

Service Delivery Agenda Public Agenda - 15 September 2020



Council Chambers, Waipa District Council, 101 Bank Street, Te Awamutu

Chairperson
GRP Webber

Members

His Worship the Mayor JB Mylchreest, EM Andree-Wiltens, EH Barnes, AW Brown, LE Brown, PTJ Coles, RDB Gordon, ML Gower, SC O'Regan, MJ Pettit, EM Stolwyk, CS St Pierre, BS Thomas.

15 September 2020 09:00 AM - 12:00 PM

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**SERVICE DELIVERY
COMMITTEE
AGENDA**



APOLOGIES



DISCLOSURE OF MEMBERS' INTERESTS

Members are reminded to declare and stand aside from decision making when a conflict arises between their role as an elected member and any private or other external interest they may have.



LATE ITEMS

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.



**SERVICE DELIVERY
COMMITTEE
AGENDA**



CONFIRMATION OF ORDER OF MEETING

Recommendation

That the order of the meeting be confirmed.



To: The Chairperson and Members of the Service Delivery Committee
From: Governance
Subject: **CONFIRMATION OF MINUTES**
Meeting Date: 15 September 2020

1 EXECUTIVE SUMMARY

To confirm the minutes of the Service Delivery meeting held on Tuesday 18 August 2020.

2 RECOMMENDATION

That the open minutes of the Service Delivery Committee meeting held on 18 August 2020, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

3 ATTACHMENTS

Service Delivery Minutes – 18 August 2020



Time: 9.00am
Date: Tuesday 18 August 2020
Meeting: Council Chambers, Waipa District Council, 101 Bank Street, Te Awamutu

PRESENT

Chairperson - Physically Present

GRP Webber

Members - Physically Present

His Worship the Mayor JB Mylchreest, EM Andree-Wiltens, EH Barnes, LE Brown, EM Stolwyk, BS Thomas

Members - Attendance via Audio Visual

AW Brown, PTJ Coles, RDB Gordon, ML Gower, SC O'Regan, MJ Pettit, CS St Pierre

[The meeting was adjourned at 9.00am to 9.30am to give time for technology issues to be resolved]

[The meeting was adjourned at 9.30am to 10am to give further time for technology issues to be resolved]

[The meeting commenced at 10am]

APOLOGIES

There were no apologies.

DISCLOSURE OF MEMBERS' INTERESTS

There were no new disclosures.



LATE ITEMS

There were no late items.

CONFIRMATION OF ORDER OF MEETING

RESOLVED

15/20/39

That the order of the meeting be confirmed.

Councillor L. Brown / Councillor St Pierre

MINUTES OF PREVIOUS MEETING

RESOLVED

15/20/40

That the open minutes of the Service Delivery Committee meeting held on 21 July 2020, having been circulated, be taken as read and confirmed as a true and correct record.

Councillor Coles / Mayor Mylchreest

TRANSPORTATION REPORT

The purpose of the report presented by Manager Transportation, Bryan Hudson was to provide information on the activities of the Transportation Team from April 2020 to June 2020 and to highlight projects and renewals for the new financial year.

RESOLVED

15/20/41

That

- a) *The Transportation Report (document number 10436965) of Bryan Hudson, Manager, Transportation be received.*

Councillor Barnes / Councillor L. Brown



THREE WATERS REFORM PROGRAMME

Manager Water Services, Martin Mould presented the report and provided background to the Three Waters Reform Programme.

Mr Mould advised that over the past three years, central and local government have been considering solutions to challenges facing delivery of three waters services to communities. This saw the development of new legislation and the creation of Taumata Arowai, the new Water Services Regulator, to oversee and enforce a new drinking water regulatory framework, with an additional oversight role for wastewater and stormwater networks.

In recent weeks, a Three Waters Steering Committee (a joint committee between local government and central government representatives) was formed to provide oversight and guidance to support progress towards reform, and to assist in engaging with local government, iwi/Māori and other water sector stakeholders on options and proposals. The Steering Committee is comprised of independent chair Brian Hanna, local government mayors, chairs and chief executives, representatives of Local Government New Zealand and the Society of Local Government Managers, officials and advisors from the Department of Internal Affairs, Taumata Arowai, and the Treasury. The Government has indicated that its starting option for Three Waters Reform is favouring public multi-regional asset owning models for water service delivery to realise the benefits of scale for communities and reflect neighbouring catchments and communities of interest. There is an indicated preference that entities will be in shared ownership of local authorities.

In the last few weeks the Government made a further announcement to provide funding (\$761 million) for a post-COVID-19 stimulus to maintain and improve water networks infrastructure, and to support a three-year programme of reform of local government water services delivery arrangements. Of this sum, \$50 million would be allocated to Taumata Arowai. The remaining funding would be made available immediately to those councils that sign up to the Memorandum of Understanding (MoU) and associated Funding Agreement and Delivery Plan for the first stage of the Three Waters Services Reform Programme. Indications are that the funding would be a grant (not a loan), and allocated on a population/land area basis for each local authority, and that this would be made available to those local authorities that sign up as early as September 2020, with an expectation that the funds are fully utilised in this year on maintenance and operations activities. This is a “good faith” funding offer on the basis that in signing the MoU, local authorities were prepared to engage and participate in the process, but any outcomes would not be binding.



Approval was sought for Council to enter into the MoU, and authority to be delegated to the Chief Executive to be the primary point of contact, decision maker regarding regional allocation within the agreed framework, and signatory on the Funding Agreement.

RESOLVED

15/20/42

That

- a) *The report titled Three Waters Reform Programme (document number 10434141) of Martin Mould, Manager Water Services, be received;*
- b) *The Service Delivery Committee approves Council entering into a Memorandum of Understanding (MoU) with the Sovereign in right of New Zealand acting by and through the Minister of Local Government (the Crown) to set out the principles, objectives and funding arrangements that the Parties (Council and the Crown) agree will underpin their ongoing relationship to support the improvement in three waters service delivery for communities with the aim of realising significant public health, environmental, economic, and other benefits over the medium to long term, in the form of the Model MoU attached to this report as Appendix 1 (document number 10432960);*
- c) *The Service Delivery Committee agrees to nominate the Chief Executive and the Group Manager Service Delivery as the primary points of communication for the purpose of the three waters service delivery reform programme and MoU (as referred to on page 6 of the MoU);*
- d) *The Service Delivery Committee notes that the three waters service delivery reform programme MoU and Funding Agreement cannot be amended or modified by either party, and doing so would void these documents;*
- e) *The Service Delivery Committee notes that participation in the initial stage of the three waters service delivery reform is to be undertaken in good faith, but this is a non-binding approach, and that Council can opt out of the reform process at the end of the term of the agreement (as provided for on page 5 of the MoU);*
- f) *The Service Delivery Committee notes that the Council has been allocated \$3.41M of funding, which will be received as a grant as soon as practicable once the signed MoU and Funding Agreement are returned to the Department of Internal Affairs, and a Delivery Plan has been supplied and approved (as described on page 5 of the MoU);*



- g) *The Service Delivery Committee notes that the Delivery Plan must show that the funding is to be applied to operating and/or capital expenditure relating to three waters infrastructure and service delivery and which:*
- a. *Supports economic recovery through job creation, and*
 - b. *Maintains, increases, and/or accelerates investment in core water infrastructure renewal and maintenance*
- h) *The Service Delivery Committee agrees to delegate decisions about the allocation of regional funding to the Chief Executive, with the understanding that the minimum level of funding to the Council be based upon the formula used to calculate the direct council allocations, and noting that participation by two-thirds of territorial authorities within the Waikato region is required to access the regional allocation;*
- i) *The Service Delivery Committee delegates authority to the Chief Executive to approve and execute the Memorandum of Understanding on behalf of Council;*
- j) *The Service Delivery Committee notes the draft Funding Agreement (document number 10445872) and Delivery Plan (document number 10445867) for submission to the Crown Infrastructure Partners to secure funding for Waters Projects in the 2020/2021 year and delegates the final approval of these documents to the Chief Executive; and*
- k) *Staff provide quarterly reports to the Committee on the progress made on the projects contained in the Delivery Plan approved by the Crown Infrastructure Partners.*

Councillor Stolwyk / Mayor Mylchreest

DYNAMO CYCLING TEAM CHAMPIONSHIPS RACES - REQUEST FOR TEMPORARY ROAD CLOSURE

Event & Marketing Advisor, Amber Diprose advised the Committee that Dynamo Cycling & Sports Club had applied to temporarily close the following roads to vehicle traffic on Sunday, 20 September 2020:

- Lamb Street – between Maungatautari Road and Roto O Rangī Road/Carlyle Street – from 8.00am to 11.30am; and



- Lamb Street - between Roto O Rangi Road/Carlyle Street and Shakespeare Street – from 8.00am to 4.00pm

Ms Diprose advised that there had been no objections received from Police, the New Zealand Transport Agency, emergency services or members of the public.

RESOLVED

15/20/43

That:

- a) *The **Dynamo Cycling Team Championships Race 1 – Request for Temporary Road Closure** report of Julie Taylor, Transportation Safety Officer, be received;*
- b) *The Service Delivery Committee approves the temporary closure of:*
 - **Lamb Street** – between Maungatautari Road and Roto O Rangi Road/Carlyle Street – **from 8.00am to 11.30am**; and
 - **Lamb Street** - between Roto O Rangi Road/Carlyle Street and Shakespeare Street – **from 8.00am to 4.00pm**

*on **Sunday, 20 September 2020** in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974;*
- c) *The Service Delivery Committee authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974.*

Councillor Pettit / Councillor Coles

9 KARAPIRO 100K FLYER 2020 - REQUEST FOR TEMPORARY ROAD CLOSURE

Event & Marketing Advisor, Amber Diprose presented the report requesting temporary road closure for the following road to vehicle traffic between 7.00am and 3.30pm on Saturday, 3 October 2020:

- Maungatautari Road – between Gate 1 and Gate 3 of the Mighty River Domain

RESOLVED

15/20/44

That:

- a) *The **Karapiro 100K Flyer – Request for Temporary Road Closure** report of Julie Taylor, Transportation Safety Officer, be received;*
- b) *The Service Delivery Committee approves the temporary closure of:*



- **Maungatautari Road** – between Gate 1 and Gate 3 of the Mighty River Domain between **7.00am** and **3.30pm** on **Saturday, 3 October 2020** in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974;
- c) The Service Delivery Committee authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974.

Councillor Webber / Councillor O'Regan

10 RESOLUTION TO EXCLUDE THE PUBLIC

(Section 48, Local Government Official Information and Meetings Act 1987)

RESOLVED

15/20/45

THAT the public be excluded from the following parts of the proceedings of this meeting.

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

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
1. Detailed Business Case for Cambridge Wastewater Treatment - Update	Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
2. Operations and ownership of services at Tokanui Village		
3. Access to Access to Maungatautari Ecological Island Reserve (Northern Enclosure)		



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

Item No.	Section	Interest
1, 2 & 3	Section 7(2)(i)	To enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

Councillor L. Brown / Councillor A. Brown

There being no further business the meeting closed at 11.47am.

CONFIRMED AS A TRUE AND CORRECT RECORD

CHAIRPERSON:

DATE:



To: The Chairperson and Members of the Service Delivery Committee
From: Manager Water Services
Subject: **Water Services Quarterly Report**
Meeting Date: 15 September 2020
File Reference: 004.06

1 Executive Summary

The purpose of this report is to provide information on the activities pertaining to the Water Services Team's activities for the period from April 2020 to June 2020. This report contains matters that are of a purely administrative nature, or information that does not require a decision from Council. As such, this report does not address any matters that are significant in terms of Council's obligations as set out in the Local Government Act 2002.

Of particular note:

- There was a significant reduction in CRMs during this period, which it is believed is due to the impacts of Covid19 alert levels.
- The Water Reform Memorandum of Understanding (MOU) has been signed and returned to the Department of Internal Affairs; a report on the funding delivery plan is being presented to this Service Delivery Committee meeting.
- A date of 19-21 October 2020 has been set for the Short-term Resource Consent Hearing for Cambridge Wastewater Treatment Plant.
- Pukerimu Water Scheme issues:
Following the commissioning of the new raw water main from the Pukerimu intake to the Parallel Road Water Treatment Plant (WTP), an issue arose of highly aerated water in the main which the WTP struggled to treat. This caused alerts to be placed requesting residents on the scheme conserve water. Treated Water was tankered into the Parallel Road reservoir to meet

demand. Whilst the issue occurred during the changeover from the old main to the new main, the problem was not related to the contractor but an issue at the intake. Air was trapped into the scour pipes (used to drain the old main) which are connected to the intake. This caused the pumps to be drawing air from the scour pipes into the raw water main.

This was identified by consultant subject matter experts and a solution identified. The issue only arises when the raw water main is completely drained (a one in 10 year event). The solution is to install a vacuum system is currently being installed. It appears this was part of the original design of the intake structure but had unfortunately been removed previously. In investigating this issue it was identified that this had also occurred some 15 years ago.

Over the course of 10 days the air in the main reduced which enabled the WTP to treat the water and normal service was resumed.

- For this reporting period (and financial year to date), all water treatment plants are compliant for both bacteria and protozoa.
- Reticulation zone audits have identified two non-compliances for the Pukerimu scheme in July 2019 and October 2019. The in-house audit identified that an inadequate number of E.coli and Total Coliform samples were scheduled for the months of July 2019 and October 2019. These have impacted on the compliance outcomes for the scheme for the entire year. This is considered a technical non-compliance and doesn't impact with the safety of the water supply.

Procedures are being reviewed to ensure this error does not occur again, but does demonstrate the value of undertaking audits and gives assurance around compliance and to provide opportunities to improve our services.

- The Water Services Team restructure has been completed, with recruitment for new roles underway.

2 Recommendation

That

- a) *The report titled Water Services Quarterly Report, (document number 10386879) of Martin Mould, Manager Water Services, be received.*

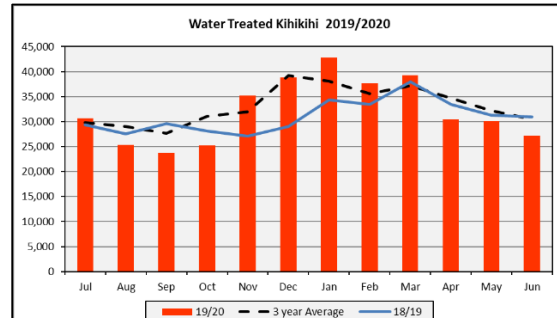
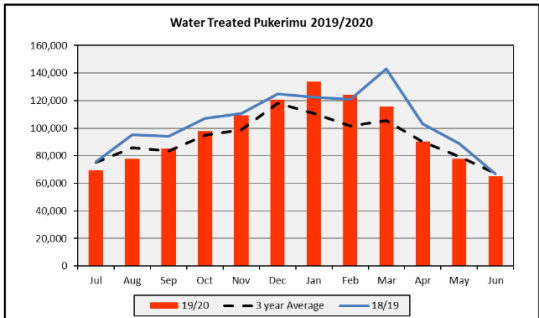
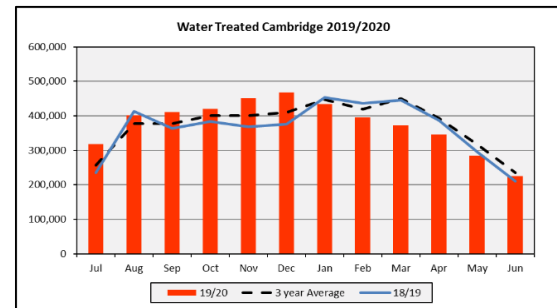
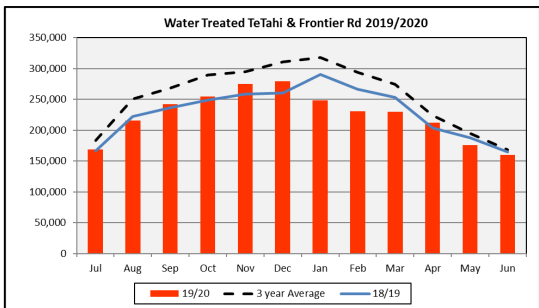
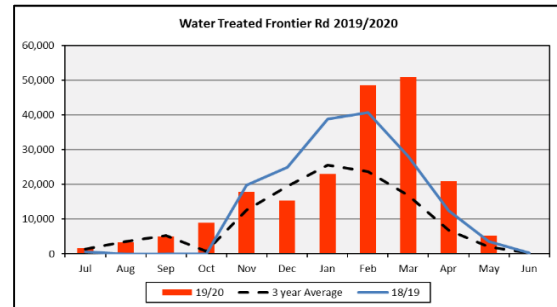
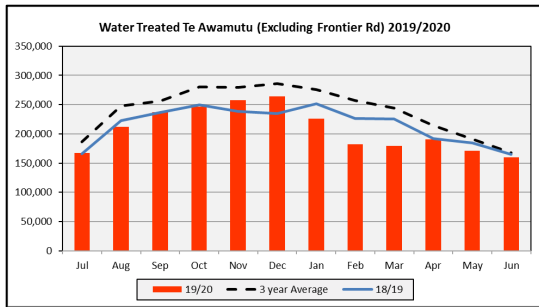
3 Financials

Reported to Council separately through the Finance and Corporate Committee.

4 Water Demand

4.1 Current Demand – Water Production

Demand patterns across the district this year are reflective of the effects of a severe drought, the implementation of water restrictions, and also the Covid-19 lockdown. Summer seasons saw the usual increase in demand around November and December, however reductions were seen in Te Awamutu and Pukerimu from January onwards due to the onset of Water Alert Level 4.



Elsewhere production has generally been at, or just below, that of 2018/19 except for the Frontier Road bore (although the bore provides a lesser volume of treated water relative to that sourced from Te Tahi).

5 Demand Management Activities

5.1 Water Meters and High Users

- The Revenue Team compares water consumption between current and previous quarters for each property and if there are significant differences, a ‘High Water User Letter’ is sent.
- This letter encourages the occupiers (both residential and non-residential) to check for possible leakage in the first instance if their consumption is not reflective of water use behaviours.
- In the most recent invoicing round in Cambridge, 72 High Water User Letters were sent. This represents around 0.9% of all invoices sent to Cambridge residents.

5.2 Water Saving Service

- This service was initially developed in 2018 with the implementation of water metering and separate water billing across the district. The service was to help promote water conservation and increase levels of service to residents to help understand water use behaviours, and effectively create behaviour change.
- The service contract with Shared Services (which ran the service although Waipa was the only user) ended on 30 June 2020, and no extensions were sought for the continuation of the service due to lower than anticipated community uptake and reduced funding being available for this work. The Water Auditor position assisted the Demand Management Officer to deal with water restriction queries and complaints throughout the summer, meter issues and leaks. This included visits with businesses to support them through the drought. In future these queries will be dealt with by Waters Team staff rather than through the Shared Services Team.

5.3 Smart Water Education

- The annual plan for the Smart Water campaign has been formalised for 2020/21 and includes the following areas of focus:
 - Shorter Showers: Campaign targeting non-residential businesses like hotels, motels and gyms with residential type consumption (showering).
 - Swimming Pools: Campaign targeting behaviour change and education around swimming pools leading up to higher demand summer periods.
 - Schools Outreach: School programme celebrating United Nations World Water Day (UNWWD) and encouraging schools to sign up and participate in engaging activities and pledges with a water conservation theme.
 - Water Restrictions Review: longer term project focused on a higher level review of the restrictions campaign.

5.4 Summer Campaign

- A Summer Campaign research survey was conducted across the sub-region by external company, Versus Research, to grasp the effectiveness of the water

alert/restriction campaign. Results have been compared to 2018 results when this survey was last done.

- Results from this survey will help formulate the project workload for the coming year, as well as key target areas for community education during periods of water restriction.
- Summaries of key findings are as below:

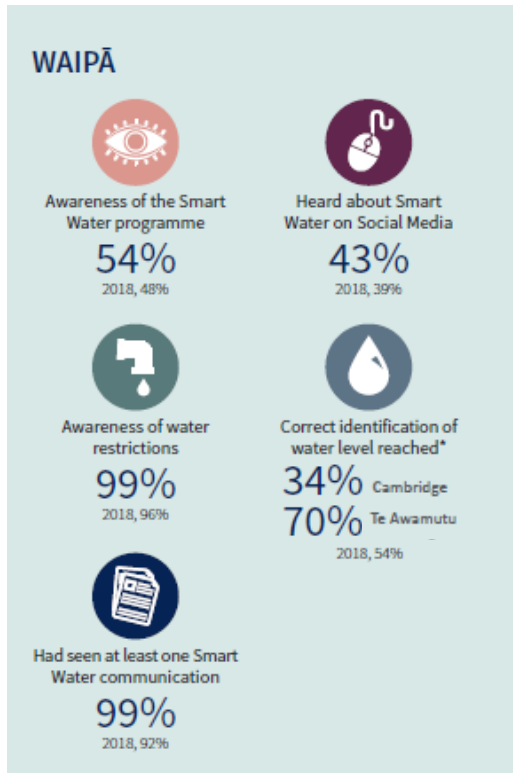


Figure 1: Awareness and Communication: levels of awareness and communication channels where participants became informed of water alert levels.

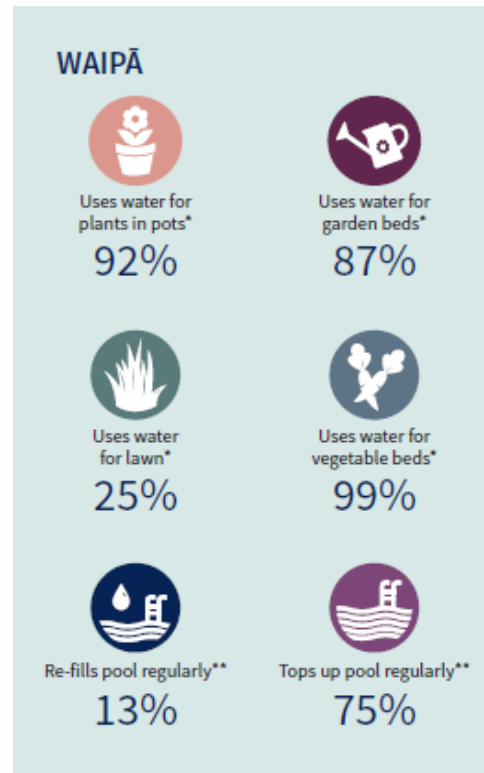


Figure 2: Household Water Use - amenities where respondents have gardens and pools and the rate at which water is used to maintain these.

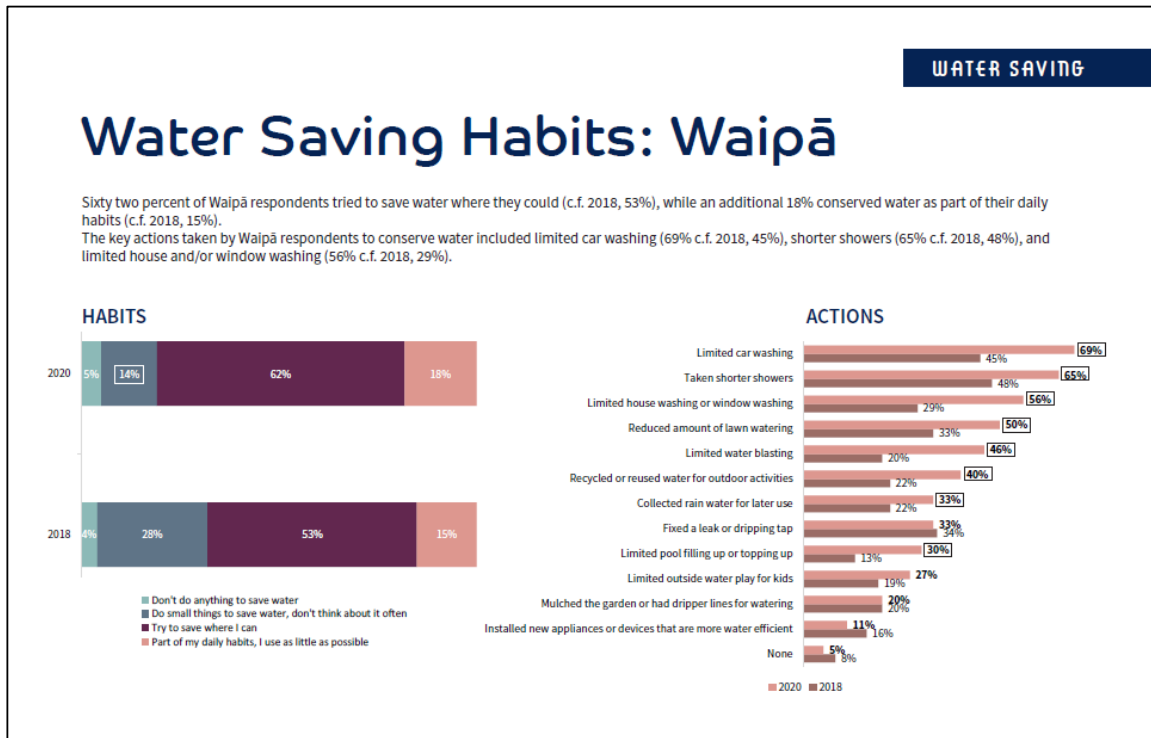


Figure 3: Analysis of Waipā Residents water saving habits and areas where conservation was made in 2020. Note these results are highly reflective of the restrictions in place during summer which severely impacted outdoor water use.

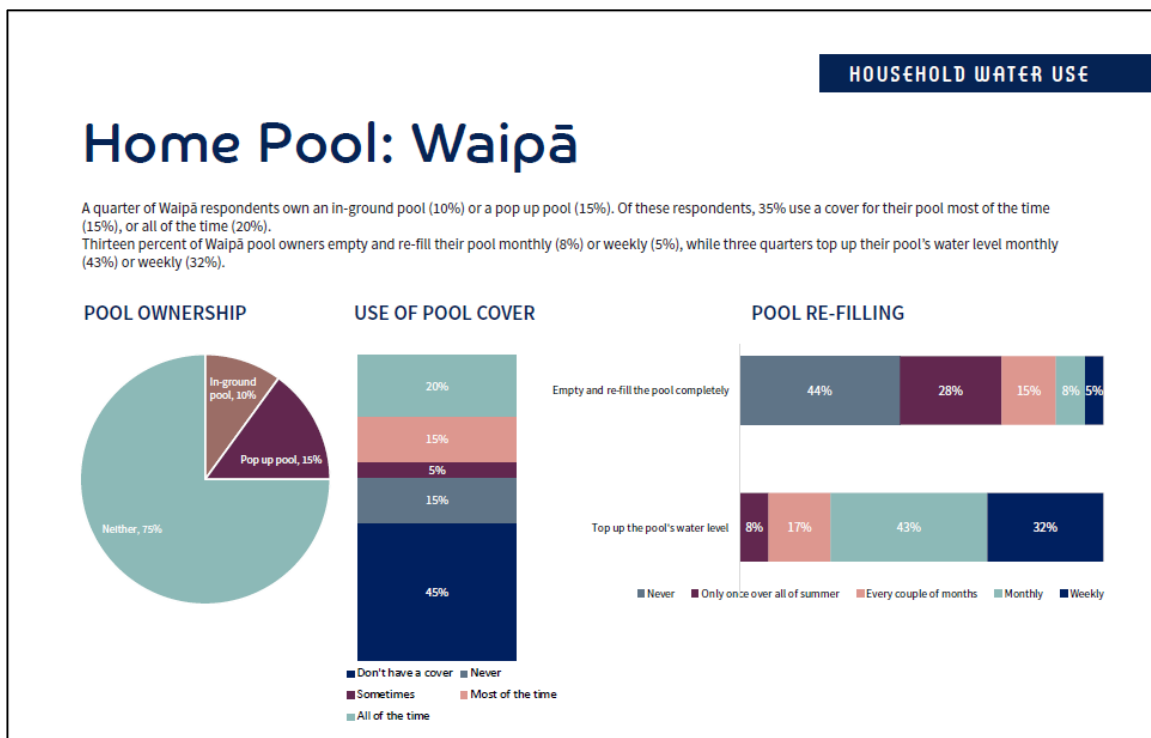


Figure 4: An ever increasing area of household water use that requires targeted education – swimming pools. Based on the statistics, around a quarter of residents have a pool (in-built or pop up) and almost half of them don't have a pool cover which would result in easy reductions in water use (reducing the need for top ups, and refilling due to poor treatment).

6 Levels of Service & Performance Measures

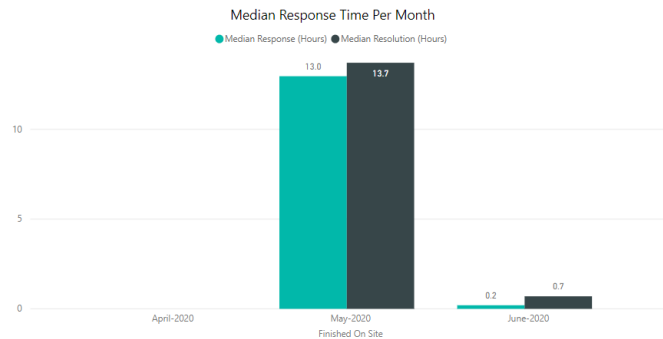
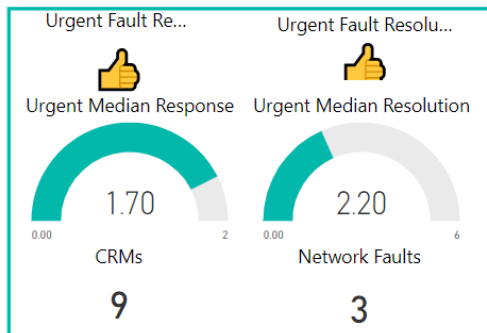
At 11:59 on Wednesday, 25 March 2020, New Zealand went into Level 4 Covid-19 lockdown. As a consequence of this, only urgent network failures were being responded to. This was the case for four weeks, and ended at 11:59 on 27 April 2020. This has impacted the levels of service as seen in the statistics for April – June with a significant reduction in customer calls during this period. Despite the operational challenges posed by this event, all performance measure targets are still being achieved.

The Customer Request based measures shown below are part of the Department of Internal Affairs (DIA) Non-Financial Performance Measures.

6.1 Water

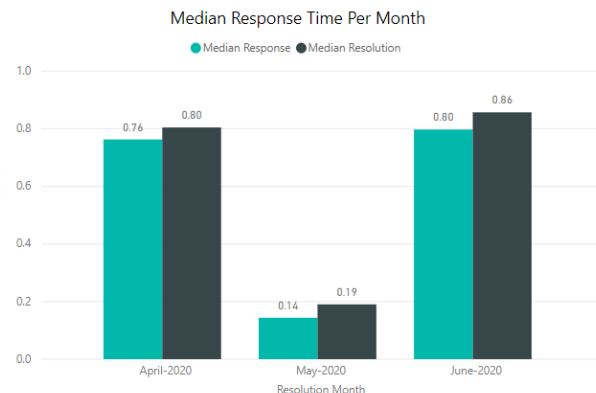
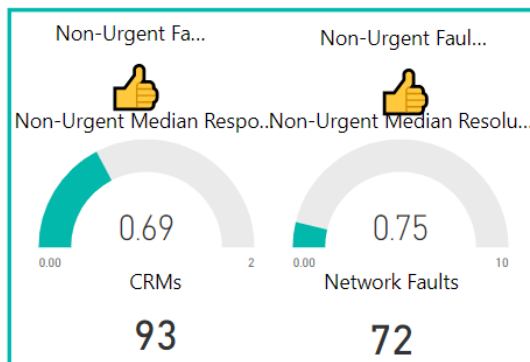
Urgent Water Network Faults

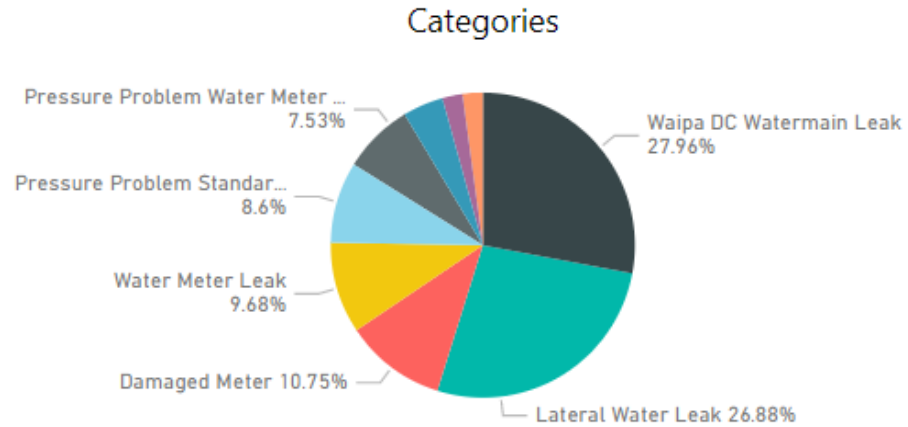
Median response and resolution time (hours) for call-outs in response to a fault of unplanned interruption to the network: urgent



Non-Urgent Water Network Faults

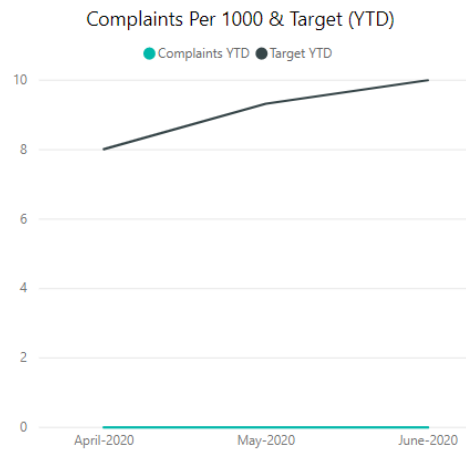
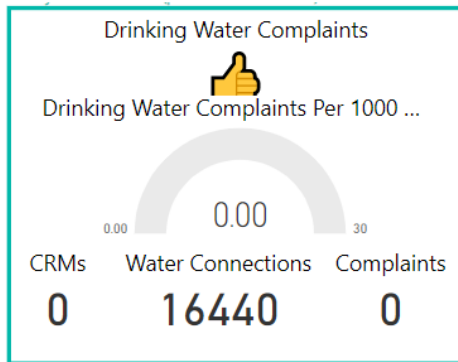
Median response and resolution time (days) for call-outs in response to a fault of unplanned interruption to network: non-urgent





Drinking Water Complaints (Per 1000 Connections)

The total number of complaints received about any of the following: odour, system faults, blockages, and response to any of these issues (per 1000 connections)



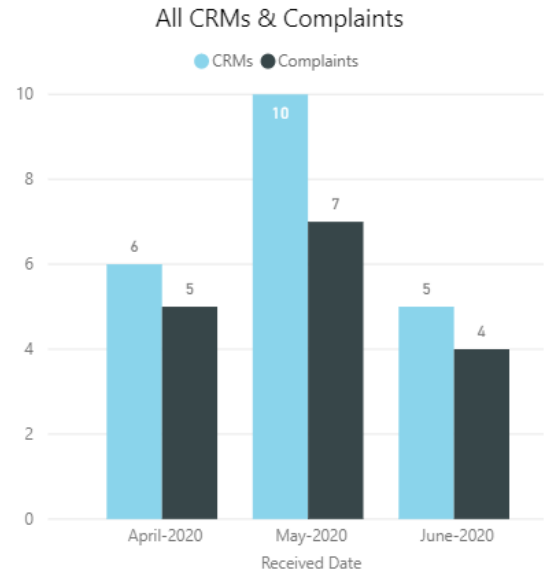
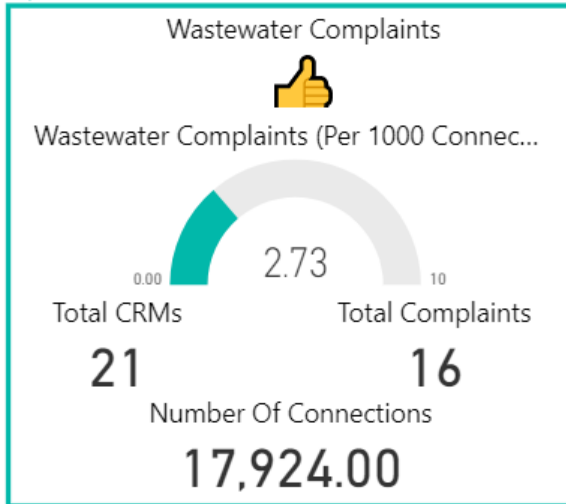
Following a sharp increase in complaints during January and February of this year following Water Alert Level 4 and the declared severe drought, no drinking water complaints have been received this quarter from April – June.

6.2 Wastewater - Dry Weather Sewerage Overflows and Response to Call Outs

During this period there were no overflows or calls to respond to issues. The majority of complaints related to odour issues at Taylor Street, Vogel Street and Alpha Street in Cambridge. Further operational changes are being looked at to address these issues.

Wastewater Complaints (Per 1000 Connections)

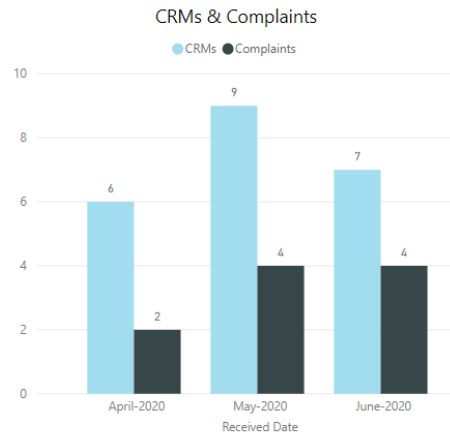
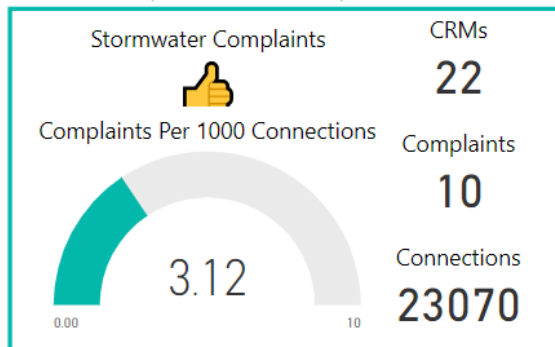
The number of complaints received about any of the following: odour, system faults, blockages, and the response to any of these issues



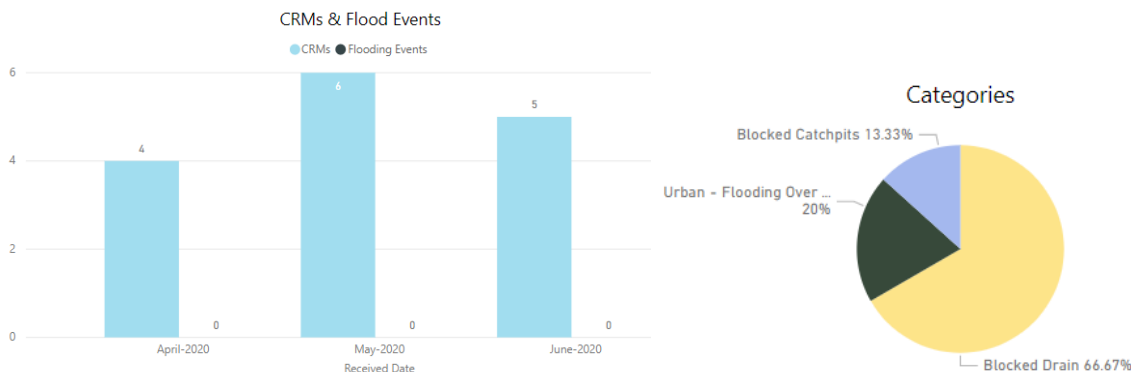
6.3 Stormwater

Stormwater Complaints (Per 1000 Connections)

The number of complaints received about the performance of the stormwater system (per 1000 connections)



6.4 Flooding Events (including Habitable Floors Affected)



6.5 Compliance – Drinking Water Standards July is the start of the Compliance year

Water Supply Drinking Water Standards (KPI Measures) – Treatment Plants

Treatment Plants		Bacterial Compliance													
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	
Cambridge	Alpha St	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	N/A	Yes
	Hicks Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	N/A	Yes
	Karapiro	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Te Awamutu & Pirongia	Te Tahī	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Frontier Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Kihikihi	Rolleston St	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Ohaupo & Pukerimu	Parallel Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Commentary	All requirements of the Drinking Water Standards, bacterial compliance were met for the water treatment plants N/A = plant offline/ not in use														

Treatment Plants		Protozoa Compliance													
		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	
Cambridge	Alpha St	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Karapiro	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	N/A	Yes	
Te Awamutu & Pirongia	Te Tahī	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
	Frontier Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Kihikihi	Rolleston St	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Ohaupo & Pukerimu	Parallel Rd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Commentary	All requirements were tested and met compliance N/A = plant offline/ not in use														

Water Supply Drinking Water Standards (KPI Measures) – Reticulation Zones

Reticulation Zones	Bacterial Compliance													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	
Cambridge	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Karapiro Village	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Kihikihi	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Maungatautari	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Ohaupo	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Pirongia	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Reticulation Zones	Bacterial Compliance												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Pukerimu	No*	Yes	Yes	No**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Te Awamutu Township	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Commentary:	Recent in-house audit identified an inadequate number of E.coli and Total Coliform samples were scheduled for the month of July and October. The zone could achieve compliance from November onwards, however, resulted in being marked as non-compliant for the entire year. Procedures are being reviewed to ensure this error does not occur in the future.												

Wastewater Consent Compliance (KPI Measures)

	Target	YTD
Abatement Notices	0	2
Infringement Notices	0	0
Enforcement Orders	0	0
Convictions	0	0
Commentary:	Two Abatement Notices received for Cambridge Wastewater Treatment Plant which are currently being responded to with major works to address the issues raised.	

Stormwater Consent Compliance (KPI Measures)

	Target	YTD
Abatement Notices	0	0
Infringement Notices	0	0
Enforcement Orders	0	0
Convictions	0	0
Commentary:	No notices, orders or convictions related to stormwater consent compliance.	

7 Risk Management

7.1 Health & Safety Assessments and Events

- Full review undertaken of all submitted project Covid restart plans; communication with respective parties undertaken where improvements were identified and plans had to be re submitted for approval.
- Safety assessments focused on Covid controls and work standards aligned to restrictions, when issues identified corrective actions implemented and follow up discussions held with the respective contractor.
- High Risk confined space work completed to enable new pipeline to be connected to Vogel Street pump station. This was following concerns about process to undertake the task given the high levels of Hydron Sulphide present. Discussions were held with the contractor and involvement in pre-planning of task. Task completed with no issues.
- External and internal investigations were commenced at two sites. These related to a breach in excavation safety, service strike, minor motor vehicle accident and excavator incident. Wherever an event has occurred a full investigation is completed to identify learnings and improvement. Learnings are communicated to other projects as an improvement initiative.

7.2 Health & Safety – Initiatives

- Working with staff following the lockdown to alleviate concerns and fears. Maintaining Covid return to work protocols and ensuring all internal requirements were met.
- Working with contractor to support and increase their standards following an increase in occurrences across sites. The contractor involved is accepting and engaging with positive outcomes witnessed to date on improved standards.
- Work continues to address identified common risks. The new team structure will enable previous risks to be separated out to align with work areas and enable increased management.
- New measures have been put into place to protect staff during the Covid-19 response, including responding only to emergency/urgent events during the Level 4 lockdown and physical distancing measures.
- Regular health and safety meetings take place to facilitate good work practices across the service and to make improvements to the written processes.
- The current Job Safety Analyses (JSAs) are being reviewed.

8 Activity Management

8.1 Asset Planning

Three Waters Master Planning

The Master Plan is now complete and has been used to inform business cases and is the three waters AMPs and Infrastructure Strategy. A Three Waters Master Plan GIS layer is near completion and provides insight for future projects across the district, along with the project triggers (growth/level of service/other), costs, and time lines. A communications plan for this work is also being developed to share this information with all stakeholders and inform the Waipa District Council spatial plan.

Three Waters AMPs and Infrastructure Strategy Plan

The Infrastructure Strategy is in its first draft. With the Master Plan completed, the discussion/descriptions of the activities is being revised within the Infrastructure Strategy with updated projects and costs.

The Three Water AMPs are currently being finalised before external review in October 2020.

Storm Water Model Update

The Assets Team has kicked off the final stage of the stormwater model verification with the identification of the properties at risk, which is a desktop exercise. Once those properties at risk are identified, a field survey will be undertaken on those properties to confirm property finished floor levels (FFLs). Once those FFLs are confirmed we will be confident in informing those property owners; the Communications and Engagement team is currently working a plan for this, and a set of Frequently Asked Questions. The Assets Team is also working with the GIS team to develop a flood hazard viewer for public and internal use, along with a flood viewer disclaimer.

8.2 Maintenance & Service Contracts

Water Meter Reading Contract (27-19-06)

Since November 2019, Wells Instrument and Electrical Services Ltd has been appointed to read water meters for Waipa District Council. Meters currently read include all commercial/industrial and residential customers across the Waipa district. This contract was temporarily suspended during Alert Level 4 lockdown, but resumed at Alert Level 3. Current performance of the contractor is satisfactory.

Stormwater Maintenance Contract (27-19-01)

Since August 2019, Waipa's stormwater maintenance contract has been undertaken by Camex Ltd. This contract was partially suspended during Alert Level 4 lockdown, with only essential work taking place, but resumed at Alert Level 3.

The contract includes cyclical inspection and reactive maintenance of our stormwater network, treatment devices and structures, outlets, ponds and swales, and the Council maintained rural drainage network.

Waipa District Water Network Asset Inspections Contract (27-19-35)

Since November 2019, Waipa Civil Ltd has been engaged to inspect assets for Waipa District Council. The 12 months initial stage of this contract aimed for the assessment and general maintenance requirements of 20% of the assets within a 5km radius of Cambridge CBD. This contract was temporarily suspended during Alert Level 4 lockdown but resumed at Alert Level 3. At present contractor performance on this contract is adequate.

8.3 Projects – Water Renewals 2019-2020

27-18-15 District Wide Ridermain Installation 18/21

Three-year contract to carry out installation of rider mains across the district until 30 June 2021. The contract was awarded to Waipa Civil. Contract scope for separable portion B (Financial Year 19/20) has now been completed; two variation works are pending due to Covid-19 Alert Level 3.

27-19-03 District Wide Watermain Renewals 19/21

A two-year contract to carry out watermain replacement across the district. The contract was awarded to Cambridge Excavator Ltd (Camex). The project has been delayed due to Covid-19 Level 4 lock-down. The contractor resumed works at Jary Road once this was possible. The completion date was extended to late July 2020. The scope of the proposed water main renewal in Victoria St (through the Cambridge CBD area) is likely to be amended as it is acknowledged that impacting on local retailers at present would be inappropriate. Therefore the section adjacent to the Town Square is likely to be the only section undertaken to allow the road surfacing work to be completed.

27-19-45 District Wide Flowmeter Installations 19/20

A contract to carry out flowmeter installations across the district. The contract was awarded to Cambridge Excavator Ltd (Camex). The work was delayed by Covid Alert Level 4, but was completed in late June 2020.

8.4 Projects – Wastewater Renewals 2019-2020

27-18-37 District Wide Wastewater CCTV 18/21

A three-year contract to carry out CCTV pipe inspections across the district until 30 June 2021. This contract was awarded to Hydrotech Ltd and the 2019/20 package was completed

27-19-04 District Wide Sewer Pipe Renewals 2019/20

A contract for relining 6.4km of wastewater pipes across the district. The contract has been awarded to Reline NZ Ltd and commenced in November 2019. The 2019/20 work is now completed.

27-19-26 District Wide Sewer Pump Station Renewals 19/20

Contract for the renewal of district wide sewer pumps. Work for 2019/ 2020 includes eight sewer pump replacements and one pump station electrical cabinet replacement. The works programme was dependent on pump procurement timeframes, but was completed within the current financial year.

8.5 Projects – Stormwater Renewals 2019-2020

27-19-05 District Wide Stormwater Network Renewals 19/20

Contract for the rehabilitation of stormwater pipes across the district. The contract is split into two separable portions, with Separable Portion 1 covering locations in Te Awamutu (11) and Cambridge (4), which includes the replacement of 10 manholes as well as the relining of five pipelines by CIPP method (Cured In Place Pipe). The contract was awarded to Cambridge Excavator Ltd (Camex). Work commenced in December 2019, and Separable Portion 1 was completed by June 2020. This contract was temporarily suspended during Level 4 lockdown, but resumed at Level 3.

Upgrade works on Carlton Street to alleviate flooding at West End Autos, was added to the contract.

8.6 Major Capital Project Delivery Update

Cambridge Wastewater Treatment Plant

A hearing date has now been set for the Short Term Consent, which is 19-21 October 2020. The majority of upgrade works on site have now been completed and new assets are being commissioned, chemical dosing is turned on and UV is to follow shortly. Fulton Hogan plans to be disestablished from site over the coming weeks.

Te Awamutu Wastewater Treatment Plant Upgrade

This project is progressing as planned with Spartan Construction well into the programme of works. UV is being commissioned and the site works are continuing through the current Covid-19 Level 2.

Parallel Road Water Supply Upgrades

The raw watermain is largely complete with only the snag list works being worked through. The cut over to the Water Treatment Plant caused some large issues with aerated water being received at the plant. The aeration has now reduced, but Water

Services and Project Delivery are continuing to work through troubleshooting and resolving the issue to ensure no further treatment impacts in the future.

The treatment plant upgrade is progressing well with site works now well underway.

Waikeria Wastewater Project

Work continues on all four portions that make up the Waikeria Wastewater Project:

Waikeria Wastewater Pump Station

The pump station wet well chamber has now been excavated to depth and the floor has been constructed. The tanks bases for the two 750m³ above ground storage tanks have been completed, and the works are continuing on the ground improvements for the inlet works and the sites control building.

Waikeria to Kihikihi Rising Main

Works are progressing with pipe being installed on Waikeria Road and SH3. The contractor is tracking behind programme on this work package and the Project Team will continue to monitor this. Works are now underway in Kihikihi.

Albert Park Wastewater Pump Station

Excavations for the emergency storage tanks are now complete. Work is focused on safely excavating the final pit for the pump station wet well.

Albert Park to Paterangi Road Rising Main

Pipes have now been installed from Albert Park through to the Churchill Street/Mutu Street intersection. Works are now commencing on the next stage of the pipeline from the Churchill Street/Mutu Street intersection along Mangapiko Street towards Racecourse Road.

The entire contract remains on track for all works to be completed and the system to be operational by the end of 2020.

9 Shared Services

Waipa District Council has been working with Hamilton City Council and Waikato District Council for a number of years, developing and enhancing the shared service provisions between the partner Councils. There are currently 20 people employed within the Shared Services Team, undertaking activities of Tradewaste, Sampling and Analysis and the Smart Water programme.

Waikato District Council, which has transferred delivery of its Three Waters to Watercare, has decided to leave the Shared Service, with their last day being 30 September 2020. After this point, Hamilton City Council and Waipa District Council will be sole funders of the Shared Services.

A project is underway to scope the potential of widening the Shared Services to other Councils within the WLASS (Waikato Local Authority Shared Services). The scoping exercise will look at whether the services are expanded to include four, or six Councils, and associated costings. Proposals are being developed and will be sent to neighbouring Councils for consideration. Indications of interest are positive at this stage.

9.1 Smart water:

Smart Water education projects are discussed earlier in this report under Section 5: Demand Management.

9.2 Trade Waste:

There were seven non-compliances detected over the reporting period (April – June (quarter 4) 2020. 98% were resolved within the timeframe the Trade Waste Team set for the consent holders.

Trade Waste summary:

- 379 active customers in Waipa, including 204 Controlled, 19 Conditional, 146 Permitted and 10 tankered customers.
- 105 audits undertaken during the period April – June (quarter 4) 2020 across the sub- region. This is a significant decrease as a result of Covid-19 – however KPIs have been able to be achieved due to significant auditing earlier in the year.

9.3 Sampling and Analysis:

Significant decreases were seen this quarter due to the cancelling, postponing or reduction of any non-essential sampling and analysis as a result of Covid-19.

Sampling and Analysis summary:

- The Sampling and Analysis Team collected 254 samples for Waipa and completed 1,956 tests on those samples across the sub-region during the period April - June 2020.
- A laboratory technical audit from IANZ was completed in June, and full accreditation remains.

10 General

10.1 Water Regulator Update

Since the Cabinet Papers on the Water Reform/Regulation were released in July 2019, development of the formation of a drinking water regulator has been undertaken.

Taumata Arowai – The Water Services Regulator Bill

The bill establishes the new water regulator, and provides for its objectives, functions, operating principles and governance arrangements.

A Taumata Arowai Establishment Unit has been formed. The Taumata Arowai – Water Services Regulator Bill will detail the new drinking water regulatory system, provisions for source water protection, and Taumata Arowai’s wastewater and stormwater functions. This was anticipated to occur by the end of July 2020.

However, Taumata Arowai will not become fully operational until enactment of the Water Services Bill, projected to be towards the middle of 2021.

11 Current/Upcoming

11.1 Memorandum of Understanding (MoU) between Council and Iwi

A final draft of the MoU for the Cambridge Wastewater Treatment Plant has been prepared, with wording agreed with Iwi. A separate report on this will be presented at this meeting.

11.2 Network Maintenance

Stormwater and wastewater networks were being inspected and maintained in readiness for the winter period, under planned maintenance activities.

Activities on the water network such as hydrant testing and mains flushing have recommenced following the lifting of the Water Alert Levels across the district.

11.3 Water Services Team review

During this period, the Water Services Team restructure was completed. The restructure of the team was a significant undertaking to ensure that the right level of resourcing was in place to provide appropriate services to our communities, meet our levels of service, and confidently achieve all compliance requirements. Recruitment for affected roles is underway.



Martin Mould
Manager Water Services



Approved by: Dawn Inglis
GROUP MANAGER SERVICE DELIVERY



INFORMATION ONLY

To: The Chairperson and Members of the Service Delivery Committee
From: Manager Water Services
Subject: **THREE WATERS REFORM – DELIVERY PLAN**
Meeting Date: 15 September 2020

1 EXECUTIVE SUMMARY

At the Service Delivery Committee meeting held on 18 August 2020, the Committee received a report on the Three Waters Reform Programme and approved delegation for the Chief Executive to enter into the Memorandum of Understanding (MoU) to participate in the reform discussions, and approve the grant funding delivery plan. The MoU has been delivered to the Department of Internal Affairs, and this report outlines the Council's proposed Delivery Plan.

The next stage of the programme is to complete the Three Waters Stimulus Funding Agreement and a Draft Delivery Plan outlining Council's preferred projects to be considered for funding. The total funding allocated to Council is \$6,810,327; \$3,405,163 being Waipa District Council's (Council's) local share and \$3,405,163 being Council's share of regional allocation.

The Department of Internal Affairs (DIA) has provided guidelines for the development of the Delivery Plan. These are:

- This Delivery Plan must show that the funding allocation is to be applied to operating and/or capital expenditure relating to three waters infrastructure and service delivery, and which:
 - supports economic recovery through job creation
 - maintains, increases, and/or accelerates investment in core water infrastructure renewal and maintenance.
- The Delivery Plan is a short-form template, which sets out:
 - a summary of the works to be funded, including location, estimated associated costs, and expected benefits/outcomes
 - the number of people to be employed in these works

- an assessment of how the works support the reform objectives in the MoU
 - reporting obligations.
- The Delivery Plan will be supplied to Crown Infrastructure Partners (and other organisations as agreed between the Council and Crown), for review and approval. Crown Infrastructure Partners will monitor progress against the Delivery Plan, to ensure spending has been undertaken with public sector financial management requirements.

The Delivery Plan is required to be submitted to the DIA before 30 September 2020, and the DIA has undertaken to complete a review and provide feedback/approval before 31 October 2020.

Staff have been working on the Delivery Plan in conjunction with the Long Term Plan, with some projects' funding being moved from what was being proposed in Year One of the 2021/31 LTP, and instead allocated funding from the Three Waters Reform funding allocation.

The list of projects proposed to be funded from the Three Waters Reform funding allocation is outlined below.

Proposed Capital Projects	Estimated Spend
Parallel Rd Water Treatment Plant – Treated Water Storage	\$500,000.00
Kihikihi Alternate Water Supply	\$1,290,000.00
SCADA	\$2,200,000.00
Total	\$3,990,000.00

Proposed Operational Projects	Estimated Spend
Drinking Water Support Plans	\$175,000.00
District Wide WWTP Sludge Management	\$100,000.00
District Wide Leak and Condition Investigation (water supply)	\$245,000.00
District Wide WW Pipe Condition Assessment and Infiltration Study	\$290,000.00
Drinking Water Compliance – Surface Take Monitoring and Assessment	\$175,000.00
Sub-regional WWTP Detailed Business Case, Sub-regional Three Water Project, and Sub-regional Water Reform Collaboration	\$1,300,000.00
District Wide Comprehensive SW Discharge Consent	\$375,000.00
SW Modelling and Flood Hazard Mapping	\$170,000.00
Total	\$2,830,000.00

The projects overall cost is \$6,820,000.00. Expenditure will need to commence on projects in the approved Delivery Plan before 31 March 2021, and must be completed before 31 March 2022.

The following appendices accompany the report:

- Appendix 1 - Three Waters Stimulus Funding Agreement (*document 10460022*)
- Appendix 2 - Draft Delivery Plan Schedule (*document 10460031*)
- Appendix 3 - DIA Grant Funding Guide (*document 10460020*)

2 RECOMMENDATION

That

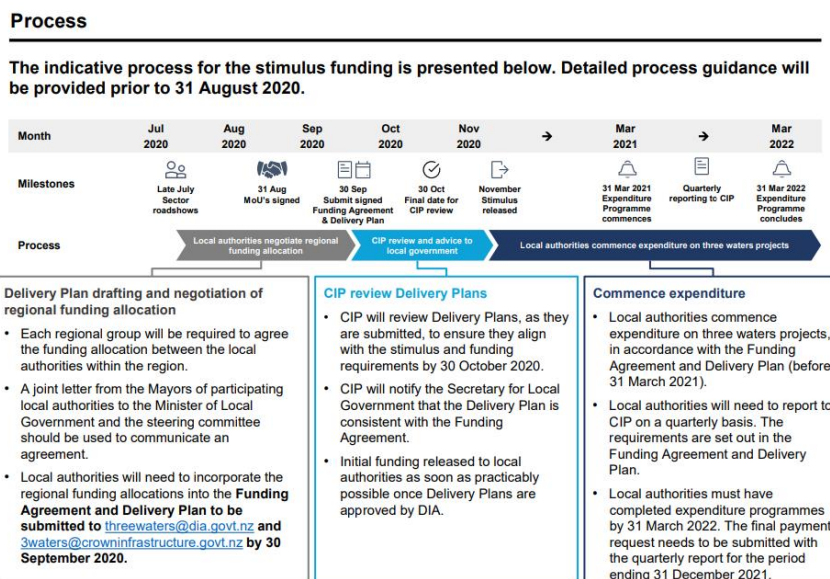
- a) *The report titled Three Waters Reform – Delivery Plan (document number 10457627), of Martin Mould, Manager Water Services, be received;*

3 OPTIONS AND ASSESSMENT

The government’s priority for this funding is drinking water and wastewater investment, although it is anticipated that stormwater will follow in due course.

As previously advised, in entering into the MoU and grant funding stimulus plan with the Crown, Council is indicating a wish to participate in ongoing discussions regarding the future delivery of Waters services in Waipā. The outcome of these discussions are a non-binding, good faith process; but do provide a significant level of funding for Waipa District Council to invest in Waters activities (maintenance, renewals or capital improvement projects).

The process is outlined below:



The projects that are successful in obtaining grant funding will need to be reported to the DIA / Crown Infrastructure Partners quarterly on progress. Progress reports will also be provided to Elected Members.

Key principles for funding stimulus

The key principles that relate to the provision and application of the funding stimulus are provided below.



The investment package is designed to:

- **Support investment across the economy**, helping to stimulate economic activity and jobs in all regions of New Zealand.
- **Support the objectives of the three waters services reform** by encouraging as many councils as possible to participate in the reform programme.



Release of allocations:

- Following the confirmation of allocations, an initial disbursement of **50% of the total funding allocated** to each local authority will be **released upon signing the MoU and Funding Agreement, and approval of the Delivery Plan** (refer page 9).
- The remainder will be **disbursed on a quarterly basis, subject to appropriate progress** being made against the approved Delivery Plan.



Monitoring and reporting:

- The Funding Agreement and Delivery Plan will outline the **reporting requirements** for local authorities. Reporting is quarterly and a template will be provided.
- CIP will monitor local authorities' progress against the Delivery Plan to **provide assurance that Crown funding is being spent as intended** and that projects are progressing within a reasonable timeframe.



Funding shortfalls:

- Funding allocations **will not be 'topped up' to meet any shortfalls** experienced by councils.

Financial/risk considerations

Whilst participation in this programme is non-binding, there is an expectation that Council will be a willing and active participant in reform discussions with the Crown.



Martin Mould
MANAGER WATER SERVICES

Approved by Dawn Inglis
GROUP MANAGER SERVICE DELIVERY

SUPPORTING INFORMATION: ASSESSMENT OF PROPOSAL

1 Statutory and policy requirements

Consultation and Engagement

The Department of Internal Affairs confirmed that the signing of the MoU did not trigger any significance policy requiring a special consultative procedure, and therefore also this Delivery Plan is not required to be consulted on. It is anticipated that there will be community interest in this work across New Zealand and that a communications plan will be developed to support Councils.

Council policy or strategy

This proposal is not inconsistent with any current council policies or strategies as the MoU is not committing Council to any further actions, other than participation in further reform discussions. The Funding Agreement and draft Delivery Plan are the next steps in this process.

2 Background to proposal

The government has determined a notional allocation framework based on a nationally consistent formula.

- The general approach to determining each authority's notional allocation is based on a formula that gives weight to two main factors:
 - The population in the relevant Council area, as a proxy for the number of water connections serviced by a territorial authority (75 per cent weighting)
 - The land area covered by a local authority excluding national parks, as a proxy for the higher costs per connection of providing water services in areas with low population density (25 per cent weighting).

- The investment package is structured into two components:
 - A direct allocation to each territorial authority, comprising 50% of that territorial authority's notional allocation; and
 - A regional allocation, comprising the sum of the remaining 50% of the notional allocations for each territorial authority in the relevant region
 - The relevant allocations for the Waikato region are circa \$3.41M (excluding GST) direct allocation for Waipa District Council of \$33.3M (excluding GST) regional allocation for Waikato region
 - The purpose of the government's regional allocation is to establish collective participation by Councils in the reform programme. Each regional group of Councils has until 30 September to agree on how best to apportion the regional funds to the individual territorial authorities that make up the region.

- The Steering Committee has recommended a preferred approach to the allocation of regional funding, being the same formula that is used to determine the direct allocations to territorial authorities. This has been recommended to each Council after discussion at the Waikato Mayoral Forum.

The Funding Agreement will be supplemented by a Delivery Plan, which is the document that sets out how the grant funding is to be applied by the Council. Delivery Plan

- The Delivery Plan is the other mechanism for accessing the funding package. This Delivery Plan must show that the funding allocation is to be applied to operating and/or capital expenditure relating to three waters infrastructure and service delivery, and which:
 - supports economic recovery through job creation; and
 - maintains, increases, and/or accelerates investment in core water infrastructure renewal and maintenance.
- The Delivery Plan is a short-form template, which sets out:
 - a summary of the works to be funded, including location, estimated associated costs, and expected benefits/outcomes
 - the number of people to be employed in these works
 - an assessment of how the works support the reform objectives in the MoU
 - reporting obligations.

The Delivery Plan will be supplied to Crown Infrastructure Partners (and other organisations as agreed between the Council and Crown), for review and approval. Crown Infrastructure Partners will monitor progress against the Delivery Plan, to ensure spending has been undertaken with public sector financial management requirements.

Appendix 1

Three Waters Stimulus Funding Agreement (*document: 10460022*)

Appendix 2

Draft Delivery Plan Schedule (*document 10460031*)

Appendix 3

DIA Grant Funding Guide (*document 10460020*)



To: The Chairperson and Members of the Service Delivery Committee
From: Waste Minimisation Officer
Subject: **MINISTRY FOR THE ENVIRONMENT – CONSULTATION ON PLASTICS**
Meeting Date: 15 September 2020

1 EXECUTIVE SUMMARY

The Ministry for the Environment is seeking feedback on their consultation document titled *“Reducing the impact of plastic on our environment. Moving away from hard-to-recycle and single-use items”*. This consultation document seeks feedback on two proposals related to plastic design, use and disposal.

Proposal 1: The Government is looking to move away from hard-to-recycle plastics, starting with a phase-out of:

- some polyvinyl chloride (#3 PVC plastic) and polystyrene packaging (#6 PS & EPS plastic)
- all oxo-degradable plastic products. These are types of plastic that contain an additive causing it to degrade into micro-plastics quickly when exposed to light or oxygen.

Proposal 2: The Government also seeks feedback on a phase-out of some single-use plastic items. Moving away from single-use items in the future will help to encourage reuse, reduce waste to landfill, and minimise harm to the environment from plastic litter.

It is recommended that Waipā District Council makes a submission in support of these changes proposed by the Ministry for the Environment, and a suggested submission is included in appendix 2.

The following appendices accompany the report:

- Appendix 1 Full MfE consultation document
- Appendix 2 Proposed response to consultation questions

2 RECOMMENDATION

That

- a) *The report titled Ministry for the Environment – Consultation on “Reducing the impact of plastic on our environment. Moving away from hard-to-recycle and single-use items”, (document number 10457306) of Sally Fraser, Waste Minimisation Officer, be received;*
- b) *The Service Delivery Committee approves a submission in support of the Ministry for Environment changes including:*
 - a. *Support for phasing out plastic types #3 and #6.*
 - b. *Support for phasing out the following single use plastic items*
 - *Plastic straws*
 - *Plastic cotton buds*
 - *Plastic drink stirrers*
 - *Single use plastic tableware (plates, trays, bowls) and cutlery*
 - *Single use produce bags*
 - *Single use plastic cups and lids (not including disposable coffee cups or cups made from plastics #1, 2 or 5)*
 - *Non-compostable produce stickers.*

3 OPTIONS AND ASSESSMENT

Decision making options are:

- To make or not make a submission
- To support or not support the MfE proposals.

It is the staff recommendation that Waipa District Council makes a submission in support of the proposed MfE changes, as phasing out the hard to recycle plastics will help efficiencies at our recycling sorting centre by removing from production a number of grocery packaging items that we do not want in the collection, and cannot recycle. Also, it will help simplify communication to our community about what plastics can be recycled. The seven small plastic items have the potential to become litter in our communities and environment; most already can't be recycled due to size, so supporting a phase out of these with a preference for reusable items is in line with the goals of our Waste Minimisation and Management Plan of sending less waste to landfill.

Waipa District Council provides a recycling service to over 21,000 homes, both urban and rural across our district. That includes a 140L wheelie bin for glass that is collected monthly and a 240L bin for mixed recycling (plastics #1,2 & 5, tins, cans, paper and cardboard) that is collected every two weeks. We also empty 246 litter bins daily across our district.

Contamination of recycling is a big issue for Waipā, as with any Council service using a wheelie bin. Removal of the very small number of items made from plastic #3 and plastic #6 from the supermarket shelves will help that issue and save ratepayers the cost and effort of constantly trying to communicate the message of which plastics can be recycled and which can't to a diverse community. It will also increase our local Materials Recovery Facility sort line efficiency and the quality of our material bales by removing hard to identify rigid clear plastic (#3 PVC) from potentially contaminating PET #1 bales, thus ensuring they do get sold and made into something new. It also means the small number of items made with #3 and #6 will hopefully be made with either PET #1 (highest value recycling commodity or #5 which is becoming easier to recycle onshore), so this will help in a very small way (due to the low volume of #3 and #6 as product packaging) with our recycling contract costs.

The proposal to phase out these #3 and #6 plastics supports Council's recent move in June 2020 to cease collecting plastics #3, 4, 6 & 7. If they are no longer on the shelves to purchase, they will not end up in the Council recycling wheelie bin necessitating them to be pulled out as contamination, baled and sent to landfill.

With the seven single use plastic items identified for phase out, this will be beneficial to Council mostly in regard to contamination in recycling and as litter, for example, straws (small items are very hard to contain in the recycling process and out in the environment).

Financial/risk considerations

There are no costs to Council or ratepayers through this proposed change. There are possible gains in reduced street cleaning, communication effort (staff time and costs), and recycling sort line efficiencies. If successful, the proposal will remove the risk of contamination of our clear PET #1 plastic bales from clear PVC #3 which is excellent as PET has the most value. These are unlikely to be quantifiable in dollars at this stage due to the small volume of plastics.

There are some risks to brands, manufacturers and businesses mostly due to proposed timeframes and time required by them to adjust to these changes. Sensitivity to this is reflected in the specific timeframe questions in the consultation where it is recommended that Council's position should be that the Ministry works closely with affected industries around phase out time frames.



Sally Fraser

WASTE MINIMISATION OFFICER



Reviewed by Bryan Hudson
MANAGER TRANSPORTATION



Approved by Dawn Inglis
GROUP MANAGER SERVICE DELIVERY

SUPPORTING INFORMATION: ASSESSMENT OF PROPOSAL

1 Statutory and policy requirements

Legal and regulatory considerations

Local Government Act 2002

s.10 Purpose of Local Government

Supporting this proposal will promote the economic and environmental well-being of communities in the present and for the future by helping create a recycling system that works. Where products can be recycled in New Zealand instead of being shipped overseas and externalising our problems.

Consultation and Engagement

A submission in support of the MfE proposal does not need Waipa District resident consultation or engagement. Residents are able to make personal submissions to the proposals.

Council policy or strategy

Supporting a phase out of plastics #3 and #6 will help Council reach Goal One of the Waste Minimisation and Management Plan 2017-2023 which is “Reduced waste and increased resource recovery”. Currently these plastics are contamination in our recycling and are removed and sent to landfill. As the volumes of these plastics are small, supporting their phase out will support in a small way objective one and two:

1. Reduce the total quantity of waste disposed of to landfill
2. Increase resource recovery.

It will support the Council’s standing as Environmental and Cultural Champions, specifically helping us have a lower carbon footprint (recycling is better than using virgin oil to make plastics that are designed for single use) and promoting environmental responsibility by allowing the New Zealand resource recovery industry to focus on recycling plastics that have value.

2 Background to proposal

The proposals reflect a commitment by the Government in December 2019, in response to a report by the Office of the Prime Minister’s Chief Science Advisor – Rethinking Plastics in Aotearoa New Zealand. This report sets out recommendations for how we reduce the impact of plastics on our environment, yet retain some of the benefits that plastic offers to modern society.

This is part of a long-term shift towards a more circular economy for plastics where packaging materials are made of higher value materials that are easier to recycle.

The Government proposes using the Waste Minimisation Act (WMA) to do a planned mandatory phase out of these plastics (option 6 in the consultation document).

The Government has identified that Option 6 (mandatory phase out by law) to be the most successful tool available to eliminate or drastically reduce the amount of hard to recycle plastics #3 and #6. The mandatory phase-out would apply to:

- PVC and polystyrene packaging
- oxo-degradable plastics
- some single-use items.

Section 23(1)(b) of the WMA provides for making regulations to control or prohibit the manufacture or sale of products that contain specified materials. Section 23 can be used to control or ban the distribution of products including to customers for free, because section 5(1) defines 'sale' as including distribution or delivery whether or not for valuable consideration.

This was the tool used to phase out single-use plastic shopping bags in 2018 (which took effect on 1 July 2019).

To make the regulations, the Minister for the Environment must be satisfied that:

- a reasonably practicable alternative to the specified materials are available
- the benefits expected from the regulations are greater than the costs
- the regulations are consistent with New Zealand's international obligations
- the regulations are consistent with the purpose of the WMA.⁵¹

A mandatory phase-out is the Government's preferred option as it most closely aligns with the Government's commitment in December 2019 to investigate a move away from hard-to-recycle plastic packaging, starting with a phase-out of PVC and polystyrene.

Points to consider

Once in place, consumers would no longer have access to the prohibited materials or items. This option is therefore an effective method for achieving the main objective. It would allow for widespread action and could have a broad scope to maximise impact. It may create opportunities for businesses and individuals to look more closely at the waste they create, and find other ways of reducing their impact on the environment. For example, cafes may stop offering certain single-use items altogether, or retailers and brands may look at whether they can offer a refill service.

A mandatory phase-out would bring new costs for public education, monitoring and enforcement. If introduced by Government, taxpayers would bear the costs. Because a mandatory phase-out is ultimately a ban, it would require businesses and individuals to transition to using alternative products and packaging. Businesses may switch to other plastic materials like PET (1), HDPE (2) or polypropylene (5), which have good

markets onshore and internationally. Alternatively, they may move to non-plastics like cardboard or glass (particularly for single-use items or takeaway packaging).

Businesses may need guidance to make informed decisions and reduce the risk of unintended consequences (e.g., moving to other hard-to-recycle materials or an increase in food waste).

Appendix 1

Full MfE consultation document

This is the reference to the full consultation document.

<https://www.mfe.govt.nz/sites/default/files/media/Waste/reducing-the-impact-of-plastic-on-our-environment.pdf>

Appendix 2

Proposed answers to consultation questions

Below are the Waste Minimisation Officer's answers to all questions posed in the consultation document.

1. Do you agree with the description in this document of the problems with hard-to-recycle plastic packaging and single-use plastic items? If not, why?

We agree lightweight plastics that escape from the waste management service can go far from source. We are conscious of our large rivers being a possible conduit of plastics from our residents to the sea.

Our recycling contractor works hard to access markets and more onshore opportunities would be beneficial to our contract costs, which is beneficial to our ratepayers.

Like all Councils, Waipa District Council and our contractor have felt the effects of changing export markets. We anticipate that the Basel Convention for Transboundary Movements of Hazardous Waste will only make exporting lower grade plastics harder. In June 2020 the decision was made to stop collecting plastics #3,4,6 and 7 and inform our community that there were no longer viable markets for these products. Waipa District Council has been educating our community on how to identify these plastics, which products are commonly packaged in these plastics and how to avoid them (behaviour change project). The Waipa Waste Minimisation Officer created the idea for the recent video series showing people easy tips to be able to avoid plastics 3,4, 6 and 7 that was funded by, and co-delivered with, WasteMINZ.

References to examples on our website educating about the change to plastics we can recycle, and videos are here:

<https://www.waipadc.govt.nz/our-services/rubbish-and-recycling/recycling/know-your-plastics>

<https://www.waipadc.govt.nz/our-services/rubbish-and-recycling/recycling/plastics-1-2-5-faq>

The recent WasteMINZ audit of rubbish and recycling showed that there are more plastics with no plastic type number on them at all (8.3% in rubbish and recycling by weight) than hard to recycle plastics 3 and 6 combined (2.7% in rubbish and recycling by weight). This shows that the manufacturing, food and beverage and importing industries have some work to do to allow the community and the resource recover sector to know which items can and can't be recycled.

Leaving it to the market to decide what plastics to use has created this problem as they are not responsible for the end of life of their product, that often falls to local government as does the associated costs. In addition to the phasing out of plastics #3 and #6 we would encourage the Government to look closely at #4 and #7 in the future and at labelling (plastic number, clear directions on what to do with it, e.g. remove sleeve, and the size of any labelling to allow readability by most in our community).

We agree oxo-degradable products need to be included in the phase out. As micro-plastics are an emerging concern and will be difficult to remediate in the future due to their minute size of plastics when broken down in the environment. It is important to stop this unintended consequence of more oxo-degradable products being created by this proposed phase out.

2. Have we identified the correct objectives? If not, why?

Yes, for a Council the main objective supports our work in recycling our ratepayers' recycling materials. The secondary objectives will also help contractors at the Recycling Materials Recovery Facility to sort faster as they will not be needing to identify PVC from PET. Removing PVC will minimise contamination in our PET bales.

Not having to communicate the message about what plastics can and can't be recycled would, over time, save Council time and money that can be better used working on dirtier recycling contamination (fabric, soft plastics, rubbish etc) and waste reduction messaging.

3. Do you agree that these are the correct options to consider? If not, why?

Yes, we agree that looking at what is occurring overseas and what is currently working best is a good place to start and the options outlined cover a broad range of economic, policy, voluntary and target led triggers for change.

4. Have we identified the right criteria (including weightings) for evaluating options to shift away from PVC and polystyrene packaging, oxo-degradable plastics and some single-use items? If not, why?

We agree with the criteria and weighting.

5. Do you agree with our assessment of the options, and our decision to take forward only one option (a mandatory phase-out)? If not, why?

Yes, we agree that the mandatory phase-out delivers the most certainty on elimination (or significant reduction) in the use of PVC and polystyrene packaging, oxo-degradable plastics, and single-use item from the supermarket shelves and our recycling system.

6. Do you agree with the proposed phase-out of PVC and polystyrene packaging as set out in two stages (by 2023 and by 2025)? If not, why?

At Council, the sooner the better for us, but we appreciate the complex nature of the manufacturing process, and expect that the Ministry will workshop timelines closely with those who are genuinely trying to comply with future changes (not allowing those trying to stop the process to add unsubstantiated delays). We suggest further work with the manufacturing and food and beverage industries to understand their re-tooling and product testing timelines needed to ensure that they can comply with these time frames. It was suggested in a recent WasteMINZ webinar with Plastics NZ and Square 1 that it is valuable to test product shelf life in real time, for example, one year, rather than try to accelerate it artificially. That type of food safety testing is important but does add time. Plus allowing time for bulk purchase items to be used up, for example, sushi trays held in bulk supply by individual shops. Perhaps an import and manufacture ban comes in earlier and use of existing stocks is allowed for a further 12 months is a way to handle this.

7. Have we identified the right packaging items that would be covered by a phase-out of PVC and polystyrene packaging? If not, what would you include or leave out, and why?

Yes, support PVC items and the polystyrene items for earlier phase out and stage two. Council believes further work with producers and transporters of cool products is needed when considering expanded polystyrene bins.

We agree a clear differentiation between single use PVC and long use items needs to be clear. PVC piping and guttering is not an issue; that is a valuable item with a long life.

8. Do you think we should include all PVC and hard polystyrene packaging in stage 2 of the phase-out (e.g., not just food and beverage and EPS packaging)? Please explain your answer.

Council would like the Ministry to consider including display packaging which makes up a large part of PVC packaging and is often put in the recycling anyway creating contamination. For example, toy display boxes, toothbrush and smoke detector packaging.

9. What would be the likely costs or benefits of phasing out all PVC and polystyrene packaging (hard polystyrene and EPS) by 2025?

We do not have the background knowledge to comment on this matter.

10. Do you believe there are practical alternatives to replace hard-to-recycle packaging (PVC, polystyrene and EPS)? If not, why?

We agree that consideration to food life is important. It's a well-known fact New Zealanders waste a lot of food, and with that food all the packaging and embedded resource put into growing it and getting it to market. So balancing that with viable alternatives is important.

The issue with expanded polystyrene packaging is that it is left with the consumer, literally. Despite the EPS industry saying they are working hard to collect it back, without an easily accessible way to get it back to them for households across New Zealand when they get a delivery, the waste problem is left with the consumer. If they were able to develop a system where a product with EPS packaging was delivered (whiteware, TV etc) the same courier company takes the delivery box, packaging and old item away (if needed) that could be worth an exemption, especially if the box and packaging were reused. People will become used to seeing a somewhat less perfect hard polystyrene casing and know that the product inside is still new.

With the right timeframes indicated and support for R&D for replacements, many solutions should be possible. With EPS being so cheap to make and manufacturers and brands not currently dealing with the end of life of the product there are not the right incentives in place for companies to work towards a solution, or there would be one already. We believe the signalling of the phase out is key to kick start the innovative search for solutions.

11. Do you agree with a mandatory phase-out of all oxo-degradable plastics by January 2023? If not, why?

We agree to the mandatory phase out of all oxo-degradable plastics, but cannot comment on the time frame as the list of all products has not been formed, and the work with those stakeholders to understand the time needed for businesses to adjust has not been done.

12. If you manufacture, import or sell oxo-degradable plastics, which items would a phaseout affect? Are there practical alternatives for these items? Please provide details.

Not applicable to council.

13. Have we identified the right costs and benefits of a mandatory phase-out of the targeted plastics? If not, why not? Please provide evidence to support your answer.

We can only comment on the assessment of costs and benefits of a mandatory phase-out of the targeted plastics to Council. One benefit to Council is simpler messaging. If these products are not on the shelves and coming through our recycling system, Council doesn't have to try and educate what types of products they are and why they can't be recycled and what to do with them. Your stated benefit of "cost saving from diverting materials from landfill" is negligible, as the volumes of these plastics are so low right now. And with plastics being light, they are not a costly contamination stream for us. It would add more efficiency to our sort line as it is less items to remove.

In regard to the seven smaller plastic items, yes that would somewhat decrease litter costs and simplify our recycling communication messaging by not needing to specifically mention you can't recycle straws etc.

14. How likely is it that phasing out the targeted plastics will have greater costs or benefits than those discussed here? Please provide details to explain your answer.

See above regarding simplification on recycling messaging. Further to this, if the Ministry adopts the standardisation of recycling items based on the commissioned WasteMINZ report recently released, this would allow national level promotion of simple recycling messages. This would allow Councils to focus on other communication rather than constantly reminding people what can and can't be recycled locally. In Waipa we have a lot of people moving from other regions and get a lot of items that can be recycled in other places. For example, liquid paperboard (cartons). A lot of Councils are already on board with most of the standardised items and it would be great if the Ministry could compel the others to make the small changes needed for national recycling item consistency to allow for less contamination and simple messaging using national platforms (e.g. TV and radio).

15. What would help to make it easier for you and your family, or your business/organisation to move away from hard-to-recycle plastic packaging and use higher value materials or reusable/refillable alternatives?

Risks and unintended consequences – "guidance" is mentioned here. If this is voluntary, history predicts this will not be good enough. If an option that is very cheap, works well for the purpose, but is terrible for the resource recovery industry and/or environment, it may still be chosen and become our new contamination issue. Can product stewardship legislation helps here to at least financially incentivise the best choices? And mandatory national labelling to make it clear that some items are "Not recyclable – this is rubbish".

16. What do you think about the proposed mandatory phase-out of some single-use plastic items (see table 7)? Please specify any items you would leave out or add and explain why.

100% support exemptions to allow access to plastic straws for disabled persons and for medical purposes.

It would be excellent if national level communication was done on the best alternative option if these are to be phased out. For example, really challenging the need for a straw/stirrer at all. As there is still a lot of resources used to create bamboo/cardboard straws and wooden single use stirrers and they will still become single use waste items. Recent generations are used to these items but that was not always the case. This possible policy change creates the chance to change how New Zealanders think about items they “need”. Anything that can move people away from wanting things, to not needing them, should be pursued and have some budget assigned to it to make it happen. This aligns with the waste hierarchy and supports overall sustainability, not just waste minimisation.

Options for produce bags. We would not like to see synthetic fabrics excluded from options here, as they create very strong, durable and light weight bags and they are less expensive than the natural fibres mentioned. We think having options that are not cost prohibitive is key in getting all of our community on board. If one reusable produce bag costs more than the fruit they plan to put into it, that could restrict some people making the change in a timely manner. Getting a full life cycle assessment done on all these options would be useful, so before alternatives are promoted the public will know if they buy a hemp bag they will have to use it X times before its overall life impact is less than a single use plastic produce bag.

17. Do the proposed definitions in table 7 make sense? If not, what would you change?

Yes, they make sense.

18. What would be an appropriate phase-out period for single-use items? Please consider the impact of a shorter timeframe, versus a longer timeframe, and provide details where possible. a) 12 months? b) 18 months? c) 2 years? d) 3 years? e) Other? If you think some items may need different timeframes, please specify.

We suggest further consultation with manufactures and those who rely on these items to inform this question.

19. What options could we consider for reducing the use of single-use coffee cups (with any type of plastic lining) and wet wipes that contain plastic? You may wish to consider some of the options discussed in this consultation document or suggest other options.

Coffee cups:

We would challenge “Plastic-free, single-use alternatives are not widely available” in regards to coffee cups, why would a single use item be something sought? Reusable on the go cups are widely available and quite reasonable in price. And there is always the option of taking a mug from home or work for your take-out or drinking in. If it were a case where everyone knew there was no takeaway coffee cups available at all in New Zealand, they would easily be able to access a vessel for their drink.

Recent research from WasteMINZ showed that many New Zealanders think (and are very confident in their knowledge) that coffee cups can be recycled. This is partially because the industry creating the cups has confusing labelling, for example, promoting and printing on the cup the 3-triangle symbol and that the cup is made from recycled material confuses some consumers that it can be recycled also. None are actively labelling “This needs to be landfilled” or “this can’t be recycled”. It’s imperative these companies and cafes are impelled to educate the hard truths around the end destination for their product. Many lids are compostable, but only if sent to one of the very few commercial composting facilities in New Zealand. This just does not happen in most cases. And the more compostable plastic lids they make, with poor labelling, the more end up in our recycling collections.

Most people do not understand the 3-triangle symbol and associated number is a plastic type label only, most people think it means it can be recycled.

Is there an opportunity in this consultation or in your Product Stewardship to impel this work? Is a set fee for all takeaway cup use possible? Not just relying on leaders in the industry to step out from their competitors (and risk market share) by using the negative incentive of charging for a disposable coffee cup over and above the reusable or drink in rate. This lever has been proven more effective to create behaviour change than giving a discount to those bringing in a reusable cup.

This is a large issue and any national level solution would need to be well researched. Including disposable coffee cups in this phase out with a longer time frame would ensure that work was done and that is our recommendation.

In regard to alternatives, we support actions that sit towards the top of the waste hierarchy (e.g. reuse). We support the roll out of a cup-lending programme nationwide. This allows ease for the consumer on the go (cups there, deposit is cheap, can return dirty cups). To be successful and provide the maximum benefit it needs to be the same system everywhere, that allows no risk on when the purchaser can redeem their deposit or which café they can use their cup in.

Regarding the cardboard cup alternative. This would create a future recycling contamination issue as the cup would be dirty, and people are often trying to recycle coffee cups now. If this were to be pursued the labelling would need to be very clear "This is rubbish".

Regarding collection of compostable cups. This is not the preferred option. If considered further, we strongly suggest it should be clear that the cost for this should sit with the manufacturer not the tax/ratepayer. If a company chooses to put these products onto the market with the known issues to get them collected (without contamination) and commercially composted, they should be responsible for the cost and infrastructure to get them where they are meant to go at end of life. This option also does not guarantee that coffee cups do not remain a common recycling contaminant.

Wipes:

Waipa District Council supports mandating that labels include a clear and obvious 'do not flush' message, and information to highlight that the wipes contain plastic with a short lead in time for this change.

Equally support the other ideas outlined:

- public education campaigns to encourage reduction in use and appropriate disposal
- product (NB compulsory product stewardship would be most effective) stewardship approach – for example; in Europe producers will have to cover the cost of waste management, data gathering, and education and awareness associated with wet wipes from 31 December 2024.
- working with industry on a voluntary agreement to shift away from plastic as an ingredient in wet wipes.

20. If you are a business involved with the manufacture, supply, or use of single-use plastic coffee cups or wet wipes (that contain plastic), what would enable you to transition away from plastic based materials in the future?

Not applicable to Council.

21. What do you consider an appropriate timeframe for working toward a future phase out of plastic lined disposable coffee cups and wet wipes containing plastic?

We don't have enough information to make an informed recommendation.

SERVICE DELIVERY COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee
From: Governance
Subject: **RESOLUTION TO EXCLUDE THE PUBLIC**
Meeting Date: 15 September 2020

1 RECOMMENDATION

THAT the public be excluded from the following parts of the proceedings of this meeting.

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

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
<i>Confirmation of Public Excluded Minutes</i>	<i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i>	<i>Section 48(1)(a)</i>
<i>COVID-19 Contract Claims</i>		
<i>Contract Award – Christie Avenue Pumpstation Improvement works</i>		

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

Item No.	Section	Interest
<i>10,11,12</i>	<i>Section 7(2)(i)</i>	<i>To enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>