Coast Regional Coastal Plan was released in January 2016 for public consultation. There are no specific policies or rules in the Coastal Plan in relation to waste management.

1.2.3 Regional Waste Management Strategies

WCRC has two regional waste strategy documents. The main strategy was adopted by WCRC and the three district council in 2004. The strategy has three objectives:

- 1 To identify opportunities for the improved management of solid and hazardous wastes in the West Coast region.
- 2 To identify where a joint approach to waste management delivers better outcomes for the community and the environment in the West Coast region.
- 3 To provide a sound economic analysis of the proposed regional waste minimisation and management actions.

A separate strategy for the management of visitor waste was developed in 2006.

1.3 Local Policy

The local policy documents relevant to waste management for each of the three councils are summarised in Table 1.2.

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Table 1.2: Summary of local solid waste policy

	Long Term Plan	Solid waste management plans and policy	Solid waste bylaw
Buller District Council	<p>Long Term Plan 2015-2025</p> <ul style="list-style-type: none"> Waste management and minimisation are listed as key aspects for achieving the community's goal of a "Sustainable Environment". Council is committed to this goal through the facilitation of the collection and disposal of refuse in a safe, efficient and sustainable manner, and encouraging and educating the community around waste care and minimisation. Capital funding has been allowed in the Plan for replacement of existing assets over the life of the Plan. No specific detail is provided on what assets this relates to. 	<p>Waste Management and Minimisation Plan 2012-2018</p> <p>Vision: To encourage waste reduction, reuse and recycling to support health of the community and environment we live in and encourage the sustainable use of our natural resources.</p> <p>Goals:</p> <ul style="list-style-type: none"> Improving the efficiency of resource use Reducing the harmful effects of waste 	No solid waste bylaw in place
Grey District Council	<p>Long Term Plan 2015-2025</p> <ul style="list-style-type: none"> Key contributions in terms of waste management are stated as being the provision of waste and recycling collection, storage and disposal (including management of the McLean's Landfill and McLean's Recycling Centre), the provision of waste minimisation processes and education, and the provision of litter management services and education. Solid waste infrastructure within the District includes: <ul style="list-style-type: none"> McLean's Landfill and Recycling Centre Resource and Recovery Centres at Moana, Blackball and Nelson Creek. Four key issues for waste management are identified for the District including the need for a new cell at the McLean's Landfill as the current cell was projected to reach capacity in 2016 (now 2018), the need for increased waste minimisation, the financial impact of the ETS, and increasing volumes of demolition waste from the demolishing of earthquake prone buildings. Options for addressing these key issues are outlined in the plan, along with funding projections to provide for them. 	<p>Waste Management and Minimisation Plan 2012-2018</p> <p>Vision: The Grey District will be a progressive, sustainable area where people want to live, work and play</p> <p>Goals:</p> <ul style="list-style-type: none"> Improving the efficiency of resource use Reducing the harmful effects of waste <p>Refuse and Recycling Kerbside Collection Policy (2012)</p> <ul style="list-style-type: none"> This policy sets out the criteria for acceptance of kerbside refuse and recycling, and procedures in the event that refuse or recycling does not comply with these criteria. 	<p>Solid Waste Bylaw 2012</p> <ul style="list-style-type: none"> The purpose of the bylaw is to ensure refuse is collected and disposed of in the interested of public health in an efficient and cost effective manner and at the same time ensuring that any obstruction of streets is kept to a minimum. The bylaw focuses on provisions around kerbside waste collection and management of council disposal sites, and also includes provisions for managing non-compliance with the requirements of the bylaw.
Westland District Council	<p>Our Way Forward - Council's Long Term Plan 2015-2025</p> <ul style="list-style-type: none"> Solid waste infrastructure within the District includes: <ul style="list-style-type: none"> Seven transfer stations (Hokitika, Ross, Kumara, Harihari, Haast, Whataroa and Fox Glacier). Two landfills (Butlers and Haast). Three closed landfills (Kumara, Franz Josef and Hokitika). Key issues associated with solid waste management are identified as waste minimisation, waste charges, reducing waste tonnage to landfill, communication with the community, and transfer station opening hours. Closed landfill capping projects and legislation changes are also identified as key issues. Funding has been allocated for several capital projects including works at the closed landfill at Hokitika, and capping and new cell construction at Bulters and Haast landfills. 	<p>Waste Management and Minimisation Plan 2012-2018</p> <p>Vision: To make Westland a better place to live for its residents and ratepayers.</p> <p>Principles:</p> <ul style="list-style-type: none"> Kaitiakitanga/Stewardship Minimising harm from waste Full cost pricing Effective and efficient waste management and minimisation Polluter pays principle Precautionary principle 	<p>Refuse Bylaw 1992</p> <ul style="list-style-type: none"> The Refuse Bylaw is very brief and focuses on the requirements for kerbside refuse collection with some conditions regarding the disposal of waste at the refuse disposal sites within the district.

2 Waste infrastructure and services

2.1 Collection

The collection system for each District is represented schematically in Figure 3, Figure 4 and Figure 5.

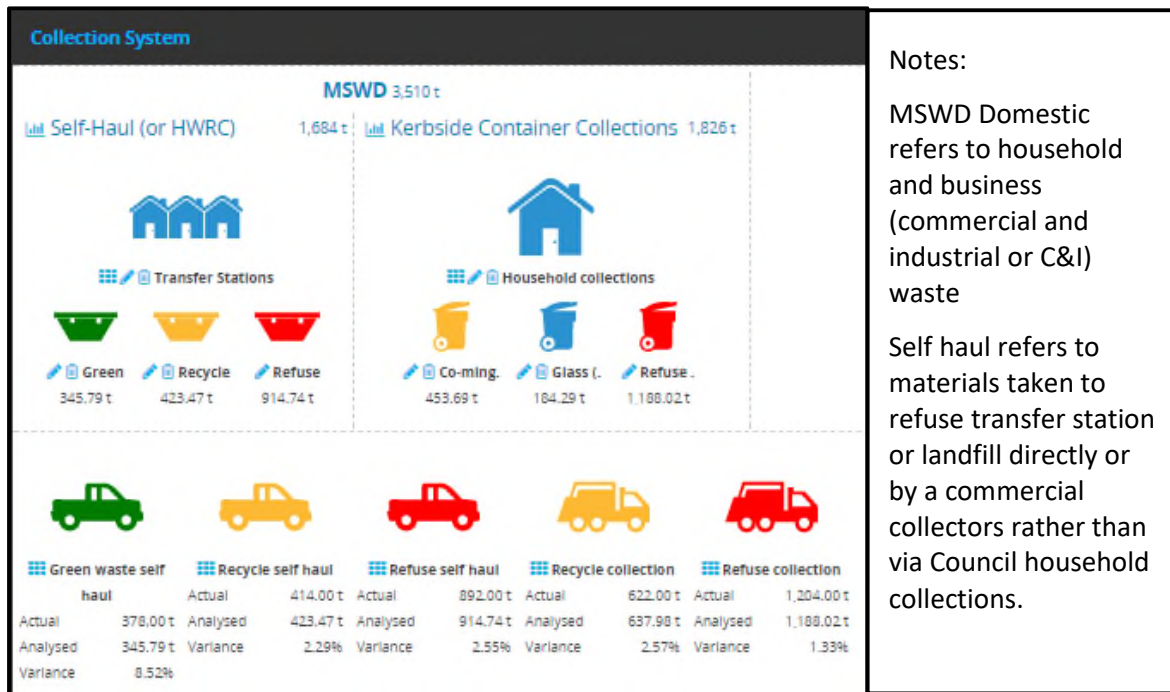


Figure 3 Buller District Waste Collection Systems

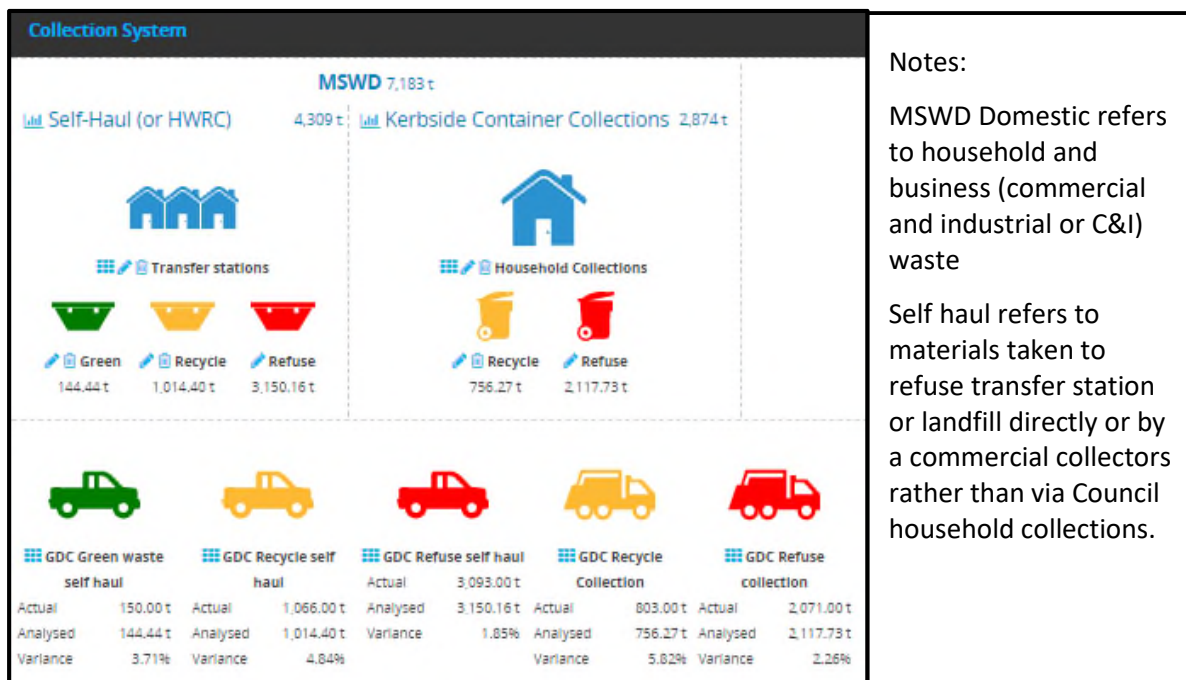
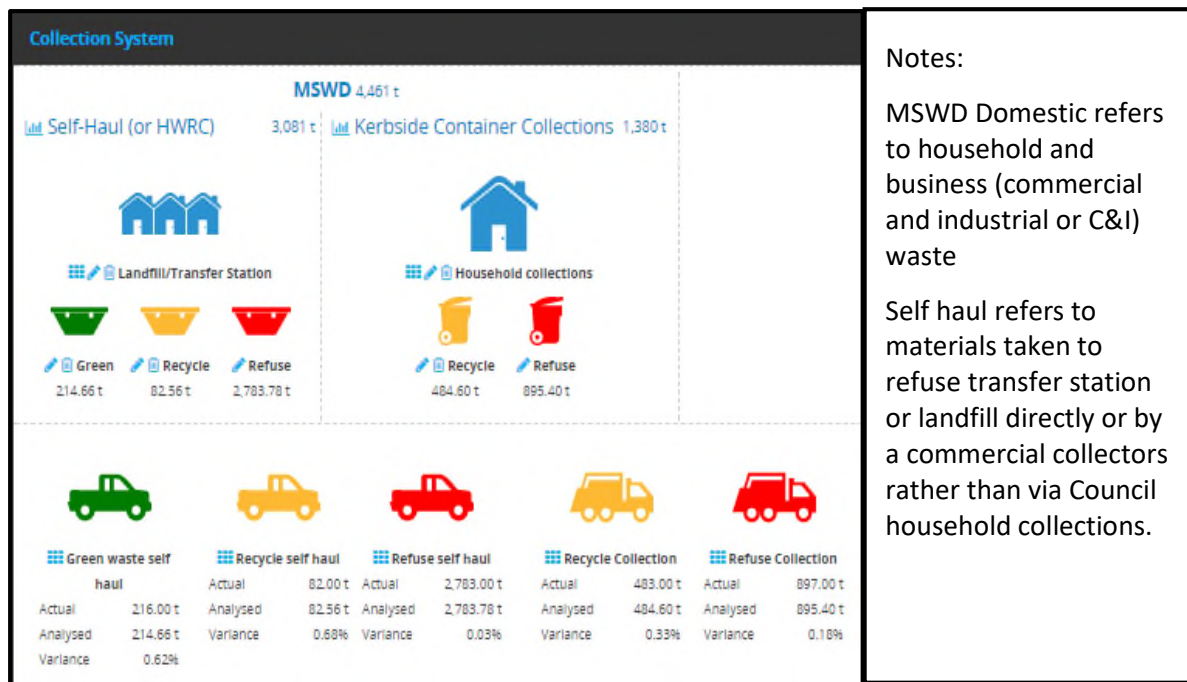


Figure 4 Grey District Waste Collection Systems

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Notes:

MSWD Domestic refers to household and business (commercial and industrial or C&I) waste

Self haul refers to materials taken to refuse transfer station or landfill directly or by a commercial collectors rather than via Council household collections.

Figure 5 Westland District Waste Collection System

2.1.1 Waste from visitors to the region

The West Coast Region hosts a large number of international and domestic tourists. Self drive tourists are common (cars, campervans) as well as organised tours (coach, rail from Christchurch). In many areas tourism is the main driver of economic activity with an associated impact on waste generation. In addition to generating commercial waste (through hospitality businesses including restaurants and accommodation) many tourists make use of public place refuse and recycling facilities where available. There is some provision at nominated free camping locations but this is inconsistent across the Region.

2.1.2 Residential Collection

The three councils all provide residential collection services in parts of their districts with urban and many rural residents having access to both refuse and recycling collections at the roadside.

Kerbside refuse in **Buller District** is collected in compactor trucks and consolidated at the Westport Resource Recovery Park for transportation to Nelson. Households can use refuse bags (sold at a range of retail outlets) or use one of several commercial collection services. Council offer a two stream kerbside recycling service in all areas except Karamea and Maruia. Households have fortnightly collections of co-mingled materials (paper, cardboard, plastics and tins in a 240L MGB) and glass (in a 60L crate).

Kerbside refuse in the **Grey District** is collected in compactor trucks and disposed of at McLean’s Landfill near Greymouth. Households in Greymouth and the surrounding area are provided with 120L MGB for refuse (collected fortnightly). The remainder of the district is supplied with 52 ties per year that can be used with any standard sized refuse bag. Council offer a single stream kerbside recycling service in Greymouth and surrounding areas. Households are supplied with a 240L MGB that is collected fortnightly. No kerbside recycling service is provided outside Greymouth and surrounds.

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Kerbside refuse in the **Westland District** is collected in compactor trucks and disposed of at Butlers Landfill near Hokitika. Households in Hokitika, Kumara, Ross and connecting roads are provided with 120L MGB for refuse (collected fortnightly). Council offer a single stream kerbside recycling service (excluding glass) in the same areas. Households are supplied with a 240L MGB that is collected fortnightly. No kerbside recycling service is provided outside Hokitika, Kumara and Ross.

2.1.3 Commercial or Industrial Waste

Waste (both refuse and recycling) from commercial and industrial premises is currently collected and disposed of via the various Resource Centres, Resource Recovery Parks and transfer station across the region. For materials collected for recycling or treatment or disposal out of the region (e.g. paper/card or plastic film from retailers) no data is available. Many national businesses with a local presence have comprehensive waste management and recycling systems in place, for example Countdown, the Warehouse and Foodstuffs all operate waste management systems where some material is recovered and recycled (paper and cardboard), organic material (food waste) is diverted to animal feed with only residual waste disposed of at local Landfill.

2.1.4 Litter and Illegal Dumping

Litter bins are provided in the urban centres and popular visitors spots including nominated free camping locations throughout the Region. Litter bin collection is undertaken by contractors with some cross over with servicing of heavily used Department of Conservation (DoC) locations. There are examples of illegal dumping occurring and the relative remoteness of the Region makes it easy to find locations to dump material if businesses or households want to avoid disposal charges.

2.2 Waste Transfer and Processing

2.2.1 Transfer stations and recycling drop-off

Transfer stations, where waste can be dropped off by the public, are located at:

- Buller District: Transfer Stations at Westport, Reefton, Landfills at Karamea and Muruia.
- Grey District: McLean's Landfill and Recycling Centre with rural Resource Centres at BlackBall, Nelsons Creek and Moana.
- Westland District: Kumara, Hokitika, Ross, Harihari (all operated by EnviroWaste), Whataroa, Frans Josef, Fox Glacier and Haast Landfill (all operated by South Westland Rubbish Removal).

There are weighbridges at three transfer stations (Westport, Reefton and Hokitika) and McLean's Pit Landfill. There are small landfills at Karamea (Buller), Maruia (Buller) and Haast (Westland).

Recyclable materials are processed prior to shipping at materials recovery facilities (MRF) of varying complexity at Westport, McLean's Recycling Centre and Hokitika. Green waste is shredded at Westport, McLean's and Hokitika with material blended with biosolids at Westport and stockpiled on the other two sites.

The West Coast regional waste management system and estimated quantities for 2016 are presented in Figure 6. Facility details are provided on the following pages. Figure 6 is a screen shot from a model of the West Coast regional waste management system developed for this Waste Assessment. Figure 7 shows the locations of the sites noted above.

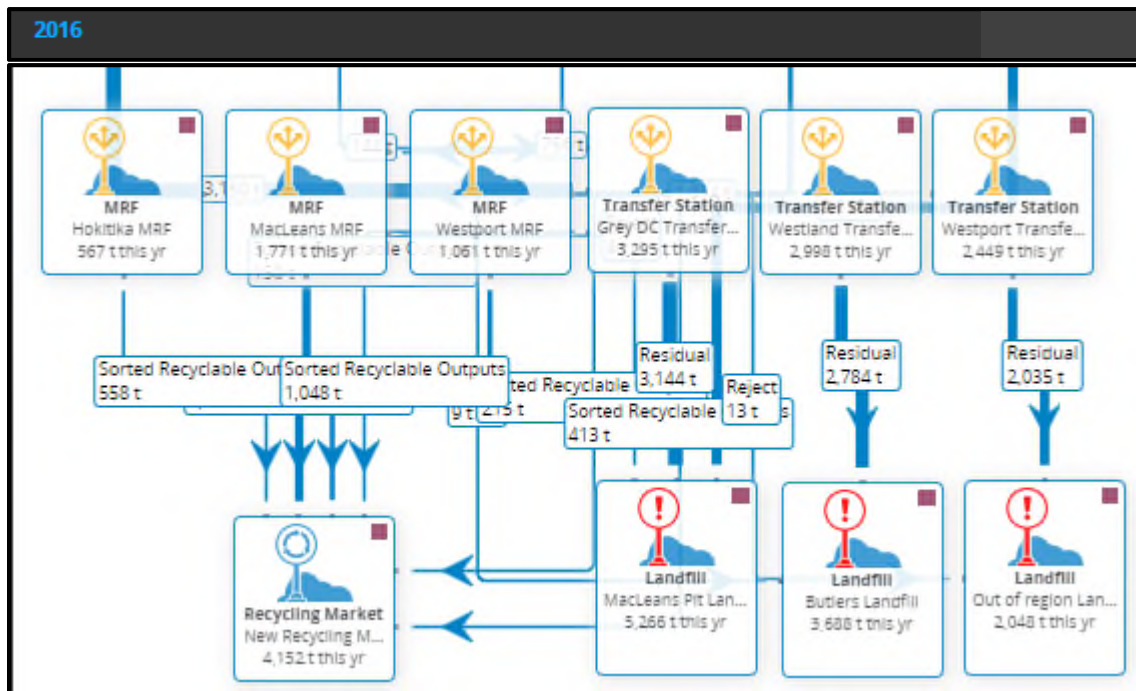


Figure 6: Waste Flow Diagram - Collection, Processing and Disposal (2015/16 figures)

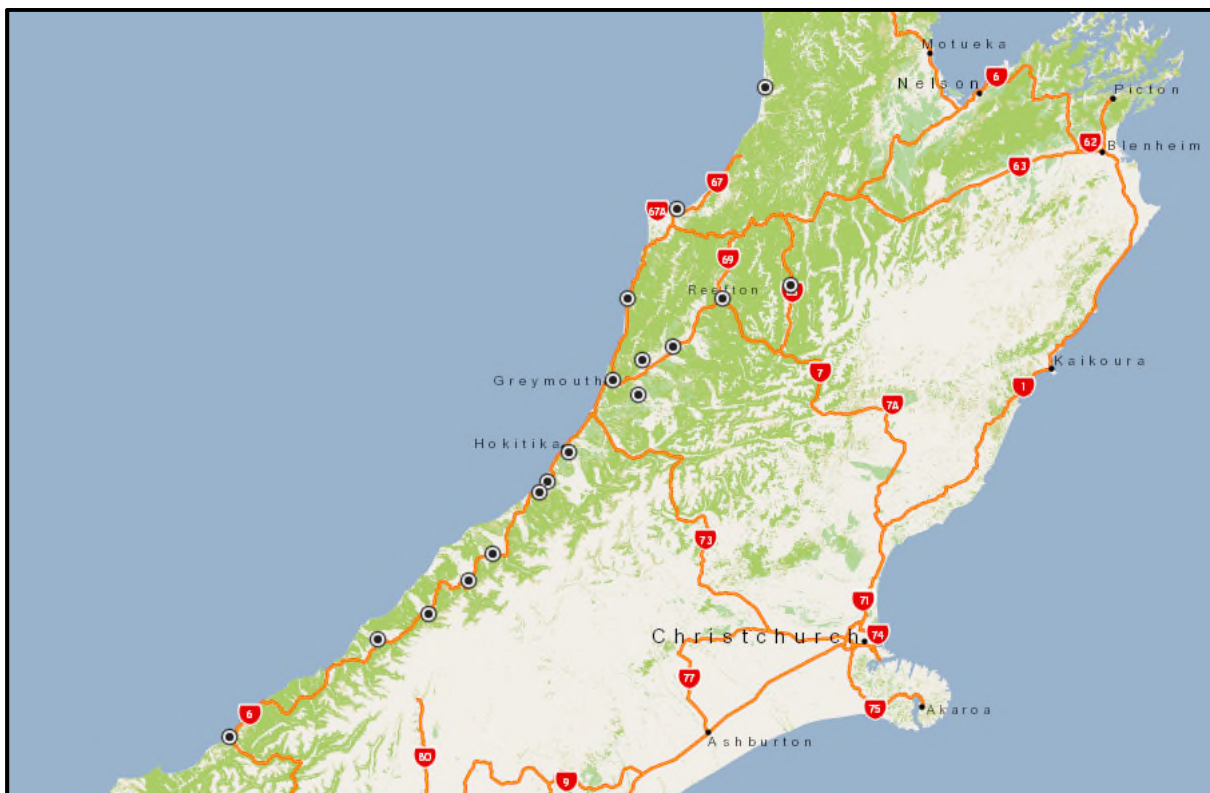


Figure 7: Transfer Stations and landfills on the West Coast³

³ Image built in gis.westcoast.govt.nz with locations annotated using label tool.

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Figure 8: Westport Transfer Station - Drop-off area and MRF

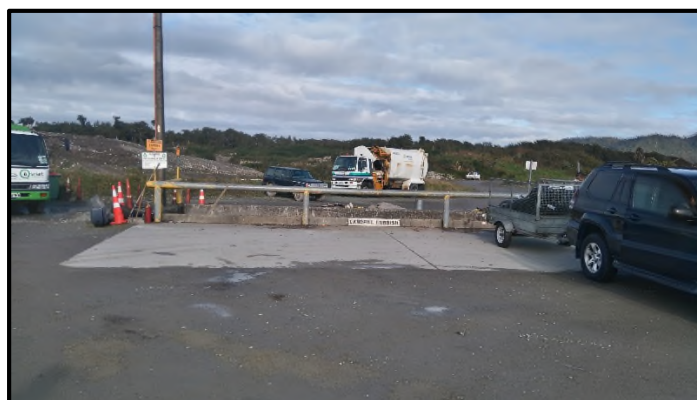


Figure 9: McLean's Pit Landfill - Public Drop-off area

2.2.2 Other Processing

There are no commercial composting operations of any scale in the West Coast Region. The Energy Efficiency and Conservation Authority (EECA) maintain an energy use database that provides some insight into the use of wood for energy, typically at wood processing sites. The most recent data (2011) suggests waste wood used for energy is around 20,000 T per year in the West Coast Region⁴.

Proposed developments

At the time of writing (March 2018) there is a proposal to develop an approximately 300,000 tonnes per annum waste to energy plant in Westport. In early 2018 the proposal is working through feasibility evaluation looking at potential sources of waste (South Island and lower North Island). Funding for the proposal is still uncertain.

⁴ In 2011 the database records approx. 364 TJ of wood energy was used by the wood processing sector in the West Coast Region. Assuming 16 GJ/T of dry wood waste suggests over 20,000 T of wood waste is used each year. $364,000 / 16 = 22,750 \text{ T/yr}$ (<https://www.eeca.govt.nz/resources-and-tools/tools/energy-end-use-database/>)

2.2.3 Markets for recyclable materials

Paper, plastics and cans are consolidated and processed in New Zealand (cardboard, some plastics, and colour separated glass) or exported for re-processing (some plastics, some paper, scrap metals). International markets for recyclable materials are subject to periodic uncertainty with the most recent (late 2017, early 2018) being the China's National Sword initiative that seeks to improve the quality of recyclable materials imported into China.

At the time of writing (early 2018) a number of New Zealand local authorities are advocating strongly for a container deposit scheme similar to those in place in many states in Australia. Typical proposals target beverage containers with a small refund payable on their return to approved reception point. Introduction of this type of scheme is likely to have an impact on recyclable material markets with recovery rates likely rise (increasing supply). In some cases kerbside recycling schemes are able to claim refunds for eligible materials i.e. the scheme could provide another source of revenue for kerbside recycling.

2.3 Landfills

The two main landfills in the West Region are McLean's Pit Landfill near Greymouth and Butlers Landfill near Hokitika. There are several smaller sites that continue to operate to avoid transporting refuse long distances. These are located near Karamea, Maruia and Haast townships.

Refuse from Westport and Reefton (transfer stations and residential collections) is transported to Nelson's York Valley Landfill.

Karamea Landfill is a small site servicing Karamea and the surrounding area.

Maruia Landfill is a small site servicing the Maruia and Springs Junction areas.

McLean's Pit Landfill will start filling a new cell in 2018.

Butlers Landfill is a relatively new site with long term capacity for waste from the northern part of Westland District.

Haast Landfill is also a relatively new site with capacity to accepted waste from southern Westland.

2.4 Costs for Waste Management

2.4.1 Council Funding

The 2015-25 Long Term Plans⁵ set the budgets for the waste management activity with provision to make amendments if required through the Annual Plan process. Funding for operations is through general rates, targeted rates and user charges (refuse bags in Buller, transfer stations across the region. Funding for capital projects is from general rates. Expenditure is dominated by payments to contractors with finance costs and internal charges also featuring. This mix of funding and expenditure is projected in the Long Term Plans to continue to 2025.

In the **Buller District** refuse collection and transfer station services attract user charges. The user charges at rural transfer stations cover the full cost of providing the service (the sites are leased to Smart Environmental). The user charges for refuse collection (via bag and sticker sales) cover the full costs of providing the service. Kerbside recycling is covered by a targeted rate. There is provision for funding maintenance activities through general rates.

⁵ At the time of writing (early 2018) draft 2018 - 2028 LTP were out for consultation across the region.

In the **Grey District** refuse and recycling collection in Greymouth is funded by a targeted rate. In rural areas bag based refuse collection is funded by a targeted rate (bag tags provided by Council). Transfer station operations are part funded by user charges.

In **Westland District** refuse and recycling collection is funded by a targeted rate. Transfer station operations are part funded by user charges.

Table 3 Target rates for waste management

	Target Rate 2017/18	Service provided
Buller District Council Westport/Reefton	\$121.74	User pays refuse bags, \$4.60 each 240 L bin for paper, plastics, cans, 60L glass crate
Karamea, Maruia	\$70.43	No service
Grey District Greymouth	\$271.30	120L bin for refuse, 240L bin for recycling
Rural	\$195.10	Bag tags, roadside collection
Westland Hokitika	\$294.43	120L bin for refuse, 240L bin for recycling
Rural	\$267.66	120L bin for refuse, 240L bin for recycling

2.4.2 User Charges

Collection and transfer station services attract user charges. The user charges at Rural Transfer stations do not cover the full cost of providing the service with the shortfall covered from the targeted rate for waste management and/or general rates. The user charges for refuse collection (via bag and sticker sales) cover the full costs of providing the service. When compared with similar areas bag prices in Buller District are relatively high, most likely reflecting the rural nature of the District. The target rates are at the higher end of those in place for similar services around New Zealand. This reflects the largely rural nature of the region and relatively high disposal costs, in turn related to relatively small scale of disposal facilities.

User charges include (2017/18 figures) include:

- Buller District Council refuse bag (60 L): \$4.30 per bag (refer to Table 4 for comparison with selected refuse bag charges around New Zealand).
- Westport and Reefton Transfer Stations charges are presented in Figure 10.
- Grey District fees and charges are presented in Figure 11.
- Westland District fees and charges are presented in Figure 12.

Table 4: Refuse bag retail costs - selected New Zealand Councils

Area	Refuse Collection	Bag Charges
Whangarei	Council – bag	\$2.80/bag
Far North	Commercial - bag	\$3.00/bag
Kaipara	Council – bag	\$3.00/bag
Palmerston North	Council – bags	\$2.60/bag
Hastings	Council – bags	\$2.40/bag

Horowhenua (Levin)	Council – bags	\$4.00/bag ⁶
New Plymouth	Council – bags	\$3.30/bag
Porirua, Wellington, Lower Hutt	Council – bags	\$2.50/bag



WESTPORT PRICE LIST		REEFTON PRICE LIST	
			
Purchase Official Rubbish Bags	\$4.60 each \$23.00 per roll of 5	Purchase Official Rubbish Bags	\$4.60 each \$23.00 per roll of 5
Dump Official Rubbish Bags	Free of Charge	Dump Official Rubbish Bags	No Charge
Refuse	General Rubbish \$276.00 per tonne	Refuse/Rubbish	\$276.00 (Per Tonne)
Minimum Charge to	32kg \$ 9.00 50kg \$13.80 100kg \$27.60	Minimum Charge to	32kg \$ 9.00 50kg \$13.80 100kg \$27.60
Light Waste	Polystyrene \$200.00 per m3	Light Waste	Polystyrene \$200.00 per m3
Green Waste	Car \$9.00 each Single Axle Trailer \$10.00 each Tandem Axle Trailer \$15.00 each Truck (Over 500kg) \$127.50 per tonne	Recycling	Glass (Colour Sorted) Free of Charge Under 5kgs (Domestic) Free of Charge 5kgs to 150kgs \$5.00 Over 150kgs \$5.00 + 0.04c per kg
Recycling	Glass (Colour Sorted) Free of Charge Under 5kgs (Domestic) Free of Charge 5kgs to 150kgs \$5.00 Over 150kgs \$5.00 + 0.04c per kg	Paint	1 Litre Container \$3.00 2 Litre Container \$4.00 4 Litre Container \$5.00 10 or 20 Litre \$7.00
Paint	1 Litre Container \$3.00 2 Litre Container \$4.00 4 Litre Container \$5.00 10 or 20 Litre \$7.00	Waste Oil	4 Litre Container \$2.00 20 Litre Container \$4.00
Waste Oil	4 Litre Container \$2.00 20 Litre Container \$4.00	Whiteware	Fridge/Freezer (Degassed) \$9.00 each Washing Machine \$9.00 each
Whiteware	Fridge/Freezer (Degassed) \$9.00 each Washing Machine \$9.00 each	Gas Bottle	\$9.00 each
Gas Bottle	\$9.00 each	Tyres	Car \$8.50 each Truck \$16.50 each Tractor/Loader \$47.50 each
Tyres	Car \$8.50 each Truck \$16.50 each Tractor/Loader \$47.50 each	Wood	Treated/Untreated \$276.00 per tonne
Wood	Treated/Untreated \$260.00 per tonne	Scrap Steel	Free of contaminants Free of Charge
Scrap Steel	Free of contaminants Free of Charge	Car Bodies	Prepared Only \$50.00 each
Car Bodies	Prepared Only \$50.00 each	Batteries	Motorbike, Car, Truck Free of Charge
Batteries	Motorbike, Car, Truck Free of Charge		
As at 1 July 2017		Prices as at 1 July 2017	

Figure 10: Westport and Reefton fees and charges

McLeans Landfill		
Refuse		
Commercial Refuse*	per tonne	\$289.00
Mixed Domestic Waste*	per tonne	\$289.00
Hardfill/Soil*	per tonne	\$289.00
TVs and ewaste*	per tonne	\$289.00
Refuse Bag with Council issued tie	per bag	Free
Refuse Bag without Council issued tie*	per bag	\$4.00
* minimum charge per weighbridge entrance (trip over weighbridge)		\$12.00
Tyres		
Car, Motorbike	per tyre	\$6.80
4WD	per tyre	\$6.80
Truck	per tyre	\$12.30
Tractor	per tyre	\$12.80
Specialist Industrial	per tyre	\$28.50
Other		
Unprepared Car Bodies	per car	\$54.70
Paint/Solvents	per litre	\$2.50

⁶ Includes \$1 per bag recycling levy - to fund kerbside recycling

Resource Centres (Moana/Blackball/Nelson Creek)		
Refuse Bag with Council issued tie	per bag	Free
Refuse Bag without Council issued tie	per bag	\$4.00
Car Boot	per load	\$25.50
Station wagon	per load	\$38.80
Utility Vehicle/Van	per load	\$38.80
Single axle trailer	per load	\$51.00
Tandem Trailer	per load	\$83.70
Truck under 5m ³ , uncompacted general waste	per load	\$183.60
Truck under 5m ³ , compacted general waste or dense material such as building waste.	per load	\$290.70
Other		
Refuse ties	each	\$3.00

Figure 11: Grey refuse transfer station fees and charges

Hokitika Transfer Station Refuse Site Gate Fees		Hokitika Transfer Station Refuse Site Gate Fees	
General Waste		Uncompacted Green Waste	
Per tonne	\$475.00	Per Cubic Metre	\$10.00
60L bag	\$4.00	60L bag	\$0.50
Green Waste		Small Trailer /Ute (0.68m ³)	\$6.00
Green Waste per tonne	\$46.00	Medium Trailer (0.91m ³)	\$10.00
60L bag Green Waste uncompacted	\$0.50	All Sites: Other Items	
Accepted Recyclable Items* *Colour sorted glass will be accepted free of charge, unsorted glass will be charged at the general waste rate	Free	Whiteware (Fridges must be degassed, per item)	\$10.00
Non Weighbridge Sites		Tyres (Based on average weight of 7.5kg, per item)	\$3.50
Uncompacted General Waste		Cars Prepared (Conditions apply, per item)	\$45.00
Per Cubic Metre small loads < 0.5m ³	\$65.00		
Per Cubic Metre large loads > 0.5m ³	\$95.00		
60L bag	\$4.00		
120L Wheelie Bin	\$8.00		
240L Wheelie Bin	\$16.00		
Small Trailer /Ute (0.68m ³)	\$65.00		
Medium Trailer (0.91m ³)	\$90.00		
Cage or Large Trailer (2.7m ³)	\$260.00		
Accepted Recyclable Items* *Colour sorted glass will be accepted free of charge, unsorted glass will be charged at the general waste rate	Free		

Figure 12: Westland Refuse Transfer station fees and charges

2.5 Waste Infrastructure - Issues Identified

In collating and considering information about the delivery of waste services in the West Coast Region a number of issues were identified. These issues represent challenges in delivering effective services and achieving the aims of the NZ Waste Strategy - reducing environmental harm and maximising resource efficiency. In many cases the issues also present opportunities for Councils, the

community and/or the private sector to improve waste minimisation and management in the Region.

The issues identified include:

- Transfer stations - there are variable services across the region.
- There is a lack of consistency in services for visitors to the Region.
- There are 3 Materials Recovery Facilities (MRF) in the Region sorting similar materials.
- The two major landfills in the Region are close to each other.
- Costs are relatively high, but likely reasonable in light of scale and transport distances.
- There are limited services for commercial and construction waste with limited information available regarding diversion activity focussed on these waste streams.
- Lack of collections for glass in Westland and issues with glass contamination in Grey.

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3 Waste Quantity and Composition

3.1 Timeframe

This document focuses primarily on the period between 2012 and 2017. Waste quantities, composition and flows prior to this period are detailed in the three Council's previous Waste Minimisation and Management Plans. Where appropriate, comparison has been made between the quantities and predictions made in this report and what has actually happened.

3.2 Population

West Coast Region is home to a population of 33,190 people (2016/17 estimate). This projected to reduce to 30600 by 2043⁷. Tourism numbers are around 1M per year, projected to reach 1.2 M per year in 2021. Regional and global tourism growth is projected at around 5% per year.

Looking at the population characteristics, The West Coast District Health Board note that⁸:

- West Coast's population tends to be older than the national average.
- West Coast has a lower proportion of Māori living there compared to the national average and almost no Pacific people.
- West Coast has proportionally more people in the more deprived sections of the population than the national average.

It is also important to note that population projections suggest the regional population is approximately static with high and low projects suggesting small growth and significantly decline respectively. There is considerable uncertainty for long term population change with economic activity on in the Region likely to be a significant factor. Shifts in key sectors including mining, tourism and agriculture all have the potential to result in changes in future population trends.

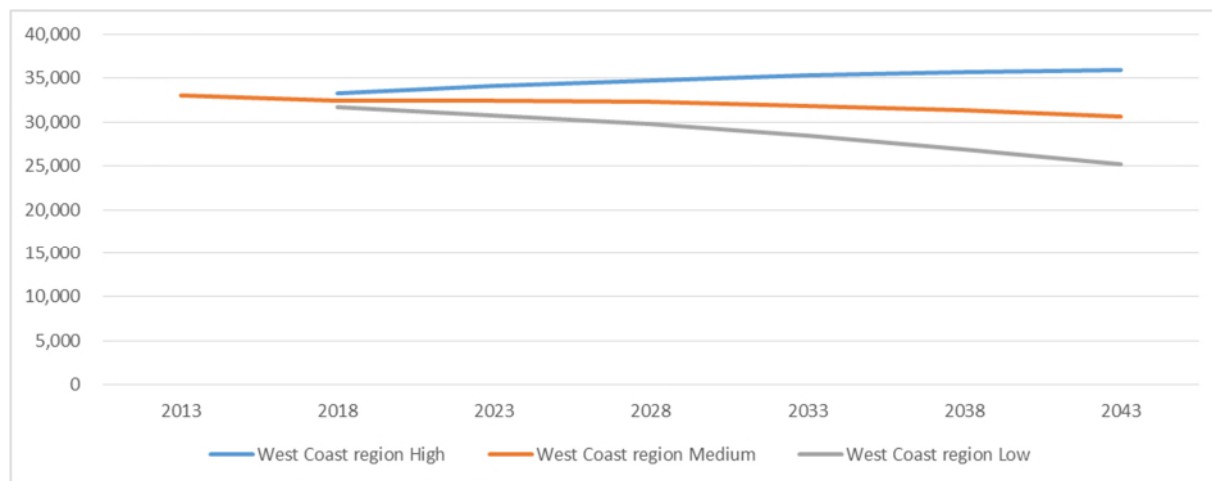


Figure 13: Projected population (2013 base, updated Feb 17)

⁷ Statistics NZ medium projection, the low growth estimate suggests a 2043 population of 25,200 and high growth estimate projects a 2043 population of 36,000.

(http://archive.stats.govt.nz/browse_for_stats/population/estimates_and_projections/subnational-population-projections-info-releases.aspx)

⁸ <https://www.health.govt.nz/new-zealand-health-system/my-dhb/west-coast-dhb/population-west-coast-dhb>

3.3 Waste Composition

Waste composition audits provide information about the make-up of a waste stream, and can help identify materials that make up large or disproportionate parts of the waste stream to target when forming waste management and minimisation strategies. The information presented is sourced from composition surveys completed in Buller and Grey Districts. The data is consistent with composition observed in similar areas in other parts of New Zealand.

Table 5 Waste composition

Primary Category	Proportion of total	
	Landfill	Collection
Paper	9%	9%
Plastic	20%	17%
Nappies	5%	12%
Glass	2%	4%
Putrescible	23%	49%
Textiles	6%	5%
Potential Hazardous	5%	1%
Ferrous Metals	3%	2%
Non-Ferrous Metals	1%	1%
Rubber	2%	0%
Timber	13%	0%
Rubble	11%	1%
TOTAL	100%	100%

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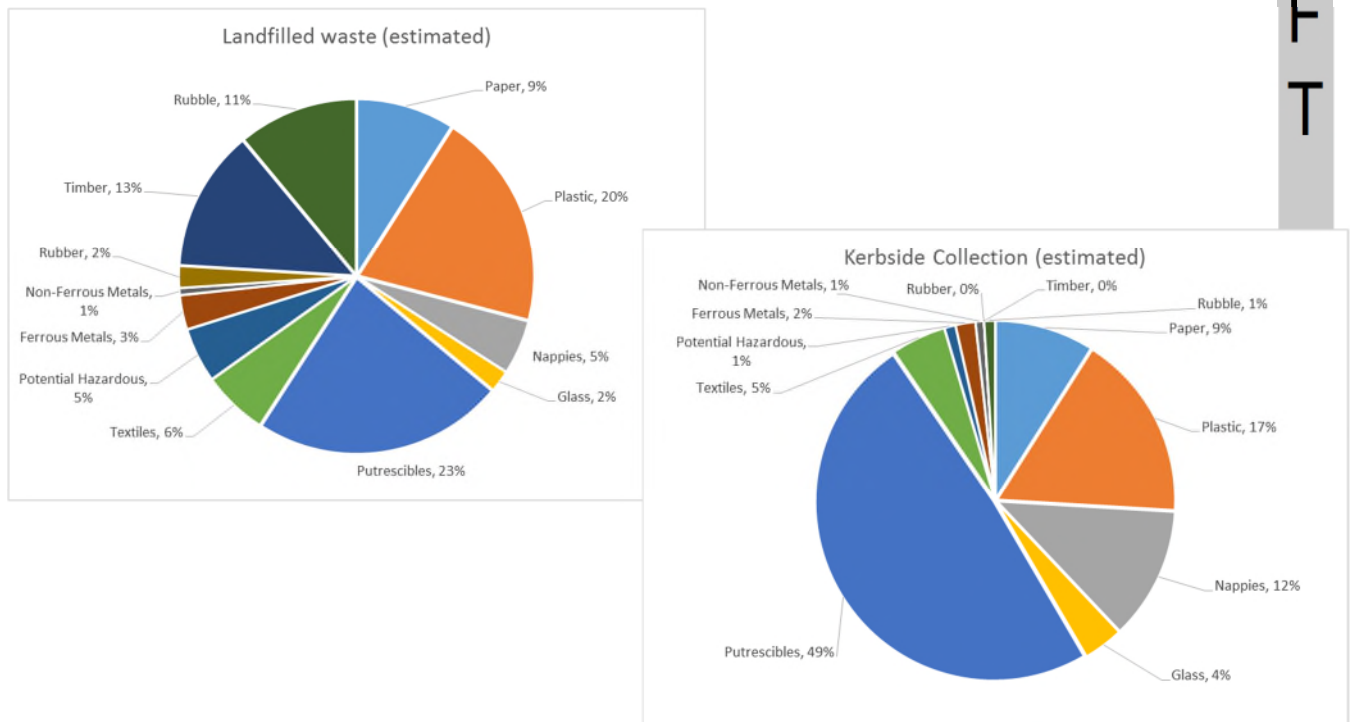


Figure 14 Estimate refuse composition

Material taken directly to landfill or transfer station (self haul) material tends to have a larger proportion of bulky items (timber, rubble) and the putrescible fraction has a higher proportion of garden rather than food waste. This is reflected in the data presented here.

3.4 Waste Quantities

3.4.1 Kerbside Waste Quantities

Table 6 provides a summary of materials collected from the kerbside across the West Coast Region.

Table 6 Kerbside waste quantities

	2012	2013	2014	2015	2016
Buller Kerbside Refuse Collection	1,829	1,500	1,370	1,261	1,204
Buller recycle collection	-	600	631	599	622
Recycling Rate (%)	0%	29%	32%	32%	34%
Grey Kerbside Refuse Collection	2,383	1,912	2,137	2,006	2,071
Grey recycle collection	-	-	201	888	782
Recycling Rate (%)	0%	0%	9%	31%	27%
Westland Kerbside Refuse Collection	-	-	-	897	897
Westland recycle collection	-	-	-	285	303
Recycling Rate (%)				24%	25%
Total kerbside refuse	4,212	3,412	3,507	4,164	4,172
Total kerbside recycling	-	600	832	1,772	1,707
Recycling Rate (% , West Coast)		15%	19%	30%	29%

3.4.2 Waste quantities at Refuse Transfer Stations and Landfill

In the **Buller District** waste in Karamea and Maruia is disposed of at small local landfills. Refuse from the rest of the District is consolidated before transport to Nelson for disposal at the York Valley Landfill. Materials are captured for recycling and transported with kerbside recyclable materials to Nelson.

In the **Grey District** all waste is disposed of at McLean's Landfill near Greymouth. There are Resource Centres at Blackball, Moana and Nelson Creek. Materials are captured for disposal and recycling at each site.

In the **Westland District** waste is disposed of at Butlers Landfill near Hokitika or Haast Landfill. There are transfer station stations at Kumara, Hokitika, Ross, Harihari, Whataroa, Franz Josef and Fox Glacier. A range of materials are captured for recycling at each site including metals, glass, paint, used oil, whiteware and green waste.

Table 7 summarises the quantity of materials managed through the region's transfer stations and landfills.

Table 7: West Coast Region - Estimated Waste Quantities via transfer stations or direct to landfill⁹

	2012	2013	2014	2015	2016
Refuse to Karamea and Maruia	67	111	78	105	89
Refuse to Westport and Reefton transfer stations	1,219	1,000	913	841	803
Recycle at Buller transfer stations	378	618	630	618	792
Total waste to transfer stations and landfill	1,664	1,729	1,621	1,564	1,684
Recycling rate (%)	23%	36%	39%	40%	47%
Refuse to McLean's Landfill	4,273	3,813	3,766	4,092	3,093
Recycle at transfer stations	664	680	877	1,148	1,216
Total waste to transfer stations and landfill	4,937	4,493	4,643	5,240	4,309
Recycling rate (%)	13%	15%	19%	22%	28%
Refuse to Haast (estimate)	100	100	100	100	100
Refuse to Butlers Landfill	-	-	-	2,840	2,783
Recycle at transfer stations	-	-	-	622	478
Total waste to transfer stations and landfill	100	100	100	3,562	3,361
Recycling rate (%)	0%	0%	0%	17%	14%
Recycling rate (% , West Coast)	18%	26%	31%	30%	27%
Total waste landfilled (collections and via transfer stations)	9,871	8,436	8,364	12,142	11,039
Total waste recycled	1,042	2,099	3,026	4,054	4,214
Recycling rate (% , West Coast)	10%	20%	27%	25%	28%

3.4.3 Unquantified Waste

There are several waste streams that are known to exist but are difficult to quantify. Examples include rural waste managed on farms, materials captured as part of commercial activity (e.g. scrap metal, industrial by-products, commercial recycling) and waste materials managed within manufacturing operations (e.g. biosolids from food processing operations applied to land, coal cleaning residues). This means that both waste disposed to landfill and waste diverted/recovered are likely to be underestimated.

There is an increasing level of interest in rural waste across New Zealand. As the rural sector considers the implications of current waste management approaches it is likely that increasing quantities of materials from farming activities will enter the three Council's system, either via the transfer station network or through commercial on-farm collections.

⁹ Data sourced from waste collection and transfer station contract reporting.

3.5 Collection and drop off system performance

Combining the waste composition data with data on the quantity of waste disposed of to landfill and recycled provides a basis for determining the capture of various materials 'available' in the waste stream¹⁰. A summary assessment drawing on estimated quantities and composition is presented in Table 8.

Table 8: West Coast Region Waste Management System Performance

	Bags/Bins		General		Regional Recovery	
	Composition	Tonnes/yr	Composition	Tonnes/yr	Tonnes/yr	Recovery %
Total	100.0%	4,172	100.0%	6,867	4,214	27.6%
Paper	13.8%	575	10.2%	699	2,098	62.2%
Plastic	20.3%	848	21.3%	1,463	508	18.0%
Organics¹¹	49.0%	2,045	11.2%	766	744	20.9%
Ferrous¹²	1.8%	75	3.1%	216	251	46.3%
Non Ferrous¹²	0.8%	32	0.6%	44	142	65.2%
Glass⁷	3.7%	153	1.2%	84	473	66.7%
Timber¹³	2.8%	118	14.8%	1,017	-	0.0%
Other	7.8%	326	37.5%	2,578	-	0.0%

The available data suggests there are opportunities to capture additional recyclable material through the transfer stations and kerbside collections including organic material, timber, metals, paper, plastics and glass. Specifically:

- While **paper/cardboard** recovery is reasonable it should be possible to increase the capture of paper and cardboard at both kerbside and transfer stations.
- **Plastic** recovery is low, again it should be possible to increase the capture of materials at both kerbside and transfer stations.
- **Organic** waste recovery estimated as relatively low and there is a significant amount of material that could be targeted.
- **Metals** recovery is difficult to accurately estimate, further detail is required.
- **Glass** recovery is at a good level particularly given low recovery in Westland.

As noted in Table 7, recovery via landfill and transfer stations across the West Coast is around 27 %. Buller is achieving well over 40%, supported by green waste diversion. Grey is achieving 28% and Westland a lower rate of around 14%.

There are other materials present in the waste stream that require careful management to avoid negative impacts. These include:

- Hazardous waste (chemicals, e-waste, used oil, asbestos)
- Difficult or special waste (tyres, bulk waste, dead animals)
- General waste (household and commercial waste)

¹⁰ From Table 5, Table 6 and Table 7.

¹¹ This figure includes a conservative estimate of material captured at McLean's i.e. recovery T and % are underestimates.

¹² This figure does not include materials handled by scrap metal dealers i.e. recovery T and % are underestimates.

¹³ No West Coast specific data, some material captured at transfer stations

Waste from certain sources can also present challenges or opportunities and is worthy of consideration. Examples include:

- **Rural waste** - waste from the business of farming including agricultural plastics (wrap and chemical containers), unwanted chemicals, timber and machinery (including maintenance related waste like used oil).
- Waste from **major processing sites** - examples include waste treatment residuals (for example sludge), packaging (pallet wrap, broken pallets) and containers (cleaners, ingredients, maintenance products).

3.6 Waste quantity and composition data - issues and constraints

While there is some information available about the quantity and composition of waste generated in the West Coast Region the data is incomplete. The available data needs to be interpreted considering that:

- There is a mix of volume based estimates and measured weights.
- The source of waste is not always clear.
- There is limited data on coverage, set out rate or participation rates for kerbside collection.
- The data regarding quantity of waste collected or processed is not complete. For example:
 - The quantity of waste collected from commercial premises for recycling has not been quantified
 - The quantity of waste generated on rural properties and processed or disposed on site has not been quantified.

There are by-laws in place (refer Section 1.3) that provides for collection of data on collection services including quantities of material collected, destination for disposal or processing and coverage, set out and participation rates. Implementation of the by-law in close consultation with collection and processing companies operating in the West Coast Region will improve the availability and quality of data available.

There is also potential to improve the reporting of waste materials handled by contractors on behalf of the Councils. Reporting on activity as part of contract obligations should include appropriately detailed reporting on waste source, quantity and destination.

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4 Delivery of Waste Minimisation and Management Services

The Councils have adopted a mixed user pays and rates funding approach to delivery of waste minimisation and management services in each district. Where there is a community desire for specific service but difficulty in making the service fully commercial viable Council has provided supporting funding. Services with a public good component are funded by Council, for example kerbside recycling, servicing of litter bins, cleaning up illegal dumping, and the management of closed landfills.

Councils own some of the key infrastructure for waste minimisation and management in the Region. This includes the landfills, transfer stations and litter collection bins. In the Buller District Smart Environmental have leased the transfer stations with Council retaining control over charging. In Grey and Westland contractors run facilities on Council's behalf.

Council provides information on waste minimisation and management on their website and contracts educational services for schools.

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5 Forecast of future demand

Forecasts of waste ‘generated’ have been developed using population projections, historic waste quantities and the emerging factors such as the increasing participation of rural properties in the kerbside collection service. In this context waste generation refers to material entering the waste management system i.e. collected or taken to transfer stations.

There are several factors which point towards significant uncertainty in the forecasts, these need to be factored into any decisions made based on forecast demands. These factors include:

- The impact of the current (regional and national) focus on rural waste, it is possible there will be a resulting significant increase in commercial quantities of rural waste such as plastic wrap, chemical containers and treated timber (fencing/construction).
- Transport of waste out of the District
- The impact of varying economic activity - forestry, dairy, sheep and beef, refining.

Figure 15 provides a summary of forecast waste generation. Figure 16 and Figure 17 shows waste flows and projected quantities based on the projections in Figure 15 and the existing waste management infrastructure.

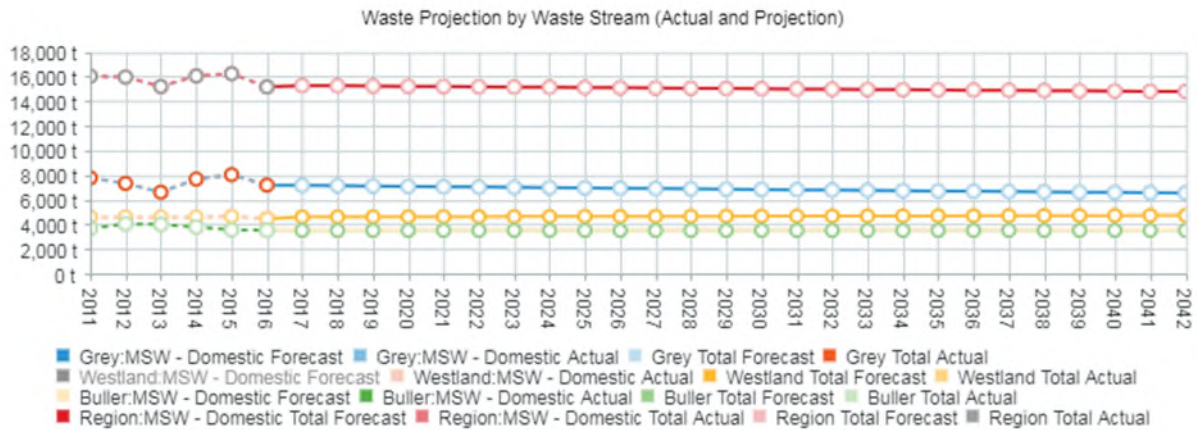


Figure 15: Forecast Waste Generation (Kerbside, Self Haul)

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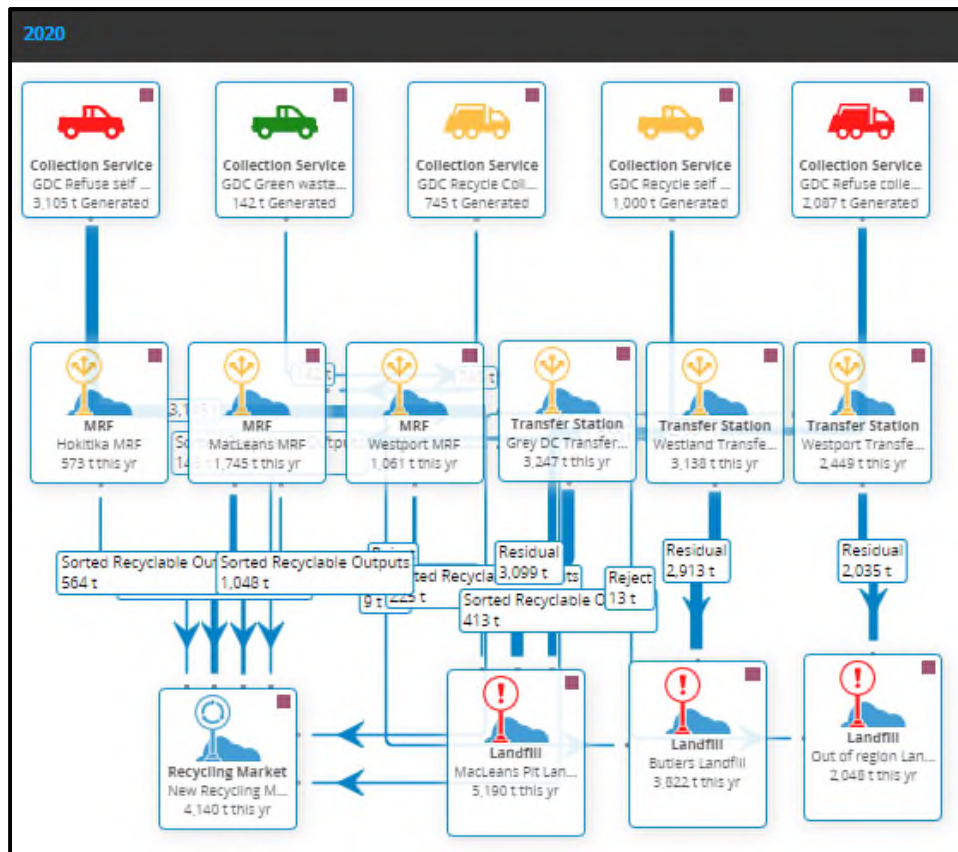


Figure 16: Forecast Waste Flow in 2020

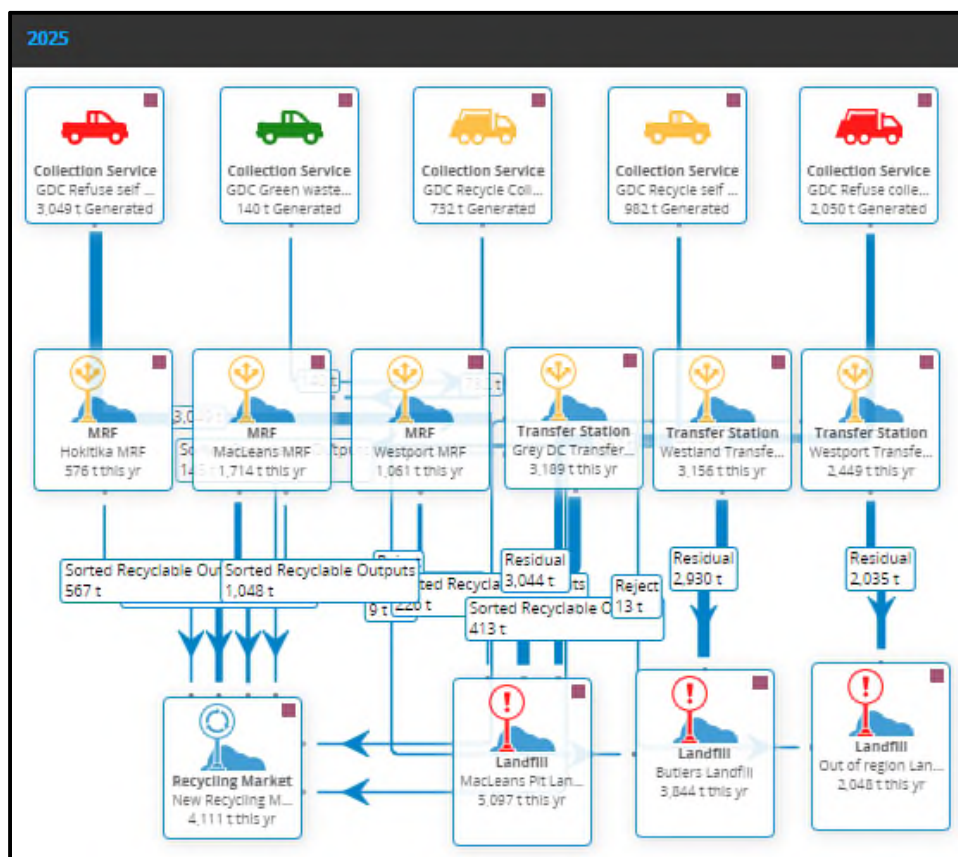


Figure 17: Forecast Waste Flow in 2025/26

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PART 2 - WHERE DO WE WANT TO BE?

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6 Where do we want to be?

6.1 Background

The preparation of this Waste Assessment has included review of the Vision - Goals Objectives framework set out in the previous Waste Minimisation and Management Plan. The relationship between Vision, Goals and Objectives is illustrated in Figure 18¹⁴ and defined in Table 9¹⁴.

Figure 18: Vision, goals, objectives and targets

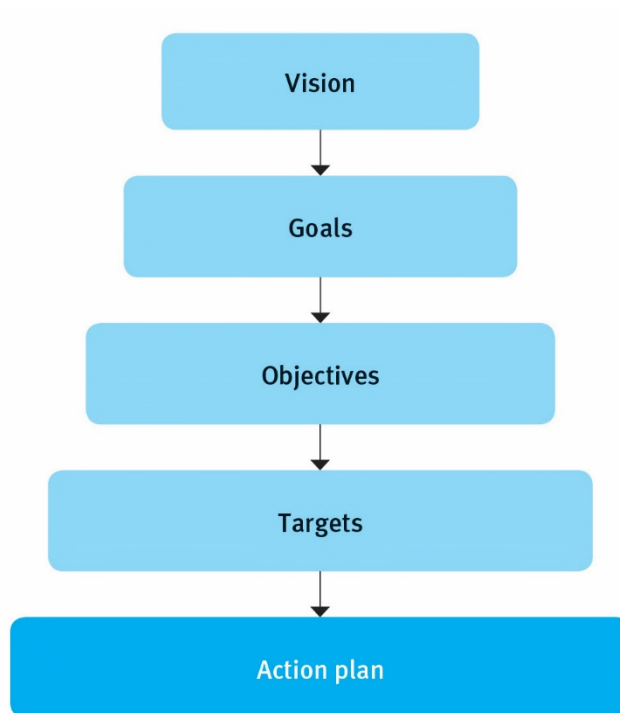


Table 9 provides definitions for vision, goals, objectives and targets.

Table 9: Definitions for vision, goals, objectives and targets (adapted from MfE 2015)

Vision	The aspirational outcome for Westland, Grey and Buller Districts - providing an overall direction and focus.
Goal	What the Councils want to achieve through the WMMP. The goal is not aspirational; it is achievable. It is a major step in achieving Council's vision for the WMMP.
Objective	The specific strategies and policies to support the achievement of the goals. Objectives are 'SMART' (specific, measurable, achievable, relevant and timely).
Target	A clear and measurable way to determine how well the Council is achieving its goals. Targets should also be SMART.

¹⁴ Sourced from Waste Assessments and Waste Management and Minimisation Planning – A Guide for Territorial Authorities, MfE 2015.

6.2 Vision, goals, objectives and targets

The vision for waste minimisation and management in the West Coast Region is¹⁵:

To deliver community benefits and reduce waste. West Coast businesses and households will be provided with efficient and effective waste minimisation and management services.

The goals for waste minimisation and management in the West Coast Region are to:

- 1 Avoid and reduce waste where we can
- 2 Manage waste responsibly
- 3 Maximise community benefit

The objectives for waste minimisation and management in the West Coast Region District are:

- 1 To avoid creating waste
- 2 To make it easy to recycle
- 3 To ensure visitors, households and businesses have access to safe disposal of residual waste
- 4 To reduce illegal dumping and litter
- 5 To create opportunities for West Coast - community partnerships, jobs, innovation and efficient business
- 6 To improve community understanding of issues and opportunities for waste management on the West Coast.
- 7 Councils work with others to improve waste minimisation and management in New Zealand.

Table 10 provides a summary of the Vision - Goals and Objectives presented above and associated targets for waste minimisation and management in the West Coast Region.

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¹⁵ This vision has been developed in workshops with Buller, Grey and Westland District Councillors and staff.

Table 10: Vision - Goals - Objectives - Targets

Vision:	<i>To deliver community benefits and reduce waste. West Coast businesses and households will be provided with efficient and effective waste minimisation and management services.</i>	
Objective	Relevant Goal(s)	Target(s)
1. To avoid creating waste	<ol style="list-style-type: none"> Avoid and reduce waste where we can. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services. 	<ol style="list-style-type: none"> To maintain or reduce the total quantity of waste disposed of to landfill from the West Coast on a per capita basis. The current figure is 340 kg per person. Waste disposed to landfill < 300 kg per person each year
2. To make it easy to recycle	<ol style="list-style-type: none"> Avoid and reduce waste where we can. Manage waste responsibly - make it easy to recycle and safely dispose of the materials that can't be recycled. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services. 	<ol style="list-style-type: none"> Increase in the proportion of material captured for recycling at kerbside and transfer stations. The current figures are 29% and 27% respectively. Kerbside recycling > 35% by 2025 Recycling at Refuse Transfer stations > 50% by 2025 Establish simple and effective recycling services for visitors to the West Coast Region Establish XX refuse and recycling depots at key visitor locations on the West Coast by XXXX. Pilot with 2 facilities in Buller District followed by the remainder of the Region.
3. To ensure visitors, households and businesses have access to safe disposal of residual waste	<ol style="list-style-type: none"> Manage waste responsibly - make it easy to recycle and safely dispose of the materials that can't be recycled. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services. 	<ol style="list-style-type: none"> Satisfaction with kerbside refuse and transfer station services. . Resident and visitor satisfaction > 85% Establish XX refuse and recycling depots at key visitor locations on the West Coast by XXXX

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Vision:	<i>To deliver community benefits and reduce waste. West Coast businesses and households will be provided with efficient and effective waste minimisation and management services.</i>	
Objective	Relevant Goal(s)	Target(s)
4. To reduce illegal dumping and litter	2. Manage waste responsibly - make it easy to recycle and safely dispose of the materials that can't be recycled.	4.1 Reduction in illegal dumping incidents and quantity of material illegally dumped in the West Coast Region. (Refer also establishing refuse recycle and waste stations) Quantity of illegally dumped waste < 2016/17 figure The number of illegal dumping incidents is < 2016/17 figure.
5. To create opportunities for West Coast - community partnerships, jobs, innovation and efficient business	3. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services.	5.1 To publish a summary of available data on waste generation and management with each annual report. Summary data published in Annual Report To create a grant scheme to support new initiatives to reduce waste
6. To improve community understanding of issues and opportunities for waste management on the West Coast.	1. Avoid and reduce waste where we can. 2. Manage waste responsibly - make it easy to recycle and safely dispose of the materials that can't be recycled. 3. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services.	6.1 Schools programmes supported by Council Support the Enviroschools programme each year. 6.2 Council (or contractors) promote waste minimisation at events in the Region. Councils promote waste minimisation at > five events in the Region each year. 6.3 Inform and support West Coast residents and businesses on waste minimisation opportunities. Information made available and regularly updated on Council websites.
7. Councils work with others to improve waste minimisation and management in New Zealand.	1. Avoid and reduce waste where we can. 3. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services.	7.1 Work with others to influence national policy and action on waste minimisation and management

6.3 Council's intended role

Councils will continue to adopt a mixed user pays, general rate and targeted funded approach to delivery of waste transfer and disposal services in their District. Where there are services with a public good component Councils will provide funding in whole or in part. Examples include kerbside recycling, rural transfer stations, servicing of litter bins, cleaning up illegal dumping, and the management of closed landfills.

Councils will continue to own and support the operation of some key infrastructure for waste minimisation and management in each District. This includes the transfer station network, Materials Recovery Facilities and landfills (Karamea, Maruia, McLean's, Butlers and Haast).

Councils will provide information on waste minimisation and management to the households and businesses and make staff available for education purposes. Councils will also work closely with other promoters of effective waste minimisation and management including the West Coast Regional Council and the WasteMINZ Behaviour Change Sector Group.

Councils recognise that many local waste management issues are more effectively managed through coordinated activity at a national level. Councils will collaborate with central government, local government organisations, non government organisations (NGO) and other key stakeholders to progress national activity on resource efficiency and waste management issues. This may include advocating for product stewardship schemes for challenging waste streams (e-waste, tyres, packaging, rural waste), highlighting the role of other national policy including application of the waste levy and regulation of waste management activity.

6.4 Protecting public health

Waste, particularly putrescible and hazardous waste, has the potential to be detrimental to health. Therefore, a key objective of any waste minimisation and management system is to protect public health. The risk of public health impacts can be significantly reduced by avoiding, where possible, and carefully managing, where not, contact with waste. In practice this means:

- Containing waste effectively, including:
 - Providing appropriate containers at point of generation e.g. workspace, kitchen, etc.
 - Providing appropriate containers for storing waste prior to collection - these may be reusable (wheelie bins) or single use (rubbish bags).
 - Providing dedicated public drop off areas at transfer stations and landfills
 - Regular collection and disposal.
 - Suitable collection and transport vehicles.
 - Disposal at well constructed and operated landfills including provision of appropriate barrier systems such as base liner and adequate daily, intermediate and final cover.
 - Providing for collection and treatment of problem waste streams such as unwanted chemicals, e-waste and tyres.
- Excluding as far as possible vermin¹⁶ that may spread waste or associated contaminants.

The measures proposed in the WMMP have been developed with public health objectives at the forefront.

¹⁶ For example rodents, other stray animals, insects (flies, wasps).

PART 3 - HOW ARE WE GOING TO GET THERE?

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7 Options Identification and Analysis

7.1 Introduction

Section 51 of the WMA requires that a Waste Assessment contain a statement of options available to meet the forecast demands of the district with an assessment of the suitability of each option.

This section summarises the identification and evaluation of options to meet the forecast demands of the region and to meet the goals set out in Section 6. The preferred options from this assessment will be incorporated into the WMMP as methods and feature in the Action Plan.

For the West Coast Region, the total quantity of waste generated is forecast to decrease over the life of this plan in line with population and economic activity. Infrastructure planning needs to take account of this growth.

The available data suggests that there is potential to increase the diversion of material from the current estimate of almost 30% across the waste management system. There are also ongoing issues with illegal dumping, challenges with obtaining robust data on waste and recycling activity and the potential for increasing quantities of materials entering the waste stream from rural properties. The focus of option identification and evaluation has been addressing these issues alongside meeting forecast demands.

7.2 Identifying options

There are a wide range of approaches to providing waste minimisation and management services and programmes that could be adopted. A useful way to consider options is the model set out in Figure 19.

Effective waste minimisation and management relies on a combination of infrastructure (including collection), education/information and regulation or policy, with the right data informing strategic and operational decision making.

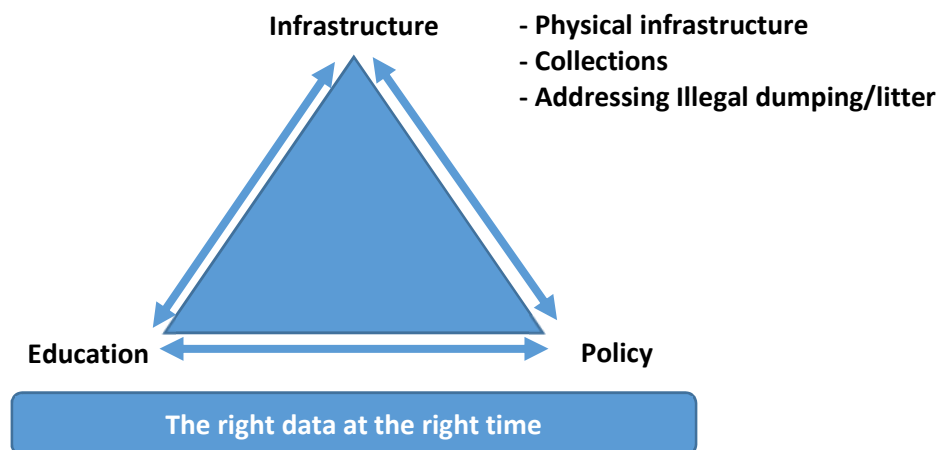


Figure 19: Effective Waste Minimisation and Management

For this waste assessment, options have been identified by considering key challenges for waste minimisation and management in the West Coast Region (Refer Sections 2.5 and 3.6), referencing approaches adopted elsewhere and looking for new solutions where appropriate. Options have also been considered with reference to the current recovery rates of key materials¹⁷ (see Section 3.5).

¹⁷ Key materials include paper/card, plastics, glass, organic waste, metals, glass and timber

Based on the model set out in Figure 19 options considered can be grouped as follows.

Infrastructure

- Providing **collection** services - collection of waste, recyclable materials (at kerbside or transfer station), organic waste and/or bulky items, litter bins;
- Providing **physical infrastructure** - fixed location or mobile drop off facilities, waste sorting, waste processing and/or disposal facilities;
- **Managing the negative impacts of waste** - litter/illegal dumping clean-up, closed landfills.

Education

- Changing behaviour - **education** programmes targeting schools, visitors, businesses and/or households;
- Contributing to national education/information programmes.

Policy

- Implementation of licensing provisions in the existing by-law (service level, litter, data provision);
- Data collection via licensing of waste operators (as above);
- Targeted data collection, for example waste surveys;
- Making information on waste issues and opportunities available;
- Grant co-funding for projects that deliver on the goals and objectives for waste minimisation and management.

These options focus on the priority waste streams identified through the review of the current situation in Section 3.5 and summarised in Table 11.

Table 11: Priority wastes and waste sources

Recyclable materials	Other materials requiring active management include:	Waste sources
• Visitor's waste	• Hazardous waste	• Rural waste
• Organic Waste	• Difficult or special waste	• Industrial processing
• Glass	• General waste	
• Paper/Cardboard	• E-waste	
• Plastics		
• Timber		

7.2.1 Collection Options

The current collection systems are well used by residents across the region with the cost of refuse collection recovered through bag sales (Buller) and targeted rates (Grey and Westland). The kerbside recycling collections are funded through a targeted rate on all serviced properties. There is some illegal dumping by both residents and visitors to the region. Wheelie bin and drum collections are available in Buller District and other parts of the region not served by Council wheelie bin or bag collections.

As noted previously, the percentage of waste materials diverted from landfill is reasonable (estimated at almost 30 % across the region), with many other areas in New Zealand achieving around 30 %. The number of households participating in the recycling collection across the region is not available but is typically in the range 80-90% for bin based systems. Available composition data suggests there is potential to increase the capture of materials at the kerbside.

There are refuse bylaws in place with provisions covering licencing and quality of service. The by-laws have not been actively implemented with no licensing regime implemented and limited data provision from waste collectors operating in various parts of the region.

Current arrangements

- Refuse collection provided by Councils, funded by bag sales (Buller) or targeted rates (Grey, Westland) alongside private sector provided services.
- Recycling collections provided by Councils, funded by targeted rate revenue.
- Refuse bylaws in place but not actively implemented by Councils
- Provision of litter bins and public place recycling facilities.

Issues

- Illegal dumping of household waste (including visitors)
- Provision of roadside collection in rural areas is focussed on easy to service areas
- Low capture of some recyclable materials, particularly in Westland
- Variable approaches to glass at kerbside across the region.
- Very limited services available for organic waste collection.

Refuse Collection

Considering approaches adopted elsewhere, Councils could consider:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Continue to provide user pays collection service across the District i.e. Council selling refuse bags with collection services provided by Council or a contractor on their behalf. This system is common across New Zealand and in Buller costs households \$4.30 per bag or around \$215 per year depending on the number of bags used. | <p>Objective:
Maintain current level of service</p> |
| <ul style="list-style-type: none"> • A Council run, targeted rate funded refuse bag service i.e. Council provide bags and associated collection service funded by a targeted rate for serviced properties. Considering similar systems in other parts of New Zealand and current user charges for refuse collection in Buller and pricing for Grey District rural collections (bag tags) a rates funded system of this type is anticipated to cost \$150 - \$200 per serviced household as a targeted rate. | <p>Objective:
Consistent level of service to residents</p> |
| <ul style="list-style-type: none"> • A Council run, targeted rate funded¹⁸ refuse wheelie bin service i.e. Council provide a wheelie bin collection service for refuse funded by a targeted rate for serviced properties. Based on pricing for Greymouth and Westland services, a rates funded system of this type of service is likely to cost \$150 - \$200 per serviced household as a targeted rate for 120L wheelie bins. | <p>Objective:
Consistent level of service to residents</p> |
| <ul style="list-style-type: none"> • Councils could extend the provision of refuse collection services to rural parts of the district, providing rural residents with a roadside or collection point based collection service. This is consistent with some rural areas in other parts of New Zealand. | <p>Objective:
Consistent level of service to all residents</p> |
| <ul style="list-style-type: none"> • Council could exit service provision altogether, allowing residents to select a private sector provider for roadside collection or transport their waste to the closest transfer station. This approach has been adopted in some locations in in New Zealand (Kaipara, Kapiti, Western Bay of Plenty). | <p>Objective:
Reduce cost to Council (contract management)</p> |

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¹⁸ Wheelie bin based collections are typically rates funded and provided to all households. Some Councils in New Zealand offer options (bags or bins) with variable charging. There are no established pay per lift/use systems in place, Waikato District have a small scale sticker based pay per use system and Auckland Council is exploring options for a radio frequency identification (RFID) tag based system.

Table 12: Refuse collection options by Council

	Buller	Grey	Westland
User pays bags	Existing		
Rates funded bags		Existing	
Rates funded bins		Existing	Existing
Rural collections		Existing	
Exit service provision			

Recycle collection

The current recycling collection systems are funded by targeted rates. Considering approaches adopted elsewhere Council could consider:

- A Council run, targeted rates funded wheelie bin (paper, cardboard, plastics and tins) and recycle crate (glass) based service. This is the current service in Westport and Reefton and may be implemented in Greymouth and surrounds. Charges per household are in the range \$50 (urban areas) - \$150 (rural areas) per household each year typically levied as a targeted rate.
- A Council run, targeted rates funded recycling wheelie bin service. This is the current service in Greymouth and Westland (excluding glass). Charges for this service depend on the specific service configuration but are likely to be in the range \$50 (urban areas) to \$150 (rural areas) per household.
- Councils could extend the provision of refuse collection services to rural parts of the district, providing rural residents with a roadside or collection point based collection service. This is consistent with some rural areas in other parts of New Zealand.
- Council could exit recycling collection altogether, allowing residents to select a private sector provider for roadside recyclables collection or transport their recyclable materials to the closest transfer station. This approach has been adopted in some locations in New Zealand (Kapiti, Western Bay of Plenty).

Objective:
Maintain service, improve glass capture

Objective:
Maintain level of service, avoid glass contamination.

Objective:
Consistent level of service to all residents

Objective:
Reduce cost to Council (contract management)

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T**Table 13: Recycling Collection options by Council**

	Buller	Grey	Westland
Rates funded wheelie bin + crate	Existing		
Rates funded wheelie bin		Existing	Existing (glass out)
Rural collections			
Exit service provision			

Organic waste collection

Councils around New Zealand are increasingly looking at offering organic waste collection services to address the high proportion of organic waste in refuse bags or bins. Existing services in New Zealand target garden waste (Whakatane, South Taranaki, commercial services) or garden and food waste (Christchurch, Selwyn, Timaru). Auckland Council are in the early stages (October 2017) of implementing a food waste only service to avoid competing with existing commercial garden waste collections.

There are examples internationally (UK, Australia) of periodic garden waste collections along side bulky waste or inorganic collections. These are typically a few time per year and scheduled around seasonal activity or in response to storm events.

Considering approaches adopted elsewhere Council could consider:

- Promote drop off services available at Council refuse transfer stations for self haul (trailers/cars) and commercial collections. Consider options to support commercial green waste collections.
- A Council run, targeted rates funded organic waste collection service i.e. Council providing a bag or bin based collection service funded by a targeted rate for serviced properties. Examples in New Zealand include Whakatane, Christchurch and Timaru.
- A Council run, targeted rates funded organic waste collection service with individual properties able to opt in to the service i.e. Council providing a bag or bin based collection service funded by a targeted rate for properties that have joined the service. Examples in New Zealand include Selwyn and South Taranaki.
- A council run, periodic service focussed on garden waste during periods where large quantities are generated. For example periodic collections of bulky green waste during spring and summer.

Objective:

Increase recovery by supporting existing services

Objective:

Increase recovery by providing a universal service

Objective:

Increase recovery by providing an optional service

Objective:

Increase recovery by providing a targeted service

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7.2.2 Physical Infrastructure Options

The physical infrastructure on the West Coast is adequate to handle the quantity of waste generated in the District including future projections with the exception of disposal of residual from the Buller District. This material is currently exported to Nelson for disposal.

The percentage of waste materials diverted from landfill across the region is estimated at almost 30 % based on the data collected for this Waste Assessment. This is consistent with similar areas in New Zealand with most areas achieving 30 % diversion or more.

There is some variability across the region with Buller achieving a high level of diversion at Westport and Reefton transfer stations but data suggesting diversion is low in Westland. There are also issues with locating facilities to capture refuse (to avoid littering/dumping) and recyclable materials from visitors to the region.

Councils provide a network of rural transfer stations that offer access for remote rural communities but are relatively costly to operate. National initiatives to improve the management of rural waste streams (for example plastic wrap, chemical containers and treated timber) suggests there may be an increase in the quantity of material entering the Council waste management system in rural areas.

Current arrangements

- 16 transfer stations across the Region, funded by user charges and rate revenue. The transfer stations have adequate capacity for current and anticipated waste quantities including any increase in materials from the rural sector.
- Recyclable materials are processed at 3 materials recovery facilities (Westport, McLean's and Hokitika).
- Shredding of green waste received at major transfer stations (Westport, McLean's, Hokitika).
- Blending of shredded green waste from Westport with sewage sludge
- Stockpiling of shredded green waste at McLean's and Hokitika.
- Disposal of refuse at landfills on the Coast (Karamea, Maruia, McLean's, Butlers and Haast) or out of the region (Nelson/Tasman).

Issues:

- Variable services for diversion of materials at transfer stations - recyclables, organic waste with variable provision for capture of materials for recycling or composting.
- Uncertain disposal options for refuse from the Grey District once Cell 2 at McLean's Landfill is complete.
- Potential for rural waste¹⁹ to increasingly entering the Council waste management systems - via commercial collections, rural roadside collections and transfer stations.
- Visitors to the region have a range of different ways they can manage their waste i.e. there is a lack of consistency in services for visitors.
- There are three MRF with potential to consolidate processing to one or two sites.
- The two major landfills (McLean's and Butlers) are close to each other.
- Costs are relatively high, but reasonable in light of scale of processing and disposal facilities and transport distances
- Limited services for commercial and construction waste with limited information available regarding diversion activity focussed on these waste streams.
- Lack of collections for glass in Westland and issues with contamination in Grey.

Bulky Waste

There is potential to target bulky waste²⁰ from households across the region with a focus on materials recovery and avoiding illegal dumping. Options include:

- Continue with current provision for drop-off of bulky waste at transfer stations on a user pays basis.
- Implement a scheduled bulky waste collection²¹ from the roadside (inorganic collection) with provision for (dry) waste sorting of collected material. Typically once or twice per year.
- Implement an on demand bulky waste collection (often within a 1-2 month window each year) with provision for (dry) waste sorting of collected material²².

Objective:

Increase the diversion of material from landfill. Avoid illegal dumping via convenient service.

¹⁹ Waste from farming activities including plastic wrap, chemical containers and fencing materials (timber, wire). This material has traditionally been stored or disposed of on individual farms.

²⁰ Material that cannot be accommodated in regular waste collections and is therefore stockpiled, taken to transfer stations or illegally dumped.

²¹ Estimated cost for option evaluation purposes \$0.5M per year across the Region, potentially much higher depending on geographic extent.

²² Estimated cost for option evaluation purposes \$0.3 M per year across the Region, potentially much higher depending on geographic extent.

Self haul/transfer stations

The current arrangements for disposal of refuse across the region work well with businesses, households having access to appropriate disposal locations. Visitors have access to the same facilities but these are often not conveniently located for leisure travellers. There is potential to address current issues and improve the capture of materials for recycling or recovery. Materials or sources of waste that could be targeted include:

- Visitor waste, particularly at remote locations e.g. Punakaiki.
- Materials passing through smaller (rural) transfer stations
- Commercial, industrial and construction waste.

Options for self haul/transfer stations include:

- Provide standardised recycling and disposal 'depots' at key visitor stopping points including key free camping locations and view points. This could include locations in settlements including the main centres²³.
- Increase the capture of materials for diversion at rural transfer stations with a focus on green waste, scrap metal and recyclable materials. This might involve shredding and stockpiling of green waste, accumulating scrap metals for periodic transport to the main transfer stations or market and consolidating recyclable materials for periodic transport to the main transfer stations²⁴.
- Implement sorting of mixed dry waste loads at main transfer stations - commercial or construction waste. Examples of this approach include basic sorting of loads dumped on a sorting floor/pad through to highly complex sorting systems. Marlborough District Council have recently commissioned a waste sorting facility targeting general waste and there are several construction waste sorting operations in Auckland²⁵.

Objective:
Efficiency, avoid illegal dumping

Objective:
Balance service level with cost to provide equivalent levels of service.

Objective:
Increase the diversion of material from landfill

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Processing

While the current infrastructure in the region is adequate, there is potential to improve processing to address risks associated with current diversion activities or enable increased diversion of material from landfill. Materials that could be targeted include:

- Garden waste - lawn clippings and prunings.
- Food and other highly putrescible waste.
- Processing of household and commercial recycling.
- Glass (from kerbside recycling, commercial collections and transfer stations).

²³ Estimated cost 0.5 - 1.0M per year (including allowance for capital funding) depending on the number of stations and location. Servicing costs are likely to be significant given remoteness of potential sites. Buller District are already investigating this approach and North Beach and Punakaiki are proposed as initial locations. Other potential locations include Karamea, Maruia, Springs Junction, Franz Josef, Fox and Haast.

²⁴ Allowance of additional \$0.3M across the Region for additional staff (time) and reconfiguration of sites including allowance for capital where required.

²⁵ Estimated allowance for option evaluation purposes of \$0.5M for site reconfiguration, staff time and plant (e.g. small bobcat loader for moving materials).

The options to be considered include:

- Green waste processing - replicate co-processing of shredded green waste and sewage solids currently undertaken in Westport. Green waste accepted at transfer stations or collected from households and businesses shredded and co-processed²⁶.
- Consolidate processing of recyclable materials (from kerbside and commercial collections) at one or two sites across the region. Materials currently processed at McLean’s Landfill (by Smart Environmental) and Hokitika Transfer Station (by EnviroWaste) could be at one of those sites or processing of materials from across the region could be consolidated at McLean’s or Westport²⁷.
- Actively pursue alternatives for glass processing and local use or improving the logistics of transporting glass to Auckland for remanufacturing²⁸.

Objective:
Secure ‘market’ for green waste

Objective:
Improve efficiency of processing of recyclable materials

Objective:
Increase the diversion of glass from landfill



Figure 20 Marlborough Waste Sorting Centre²⁹

Drop off and Disposal

The current cell at McLean’s Landfill is nearing completion and Grey District have commenced design and construction for Cell 3A (as at April 2017). Grey District Council is considering a range of options for future disposal.

With a significant number of visitors to the region there are examples of litter bins being used for general waste by travellers and also illegal dumping where there are no litter bins provided. In other parts of New Zealand these issues have been addressed by removing litter bins, configuring the bins to prevent the deposit of large waste items and/or increasing capacity. Taupo District Council, Waikato District Council (Raglan) and Thames Coromandel District Council (Whiritoa) are all using the Big Belly system combining small openings, a compactor bin system and remote notification of contractors when the bins are full. While remote notification will not work everywhere on The Coast there is potential to adapt some of the recycle station arrangements (to add refuse) with either remote notification or local ‘custodians’ ensuring bins are emptied as required.

²⁶ Estimated allowance for the purposes of option evaluation of \$0.3M across the region to allow for period green waste shredding and placement/mixing of sewage solids/green waste.

²⁷ Estimated allowance of 1.2M additional cost for recyclables processing including additional operational costs and funding for new/upgraded equipment.

²⁸ Estimated allowance of 0.5M additional cost for glass processing including additional operational costs and funding for new/upgraded equipment.

²⁹ From <http://www.marlborough.govt.nz/Services/Recycling-Resource-Recovery/Waste-Sorting-Centre.aspx>

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The options to be considered include:

- Confirm long term disposal options for waste from the Grey and Buller Districts
Consider options for residual waste disposal following development of Cell 3A at McLean’s landfill. Options that could be considered include:
 - Further development at McLean’s landfill.
 - Transport waste from Grey District for out of region disposal.
 - Collaboration with Westland District on long-term development at Butlers Landfill.

Objective:
Identify secure disposal for refuse from the Grey District, explore options for disposal of refuse from Buller District



Figure 21 Recycle Stations (Southland and Selwyn)



Figure 22 Refuse Transfer Vehicles (Hurui/Kate Valley Landfill)

7.2.3 Options to manage the negative impacts of waste

In the context of waste minimisation and management it is important to recognise that there a negative impacts of waste generation and management. Some of these are historical (e.g. unmanaged closed landfills) and some are related to mis-use of existing systems or illegal activity.

Management of closed landfills across the region is planned with appropriate budgets allocated through the Long Term and Annual Planning process. No change is proposed to the currently planned activity.

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Current arrangements include:

- Programme of monitoring and works at closed landfills
- Illegal dumping collected by Council contractors where required
- Litter bins and services for visitors in selected locations around the District, serviced under contract to the Councils.

Issues:

- Illegal dumping in some areas - residents, businesses and visitors.
- Litter bins over-used in some areas (high use tourist spots).

There are two options to address issues with litter bin use - limiting size of waste accepted and increase capacity or removal.

- Removal with associated signage and other communications material has been successful in other parts of New Zealand - encouraging the public to take their waste with them rather than leaving it in public places.
- Capacity can be increased by providing additional bins or introducing automated compactor style systems. Buller have a range of larger capacity litter bins in place that could be replicated elsewhere. The automate systems can work well but in some cases rely on mobile coverage that is not universal in the Region.

Objective:
People take litter home

Objective:
Increase capacity

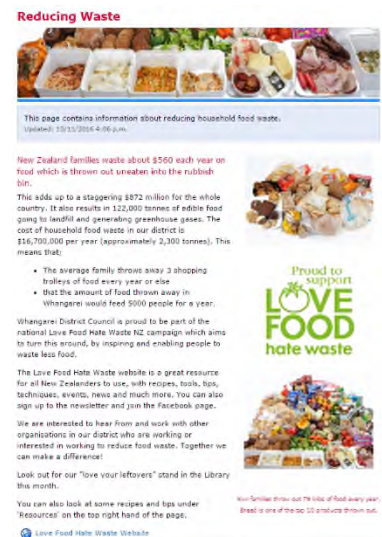
As noted above, some areas with high visitor traffic may benefit from larger recycling/disposal facilities. For the West Coast region installation of recycle/waste stations at tourism hotspots alongside litter bins in settlements is the logical option.

7.2.4 Education Options

Providing clear information is an important aspect of successfully implementing a waste minimisation and management plan or programme. Information needs to clearly explain what is required of people using waste and recycling services, including visitors to the region. Communications should also set out the costs and benefits of waste minimisation and management. Information should explain **why** it is important to minimise waste and **how** to use the facilities available to residents and businesses in the region.

Education activities in the West Coast region include:

- Supporting schools providing education for sustainability under the NZ Curriculum including Enviroschools. This is focussed on helping students (and by extension their families) **why** it is important to effectively minimise and manage waste.
- Providing simple and clear information for households and businesses explaining **how** to use the waste management systems and services available in the district. There is detailed information available on the three Council websites including material linking to the current (2016/17) Love Food, Hate Waste campaign.
- Supporting national information and education campaigns e.g. Love Food, Hate Waste.



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7.2.5 Policy Options

Providing the right policy framework for effective waste minimisation and management is a critical component of each District Council's role. This includes the relevant District Plans, funding

initiatives under the Waste Minimisation and Management Plan and regulation under bylaws. This Waste Assessment considers funding and by-law components.

Funding

Services for households and businesses are funded through user charges (refuse) and a targeted rate (recycling). As noted in the discussion on collection options, there is potential to consider funding of refuse collection services through targeted rates - effectively compulsory user charges recovered through the rating system. There is also potential to fund activities through general rates - current examples in the region include collection of litter and illegal dumped material.

Rates funding of services provides a guaranteed income to cover anticipated costs, but in most cases, involves a standard charge regardless of how much an individual uses a particular service. There are examples in New Zealand of Councils imposing a variable targeted rate depending on the service being used. For example in Selwyn District the target rate for refuse and recycling varies depending on refuse collection (bag or bin), recycling and organic waste collection service selected.

Regulation

Grey and Westland District council have by-laws in place, in both cases focussed on managing collection of household refuse. There is potential to develop a district-wide bylaw managing the provision of collection services and improve the capture of data on private refuse and recycling collection services for households and businesses. Recent bylaws in New Zealand typically include provisions addressing receptacles, recycling, disposal of materials, collection of trade refuse and licencing of collectors including data provision.

Actions proposed:

- Develop criteria for making grants available from each Council's allocation of Waste Levy funds. Provisionally criteria will be based on contribution to the vision, goals and objectives for waste minimisation and management with consideration of co-funding. Applications for funding should also be assessed for their ability to deliver the promised benefits i.e. due diligence on organisation capability, governance and accountability. Consideration also needs to be given to ensuring that funding supports new or expanded activities rather than supporting the status quo.
- Develop a regional solid waste bylaw and associated implementation plan. This will focus on implementing licencing including reporting arrangements. With a relatively small number of collection providers operating in the region, Councils are in a position to develop pragmatic but effective reporting requirements. This will require consultation with the collection providers prior to formally notifying the license regime. Councils should target implementation of a licencing regime in 2019.
- Continuing regular reporting on progress against the regional WMMP targets as part of each Council's Annual Report.
- Collaborate with central government, local government organisations, non government organisations (NGO) and other key stakeholders to progress national activity on waste minimisation and management policy³⁰.
- Continue to actively address illegal dumping activity including where possible identifying perpetrators and if required undertaking clean-up activity.

³⁰ Including policy and analysis relating to tourism waste

7.3 Assessing options

7.3.1 Assessment Criteria

The options noted above need to be considered in light of Council's strategic direction for waste minimisation and management. This means assessing their ability to contribute to the vision, goals and objectives noted in Section 6 while providing good value for money. The criteria used for assessing options are noted in Table 14.

Table 14: Assessment Criteria

Criteria	Goal/Objective	Comment
Rates	Maximise community benefit	Options that minimise Council funding requirements are preferred
Household costs	Maximise community benefit	Options that minimise cost to households or businesses are preferred
Waste diversion	Avoid and reduce waste where we can	Options that make it easy to avoid waste or divert unwanted material from landfill are preferred.
Easy and convenient	Manage waste responsibly	Options that make it easy to avoid and reduce waste where possible and manage waste responsibly are preferred.
Protect our environment	Manage waste responsibly	Options that minimise the negative impacts of waste minimisation and management are preferred.
Build on existing infrastructure	Avoid and reduce waste where we can' Maximise community benefit	Options that build on existing infrastructure including collection services are preferred
Appropriate for the West Coast	Maximise community benefit	Options that reflect business, community and visitor requirements on the West Coast are preferred (in contrast to approaches from highly urbanised or industrialised areas)
Economic opportunity	Maximise community benefit	Options that generate economic opportunities for the West Coast are preferred

7.3.2 Long List Options Assessment

Table 15 to Table 18 summarise the assessment of collection and physical infrastructure options. Options identified for further consideration are noted and discussed further in Section 7.3.3

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Table 15:- Refuse Collection Options Evaluation

	Comment	Rates	Household costs	Waste diversion	Easy and convenient	Protect our environment	Build on existing infrastructure	Appropriate for the West Coast	Economic opportunity	Conclusion
Refuse										
Exit	Limited private sector services available in the region, likely to be lack of services in some areas	likely net increase (loss of overhead contribution)	equivalent or higher cost	Typically involves a move to 240L bins and associated decrease in diversion	Likely loss of service to difficult areas	Typically involves a move to 240L bins and associated decrease in litter	Makes current service contracts obsolete	Lack of collectors	Potential new business opportunities for private collectors	✘ Don't consider further
User pays bags	Existing service in Buller, unlikely options for others	No change	No change	No change	No change	No change	No change	No change	No change	✔ Consider as base case
Rates funded bin	Existing in Grey and Westland	Significant increase for Buller	Similar cost for typical household	No change	Bin general considered more convenient than bags	Remove possibility of bag damage leading to litter	Would require modification of current collection vehicles in Buller	Consistent with services in Grey and Westland	No change	✔ Consider further
Rates funded bag/bag tag	Existing in Grey rural, potential option for Buller	Significant increase for Buller	Similar cost for typical household	No change for Buller	No change for Buller	No change for Buller	Use existing vehicles in Buller	Use existing vehicles in Buller and Grey	No change	✘ Don't consider further
User pays bin	Technology emerging but not currently available, requires RFID Technology	Small increase (set up costs)	Similar cost for typical household	No change	Bin general considered more convenient than bags	Remove possibility of litter from damaged bags	Require modification of current collection vehicles in Buller	Similar to services in Grey and Westland	No change	✔ Consider further

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Table 16:- Recycling Collection Options Evaluation

	Comment	Rates	Household costs	Waste diversion	Easy and convenient	Protect our environment	Build on existing infrastructure	Appropriate for the West Coast	Economic opportunity	Conclusion
Recycle										
Exit	Limited private sector services available in the region, likely to be lack of services in some areas	Reduce rates cost	Depends on model, likely higher cost through private services	Likely to reduce with lower take up of private sector services	Similar to current	Similar to current, depends on take up	Makes current service contracts and potentially MRF arrangements obsolete	Lack of existing private collectors means this may not be feasible	Potential new business opportunities for private collectors	✗ Don't consider further
Wheelie bin	Existing Westland and Grey, Issues with glass fines	Similar to current cost	Similar to current cost	Relatively low due to excl glass or glass fines/contamination	Single bin general considered convenient and easy to use	Bins reduce windblown litter (recycling)	Would make glass collection crates/ vehicles obsolete	Consistent with current Westland system	Similar to current	✓ Compare with bin + crate
Wheelie bin + crate	Existing in Buller	Similar to current cost	Similar to current cost	Higher glass recovery and value	Additional glass crate less convenient than single bin	Bins reduce windblown litter (recycling)	Existing system in Buller would need additional bin for Grey and Westland	Consistent with current system in Buller.	Similar to current	✓ Consider as potential regional option
Wheelie bin + wheelie bin	Addresses glass sort H&S issues (lifting and broken glass)	Similar to current cost	Similar to current cost	Higher glass recovery and value	Additional glass bin less convenient than single bin, easier than crate	Bins reduce windblown litter (recycling)	Would make glass collection crates/ vehicles obsolete	Bin based collection well established	Similar to current	✓ Potential future configuration

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Table 17:- Organic Waste Collection Options Evaluation

	Comment	Rates	Household costs	Waste diversion	Easy and convenient	Protect our environment	Build on existing infrastructure	Appropriate for the West Coast	Economic opportunity	Conclusion
Organic										
No collection (drop off only)	Existing	No change	No change	No change	No change	No change	No change	No change	Potential for building private sector services where there is demand	✓ Consider as base case
Optional collection service	Council provided service available to (urban) residents	Provided on a cost recover basis	Increase only where residents opt in	Increase dependant on take up	Convenient service compared to transporting material to transfer station	Similar to current, depends on take up, alternative to illegal dumping	May be potential to make use of existing vehicles (spare capacity)	No clear demand (needs further research)	New service = new employment	✓ Consider further
Universal collection service	Council service provided to all (urban) residents	Significant increase	Significant increase	Significant increase	Convenient service compared to transporting material to transfer station	Alternative to illegal dumping	Will require additional collection resource	No clear demand (needs further research)	New service = new employment	✓ Consider further
Periodic collection	Council service provided during summer to all (urban) residents	Increase	Increase	Increase dependant on take up	Convenient service compared to transporting material to transfer station	Alternative to illegal dumping	Will require additional collection resource during collection period	No clear demand (needs further research)	New service = new employment	✓ Consider further

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Table 18:- Physical Infrastructure Options Evaluation

	Comment	Rates	Household costs	Waste diversion	Easy and convenient	Protect our environment	Build on existing infrastructure	Appropriate for the West Coast	Economic opportunity	Conclusion
Bulky waste										
Nothing	Existing	No change	No change	No change	No change	No change	No change	No change	No change, existing skip services available	✓ Consider as base case
Annual scheduled collection	Major exercise, no established demand but some evidence of illegal dumping	Significant increase	Significant increase	Service design to provide for recovery of recyclable and reusable materials	Convenient service compared to transporting material to transfer station	Alternative to illegal dumping	Make use of existing transfer stations, facility for sorting and recovery/sale	No clear demand (needs further research)	New service = new employment	✓ Consider further
Annual on request collection	Can manage scale and target recovery	Significant increase	Significant increase	Service design to provide for recovery of recyclable and reusable materials	Convenient service compared to transporting material to transfer station	Alternative to illegal dumping	Make use of existing transfer stations, facility for sorting and recovery/sale	No clear demand (needs further research)	New service = new employment	✓ Consider further
	Comment	Rates	Household costs	Waste diversion	Easy and convenient	Protect our environment	Build on existing infrastructure	Appropriate for the West Coast	Economic opportunity	Conclusion
Self haul/transfer										
Recycle/waste stations at tourism hot spots	Potential for standard set up (containers)	Increase (but potential for regional or tourism funding)	No change	Target recovery of materials	Convenient service for visitors by placing depots at popular locations	Alternative to illegal dumping	New infrastructure, making use of similar approach elsewhere (e.g. Arthurs Pass)	Clear issue that requires addressing	New service = new opportunity	✓ Consider further
Consistent service (green, recycle)	Potential for linked services - regional green waste processing	Increase where services not currently in place	Cheaper options for green waste and recyclable materials	Intended to increase diversion of materials at transfer stations	Convenient service for diversion	Cheaper options for green waste in particular as alternative to illegal dumping	Making use of space at existing transfer stations	Building on existing activity at some transfer stations	Building on existing so minor additional activity.	✓ Consider further
Dry waste sorting at Transfer Stations	Make use of time/capacity at each site to maximise recovery	Target making use of existing capacity	No change	Intended to increase diversion of materials at transfer stations	Targeting removal of materials from refuse stream, no additional action required by householders	No change	Making use of space and resources at existing transfer stations	Building on existing activity at some transfer stations	Building on existing so minor additional activity.	✓ Consider further

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	Comment	Rates	Household costs	Waste diversion	Easy and convenient	Protect our environment	Build on existing infrastructure	Appropriate for the West Coast	Economic opportunity	Conclusion
Processing										
Green waste with sludge	Existing at Westport, extend to elsewhere	Minimal change - reduction in use of airspace off set by cost of processing	No change	Sustainable market for green waste	No change	Beneficial use of sludge	Space available but potential new equipment	Local use options (Council operations)	Building on existing so minor additional activity.	✓ Consider further
MRF - consolidate processing	3 x MRF, potential to consolidate	Minimal change - increase in efficiency offset by transport costs	No change	Sustainable processing of recyclables	No change	No change	Consolidating existing infrastructure	Making use of existing capability	Minor loss of activity	✓ Consider further
Glass - local processing and beneficial use		Increase likely	No change	Sustainable processing of recyclables	No change	No change	Adding to existing infrastructure	Recognises challenges with export of recovered glass.	Potential increase Depending solution identified	✓ Consider further
	Comment	Rates	Household costs	Waste diversion	Easy and convenient	Protect our environment	Build on existing infrastructure	Appropriate for the West Coast	Economic opportunity	Conclusion
Disposal										
Next cell at MacLeans	Currently on hold	Minimal change to current	No change	No change	No change	No change	Builds on existing landfill facility	Builds on existing facility	Similar to current	✓ Consider further
Additional material at Butlers	Capacity but difficult to	Increase in cost likely for Grey, potential reduction in cost for Westland	No change	No change	No change	No change	Builds on existing landfill facility	Builds on existing facility	Similar to current	✓ Consider further
Waste to energy in Buller	Proposed but subject to securing adequate material (from outside the West Coast), formal approval and funding. Unclear whether project will progress.	Minimal change to current - based on current proposal	No change	No change	No change	Minimal change assuming robust environmental controls	New waste to energy facility required	New facility, approvals requirements not clear	Construction and operation of a new waste to energy facility will have a positive economic impact.	✗ Don't consider further, maintain watching brief

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7.3.3 Detailed Options Evaluation

The options noted for further consideration in Section 7.3.2 can be considered as individual 'components' of the waste management system or as a full package. The evaluation presented here looks at each system component and develops recommendations for a full system configuration.

7.3.3.1 Collection

The long list evaluation flagged four **refuse collection** options for further consideration. These were:

- Bag based, user pays collection (the status quo in Buller)
- Wheelie bin based collection, rates funded collection (the status quo in Greymouth and northern Westland District).
- Wheelie bin based collection, user pays.

These options were evaluated in more detail using the evaluation framework noted in Section 7.3.1 and high level modelling of cost and anticipated diversion (assessment criteria). The outcome of the evaluation is summarised in Table 19 with moving towards user pays bins (preferred) or a universal rates funded wheelie bin based service providing the highest overall scores.

Table 19 Refuse Collection - Detailed Evaluation

Criteria	1. Refuse - User pays bags	2. Refuse - Rates funded bin	3. Refuse - User pays bin
Cost to households	\$4.50/week	\$4.00/week	\$4.00/week
Rates	\$1.0M/year	\$1.3M/year	\$1.3M/year
Diversion	34%	27%	34%
Easy and convenient	Similar convenience to the current system	Easier to use than the current system	Easier to use than the current system
Protect our environment	No change - litter, refuse collection, illegal dumping	Bins reduce windblown litter, need to manage capacity	Bins reduce windblown litter, need to manage capacity
Build on existing infrastructure	Maintains current systems with minimal change	Leverages a component of the current system	Leverages a component of the current system
Appropriate for the West Coast	Similar to the current approach	Could apply to the West Coast, moderate improvement from the current system	Could apply to the West Coast, moderate improvement from the current system
Economic opportunity	Similar economic opportunities to the current approach	Similar economic opportunities to the current approach	Similar economic opportunities to the current approach
Comments	Status Quo	Status quo in Grey and Westland	Emerging technology, relatively high risk, most appropriate as long term transition.
Score	57	61	68

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The long list evaluation identified three **recycling collection** options for further consideration. These were:

- A single wheelie bin based collection service (status quo in Greymouth and northern Westland)
- Wheelie bin & glass crate based collection service (the status quo in Westport and Reefton).
- Wheelie bin & glass crate based collection service.

These options were evaluated in more detail using the evaluation framework noted in Section 7.3.1 and high level modelling of cost and anticipated diversion (assessment criteria). The outcome of the evaluation is summarised in Table 20 with collection using a wheelie bin for co-mingled recyclables and a crate or additional wheelie bin for glass the highest overall scores.

Table 20 Recycling Collection - Detailed Evaluation

Criteria	4. Recycle - Wheelie bin	5. Recycle - Wheelie bin + crate	6. Recycle - Wheelie bin + wheelie bin
Cost to households	NA	NA	NA
Rates	\$1.5M/year	\$1.2M/year	\$1.3M/year
Diversion ³¹	28.0%	34.0%	34.0%
Easy and convenient	Similar convenience to the current system	Harder to use than the current system	Easier to use than the current system
Protect our environment	No change - litter, refuse collection, illegal dumping	No change - litter, refuse collection, illegal dumping	No change - litter, refuse collection, illegal dumping
Build on existing infrastructure	Maintains current systems with minimal change	Maintains current systems with minimal change	Change in one or more components of current system
Appropriate for the West Coast	Similar to the current approach	Similar to the current approach	Could apply to the West Coast, moderate improvement from the current system
Economic opportunity	Similar economic opportunities to the current approach	Similar economic opportunities to the current approach	Similar economic opportunities to the current approach
Comments	Status quo in Westland and Grey	Status quo in Buller	Emerging technology, relatively high risk
Score	53	58	59

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³¹ Kerbside waste diversion rate (refuse and recycling).

The long list evaluation identified several options for collection of **organic waste** for further consideration. These were:

- No collection of organic waste from households (drop off at transfer stations, status quo).
- Council provided, opt in organic waste collection.
- Council provided, universal organic waste collection (fortnightly).
- Council provided, universal periodic organic waste collection (4 - 6 times per year).

These options were evaluated in more detail using the evaluation framework noted in Section 7.3.1 and high level modelling of cost and anticipated diversion (assessment criteria). The outcome of the evaluation is summarised in Table 21 with all options returning a similar score. Periodic collection represents a good balance between an improved service and cost. This approach is used in many areas in provincial Australia alongside bulky waste collections and focussing on seasonal generation of garden waste.

Table 21 Organic Collection - Detailed Evaluation

Criteria	7. Organic - No collection (drop off only)	8. Organic - Optional collection service	9. Organic - Universal collection service	10. Organic - Periodic collection
Cost to households	\$0.00/week	\$5.00/week	\$0.00/week	\$0.00/week
Rates	\$0.1M/year	\$0.2M/year	\$1.5M/year	\$0.7M/year
Diversion ³²	28%	37%	45%	40%
Easy and convenient	Similar convenience to the current system	Easier to use than the current system	Easier to use than the current system	Easier to use than the current system
Protect our environment	No change - litter, refuse collection, illegal dumping	Improvement, some organic waste diversion, estimate 10-20% participation.	Improvement in environmental protection - organic waste diversion	Improvement in environmental protection - organic waste diversion
Build on existing infrastructure	Maintains current systems with minimal change	Change in one or more components of current system	Change in one or more components of current system	Change in one or more components of current system
Appropriate for the West Coast	Similar to the current approach	Not normally applied in areas like the West Coast	Not normally applied in areas like the West Coast	Not normally applied in areas like the West Coast
Economic opportunity	Similar economic opportunities to the current approach	Similar economic opportunities to the current approach	Moderate increase in economic opportunity for the West Coast	Moderate increase in economic opportunity for the West Coast
Comments	Status quo	Households opt in for Council collection - user pays	Households provided with Council collection - rates funded	Households provided with Council collection - rates funded
Score	63	61	64	67

³² Kerbside waste diversion rate (refuse, recycling and organic waste).

The evaluation of options (Table 22) for **bulky waste** suggests that scheduled or on request bulky waste collections are worth further investigation. Specifically the analysis suggests there is potential for significant additional diversion with moderate increase in costs to ratepayers.

Table 22 Bulky Waste Options - Detailed Evaluation

Criteria	11. Bulky waste - No collection	12. Bulky waste - Annual scheduled collection	13. Bulky waste - Annual on request collection
Cost to households	NA	NA	NA
Rates	NA	\$0.5M/year	\$0.3M/year
Diversion	28%	35%	33%
Easy and convenient	Similar convenience to the current system	Significantly easier to user than the current system	Easier to use than the current system
Protect our environment	No change - litter, refuse collection, illegal dumping	No change - litter, refuse collection, illegal dumping	No change - litter, refuse collection, illegal dumping
Build on existing infrastructure	Maintains current systems with minimal change	Change in one or more components of current system	Change in one or more components of current system
Appropriate for the West Coast	Similar to the current approach	Could apply to the West Coast, moderate improvement from the current system	Could apply to the West Coast, moderate improvement from the current system
Economic opportunity	Similar economic opportunities to the current approach	Moderate increase in economic opportunity for the West Coast	Moderate increase in economic opportunity for the West Coast
Comments	Status quo	Scheduled collection, funded by rates, assuming off site sorting for recovery	Only collected from houses requesting a collection, assume off site sorting for recovery with lower volume and scheduling making it easier to capture materials.
Score	57	63	61

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7.3.3.2 Physical Infrastructure

The long list consideration of physical infrastructure options identified four groups of activities worthy of further consideration. These options could be implemented individually or in various combinations. The groups of options were:

- Self haul/transfer - consistent services and targeting 'dry' waste at transfer stations.
- Processing - improving the processing of materials on the West Coast including green waste, recyclable materials and specifically glass.
- Disposal - confirming the long term approach to disposal of materials that cannot be recovered or recycled.

The evaluation of options for **self haul/transfer** (Table 23) highlights that several of the options are worth pursuing further. Each of the options (15, 16 and 17) are an improvement on the status quo but require additional operational funding and capital investment.

- Recycle/waste stations at tourism hot spots - capital investment for container based recycle/waste stations, operational funds for periodic servicing.
- Consistent services - variable capital investment (bins, transfer station layout) and operating funds (transport of materials, staff time) across the transfer station network.
- Dry waste sorting - variable capital investment (bins, transfer station layout, sorting equipment/plant) and operating funds (transport of materials, staff time) across the transfer station network.

Table 23 Self haul and transfer options - detailed evaluation

Criteria	14. Self haul/transfer - Baseline	15. Self haul/transfer - Recycle/waste stations at tourism hot spots	16. Self haul/transfer - Consistent service (green, recycle)	17. Self haul/transfer - Dry waste sorting at Transfer Stations	
Cost to households	NA	NA	NA	NA	
Rates	\$0.1M/year	\$0.5 - 1.0M/year	\$0.3M/year	\$0.5M/year	D R A F T
Diversion	28%	35%	45%	50%	
Easy and convenient	Similar convenience to the current system	Significantly easier to user than the current system	Similar convenience to the current system	Similar convenience to the current system	
Protect our environment	No change - litter, refuse collection, illegal dumping	Improvement in environmental protection	No change - litter, refuse collection, illegal dumping	No change - litter, refuse collection, illegal dumping	
Build on existing infrastructure	Maintains current systems with minimal change	Change in one or more components of current system	Change in one or more components of current system	Leverages a component of the current system	
Appropriate for the West Coast	Similar to the current approach	Well suited to West Coast context, significant improvement from current system	Could apply to the West Coast, moderate improvement from the current system	Could apply to the West Coast, moderate improvement from the current system	
Economic opportunity	Similar economic opportunities to the current approach	Similar economic opportunities to the current approach	Moderate increase in economic opportunity for the West Coast	Moderate increase in economic opportunity for the West Coast	
Comments	Status quo	Buller have started to develop drop-off points with a focus on recyclable material. Container based systems are common around NZ but provision needs to be made for refuse alongside recyclable material.	Potential to align available services across the Region e.g. recyclable materials accepted, reusable materials, green waste.	Potential to target dry materials for recovery (cardboard, metals, untreated timber, reusable items). Potential to use differential charging (lower cost for dry waste vs mixed refuse).	
Score	60	68	66	70	

The evaluation of options for **processing** options (Table 24) suggests that the options are opportunities to reduce risks to the current system and underlie other options considered here (organic waste collection, recycle collection, glass collection).

- Green waste with sludge - provides an outlet for green waste captured through kerbside collection and/or at transfer stations.
- Consolidate MRF processing - minimise cost and potential target improved quality of MRF outputs to address current (early 2018) market challenges.
- Glass processing - provide an local outlet for glass collected at kerbside or transfer stations and/or improve the value of glass exported for recycling or reuse..

Table 24 Processing options - detailed evaluation

Criteria	18. Processing - Green waste with sludge	19. Processing - MRF - consolidate processing	20. Processing - Glass - local processing and beneficial use
Cost to households	NA	NA	NA
Rates	\$0.3M/year	\$1 - 1.2M/year	\$0.5M/year
Diversion	40%	35%	35%
Easy and convenient	Similar convenience to the current system	Similar convenience to the current system	Similar convenience to the current system
Protect our environment	No change - litter, refuse collection, illegal dumping	No change - litter, refuse collection, illegal dumping	No change - litter, refuse collection, illegal dumping
Build on existing infrastructure	Change in one or more components of current system	Change in one or more components of current system	Maintains current systems with minimal change
Appropriate for the West Coast	Could apply to the West Coast, moderate improvement from the current system	Could apply to the West Coast, moderate improvement from the current system	Similar to the current approach
Economic opportunity	Moderate increase in economic opportunity for the West Coast	Similar economic opportunities to the current approach	Similar economic opportunities to the current approach
Comments	Status quo in Westport, potential opportunity elsewhere in the Region.	Move from 3 MRF (Westport, Greymouth and Hokitika) to 1 -2 MRF. Focus on high quality and value material in light of current (2018) market challenges.	Look for local options to avoid using landfill space and cost of transport to market (Auckland). Examples could include aggregate (landfill or transfer station construction) or sand replacement.
Score	62	54	57

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The evaluation of options for **disposal** (Table 25) suggests that the status quo, including further development at McLean's Landfill is the preferred option based on cost and risk. The presence of two similar capacity landfills around 60 km apart suggests further consideration of the 8 - 10,000 T/year entering the two sites to reduce operational costs needs to be considered in the med-long term.

Table 25 Disposal options - detailed evaluation

Criteria	21. Disposal - Next cell at McLean's, status quo elsewhere	22. Disposal - Additional material at Butlers
Cost to households	NA	NA
Rates ³³	\$1.0M/year	\$1.2M/year ³⁴
Diversion	28%	28%
Easy and convenient	Similar convenience to the current system	Similar convenience to the current system
Protect our environment	No change - litter, refuse collection, illegal dumping	No change - litter, refuse collection, illegal dumping
Build on existing infrastructure	Leverages a component of the current system	Change in one or more components of current system
Appropriate for the West Coast	Could apply to the West Coast, moderate improvement from the current system	Could apply to the West Coast, moderate improvement from the current system
Economic opportunity	Similar economic opportunities to the current approach	Similar economic opportunities to the current approach
Comments	Status quo, cell construction underway.	Potential to use Butlers landfill as a sub-regional facility. Current pricing (almost double McLeans Landfill) suggests that this may be cost prohibitive but spreading fixed costs over larger quantity of material may reduce costs.
Score	61	54

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³³ Estimate contract costs for transfer and landfill operations including disposal.

³⁴ Estimated increase due to transport and higher operation costs at Butlers vs. McLean's Landfill.

7.4 Preferred options

Based on the detailed option evaluation, the preferred configuration of the waste management system is summarised in Table 26.

Table 26 Preferred Waste Management System Configurations

System Component	Preferred Option(s)		
Refuse collection	User pays bag + rates bin (status quo)	<i>Investigate and maintain a watch on user pays wheelie bin technology (RFID)</i>	
Recycle collection	Rates funded 240 L wheelie bin + crate	Rates funded 240 L + 140L wheelie bins	
Organic collection	Drop off at transfer stations (status quo)	<i>Investigate periodic garden waste (bulky waste collections)</i>	
Bulky waste	Existing transfer station network (status quo)	<i>Investigate bulky waste collection (bi-annual - scheduled or on-demand)</i>	
Self haul and transfer	Recycle/waste stations at tourism hot spots	Consistent service level across transfer stations	<i>Investigate/Trial dry waste sorting (charging) at transfer stations</i>
Waste processing	<i>Investigate green waste with wastewater sludge at Grey and Westland</i>	<i>Investigate consolidating MRF operations</i>	<i>Investigate glass local processing and beneficial use</i>
Disposal options	Butlers, McLeans (new cell) and export to Nelson (status quo)	<i>Investigate combining Grey and northern Westland District Material in the medium term</i>	

Note: Aspects in normal font are status quo or to be progress without further evaluation (subject to confirming funding through Council budget processes.

Aspects in *italics* are to be further investigated or considered if other parties develop options/infrastructure further.

Other activities proposed include actions to improve management of litter, education activities and policy implementation. These are discussed below.

The two options to manage litter and associated illegal dumping impacts have very different benefits and challenges. In the West Coast Region they are also closely related to managing waste in tourism hotspots. Providing additional bins or increasing capacity will increase costs but with careful design it may be possible to reduce or maintain costs at present levels through managing servicing costs.

The education activities proposed are relatively low cost and provide a key supporting role for other actions explored and proposed in this Waste Assessment.

The policy actions proposed support other actions (funding for collection) or provide a key supporting role for other actions explored and proposed in this Waste Assessment. Proposed actions

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Based on the analysis and discussion presented in the preceding sections the following options should be included in an action plan for the West Coast Region Waste Minimisation and Management Plan.

Infrastructure actions

- **Investigate and maintain a watch** on wheelie bin based user pays technology for refuse collection.
- **Investigate** a transition to two stream (co-mingle recyclables + separate glass) for kerbside recycling services across the Region.
- **Investigate**³⁵ a periodic garden waste collection service (most likely combined with a bulky waste collection service).
- **Investigate**³⁵ optimising services for bulky household waste including the role of the regional transfer station network and potential bulky waste collections (scheduled for all households or on demand).
- **Implement** recycle/waste stations at tourism hotspots across the West Coast - trail the approach in Buller District (North Beach, Punakaiki) and then roll out to other locations.
- **Investigate/Trial**³⁶ dry waste (construction waste, commercial waste) sorting including the use of charging to incentivise semi-sorted loads at key transfer stations
- **Implement** processing of shredded green waste and sludge in Greymouth, Hokitika (and potentially Reefton)
- **Investigate** consolidating MRF operations and options for glass (local processing and beneficial use)
- **Investigate** combining Grey and northern Westland District refuse disposal in the medium term (as cells at Butlers and/or McLean's Landfills are completed).
- **Maintain a watch** on the proposal Westport waste to energy proposal.

Education actions

- Continue to update and maintain information on waste and recycling collection and drop off services in the West Coast Region on Council websites and information for visitors.
- Disseminate information on waste minimisation and management to all residents (including holiday makers/temporary residents) including national programmes like Love Food Hate Waste.
- Maintaining school education programme, support existing environmental education activities for schools, homes and businesses.

Policy Actions

- **Develop criteria** for making grants available from Council's allocation of Waste Levy funds. Provisionally criteria will be based on contribution to the Vision, Goals and Objectives for waste minimisation and management with consideration of co-funding. Applications for funding should also be assessed for their ability to deliver the promised benefits i.e. due diligence on organisation capability, governance and accountability.
- Develop a regional solid waste bylaw and associated implementation plan targeting implementation of a licencing regime in 2019.

³⁵ Detailed analysis of options considering cost of service, diversion of materials, fairness/equity, safety and protection of the environment (illegal dumping).

³⁶ Look at Westport, Reefton, McLeans and Hokitika transfer stations, detailed analysis of options considering cost of service, diversion of materials, fairness/equity, safety and protection of the environment (illegal dumping).

- Continue to report on progress against the targets in the WMMP in Annual Reports.
- Collaborate with central government, local government organisations, non government organisations (NGO) and other key stakeholders to progress national activity on waste minimisation and management policy³⁷.
- Continue to actively address illegal dumping activity including where possible identifying perpetrators and if required undertaking clean-up activity.

Table 27 presents an indicative timeline for deliver the actions outlined above.

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³⁷ Including policy and analysis relating to tourism waste

Table 27: Proposed timeline for actions

2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Infrastructure					
Services					
Existing					
Refuse Collection	Refuse Collection	Refuse Collection	Refuse Collection	Refuse Collection	Refuse Collection
Kerbside Recycling	Kerbside Recycling	Kerbside Recycling	Kerbside Recycling	Kerbside Recycling	Kerbside Recycling
Transfer Stations	Transfer Stations	Transfer Stations	Transfer Stations	Transfer Stations	Transfer Stations
<i>Potential new services:</i>					
			<i>Refuse bin RFID/User pays</i>		
			<i>Westland glass recycling</i>		
				<i>Tender and appoint organic waste and/or Bulky waste service</i>	<i>Organic and/or Bulky waste service</i>
<i>Buller recycle/waste stations at North Beach and Punekaiki</i>		<i>Northern and central Buller, Grey and Westland recycle/waste stations</i>			
	<i>Processing of shredded green waste and sludge in Greymouth, Hokitika (and potentially Reefton)</i>				
	<i>Collaborate with product owners on problem products e.g. e-waste</i>				<i>Tender/Appoint dry waste sorting (new or varied transfer station contracts)</i>
Investigations					
<i>Complete investigation on MRF consolidation</i>	<i>Complete study on garden waste and bulky waste collection.</i>		<i>LTP Proposal for bulky and/or organic waste</i>		
<i>Complete investigations into two stream collection options.</i>	<i>Complete study on dry waste sorting</i>		<i>LTP proposal on dry waste sorting</i>		

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2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Education / Information					
Information on:					
green waste and food waste services	Green waste and food waste services	Green waste and food waste services	Green waste and food waste services	Green waste and food waste services	Green waste and food waste services
Council services	Council services	Council services	Council services	Council services	Council services
For holidaymakers	For holidaymakers	For holidaymakers	For holidaymakers	For holidaymakers	For holidaymakers
Schools	Schools	Schools	Schools	Schools	Schools
Illegal dumping	Illegal dumping	Illegal dumping	Illegal dumping	Illegal dumping	Illegal dumping
Policy					
Develop grant funding criteria	Grant funding round	Grant funding round	Grant funding round	Grant funding round	Grant funding round
By-law amendment	By-law implementation	By-law implementation	By-law implementation	By-law implementation	By-law implementation
Report on progress in 2017/18 Annual Report.	Report on progress in 2018/19 Annual Report.	Report on progress in 2019/20 Annual Report.	Report on progress in 2020/21 Annual Report.	Report on progress in 2021/22 Annual Report.	Report on progress in 2022/23 Annual Report.
Collaborate with others national activity and policy.	Collaborate with others national activity and policy.	Collaborate with others national activity and policy.	Collaborate with others national activity and policy.	Collaborate with others national activity and policy.	Collaborate with others national activity and policy.
Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity
Indicative Budget³⁸					
3.4M	3.7M	3.7M	4.6M	4.6M	5.6M
Status quo	Add Buller recycle/waste stations, investigations	Add green waste + sewage solids processing	Add RFiD refuse bins and Westland glass collection		Add organic and bulky waste collection.

³⁸ Based on current budgets across 3 Councils and estimated cost of proposed initiatives. Further detail of the basis for cost estimates is contained in the option evaluation sections in the Regional waste Assessment.

8 Statement of proposals

Each of the Council's Waste Minimisation and Management Plans (WMMP) were developed following completion of a District level Waste Assessment in 2011/12. Each Waste Assessment evaluated current quantities and composition of waste and diverted materials in the district, existing services, future demand for services and practicable options for addressing the various waste and diverted materials streams. The Waste Assessments have been reviewed and updated in the form of a Regional Waste Assessment to reflect the changes that have occurred locally, regionally and nationally since that time and also to meet the requirements of the Waste Minimisation Act 2008 (WMA).

Under the WMA, each Council is required to review and adopt changes to their Waste Management and Minimisation Plan every 6 years from 2012. There is provision for joint WMMP where this is an efficient and effective way for Councils to complete strategic planning for waste minimisation and management. The reviews are to be completed by mid 2018. A WMMP must contain a summary of Council's waste management and minimisation objectives, policies, methods and funding to achieve effective and efficient waste management and minimisation within the district. The Plan must also include a commitment to waste minimisation through consideration of the waste hierarchy and must have regard to the New Zealand Waste Strategy and the most recent Waste Assessment undertaken by Council. In addition Council must ensure that nuisance is not caused by the collection, transport and disposal of waste.

The purpose of the WMMP is to provide the basis on which future policies, service provision and facilities will be provided to manage the Region's waste, and to minimise the quantities requiring disposal while making the best use of Council's resources and fostering sustainability.

The Regional Waste Assessment has identified that over 15,000 tonnes of waste was generated in the West Coast Region in 2016. Around 70 % of this waste was landfilled with the remainder diverted via recycling and composting. Diversion occurs predominantly through recycling at kerbside and transfer stations and recovery green waste for mulch or compost. The Waste Assessment has identified a range of waste management and minimisation issues to be addressed, including:

- While there is some information available about the quantity and composition of waste generated in the West Coast Region the data is incomplete.
- There is a lack of consistent services for visitors, residents and businesses across the Region.
- There are by-laws in place in Grey and Westland District that provide for collection of data, however they are not currently enforced.
- Waste at tourism hotspots and illegal dumping of waste is an ongoing issue.
- Costs for waste minimisation and management services in the region are relatively high (but likely reasonable in light of scale and transport distances.)

The overall vision of the WMMP is *"To deliver community benefits and reduce waste. West Coast businesses and households will be provided with efficient and effective waste minimisation and management services."*

A series of waste minimisation and management targets are proposed:

- To reduce waste disposed of to landfill to below 300 kg per person each year.
- To recycle at least 35 % of waste collected at the roadside from households.
- To recover or recycle at least 50 % of the waste taken to transfer stations in the West Coast Region.
- To establish **XX** recycle and waste stations at tourism hotspots across the Region.

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To address the issues identified and meet the key targets, Council proposes a range of actions. The actions reflect the need to balance policy, provision of services including infrastructure and community engagement. In all cases the focus is on enabling the West Coast community to manage their waste according to the waste hierarchy, preferring waste avoidance, reduction and recycling over recovery and disposal of residual material. Actions relate to both continuing and enhancing existing activities and starting new activities and initiatives. The Action Plan is dynamic and needs to be responsive to changes in demand, resources and external circumstances. Making such changes and adjustments is anticipated as an integral part of this WMMP.

The Action Plan includes actions focusing on waste minimisation and management infrastructure, education of the West Coast community and getting the right policy framework in place.

Infrastructure actions

- **Investigate and maintain a watch** on wheelie bin based user pays technology for refuse collection.
- **Investigate** a transition to two stream (co-mingle recyclables + separate glass) for kerbside recycling services across the Region.
- **Investigate**³⁹ a periodic garden waste collection service (most likely combined with a bulky waste collection service).
- **Investigate**³⁵ optimising services for bulky household waste including the role of the regional transfer station network and potential bulky waste collections (scheduled for all households or on demand).
- **Implement** recycle/waste stations at tourism hotspots across the West Coast - trail the approach in Buller District (North Beach, Punakaiki) and then roll out to other locations.
- **Investigate/Trial**⁴⁰ dry waste (construction waste, commercial waste) sorting including the use of charging to incentivise semi-sorted loads at key transfer stations
- **Implement** processing of shredded green waste and sludge in Greymouth, Hokitika (and potentially Reefton)
- **Investigate** consolidating MRF operations and options for glass (local processing and beneficial use)
- **Investigate** combining Grey and northern Westland District refuse disposal in the medium term (as cells at Butlers and/or McLean's Landfills are completed).
- **Maintain a watch** on the proposal Westport waste to energy proposal.

Education actions

- Continue to update and maintain information on waste and recycling collection and drop off services in the West Coast Region on Council websites and information for visitors.
- Disseminate information on waste minimisation and management to all residents (including holiday makers/temporary residents) including national programmes like Love Food Hate Waste.
- Maintaining school education programme, support existing environmental education activities for schools, homes and businesses.

Policy Actions

³⁹ Detailed analysis of options considering cost of service, diversion of materials, fairness/equity, safety and protection of the environment (illegal dumping).

⁴⁰ Look at Westport, Reefton, McLeans and Hokitika transfer stations, detailed analysis of options considering cost of service, diversion of materials, fairness/equity, safety and protection of the environment (illegal dumping).

- **Develop criteria** for making grants available from Council's allocation of Waste Levy funds. Provisionally criteria will be based on contribution to the Vision, Goals and Objectives for waste minimisation and management with consideration of co-funding. Applications for funding should also be assessed for their ability to deliver the promised benefits i.e. due diligence on organisation capability, governance and accountability.
- Develop a regional solid waste bylaw and associated implementation plan targeting implementation of a licencing regime in 2019.
- Continue to report on progress against the targets in the WMMP in Annual Reports.
- Collaborate with central government, local government organisations, non government organisations (NGO) and other key stakeholders to progress national activity on waste minimisation and management policy⁴¹.
- Continue to actively address illegal dumping activity including where possible identifying perpetrators and if required undertaking clean-up activity.

Council will fund these actions through a combination of targeted rates, user pays fees and charges and waste levy funding.

The above actions are intended to provide a wide ranging approach to waste services in the West Coast Region to protect public health promote effective and efficient waste management and minimisation.

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⁴¹ Including policy and analysis relating to tourism waste

9 Consultation with the Medical Officer of Health

Comment from Community and Public Health's Medical Officer of Health for the West Coast Region is included as Appendix A.

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10 Applicability

This report has been prepared for the exclusive use of our client Westland, Grey and Buller District Council, with respect to the particular brief given to us and it may not be relied upon in other contexts or for any other purpose, or by any person other than our client, without our prior written agreement.

Tonkin & Taylor Ltd

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Appendix A: Letter/Comments from Community and Public Health

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Appendix B: Individual Council Data

10.1 Buller District Council

Waste Infrastructure - Buller Collections

The collection system for Buller District is presented in Figure 23 including materials collected at kerbside and delivered to landfill or resource recovery parks. Kerbside refuse in Buller District is collected in compactor trucks and consolidated at the Westport Resource Recovery Park for transportation to Nelson. Households can use refuse bags (sold at a range of retail outlets) or use one of several commercial collection services. Council offer a two stream kerbside recycling service in Westport and Reefton and surrounding areas. Households have alternating collections of co-mingled materials (paper, cardboard, plastics and tins in a 240L MGB) and glass (in a 60L crate).

Table 28 provides a summary of materials collected from the kerbside in the Buller District.

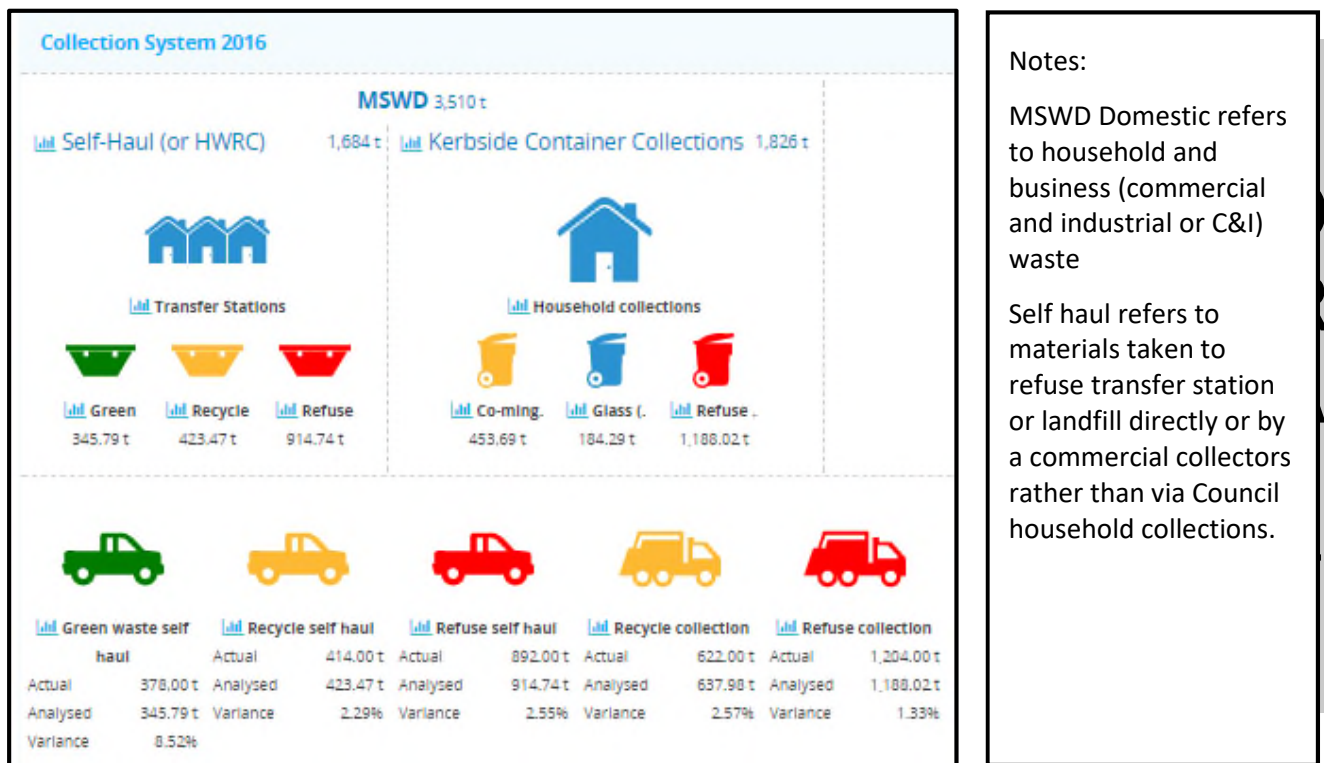


Figure 23 Buller District waste collection system

Table 28 Buller District - kerbside waste quantities⁴²

	2012	2013	2014	2015	2016
Kerbside Refuse Collection	1,829	1,500	1,370	1,261	1,204
BDC recycle collection	-	600	631	599	622
Total Kerbside Waste	1,829	2,100	2,000	1,861	1,826
Recycling Rate (%)	0%	29%	32%	32%	34%

⁴² Data sourced from waste collection and transfer station contract reporting and weighbridge records at Westport Transfer Station.

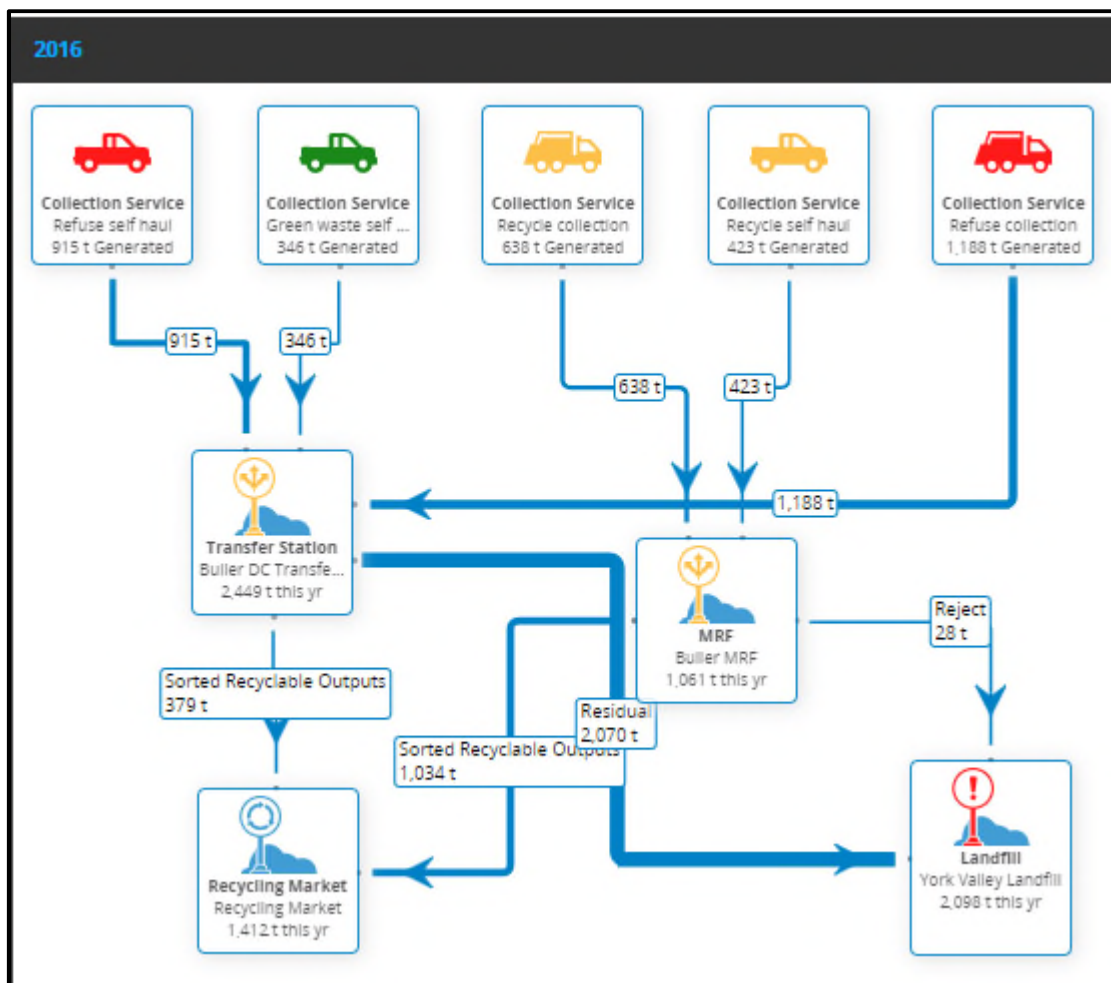
Waste Infrastructure - Buller Transfer, Processing and Disposal

Resource Recovery Parks, where waste and recycling can be dropped off by the public, are located at Westport and Reefton with refuse from these sites transported to Nelson for disposal. Landfills are located at Karamea and Maruia for disposal of refuse from the surrounding areas. The sites provide refuse and recycling facilities for public usage. There is a weighbridge at Westport Transfer Station. Material is weighed as it enters and leaves the site. Figure 24 is a screen shot from a model of the Buller waste management system developed for this Waste Assessment.

Materials from the kerbside recycling collection are sorted at a Materials Recovery Facility located at Westport Resource Recovery Park prior to transport to Nelson Marlborough.

Green waste is shredded and combined with solids from the Westport wastewater treatment plant to produce a soil amendment product that is used in Council operations.

Table 29 summarises the quantity of materials managed through the Buller District transfer stations and landfills.



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Figure 24: Buller waste flow diagram - collection, processing and disposal (2016 estimates)

In the Buller District waste in Karamea and Maruia is disposed of at small local landfills. Refuse from Reefton and West port is consolidated before transport to Nelson for disposal at the York Valley Landfill. Materials are captured for recycling and transported with kerbside recyclable materials to Nelson.

Table 29: Buller District - estimated waste quantities via transfer stations or direct to landfill⁴³

	2012	2013	2014	2015	2016
Refuse to Karamea and Maruia	67	111	78	105	89
Refuse to Westport and Reefton	1,219	1,000	913	841	803
Recycle at transfer stations	-	400	420	400	414
Total waste direct to landfill	1,286	1,511	1,412	1,345	1,306
Recycling rate (%)	0%	26%	30%	30%	32%
Total waste landfilled	3,115	2,611	2,361	2,207	2,096
Total waste recycled	-	1,000	1,051	999	1,036
Recycling rate (%)	0%	28%	31%	31%	33%

10.2 Grey District Council

Waste Infrastructure - Grey Collections

The collection system for Grey District is present in Figure 25. Residents in Greymouth and surrounds have access to a kerbside collection service include a 120L wheelie bin for refuse and a 240L wheelie bin for recyclable materials. Outside of Greymouth residents are issued with refuse ties for standard refuse bags. All residents and businesses can transport materials to McLean’s landfill or local resource centres.

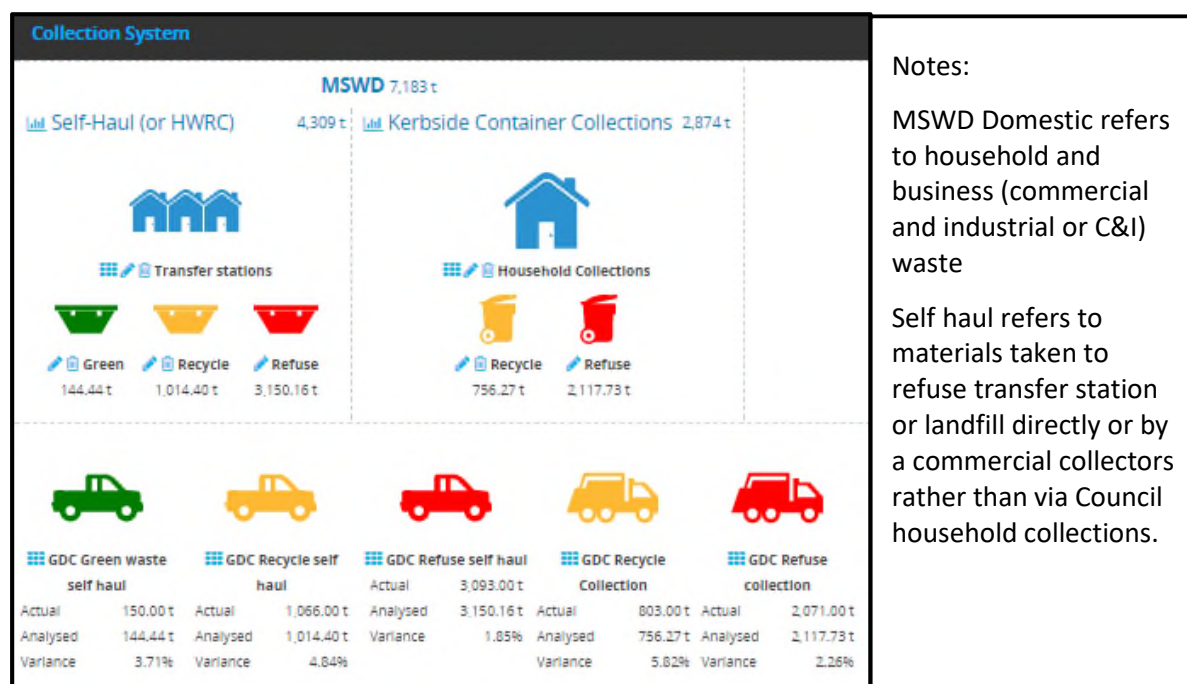


Figure 25 Grey District waste collection system

⁴³ Data sourced from waste collection and transfer station contract reporting.

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Kerbside refuse in the Grey District is collected in compactor trucks and disposed of at McLean’s Landfill near Greymouth. Households in Greymouth and the surrounding area are provided with 120L MGB for refuse (collected fortnightly). The remainder of the district is supplied with 52 ties per year that can be used with any standard sized refuse bag. Council offer a single stream kerbside recycling service in Greymouth and surrounding areas. Households are supplied with a 240L MGB that is collected fortnightly. No kerbside recycling service is provided outside Greymouth and surrounds. Table 30 provides a summary of materials collected from the kerbside in the Grey District.

Table 30 Grey District - kerbside waste quantities⁴⁴

	2012	2013	2014	2015	2016
Kerbside Refuse Collection	2,383	1,912	2,137	2,006	2,071
GDC recycle collection	-	-	201	888	782
Total Kerbside Waste	2,383	1,912	2,338	2,894	2,853
Recycling Rate (%)	0%	0%	9%	31%	27%

Waste Infrastructure - Grey transfer, processing and disposal

Grey District has 4 locations where residents can bring refuse and recyclable materials. These are McLean's Landfill & Recycling Centre, Blackball Resource Centre, Moana Resource Centre and the Nelson Creek Resource Centre. There is a weighbridge at McLean’s Pit Landfill. Material is weighed as it enters and leaves (recyclable materials) the site. Figure 26 is a screen shot from a model of the Grey waste management system developed for this Waste Assessment.

Green waste is shredded and stockpiled at McLean’s Landfill.

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⁴⁴ Data sourced from waste collection and transfer station contract reporting and weighbridge records at McLean’s Landfill.

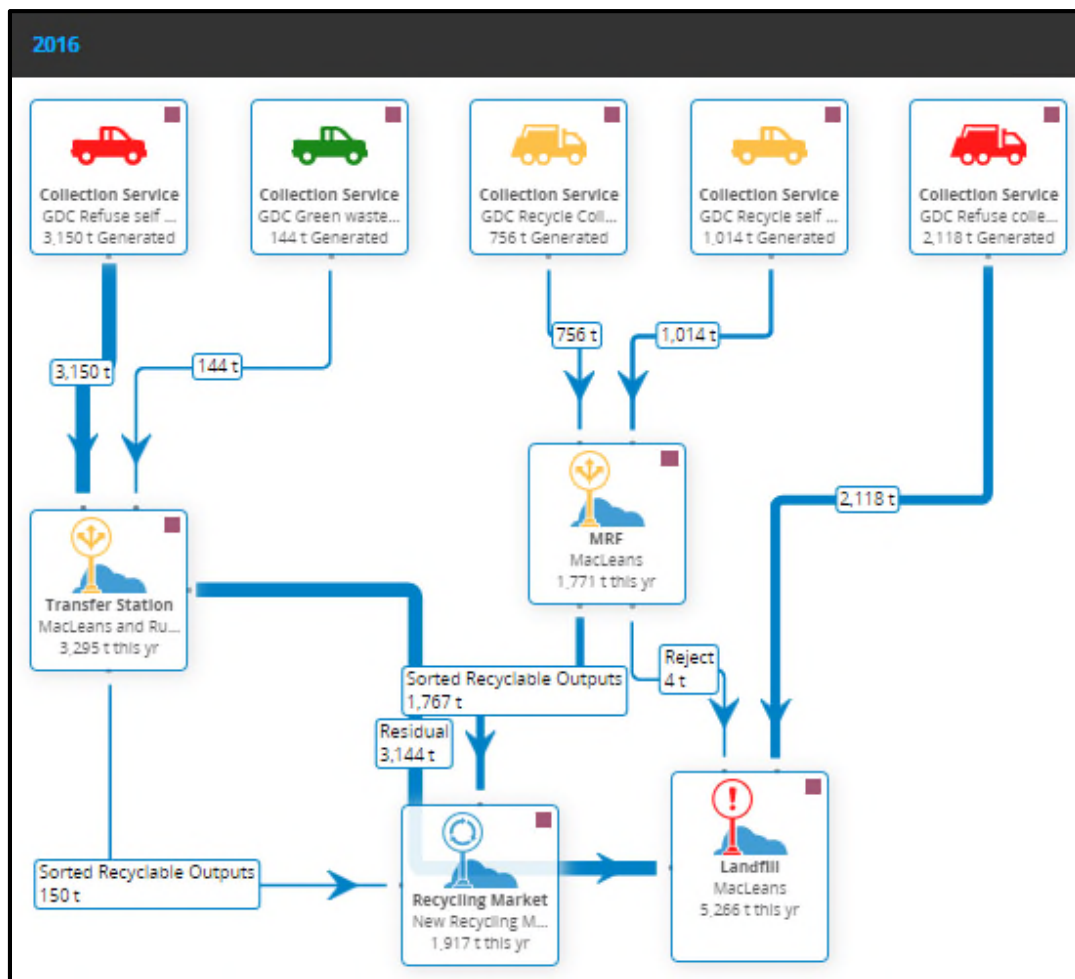


Figure 26: Grey waste flow diagram - collection, processing and disposal (2016 estimates)

In the Grey District all waste is disposed of at McLean’s Landfill near Greymouth. There are Resource Centres at Blackball, Moana and Nelson Creek. Materials are captured for recycling at each site. Table 31 summarises the quantity of materials managed through the Grey District transfer stations and landfills.

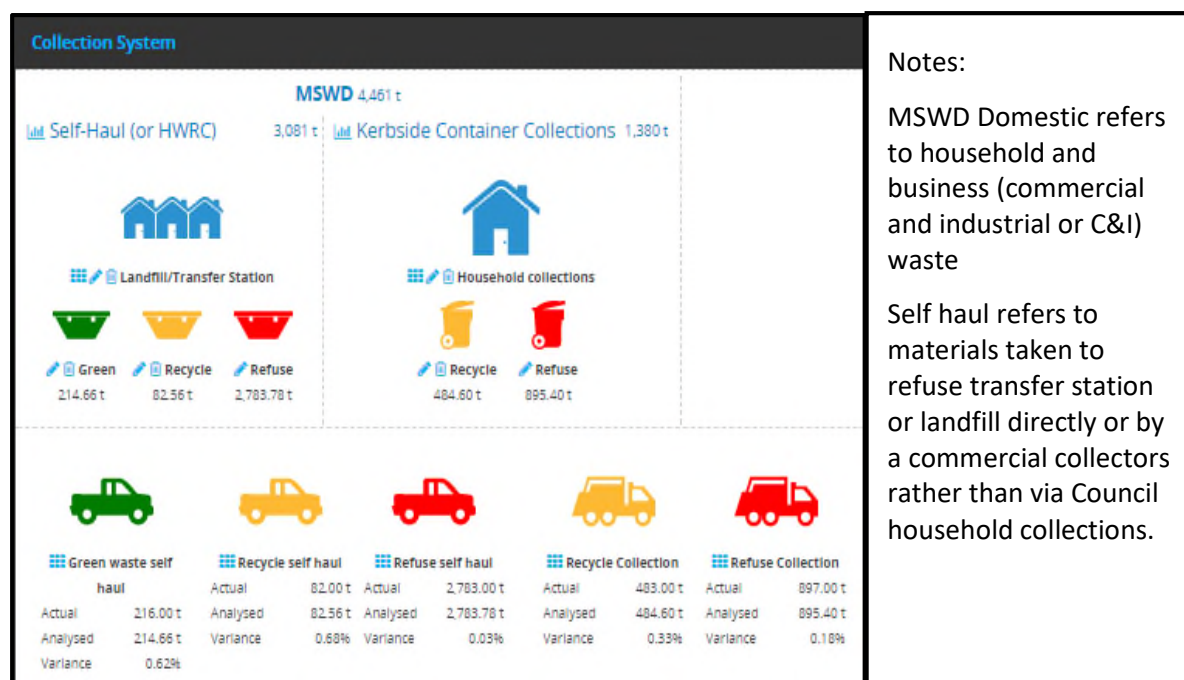
Table 31: Grey District - estimated waste quantities via transfer stations or direct to landfill⁴⁵

	2012	2013	2014	2015	2016
Refuse to McLean’s Landfill	4,268	4,273	3,813	3,766	4,092
Recycle at transfer stations	759	664	680	728	998
Total waste direct to landfill	5,027	4,937	4,493	4,494	5,090
Recycling rate ((%)	15%	13%	15%	16%	20%
Total waste landfilled	6,651	6,185	5,950	5,772	6,163
Total waste recycled	759	664	881	1,616	1,780
Recycling rate (%)	10%	10%	13%	22%	22%

⁴⁵ Data sourced from waste collection and transfer station contract reporting.

10.3 Westland District Council

Kerbside refuse in the Westland District is collected in compactor trucks and disposed of at Butlers Landfill near Hokitika. Households in Hokitika, Kumara, Ross and connecting roads are provided with 120L MGB for refuse (collected fortnightly). Council offer a single stream kerbside recycling service (excluding glass) in the same areas. Households are supplied with a 240L MGB that is collected fortnightly. No kerbside recycling service is provided outside Hokitika, Kumara and Ross. Table 32 provides a summary of materials collected from the kerbside in the Westland District.



Notes:
 MSWD Domestic refers to household and business (commercial and industrial or C&I) waste
 Self haul refers to materials taken to refuse transfer station or landfill directly or by a commercial collectors rather than via Council household collections.

Figure 27 Westland District waste collection system

Table 32 Westland District - kerbside waste quantities⁴⁶

	2012	2013	2014	2015	2016
Kerbside Refuse Collection	-	-	-	897	897
GDC recycle collection	-	-	-	285	303
Total Kerbside Waste	-	-	-	1,182	1,200
Recycling Rate (%)				24%	25%

In the **Westland District** waste is disposed of at Butlers Landfill near Greymouth or Haast Landfill. There are transfer station stations at Kumara, Hokitika, Ross, Harihari, Whataroa, Franz Josef and Fox Glacier. A range of materials are captured for recycling at each site including metals, glass, paint, used oil, whiteware and green waste. Table 33 summarises the quantity of materials managed through the Westland District transfer stations and landfills.

⁴⁶ Data sourced from waste collection contract reporting.

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Table 33: Westland District - estimated waste quantities via transfer stations or direct to landfill⁴⁷

	2012	2013	2014	2015	2016
Refuse to Haast (estimate)	100	100	100	100	100
Refuse to Butlers Landfill	-	-	-	2,840	2,783
Recycle at transfer stations	-	-	-	622	478
Total waste to transfer stations and landfill	100	100	100	3,562	3,361
Recycling rate ((%)	0%	0%	0%	17%	14%
Total waste landfilled (collections and via transfer stations	100	100	100	3,837	3,779
Total waste recycled	-	-	-	907	781
Recycling rate (%)	0%	0%	0%	19%	17%

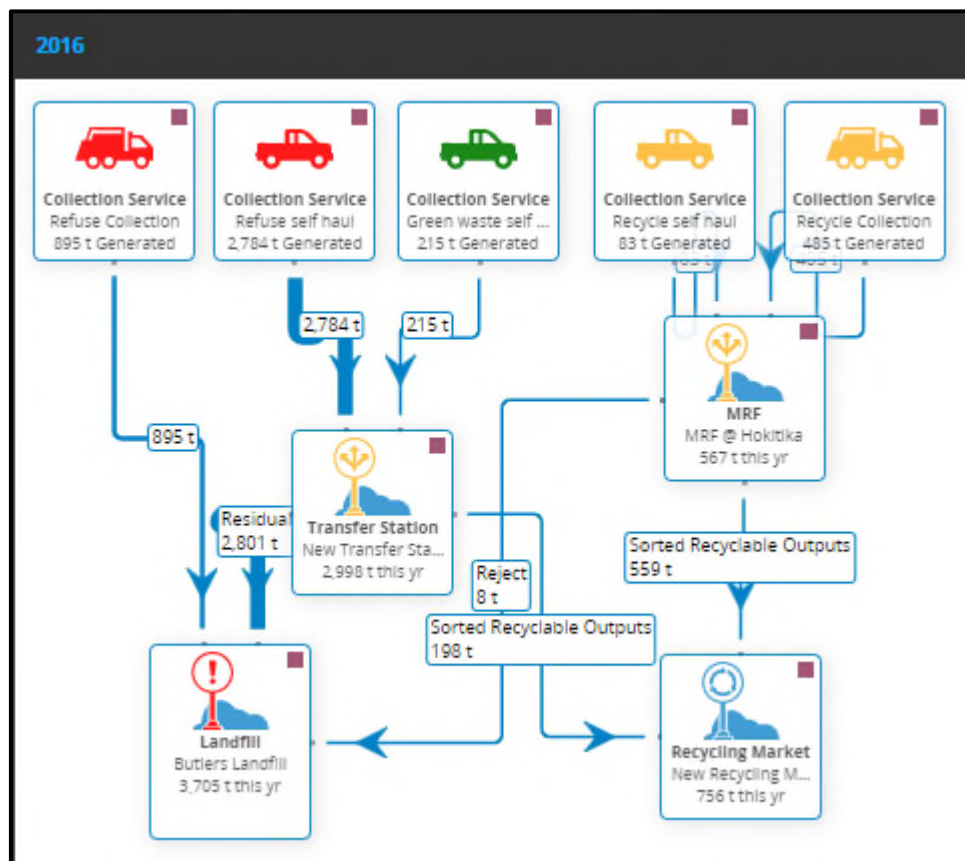


Figure 28: Westland waste flow diagram - collection, processing and disposal (2016 estimates)

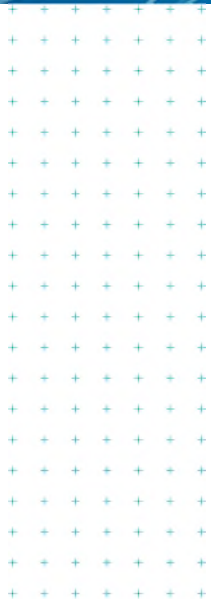
⁴⁷ Data sourced from waste collection and transfer station contract reporting.

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West Coast Regional Waste Minimisation and Management Plan

Prepared for
Buller, Grey and Westland District Council
Prepared by
Tonkin & Taylor Ltd
Date
April 2018
Job Number
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Appendix A : West Coast Regional Waste Assessment (2018)

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Part A – Strategy

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1 Introduction

Purpose of the plan

This draft Waste Minimisation and Management Plan (WMMP) sets out how the Council will progress efficient and effective waste management and minimisation in the West Coast Region. It paves the way forward, considering current policy and the legal framework and West Coast Region vision, with an overarching suite of guiding goals and objectives.

This Waste Minimisation and Management Plan fulfils each Council's obligations under the Waste Minimisation Act (WMA) (2008). The plan uses the waste hierarchy (Figure 1) as a guide to prioritising activity, focussing on reducing waste before recycling or recovery of materials. Where materials cannot be recycled or recovered the focus is on safe treatment and disposal.

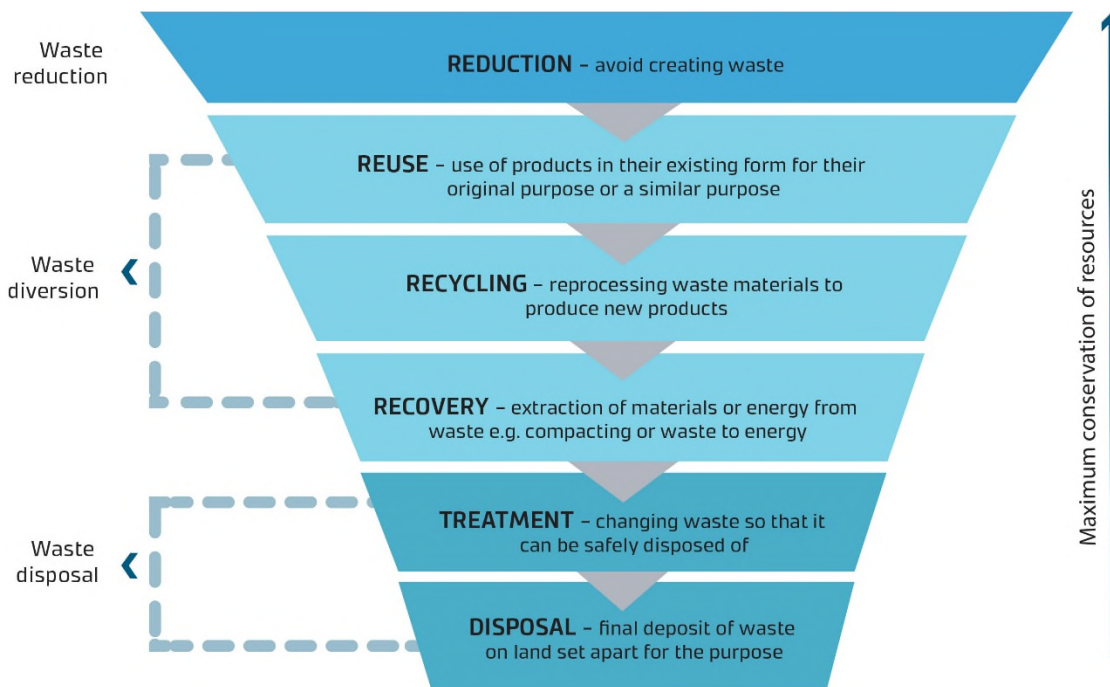


Figure 1: The Waste Hierarchy

Scope of plan

This draft Waste Minimisation and Management Plan and associated Waste Assessment covers solid waste generated in the West Coast Region.

Current status of plan

April 2018

The plan is the draft of a new plan developed to replace the three Council's 2012 Waste Minimisation and Management Plans. This document will be revised and updated following public consultation prior to be adopted by Council as a framework and guide for waste minimisation and management activity in the West Coast Region from 2018 to 2024.

Plan Review

Once adopted this plan needs to be reviewed no later than 6 years from adoption. The plan will be review within this timeframe, earlier if a change circumstances provokes a review of the West Coast Region's waste minimisation and management policy framework.

2 The waste situation

2.1 Infrastructure and services

2.1.1 Collection

From Section 2.1 of the draft Waste Assessment

The collection system for each District is represented schematically in Figure 2, Figure 3 and Figure 4.

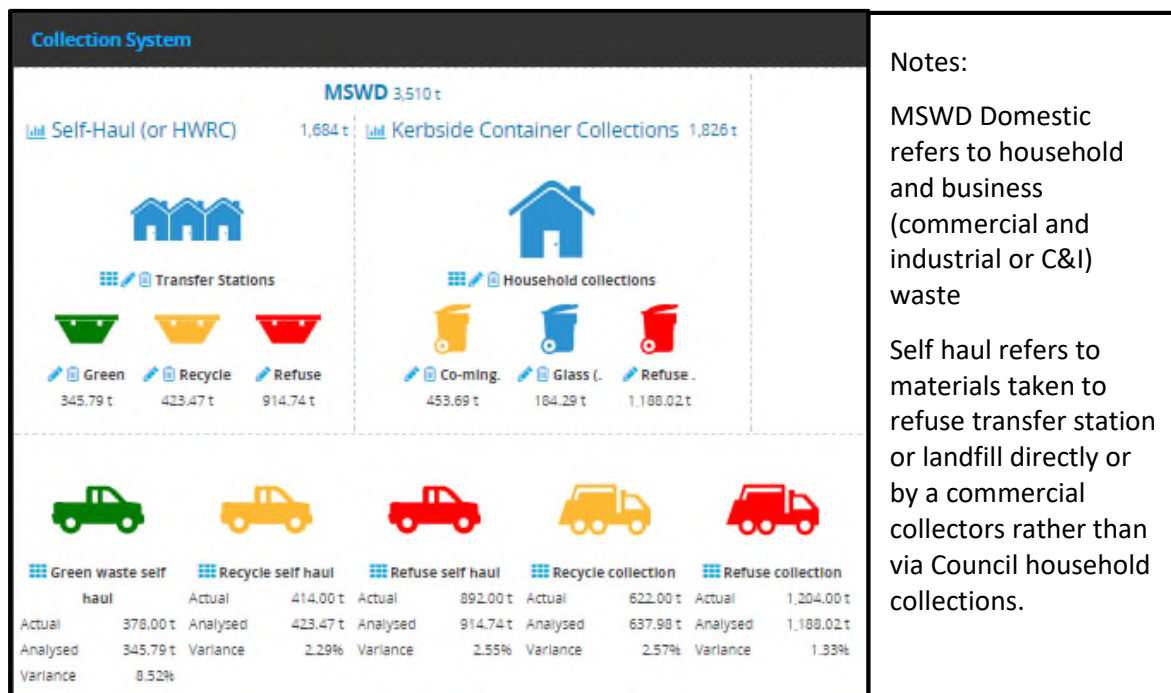
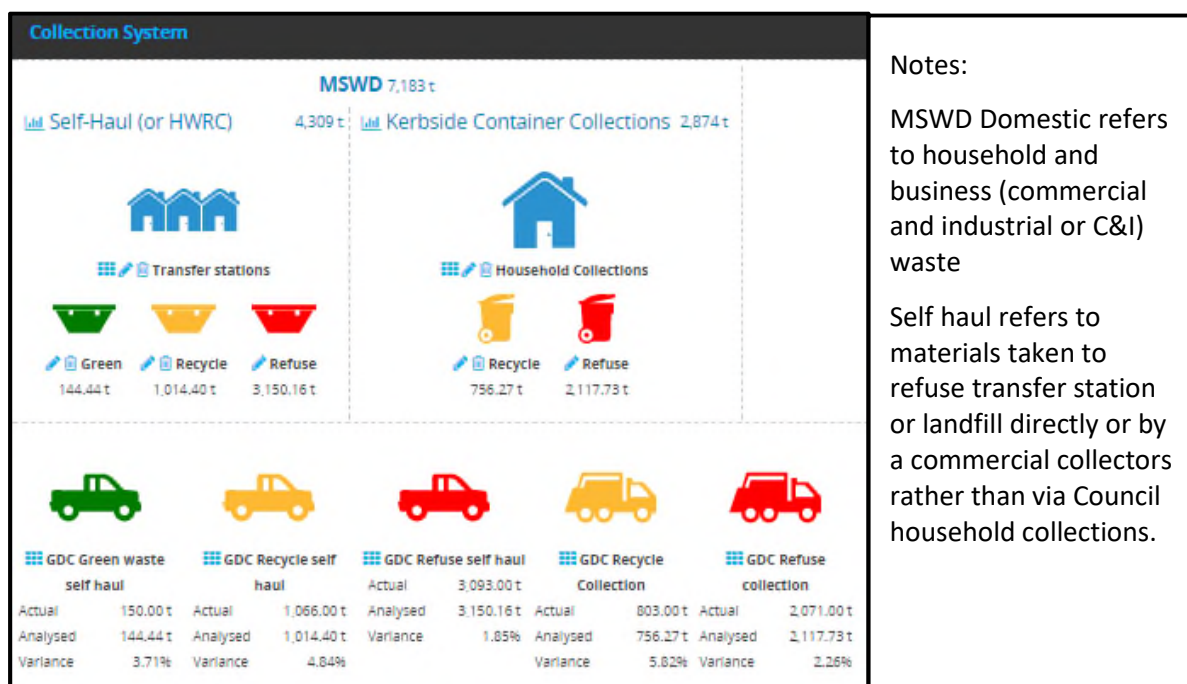
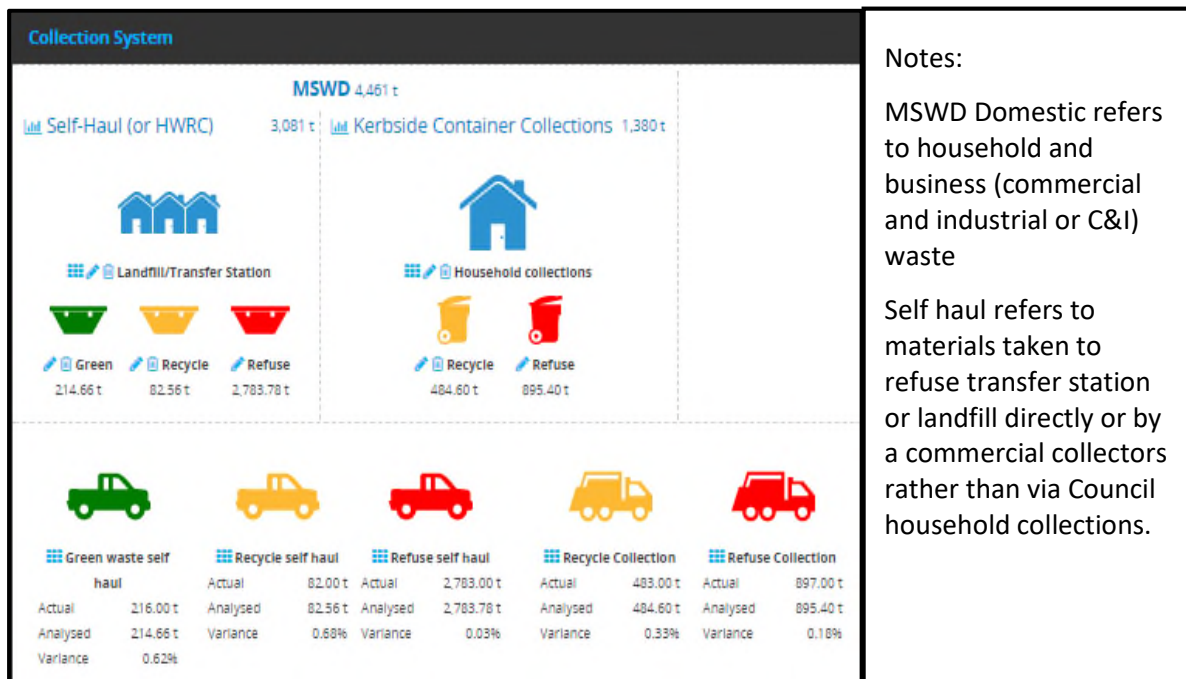


Figure 2 Buller District Waste Collection Systems



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Figure 3 Grey District Waste Collection Systems



Notes:

MSWD Domestic refers to household and business (commercial and industrial or C&I) waste

Self haul refers to materials taken to refuse transfer station or landfill directly or by a commercial collectors rather than via Council household collections.

Figure 4 Westland District Waste Collection System

2.1.1.1 Waste from visitors to the region

The West Coast Region hosts a large number of international and domestic tourists. Self drive tourists are common (cars, campervans) as well as organised tours (coach, rail from Christchurch). In many areas tourism is the main driver of economic activity with an associated impact on waste generation. In addition to generating commercial waste (through hospitality businesses including restaurants and accommodation) many tourists make use of public place refuse and recycling facilities where available. There is some provision at nominated free camping locations but this is inconsistent across the Region.

2.1.1.2 Residential Collection

The three councils all provide residential collection services in parts of their districts with urban and many rural residents having access to both refuse and recycling collections at the roadside.

Kerbside refuse in **Buller District** is collected in compactor trucks and consolidated at the Westport Resource Recovery Park for transportation to Nelson. Households can use refuse bags (sold at a range of retail outlets) or use one of several commercial collection services. Council offer a two stream kerbside recycling service in all areas except Karamea and Maruia. Households have fortnightly collections of co-mingled materials (paper, cardboard, plastics and tins in a 240L MGB) and glass (in a 60L crate).

Kerbside refuse in the **Grey District** is collected in compactor trucks and disposed of at McLean’s Landfill near Greymouth. Households in Greymouth and the surrounding area are provided with 120L MGB for refuse (collected fortnightly). The remainder of the district is supplied with 52 ties per year that can be used with any standard sized refuse bag. Council offer a single stream kerbside recycling service in Greymouth and surrounding areas. Households are supplied with a 240L MGB that is collected fortnightly. No kerbside recycling service is provided outside Greymouth and surrounds.

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Kerbside refuse in the **Westland District** is collected in compactor trucks and disposed of at Butlers Landfill near Hokitika. Households in Hokitika, Kumara, Ross and connecting roads are provided with 120L MGB for refuse (collected fortnightly). Council offer a single stream kerbside recycling service (excluding glass) in the same areas. Households are supplied with a 240L MGB that is collected fortnightly. No kerbside recycling service is provided outside Hokitika, Kumara and Ross.

2.1.1.3 Commercial or Industrial Waste

Waste (both refuse and recycling) from commercial and industrial premises is currently collected and disposed of via the various Resource Centres, Resource Recovery Parks and transfer station across the region. For materials collected for recycling or treatment or disposal out of the region (e.g. paper/card or plastic film from retailers) no data is available. Many national businesses with a local presence have comprehensive waste management and recycling systems in place, for example Countdown, the Warehouse and Foodstuffs all operate waste management systems where some material is recovered and recycled (paper and cardboard), organic material (food waste) is diverted to animal feed with only residual waste disposed of at local Landfill.

2.1.1.4 Litter and Illegal Dumping

Litter bins are provided in the urban centres and popular visitors spots including nominated free camping locations throughout the Region. Litter bin collection is undertaken by contractors with some cross over with servicing of heavily used Department of Conservation (DoC) locations. There are examples of illegal dumping occurring and the relative remoteness of the Region makes it easy to find locations to dump material if businesses or households want to avoid disposal charges.

2.1.2 Waste transfer, processing and disposal

From Section 2.2 and 2.3 of the draft Waste Assessment

2.1.2.1 Transfer stations and recycling drop-off

Transfer stations, where waste can be dropped off by the public, are located at:

- Buller District: Transfer Stations at Westport, Reefton, Landfills at Karamea and Muruia.
- Grey District: McLean's Landfill and Recycling Centre with rural Resource Centres at BlackBall, Nelsons Creek and Moana.
- Westland District: Kumara, Hokitika, Ross, Harihari (all operated by EnviroWaste), Whataroa, Frans Josef, Fox Glacier and Haast Landfill (all operated by South Westland Rubbish Removal).

There are weighbridges at three transfer stations (Westport, Reefton and Hokitika) and McLean's Pit Landfill. There are small landfills at Karamea (Buller), Maruia (Buller) and Haast (Westland).

Recyclable materials are processed prior to shipping at materials recovery facilities (MRF) of varying complexity at Westport, McLean's Recycling Centre and Hokitika. Green waste is shredded at Westport, McLean's and Hokitika with material blended with biosolids at Westport and stockpiled on the other two sites.

The West Coast regional waste management system and estimated quantities for 2016 are presented in Figure 5. Facility details are provided on the following pages. Figure 5 is a screen shot from a model of the West Coast regional waste management system developed for this Waste Assessment. Figure 6 shows the locations of the sites noted above.

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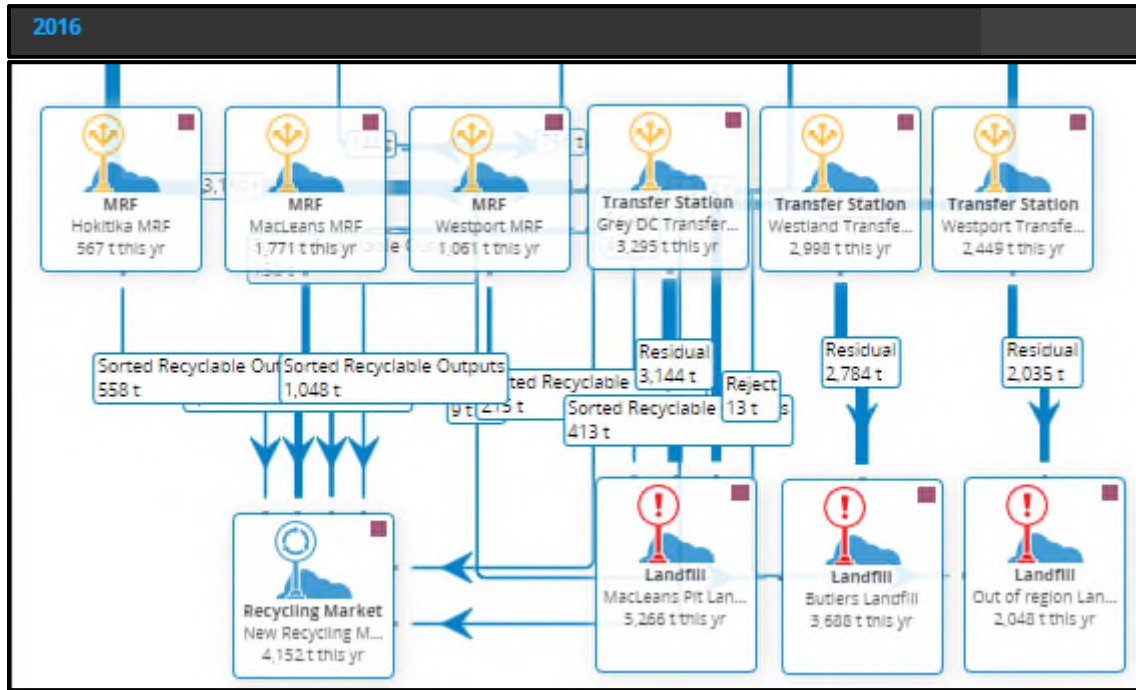


Figure 5: Waste Flow Diagram - Collection, Processing and Disposal (2015/16 figures)

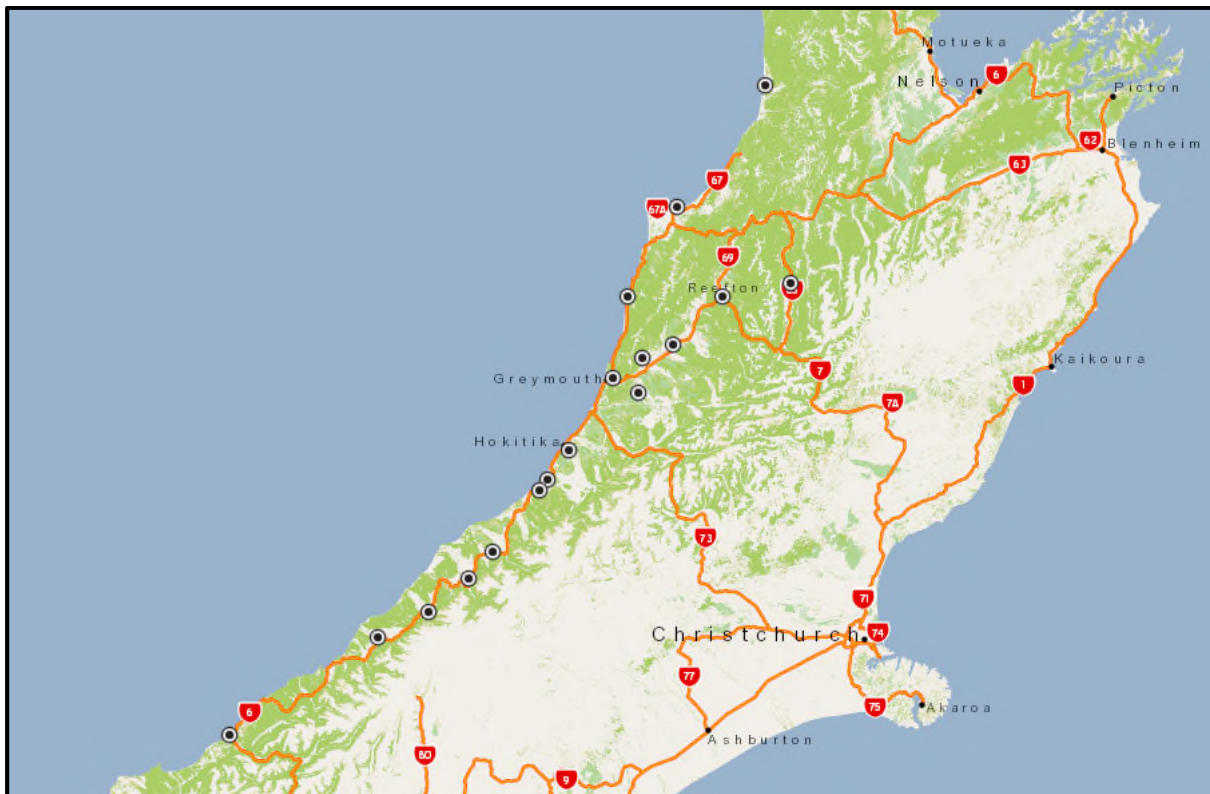


Figure 6: Transfer Stations and landfills on the West Coast¹

¹ Image built in gis.westcoast.govt.nz with locations annotated using label tool.

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Figure 7: Westport Transfer Station - Drop-off area and MRF

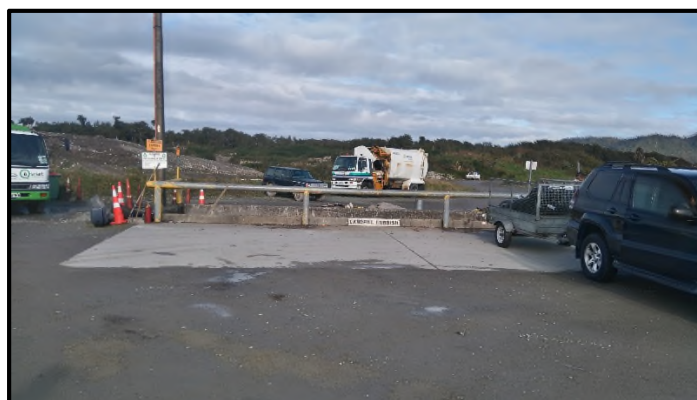


Figure 8: McLeans Pit Landfill - Public Drop-off area

2.1.2.2 Other Processing

There are no commercial composting operations of any scale in the West Coast Region. The Energy Efficiency and Conservation Authority (EECA) maintain an energy use database that provides some insight into the use of wood for energy, typically at wood processing sites. The most recent data (2011) suggests waste wood used for energy is around 20,000 T per year in the West Coast Region².

Proposed developments

At the time of writing (March 2018) there is a proposal to develop an approximately 300,000 tonnes per annum waste to energy plant in Westport. In early 2018 the proposal is working through feasibility evaluation looking at potential sources of waste (South Island and lower North Island). Funding for the proposal is still uncertain.

² In 2011 the database records approx. 364 TJ of wood energy was used by the wood processing sector in the West Coast Region. Assuming 16 GJ/T of dry wood waste suggests over 20,000 T of wood waste is used each year. $364,000 / 16 = 22,750 \text{ T/yr}$ (<https://www.eeca.govt.nz/resources-and-tools/tools/energy-end-use-database/>)

2.1.2.3 Markets for recyclable materials

Paper, plastics and cans are consolidated and processed in New Zealand (cardboard, some plastics, and colour separated glass) or exported for re-processing (some plastics, some paper, scrap metals). International markets for recyclable materials are subject to periodic uncertainty with the most recent (late 2017, early 2018) being the China's National Sword initiative that seeks to improve the quality of recyclable materials imported into China.

At the time of writing (early 2018) a number of New Zealand local authorities are advocating strongly for a container deposit scheme similar to those in place in many states in Australia. Typical proposals target beverage containers with a small refund payable on their return to approved reception point. Introduction of this type of scheme is likely to have an impact on recyclable material markets with recovery rates likely rise (increasing supply). In some cases kerbside recycling schemes are able to claim refunds for eligible materials i.e. the scheme could provide another source of revenue for kerbside recycling.

2.1.3 Landfills

The two main landfills in the West Region are McLean's Pit Landfill near Greymouth and Butlers Landfill near Hokitika. There are several smaller sites that continue to operate to avoid transporting refuse long distances. These are located near Karamea, Maruia and Haast townships.

Refuse from Westport and Reefton (transfer stations and residential collections) is transported to Nelson's York Valley Landfill.

Karamea Landfill is a small site servicing Karamea and the surrounding area.

Maruia Landfill is a small site servicing the Maruia and Springs Junction areas.

McLean's Pit Landfill will start filling a new cell in 2018.

Butlers Landfill is a relatively new site with long term capacity for waste from the northern part of Westland District.

Haast Landfill is also a relatively new site with capacity to accepted waste from southern Westland.

2.1.4 Costs for waste management

From Section 2.4 of the draft Waste Assessment

2.1.4.1 Council Funding

The 2015-25 Long Term Plans³ set the budgets for the waste management activity with provision to make amendments if required through the Annual Plan process. Funding for operations is through general rates, targeted rates and user charges (refuse bags in Buller, transfer stations across the region. Funding for capital projects is from general rates. Expenditure is dominated by payments to contractors with finance costs and internal charges also featuring. This mix of funding and expenditure is projected in the Long Term Plans to continue to 2025.

In the **Buller District** refuse collection and transfer station services attract user charges. The user charges at rural transfer stations cover the full cost of providing the service (the sites are leased to Smart Environmental). The user charges for refuse collection (via bag and sticker sales) cover the full costs of providing the service. Kerbside recycling is covered by a targeted rate. There is provision for funding maintenance activities through general rates.

³ At the time of writing (early 2018) draft 2018 - 2028 LTP were out for consultation across the region.

In the **Grey District** refuse and recycling collection in Greymouth is funded by a targeted rate. In rural areas bag based refuse collection is funded by a targeted rate (bag tags provided by Council). Transfer station operations are part funded by user charges.

In **Westland District** refuse and recycling collection is funded by a targeted rate. Transfer station operations are part funded by user charges.

Table 1 Target rates for waste management

	Target Rate 2017/18	Service provided
Buller District Council Westport/Reefton	\$121.74	User pays refuse bags, \$4.60 each 240 L bin for paper, plastics, cans, 60L glass crate
Karamea, Maruia	\$70.43	No service
Grey District Greymouth	\$271.30	120L bin for refuse, 240L bin for recycling
Rural	\$195.10	Bag tags, roadside collection
Westland Hokitika	\$294.43	120L bin for refuse, 240L bin for recycling
Rural	\$267.66	120L bin for refuse, 240L bin for recycling

2.1.4.2 User Charges

Collection and transfer station services attract user charges. The user charges at Rural Transfer stations do not cover the full cost of providing the service with the shortfall covered from the targeted rate for waste management and/or general rates. The user charges for refuse collection (via bag and sticker sales) cover the full costs of providing the service. When compared with similar areas bag prices in Buller District are relatively high, most likely reflecting the rural nature of the District. The target rates are at the higher end of those in place for similar services around New Zealand. This reflects the largely rural nature of the region and relatively high disposal costs, in turn related to relatively small scale of disposal facilities.


User charges include (2017/18 figures) include:

- Buller District Council refuse bag (60 L): \$4.30 per bag (refer to Table 2 for comparison with selected refuse bag charges around New Zealand).
- Westport and Reefton Transfer Stations charges are presented in Figure 9.
- Grey District fees and charges are presented in Figure 10.
- Westland District fees and charges are presented in Figure 11.

Table 2: Refuse bag retail costs - selected New Zealand Councils

Area	Refuse Collection	Bag Charges
Whangarei	Council – bag	\$2.80/bag
Far North	Commercial - bag	\$3.00/bag
Kaipara	Council – bag	\$3.00/bag
Palmerston North	Council – bags	\$2.60/bag
Hastings	Council – bags	\$2.40/bag

Area	Refuse Collection	Bag Charges
Horowhenua (Levin)	Council – bags	\$4.00/bag ⁴
New Plymouth	Council – bags	\$3.30/bag
Porirua, Wellington, Lower Hutt	Council – bags	\$2.50/bag



WESTPORT PRICE LIST

Purchase Official Rubbish Bags		\$4.60 each
		\$23.00 per roll of 5
Dump Official Rubbish Bags		Free of Charge
Refuse	General Rubbish	\$276.00 per tonne
Minimum Charge to	32kg	\$ 9.00
	50kg	\$13.80
	100kg	\$27.60
Light Waste	Polystyrene	\$200.00 per m3
Green Waste	Car	\$9.00 each
	Single Axle Trailer	\$10.00 each
	Tandem Axle Trailer	\$15.00 each
	Truck (Over 500kg)	\$127.50 per tonne
Recycling	Glass (Colour Sorted)	Free of Charge
	Under 5kgs (Domestic)	Free of Charge
	5kgs to 150kgs	\$5.00
	Over 150kgs	\$5.00 + 0.04c per kg
Paint	1 Litre Container	\$3.00
	2 Litre Container	\$4.00
	4 Litre Container	\$5.00
	10 or 20 Litre	\$7.00
Waste Oil	4 Litre Container	\$2.00
	20 Litre Container	\$4.00
Whiteware	Fridge/Freezer (Degassed)	\$9.00 each
	Washing Machine	\$9.00 each
Gas Bottle		\$9.00 each
Tyres	Car	\$8.50 each
	Truck	\$16.50 each
	Tractor/Loader	\$47.50 each
Wood	Treated/Untreated	\$260.00 per tonne
Scrap Steel	Free of contaminants	Free of Charge
Car Bodies	Prepared Only	\$50.00 each
Batteries	Motorbike, Car, Truck	Free of Charge

As at 1 July 2017



REEFTON PRICE LIST

Purchase Official Rubbish Bags		\$4.60 each
		\$23.00 per roll of 5
Dump Official Rubbish Bags		No Charge
Refuse/Rubbish		\$276.00 (Per Tonne)
Minimum Charge to	32kg	\$ 9.00
	50kg	\$13.80
	100kg	\$27.60
Light Waste	Polystyrene	\$200.00 per m3
Recycling	Glass (Colour Sorted)	Free of Charge
	Under 5kgs (Domestic)	Free of Charge
	5kgs to 150kgs	\$6.00
	Over 150kgs	\$6.00 + 0.05c per kg
Paint	1 Litre Container	\$3.00
	2 Litre Container	\$4.00
	4 Litre Container	\$5.00
	10 or 20 Litre	\$7.00
Waste Oil	4 Litre Container	\$2.00
	20 Litre Container	\$4.00
Whiteware	Fridge/Freezer (Degassed)	\$9.00 each
	Washing Machine	\$9.00 each
Gas Bottle		\$9.00 each
Tyres	Car	\$8.50 each
	Truck	\$16.50 each
	Tractor/Loader	\$47.50 each
Wood	Treated/Untreated	\$276.00 per tonne
Scrap Steel	Free of contaminants	Free of Charge
Car Bodies	Prepared Only	\$50.00 each
Batteries	Motorbike, Car, Truck	Free of Charge

Prices as at 1 July 2017

Figure 9: Westport and Reefton Fees and Charges

McLeans Landfill		
Refuse		
Commercial Refuse*	per tonne	\$289.00
Mixed Domestic Waste*	per tonne	\$289.00
Hardfill/Soil*	per tonne	\$289.00
TVs and ewaste*	per tonne	\$289.00
Refuse Bag with Council issued tie	per bag	Free
Refuse Bag without Council issued tie*	per bag	\$4.00
* minimum charge per weighbridge entrance (trip over weighbridge)		\$12.00
Tyres		
Car, Motorbike	per tyre	\$6.80
4WD	per tyre	\$6.80
Truck	per tyre	\$12.30
Tractor	per tyre	\$12.80
Specialist Industrial	per tyre	\$28.50
Other		
Unprepared Car Bodies	per car	\$54.70
Paint/Solvents	per litre	\$2.50

⁴ Includes \$1 per bag recycling levy - to fund kerbside recycling

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Resource Centres (Moana/Blackball/Nelson Creek)		
Refuse Bag with Council issued tie	per bag	Free
Refuse Bag without Council issued tie	per bag	\$4.00
Car Boot	per load	\$25.50
Station wagon	per load	\$38.80
Utility Vehicle/Van	per load	\$38.80
Single axle trailer	per load	\$51.00
Tandem Trailer	per load	\$83.70
Truck under 5m ³ , uncompacted general waste	per load	\$183.60
Truck under 5m ³ , compacted general waste or dense material such as building waste.	per load	\$290.70
Other		
Refuse ties	each	\$3.00

Figure 10: Grey Refuse Transfer station Fees and Charges

Hokitika Transfer Station Refuse Site Gate Fees		Hokitika Transfer Station Refuse Site Gate Fees	
General Waste		Uncompacted Green Waste	
Per tonne	\$475.00	Per Cubic Metre	\$10.00
60L bag	\$4.00	60L bag	\$0.50
Green Waste		Small Trailer /Ute (0.68m ³)	
Green Waste per tonne	\$46.00	Medium Trailer (0.91m ³)	\$6.00
60L bag Green Waste uncompacted	\$0.50	All Sites: Other Items	
Accepted Recyclable Items* <i>*Colour sorted glass will be accepted free of charge, unsorted glass will be charged at the general waste rate</i>	Free	Whiteware (Fridges must be degassed, per item)	\$10.00
Non Weighbridge Sites		Tyres (Based on average weight of 7.5kg, per item)	\$3.50
Uncompacted General Waste		Cars Prepared (Conditions apply, per item)	\$45.00
Per Cubic Metre small loads < 0.5m ³	\$65.00		
Per Cubic Metre large loads > 0.5m ³	\$95.00		
60L bag	\$4.00		
120L Wheelie Bin	\$8.00		
240L Wheelie Bin	\$16.00		
Small Trailer /Ute (0.68m ³)	\$65.00		
Medium Trailer (0.91m ³)	\$90.00		
Cage or Large Trailer (2.7m ³)	\$260.00		
Accepted Recyclable Items* <i>*Colour sorted glass will be accepted free of charge, unsorted glass will be charged at the general waste rate</i>	Free		

Figure 11: Westland Refuse Transfer station Fees and Charges

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2.2 Volume and composition of waste and diverted materials

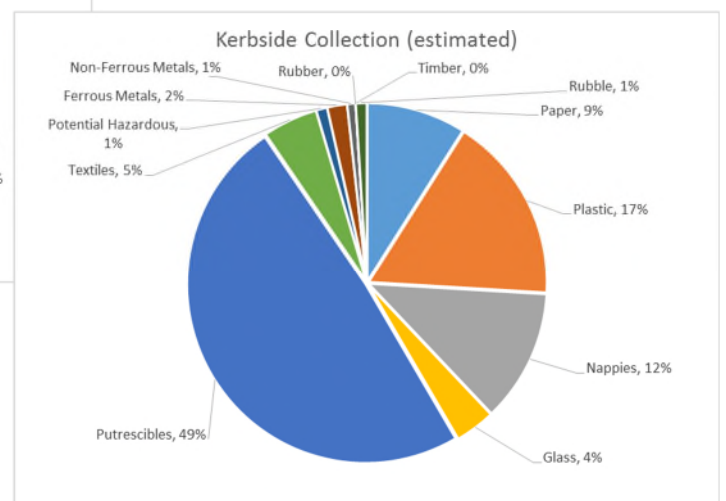
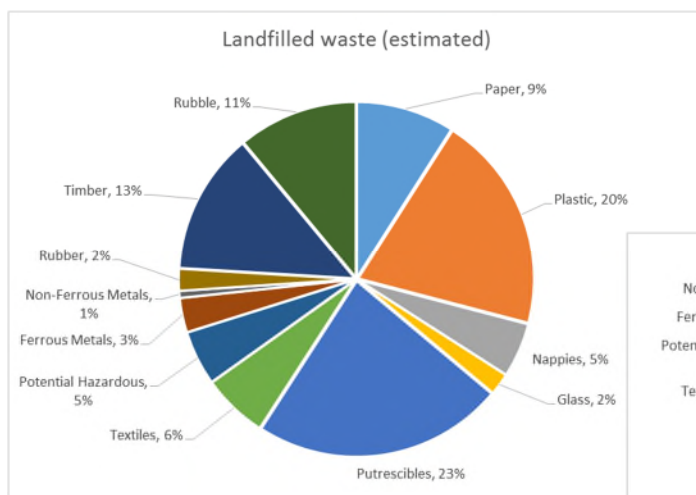
2.2.1 Waste composition

Section 3.3 of the draft Waste Assessment

Waste composition audits provide information about the make-up of a waste stream, and can help identify materials that make up large or disproportionate parts of the waste stream to target when forming waste management and minimisation strategies. The information presented is sourced from composition surveys completed in Buller and Grey Districts. The data is consistent with composition observed in similar areas in other parts of New Zealand.

Table 3 Waste composition

Primary Category	Proportion of total	
	Landfill	Collection
Paper	9%	9%
Plastic	20%	17%
Nappies	5%	12%
Glass	2%	4%
Putrescible	23%	49%
Textiles	6%	5%
Potential Hazardous	5%	1%
Ferrous Metals	3%	2%
Non-Ferrous Metals	1%	1%
Rubber	2%	0%
Timber	13%	0%
Rubble	11%	1%
TOTAL	100%	100%



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Figure 12 Estimate refuse Composition

Material taken directly to landfill or transfer station (self haul) material tends to have a larger proportion of bulky items (timber, rubble) and the putrescible fraction has a higher proportion of garden rather than food waste. This is reflected in the data presented here.

2.2.2 Kerbside and self haul waste quantities

Section 3.4 of the draft Waste Assessment

2.2.2.1 Kerbside Waste Quantities

Table 4 provides a summary of materials collected from the kerbside across the West Coast Region.

Table 4 Kerbside waste quantities

	2012	2013	2014	2015	2016
Buller Kerbside Refuse Collection	1,829	1,500	1,370	1,261	1,204
Buller recycle collection	-	600	631	599	622
Recycling Rate (%)	0%	29%	32%	32%	34%
Grey Kerbside Refuse Collection	2,383	1,912	2,137	2,006	2,071
Grey recycle collection	-	-	201	888	782
Recycling Rate (%)	0%	0%	9%	31%	27%
Westland Kerbside Refuse Collection	-	-	-	897	897
Westland recycle collection	-	-	-	285	303
Recycling Rate (%)				24%	25%
Total kerbside refuse	4,212	3,412	3,507	4,164	4,172
Total kerbside recycling	-	600	832	1,772	1,707
Recycling Rate (% , West Coast)		15%	19%	30%	29%

2.2.2.2 Waste quantities at Refuse Transfer Stations and Landfill

In the **Buller District** waste in Karamea and Maruia is disposed of at small local landfills. Refuse from the rest of the District is consolidated before transport to Nelson for disposal at the York Valley Landfill. Materials are captured for recycling and transported with kerbside recyclable materials to Nelson.

In the **Grey District** all waste is disposed of at McLean's Landfill near Greymouth. There are Resource Centres at Blackball, Moana and Nelson Creek. Materials are captured for disposal and recycling at each site.

In the **Westland District** waste is disposed of at Butlers Landfill near Hokitika or Haast Landfill. There are transfer station stations at Kumara, Hokitika, Ross, Harihari, Whataroa, Franz Josef and Fox Glacier. A range of materials are captured for recycling at each site including metals, glass, paint, used oil, whiteware and green waste.

Table 5 summarises the quantity of materials managed through the region's transfer stations and landfills.

Table 5: West Coast Region - Estimated Waste Quantities via transfer stations or direct to landfill⁵

	2012	2013	2014	2015	2016
Refuse to Karamea and Maruia	67	111	78	105	89
Refuse to Westport and Reefton transfer stations	1,219	1,000	913	841	803
Recycle at Buller transfer stations	378	618	630	618	792
Total waste to transfer stations and landfill	1,664	1,729	1,621	1,564	1,684
Recycling rate (%)	23%	36%	39%	40%	47%
Refuse to McLeans Landfill	4,273	3,813	3,766	4,092	3,093
Recycle at transfer stations	664	680	877	1,148	1,216
Total waste to transfer stations and landfill	4,937	4,493	4,643	5,240	4,309
Recycling rate (%)	13%	15%	19%	22%	28%
Refuse to Haast (estimate)	100	100	100	100	100
Refuse to Butlers Landfill	-	-	-	2,840	2,783
Recycle at transfer stations	-	-	-	622	478
Total waste to transfer stations and landfill	100	100	100	3,562	3,361
Recycling rate (%)	0%	0%	0%	17%	14%
Recycling rate (% , West Coast)	18%	26%	31%	30%	27%
Total waste landfilled (collections and via transfer stations)	9,871	8,436	8,364	12,142	11,039
Total waste recycled	1,042	2,099	3,026	4,054	4,214
Recycling rate (% , West Coast)	10%	20%	27%	25%	28%

2.2.2.3 Unquantified Waste

There are several waste streams that are known to exist but are difficult to quantify. Examples include rural waste managed on farms, materials captured as part of commercial activity (e.g. scrap metal, industrial by-products, commercial recycling) and waste materials managed within manufacturing operations (e.g. biosolids from food processing operations applied to land, coal cleaning residues). This means that both waste disposed to landfill and waste diverted/recovered are likely to be underestimated.

There is an increasing level of interest in rural waste across New Zealand. As the rural sector considers the implications of current waste management approaches it is likely that increasing quantities of materials from farming activities will enter the three Council's system, either via the transfer station network or through commercial on-farm collections.

2.2.3 Collection and drop-off system performance

From Section 3.5 of the draft Waste Assessment

⁵ Data sourced from waste collection and transfer station contract reporting.

Combining the waste composition data with data on the quantity of waste disposed of to landfill and recycled provides a basis for determining the capture of various materials 'available' in the waste stream⁶. A summary assessment drawing on estimated quantities and composition is presented in Table 6.

Table 6: West Coast Region Waste Management System Performance

	Bags/Bins		General		Regional Recovery	
	Composition	Tonnes/yr	Composition	Tonnes/yr	Tonnes/yr	Recovery %
Total	100.0%	4,172	100.0%	6,867	4,214	27.6%
Paper	13.8%	575	10.2%	699	2,098	62.2%
Plastic	20.3%	848	21.3%	1,463	508	18.0%
Organics⁷	49.0%	2,045	11.2%	766	744	20.9%
Ferrous⁸	1.8%	75	3.1%	216	251	46.3%
Non Ferrous⁸	0.8%	32	0.6%	44	142	65.2%
Glass⁷	3.7%	153	1.2%	84	473	66.7%
Timber⁹	2.8%	118	14.8%	1,017	-	0.0%
Other	7.8%	326	37.5%	2,578	-	0.0%

The available data suggests there are opportunities to capture additional recyclable material through the transfer stations and kerbside collections including organic material, timber, metals, paper, plastics and glass. Specifically:

- While **paper/cardboard** recovery is reasonable it should be possible to increase the capture of paper and cardboard at both kerbside and transfer stations.
- **Plastic** recovery is low, again it should be possible to increase the capture of materials at both kerbside and transfer stations.
- **Organic** waste recovery is relatively low and there is a significant amount of material that could be targeted.
- **Metals** recovery is difficult to accurately estimate, further detail is required.
- **Glass** recovery is at a good level particularly given low recovery in Westland.

As noted in Table 5, recovery via landfill and transfer stations across the West Coast is around 27 %. Buller is achieving well over 40%, supported by green waste diversion. Grey is achieving 28% and Westland a lower rate of around 14%.

There are other materials present in the waste stream that require careful management to avoid negative impacts. These include:

- Hazardous waste (chemicals, e-waste, used oil, asbestos).
- Difficult or special waste (tyres, bulk waste, dead animals).
- General waste (household and commercial waste).

⁶ From Table 3, Table 4 and Table 5.

⁷ This figure includes a conservative estimate of material captured at McLean's i.e. recovery T and % are underestimates.

⁸ This figure does not include materials handled by scrap metal dealers i.e. recovery T and % are underestimates.

⁹ No West Coast specific data, some material captured at transfer stations.

Waste from certain sources can also present challenges or opportunities and is worthy of consideration. Examples include:

- **Rural waste** - waste from the business of farming including agricultural plastics (wrap and chemical containers), unwanted chemicals, timber and machinery (including maintenance related waste like used oil).
- Waste from **major processing sites** - examples include waste treatment residuals (for example sludge), packaging (pallet wrap, broken pallets) and containers (cleaners, ingredients, maintenance products).

2.3 Summary of district-specific issues

2.3.1 Waste Infrastructure - Issues Identified (Section 2.5 of the Waste Assessment)

In collating and considering information about the delivery of waste services in the West Coast Region a number of issues were identified. These issues represent challenges in delivering effective services and achieving the aims of the NZ Waste Strategy - reducing environmental harm and maximising resource efficiency. In many cases the issues also present opportunities for Councils, the community and/or the private sector to improve waste minimisation and management in the Region.

The issues identified include:

- Transfer stations - there are variable services across the region.
- There is a lack of consistency in services for visitors to the Region.
- There are 3 Materials Recovery Facilities (MRF) in the Region sorting similar materials.
- The two major landfills in the Region are close to each other.
- Costs are relatively high, but likely reasonable in light of scale and transport distances.
- There are limited services for commercial and construction waste with limited information available regarding diversion activity focussed on these waste streams.
- Lack of collections for glass in Westland and issues with glass contamination in Grey.

2.3.2 Waste data - issues and constraints (Section 3.6 of the Waste Assessment)

While there is some information available about the quantity and composition of waste generated in the West Coast Region the data is incomplete. The available data needs to be interpreted considering that:

- There is a mix of volume based estimates and measured weights.
- The source of waste is not always clear.
- There is limited data on coverage, set out rate or participation rates for kerbside collection.
- The data regarding quantity of waste collected or processed is not complete. For example:
 - The quantity of waste collected from commercial premises for recycling has not been quantified
 - The quantity of waste generated on rural properties and processed or disposed on site has not been quantified.

There are by-laws in place (refer Section 3) that provides for collection of data on collection services including quantities of material collected, destination for disposal or processing and coverage, set out and participation rates. Implementation of the by-law in close consultation with collection and processing companies operating in the West Coast Region will improve the availability and quality of data available.

There is also potential to improve the reporting of waste materials handled by contractors on behalf of the Councils. Reporting on activity as part of contract obligations should include appropriately detailed reporting on waste source, quantity and destination.

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3 Policies, plans and regulation

3.1 Summary of guiding policies, plans and legislation that affect the WMMP

There is wide a range of statutory documents and associated policy that impacts on waste minimisation and management in the West Coast Region. These are summarised in Table 7, further detail is provided in the West Coast Regional Waste Assessment (2018).

Table 7 Selected Relevant Policy for waste in West Coast Region (Table 1 from the WA)

National	Regional	Local
Waste Minimisation Act 2008	West Coast Regional Policy Statement	Long Term Plans 2015-2025
NZ Waste Strategy 2010	West Coast Regional Air Quality Plan	District Plans
Resource Management Act 1991	West Coast Regional Coastal Plan	Bylaws
Local Government Act 2002	West Coast Regional Land and Water Plan	Asset Management Plans
Climate Change Response Act 2002	Regional Waste Strategy for the West Coast	Solid waste management policies and plans
Health Act 1956	West Coast Visitor Waste Management Strategy	
NZ Emissions Trading Scheme		

3.2 Statutory requirements

A WMMP must contain a summary of Council's objectives, policies and targets for waste management and minimisation. The plan should clearly communicate how each Council will deliver on these objectives.

Section 43 of the WMA states that a WMMP must provide for:

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

A WMMP must have regard to the waste hierarchy, the New Zealand Waste Strategy, and the most recent Waste Assessment.

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4 Vision, goals, objectives and targets

4.1 Background

The preparation of this Waste Assessment has included review of the Vision - Goals Objectives framework set out in the previous Waste Minimisation and Management Plan. The relationship between Vision, Goals and Objectives is illustrated in Figure 13¹⁰ and defined in Table 8¹⁰.

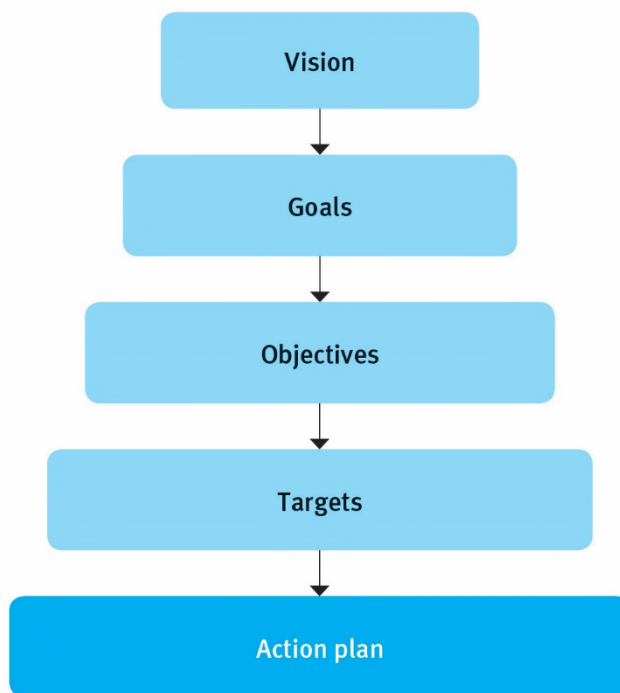


Figure 13: Vision, goals, objectives and targets

Table 8 provides definitions for vision, goals, objectives and targets.

Table 8: Definitions for vision, goals, objectives and targets (adapted from MfE 2015)

Vision	The aspirational outcome for the West Coast Region - providing an overall direction and focus.
Goal	What the Councils want to achieve through the WMMP. The goal is not aspirational; it is achievable. It is a major step in achieving Council’s vision for the WMMP.
Objective	The specific strategies and policies to support the achievement of the goals. Objectives are ‘SMART’ (specific, measurable, achievable, relevant and timely).
Target	A clear and measurable way to determine how well the Council is achieving its goals. Targets should also be SMART.

¹⁰ Sourced from Waste Assessments and Waste Management and Minimisation Planning – A Guide for Territorial Authorities, MfE 2015.

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4.2 Vision, goals, objectives and targets

The vision for waste minimisation and management in the West Coast Region is¹¹:

To deliver community benefits and reduce waste. West Coast businesses and households will be provided with efficient and effective waste minimisation and management services.

The goals for waste minimisation and management in the West Coast Region are to:

- 1 Avoid and reduce waste where we can
- 2 Manage waste responsibly
- 3 Maximise community benefit

The objectives for waste minimisation and management in the West Coast Region are:

- 1 To avoid creating waste
- 2 To make it easy to recycle
- 3 To ensure visitors, households and businesses have access to safe disposal of residual waste
- 4 To reduce illegal dumping and litter
- 5 To create opportunities for West Coast - community partnerships, jobs, innovation and efficient business
- 6 To improve community understanding of issues and opportunities for waste management on the West Coast.
- 7 Councils work with others to improve waste minimisation and management in New Zealand.

Table 9 provides a summary of the Vision - Goals and Objectives presented above and associated targets for waste minimisation and management in the West Coast Region.

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¹¹ This vision has been developed in workshops with Councillors and staff from the three District councils.

Table 9: Vision - Goals - Objectives - Targets

Vision:	<i>To deliver community benefits and reduce waste. West Coast businesses and households will be provided with efficient and effective waste minimisation and management services.</i>	
Objective	Relevant Goal(s)	Target(s)
1. To avoid creating waste	<ul style="list-style-type: none"> 1. Avoid and reduce waste where we can. 3. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services. 	<ul style="list-style-type: none"> 1.1 To maintain or reduce the total quantity of waste disposed of to landfill from the West Coast on a per capita basis. The current figure is 340 kg per person. Waste disposed to landfill < 300 kg per person each year
2. To make it easy to recycle	<ul style="list-style-type: none"> 1. Avoid and reduce waste where we can. 2. Manage waste responsibly - make it easy to recycle and safely dispose of the materials that can't be recycled. 3. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services. 	<ul style="list-style-type: none"> 2.1 Increase in the proportion of material captured for recycling at kerbside and transfer stations. The current figures are 29% and 27% respectively. Kerbside recycling > 35% by 2025 Recycling at Refuse Transfer stations > 50% by 2025 2.2 Establish simple and effective recycling services for visitors to the West Coast Region Establish XX refuse and recycling depots at key visitor locations on the West Coast by XXXX. Pilot with 2 facilities in Buller District followed by the remainder of the Region.
3. To ensure visitors, households and businesses have access to safe disposal of residual waste	<ul style="list-style-type: none"> 2. Manage waste responsibly - make it easy to recycle and safely dispose of the materials that can't be recycled. 3. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services. 	<ul style="list-style-type: none"> 3.1 Satisfaction with kerbside refuse and transfer station services. . Resident and visitor satisfaction > 85% Establish XX refuse and recycling depots at key visitor locations on the West Coast by XXXX

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Vision:	<i>To deliver community benefits and reduce waste. West Coast businesses and households will be provided with efficient and effective waste minimisation and management services.</i>	
Objective	Relevant Goal(s)	Target(s)
4. To reduce illegal dumping and litter	2. Manage waste responsibly - make it easy to recycle and safely dispose of the materials that can't be recycled.	4.1 Reduction in illegal dumping incidents and quantity of material illegally dumped in the West Coast Region. (Refer also establishing refuse recycle and waste stations) Quantity of illegally dumped waste < 2016/17 figure The number of illegal dumping incidents is < 2016/17 figure.
5. To create opportunities for West Coast - community partnerships, jobs, innovation and efficient business	3. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services.	5.1 To publish a summary of available data on waste generation and management with each annual report. Summary data published in Annual Report To create a grant scheme to support new initiatives to reduce waste
6. To improve community understanding of issues and opportunities for waste management on the West Coast.	1. Avoid and reduce waste where we can. 2. Manage waste responsibly - make it easy to recycle and safely dispose of the materials that can't be recycled. 3. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services.	6.1 Schools programmes supported by Council Support the Enviroschools programme each year. 6.2 Council (or contractors) promote waste minimisation at events in the Region. Councils promote waste minimisation at > five events in the Region each year. 6.3 Inform and support West Coast residents and businesses on waste minimisation opportunities. Information made available and regularly updated on Council websites.
7. Councils work with others to improve waste minimisation and management in New Zealand.	1. Avoid and reduce waste where we can. 3. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services.	7.1 Work with others to influence national policy and action on waste minimisation and management

4.3 Council's intended role

(Section 6.3 of the Waste Assessment)

Councils will continue to adopt a mixed user pays, general rate and targeted funded approach to delivery of waste transfer and disposal services in their District. Where there are services with a public good component Councils will provide funding in whole or in part. Examples include kerbside recycling, rural transfer stations, servicing of litter bins, cleaning up illegal dumping, and the management of closed landfills.

Councils will continue to own and support the operation of some key infrastructure for waste minimisation and management in each District. This includes the transfer station network, Materials Recovery Facilities and landfills (Karamea, Maruia, McLean's, Butlers and Haast).

Councils will provide information on waste minimisation and management to the households and businesses and make staff available for education purposes. Councils will also work closely with other promoters of effective waste minimisation and management including the West Coast Regional Council and the WasteMINZ Behaviour Change Sector Group.

Councils recognise that many local waste management issues are more effectively managed through coordinated activity at a national level. Councils will collaborate with central government, local government organisations, non government organisations (NGO) and other key stakeholders to progress national activity on resource efficiency and waste management issues. This may include advocating for product stewardship schemes for challenging waste streams (e-waste, tyres, packaging, rural waste), highlighting the role of other national policy including application of the waste levy and regulation of waste management activity.

4.4 Protecting public health

Waste, particularly putrescible and hazardous waste, has the potential to be detrimental to health. Therefore, a key objective of any waste minimisation and management system is to protect public health. The risk of public health impacts can be significantly reduced by avoiding, where possible, and carefully managing, where not, contact with waste. In practice this means:

- Containing waste effectively, including:
 - Providing appropriate containers at point of generation e.g. workspace, kitchen, etc.
 - Providing appropriate containers for storing waste prior to collection - these may be reusable (wheelie bins) or single use (rubbish bags).
 - Providing dedicated public drop of areas at transfer stations and landfills.
 - Regular collection and disposal.
 - Suitable collection and transport vehicles.
 - Disposal at well constructed and operated landfills including provision of appropriate barrier systems such as base liner and adequate daily, intermediate and final cover.
- Excluding as far as possible vermin¹² that may spread waste or associated contaminants.

The measures proposed in the WMMP have been developed with public health objectives at the forefront.

¹² For example rodents, other stray animals, insects (flies, wasps).

5 Options for achieving effective and efficient waste management and minimisation

(Based on Section 7 of the Waste Assessment - for the Draft WMMP only)

5.1 Introduction

Section 51 of the WMA requires that a Waste Assessment contain a statement of options available to meet the forecast demands of the district with an assessment of the suitability of each option.

This section summarises the identification and evaluation of options to meet the forecast demands of the district and to meet the goals set out in Section 4. The preferred options from this assessment will be incorporated into the WMMP as methods and feature in the Action Plan.

For the West Coast Region the total quantity of waste generated is forecast to increase over the life of this plan in line with population and economic activity. Infrastructure planning needs to take account of this growth.

The available data suggests that there is potential to increase the diversion of material from the current estimate of almost 30% across the waste management system. There are also ongoing issues with illegal dumping, challenges with obtaining robust data on waste and recycling activity and the potential for increasing quantities of materials entering the waste stream from rural properties. The focus of option identification and evaluation has been addressing these issues alongside meeting forecast demands.

5.2 Identifying options

There are a wide range of approaches to providing waste minimisation and management services and programmes that could be adopted in the West Coast Region. A useful way to consider options is the model set out in Figure 14. Simply put, effective waste minimisation and management relies on a combination of infrastructure (including collection), education/information and regulation or policy. These are supported by having the right data to inform strategic and operational decision making.

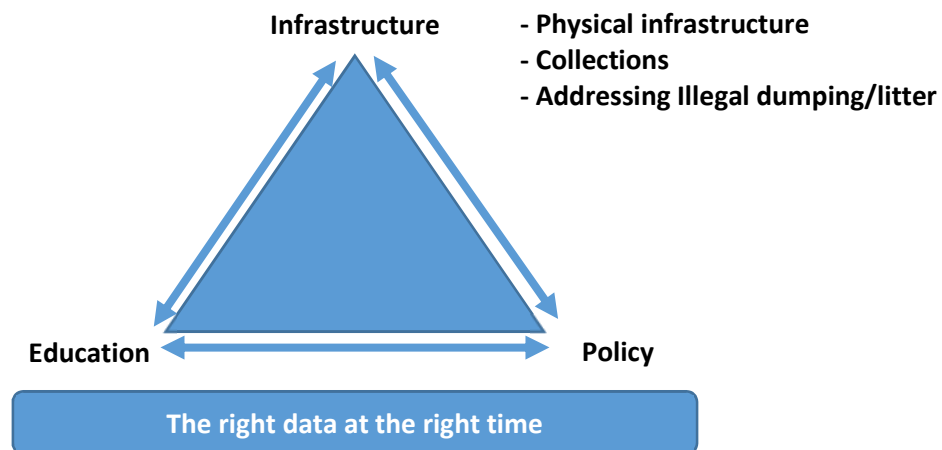


Figure 14: Effective Waste Minimisation and Management

For this waste assessment options have been identified by considering key challenges for waste minimisation and management in the West Coast Region (Refer Section 2.3), referencing approaches

adopted elsewhere and looking for new solutions where appropriate. Options have also been considered with reference to the current recovery rates of key materials¹³ (see Section 2.2.3).

Based on the model set out in Figure 14 options considered can be grouped as follows.

Infrastructure

- Providing **collection** services - collection of waste, recyclable materials (at kerbside or transfer station), organic waste and/or bulky items, litter bins;
- Providing **physical infrastructure** - fixed location or mobile drop off facilities, waste sorting, waste processing and/or disposal facilities;
- **Managing the negative impacts of waste** - litter/illegal dumping clean-up, closed landfills

Education

- Changing behaviour - **education** programmes targeting schools, businesses and/or households
- Support infrastructure - **information** on how to use collection and drop-off services to maximise recovery and maintain the quality of recovered materials (to maximise their value).
- Contributing to national education/information programmes.

Policy

- Implementation of licensing provisions in the existing by-law (funding, service level, litter, data provision).
- Data collection via licensing of waste operators (as above).
- Targeted data collection, for example waste surveys.
- Making information on waste issues and opportunities available.
- Grant co-funding for projects that deliver on the goals and objectives for waste minimisation and management.
- Working with Councils and other stakeholders to progress national debate on waste issues and policy.

These options focus on the priority waste streams identified through the review of the current situation in Section 2.2.3 and summarised in Table 10.

Table 10: Priority wastes and waste sources

Recyclable materials	Other materials requiring active management include:	Waste sources
• Visitor's waste	• Hazardous waste	• Rural waste
• Organic Waste	• Difficult or special waste	• Industrial processing
• Glass	• General waste	
• Paper/Cardboard	• E-waste	
• Plastics		
• Timber		

5.3 Options for the future

(From Section 7.4 of the Waste Assessment)

¹³ Key materials include paper/card, plastics, glass, organic waste, metals, glass and timber

Based on the analysis and discussion presented in the Waste Assessment (Appendix A) the following options should be included in an action plan for the West Coast Region Waste Minimisation and Management Plan.

Infrastructure actions

- **Investigate and maintain a watch** on wheelie bin based user pays technology for refuse collection.
- **Investigate** a transition to two stream (co-mingle recyclables + separate glass) for kerbside recycling services across the Region.
- **Investigate**¹⁴ a periodic garden waste collection service (most likely combined with a bulky waste collection service).
- **Investigate**¹⁴ optimising services for bulky household waste including the role of the regional transfer station network and potential bulky waste collections (scheduled for all households or on demand).
- **Implement** recycle/waste stations at tourism hotspots across the West Coast - trail the approach in Buller District (North Beach, Punakaiki) and then roll out to other locations.
- **Investigate/Trial**¹⁵ dry waste (construction waste, commercial waste) sorting including the use of charging to incentivise semi-sorted loads at key transfer stations
- **Implement** processing of shredded green waste and sludge in Greymouth, Hokitika (and potentially Reefton)
- **Investigate** consolidating MRF operations and options for glass (local processing and beneficial use)
- **Investigate** combining Grey and northern Westland District refuse disposal in the medium term (as cells at Butlers and/or McLean's Landfills are completed).
- **Maintain a watch** on the proposal Westport waste to energy proposal.

Education actions

- Continue to update and maintain information on waste and recycling collection and drop off services in the West Coast Region on Council websites and information for visitors.
- Disseminate information on waste minimisation and management to all residents (including holiday makers/temporary residents) including national programmes like Love Food Hate Waste.
- Maintaining school education programme, support existing environmental education activities for schools, homes and businesses.

Policy Actions

- **Develop criteria** for making grants available from Council's allocation of Waste Levy funds. Provisionally criteria will be based on contribution to the Vision, Goals and Objectives for waste minimisation and management with consideration of co-funding. Applications for funding should also be assessed for their ability to deliver the promised benefits i.e. due diligence on organisation capability, governance and accountability.
- Develop a regional solid waste bylaw and associated implementation plan targeting implementation of a licencing regime in 2019.

¹⁴ Detailed analysis of options considering cost of service, diversion of materials, fairness/equity, safety and protection of the environment (illegal dumping).

¹⁵ Look at Westport, Reefton, McLeans and Hokitika transfer stations, detailed analysis of options considering cost of service, diversion of materials, fairness/equity, safety and protection of the environment (illegal dumping).

- Continue to report on progress against the targets in the WMMP in Annual Reports.
- Collaborate with central government, local government organisations, non government organisations (NGO) and other key stakeholders to progress national activity on waste minimisation and management policy¹⁶.
- Continue to actively address illegal dumping activity including where possible identifying perpetrators and if required undertaking clean-up activity.

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¹⁶ Including policy and analysis relating to tourism waste

6 Funding the plan

6.1 Plan implementation funding

The funding of the implementation of this Waste Minimisation and Management Plan will come from user charges, rate payer funds and levy payments returned to the Council.

User charges will fund kerbside refuse collection (in Buller, to be consider using RfID technology in Grey and Westland), disposal of materials at landfill and the disposal or management of materials at Transfer Stations.

Ratepayer funds will provide public good focussed services. Examples include kerbside recycling collection, tourist hot spot recycle/waste stations, supporting transfer station operations where user charges are not adequate to cover the full cost of operation, illegal dumping clean-ups, litter bin servicing, licensing implementation, education activities and reporting on plan implementation.

Levy payments will fund XXXX i.e. activities that promote or achieve the Goals and Objectives of this Waste Minimisation and Management Plan.

Details of funding sources, quantities and allocation can be found in each Council's Long Term Plan and Annual Plan updates to the Long Term Plan.

6.2 Grants and advances of monies

As part of the implementation of the Waste Minimisation and Management Plan Council will develop criteria for making grants available from Council's allocation of Waste Levy funds. The amount of money available for grants will be determined as part of the Annual Plan process but is expected to be in the order of 15% of the levy funding received by Council.

Criteria will be based on the funded activities contribution to promoting and achieving the Vision, Goals and Objectives for waste minimisation and management. Activities with co-funding will be preferred with Council expecting 50% or more contribution from partners other than council.

Applications for funding will also be assessed for their ability to deliver the promised benefits. Specific areas for assessment will include organisation capability to deliver the project, governance arrangements, accountability and track record in delivering similar projects.

6.3 Waste minimisation levy expenditure

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7 Monitoring, evaluating and reporting progress

This Waste Minimisation and Management Plan will only have an impact in the West Coast Region if appropriate action is taken to achieve the Vision - Goals - Objectives. The Targets (Section 4.2) provide high level measures of progress. Monitoring, evaluation and reporting will focus on gathering data to assess progress against these targets.

7.1 Monitoring and evaluation

The assessment of the current situation highlighted gaps in information about waste generation, collection, processing and management in the West Coast Region. In some cases information exists but is not available to council¹⁷ while in others data is not currently available¹⁸.

Progress in achieving the Vision - Goals - Objectives of this Waste Minimisation and Management Plan will be monitored by collecting the data outlined in Table 11.

Table 11: Data source and description

Data Source	Information	Comment
Council contractors	Illegal dumping Litter (bins, clean-up) Kerbside refuse Kerbside recycling Transfer station refuse Transfer station recycling/recover Recycling station recycling Landfill refuse	Contract reporting
Other collectors	Kerbside/Business refuse	By-law data requirements
Waste processor	Materials processed	By-law data requirements
Council contact database	Illegal dumping incidents	
Customer Surveys	Residents satisfaction	
Council Activity Reporting (Annual Report)	By-law implementation (licensing) Data summary	
Targeted data collection	Solid Waste Analysis Protocol Surveys (waste composition) Kerbside collection surveys (participation, set out rates) Recycling contamination survey	Contract requirement or targeted survey

Some of the activities in the Action Plan are focussed on securing the information noted in Table 11. For example ongoing implementation of licensing (based on the existing by-laws) and improving reporting under existing and future council contracts.

Evaluation of the data collected will focus on measuring progress against the targets set out in Section 4.2. The periodic review of the Action Plan (see Section 8 of the Action Plan) will consider how effective the actions underway or completed have been in achieving the Vision - Goals - Objectives of this Plan.

¹⁷ For example regarding private sector collection services.

¹⁸ For example regarding the number of households participating in the kerbside recycling collection service.

7.2 Reporting

Progress on implementing this Waste Minimisation and Management Plan will be reporting in the each of the Council's Annual Reports each year. Reporting will note current performance against the targets based on available information. In the early stages of the Plan implementation it is likely that there will be significant gaps in the available data limited Council's ability to quantify progress.

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Part B – Action Plan

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8 Introduction

This Action Plan sets out the programme of action for achieving the Vision - Goals - Objectives and targets of the Waste Minimisation and Management Plan, as described in Part A – Strategy (Section 4), and should be considered in conjunction with the full Waste Minimisation and Management Plan.

This Action Plan covers the full life (six years) of the Waste Minimisation and Management Plan but provides more detail for years one and two. The Action plan sets out actions with operational and financial implications for each Council.

Consistent with each Council’s operational planning obligations under the Local Government Act 2002 activities set out in this Action Plan will need to be reflected in the relevant Long Term Plan and Annual Plan¹⁹. This means the plan should be reviewed as part of the annual planning process (with a focus on 12-18 months of future activity) and Long Term Planning process (with a focus on a 3-5 year horizon).

The operational planning and funding implications of the activities set out in this Action Plan are noted in the Action Planning tables.

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¹⁹ Currently 2018-2028 Long Term Plan and 2017/18 Annual Plan

9 Funding structure [see also Part A, section 6]

(Repeating Section 6)

9.1 Plan implementation funding

The funding of the implementation of this Waste Minimisation and Management Plan will come from user charges, rate payer funds and levy payments returned to the Council.

User charges will fund kerbside refuse collection (in Buller, to be consider using RfID technology in Grey and Westland), disposal of materials at landfill and the disposal or management of materials at Transfer Stations.

Ratepayer funds will provide public good focussed services. Examples include kerbside recycling collection, tourist hot spot recycle/waste stations, supporting transfer station operations where user charges are not adequate to cover the full cost of operation, illegal dumping clean-ups, litter bin servicing, licensing implementation, education activities and reporting on plan implementation.

Levy payments will fund XXXX i.e. activities that promote or achieve the Goals and Objectives of this Waste Minimisation and Management Plan.

Details of funding sources, quantities and allocation can be found in each Council's Long Term Plan and Annual Plan updates to the Long Term Plan.

9.2 Grants and advances of monies

As part of the implementation of the Waste Minimisation and Management Plan Council will develop criteria for making grants available from Council's allocation of Waste Levy funds. The amount of money available for grants will be determined as part of the Annual Plan process but is expected to be in the order of 15% of the levy funding received by Council.

Criteria will be based on the funded activities contribution to promoting and achieving the Vision, Goals and Objectives for waste minimisation and management. Activities with co-funding will be preferred with Council expecting 50% or more contribution from partners other than council.

Applications for funding will also be assessed for their ability to deliver the promised benefits. Specific areas for assessment will include organisation capability to deliver the project, governance arrangements, accountability and track record in delivering similar projects.

9.3 Waste minimisation levy expenditure

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10 Targets and measurement

The Targets set out in Section 4.2 of Part A of this Waste Minimisation and Management Plan provide a high level measure of progress. Monitoring, evaluation and reporting will focus on gathering data to assess progress against these targets, inform refinement of existing actions and development of future actions.

Progress in achieving the Vision - Goals - Objectives of this Waste Minimisation and Management Plan will be monitored by collecting the data outlined in Table 12 (repeating Table 11 from Section 7 Monitoring, evaluating and reporting progress).

Table 12: Data source and description

Data Source	Information	Comment
Council contractors	Illegal dumping Litter (bins, clean-up) Kerbside refuse Kerbside recycling Transfer station refuse Transfer station recycling/recover Recycling station recycling Landfill refuse	Contract reporting
Other collectors	Kerbside/Business refuse	By-law data requirements
Waste processor	Materials processed	By-law data requirements
Council contact database	Illegal dumping incidents	
Customer Surveys	Residents satisfaction	
Council Activity Reporting (Annual Report)	By-law implementation (licensing) Data summary	
Targeted data collection	Solid Waste Analysis Protocol Surveys (waste composition) Kerbside collection surveys (participation, set out rates) Recycling contamination survey	Contract requirement or targeted survey

Some of the activities in this Action Plan are focussed on securing the information noted in Table 12. For example ongoing implementation of licensing (based on the existing by-law) and improving reporting under existing and future council contracts.

Periodic review of the Action Plan (see Section 8 of the Action Plan) will consider how effective the actions underway or completed have been in achieving the Vision - Goals - Objectives of this Plan. Table 13 links Targets to measures noted in Table 12. Table 14 provides definitions for key measures.

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Table 13: Measuring progress against targets

Target	Measure
1.1 To maintain or reduce the total quantity of waste disposed of to landfill from the West Coast on a per capita basis. The current figure is approximately 340 kg per person. Waste disposed of to landfill < 300 kg per person each year	T of waste disposed of to landfill per capita
2.1 Increase in the proportion of material captured for recycling at kerbside and transfer stations. The current figures are 29% and 27% respectively. Kerbside recycling > 35% by 2025, Recycling at Refuse Transfer stations > 50% by 2025	% of waste recycled per year
2.2 Establish simple and effective recycling services for visitors to the West Coast Region Establish XX refuse and recycling depots at key visitor locations on the West Coast by XXXX	
3.1 Satisfaction with kerbside refuse and transfer station services. . Resident and visitor satisfaction > 85% Establish XX refuse and recycling depots at key visitor locations on the West Coast by XXXX. Pilot with 2 facilities in Buller District followed by the remainder of the Region.	Residents satisfaction survey results Number of refuse and recycling depots established.
4.1 Reduction in illegal dumping incidents and quantity of material illegally dumped in the West Coast Region. (Refer also establishing refuse recycle and waste stations) Quantity of illegally dumped waste < 2016/17 figure The number of illegal dumping incidents is < 2016/17 figure.	Number of incidents and quantity of illegally dumped material
5.1 To publish a summary of available data on waste generation and management with each annual report. Summary data published in Annual Report To create a grant scheme to support new initiatives to reduce waste	Summary reporting on Waste Minimisation and Management Plan in each Annual Report. Grant applications invited.
6.1 Schools programmes delivered by Council Support the Enviroschools programme each year.	Number of school in education programmes
6.2 Council (or contractors) promote waste minimisation at events in the Region. Councils promote waste minimisation at > five events in the Region each year.	Number of events with waste minimisation plans and reporting.
6.3 Inform and support West Coast residents and businesses on waste minimisation opportunities. Information made available and regularly updated on Council websites.	Information available to residents and business.
7.1 Work with others to influence national policy and action on waste minimisation and management	

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Table 14: Measure definitions

Measure	Definition
T of waste disposed of to landfill per capita	Total quantity of waste disposed of to landfill (from contract and by-law reporting) divided by West Coast Region usually Resident Population
T of waste recycled per year	Total quantity of waste recycled or recovered (from contract and by-law reporting) divided by Total quantity of waste disposed of to landfill (from contract and by-law reporting)
Residents satisfaction	[Measure as defined in LTP 2015-2025] or later LTP
T of illegal dumped material	Total quantity of illegally dumped material picked up by West Coast Region contractors per year.

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11 Action plan

The action plan as set out in the following pages has been developed to enable the West Coast Region Councils and community to work towards achieving the Vision - Goals - Objectives set out in the Regional Waste Minimisation and Management Plan. The Action Plan provides a detailed plan of action for years one and two with long term actions mentioned but not detailed. Where actions have operational or financial implications they need to be confirmed in the Councils core planning documents - the Long Term Plan and Annual Plan.

The Waste Assessment recommended the following options be included in an action plan for the West Coast Region Council Waste Minimisation and Management Plan.

Infrastructure actions

Infrastructure actions

- **Investigate and maintain a watch** on wheelie bin based user pays technology for refuse collection.
- **Investigate** a transition to two stream (co-mingle recyclables + separate glass) for kerbside recycling services across the Region.
- **Investigate**²⁰ a periodic garden waste collection service (most likely combined with a bulky waste collection service).
- **Investigate**¹⁴ optimising services for bulky household waste including the role of the regional transfer station network and potential bulky waste collections (scheduled for all households or on demand).
- **Implement** recycle/waste stations at tourism hotspots across the West Coast - trail the approach in Buller District (North Beach, Punakaiki) and then roll out to other locations.
- **Investigate/Trial**²¹ dry waste (construction waste, commercial waste) sorting including the use of charging to incentivise semi-sorted loads at key transfer stations
- **Implement** processing of shredded green waste and sludge in Greymouth, Hokitika (and potentially Reefton)
- **Investigate** consolidating MRF operations and options for glass (local processing and beneficial use)
- **Investigate** combining Grey and northern Westland District refuse disposal in the medium term (as cells at Butlers and/or McLean's Landfills are completed).
- **Maintain a watch** on the proposal Westport waste to energy proposal.

Education actions

- Continue to update and maintain information on waste and recycling collection and drop off services in the West Coast Region on Council websites and information for visitors.
- Disseminate information on waste minimisation and management to all residents (including holiday makers/temporary residents) including national programmes like Love Food Hate Waste.
- Maintaining school education programme, support existing environmental education activities for schools, homes and businesses.

²⁰ Detailed analysis of options considering cost of service, diversion of materials, fairness/equity, safety and protection of the environment (illegal dumping).

²¹ Look at Westport, Reefton, McLeans and Hokitika transfer stations, detailed analysis of options considering cost of service, diversion of materials, fairness/equity, safety and protection of the environment (illegal dumping).

Policy Actions

- **Develop criteria** for making grants available from Council's allocation of Waste Levy funds. Provisionally criteria will be based on contribution to the Vision, Goals and Objectives for waste minimisation and management with consideration of co-funding. Applications for funding should also be assessed for their ability to deliver the promised benefits i.e. due diligence on organisation capability, governance and accountability.
- Develop a regional solid waste bylaw and associated implementation plan targeting implementation of a licencing regime in 2019.
- Continue to report on progress against the targets in the WMMP in Annual Reports.
- Collaborate with central government, local government organisations, non government organisations (NGO) and other key stakeholders to progress national activity on waste minimisation and management policy²².
- Continue to actively address illegal dumping activity including where possible identifying perpetrators and if required undertaking clean-up activity.

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²² Including policy and analysis relating to tourism waste

11.1 Action planning tables

(Proposed as part of this draft Waste Minimisation and Management Plan

Table 15: Infrastructure actions

Action (Infrastructure)	Timeline	Funding	Objective(s)	Target(s)
a. Investigate and maintain a watch on wheelie bin based user pays technology for refuse collection.	Ongoing, contract rollover	Rates (existing)	3	3.1
b. Investigate a transition to two stream (co-mingle recyclables + separate glass) for kerbside recycling services across the Region.	July 2019 Contract rollover for Westland	Rates (new)	2	2.1
c. Investigate ²³ a periodic garden waste collection service (most likely combined with a bulky waste collection service).	June 2020	Rates (existing)	1, 2, 3	1.1, 2.1, 2.2, 3.1
d. Investigate ¹⁴ optimising services for bulky household waste including the role of the regional transfer station network and potential bulky waste collections (scheduled for all households or on demand).	June 2020	Rates (existing)	1, 2, 3	1.1, 2.1, 2.2, 3.1
e. Implement recycle/waste stations at tourism hotspots across the West Coast - trail the approach in Buller District (North Beach, Punakaiki) and then roll out to other locations.	From July 2018 Buller by June 2019, West Coast 2021	Rates (new)	1, 2, 3, 4	1.1, 2.1, 2.2, 3.1, 4.1
f. Investigate/Trial ²⁴ dry waste (construction waste, commercial waste) sorting including the use of charging to incentivise semi-sorted loads at key transfer stations	June 2020	Rates (new) and user charges	1, 2, 3	1.1, 2.1, 2.2, 3.1
g. Implement processing of shredded green waste and sludge in Greymouth, Hokitika (and potentially Reefton)	June 2020	Rates (new)	1, 2, 3	1.1, 2.1, 2.2, 3.1
h. Investigate consolidating MRF operations	Dec 2018	Rates (existing)	1, 2	1.1, 2.1, 2.2

²³ Detailed analysis of options considering cost of service, diversion of materials, fairness/equity, safety and protection of the environment (illegal dumping).

²⁴ Look at Westport, Reefton, McLeans and Hokitika transfer stations, detailed analysis of options considering cost of service, diversion of materials, fairness/equity, safety and protection of the environment (illegal dumping).

Action (Infrastructure)	Timeline	Funding	Objective(s)	Target(s)
i. Investigate combining Grey and northern Westland District refuse disposal in the medium term (as cells at Butlers and/or McLeans Landfills are completed).	On cell completion.	Rates (existing)	3	
j. Maintain a watch on the proposal Westport waste to energy proposal.	Ongoing	Rates (existing)	3	

Table 16: Education actions

Actions (Education)	Timeline	Funding	Objective(s)	Target(s)
k. Continue to update and maintain information on the Council website regarding waste and recycling collection and drop off services in the West Coast Region.	Ongoing	Rates (existing)	1, 2, 3, 6	1.1, 2.1, 2.2, 3.1, 6.2, 6.3
l. Provide clear information and education to promote the effective use of private sector (for example farm plastics, soft plastics recycling, Paintwise) and Council operated recycling services.	Ongoing	Rates (existing)	1, 2, 3, 6	1.1, 2.1, 2.2, 3.1, 6.3
m. Disseminate information on waste reduction to all residents (including holiday makers/temporary residents) including national programmes like Love Food Hate Waste.	Ongoing	Rates (existing)	1, 6, 7	1.1, 6.3, 7.1
n. Maintaining school education programme, support environmental education activities for schools, homes and businesses.	Ongoing	Rates (existing)	6	6.1
o. Provide information to the community about the negative impact of illegal dumping and alternatives available to the community (kerbside collection, commercial skip bins and transfer stations).	Ongoing	Rates (existing)	5, 6	5.1, 5.2, 6.3

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Table 17: Policy actions

Actions (Policy)	Timeline	Funding	Objective(s)	Target(s)
p. Develop criteria for making grants available from Council's allocation of Waste Levy funds. Provisionally criteria will be based on contribution to the Vision, Goals and Objectives for waste minimisation and management with consideration of co-funding. Applications for funding should also be assessed for their ability to deliver the promised benefits i.e. due diligence on organisation capability, governance and accountability. Consideration also needs to be given to ensuring that funding supports new or expanded activities rather than supporting the status quo.	June 2019	Waste levy	5	5.1
q. Develop a regional solid waste bylaw and associated implementation plan targeting implementation of a licencing regime in 2019. Review and amend the existing Solid Waste Bylaws (Grey and Westland). This will focus on licensing, provision of recycling and consider limiting receptacle size ²⁵ . With a small number of collection providers operating in the Region Councils are in a position to develop pragmatic but effective approach. This will require consultation with the collection providers prior to formally notifying any proposed changes. The target implementation for the updated bylaw is December 2019.	Dec 2019	Rates (existing)	1, 2, 3	1.1, 2.1, 3.1
r. Continue to report on progress against the targets in the WMMP in Annual Reports.	June 2018 and ongoing	Rates (existing)	5	5.1
s. Collaborate with local government organisations, non government organisations (NGO) and other key stakeholders to progress national activity on waste minimisation and management policy.	Ongoing	Rates (existing)	7	7.1
t. Continue to actively address illegal dumping activity including where possible identifying perpetrators and if required undertaking clean-up activity.	Ongoing	Rates (existing)	4	4.1

²⁵ The bylaw could limit size of new containers (120-140 L is common for Council provided collections or where limits have been introduced elsewhere). For existing containers collection frequency could be limited to provide similar weekly capacity e.g. fortnightly collection of 240L wheelie bin.

Table 18: Timeline

2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Infrastructure					
Services					
Existing					
Refuse Collection	Refuse Collection	Refuse Collection	Refuse Collection	Refuse Collection	Refuse Collection
Kerbside Recycling	Kerbside Recycling	Kerbside Recycling	Kerbside Recycling	Kerbside Recycling	Kerbside Recycling
Transfer Stations	Transfer Stations	Transfer Stations	Transfer Stations	Transfer Stations	Transfer Stations
<i>Potential new services:</i>					
			<i>Refuse bin RFID/User pays</i>		
			<i>Westland glass recycling</i>		
				<i>Tender and appoint organic waste and/or Bulky waste service</i>	<i>Organic and/or Bulky waste service</i>
<i>Buller recycle/waste stations at North Beach and Punekaiki</i>		<i>Northern and central Buller, Grey and Westland recycle/waste stations</i>			
	<i>Processing of shredded green waste and sludge in Greymouth, Hokitika (and potentially Reefton)</i>				
	<i>Collaborate with product owners on problem products e.g. e-waste</i>				<i>Tender/Appoint dry waste sorting (new or varied transfer station contracts)</i>
Investigations					
<i>Complete investigation on MRF consolidation</i>	<i>Complete study on garden waste and bulky waste collection.</i>		<i>LTP Proposal for bulky and/or organic waste</i>		
<i>Complete investigations into two stream collection options.</i>	<i>Complete study on dry waste sorting</i>		<i>LTP proposal on dry waste sorting</i>		

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2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Education / Information					
Green waste and food waste services	Green waste and food waste services	Green waste and food waste services	Green waste and food waste services	Green waste and food waste services	Green waste and food waste services
Council services	Council services	Council services	Council services	Council services	Council services
For holidaymakers	For holidaymakers	For holidaymakers	For holidaymakers	For holidaymakers	For holidaymakers
Schools	Schools	Schools	Schools	Schools	Schools
Illegal dumping	Illegal dumping	Illegal dumping	Illegal dumping	Illegal dumping	Illegal dumping
Policy					
Develop grant funding criteria	Grant funding round	Grant funding round	Grant funding round	Grant funding round	Grant funding round
By-law amendment	By-law implementation	By-law implementation	By-law implementation	By-law implementation	By-law implementation
Report on progress in 2017/18 Annual Report.	Report on progress in 2018/19 Annual Report.	Report on progress in 2019/20 Annual Report.	Report on progress in 2020/21 Annual Report.	Report on progress in 2021/22 Annual Report.	Report on progress in 2022/23 Annual Report.
Collaborate with others national activity and policy.	Collaborate with others national activity and policy.	Collaborate with others national activity and policy.	Collaborate with others national activity and policy.	Collaborate with others national activity and policy.	Collaborate with others national activity and policy.
Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity
Indicative Budget²⁶					
3.4M	3.7M	3.7M	4.6M	4.6M	5.6M
Status quo	Add Buller recycle/waste stations, investigations	Add green waste + sewage solids processing	Add RFID refuse bins and Westland glass collection		Add organic and bulky waste collection.

²⁶ Based on current budgets across 3 Councils and estimated cost of proposed initiatives. Further detail of the basis for cost estimates is contained in the option evaluation sections in the Regional waste Assessment.

12 Applicability

This report has been prepared for the exclusive use of our clients Buller, Grey and Westland District Councils, with respect to the particular brief given to us and it may not be relied upon in other contexts or for any other purpose, or by any person other than our client, without our prior written agreement.

Tonkin & Taylor Ltd

Report prepared by:

Authorised for Tonkin & Taylor Ltd by:

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Simonne Eldridge
Project Director

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**Appendix A: West Coast Regional Waste
Assessment (2018)**

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Report



DATE: 28 June 2018

TO: Mayor and Councillors

FROM: Group Manager: Planning, Community and Environment

2018 HOKITIKA WILDFOODS FESTIVAL SUMMARY REPORT

1 SUMMARY

- 1.1 The purpose of this report is to provide council with a report that summarises the financial and ticketing performance of the 2018 Hokitika Wildfoods Festival, held on Saturday 10 March 2018.
- 1.2 This issue arises from the need for council to be fully updated on the financial and ticketing performance of the 2018 Hokitika Wildfoods Festival.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives this report and acknowledges the contributions of the Wildfoods Community Advisory Group and the Event Manager and Assistant towards this year's successful event.

2 BACKGROUND

- 2.1 Saturday 10th March 2018 saw the 29th running of the annual Hokitika Wildfoods Festival at the Festival's long-term home of Cass Square.
- 2.2 The 2018 event included the Festival itself and the Official After Party. Other activities were delivered in and around town by individuals, businesses and community groups throughout the weekend of 9-11 March. For example, there was a free beachfront concert on Friday 9 March, and a market on Railway Terrace for most of the weekend.

3 CURRENT SITUATION

- 3.1 The 2018 Festival was coordinated by a new Event Manager, Sarah Brown, assisted by Event Assistant Jim Butzbach. This team was guided and assisted by an Advisory Group consisting of former Wildfoods Manager Mike Keenan, the Mayor and Deputy Mayor Martin, other Council staff, and community members with events interest and experience.
- 3.2 The philosophy behind the 2018 Festival included a renewed focus on attracting West Coast residents and their families. To this end, there was a significant "Coasters' discount" available at all West Coast i-Sites, and a concerted effort to ensure that previous local stallholders were brought back.
- 3.3 Other changes included an attempt to attract a broader demographic mix of visitors; examples include the "VIP tent" and strong promotion of the "Feral Fashion" event.
- 3.4 While keeping to the financial budget remained a key goal, there was also a strong focus on boosting attendance levels. A key thrust of this was that many 'complimentary' tickets were given out by the Mayor during his New Zealand tour leading up to the Festival. While it is acknowledged that some of these tickets may have displaced paid tickets by people who were planning on attending anyway, on balance it was considered a worthwhile investment to boost attendance numbers and create a 'buzz' that would create momentum heading into the Festival's 30th Anniversary in 2019.
- 3.5 The weather on 10 March was brilliant, and there was healthy attendance (4,605 tickets scanned in for the day, and a further 766 for the After Party). The Royal New Zealand Air Force wowed the crowd with a mid-day aerial display, stallholders reported selling out of their wares, and the local newspaper led its Monday paper with the headline "One of the best!"
- 3.6 The number of tickets issued is usually higher than the number of attendees due to some complimentary tickets not being used, and this was undoubtedly the case this year. The number of tickets issued was much higher than in recent years, at 10,599. These tickets were split approximately half-and-half between paid and complimentary. Ticketing data for the last six years can be seen below.

Hokitika Wildfoods Festival Summary of Tickets Issued 2013-2018						
	2018	2017	2016	2015	2014	2013
Hokitika Wildfoods Festival	8,500*	5,888	6,620	6,242	7,008	7,634
Official After Party	2,696*	1,176	1,270			621

* 'Festival Pass' included in Festival and Party, so totals add to more than 10,599 for 2018

3.7 Other ticketing observations include the following:

- 822 'gate sales' the day of the event
- 2,471 'early bird' sales (which include the 'Coasters' discount)
- 1,160 family and children's tickets
- 230 senior tickets

3.8 The provisional financial result for the 29th annual Hokitika Wildfoods Festival (pending confirmation as part of the 2017/18 Annual Report) is a deficit against budget of approximately \$49,000. Admission revenue was down approximately \$19,000 from the 2017 event and well down on budget, potentially resulting in part from the high number of complimentary tickets issued. Beer and wine tent revenue was also down significantly against budget. Expenses were slightly lower than budgeted, partially offsetting the revenue deficit. A significant grant from the Air Rescue Trust helped narrow what would have otherwise been a more substantial deficit against budget.

3.9 A financial summary of the six most recent Festivals can be seen below.

Hokitika Wildfoods Festival Financial Summary 2013-2018						
	2018	2017	2016	2015	2014	2013
Income*	321,448	349,425	366,954	258,396	378,076	414,870
<i>* includes budgeted ratepayer input</i>						
Expenses	371,414	342,212	350,559	298,733	459,118	476,169
Surplus/(Deficit) vs budget	(48,739)	7,213	16,394	(40,337)	(81,042)	(61,299)

3.10 Not included in the 2018 result above is the offset of the \$7,213 surplus against budget from the 2017 event that Council resolved in May 2017 to be put towards future Festivals. With this offset, the deficit against budget would be approximately \$41,500.

- 3.11 It is also important to note that, while the Festival did not deliver a surplus against budget for 2018, the budgeted ratepayer input was less (\$32,035 for 2018 vs \$87,199 for 2017). The total cost to Council of the 2018 event (budgeted ratepayer input combined with deficit or surplus) is therefore estimated to be approximately \$80,800 vs approximately \$80,000 for the 2017 Festival.
- 3.12 The positive spinoff effects of the 2018 event can be considered to far outweigh the ratepayer investment. Local community groups with stalls reportedly had their best results in years, and many commercial stalls also sold out of their offerings. The town's retail and hospitality outlets were also very busy over the weekend, generating local revenue. Additionally, with hardly any incidents of disorder or lawbreaking occurring, the overall social impact locally can be considered as unequivocally positive. Many locals attended and enjoyed the Festival for the first time in years, and those who didn't were not affected by disorder or other issues from some previous years' events.
- 3.13 The Festival remains a key asset in the Westland District Council portfolio, one that generates massive media, social media and word of mouth exposure for the Festival itself, the town it calls home and the Council that owns it. The Festival continues to deliver immense economic impact to the communities of Hokitika and Westland – this has been assessed in the past by BERL Economics – Business & Economic Research Ltd 2012.

4 OPTIONS

- 4.1 Options are not relevant to this report. It is for information only.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This matter is administrative and therefore of low significance.
- 5.2 Community engagement is not required for this decision.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Options are not relevant to this report. It is for information only.

7 PREFERRED OPTION(S) AND REASONS

- 7.1 Options are not relevant to this report. It is for information only.

8 **RECOMMENDATION**

- A) **THAT** this report on the 2018 Hokitika Wildfoods Festival be received by Council.

- B) **THAT** the Wildfoods Community Advisory Group for the 2018 Festival and its Chair Mike Keenan be formally thanked for their voluntary contributions to this year's successful event.

- C) **THAT** the 2018 Wildfoods Event Manager, Sarah Brown, and her Assistant, Jim Butzbach, be formally congratulated for their successful organisation of this year's event.

Jim Ebenhoh
Group Manager: Planning, Community and Environment