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**MARLBOROUGH
DISTRICT COUNCIL**



Only Marlborough

12 April 2023

Record No: 2372428
File Ref: D050-001-A03
Ask For: Nicole Chauval

Notice of Committee Meeting – Tuesday, 18 April 2023

A meeting of the Assets & Services Committee will be held in the Council Chambers, 15 Seymour Street, Blenheim on **Tuesday, 18 April 2023 commencing at 9.00 am.**

BUSINESS

As per Agenda attached.

**MARK WHEELER
CHIEF EXECUTIVE**



**Meeting of the
ASSETS AND SERVICES COMMITTEE
to be held in the Council Chambers, District Administration Building, Seymour Street,
on TUESDAY, 18 APRIL 2023 commencing at 9.00 am.**

Committee

Clr J D N Croad (Chairperson)
Clr J C Rosene (Deputy)
Clr S R W Adams
Clr S J Arbuckle
Clr D A Dalliessi
Clr B G Dawson
Clr M R L Flight
Mayor N P Taylor
Iwi representative (to be advised)

Departmental Head

Richard Coningham, (Manager, Assets & Services) and Jamie Lyall
(Manager, Property & Community Facilities)

Staff

Nicole Chauval (Committee Secretary)

In Public

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1. Apologies

No apologies received.

2. Declaration of Interests

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

3. Siting Air Quality Monitoring Equipment on Memorial Park and Picton Foreshore

(Clr S J Arbuckle) (Report prepared by Linda Craighead)

R510-009-M02-01, R510-009-P02-01

Purpose of Report

1. To consider locating air quality and climate monitoring equipment on reserve land at Memorial Park (Picton) and Picton Foreshore.

Executive Summary

2. The Council's Environmental Science and Monitoring Section are looking for sites to locate monitoring equipment to measure PM₁₀ and NO₂/SO₂ contaminants in Picton. Two sites have been proposed: one on Memorial Park for a permanent fixture; and a temporary site on Picton Foreshore for up to a year. The sites have been identified taking into account activities occurring in the area, air flow, local topography and practical considerations such as having power available.
3. No resource consents are required for the monitoring equipment given the permitted activity rules of the Marlborough Environment Plan. However, the two relevant reserve management plans do not provide for the proposed activity. An assessment of the policy framework of each plan has been undertaken to determine whether permission can be given by the Council to locate the equipment on the reserves.
4. Siting the monitoring equipment on both Memorial Park and Picton Foreshore is inconsistent with the recreation purpose of the reserves. However, in both cases the proposed location and activity does not conflict with many of the policies of the plans. There may be some minor loss of amenity values with the siting of the monitoring equipment however, recreation activities will be unaffected. Ecological and cultural values and public access to the reserves will also not be affected.
5. After considering the relevant reserve management plans it is considered that Council should grant approval to locate the monitoring equipment on Memorial Park and Picton Foreshore as proposed. If a permanent site on Picton Foreshore is to be sought then this will need to be the subject of further assessment.

RECOMMENDATIONS

That Council:

1. **Approve the permanent siting of air quality monitoring equipment on Memorial Park as proposed by the Environmental Science and Monitoring Team.**
2. **Approve the temporary siting of air quality monitoring equipment on Picton Foreshore for up to 12 months as proposed by the Environmental Science and Monitoring Team.**

Background/Context

6. A request has been received from the Council's Environmental Science and Monitoring team to locate monitoring equipment on two Council reserves to measure PM₁₀ and NO₂/SO₂ contaminants. This has come about as a consequence of a year-long continuous screening study carried out by NIWA from mid-2019 to September 2020 to assess if NES¹ compliant monitoring station(s) were required for the town.

¹ National Environmental Standard for Air Quality (NES) for PM₁₀

7. The need for the monitoring equipment and for the proposed locations is set out in Attachment 1 to this report. In brief the locations chosen are as follows:

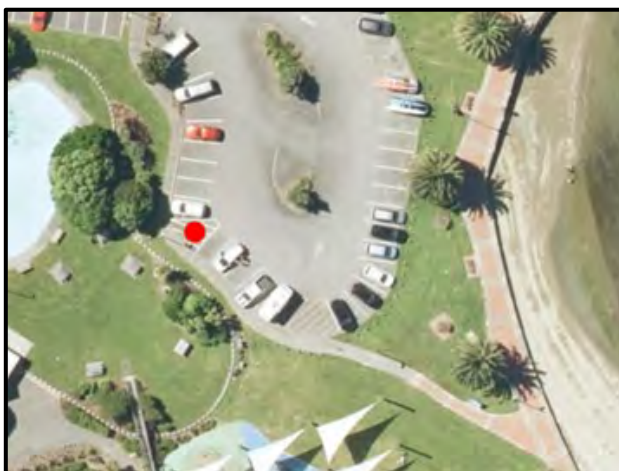
Memorial Park

8. The 2019-2020 screening study, past studies, metrological and visual observations have shown that the worst areas for elevated PM₁₀ are around the eastern end of the Picton Marina, Surrey Street, Waikawa Road, and other lower-lying areas. A permanent site for the monitoring equipment for PM₁₀ has therefore been identified on Memorial Park adjacent to the Emergency Centre with easy access to power.



Picton Foreshore

9. The 2019-2020 screening study also found potential for NO₂ and SO₂ levels to be elevated and exceed guideline levels on the Picton foreshore. Sources of these contaminants are likely to be from shipping, both the ferries but also smaller craft moving in and out of the area. One of the community's main concerns was exposure of people and especially children in the foreshore reserve area. As such an area on the Picton Foreshore car park has been proposed to locate the monitoring equipment.
10. The site is a hatched area where parking cannot occur given the round nature of the car park. Power is also available to this site. The monitoring equipment at this location is not a permanent facility but will be in situ for a year.



Assessment/Analysis

11. No resource consent is required for the activity of monitoring equipment as for both sites such equipment is enabled as a permitted activity in the Marlborough Environment Plan. However, neither the Victoria Domain Reserves Management Plan or the Picton Foreshore Reserve Management Plan makes provision for monitoring equipment and therefore an assessment against the policy framework of each plan has been undertaken. This is set out in Attachment 2 to this report.
12. In summary locating the monitoring equipment is inconsistent with the recreation purpose of both Memorial Park and Picton Foreshore. However, in both cases the proposed location and activity does not conflict with, offend or conflict with many of the policies of the plans.
13. For Memorial Park only a small area of the park will be permanently occupied by the monitoring equipment structure. It would be in an area that receives little use currently being near the entry gate to the park. There may be considered to be some minor loss of amenity values but there is no impact on recreational, ecological or cultural values. The proposal will not affect use of Memorial Park for overflow parking associated with Picton Marina or events that may occur on the park.
14. In considering alternative locations for the activity, the 2019-2020 screening study identified the need to monitor in areas where exceedances are occurring. So, the location does need to be in the general vicinity of the Memorial Park area. Other factors such as being distant from other structures or vegetation, being accessible for vehicles and ensuring there is mains power to the site are also relevant.
15. For Picton Foreshore the activity is temporary in nature albeit the equipment will be in place for a year. The proposed site will not affect car parking on the foreshore nor access and connections between the ferry terminal and the town centre. Recreational values will be unaffected and landscape views will not be impacted any more than they may be by vehicles parking in this area. If a permanent site is to be sought on Picton Foreshore in the future then a further assessment will be required.
16. For both sites the Environmental Science and Monitoring team have advised that Te Ātiawa has been actively involved in the Picton Air Quality Group, which formed in 2018 after the initial community concerns were raised about air quality. The iwi is in support of the project and have been kept up to date including about the general areas that are proposed to be monitoring sites.

Attachments

Attachment 1 – Picton Air Quality and Climate Sites Information	page [5]
Attachment 2 – Reserve Management Plan Assessment	page [9]

Author	Linda Craighead, Planner – Parks and Open Spaces
Authoriser	Jane Tito, Manager – Parks and Open Spaces

Attachment 1

Picton Air Quality and Climate sites information

March 2023 - Picton New Air Quality and Climate Sites – Information to support application for assessment of suitability to locate sites within reserves.

Past air quality monitoring in Picton suggested that the town had the potential to exceed the National Environmental Standard for Air Quality (NES) for PM₁₀. However, past monitoring was not continuous and previous wintertime data was not conclusive on this matter.

In late 2018 the community raised strong concerns to Council about the air quality in the town. As a result, a yearlong continuous screening study was carried out by NIWA from mid-2019 to September 2020 to assess if NES compliant monitoring station(s) were required for the town. Particulate matter (PM) and various gases were measured as well as meteorological monitoring to help understand the air movement around the town.

The results of the study indicated that elevated PM₁₀, NO₂ and SO₂ levels could reach and exceed guideline levels in the town triggering the requirement for NES compliant monitoring. The results showed that different areas of the town experienced different contaminant exceedances meaning there is a requirement for different monitoring sites for PM₁₀ and NO₂/SO₂ contaminants.

Under Regulation 15 of the NES, monitoring must be carried out at a representative site where there are one or more people, and the standard is breached by the greatest margin, or the standard is breached most frequently. Practical considerations such as space and access to electricity can however significantly narrow down the eligibility of monitoring site locations. Other sites requirements include minimal distances from any other structures or vegetation at a 360° circumference and 180° angle from intakes, vehicle accessibility and mains power to site.

Two sites have been selected within the town that practically meet the site requirements, one for PM₁₀ monitoring and the other for NO₂/SO₂ monitoring.

PM₁₀ monitoring

The 2019-2020 screening study, past studies, metrological and visual observations have shown that the worst areas for elevated PM₁₀ are around the eastern end of the Picton marina, Surry Street, Waikawa Road, and other lower lying areas. This is the result of both air flows and local topography.

Air drainage flows are common particularly in the winter months which result in contaminants moving from more elevated source areas down towards sea level especially in the early morning. Flows move contaminants out into Picton harbour with Victoria Domain splitting the air flow resulting in contaminants also moving along Waikawa Road. From around Suffolk Street the land rises along Waikawa Road to Leicester Street which acts as a barrier to the air flow, resulting in contaminants pooling behind the rise.

As such the PM monitoring site chosen is situated in the low-lying Memorial Park part of the Victoria Domain, near the Emergency Management Centre, but away from the buildings, the Heli pad and on a small corner of the reserve. (See Map 1 and enlargement Map 2)



Map 1 – Location of proposed PM monitoring site.



Map 2 – Closer view of the proposed site.

PM₁₀ and PM_{2.5} are currently measured by Council in Blenheim at a monitoring site based at the Blenheim Bowling Club (Photo 1). It is proposed that the new Picton PM monitoring site would follow the same set up, including equipment type and housing which will also provide efficiencies in maintenance time and costs.

The area required for the site is small (Photo 2), approximately 3.5m x 2.6m. The monitoring equipment will be housed in a cabinet to allow for climate control which will be attached to a raised concrete slab. This slab is proposed to be relatively thick to ensure the cabinet is situated above any localised flooding. Within the cabinet the equipment is raised further on shelving providing further height above the ground. The site would also be fully fenced with barb wire at the top to prevent equipment being damaged. Signage can be provided on the fence if required, although the cabinet will have "air quality monitoring station" on the front. Power will be installed under ground by a registered electrician regularly used by the Reserve team and connected into the closest available point at the Emergency Centre.



Photo 1 – Air quality PM monitoring site in Blenheim



Photo 2 – Ground level view of proposed PM site

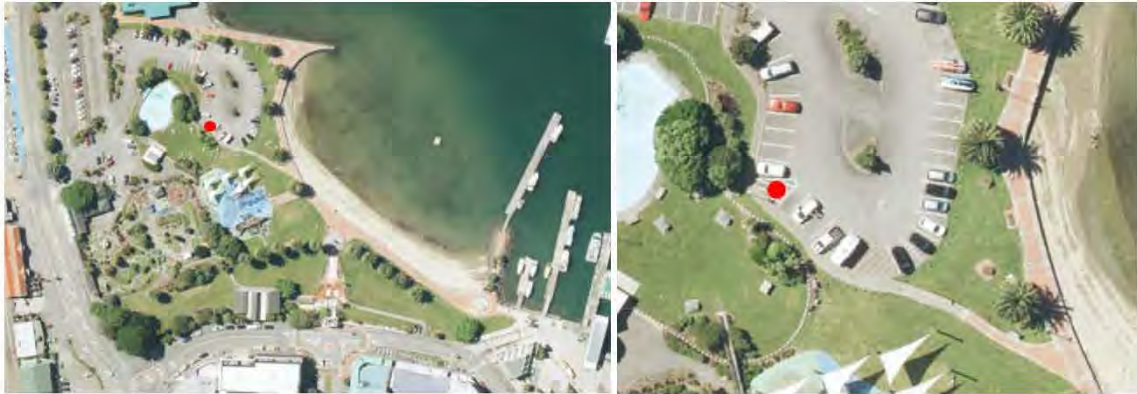
NO₂/SO₂ monitoring

The 2019-2020 screening study also found potential for NO₂ and SO₂ levels to be elevated and exceed guideline levels on the Picton foreshore. Sources of these contaminants are likely to be from shipping, both the ferries but also smaller craft such as the water taxis and private vessels moving in and out and refuelling at the Picton marina. One of the community's main concerns was exposure of people and especially children in the foreshore reserve area. As such the area for the location of the NO₂/SO₂ monitoring site has been focused on the Picton foreshore reserve so that exposure in this area can be robustly assessed.

Unlike the PM monitoring site, it is currently proposed that the NO₂/SO₂ monitoring site will not be permanent but is in place for a period of a year. The screening data was not totally conclusive, but of a level where more robust monitoring was required to be able to comprehensively assess the risk to the community. Should the subsequent data clearly confirm there are issues then a more permanent site will look to be established.

Council does not currently have NO₂/SO₂ monitoring experience and as such will be leasing the equipment and contracting its maintenance to an external air quality service provider.

The proposed site is in the car parking area of the Picton Foreshore reserve close to the children's playground and the boating pond (See Maps 3 and 4). It is proposed that a small portacom shed about 1.2m wide by about 1.8 m high, like the one in Photo 5 will be transported to the site by trailer and surrounded by temporary security fencing. It may be possible to leave the equipment on the trailer and temporarily disabled the trailer, or the shed will be placed on the carpark surface in the hatch area on Photo 6. As such no parking spaces will be taken up by the equipment. Power will then be run under ground through the tile gap in the paving and connected into the lighting tower by a registered electrician to ensure it is safe. Again signage can be attached to the fence to provide information to the public.



Map 3 – Location of proposed NO₂/SO₂ monitoring site Map 4 – Closer view of the NO₂/SO₂ monitoring site.



Photo 5 – example of the NO₂/SO₂ monitoring equipment and housing.

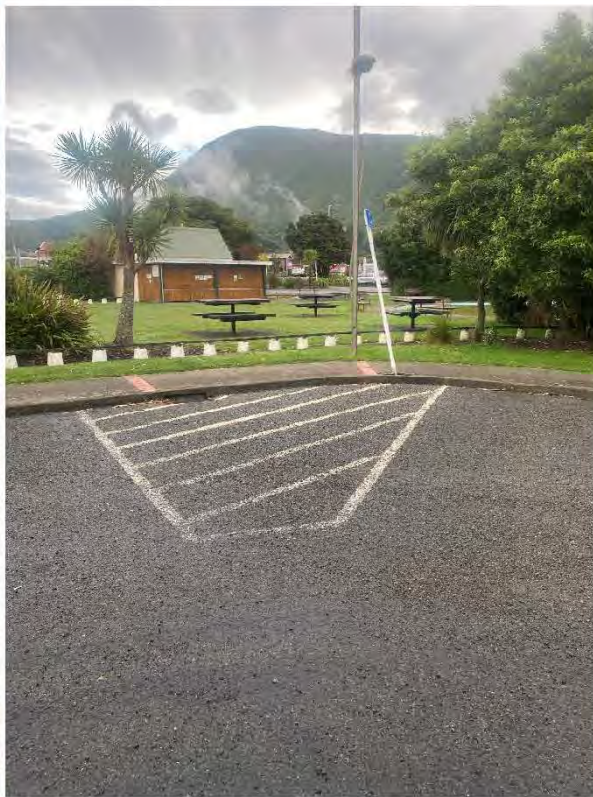


Photo 6 – Hatched area is proposed to be the location of the equipment.

Funding and Project Benefits

The setting up of air quality and metrological monitoring sites requires significant investment, with the NES complaint monitoring equipment alone costing over \$50,000 per contaminant. The Council was successful in receiving Better Off Funding for this project and has been given the green light to action the project and equipment has already been ordered as it can take some time to arrive from overseas.

The benefits of the project highlighted in the funding application were:

- The monitoring will support communities and industry to make informed decision on their choices of power, heating and vehicle options to low emission types.
- The port and tourism ventures are critical to the growth of the area as reflected in the iRex project, reducing all forms of emissions to air will provide health and amenity benefits and in turn growth of tourism opportunities.
- Improvements in air quality are essential to community wellbeing and will drive desire for people to live, work and visit the area. The port and town are shortly to undergo significant changes and upgrades, the ability to monitor air quality through this period will provide reassurance to the community that air quality is not being degraded during this redevelopment.
- This will be the first permanent air quality monitoring network for the area.

Permissions

The project and equipment placement are a permitted activity under the Marlborough Environment Plan, under Rule 2.39.1 Network utility structure. However, such an activity is not currently provided for in the reserve management plan for either the Picton Foreshore Reserve or the Victoria Domain Reserve.

Both Port Marlborough and Te Atiawa are actively involved in the Picton Air Quality Group which formed in 2018 after the initial community concerns were raised. They are in support of the project and have been kept up to date including the general areas that are proposed to be monitoring sites and the success of the funding application. This brief report will also be sent to them to provide the most up to date information and advise them of the requirement to get acceptance for the activity and sites within the two reserves.

Attachment 2

Reserve management plan assessment

Victoria Domain Reserves Management Plan	
Objectives/Policies	Assessment
<p>1. Te Whakaaro Tahī/Partnerships</p> <p>2. Kaitiakitanga /Guardianship</p> <p>4. Te Taiao / The Natural World</p>	<p>The objectives and policies of these sections of the Plan are considered to be unaffected by the location and activity of the proposed monitoring equipment.</p>
<p>3. Ngā Tākaro Pūangi / Recreation</p> <p><i>Objectives</i></p> <p>3.1 A diverse range of recreational opportunities across the Reserves are available for all users.</p> <p>3.2 Free and open access to the Reserves is generally provided.</p> <p>3.4 Shelly Beach and Memorial Park are available for recreational use.</p> <p>3.5 Walking and cycling tracks through the Reserves are well-signed, attractive, safe and easily accessed.</p>	<p>The monitoring equipment is not considered to impact on the recreational opportunities of Memorial Park and there will continue to be free and open access as required by Objective 3.2. No walking or cycling tracks are affected by the proposed location.</p> <p>Objective 3.3 and Policies 3.6 to 3.10 are general recreation policies, and these do not have relevance for this proposal. Similarly, Policies 3.10 to 3.26 are not relevant to this assessment as they cover Walking and Cycling, Endeavour Park and Shelly Beach.</p>
<p><i>Memorial Park Policies</i></p> <p>3.27 Maintain Memorial Park largely as an area of green open space for informal recreational use.</p> <p>3.28 Maintain the memorial gates as the main access into Shelly Beach and Picton Marina.</p> <p>3.29 Acknowledge the importance of the St John and Coastguard Emergency Operations Centre and emergency helicopter landing area to the community.</p> <p>3.30 Prohibit vehicles on the grassed open space areas unless for:</p> <ul style="list-style-type: none"> (a) maintenance activities; (b) environmental enhancement; (c) authorised activities or events; or (d) through occupation agreements. 	<p>Only a small area of Memorial Park will be occupied by the monitoring equipment, some 9.1m². There will only be a small loss of green open space but this is in an area close to the entrance to Memorial Park and alongside a fence.</p> <p>Policy 3.28 and 3.30 are not affected by the proposal.</p> <p>In terms of Policy 3.29, the Emergency Operations Centre while being adjacent to the proposed site for the monitoring equipment, is not considered to be affected by locating the equipment here.</p>
<p>5. Ngā Taonga Tuku Iho/Cultural Heritage</p> <p><i>Policy</i></p> <p>5.8 Ensure public facilities and infrastructure are located in culturally appropriate locations.</p>	<p>On advice from the Environmental Science and Monitoring team Te Ātiawa has been actively involved in the Picton Air Quality Group, which formed in 2018 after the initial community concerns were raised about air quality. The iwi is in support of the project and have been kept up to date including about the general areas that are proposed to be monitoring sites and the success of the Better Off Funding application.</p> <p>No land disturbance triggering resource consent requirements is required to install the equipment and the site has not been identified as having particular cultural or heritage significance.</p>
<p>6.Administration</p> <p>6.4 Use of Reserves</p> <p><i>Objective</i></p> <p>6.4.1 Activities do not adversely affect recreational use and enjoyment of the Reserves or on cultural matters, ecological health or amenity values.</p>	<p>The objectives and policies of sections 6.1 – 6.3 and 6.5 – 6.9 of the Plan are considered to be unaffected by the location and activity of the proposed monitoring equipment.</p> <p>There may be some minor amenity value loss of the proposed equipment but this is not considered significant.</p>

<p><i>Policy</i></p> <p>6.4.5 In considering whether to allow activities or uses, including commercial activities, network utilities or other similar infrastructure, the following must be considered:</p> <p>(a) Whether the proposed use is consistent with the primary recreation purpose of the Reserves;</p>	<p>The proposed use is not consistent with the primary recreation purpose of Memorial Park.</p>
<p>(b) Does the proposed use impact on the use or enjoyment of the Reserves by other users;</p>	<p>It is not considered that the monitoring equipment will impact the use or enjoyment of the park.</p>
<p>(c) Whether the proposal will enhance public benefit and enjoyment;</p>	<p>The proposal will not in itself enhance public benefit and enjoyment. Monitoring information in time may lead to outcomes that could enhance public benefit and enjoyment of those using this area.</p>
<p>(d) Is there a demonstrated demand for the proposal and will it duplicate other facilities in the vicinity;</p>	<p>There is no demand for similar equipment to be located on the park and it will not duplicate any existing facilities.</p>
<p>(e) Whether public access is restricted or may otherwise be affected by the proposal;</p>	<p>Public access will not be affected by this proposal.</p>
<p>(f) Does the proposal adversely affect cultural matters, ecological values or amenity values;</p>	<p>These values will not be affected by the proposal.</p>
<p>(g) Whether there will be a visual or audible intrusion in the Reserves environment that may detract from amenity values;</p>	<p>There is already built infrastructure on the park and there are often vehicles parked on the grass area. The equipment will be visible being located at the entrance to the park and may detract from amenity values for some people. Any noise generated from the equipment will meet permitted activity standards in the MEP and there are no immediately adjoining residential properties.</p>
<p>(h) There will be no increased cost to the Council for maintenance unless approved by the Council;</p>	<p>There will be no increased cost to the Council for maintenance of Memorial Park.</p>
<p>(i) The proposal can be accommodated in terms of access, parking, services, support facilities and future expansion, if considered likely; and</p>	<p>There is no conflict with this policy.</p>
<p>(j) Whether alternative locations for the proposal have been investigated.</p>	<p>Finding a site is challenging given the need to:</p> <ul style="list-style-type: none"> • monitor in areas where there are identified exceedances of NES standards; • be distant from other structures or vegetation; • accessible for vehicles; and • ensure there is mains power to the site. <p>Other areas on public land in this area could be used, however this site is considered to have negligible impact on other users.</p>
<p>6.4.6 Where infrastructure is proposed the additional matters to be considered are:</p> <p>(a) The location of utility structures (pipes, cables, lines or similar) shall be placed underground; and</p> <p>(b) The location of the infrastructure will not result in any lost opportunities for the Council in terms of the future development of the Reserves.</p>	<p>Power connections will be underground. The location of the equipment in a corner of the park is considered the most appropriate and will likely have the least impact on any future development of the park.</p>

Picton Foreshore Reserve Management Plan

Objectives/Policies	Assessment
Open Space, Heritage and Character, Community Values and Partnerships Vegetation, Tree Removal, Events, Leases and Concessions, Facilities, Lighting and CCTV, Signage, Water Play Area, Play Area and Gifts and Commemorative Features	The objectives and policies of these sections of the Plan are considered to be unaffected by the location and activity of the monitoring equipment as they are not applicable at the proposed location.
<p>Landscape and Amenity and Building</p> <p>The objective and policies are directed at protecting current views, preserving and enhancing the natural qualities of the beachside area, providing vegetation that enhances the landscape and ensuring buildings do not encroach on open space areas.</p>	<p>The monitoring equipment will not impact on landscape views and otherwise will not affect the beachside area. The size of the structure whether left on a trailer or established on the ground is small. Down harbour views will not be any more restricted than they are when cars are parked in this area. The current location for the monitoring equipment is temporary, and so open space values are not considered to be affected. However, depending on where a permanent facility may be proposed in the future, there may be some impact on these values.</p>
<p>Access and Connections</p> <p>The Objectives and Policies seek to ensure the reserve is accessible to all, walkways are safe and there is good access between the reserve, the town centre and the ferry terminal.</p>	<p>The location for the monitoring equipment is immediately alongside a pathway connecting the ferry terminal, however access and connections will not be impeded.</p>
<p>Informal Recreation</p> <p>The Plan seeks to establish and protect the primary purpose of the reserve as an area for informal recreation. The policies seek to retain the current mix of recreation facilities and open space, provide areas for informal recreation and encourage family or children-oriented recreation.</p>	<p>The current location proposed for the monitoring equipment, which is temporary, is not likely to affect recreation values of the reserve. The proposed car park location is unused for other uses (including recreation).</p>
<p>Car Parking</p> <p>Car parking is specifically provided for users of the reserve. No increases in car parking are supported where this takes away from open green space and Council approval is required where car parking is reduced from</p>	<p>No loss of physical car parking will result from the proposed location of the monitoring equipment. The nature of the circular car parking renders the area unusable by cars, hence it being hatched out from being used.</p>

4. Financial Report for the year to 28 February 2023

(The Chair) (Report prepared by David Craig)

F275-001-02

Purpose of Report

- To present the Financial Report for the Assets and Services and Community Facilities (including Parking) Departments for the year to 28 February 2023.

Executive Summary

- The Financial Report for the Assets & Services and Community Facilities (including Parking) Departments from 1 July 2022 to 28 February 2023 is presented below.

Revenue and Operational Expenditure

(in millions)	1 July to 28 February			Whole year		
	Actual	Budget		Forecast	Budget	
Surplus/Deficit	\$9.4	\$0.8	✓ \$8.6	\$16.3	\$5.3	✓ \$11.0
Income	\$104.1	\$101.5	✓ \$2.6	\$158.2	\$154.0	✓ \$4.2
Expenditure	\$94.7	\$100.7	✓ -\$6.0	\$141.9	\$148.7	✓ -\$6.8

A total year to date surplus of \$9.4M has resulted through increased revenues to budget of \$2.6M and reduced expenditure to budget of \$6.0M.

Major variances between year to date actual and budget:

- Roading emergency reinstatement costs following the July 2021 and August 2022 storm events are below budget by \$3.97M and are offset by unfavourable operational roading subsidies of \$1.31M. Other flood damage repair costs of \$1.80M have been incurred to date, mainly in the Flood Protection Activity, and are within budget at this time. There are also associated savings of \$505k for minor works contracts in the Flood Protection Activity.
- Insurance claims/recoveries are unfavourable to budget by \$1.23M. The first insurance claim for river damage repairs to 30 June 2022 is currently being finalised.
- Flood event welfare response and recovery costs are captured under the Emergency Management Activity and \$1.51M has been incurred to date, including \$387k for the Sounds future roading access study. Most of these costs are eligible for subsidy from either National Emergency Management Agency (NEMA) or Waka Kotahi (NZTA) and \$1.08M has been claimed to date. Further claims are pending.
- Roading subsidy on capital expenditure is below budget by \$3.49M due to scheduling of the renewals programme over the warmer summer months.
- Metered water sales are unfavourable to budget by \$491k. We do expect that water use will increase in the second half of the year and reduce the current revenue deficit. Levels of consumption are weather dependent.
- Development contributions \$387k and Reserve fund contributions \$941k are both favourable to budget and are sourced from levies charged on development. The main sources of revenue to date have been from the Rose Manor and Nikau Drive subdivisions.
- Vested assets are favourable to budget by \$5.50M. Accounting entries have been completed for stages 8B and 9A of the Rose Manor subdivision and stages 2A, 2B & 3 of the Nikau Drive (Wai iti) subdivision.

- Trade waste revenue is unfavourable to budget by \$484k. Current year charges have been assessed and invoicing has been completed for the annual customers and the first two quarterly instalments for the higher users. Revenue for disposal of winery liquid waste directly to the Hardings Road industrial ponds (through septage receival facility) is favourable to budget by \$426k.
- Dump fee revenue is unfavourable to budget by \$659k, through transfer stations (\$168k), the regional landfill (\$454k) and waste projects (\$37K). Dump fee revenue variations are expected to improve over the grape harvest period.
- Grant income is favourable to budget by \$1.93M which is attributable to the 3Waters Stimulus Funding (eligibility period was extended) \$1.25M, 3Waters transitional funding \$295k, Tourism Infrastructure Funding (TIF) for public convenience upgrades \$180k and DIA Better Off Funding \$181k.
- Grant expenditure is favourable to budget by \$889k due to Marlborough Kaikoura Trail Trust (MKTT), Marlborough Equestrian Park and Flaxbourne Heritage Centre projects. Indications are that the Marlborough Equestrian project is unlikely to progress this financial year and funding (\$294k) will need to be carried over into 2023-24.
- Depreciation charges \$620k and interest costs \$554k are both favourable year to date.
- Additional information is given on variances at an activity level later in the report.

Capital Expenditure

(in millions)	1 July to 28 February			Whole year		
	Actual	Budget		Forecast	Funded	
Capex	\$30.4	\$64.5	✘ \$34.1	\$56.9	\$67.5	✔ \$10.6

Council has funded a budget of \$67.5M for capital expenditure in the 2022-23 Annual Plan. The total programmed work for the year is \$98.2M (including \$30.7M of carryovers from previous financial year). This ensures that multiple projects can continue to progress.

Actual year to date expenditure of \$30.4M represents 45% of the funded amount.

The major areas of capital expenditure to date are:

- Roads and Footpaths \$12.870M
- Wastewater \$5.675M
- Water Supply \$7.359M

Capital expenditure is impacted for many reasons including finalising community consultation, obtaining land access, obtaining resource consents, the availability of external professional expertise and receiving an acceptable contract price and contractor availability.

Forecasts

- Forecast values have been reviewed with particular emphasis on capital expenditure. Much of this data has been extracted from the 2023-24 Annual Plan process.
- The operating surplus is forecast to increase by \$11.02M to \$16.31M, through a combination of additional revenue of \$4.25M (government grants and vested assets) and reduced operating costs of \$6.77M (emergency reinstatement, flood damage, grants, depreciation and interest payments).
- Forecast capital expenditure is \$56.87M, which is \$10.6M below the 2022-23 Annual Plan budget.
- Forecast data will continue to be updated as we progress through the year and as information comes to hand.

RECOMMENDATION

That the financial report for the period ended 28 February 2023 be received.

Background/Context

- Below is the Financial Report for the Assets & Services and Community Facilities (including Parking) Departments, for the eight-month period ended 28 February 2023.
- Budget values include 2021-22 carryovers, which were approved in the August meeting cycle.
- The Forecast column provides projected end of year outcomes, and these will be continually updated as we progress through the year.
- Entries have been completed to account for February revenues and expenditures, including outstanding retention values of \$2.27M for 47 separate construction contracts.
- All figures are rounded to the nearest thousand unless otherwise stated.
- The use of ✖ or ✔ is challenging for capital expenditure. Normally if you are over budget, it is not good, so should get a ✖. Equally if you are tracking well behind/under budget that is also not good. As a result, for capital expenditure a ✔ is for within -10%/+5% and anything outside that range being a ✖.

Financial Report by Significant Activity

9. Community Facilities

Revenue and Operating Expenditure

(in thousands)	1 July to 28 February			Whole year				
	Actual	Budget		Forecast	Budget			
Surplus/Deficit	\$1,732	-\$385	✔	\$2,117	\$1,974	-\$485	✔	\$2,459
Revenue	\$12,048	\$10,460	✔	\$1,588	\$17,278	\$15,690	✔	\$1,588
Expenditure	\$10,316	\$10,845	✔	-\$529	\$15,304	\$16,175	✔	-\$871

The favourable revenue variance of \$1.588M or 15% is due to development contributions of \$238k, government grants of \$225k from Tourism Infrastructure Funding (TIF) for public convenience upgrades and DIA - Better Off Funding, insurance claim for water damaged Stadium 2000 flooring \$41k, reserve fund contributions of \$941k and vested assets \$140k.

The favourable operating expenditure variance of \$529k or 5% is due to personnel costs \$55k, contracts \$128k, general expenses \$35k, grants (Whale Trail, Equestrian Park and Flaxbourne Heritage Centre) \$874k, depreciation \$57k and interest \$63k; offset by unfavourable flood damage \$100k, insurance \$49k, monitoring (freedom camping) \$73k, repairs & maintenance \$229k, tree maintenance \$87k and vandalism \$44k.

Capital expenditure

(in thousands)	1 July to 28 February			Whole year				
	Actual	Budget		Forecast	Funded			
Capex	\$1,869	\$7,424	✖	-\$5,555	\$5,378	\$6,921	✖	-\$1,543

We have achieved 17% of programmed works or 27% of the \$6.921 million approved in the annual plan (i.e., excluding carry overs). This is due to lower than budgeted expenditure in cemeteries \$303k, memorials \$169k, public conveniences \$1.955M, reserves \$2.330M and swimming pools \$820k.

The major budgets within the community facilities program are for cemeteries \$649k (actual \$129k), memorials \$253k (\$0), public conveniences \$3.497M (\$533k), reserves \$5.155M (\$1.145M) and swimming pool \$1.230M (\$0). Year to date expenditures are shown in brackets.

10. Direct Management

Revenue and Operating Expenditure

(in thousands)	1 July to 28 February			Whole year				
	Actual	Budget		Forecast	Budget			
Surplus/Deficit	-\$321	-\$1,256	✓	\$935	\$434	-\$427	✓	\$861
Revenue	\$545	\$235	✓	\$310	\$662	\$352	✓	\$310
Expenditure	\$866	\$1,491	✓	-\$624	\$228	\$779	✓	-\$551

Favourable revenues of \$310k or 42% are due to 3Waters transitional funding \$295k and DIA Better Off Funding \$67k, offset by unfavourable fees & charges (Corridor Access Requests) \$65k.

The favourable operating expenditure of \$624k or 82% is due to personnel costs \$158k, consultancy \$48k, professional fees (climate change provision) \$293k and internal costs & recoveries \$136k; offset by unfavourable contracts (Land Transport Management – LRAMA) \$37k.

Capital expenditure

(in thousands)	1 July to 28 February			Whole year				
	Actual	Budget		Forecast	Funded			
Capex	\$49	\$40	✗	\$9	\$97	\$0	✗	\$97

Capital expenditure of \$60k is budgeted for additional bunker storage at the works operations depot. That budget may become superfluous if an alternative gravel storage option and lease of land at the Bluegums Landfill site entrance, to an external contractor, proceeds.

Actual costs of \$49 are for purchase of an additional fleet vehicle for the rivers section.

11. Emergency Management

Revenue and Operating Expenditure

(in thousands)	1 July to 28 February			Whole year				
	Actual	Budget		Forecast	Budget			
Surplus/Deficit	-\$381	-\$62	✗	-\$319	-\$324	-\$71	✗	-\$253
Revenue	\$1,676	\$491	✓	\$1,185	\$2,704	\$755	✓	\$1,950
Expenditure	\$2,057	\$553	✗	\$1,504	\$3,028	\$825	✗	\$2,202

The favourable revenue variance of \$1.185M or 241% is due to NZTA subsidy on flood damage welfare response and recovery costs (barging etc) \$1.082M and grant income from NZ Lottery Fund for extra welfare navigator position \$35k and DIA Better Off Funding \$69k.

The unfavourable operating expenditure of \$1.504M or 272% is due to flood welfare response and recovery costs of \$1.510M, including the Sounds future roading access study costs of \$387k. Most of this expenditure is eligible for subsidy from either National Emergency Management Agency (NEMA) or Waka Kotahi (NZTA). The claim submission process is ongoing.

Capital expenditure

(in thousands)	1 July to 28 February				Whole year			
	Actual	Budget			Forecast	Funded		
Capex	\$3	\$6	✘	-\$3	\$7	\$9	✘	-\$2

A small budget provision of \$9k has been made for office and communication equipment with \$3k spent to date.

12. Roads and Footpaths

Revenue and Operating Expenditure

(in thousands)	1 July to 28 February				Whole year			
	Actual	Budget			Forecast	Budget		
Surplus/Deficit	\$93	-\$1,445	✓	\$1,538	\$2,558	-\$606	✓	\$3,165
Revenue	\$46,754	\$50,131	✘	-\$3,378	\$73,337	\$75,197	✘	-\$1,859
Expenditure	\$46,661	\$51,577	✓	-\$4,915	\$70,779	\$75,803	✓	-\$5,024

The \$3.378M or 7% unfavourable variance in the Roothing and Footpath revenue is due to subsidy on operations and maintenance activities (including emergency reinstatement works) of \$2.395M and subsidy on renewal works, which are predominantly scheduled over the warmer summer months, of \$3.490M. Development contributions are also unfavourable by \$331k.

Vested assets are favourable to budget by \$2.773M.

The NZTA approved programme for emergency works is \$52.4M with an enhanced Financial Assistance Rate [FAR] of 95%. \$31.584M has been spent to date.

The favourable total expenditure variance of \$4.915M or 10% is primarily due to those emergency reinstatement costs of \$3.970M, minor events \$260k, sealed pavement maintenance \$225k, traffic services maintenance \$169k, depreciation \$258k and interest \$176k.

Network and Asset Management costs are unfavourable to budget by \$279k. This is the Waka Kotahi NZTA work category which provides for the general management and control of the road network and management of road assets. This encapsulates professional services and Council budgets for 60% of this cost under its roading renewal activities. A transfer will be completed at year end to recognise the renewal component.

Capital expenditure

(in thousands)	1 July to 28 February			Whole year			
	Actual	Budget		Forecast	Funded		
Capex	\$12,870	\$18,375	✘ -\$5,505	\$24,559	\$17,199	✘	\$7,360

We have achieved 47% of programmed works or 75% of the \$17.199M approved in the annual plan. The bulk of the capital (renewals) programme is behind budget due to scheduling of these works over the warmer summer months.

There are favourable variances in bridge renewals \$312K, drainage renewals \$120k, footpath renewals \$254k, minor improvements \$1.028M, pavement rehabilitation \$952k, sealed road resurfacing \$2.908M, structures component replacements \$266, traffic services \$174k and unsealed road metalling \$363k.

Other non-subsidised activities which are also behind budget include Blenheim CBD works \$141k, Picton CBD works \$640k, small township upgrades \$1.250M, roading related works (including cycle facilities, kerb & channel, signage, and seal extension) \$1.267M and wharves \$142k.

The Blenheim northwest extension zone is unfavourable to budget by \$1.398M due to the purchase of Thomsons Ford Road property (\$2.9M) to facilitate stormwater reticulation upgrades for the northwest zone. This acquisition is being funded from development contributions. Offsetting this are favourable reticulation upgrades \$899k and roading upgrades \$611k.

Vested assets are ahead of budget by \$2.773M.

13. Parking

Revenue and Operating Expenditure

(in thousands)	1 July to 28 February			Whole year			
	Actual	Budget		Forecast	Budget		
Surplus/Deficit	\$65	\$39	✓ \$25	\$172	\$154	✓	\$18
Revenue	\$1,324	\$1,325	✘ -\$2	\$1,986	\$1,988	✘	-\$2
Expenditure	\$1,259	\$1,286	✓ -\$27	\$1,814	\$1,834	✓	-\$20

The unfavourable revenue variance of \$2k or 0% is due to infringements \$132k; offset by favourable collections \$32k, parking leases \$84k and legal fees recovered \$15k.

The parking enforcement contractor is having difficulty with recruitment and retention of parking wardens, which is impacting the volume of tickets being issued.

Expenditure is favourable to budget by \$27k or 2% due to contracts \$67k, lease costs \$16k, repairs & maintenance \$22k and interest \$10k; offset by unfavourable legal fees (lodging fines at Court) \$48k, levy payments \$21k and rates \$16k.

Capital expenditure

(in thousands)	1 July to 28 February		Whole year					
	Actual	Budget			Forecast	Funded		
Capex	\$14	\$315	✘	-\$302	\$258	\$98	✘	\$160

Capital expenditure is behind budget by \$302k with 3% of programmed works being completed. The budget provides for resurfacing of various carparks \$380k, parking machines \$75k and sundry plant \$18k.

Resurfacing of the Coathanger carpark in Picton was scheduled in April 2023, following Easter weekend, but has now been deferred to 2023-24. A carryover will be required for this activity.

14. Flood Protection

(in thousands)	1 July to 28 February		Whole year					
	Actual	Budget			Forecast	Budget		
Surplus/Deficit	\$1,707	\$1,667	✓	\$39	\$2,673	\$2,485	✓	\$188
Revenue	\$7,369	\$8,061	✘	-\$692	\$11,316	\$11,971	✘	-\$656
Expenditure	\$5,662	\$6,394	✓	-\$731	\$8,643	\$9,487	✓	-\$844

Revenue and operating expenditure

The unfavourable revenue variance of \$692k or 9% is due to insurance proceeds for river flood damage repairs (claim is currently being prepared) \$1.278M and sales (quarry rock) \$136k; offset by favourable grants for the Southern Valleys/Upper Condors upgrade (Provincial Growth Fund) \$17k, gravel extraction \$116k, property rentals \$329k and disbursement recoveries (river leases) \$250k.

The favourable operating expenditure variance of \$731k or 11% is due to consultancy \$34k, contracts \$110k, flood damage repairs \$570k, minor contract works \$505k and interest \$57k; offset by unfavourable chemicals \$23k, fencing \$24k, green-scape contracts \$38k, repairs & maintenance \$101k, weed control \$73k, power \$68k and internal costs & recoveries \$123k.

Capital expenditure

(in thousands)	1 July to 28 February		Whole year					
	Actual	Budget			Forecast	Funded		
Capex	\$547	\$5,596	✘	-\$5,049	\$2,814	\$5,166	✘	-\$2,352

We have achieved 7% of programmed works or 11% of the \$5.17M approved in the annual plan. Expenditure has been slower than planned in drainage pump stations \$235k, rock and gabion protection \$1.241M, stop banks \$1.177M, drainage channels (Town Branch drain) \$2.121M and land purchases \$188k.

Major budgeted projects include Wairau River (Tuamarina to Waihopai) edge protection works \$1.33M (actual \$109k), Lower Wairau River stop banks \$1.21M (\$93k), Omaka River stop bank & edge protection works \$0.8M and Town Branch Drain/Cameron's Drain upgrades \$3M (\$167k).

The land acquisition for the Pukaka Quarry expansion was completed in 2021-22. A new haul road is required to access the extension area and works are underway. A budget of \$315k has been provided for this project and \$76k has been spent to date.

15. Wastewater

Revenue and Operating Expenditure

(in thousands)	1 July to 28 February			Whole year				
	Actual	Budget		Forecast	Budget			
Surplus/Deficit	\$2,717	\$750	✓	\$1,967	\$3,485	\$1,741	✓	\$1,744
Revenue	\$11,184	\$9,269	✓	\$1,914	\$15,986	\$14,572	✓	\$1,414
Expenditure	\$8,467	\$8,519	✓	-\$52	\$12,501	\$12,831	✓	-\$330

Revenue has a favourable variance of \$1.914M or 21% due to connection charges \$106k, development contributions \$387k, miscellaneous revenue (disposal of winery liquid waste at Hardings Road industrial ponds) \$426k and vested assets \$1.432M; offset by unfavourable trade waste charges \$484k

Trade waste charges are applied to those commercial or industrial properties that are likely to have a sewer flow greater than the average domestic property. This flow is calculated based on the volume of water used through the metered connection to the property. Current year charges have been assessed and invoicing has been completed for the annual customers and two quarterly instalments for the higher users.

Operating expenditure has a favourable variance of \$52k or 1% due to reticulation maintenance \$145k, treatment \$49k, depreciation \$71k and interest costs \$53k; offset by unfavourable insurance \$52k, grinder pumps \$24k and pump stations \$175k.

Capital Expenditure

(in thousands)	1 July to 28 February			Whole year				
	Actual	Budget		Forecast	Funded			
Capex	\$5,675	\$8,526	✗	-\$2,851	\$8,384	\$10,572	✗	-\$2,188

We have achieved 40% of programmed works or 54% of the \$10.57M approved in the annual plan. Across the Wastewater activity, pump stations \$2.672M and treatment \$1.561M are behind programme, while vested assets are \$1.432M above budget.

Aeration upgrades to the Blenheim domestic and industrial treatment ponds at Hardings Road have cost \$1.989M to date. The 2022-23 combined budget is \$1.5M.

Final costs for the \$15.7M Blenheim sewerage upgrade, which provides for future residential growth for 700 homes, are filtering through with \$403k spent year to date.

Blenheim pipeline renewals have cost \$570K to date for relining of earthenware pipes \$198k and Gascoigne Street sewer replacement \$372k. The annual renewal budget is \$1.126M.

The focus on relining of earthenware wastewater pipes has now moved to Picton. \$3.1M is budgeted in 2022-23, with \$431k expended year to date.

Replacement of the Main Terminal Pump Station (MOPS) in Alabama Road is planned during 2022-24. Design is underway and \$317k of the \$3.5M budget has been spent to date. A further \$4M is budgeted in 2023-24. Physical works are now expected to commence in 2023-24 and be completed in 2024-25.

A new sewage treatment plant is planned for Havelock. The new treatment plant will significantly improve effluent quality. The project is budgeted over 2021-24 for the consenting, design and building of a new treatment plant at a new site and the construction of a new terminal pump station. The budget over this period is \$13.635M, with \$3.137M budgeted in 2022-23. Physical works are now expected to commence in 2023-24 and be completed in 2024-25. A total of \$130k has been spent on professional services year to date.

In 2022-23 there is \$2.09M budgeted for Picton sewerage treatment aeration upgrade. The forecast is \$418k for new blowers, drives, pipework upgrade and power supply.

The Seddon sewage treatment plant requires major upgrading. There is a strong recommendation in the current discharge consent for removal of the discharge to Starborough Creek and instead to irrigate to land. A significant volume of storage and large area of land is required for land treatment.

The preferred option includes storage, high level treatment, irrigation of the golf course and other sites. A total budget of \$13.6M has been allocated for 2022-25, with \$2.6M budgeted in 2022-23. Physical works are now expected to commence in 2023-24 and be completed in 2024-25. A total of \$201k has been spent on professional services year to date.

16. Stormwater

Revenue and Operating Expenditure

(in thousands)	1 July to 28 February			Whole year				
	Actual	Budget		Forecast	Budget			
Surplus/Deficit	\$1,382	\$717	✓	\$665	\$1,826	\$1,130	✓	\$697
Revenue	\$3,190	\$2,616	✓	\$574	\$4,498	\$3,924	✓	\$574
Expenditure	\$1,808	\$1,899	✓	-\$90	\$2,672	\$2,794	✓	-\$122

Revenue has a favourable variance of \$574k or 22% due to connection charges \$23k and vested assets \$858k; offset by unfavourable development contributions \$307k.

Operating expenditure is favourable to budget by \$90k or 5% due to reticulation maintenance \$61k and depreciation \$33k.

Capital expenditure

(in thousands)	1 July to 28 February			Whole year				
	Actual	Budget		Forecast	Funded			
Capex	\$1,108	\$2,554	✗	-\$1,446	\$1,720	\$3,420	✗	-\$1,700

We have achieved 27% of programmed works or 32% of the \$3.42M approved in the annual plan.

Major budgets include replacement of Redwood St stormwater main (Muller Rd to Stephenson St) \$1M, Blenheim pipeline renewals \$1.2M, Picton pipeline renewals \$970k (actual \$36k), Goulter St pipeline upgrade in Seddon (ahead of roading improvements) \$350k and vested assets \$200k (\$858k).

Year to date expenditure for new connections is \$81k.

17. Waste management

Revenue and Operating Expenditure

(in thousands)	1 July to 28 February		Whole year					
	Actual	Budget			Forecast	Budget		
Surplus/Deficit	-\$20	\$937	✘	-\$958	-\$176	\$152	✘	-\$328
Revenue	\$9,890	\$10,586	✘	-\$696	\$15,176	\$15,857	✘	-\$681
Expenditure	\$9,910	\$9,649	✘	\$261	\$15,351	\$15,705	✓	-\$353

Revenue has an unfavourable variance of \$696k or 7% due to dump fees \$659k, grants (waste levy) \$25k and sales \$29k; offset by favourable rentals \$18k.

Waste volumes at the regional landfill are down by 870 tonnes on the same period for the previous year, although dump fee revenue collected in 2022-23 is \$690k higher than for the corresponding period in 2021-22 due to the increased fees, primarily to cover the \$10/tonne increase in the government waste levy. Dump fee revenue variations are expected to improve over the summer/grape harvest period.

Operating expenditure has an unfavourable variance of \$261k or 3%. This is due to unfavourable variances in consultancy & professional fees \$25k, contracts \$471k, fees & charges \$27k, flood damage repairs (Picton transfer station access road) \$70k, insurances \$47k and repairs & maintenance \$24k; offset by favourable general expenses \$22k, waste levy payments \$157k, projects (recycling) \$185k and depreciation \$101k.

A new project to review waste grant funding sources available to Council, is underway.

Capital Expenditure

(in thousands)	1 July to 28 February		Whole year					
	Actual	Budget			Forecast	Funded		
Capex	\$826	\$2,177	✘	-\$1,351	\$2,574	\$2,656	✓	-\$82

We have achieved 25% of programmed works or 31% of the \$2.66M approved in the annual plan.

Regional Landfill stage 9 construction costs are budgeted over two years, with \$2.9M in 2022-23 and \$3.55M the following year. Physical works have commenced and actual year to date costs are \$584k, including professional services.

A budget of \$260k has been provided in 2022-23 to complete weighbridge installations at the Resource Recovery Centre and the Greenwaste facility (actual \$240k). Some additional funding (circa \$147k) is proposed from the unallocated waste disposal levy received from Central Government.

18. Water supply

Revenue and Operating Expenditure

(in thousands)	1 July to 28 February			Whole year				
	Actual	Budget		Forecast	Budget			
Surplus/Deficit	\$2,478	-\$180	✓	\$2,658	\$4,104	\$1,172	✓	\$2,932
Revenue	\$10,103	\$8,347	✓	\$1,756	\$15,676	\$13,677	✓	\$1,999
Expenditure	\$7,625	\$8,527	✓	-\$902	\$11,572	\$12,506	✓	-\$933

Revenue has a favourable variance of \$1.756M or 21% due to backflow prevention charges \$176k, connection charges \$124k, development contributions \$399k, grants (3Waters stimulus funding) \$1.250M and vested assets \$293k; offset by unfavourable metered water sales \$491k.

Water use is linked to seasonal weather patterns and particularly so for the Awatere rural supply and Southern Valleys irrigation scheme. Riverlands water usage is dominated by grape processing during March-April. Thus, we do expect that water use will increase in the second half of the year to reduce the current revenue deficit.

Expenditure has a favourable variance of \$902k or 11% due to general expenses \$31k, insurances \$54k, meter maintenance & reading \$55k, reticulation maintenance \$309k, treatment \$240k, depreciation \$93k and interest \$186k; offset by unfavourable consultancy \$29k and pump stations \$24k.

Capital Expenditure

(in thousands)	1 July to 28 February			Whole year				
	Actual	Budget		Forecast	Funded			
Capex	\$7,359	\$19,363	✗	-\$12,003	\$10,845	\$21,185	✗	-\$10,340

We have achieved 25% of programmed works or 35% of the \$21.2M approved in the annual plan.

Expenditure to date has been primarily in Renwick (\$2.766M) and Wairau Valley (\$1.338M) for water treatment upgrades.

Other significant project expenditure has occurred in Havelock for reservoir supply pipeline (\$156k), Speeds Road to Elevation pipeline \$754k, York Street watermain replacement \$197k and Renwick AC water pipeline replacement \$864k.

Vested water assets are \$423k and greater than budget by \$293k.

In the Awatere Rural scheme, the Lions Back tanks were going to be replaced by a single steel or stainless-steel reservoir. However, the price received exceeded the estimate and budget. All available options are now being scoped, to find a suitable and affordable solution. Construction works have been deferred to 2023-24 with a budget of \$1.27M.

In Havelock there is \$8.055M budgeted over 2022-24 for a water treatment plant with supply pipeline for Havelock which will ensure the supply complies with the Drinking Water Standards. Preliminary design is underway with construction works being re-budgeted in 2023-25.

A budget of \$3.8M has been provided in 2022-23 for water treatment upgrades in Picton. A further \$3.2M is budgeted in 2023-24. New wells have been drilled at Speeds Road to improve resilience and it is proposed to bring these into service with a filtration stage. These works have now been deferred to 2024-26.

The pump testing of the two new wells at St Andrews shows they are suitable for supplying Riverlands and a filter trial is to be conducted to determine the type of treatment required. A budget of \$16.75M had been spread across 2022-24 to bring the new wells into operation with treatment to meet the Drinking Water Standards. Expenditure of \$1.2M is forecast for 2022-23 with the balance of works now to be completed in 2023-25. Year to date expenditure of \$59k has been incurred.

The Steering Group is still working through consenting issues for the Flaxbourne irrigation scheme. A budget of \$13.35M had been allocated across 2022-24 with \$4M in the current year. These budgets have now been deferred to 2023-26.

19. Forecasts

Forecast values have been reviewed with particular emphasis on capital expenditure. Much of this data has been extracted from the 2023-24 Annual Plan process.

The operating surplus is forecast to increase by \$11.02M to \$16.31M, through a combination of additional revenue of \$4.25M (government grants and vested assets) and reduced operating costs of \$6.77M (emergency reinstatement, flood damage, grants, depreciation, and interest payments).

Forecast capital expenditure is now \$56.87M, which is \$10.63M below the 2022-23 Annual Plan budget.

The major capital projects which have been deferred are the replacement of the main terminal sewer pump station (MOPS) in Alabama Road, Havelock sewer treatment plant and Seddon sewer land treatment, water treatment upgrades in Havelock, Picton and Riverlands, Lions Back reservoir and Flaxbourne irrigation scheme.

Forecast data will continue to be updated as we progress through the year and as information comes to hand.

Author	David Craig, Management Accountant – Operations
Authoriser	Richard Coningham, Assets and Services Manager and Jamie Lyall, Property and Community Facilities Manager

5. Marlborough Public Transport Procurement Strategy

(Clr Rosene) (Report prepared by Charlotte Campbell-Lamerton)

R800-004-01, C315-17-015

Purpose of Report

1. To receive and adopt the Marlborough Public Transport Procurement Strategy, approved by Waka Kotahi (NZTA).

Executive Summary

2. Council is required to develop a procurement strategy for passenger transport related activities and services to obtain best value for money spent.
3. The Marlborough Public Transport Procurement Strategy February 2023 has been prepared and is consistent with Council's organisation wide procurement policy. (Refer to Attachment 1)
4. This Strategy has also been approved by Waka Kotahi. (Refer to Attachment 2)
5. The Council's public transport function is relatively small and is therefore considered to have a low level of risk. Current procurement practices are expected to continue.
6. The strategy must be maintained to ensure ongoing compliance with NZTA rules and reviewed regularly (at least once every three years which is now due).

RECOMMENDATION

That Council adopts the Marlborough Public Transport Procurement Strategy February 2023 as approved by Waka Kotahi.

Background/Context

7. The Marlborough Public transport system has a role in addressing climate change issues. This includes making active and public transport an attractive transport option to reduce reliance on private fossil fuel transport. The transport system is delivered in partnership with Waka Kotahi, which co-funds the subsidised portions of the programme.
8. Funding for land transport activities is conditional on the approved organisation operating under a procurement procedure that has been approved by Waka Kotahi. Section 25 of the Land Transport Management Act 2003 (LTMA) requires that procurement procedures used by approved organisations being Marlborough District Council (MDC) be designed to obtain best value for money spent.
9. Council is directly responsible for the delivery of passenger transport activities. This function includes bus services and the Total Mobility Scheme, which provides subsidised travel for people unable to use public transport or private vehicles.
10. The Strategy provides the policy context and outlines MDC's approach to the implementation of a Public Transport Operating Model (PTOM) contract for bus services in the Marlborough region. It has been prepared for Council (as an approved organisation) for the approval of Waka Kotahi under section 25 of the LTMA.
11. The Strategy forms part of PTOM — the Government's policy and operating framework for the procurement and management of urban bus services. The goal of PTOM is to grow patronage with less reliance on public subsidies:
 - a) providing opportunities for competitors to access the public transport market;

- b) building commercially based partnering relationships between procuring authorities and public transport operators;
 - c) including contractual incentives to reduce reliance on subsidies; and
 - d) adopting more transparent approach to service planning and procurement.
12. The transport activities procured by Council present a comparatively low level of risk and complexity. For this reason, the Council will continue to undertake most transport procurement activity through the traditional staged and partnering contract delivery method and through the price quality selection method.
13. The provision of Total Mobility services is not tendered as bus services are. Council has agreed to a principles based approach to the procurement of Total Mobility services in the region. The general principles are as follows:
- Ensuring value for money
 - Enabling a competitive and efficient market place of Total Mobility providers where, if possible, customers have a choice of providers
 - Fair, transparent and open methods of fare setting
 - Availability of data and auditability of fares charged for journeys
 - Fares that do not compromise operator sustainability
14. Council will contract with suitable companies for the provision of the Total Mobility Scheme. The contracts used by Council are based on the Transport Agencies guidelines for Total Mobility best practice. Any company which meets the scheme and contract requirements is eligible to become a service provider.
15. Most passenger transport professional services and administration are undertaken in house, and in partnership with Marlborough Roads as part of the Local Roads Asset Management Agreement (LRAMA).

Option One (Recommended Option)

16. That Council adopts the Marlborough Public Transport Procurement Strategy February 2023 as approved by Waka Kotahi

Advantages

17. Consistent with Waka Kotahi procurement requirements under section 25 of the Land Transport Management Act 2003
18. Ensures funding subsidy for public transport continues to be paid to Council

Disadvantages

19. None

Option Two – Status Quo

20. Council does not adopt the Marlborough Public Transport Procurement Strategy February 2023 as approved by Waka Kotahi

Advantages

21. None

Disadvantages

- 22. Council will not comply with Waka Kotahi procurement requirements under section 25 of the Land Transport Management Act 2003
- 23. Council will not continue to receive funding subsidy from Waka Kotahi for public transport

Attachments

- Attachment 1** – Marlborough Public Transport Procurement Strategy page [28]
- Attachment 2** – Waka Kotahi Letter of Approval page [39]

Author	Charlotte Campbell-Lamerton, Multi Modal Advisor to MDC
Authoriser	Richard Coningham, Assets and Services Manager

Summary of decision-making considerations			
Fit with purpose of local government			
The proposal enables democratic local decision-making and action by, an on behalf of communities and relates to providing a public service and it is considered good-quality and cost effective.			
Fit with Council policies and strategies			
	<i>Contributes</i>	<i>Detracts</i>	<i>Not applicable</i>
LTP / Annual Plan	X	<input type="checkbox"/>	<input type="checkbox"/>
Financial Strategy	X	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure Strategy	<input type="checkbox"/>	<input type="checkbox"/>	X
Social well-being	X	<input type="checkbox"/>	<input type="checkbox"/>
Economic development	X	<input type="checkbox"/>	<input type="checkbox"/>
Environment & RMA Plans	X	<input type="checkbox"/>	<input type="checkbox"/>
Arts & Culture	<input type="checkbox"/>	<input type="checkbox"/>	X
3 Waters	<input type="checkbox"/>	<input type="checkbox"/>	X
Land transport	X	<input type="checkbox"/>	<input type="checkbox"/>
Parks and reserves	<input type="checkbox"/>	<input type="checkbox"/>	X
This proposal contributes to the areas identified above and to the LTMA relating to Public Transport by providing a Procurement Strategy as required by Waka Kotahi.			
Nature of the decision to be made			
The options do not involve a significant decision in relation to land or a body of water.			
Financial considerations			
There are no known financial implications.			
Significance			
The decision is considered of low significance under Council's Significance and Engagement Policy.			
Engagement			
No engagement is proposed.			
Risks: Legal / Health & Safety etc			
There are no known significant risks or legal implications.			
Climate Change Implications			
In assessing the preferred option, staff have considered the effects of climate change in promoting the use of public transport over private vehicles for local journeys.			



Marlborough Public Transport Procurement Strategy

February 2023

Executive Summary

This strategy sets out Marlborough District Council's (MDC's) strategic approach to the procurement of public transport services and infrastructure that receive funding from Waka Kotahi over the next three years.

A large portion of MDC's funding for transport activities is financially assisted by Waka Kotahi New Zealand Transport Agency (Waka Kotahi), and the Land Transport Management Act (LTMA) requires that approved organisations develop a procurement strategy to ensure that best value for money is obtained. The objectives and outcomes of this strategy are consistent with Waka Kotahi requirements and MDC's strategic and organisation-wide procurement policy.

The transport activities procured by MDC present a comparatively low level of risk and complexity. For this reason, the MDC will continue to undertake most transport procurement activity through the partnering (services) and staged (infrastructure) contract delivery methods, and through the price quality selection method.

The council will maintain and review this strategy regularly to ensure compliance with Waka Kotahi rules and that all procurement opportunities provides value for money and consistency with MDC's Procurement Policy.

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1. Policy Context

1.1. Strategic Objectives and Outcomes

1.1.1. Strategic Context

This document sets out Marlborough District Council's strategy for the procurement of public transport services and infrastructure that receive funding from the National Land Transport Fund (NLTF) through Waka Kotahi. MDC is a unitary authority as defined under the Local Government Act 2002 (LGA), and it therefore has the public transport responsibilities of a regional council in relation to the procurement of public transport services.

Section 4 of the Waka Kotahi's Procurement Manual requires that approved organisations (AOs) develop procurement strategy to guide procurement planning for activities funded under s20 of the LTMA. In addition, s17A of the LGA requires local authorities to conduct service delivery reviews, which should not be inconsistent with the procurement strategy.

Where the AO is a local authority or Council-controlled organisation, consistency should be achieved with the principles of the LGA when procuring goods, works or services. AOs must ensure that selection processes are robust and that any evaluations and decisions follow strict process and are therefore defensible if contested, so consideration should be given at all times to equity, ethics, and legal considerations.

1.1.2. Regional Public Transport Plan

The Regional Public Transport Plan (RPTP) describes the proposed public transport network and Total Mobility scheme, sets out the policies and procedures that apply to those services, and details associated levels of service and performance targets. It also defines the public transport units to be operated and the dates for which the units are valid.

The current Marlborough RPTP was adopted in 2021 in accordance with Waka Kotahi guidelines and sets out a largely status quo approach to the future provision of public transport services. It describes four bus routes, two that operate within Blenheim, one that connects Renwick and Blenheim, and one that connects Picton and Blenheim. The Picton and Renwick services were introduced as trials that commenced in August 2019 and February 2020 respectively, which were reviewed prior to the adoption of the RPTP. Following a recent review of the trial service, the Renwick service will end due to a lack of patronage. The trial of the Picton service has been successful and this service is intended to continue permanently.

Public transport demand is largely led by the district's increasing elderly population and transport disadvantaged, and service provision consequently focuses on off-peak services provided at reasonable fares.

1.1.3. Long Term Plan

The Long Term Plan justifies public transport investment in Marlborough. It notes that public transport services give people access to economic and social opportunities that they otherwise cannot reach, even in a district such as Marlborough with relatively low population and dispersed communities, particularly for some sectors of the community.

Procurement of goods and services for transport activities using this strategy and achieving the most effective public transport system for the money spent, will contribute to the outcomes above.

1.2. Procurement Strategy Objectives and Outcomes

The objectives of this strategy must align with s25 of the LTMA and the LGA. Key objectives and outcomes sought by MDC are to:

- Procure services in accordance with the council's Procurement Policy
- Promote the four wellbeings in procurement processes as mandated by Council
- Provide continuous improvement through procurement decisions to strengthen the council's smart buying capability
- Demonstrate to constituents that whole of life costs are demonstrably minimised and are completed in an open, transparent, and democratically accountable manner

- Ensure that risk is appropriately managed, and that all procurement remains legal, ethical, and transparent and embodies the council's vision and priorities
- Reduce the cost of the procurement process and obtain best value for money on all procured goods and services
- Promote the development and use of performance measures
- Promote procurement practices and policies that contribute to government priorities on sustainable procurement
- Improve driver terms and conditions, subject to the agreement of all parties
- Encourage the development of a range of suppliers and providers that will contribute to the local economy
- Manage the council's supply chains, develop better relationships, and promote cooperative procurement arrangements.

The above reflect the council's procurement guidelines for the purchasing of goods and services. The guidelines follow the council's Delegation Schedules which set out the authority to approve purchases, authorise payments, and enter into contracts on MDC's behalf.

1.3. Waka Kotahi Procurement Requirements

1.3.1. Best Value for Money

Section 25 of the LTMA requires that all AOs must use procurement procedures that are designed to obtain best value for money spent. This does not necessarily mean selecting the lowest priced tenders, rather AOs will identify the 'value' they expect activities to deliver and what is to be valued, including the quality attributes of the supplier.

The following definition of 'Best Value for Money' accessed from Waka Kotahi's Procurement Manual Section 3.2 has been adopted for this strategy:

- The best available outcome for the money spent in procuring the MDC's needs.

When considering best value for money, MDC will have regard to the desirability of encouraging fair competition and a competitive and efficient market for public transport services.

1.3.2. Competitive and Efficient Markets

The transport budgets in the LTP provide a statement to the community of what MDC intends to procure during the period of the LTP. This provides information to the market about how much is anticipated to be spent by the council on public transport services per annum for the period 2021-31. However, MDC and prospective transport service suppliers will still need to consider the following uncertainties which may influence future local funding decisions:

- Growing aging population
- New technologies to counter increasing fuel prices
- Cost inflation
- Changes in land use
- Changes to the national funding regime
- Changes to legislation.

The purpose of this strategy is to acknowledge the uncertainties above yet ensure that a competitive market is still maintained through the procurement procedures used. The strategy needs to be flexible to adapt to rapidly changing political and economic factors, whilst still allowing for innovation.

1.3.3. Fair competition among suppliers

MDC will ensure that procurement specifications are open, generic, and not biased in favour of a supplier. MDC will use procurement strategies and practices that consider the desire to maintain a competitive market.

1.4. Other Requirements

This strategy also reflects the provisions of the Public Transport Operating Model (PTOM) and the Requirements for Urban Buses (RUB).

1.4.1. *Public Transport Operating Model*

This strategy embraces the direction of the PTOM, which was developed with the aim of growing patronage with less reliance on subsidy and has two overarching objectives:

- Grow the commerciality of public transport services and create incentives for services to become fully commercial
- Grow confidence that services are priced efficiently and there is access to public transport markets for competitors.

This strategy focuses on creating an environment in Marlborough where fare revenue and service costs are actively managed to decrease the reliance on central and local government funding whilst still meeting the public transport objectives of the district. To achieve these objectives greater collaboration and partnership with operators is a key cornerstone to managing the public transport network. PTOM processes that reflect this are incorporated into Waka Kotahi's Procurement Manual and consequently into this strategy.

In August 2022, the Government announced that the PTOM will be replaced by the new Sustainable Public Transport Framework (SPTF). The SPTF will have a new focus and objectives, and prioritise mode-shift, fair and equitable treatment of employees, and improved environment and health outcomes. It is not yet clear how the SPTF will impact on future procurement activities and requirements.

1.4.2. *Requirements for Urban Buses in New Zealand*

All vehicles that are used on contracted bus services must conform, at the least, to the minimum specifications set out in Waka Kotahi's "Requirements for Urban Buses in New Zealand" (RUB). Any additional vehicle specifications, specific to Marlborough, will be detailed in the applicable tender documents.

1.4.3. *MDC Public Transport Procurement Processes*

MDC has specific public transport contracting and tendering guidelines, and public transport contracts include service specifications. These are used when assessing tenders and finalising any subsequent contracts. These documents are prepared in accordance with all legislative and Waka Kotahi requirements.

For activities that attract Waka Kotahi funding the cost indexation policy within the Waka Kotahi Procurement Manual also applies.

2. Procurement Environment

2.1. Service Overview

The Blenheim bus service is the primary publicly funded public transport service operating in the district. It is contracted by MDC and currently operated by Ritchies Transport Holdings Ltd (Ritchies). The last tender round took place in 2017, when only one tender was received from the then-incumbent school bus operator. Ritchies also operated the trial Renwick and Picton services.

In the 2018/19 financial year (the last full financial year prior to the COVID-19 pandemic), 22,652 public transport trips were made on the council-subsidised bus service. The trial services have added an additional 5000 passengers per annum. A further 19,457 trips were made on the Total Mobility scheme.

The bus services cost approximately \$300,000 per annum to provide, after deducting passenger fares and SuperGold payments. This is met by way of subsidies provided by Waka Kotahi and the council. The council has also generated revenue from advertising space on the buses in the past. The annual cost in subsidy of the Total Mobility scheme is about \$135,000 (met by Waka Kotahi and the council).

When the Blenheim bus service was designed, it was planned to align with a separate Ministry of Education (MOE) school bus contract. This worked well until recently, as timing public services around school services allowed the two organisations to share the cost of the peak vehicle requirement. However, MDC and MOE services are now provided by different operators, so these efficiencies are no longer available.

The MDC urban bus and MOE school bus service contracts are of different lengths and are now out of phase. The Blenheim bus contract commenced in February 2018 and expires in February 2027, while the new MOE school bus contract, which is operated by Go Bus, commenced at the start of 2022 and runs until the end of 2033. This is a significant change to the supplier market in Blenheim. It is not known whether Ritchies' charter business in Marlborough is enough to sustain their operation in the district beyond 2027.

MDC have discussed the barriers are to market entry with other bus providers. The feedback is that the Marlborough public transport unit size is not large enough to establish in the Blenheim area. There is an opportunity for other providers to enter the market as unit size increases, but a significant increase is unlikely and there is a risk that there could again be minimal competition at the next tender round.

2.2. Current Investment

The expenditure on the key functions is shown in Table 1, which includes the full MDC budget covering both funding assisted and non-funding assisted activities. It is acknowledged that there is likely to be some variation to the expenditure due to subsequent reviews by either MDC or Waka Kotahi over the three-year period.

Table 1. Funding over next three-year period as set in the LTP and NLTP

Category	2018/19	2019/20	2020/21	Total	NLTP Portion
Operating Expenditure	\$241,216	\$362,264	\$388,346	\$991,826	\$505,831
Capital Expenditure	\$0	\$44,915	\$13,098	\$58,013	\$29,587
Total	\$241,216	\$407,179	\$401,444	\$1,049,839	\$535,418

2.3. Unit Description

The Land Transport Management Act requires that all services, except exempt services, be arranged into units. A unit is "at a minimum, all services on a route for the full timetable, but can include more than one route where a group of routes forms a marketable whole".

Marlborough bus services are currently allocated to two units. Details of the services that currently make up each is shown in Table 2.

Table 2. Marlborough public transport unit description

Unit	Description	Market size as at June 2021
1: Blenheim and Renwick bus services	This unit includes Routes 1 and 2, which operate as one-way loops that cover the north and south of the Blenheim urban area respectively, with each providing four weekday off-peak services and three Saturday services. It also includes trial Route 4, which connects Renwick and Blenheim with two return services each Tuesday, and Saturday. The current contract was let in 2018 and runs until the end of February 2027. Following a review of the trial, Route 4, which connects Renwick and Blenheim will end.	Two buses, 38,573 service km per annum, and 2,618 service hours per annum.
2: Picton bus service	This unit includes trial Route 3, which connects Picton and Blenheim with two return services each Tuesday and Thursday. Current contract was let as a trial in 2019. The trial was extended until June 2023 in April 2021. Following a review of the trial, the Picton to Blenheim bus service will continue permanently.	One bus, 14,463 service km per annum, and 303 service hours per annum.

The council and operator may negotiate changes to both units (including adding or removing routes or individual trips) as appropriate, in a spirit of partnership.

3. Procurement Programme

3.1. Proposed Programme

3.2. Unit 1 will be retendered prior to the end of the current contract term at the end of February 2027. Unit 2 will be incorporated in the contract with Ritchies for Unit 1 and will then be retendered prior to the end of that current contract term at the end of February 2027. High Risk or Unusual Procurement Activities

No high risk or unusual procurement activities are anticipated in the upcoming three years.

3.3. Approach to Delivering the Work Programme

The Procurement Manual outlines a variety of supplier selection methods that are available to the council. For the purposes of this strategy, the supplier selection method will be used for the procurement programme as set out in Table 3.

Table 3. Delivery/supplier method by activity

Activity	Proposed Delivery Model	Preferred Supplier Method
Bus Services	Partnering Model	Weighted Attribute Open Tender
Total Mobility	Staged	Selection in accordance with section 4.2 below
Professional Services	Staged	Direct Appointment (below \$100k) Quotation
Public Transport Infrastructure	Staged	Direct appointment (below \$100k) price and Service Comparison

Currently, no advanced delivery models or supplier selection methods are employed. It is unlikely that they will be required for the next Blenheim bus services contract starting in 2027.

3.3.1. Bus Services

The Waka Kotahi Procurement Manual specifies rules for the procurement of transport activities. MDC has defined the following approaches to procure transport activities for the future.

MDC's tendering approach is to tender all public transport services as they fall due. For the Blenheim bus services, the service review and subsequent retendering process will commence no less than 12 months prior to the expiry date of the contract.

- **Supplier selection method/contract delivery model** – MDC will continue to use Price/Quality supplier selection method and the partnering model for procurement of bus services. This supplier model is expected to provide the best value for money on public transport contracts.
- **Public transport contract duration** - In accordance with the Procurement Manual Rule 10.24 and 10.28, the length of future contracts for the Marlborough service will be 9 years with a price reset at 6 years.
- **Public transport information to market** – MDC will disclose public transport patronage and revenue data to the market. As contracts are for publicly subsidised services, the data cannot reasonably be deemed to be a normal commercial asset, therefore, it is correct to release patronage information.

There is no high risk or unusual activity expected during the term of this procurement strategy. While there are limited contracting resources in the bus service activity in Marlborough, MDC is confident that the risks of no bids being received are low. With low contestability there is a likelihood of prices

being more favourable towards the supplier, however, every endeavour will be made to achieve the best value for money for this activity.

3.3.1.1. Financial Incentive Mechanism

The Procurement Manual requires that subsidised public transport service contracts contain a Financial Incentive Mechanism (FIM). The FIM is used to incentivise both the contractor and council to achieve or deliver exceptional performance. It is distinct from the required contract Key Performance Measures (see Section 3.5) and cost indexation. The FIM aims to incentivise both parties to maximise business performance through patronage incentives or revenue sharing.

The council's FIM policy will be specified in tender documents. It will be based on equal sharing of the GST exclusive revenue from increased annual patronage (measured against the previous year's level) between the council and contractor. A maximum payment to the contractor in any one year will be specified. Each year's patronage will become the benchmark against which the following year's patronage will be assessed. No payment will be required from the contractor to the council in the event of a decrease in patronage, recognising that the scheme is essentially an incentive scheme rather than a penalty one. This mechanism is expected to incentivise the contractor to increase patronage (and thus revenue).

3.3.1.2. Approach to Contract Management

The contractor and council will form a business arrangement for the purposes of a joint approach to planning and evaluating the services under contract. This is viewed as a way for the parties to work collaboratively in a structured and systematic manner to improve the service and grow patronage and in managing the contract obligations. This is seen as appropriate for the volume of services being delivered.

MDC's Request for Tender documents will contain more detail on expectations regarding business planning/partnership.

3.3.1.3. Annual Business Planning

The contractor and council will form a business team for the purposes of jointly developing a business development plan for contracted services. This process is viewed as a way for the parties to work collaboratively in a structured and systematic manner to improve the service and grow patronage and in managing the contract obligations.

The business development plan will set out activities, in the form of resourced annual plans (action plans), to be carried out during the ensuing 12-month period and may include but will not be limited to:

- Service improvement initiatives
- Plans for the development and/or introduction of new services
- Infrastructure projects
- Plans for the development and/or introduction of new technology
- Co-branding or promotion of services
- Performance review against plan targets
- Any other joint business and/or marketing initiatives.

The business development plan will be created prior to the commencement date of a service and reviewed at least annually. Given the long lead in time MDC consider that having a Business Development Plan in place at the commencement of the service is desirable. Given the living nature of the document, updating, and refining it will be a continuous process.

3.3.1.4. Commerciality Ratio

All public transport services are required by Waka Kotahi to be measured to determine a service's efficiency and effectiveness. These measures provide a management tool in identifying better and poorer performing units and allowing regional comparisons between networks to be made.

The formula for the calculation of the commerciality ratio is set out in Appendix H of the Procurement Manual. MDC will make available the regional and individual service commerciality ratios in its various annual reports.

Table 4 shows the current commerciality ratio for each unit. Service commerciality has been significantly impacted by the effects of the COVID-19 pandemic on patronage.

Table 4. Commerciality ratio

Unit	Rank	Commerciality ratio 2020/21 (%)
2: Picton bus service	1	15%
1: Blenheim and Renwick bus services	2	12%

3.3.2. Total Mobility Service

Part 6 of Waka Kotahi's Procurement Manual covers the procurement of Total Mobility services, which are tendered differently from public transport services.

MDC has agreed to a principles-based approach to the procurement of Total Mobility services in the district. The general principles are as follows:

- Ensuring value for money
- Enabling a competitive and efficient marketplace of Total Mobility providers where, if possible, customers have a choice of providers
- Fair, transparent, and open methods of fare setting
- Availability of data and auditability of fares charged for journeys
- Fares that do not compromise operator sustainability.

MDC will contract with suitable companies for the provision of the Total Mobility Scheme. The contracts used by MDC are based on Waka Kotahi guidelines for Total Mobility best practice. Any company that meets the scheme and contract requirements is eligible to become a service provider. Five companies currently provide Total Mobility services in Marlborough.

Specialist skills are required for Total Mobility services in the form of vehicles with wheelchair hoists and drivers with disability awareness training. All contracts with providers are open-ended and therefore do not expire until one or both parties agree to terminate the contract. However, all contracts are reviewed at least every three years in accordance with the Procurement Manual.

In addition to funding assistance for the carriage of disabled persons, MDC may provide funding assistance for one vehicle per 3 yearly National Land Transport Programme (up to a maximum of \$24,000 for each vehicle) for the provision of new or refitted wheelchair hoist equipment.

3.3.3. Professional and Administration Services

Most public transport professional and administration services are undertaken in-house. This is the standard approach in New Zealand and has been found to be the simplest and most efficient way of managing the various activities.

There are a number of situations in which the council needs to contract professional transport planning services. These are relatively infrequent appointments and almost always of small value, and they are therefore procured on a direct appointment basis.

Professional services hired in recent years includes assistance with:

- Tender preparation and evaluation
- Preparation of the Regional Public Transport Plan and Procurement Strategy.

In these cases the cost was less than \$10,000 per project. Any project worth more than \$100,000 would usually be procured on a contested tender basis (subject to Waka Kotahi requirements and internal council policy).

The costs of consultants etc. are allocated directly to the particular project. Admin costs are allocated to transport activities based on the recorded amount of time spent on those activities. In Blenheim, with the few staff working on public transport activities, this is a relatively simple exercise.

3.3.4. Public Transport Infrastructure

MDC procures on-road and on-bus infrastructure to support public transport service delivery. The staged delivery model is most appropriate for these projects given their likely small size and specific specifications.

Where possible, MDC will explore opportunities to collaborate with neighbouring councils to bulk purchase infrastructure, such as shelters and timetable holders, to receive the benefit of economies of

scale. These services will be procured as and when they are required. This principle extends to ticketing or real time equipment fitted onboard the buses.

3.4. Capability and Capacity

MDC's current roles and responsibilities and current structure relating to its transport activities are outlined in Table 5. There are no current gaps in the council's current roles and responsibilities.

Table 5. Roles and responsibilities

Role	Responsibility
Assets and Services Manager	Oversees the management of Policy and Strategic Planning for local roads and footpaths. Transport Services are included as part of this group.
Finance and Information Supervisor – Assets and Services	Oversees the management of public transport operations, transport policy, planning and strategy, the Total Mobility Scheme.

3.5. Performance Measurement and Monitoring

The Procurement Manual requires MDC to monitor and record public transport service contract performance against key performance measures (KPMs), which are also referred to as key performance indicators. KPMs are used to assess contract compliance and performance. KPM processes and payments are separate from FIM processes and payments.

The Waka Kotahi KPM's are set out in Waka Kotahi's Procurement Manual with data required monthly, quarterly, or annually depending on the KPM. In addition, all partnering contracts are expected to contain a performance monitoring agreement to support the delivery of quality public transport services. Data will be collected in accordance with Waka Kotahi's requirements, for example, monthly for patronage, revenue, and reliability information, and yearly for most other KPMs such as vehicle issues. MDC will also collect performance data at least once every three years on customer satisfaction of the quality of the public transport service.

The contractor performance will be reviewed regularly against the KPMs. MDC will produce a report that align with Waka Kotahi's required KPM's. Tender documents will outline the KPMs and set a framework by which monitoring, and reporting is expected.

3.6. Communication Plan

Once this strategy is endorsed by Waka Kotahi, it will be communicated to MDC's strategic partners and other parties that have a major input into delivery of the council's transport programme. The strategy will also be available on the MDC website. Formal reports and operational updates are provided to the council's Assets and Services Committee.

3.7. Implementation Plan

This strategy follows the following implementation process:

1. Prepare Procurement Strategy
2. Present draft Procurement Strategy to Assets and Services Committee
3. Submit draft Procurement Strategy to Waka Kotahi for assessment and endorsement
4. Review Procurement Strategy at least once every three years.

Attachment 2



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27 March 2023

Charlotte Campbell-Lamerton
Marlborough District Council
Unit 2.4, Level 1, The Forum
52 Market Street
Blenheim 7240

Dear Charlotte,

Public Transport Procurement Strategy Endorsement

Thank you for your request seeking endorsement from the Waka Kotahi NZ Transport Agency for the Public Transport Procurement Strategy dated 24 March 2023.

I am pleased to confirm that Waka Kotahi has reviewed the Public Transport Procurement Strategy dated February 2023. This document forms Marlborough District Council's Procurement Strategy, the requirements of which are outlined in the Waka Kotahi Procurement Manual.

We are satisfied that it meets the requirements of the Waka Kotahi Procurement Manual and formally endorse the Procurement Strategy effective 27 March 2023.

We would like to draw your attention to the following matters. Waka Kotahi:

1. approves the continued use of in-house professional services by Marlborough District Council, in accordance with s.26 of the Land Transport Management Act.

The Waka Kotahi Procurement Manual requires approved organisations to review their Procurement Strategy at a minimum once every three years and ensure that they always remain fit for purpose. The Procurement Strategy's endorsement will expire on the 27 March 2026, and you are encouraged to seek endorsement of a new or revised Procurement Strategy in advance of this date.

If you would like to discuss this matter further, please do not hesitate to contact Philip Walker, Approved Organisations Senior Procurement Advisor, directly on 021 633986.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Shane Avers', is written over a light blue horizontal line.

Shane Avers
Acting Senior Manager Procurement

6. Government Waste Strategy Implications

(Cllr Dalliessi) (Report prepared by Dr Alec McNeil)

W300-006-008-09

Purpose of Report

1. To discuss the implications of the new Government waste strategy which was released on 29 March 2023.

Executive Summary

2. The Government have released a new waste strategy which replaces the previous 2010 version. Council, in its role as a Territorial Authority, is obligated to take into account the waste strategy when developing a Waste Management and Minimisation Plan. This paper provides some commentary on the new waste strategy when compared against Council's current Waste Management and Minimisation Plan 2012-27 (WMMP). In general terms, Council is on track to deliver against this strategy within the required timeframes. However, some of the solutions required are reliant on activity within the wider commercial sector, for example, the collection and processing of foodwaste and the reduction in landfill gas emissions.

RECOMMENDATIONS

1. That the Council does not advance a food waste processing solution until the outcome of the commercial trials with the Aquaculture and Viticulture sector are understood.
2. That the Council provides information to the community that only plastics 1, 2 and 5 will be collected from the kerbside and received at the transfer stations or resource recovery centre with effect from 1 February 2024.

Background/Context

3. New Zealand now has a new waste strategy which was issued by the Government on 29 March 2023. The waste strategy connects to Council in its role as a Territorial Authority (TA) through section 44 (c) of the Waste Minimisation Act 2008. This section states that in preparing, amending, or revoking a waste management and minimisation plan, a territorial authority must—
... have regard to the New Zealand Waste Strategy, or any government policy on waste management and minimisation that replaces the strategy...
4. The new waste strategy can be viewed here: <https://environment.govt.nz/assets/publications/Te-rautaki-para-Waste-strategy.pdf>
5. The Ministry for the Environment have released two summary documents in support of the waste strategy, namely, **Waste strategy: A snapshot**, and **Improving household recycling and food scraps collections: Information for councils and the waste sector**. Refer to Attachment 1.
6. This paper focuses on the national targets set out in new waste strategy to be achieved by 2030. The targets are:
 - a) Waste generation: reduce the amount of material entering the waste management system, by 10 per cent per person.
 - i) This target will rely on a change in public and private sector practice and behaviour.
 - b) Waste disposal: reduce the amount of material that needs final disposal, by 30 per cent per person.
 - i) This target will focus on changing systems and as a consequence associated behaviours.

- c) Waste emissions: reduce the biogenic methane emissions from waste, by at least 30 per cent.
 - i) This target will focus on improved Methane capture and destruction at Class A landfills such as the Council owned Bluegums Landfill site.

7. The new waste strategy will require a range of supporting legislative instruments to be developed prior to any implementation.

Assessment/Analysis








- 8. In general terms, our current waste management and minimisation plan 2021-27 is on track to deliver against the new waste strategy.
- 9. The Government have also released information on standardising kerbside recycling collections and introducing kerbside food waste collections to urban locations that have a population greater than 1,000 people. The following table is drawn from the **Improving household recycling and food scraps collections: Information for councils and the waste sector** document attached to this report and provides some initial commentary on the Government’s requirements.

Overview of the changes			
	Change	Action for councils and waste companies	MDC Staff Comments
1	Accept the same standard set of materials	<p>From February 2024, all district and city councils accept only these materials in their recycling collections:</p> <ul style="list-style-type: none"> • glass bottles and jars* • paper and cardboard (including pizza boxes) • plastic bottles and containers marked with recycling symbols 1, 2 and 5. <p>Once councils start collecting food scraps (or food and garden waste), these services must only collect food scraps and garden waste (i.e. not paper or compostable packaging).</p>	<p>The current kerbside collection includes plastics 1 to 7.</p> <p>The community will have to be advised of the change to plastics 1, 2 and 5 only.</p> <p>A Contract variation will be required.</p> <p>All other kerbside collection requirements are in place.</p>
2	Recycling collections for urban households	By 2027, all district and city councils provide recycling collections to households in urban areas of 1,000 people or more (read more about recycling collections).	The expansion of the kerbside collection area under the new waste Contract will satisfy this requirement from 1 July 2024 onwards.
3	Food scraps collections for urban households	<p>By 2030, all district and city councils provide food scraps (or food and garden waste) collections to households in urban areas of 1,000 people or more.</p> <p>Councils with organics processing facilities nearby provide a food scraps service by 2027 (read more about food scraps collections).</p>	<p>The establishment of an organics processing facility is linked to what happens in the commercial sector with the processing of primary industry organic waste. The domestic tonnage is projected to be between 1,000 and 2,000 tonnes pa.</p> <p>Not applicable</p>

	Change	Action for councils and waste companies	Comments
4	Minimum standards for diverting waste from landfill	<p>All district and city councils meet a performance standard for the amount of household kerbside waste diverted from landfill.</p> <p>The performance standard will increase over time:</p> <ul style="list-style-type: none"> • 30 per cent by July 2026 • 40 per cent by July 2028 • 50 per cent by July 2030 	<p>Diversion from landfill can be measured by the kerbside collection throughput as measured at the resource recovery centre and/or the reduction in kerbside refuse collected.</p> <p>This performance standard presents some interpretational risk and will need to be worked through once the legislative instrument has been confirmed.</p>
5	Reporting requirements	<p>From July 2024, all private waste companies that provide regular household waste collections (e.g., weekly or fortnightly) record tonnes of rubbish, recycling, food and garden waste collected and contamination rates.</p> <p>From late 2025, they report these figures to the Ministry for the Environment.</p> <p>Note: this will complement reporting requirements for district and city councils and waste operators that are expected to be introduced by 2024.</p>	<p>The resourcing to support this reporting requirement will have to be considered once the legislative instrument is confirmed.</p> <p>Currently a large amount of waste data is captured via the Council waste and recycling facilities.</p> <p>The resourcing to support this reporting requirement will have to be considered once the legislative instrument is confirmed. Other Councils such as Auckland have waste licensing and reporting features in their solid waste bylaws which MDC could utilise as a template.</p>

*The three councils that don't currently collect glass will have until 2027 to do so.

10. The main challenge presented by the new waste strategy is the development of a processing solution for food waste before 2030. The commercial sector is pursuing trials of organic processing solutions for the Aquaculture and Viticulture sector. Results of these trials are expected later in 2023. Once the outcome of these trials is known we will be in a better position to determine whether they can provide a solution of any food waste collection service.
11. Processing solutions for food waste can also be sought through open tendering to the market.
12. The number found on the bottom of plastics is not a recycling symbol. but rather a plastic or resin identification code. The following graphic provides some examples of the various plastics.

 PETE	 HDPE	 PVC	 LDPE	 PP	 PS	 OTHER
polyethylene terephthalate	high-density polyethylene	polyvinyl chloride	low-density polyethylene	polypropylene	polystyrene	other plastics, including acrylic, polycarbonate, polyactic fibers, nylon, fiberglass
soft drink bottles, mineral water, fruit juice container, cooking oil	milk jugs, cleaning agents, laundry detergents, bleaching agents, shampoo bottles, washing and shower soaps	trays for sweets, fruit, plastic packing (bubble foil) and food foils to wrap the foodstuff	crushed bottles, shopping bags, highly-resistant sacks and most of the wrappings	furniture, consumers, luggage, toys as well as bumpers, lining and external borders of the cars	toys, hard packing, refrigerator trays, cosmetic bags, costume jewellery, CD cases, vending cups	

13. Reducing the plastics collected at kerbside to 1, 2 and 5 will also have to be applied to the transfer stations and resource recovery centre.
14. The community will have to be informed about the changes to plastics collection. This information can be distributed in the second half of January 2024.

Option One (Recommended Option)

15. Council does not advance a food waste processing solution until the outcome of the commercial trials with the Aquaculture and Viticulture sector are understood.
16. Council provides information to the community that only plastics 1, 2 and 5 will be collected from the kerbside and received at the transfer stations or resource recovery centre with effect from 1 February 2024.

Advantages

17. Council moves towards achieving compliance with the new waste strategy released by the Government on 29 March 2023.

Disadvantages

18. Some change in practice and behaviour will be required across the community.

Option One (Status Quo Option)

19. Council advances its own food waste processing solution.
20. Council continues to collect plastics 1 to 7.

Advantages

21. Nil.

Disadvantages

22. Council could purchase a food waste processing solution that is disproportionately expensive if deployed as a standalone domestic solution.
23. Council could face enforcement action if it fails to standardise kerbside collections.

Next steps

24. Approve the recommendations in this report.
25. Obtain outcomes of commercial organic processing trials by end of 2023.
26. Notify the public of changes to plastic recycling in second half of January 2024.

Attachment

Attachment 1 – Te Rautaki Para Waste Strategy

page [46]

Author	Dr Alec McNeil, Solid Waste Manager
Authoriser	Richard Coningham, Manager Assets and Services

Summary of decision-making considerations			
Fit with purpose of local government			
The proposal enables <i>democratic local decision-making and action by, and on behalf of the community and relates to consideration of providing a public service, its need, and cost effectiveness.</i>			
Fit with Council policies and strategies			
	<i>Contributes</i>	<i>Detracts</i>	<i>Not applicable</i>
LTP / Annual Plan	✓	<input type="checkbox"/>	<input type="checkbox"/>
Financial Strategy	✓	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure Strategy	✓	<input type="checkbox"/>	<input type="checkbox"/>
Social well-being	<input type="checkbox"/>	<input type="checkbox"/>	✓
Economic development	✓	<input type="checkbox"/>	<input type="checkbox"/>
Environment & RMA Plans	✓	<input type="checkbox"/>	<input type="checkbox"/>
Arts & Culture	<input type="checkbox"/>	<input type="checkbox"/>	✓
3 Waters	<input type="checkbox"/>	<input type="checkbox"/>	✓
Land transport	✓	<input type="checkbox"/>	<input type="checkbox"/>
Parks and reserves	<input type="checkbox"/>	<input type="checkbox"/>	✓
Nature of the decision to be made			
The options do not involve a significant decision in relation to land or a body of water.			
Financial considerations			
Cost implications, if any, will be established through the Contract Variation process.			
Significance			
The decision is considered of low significance under Council's Significance and Engagement Policy.			
Engagement			
The community will require to be informed on changes to plastic recycling.			
Risks: Legal / Health & Safety etc			
Nil			
Climate Change Implications			
Nil			

A snapshot



Te rautaki para Waste strategy

Getting rid of waste for a circular Aotearoa New Zealand



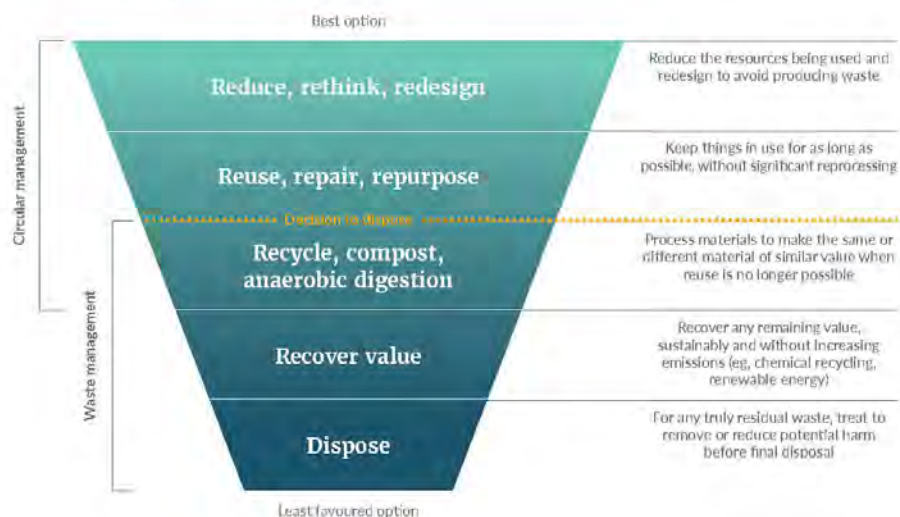
Reimagining waste: a new waste strategy for Aotearoa New Zealand

Getting rid of waste

Almost all waste is undesirable: if we have to look for a way to dispose of it, it is a waste of *something*. Modern societies extract, use and dispose of materials in unsustainable ways. Too often, we extract non-renewable resources, use them briefly – often just once – then send them to landfill.

In Aotearoa New Zealand in 2021, an average of 700 kilograms of waste per person was sent to landfill. That makes us one of the highest generators of waste per person in the OECD.

We can't keep consuming resources at the same rate or keep looking for places to bury or burn the things we don't want anymore. As the waste hierarchy outlines, it's better not to generate waste in the first place.



Reducing emissions

The way we produce, manage and dispose of things also results in greenhouse and other gas emissions. When organic material like food scraps, plant matter, paper or timber goes to a landfill, it produces methane as it breaks down.

Although methane is not the main greenhouse gas, its warming effect is 28 times greater than carbon dioxide. In 2019, waste caused around 4 per cent of New Zealand's greenhouse gas emissions and around 9.1 per cent of its biogenic methane emissions.

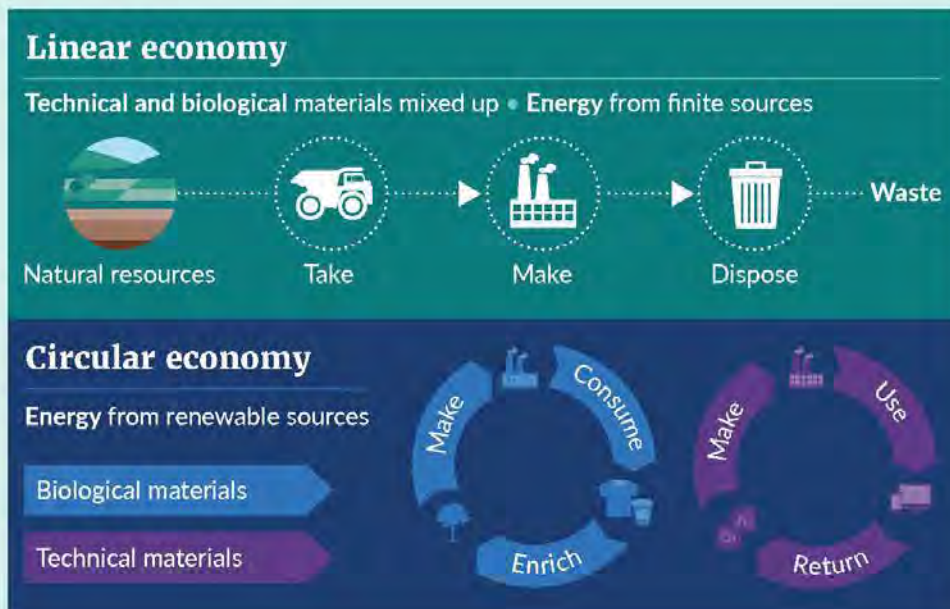
Reducing waste reduces the depletion of limited resources, including the limited capacity of the atmosphere to absorb greenhouse gas emissions.

Moving towards a circular economy

Taking natural resources, making them into something, using it and then disposing of it is referred to as a 'linear economy'. A 'circular economy' is a system where extracted materials are used and reused for as long as possible. The ideal scenario is that synthetic materials are reused forever and organic materials are eventually returned to the soil to enrich it. In a true circular economy, there is no waste.

Enriched by te ao Māori

Circular economy thinking shares many values with te ao Māori. Both focus on not creating waste in the first place and cycles of continual regeneration. In te ao Māori, the concept of whakapapa adds further richness. Whakapapa is the kinship between all living things; it exists not just between people but between people and the planet. That kinship creates connection, respect and responsibility. In this way, whakapapa gives rise to kaitiakitanga and our responsibility to actively care for our environment.



Getting rid of waste for a circular Aotearoa New Zealand: Waste strategy

Vision

By 2050, Aotearoa New Zealand is a low-emissions, low-waste society, built upon a circular economy. We cherish our inseparable connection with the natural environment, and look after the planet's finite resources with care and responsibility.

Guiding principles



Take responsibility for how we make, use, manage and dispose of things



Protect and regenerate the natural environment and its systems



Ensure our systems for using, managing and disposing of materials are financially sustainable



Apply the waste hierarchy preferences to how we manage materials



Deliver equitable and inclusive outcomes



Think across systems, places and generations

Implementation phases

Phase 1
Now to 2030
Embedding circular thinking into our systems



Phase 2
2030-40
Expanding to make circular normal



Phase 3
2040-50
Helping others do the same



Phase 1

Embedding circular thinking into our systems

By 2030, our enabling systems work well and behaviour is changing

The building blocks are in place to enable change

- ▶ The strategic planning, regulatory, investment and engagement systems are in place and operating to drive and support change
- ▶ We have a comprehensive national network of facilities supporting the collection and circular management of products and materials
- ▶ We all take responsibility for how we produce, manage and dispose of things, and are accountable for our actions and their consequences

More activity is circular and we produce less waste

- ▶ We use fewer products and materials, for longer, through increased durability, repair, reuse, sharing and repurposing
- ▶ Resource recovery systems are operating effectively for core materials and across all regions
- ▶ We look for ways to recover any remaining value from residual waste, sustainably and without increasing emissions, before final disposal

Emissions and other environmental impacts are improving

- ▶ Emissions from waste are reducing in line with domestic and international commitments
- ▶ Contaminated land is sustainably managed and remediated to reduce waste and emissions and enhance the environment

Phase 1 targets:

Waste generation:
reduce the amount of material entering the waste management system by 10 per cent per person.

Waste disposal:
reduce the amount of material that needs final disposal by 30 per cent per person.

Waste emissions:
reduce the biogenic methane emissions from waste by at least 30 per cent.

Phase 2

Expanding to make circular normal

By 2040, circular management of materials is normal, expected, and well supported

Circular activity is widespread

- ▶ Repairing, sharing and reusing are common, and the preferred options where practicable
- ▶ Resource recovery systems cover many materials and are easy to access
- ▶ There is strong demand for recycled material and products
- ▶ Aotearoa New Zealand's systems are working with others across Australia and the Pacific

Residual waste is minimal

- ▶ We are extracting the maximum value from materials and products before or during final disposal, where appropriate and sustainable
- ▶ Residual waste has reduced to a minimum, as has the need for final disposal facilities

Emissions and other environmental outcomes keep improving

- ▶ Emissions from the resource recovery and waste management sector are reducing in line with domestic and international commitments
- ▶ Plastic pollution has significantly decreased
- ▶ Programmes to manage or remediate contaminated land and old disposal sites are well advanced

Phase 3

Helping others do the same

By 2050, New Zealand is a low-emissions, low-waste circular economy, helping others make the change

Domestic systems are as circular as possible

- ▶ Aotearoa New Zealand's consumption of virgin resources is largely from renewable sources and has stabilised at sustainable levels
- ▶ Regeneration is the norm and part of our circular business models

Aotearoa is contributing to regional and global networks

- ▶ Aotearoa is part of a regional Pacific network for circular management of materials
- ▶ Aotearoa actively participates in international efforts to support low-emissions, low-waste circular economies

Our management of materials does not harm the environment

- ▶ Resource recovery systems operate effectively, based on a strong understanding of carbon footprints
- ▶ Final disposal of residual waste is minimal, as are its environmental impacts

Supporting the waste strategy with an action and investment plan

The strategy provides high-level direction. The next step is for government to work with local authorities, the waste management sector and others to develop the first action and investment plan.

The action and investment plan will spell out:

- ▶ the immediate priorities for the next five years in different geographical areas, communities, material streams and risk areas
- ▶ the mix of regulatory, investment, behaviour change, infrastructure, system change and other actions planned to address the immediate priorities
- ▶ the sequence of the actions and how they fit together
- ▶ who needs to do what.

The waste strategy and action and investment plan will then govern planning and activity across central and local government. They will also enable organisations in the waste management sector to plan their own activities. The Ministry will regularly assess, and publicly report on, progress against the strategy and action and investment plan.



We all have a part to play

Everyone	<ul style="list-style-type: none"> ▶ Avoid waste and reduce what you consume ▶ Embrace new recycling and reuse systems ▶ Use your power as a consumer
Households and individuals	<ul style="list-style-type: none"> ▶ Hire or borrow something you won't use often ▶ Learn how and where to get things repaired ▶ Donate or sell unwanted goods, and shop secondhand ▶ Compost your food scraps and green waste at home or by using a collection service ▶ Get involved in citizen science projects
Non-governmental organisations and communities	<ul style="list-style-type: none"> ▶ Keep being a catalyst for change ▶ Support businesses and households to make changes ▶ Create community-led initiatives, like repair hubs, swap centres and community gardens ▶ Help build our national data on material flows and waste ▶ Hold businesses and government to account
Businesses and industries	<ul style="list-style-type: none"> ▶ Rethink and redesign your processes, products and packaging ▶ Keep up to date with what your industry is doing to reduce waste ▶ Take part in voluntary or mandatory product stewardship schemes ▶ Work with local community groups and non-governmental organisations
Waste management sector	<ul style="list-style-type: none"> ▶ Participate in implementing this strategy and make contributions to action and investment plans ▶ Develop your facilities to form part of a national network for circular management of resources ▶ Help develop and implement standardised regulation of the sector ▶ Support the national waste data programme
Local government	<ul style="list-style-type: none"> ▶ Use this strategy to develop your next waste management and minimisation plan ▶ Work with other councils on new, or expanded, facilities and services ▶ Support local community groups and non-governmental organisations to reduce waste ▶ Link with national behaviour-change programmes ▶ Factor waste management infrastructure and services into planning and consenting processes ▶ Identify and manage vulnerable landfills and other contaminated sites
Central government	<ul style="list-style-type: none"> ▶ Connect circular economy and waste reduction goals with other plans and programmes across government ▶ Be an effective leader and steward of this strategy ▶ Facilitate coordination and collaboration across the sector ▶ Use the government's procurement power to drive changes in market behaviour ▶ Lead by example



Ministry for the
Environment
Māori Mā Te Taiao



Te Kāwanatanga o Aotearoa
New Zealand Government

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Te whakapai i te kohinga hangarua me te para kai-ā-kāinga

Improving household recycling and food scraps collections

Information for councils and the waste sector

We're making it easier for people to recycle and divert food scraps from landfills

In Aotearoa New Zealand, only about one-third of household waste is recycled and composted. The rest goes to landfills. People, businesses and manufacturers are confused about what can and can't be recycled, and too many items go in the wrong bin.

More than 300,000 tonnes of food scraps are sent to our landfills every year, rotting and producing methane, a powerful greenhouse gas. If we are to meet our emissions reduction target of reducing biogenic methane from waste by 40 per cent by 2035, we need to stop sending so much food to landfill.

To support a low-emissions, low-waste circular economy, we are introducing three big changes:

- Councils across Aotearoa will accept the same materials in their household collections
- Recycling collections will be available to households in all urban areas
- Food scraps collections will be available to households in all urban areas

The government is also introducing minimum standards for councils to divert waste from landfill, and requiring waste companies, operators and councils to collect and report more of their waste data. Revenue from the expanded waste levy will support the roll out of these changes.

This fact sheet summarises the key changes and what they mean for councils and the waste sector. We will provide more information when regulations are finalised.

Overview of the changes

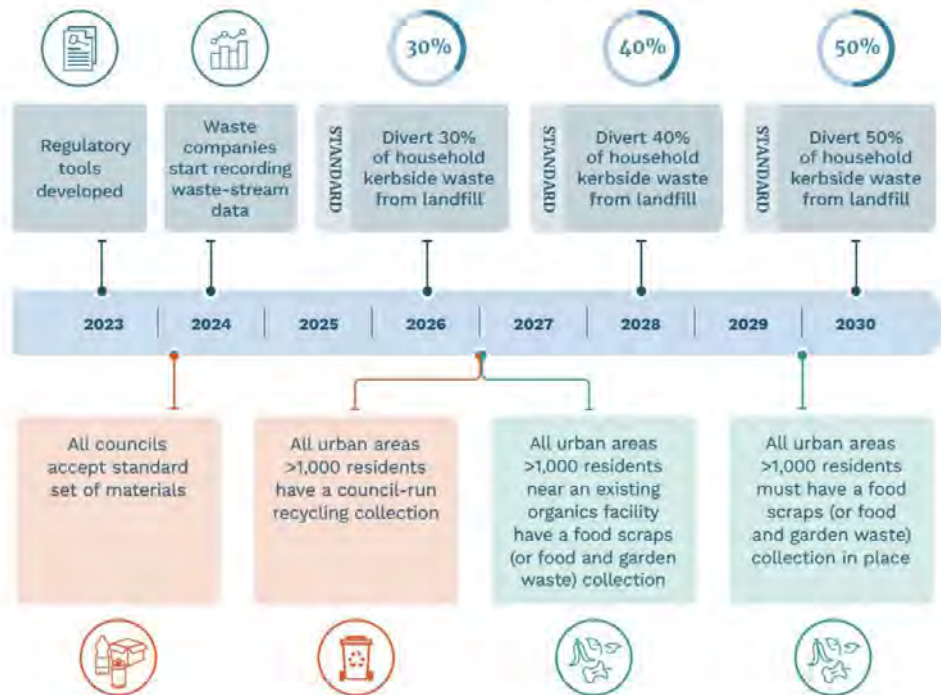
Change	Action for councils and waste companies
1. Accept the same standard set of materials	<p>From February 2024, all district and city councils accept only these materials in their recycling collections:</p> <ul style="list-style-type: none"> • glass bottles and jars* • paper and cardboard (including pizza boxes) • plastic bottles and containers marked with recycling symbols 1, 2, and 5 • aluminium and steel tins and cans. <p>Once councils start collecting food scraps (or food and garden waste), these services must only collect food scraps and garden waste (ie, not paper or compostable packaging).</p>
2. Recycling collections for urban households	<p>By 2027, all district and city councils provide recycling collections to households in urban areas of 1,000 people or more (read more about recycling collections).</p>
3. Food scraps collections for urban households	<p>By 2030, all district and city councils provide food scraps (or food and garden waste) collections to households in urban areas of 1,000 people or more.</p> <p>Councils with organics processing facilities nearby provide a food scraps service by 2027 (read more about food scraps collections).</p>
4. Minimum standards for diverting waste from landfill	<p>All district and city councils meet a performance standard for the amount of household kerbside waste diverted from landfill.</p> <p>The performance standard will increase over time:</p> <ul style="list-style-type: none"> • 30 per cent by July 2026 • 40 per cent by July 2028 • 50 per cent by July 2030
5. Reporting requirements	<p>From July 2024, all private waste companies that provide regular household waste collections (eg, weekly or fortnightly) record tonnes of rubbish, recycling, food and garden waste collected, and contamination rates.</p> <p>From late 2025, they report these figures to the Ministry for the Environment.</p> <p>Note: this will complement reporting requirements for district and city councils and waste operators that are expected to be introduced by 2024.</p>

* The three councils that don't currently collect glass will have until 2027 to do so.

When the changes are happening

We will stagger the roll-out of the changes to allow time for infrastructure to be put in place.

Figure 1: Timeline for implementing the changes to recycling and food scraps collections



The first change for councils and households will be accepting the same set of materials in collections around the country in early 2024. Food scraps collection will be phased so councils that are near organics processing infrastructure start collecting food scraps earlier than those that aren't.

What the changes mean for Waste Minimisation and Management Plans

We will use different regulatory tools under the Waste Minimisation Act 2008 (WMA) to give effect to the changes¹. Once in place, some of the tools will require councils to amend their Waste Minimisation and Management Plans (WMMPs) or set performance standards for how WMMPs are implemented.

¹ The following tools will be used to give effect to these changes:

- Change 1 and 2 (household recycling and food scraps collections) will be set out in regulations (an order in council) under section 48 of the WMA.
- Change 3 and 4 (standardising materials and the minimum standards for diverting waste from landfill) will be set out in performance standards (via a notice in the gazette) under section 49 of the WMA for the implementation of WMMPs.
- Change 5 (reporting requirements) will be set out in regulations (an order in council) under section 86 of the WMA.

The first change, accepting standard materials, will be a performance standard that will not require councils to immediately amend their WMMP before it comes into effect.

The main impact on WMMPs will be the changes to make household recycling and food scraps collections available in urban areas. Councils will need to update WMMPs before the changes come into effect in 2027 but will not need to consult, as is the usual process for updating WMMPs².

We will provide more guidance on what the changes will mean for WMMPs once we have finalised the regulatory tools.

Councils will still need to review their WMMPs every six years³. If timing aligns, the review and above changes could be made together.

What the changes mean for councils

The changes mean different things for different councils depending on what services are currently offered and which materials are currently collected. The changes that affect the highest number of councils, the soonest are:

- accepting a standard set of materials
- food scraps collections

Recycling services

From February 2024, all council household recycling services must accept the same standard set of materials. This means some councils will need to stop collecting some types of materials or start collecting new ones.

- Some councils will need to stop collecting liquid paperboard, foil, aerosols, soft plastics, polystyrene and plastics 3, 4, 6 and 7 in their household recycling collection⁴. These materials are problematic to sort and recycle, and often end up in landfill.
- Some councils will need to collect new materials, such as plastic #5, glass and pizza boxes.
- Councils that need to start collecting glass will have until 2027 to do so.

All councils in urban areas (more than 1,000 residents) must have their recycling service in place by 2027. To check whether your towns meet this threshold use the [Stats NZ Geographic Boundary Viewer](#) (for the 2022 year).⁵ The smallest urban areas (those with between 1,000 and 2,000 people) will be included in the regulation for clarity.

² See section 48 (4) of the WMA

³ Any updates to WMMPs, in order to implement the kerbside changes, will not automatically satisfy councils' obligations to review their WMMPs every six years and consult on any changes they make.

⁴ Note councils may be able to offer other services for materials not accepted in household collections through initiatives such as the soft-plastic recycling scheme.

⁵ In the Layer List, tick 'Urban Rural', untick the layer 'Urban Rural areas 2023' and tick the 2022 layer instead. Turn on the legend to see the colours for types of areas. Rural settlements are not considered urban areas.

⁴ Improving household recycling and food scraps collections

Support available

In 2024, the government will run a national communications campaign on what materials will be accepted in kerbside collections. Councils will be able to adapt and use these campaign materials.

Councils that need to start collecting glass or introduce a new recycling service can apply for funding through the Waste Minimisation Fund.

Things to do now:

- Understand what these changes mean for you (eg, whether you will need to start a recycling collection, collect new materials or expand to new areas).
- Understand what services your suppliers provide or what changes in contracts may be needed, and how soon these can happen.
- Consider what you need to tell your communities.
- Get in touch with us about funding here [Waste Minimisation Fund \(WMF\) – Ministry for the Environment – Citizen Space](#).
- Contact transformingrecycling@mfe.govt.nz if you have any questions.

Food scraps collections

For many councils, collecting household food scraps (or food and garden waste) will be the biggest change. We will need a national network of organics processing facilities to support the change.

Councils with main centres within 150 kilometres of an organics processing facility will need to collect food scraps by 2027. Figure 2 shows these councils.

For other councils, organics processing infrastructure will likely need to be built before your collections get underway in 2030. We can help you plan and implement these services.

Through the new collections, councils can only accept food scraps or food and garden waste – not paper, cardboard, compostable packaging, or other materials that can contaminate soils and the food chain. Councils will have some discretion over a few materials, such as compostable bin liners.

Support available

We will support the roll out of food scraps collections with:

- guidance on food and garden waste services, including where some local discretion in the materials accepted (eg, flax leaves or compostable bin liners) may be allowed
- communications materials that can be adapted for individual council needs.

Also, \$120 million of contestable funding is available until June 2024 from the Waste Minimisation Fund and Climate Emergency Response Fund to help councils and the private sector invest in diverting food and other organic wastes from landfill. This funding covers:

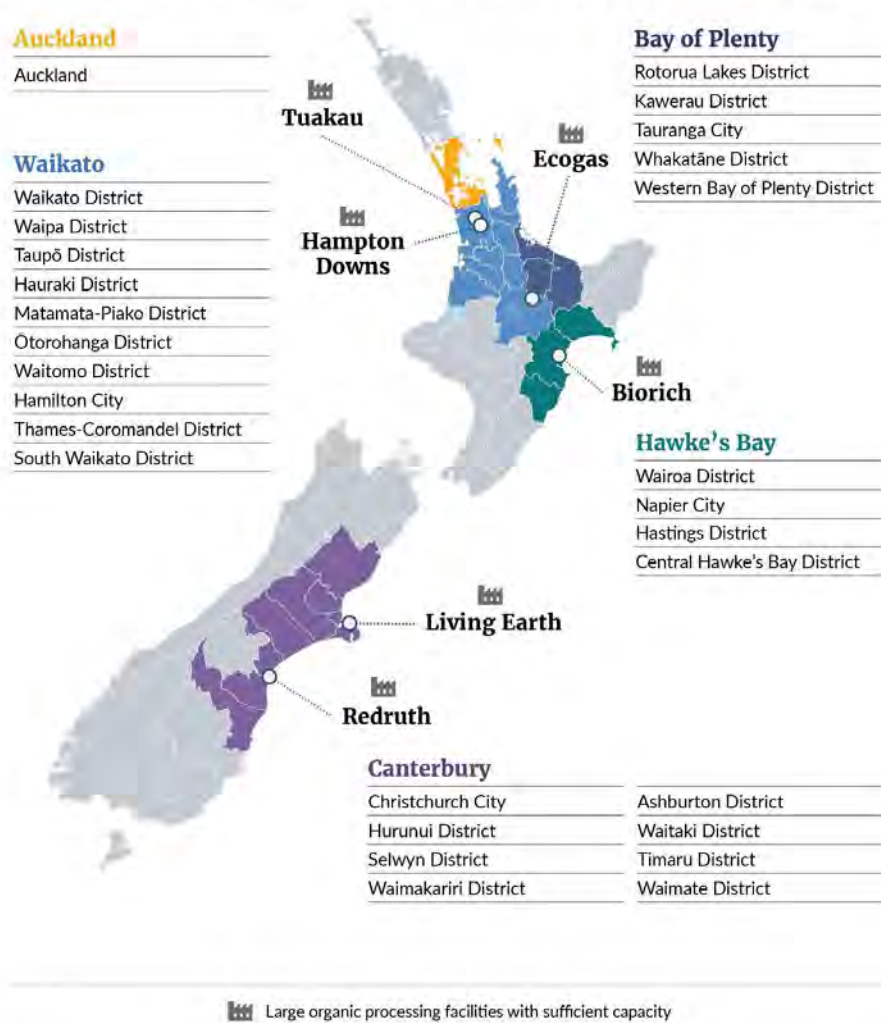
- planning the transition to food scraps collections
- rolling out food scraps collections, including new bin infrastructure and drop-off facilities, and upgrading transfer stations.

The waste levy increase, which is progressively rising to \$60 per tonne by July 2024 and expanding to cover all types of landfills, will help councils fund these changes.

Things to do now:

- Understand what organics processing facilities are near you (or underway), and when you will need to roll out a collection by.
- Find out what other councils in your region are doing and how you can work together.
- Get in touch with the Ministry for funding here Waste Minimisation Fund (WMF) - Ministry for the Environment - Citizen Space).
- Contact transformingrecycling@mfe.govt.nz if you have any questions.

Figure 2: Map of councils with main centres within 150 kilometres of an organics processing facility



While the Hawke's Bay councils have been included in the 2027 food scraps deadline, we will work with these councils to consider the local impacts of the recent severe weather events and whether there will be sufficient access in this region to a food waste processing facility.

How the Ministry will ensure compliance

The Ministry for the Environment is the primary regulator under the Waste Minimisation Act 2008.

Once the requirements are in place, our compliance team will work with you to ensure you understand the obligations and responsibilities. The way we work is guided by our [Compliance, monitoring and enforcement strategy](#).

Our auditing programme will expand to include the new requirements and our auditors may contact you to check on progress.

Where we find non-compliance with the new obligations, we may take enforcement action. This can include warnings, retaining waste levy allocation or prosecution, depending on the nature of the non-compliance.

Next steps

During 2023 we will develop the regulatory tools to make these changes come into force.

Once the tools are in place, councils may need to update their WMMPs to implement new kerbside collections for recycling and food waste.

When the tools are finalised, we will provide more information on:

- what changes may be required in your WMMPs
- the new data collection requirements and what they will mean for councils and the waste sector
- how we will monitor and calculate performance standards.

Once the new waste legislation comes into force, these requirements will carry over.

Contact transformingrecycling@mfe.govt.nz if you have any questions.



7. Kerbside Foodwaste Survey

(Clr Dalliessi) (Report prepared by Dr Alec McNeil)

C315-20-021

Purpose of Report

1. The purpose of this report is to update Council on the results of a recent kerbside collection food waste survey.

Executive summary

2. In anticipation of Government changes to how councils manage household food waste, a survey of the contents of the kerbside refuse bags was conducted. The survey results provide information that will be relevant to any future decisions that Council consider in relation to household food waste reduction, collection, and processing.

RECOMMENDATIONS

1. **That the Council awaits the outcome of the commercial organic processing trials before advancing any further work on food waste collection and processing.**
2. **That Council staff report back on the commercial organic processing trials once the trial results become available.**

-
3. Council conducted a survey of the contents of the kerbside refuse collection across February and March 2023. The purpose of the survey was to establish the level and type of food waste present. The survey methodology aligned with other national food waste survey approaches.
 4. The survey categorised the food waste into three types:
 - a) **Avoidable** – food waste that could have been eaten at some point in time. It did not take into account the current state of the item (which could be mouldy, or past its 'best before date'), but considers, instead, its past potential. The whole item was included, even if part of it was unavoidable (i.e. the skin on the whole banana).
 - b) **Potentially avoidable** – food waste that some people eat, and others don't (e.g. apple and potato peels). This category also ignored the current state of the item (which could be mouldy, or past its 'best before date').
 - c) **Non-avoidable** – food waste that is unlikely to be eaten by the majority of the population, such as banana skins, tea bags, and eggshells.
 5. The interpretation of the survey information will be key if it is to be used for future planning purposes.

Assessment/Analysis

6. The following graphic shows the breakdown of the food waste experienced during this survey.

AVOIDABILITY OF FOOD WASTE - ALL SAMPLES COMBINED



7. The following graphic shows a comparison between local and national results.

AVOIDABILITY OF FOOD WASTE - ALL SAMPLES COMBINED		
CATEGORY OF FOOD WASTE	MARLBOROUGH FOOD WASTE AUDIT 2023 (%)	NATIONAL FOOD WASTE AUDIT 2018 (%)
AVOIDABLE	66.9	52.8
POTENTIALLY AVOIDABLE	10.5	13.5
NON-AVOIDABLE	22.6	33.7

Table 2. Compares the MFWA 2023 with the NFWA 2018 results (where proportions were worked out using all food waste weights as one sample).

8. The following graphic shows that 32.2% of the bag contents were observed as some form of food waste during this survey. This equates to an annual tonnage in the region of 1,000 tonnes plus.

COMPOSITION OF KERBSIDE BAG WASTE - AVERAGE PER HOUSEHOLD

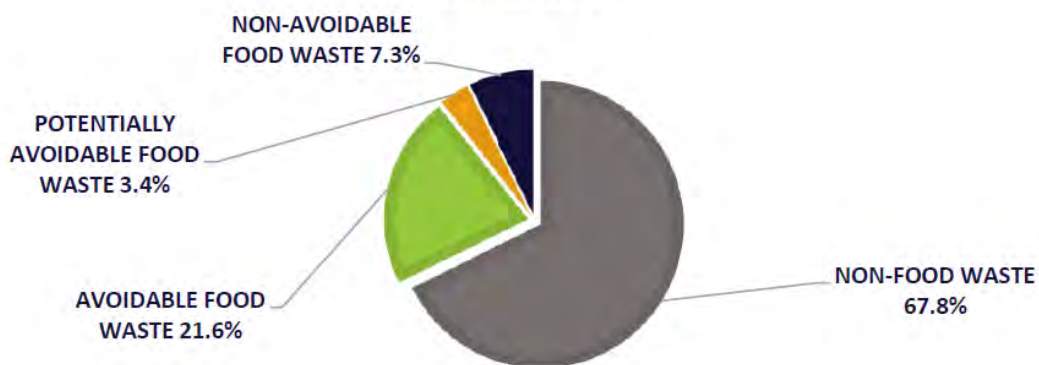


Chart 3. Presents the average proportions of food waste and non-food waste at a household level, MFWA 2023.

- 9. The survey has provided an indication of refuse bag contents. The reasons why people throw out food relate to a number of factors including, but not limited to, time management, menu planning, retail activity such as sales, sell by dates, best before dates, etc.
- 10. A food waste processing option does not currently exist in Marlborough. It may be the case that any municipal food waste could be presented to a commercial processing solution if one is developed.

11. The Government waste strategy released on 29 March 2023 allows Council to develop a food waste collection and processing solution between now and 2023. The strategy will require supporting legislation to make this a mandatory requirement.
12. Commercial processing solutions are being trialled in the district involving Aquaculture and Viticulture organic materials. The results of these trials should be available by the end of 2023.

Option One (Recommended Option)

13. Council awaits the outcome of the commercial organic processing trials before advancing any further work on food waste collection and processing.
14. That staff report back on the commercial organic processing trials once the trial results become available.

Advantages

15. Council may be able to mitigate any risk associated with food waste collection by utilising a commercial organic processing solution should one be established.

Disadvantages

16. Nil.

Option Two (Alternative Option)

17. Council develops its own food waste / organic processing solution.

Advantages

18. Nil.

Disadvantages

19. The cost and risk profile for a standalone solution would be unfavourable when compared to paying a gate fee at a commercial facility.

Next steps

20. Liaise with the commercial sector on the trial processing solution outcomes.
21. Report back to Council once the trial outcomes are known.

Attachment

Attachment 1 – Marlborough Food Waste Audit

page [66]

Author	Dr Alec McNeil, Solid Waste Manager
Authoriser	Stephen Rooney, Operations and Maintenance Engineer

Summary of decision-making considerations			
Fit with purpose of local government			
The proposal enables <i>democratic local decision-making and action by, and on behalf of the community and relates to consideration of providing a public service, its need, and cost effectiveness.</i>			
Fit with Council policies and strategies			
	<i>Contributes</i>	<i>Detracts</i>	<i>Not applicable</i>
LTP / Annual Plan	✓	<input type="checkbox"/>	<input type="checkbox"/>
Financial Strategy	✓	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure Strategy	✓	<input type="checkbox"/>	<input type="checkbox"/>
Social well-being	✓	<input type="checkbox"/>	<input type="checkbox"/>
Economic development	✓	<input type="checkbox"/>	<input type="checkbox"/>
Environment & RMA Plans	✓	<input type="checkbox"/>	<input type="checkbox"/>
Arts & Culture	<input type="checkbox"/>	<input type="checkbox"/>	✓
3 Waters	✓	<input type="checkbox"/>	<input type="checkbox"/>
Land transport	✓	<input type="checkbox"/>	<input type="checkbox"/>
Parks and reserves	<input type="checkbox"/>	<input type="checkbox"/>	✓
Nature of the decision to be made			
The options do not involve a significant decision in relation to land or a body of water.			
Financial considerations			
Nil at this time			
Significance			
The decision is considered of low significance under Council's Significance and Engagement Policy.			
Engagement			
Nil at this time for the public.			
Risks: Legal / Health & Safety etc			
There are no known significant risks or legal implications caused by this request.			
Climate Change Implications			
Organic collection and processing solutions may have an impact on the regional emission profile.			

Marlborough Food Waste Audit

Prepared for the
Marlborough District Council

March 2023



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1.0. Introduction and background

In 2018 Waste Management Institute NZ (WasteMINZ), the representative group of the waste and resource recovery sector in NZ, enlisted Sunshine Yates Consulting Ltd (SYCL) to carry out a National Food Waste Audit (NFWA). One of the aims of this audit (amongst others) was to examine the quantity and composition of food waste disposed of via kerbside collections in NZ and determine the proportion of food waste that was 'avoidable', 'potentially avoidable', and 'non-avoidable' (SYCL, 2018).

The Marlborough District Council approached JBL Environmental Ltd (JBL) to carry out a similar audit on food waste disposed of through the MDC provided kerbside bag collections.

The main objectives of the Marlborough Food Waste Audit (MFWA) were:

- to gather data on the quantity and composition of food waste disposed of by households via the kerbside bag collection, and,
- whether this food waste could have been avoided.

The results of this audit are intended for the use of MDC to inform any future projects in this area of waste, and for a general comparison to be made between Marlborough results and the NFWA (where applicable).

1.1. Information from previous SWAP surveys carried out in Marlborough

In July 2022 JBL Environmental analysed the data from the last ten SWAP surveys carried out in the region (from September 2016 – October 2021) to determine the average composition of waste disposed of in kerbside bags. Putrescible waste is categorised as either putrescible (garden) – garden waste, or putrescible (excluding garden) - food, as well as other putrescible items such as animal waste. Based on these ten surveys it was found that putrescible (excluding garden) constituted 27.5% of the kerbside bag waste composition, and during each survey the majority of this classification of waste is typically observed to be food waste.

During 2022 in the lead up to the food waste audit, further investigation into food waste was undertaken during the two SWAP surveys carried out that year. Putrescible waste was broken down into avoidable food waste, potentially avoidable food waste, non-avoidable food waste, putrescible (other) and putrescible (garden). This was done to provide a better indication of the composition of putrescible waste in terms of food waste levels and inform whether a food waste audit would be warranted. The average composition of putrescible waste of kerbside bags is presented in the chart below.



Chart 1. Presents the average composition of putrescible waste in kerbside bags based on the SWAP surveys carried out in July and November 2022.

The Solid Waste Analysis Protocol, Procedure Two method was used during this survey, and 25 bags from each kerbside bag truck that entered the landfill were analysed using the sort-and-weigh method.

It was found that 55.2% of putrescible waste within kerbside bags from the MDC provided collections was food waste.

Due to anomalies in both the July and November 2022 surveys resulting in significantly higher levels of other waste materials from the kerbside bag origin, the overall proportion of food waste observed within kerbside bags may not be representative so has been left out of this report. However, the composition of putrescible waste within the origin, and the proportion of avoidable waste, indicated that further study was indeed warranted to provide a more accurate picture of household food waste from the region.

2.0. Methodology

The following methodology has been designed to align with the NFWA 2018 as best as possible to provide the most accurate comparison between the results from the Marlborough audit. The major differences between the NFWA and the MFWA are:

- no mailed survey of households taking part was undertaken, and,
- the cost of food waste was not calculated.

The household survey was deemed unnecessary for the purpose of the MFWA, as there had been no prior audit like this carried out in the region to measure against. The cost of food waste may be investigated further in the future, and the information is on hand if this is required.

Official council kerbside bag collections were used for the audit, as they service the majority of households in Blenheim and Picton, and utilising these collections was the most consistent and efficient option to provide the best insight into household food waste within the region.

The audit was carried out from Monday 6 – Friday 10 March 2023.

2.1. Sample area selection

The MDC kerbside collection routes were used as a starting point for sample selection, and specific streets were selected to ensure the areas represented a range of different environments (rural/urban where applicable) and affluence levels.

Sample area selection also factored in the time of day that refuse was likely to be collected to ensure the audit team could collect the bags prior to the contractor carrying out the usual collection.

2.2. Sample collection

There are five different kerbside collection routes, four in Blenheim and one in Picton, and each route is carried out on a different weekday. Kerbside bags from each route were collected the morning of the usual collection day prior to the council contractor undertaking collections.

A total of 30 bags from each kerbside collection route were collected, with a total of 150 bags sampled during the audit. This was deemed an appropriate size given the scale of the audit.

A health and safety analysis was undertaken prior to the audit to ensure all associated risks were identified and minimised where possible. Audit staff collected the bags using a truck and were wearing hi-vis, appropriate gloves, and steel cap boots. The MDC and council contractor were both aware of the audit taking place.

Each bag was labelled with the house address (for potential future audits measuring success of food waste campaigns or similar) and although bags were associated with a household, the audit was completely anonymous, and privacy was of utmost importance. No individual household was associated with the results of the audit.

As with the NFWA, only households to which kerbside bags could clearly be attributed to were collected i.e. bags from shared driveways or bags accumulated into piles were not used. This was so the results could be presented at a household level.

The kerbside bags were transported to the Repurposing Centre at the Marlborough Resource Recovery Park for auditing on the same day as collection.

2.3. Sorting

Sorting was undertaken at a household level. The sample from each household was placed on the sorting table and contents sorted by the auditors using the following method:

1. All non-food waste was removed, weighed and recorded.
2. Food waste was then separated into the different components that were then placed into separate tared containers. As with the NFWA, packaged food was removed from packaging where possible.
3. A unique identification number was given to the household sample which was entered onto a spreadsheet before each container was weighed, and a description of each container's contents was recorded.
4. Data was grouped into the same food groups as the NFWA, and specific food types within each food group. The food types were created as the audit progressed, and due care was taken to try and align these food types with the ones encountered in the NFWA.
5. The recorder assessed the contents of each container as to whether it was avoidable, potentially avoidable, or non-avoidable.

The following definitions of these categories were taken from the NFWA:

- **Avoidable** – food waste that could have been eaten at some point in time. It did not take into account the current state of the item (which could be mouldy, or past its 'best before date'), but considers, instead, its past potential. The whole item was included, even if part of it was unavoidable (i.e. the skin on the whole banana).
- **Potentially avoidable** – food waste that some people eat, and others don't (e.g. apple and potato peels). This category also ignored the current state of the item (which could be mouldy, or past its 'best before date').
- **Non-avoidable** – food waste that is unlikely to be eaten by the majority of the population, such as banana skins, tea bags, and eggshells.

(SYCL, 2018).

The following table presents the food group definitions as defined in the NFWA (SCYL, 2018).

FOOD GROUP	DESCRIPTION
Bakery	All bakery items, including bread, pastries, pies, scones etc.
Condiments	All condiments, sauces, herbs, and spices, including garlic and ginger, dried and fresh herbs, seasoning sachets, jams, honey, salad dressing etc.
Dairy	All dairy products, including eggs, cheeses, milk, yoghurt etc.
Desserts	All cakes, puddings, ice cream etc. Does not include bakery type pastries.

FOOD GROUP	DESCRIPTION
Drinks	Tea bags, coffee grinds and granules, milkshakes, fruit juice, water, soft drink, alcohol etc.
Fats	Oils, butter, margarine, lard etc.
Fresh fruits	All fresh fruit, including fresh fruit that has been cooked, but excluding dried, canned, or frozen fruit.
Fresh vegetables	All fresh vegetables, including fresh vegetables that have been cooked, but excluding dried, canned, or frozen vegetable.
Homemade food	All home prepared mixed foods, cooked or raw, including leftovers, homemade sandwiches, instant noodles, stews, and soups etc.
Meat and fish	All meat and fish that are not included in a meal (which would then be categorised as homemade food). Includes shellfish, canned fish, bones etc.
Pre-prepared meals	All types of takeaway meals and snacks, including fish and chips, Indian and Chinese meals, salads from takeaway restaurants, burgers, pizza etc.
Processed fruit	Dried, canned, or frozen fruits, when they can be identified as such, and are not included as an ingredient in another food.
Processed vegetables	Dried, canned, or frozen vegetables, when they can be identified as such, and are not included as an ingredient in another food.
Snack foods	Snack foods including sweets, biscuits, chocolate, nuts, crackers, crisps etc.
Staple foods	Rice and pasta, dried and cooked (but not included with other ingredients), cereals, flour etc.
Other	The other category includes unidentifiable food (categorised in this audit as 'sludge'), pet food, and baby food.

Table 1 Presents the food groups and their descriptions.

Food types were categories that fell within the food groups – for example, potatoes or carrots were food types within the food group fresh vegetables.

Certified scales were used for weighing samples.

All waste was disposed of once finished with via a skip bin.

Altogether across the audit, a total of 1,433 food samples were weighed, categorised, and recorded.

2.4. Limitations and discrepancies

The data gathered from the MFWA cannot be considered wholly representative of food waste in Marlborough as there are many factors that influence quantity and composition of waste:

1. The proportion of households that use other disposal outlets for kerbside refuse is unknown – for example, households using commercial contractor wheelie bins versus the official MDC kerbside bag collection.
2. The proportion of households that put out refuse for collection for any given week is unknown.
3. The Marlborough region covers a vast area, some of which is not included in the MDC kerbside collection. These locations such as Seddon, Renwick, and Havelock

(amongst others) have a significant population that has not been represented in this audit.

4. Although sample collection was from a wide range of areas as previously discussed, the impact of demographic factors on generation of refuse cannot be fully accounted for.

As not all areas of Marlborough have MDC kerbside collections, the results will not be representative across Marlborough so it will be necessary to extrapolate levels of household refuse to create a 'Marlborough average' (similar to what was done in the NFWA).

Whilst the above are important points to note, kerbside bags from the MDC collections provide the biggest representation, the easiest tonnage to access, and are the most used weekly refuse outlet by households in Marlborough. Using this refuse collection method provided the best opportunity for auditing the food waste, as well as allowing good insight into the MDC refuse systems regarding food waste.

While all due care has been taken to align food types from this audit with the food groups/types from the NFWA, ultimately the placement of certain foods into their groups/types, as well as their avoidability, has a small element of subjectivity which cannot be avoided.

One discrepancy to note was during the audit period there was a nation-wide recall of certain brands of hummus due to salmonella risk. Auditors did observe hummus within the food waste during the survey, and the majority were half-full to full which may indicate the recall resulted in these items being thrown out. Without any previous surveys to compare results with, the extent of this discrepancy will not be known until further audits are carried out.



Figure 1. Examples of hummus observed during the audit, MFWA 2023.

3.0. Audit results

3.1. Quantity of food waste generated

The quantities of food waste disposed of as household refuse in Marlborough was calculated based on the following information:

- During the year 2021/22, 3,610 tonnes of kerbside bag waste was disposed of.
- The number of households the kerbside bag collection was available to was 14,862 households.

Based on this, the average household in Marlborough set out 4.67kg of kerbside bag refuse per week, of which 1.51kg was food waste (32.2%). This equates to 242.9kg of kerbside refuse per annum of which 78.46kg was food waste, and 52.47kg was avoidable food waste.

On a regional basis, using this proportion, 1,166.03 tonnes of total food waste is disposed of to landfill per annum via the kerbside bags, of which 783.37 tonnes is avoidable food waste.

For the purposes of future planning of food waste minimisation projects, it is important to note that not all the food waste found was in a state ready for the likes of composting or similar (e.g. some waste was still inside its original packaging and needed to be removed).

3.2. Avoidability of food waste

3.2.1. AVOIDABILITY OF FOOD WASTE BASED ON THE TOTAL WEIGHT OF FOOD WASTE SAMPLED

Chart 2 below represents the proportions of avoidable, potentially avoidable, and non-avoidable food waste, based on the total weight of food waste sorted in the audit (i.e. it considers the total weight of food waste being sorted as one sample).



Chart 2. Avoidability of food waste in kerbside bag waste, based on weight of all food waste samples combined, Marlborough 2023.

Of the 1.51kg of food waste calculated above, 66.9% was classified as avoidable, 10.5% was classified as potentially avoidable, and 22.6% was non-avoidable.

Table 2 compares the Marlborough 2023 results with the NFWA 2018 results.

AVOIDABILITY OF FOOD WASTE - ALL SAMPLES COMBINED		
CATEGORY OF FOOD WASTE	MARLBOROUGH FOOD WASTE AUDIT 2023 (%)	NATIONAL FOOD WASTE AUDIT 2018 (%)
AVOIDABLE	66.9	52.8
POTENTIALLY AVOIDABLE	10.5	13.5
NON-AVOIDABLE	22.6	33.7

Table 2. Compares the MFWA 2023 with the NFWA 2018 results (where proportions were worked out using all food waste weights as one sample).

3.2.2. THE PROPORTION OF FOOD WASTE AS AN AVERAGE AT THE HOUSEHOLD LEVEL

Creating an average proportion of food waste and the avoidability at a household level avoids outlier samples heavily impacting the results.

During the 2023 MFWA, the overall proportion of food waste was calculated at 32.3% of kerbside refuse. The proportion of avoidable food waste when compared to the total kerbside refuse was 21.6% per household.



Chart 3. Presents the average proportions of food waste and non-food waste at a household level, MFWA 2023.

Chart 4 presents the proportions of avoidable, potentially avoidable, and non-avoidable food waste within the total food waste found at the household level.

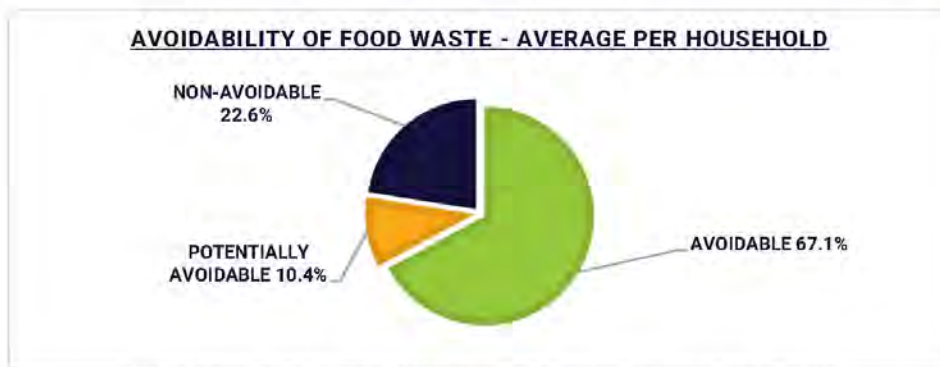


Chart 4. Presents the avoidability of food waste as an average percentage per household.

Avoidable food waste was found to constitute the highest proportion of food waste when calculated by either household or by weight of waste encountered. This trend was also seen in the NFWA 2018.

3.3. Distribution of avoidable food waste

Chart 5 presents the distribution of avoidable food waste found during the March 2023 audit. The following data points are unweighted and are therefore the actual weights found during audit:

- The average weight of avoidable food waste per household in the MFWA 2023 was 1.06kg compared with 1.82kg in the NFWA 2018.
- It was found that 98.7% of households disposed of under 4kg of avoidable food waste.
- Less than 94% of households in the MFWA disposed of under 3kg of food waste compared with 82% in the NFWA.
- 60.7% of households disposed of under 1kg of avoidable food waste.
- In the MFWA 2023, 15.3% of households had no avoidable food waste compared with 5% in the NFWA 2018.



Chart 5. Distribution of avoidable food waste per household, MFWA 2023.

3.4. Food groups

The MFWA 2023 categorised food into the same food group categories as the NFWA 2018 (categories are described earlier in section 2, Table 1). Chart 6 shows the composition of food waste by food group, and each food group is split into avoidable, potentially avoidable, and non-avoidable food waste.

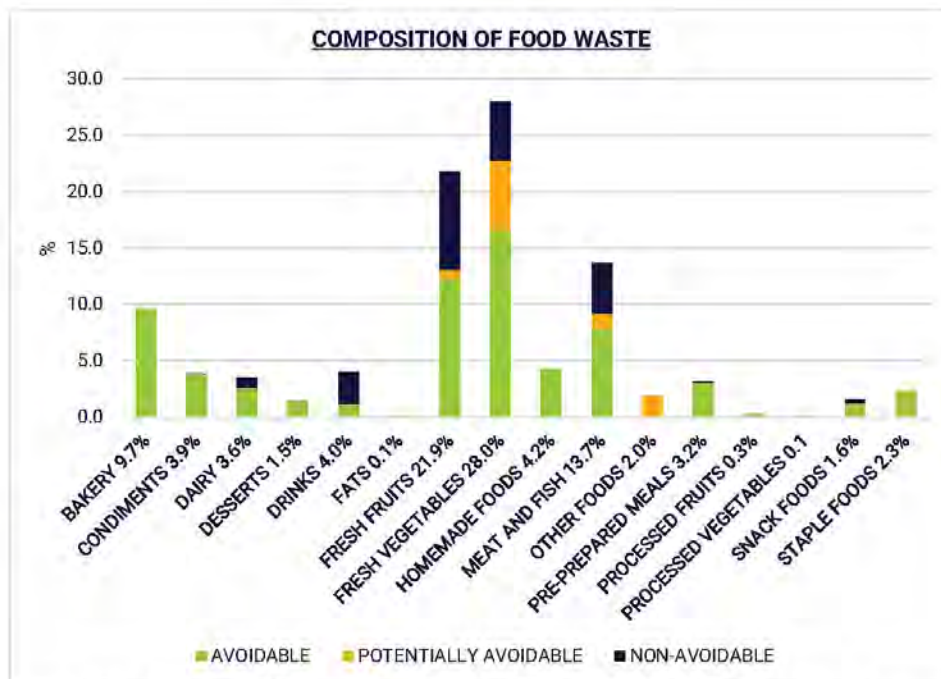


Chart 6. Composition of food waste (based on weight) by food group and avoidability, MFWA 2023.

In March 2023, the largest food waste group by weight was found to be fresh vegetables, at 28.0% of all food waste. This was followed by the fresh fruit, and meat and fish groups, at 21.9% and 13.7% respectively. For ease, the proportions of avoidable, potentially avoidable, and non-avoidable food within each food group have been laid out in Table 3 below.

By comparison, in the NFWA 2018, fresh fruit was found to be the largest food group by weight (26.0%), followed by fresh vegetables (25.0%), and meat and fish (13.0%) (SYCL, 2018).

The dairy food group included eggs, and eggshells made up the vast majority of non-avoidable food waste. The other foods group was found to contain only sludge (unidentifiable food waste) which was categorised as potentially avoidable.

FOOD GROUP	AVOIDABLE (%)	POTENTIALLY AVOIDABLE (%)	NON-AVOIDABLE (%)
BAKERY	100.00	0.00	0.00
CONDIMENTS	99.78	0.00	0.22

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FOOD GROUP	AVOIDABLE (%)	POTENTIALLY AVOIDABLE (%)	NON-AVOIDABLE (%)
DAIRY	73.14	0.00	26.86
DESSERTS	100.00	0.00	0.00
DRINKS	29.64	0.00	70.36
FATS	83.33	16.67	0.00
FRESH FRUITS	55.86	4.22	39.91
FRESH VEGETABLES	59.32	22.09	18.59
HOMEMADE FOODS	100.00	0.00	0.00
MEAT AND FISH	57.42	10.10	32.48
OTHER FOODS	0.00	100.00	0.00
PRE-PREPARED MEALS	97.60	0.00	2.40
PROCESSED FRUITS	100.00	0.00	0.00
PROCESSED VEGETABLES	100.00	0.00	0.00
SNACK FOODS	77.08	0.00	22.92
STAPLE FOODS	99.63	0.37	0.00

Table 3. Proportion of avoidable, potentially avoidable, and non-avoidable food within each food group (based on weight), MFWA 2023.

3.5. Top 20 food types

Each of the food groups contained many different food types (for example, the food type apples was within the fresh fruit food group) and these were created as the audit progressed. They were aligned as best as possible with the food types utilised in the NFWA 2018, however, there may be small discrepancies due to the subjectivity of the audit.

Table 4 presents the top 20 food types when all avoidable, potentially avoidable, and non-avoidable food wastes are combined. The top 20 food types comprise just over 60% of food waste.

The tonnages were worked out using the annual weight of kerbside waste disposed of for the year 2021/22 (3,610 tonnes), the most accurate and up to date reference for weight of kerbside refuse, and, the proportions of food waste found in the March 2023 audit (at the household level).

TOP 20 FOOD TYPES - ALL FOOD WASTE COMBINED	PROPORTION OF FOOD WASTE (%)	TONNAGE PER YEAR
BREAD	8.62	100.49
POULTRY	5.26	61.39
BANANAS	5.11	59.59
CORN	4.86	56.71
POTATOES	4.67	54.42
CARROTS	2.86	33.33
APPLES	2.86	33.33
LEFTOVERS	2.62	30.54

TOP 20 FOOD TYPES - ALL FOOD WASTE COMBINED	PROPORTION OF FOOD WASTE (%)	TONNAGE PER YEAR
ORANGES	2.51	29.25
COURGETTE/MARROW	2.24	26.17
BONES	2.16	25.17
PEACHES	2.10	24.47
CABBAGE	2.10	24.47
FISH	2.07	24.18
LEMONS	1.96	22.88
SLUDGE	1.96	22.88
TEABAGS	1.94	22.58
PEARS	1.70	19.80
AVOCADOES	1.47	17.11
ONIONS	1.42	16.61

Table 4. Top 20 food types - all food waste combined, MWFA 2023.

Table 5 presents the top 20 food types of avoidable food waste, and this top 20 list also comprises just over 60% of the avoidable food waste.

DESCRIPTION OF FOOD WASTE	PROPORTION OF AVOIDABLE FOOD WASTE	TONNAGE PER YEAR
BREAD	12.88	100.49
POULTRY	4.27	33.33
LEFTOVERS	3.91	30.54
POTATOES	3.30	25.77
PEACHES	3.14	24.47
CABBAGE	3.12	24.38
APPLES	2.98	23.28
FISH	2.94	22.98
ORANGES	2.93	22.88
CORN	2.50	19.50
PEARS	2.43	19.00
CARROTS	2.29	17.91
COURGETTE/MARROW	2.14	16.71
TOMATOES	2.01	15.72
RICE	1.95	15.22
SAUSAGES	1.58	12.34
BANANAS	1.53	11.94
CAKE	1.43	11.14
SAUCES	1.39	10.84
ONIONS	1.38	10.74

Table 5. Top 20 food types - avoidable food waste, MFWA 2023.

Bread was by far the largest avoidable food type by weight, at 12.88% of all avoidable food waste. The second largest avoidable food type by weight was poultry, followed by leftovers, with 4.27% and 3.91% observed respectively.

Table 6 presents a comparison of the top 20 food types of avoidable food waste between the MFWA 2023 and the NFWA 2018, as a proportion of all avoidable food waste.

TOP 20 AVOIDABLE FOOD TYPES - MFWA 2023	PROPORTION OF AVOIDABLE FOOD WASTE (%)	TOP 20 AVOIDABLE FOOD TYPES - NFWA 2018	PROPORTION OF AVOIDABLE FOOD WASTE (%)
BREAD	12.9	BREAD	9.6
POULTRY	4.3	LEFTOVERS	8.2
LEFTOVERS	3.9	ORANGES, MANDARINS ETC	4
POTATOES	3.3	APPLES	3.3
PEACHES	3.1	BANANAS	3.1
CABBAGE	3.1	POTATOES	3
APPLES	3.0	POULTRY	2.6
FISH	2.9	RICE	2.6
ORANGES	2.9	LETTUCES	2.4
CORN	2.5	BEEF	2
PEARS	2.4	YOGHURT/YOGHURT DRINKS	1.8
CARROTS	2.3	PUMPKIN	1.7
COURGETTE/MARROW	2.1	TAKEAWAYS - CHIPS	1.6
TOMATOES	2.0	CARROTS	1.5
RICE	2.0	CHEESE	1.4
SAUSAGES	1.6	GRAPEFRUIT	1.4
BANANAS	1.5	TOMATOES	1.3
CAKE	1.4	LEMONS	1.3
SAUCES	1.4	KIWIFRUIT	1.3
ONIONS	1.4	CABBAGES	1.2

Table 6. Comparison of top 20 avoidable food types - MFWA 2023 and NFWA 2018.

Eleven of the top 20 avoidable food types were the same between both audits, with both audits showing bread as the highest proportion of avoidable food waste.

There is seasonal variation between the surveys which can be seen in the type of vegetable being thrown away. For example, due to the time of year the audit was carried out in Marlborough, there was a high presence of courgettes and corn (late summer-early autumn vegetables) which were not present in the NFWA top 20 avoidable foods.

3.6. Average composition of avoidable food waste

Chart 7 provides a snapshot of the composition of food waste by food group as an average percentage by weight (based on the results found per household during the audit) found during the March 2023 MFWA.

For comparison, Chart 8 presents the corresponding results from the 2018 NFWA. Fresh vegetable, fresh fruits, bakery, and all other foods (a category which contains all food groups not specified) constituted the top four proportions within both compositions.

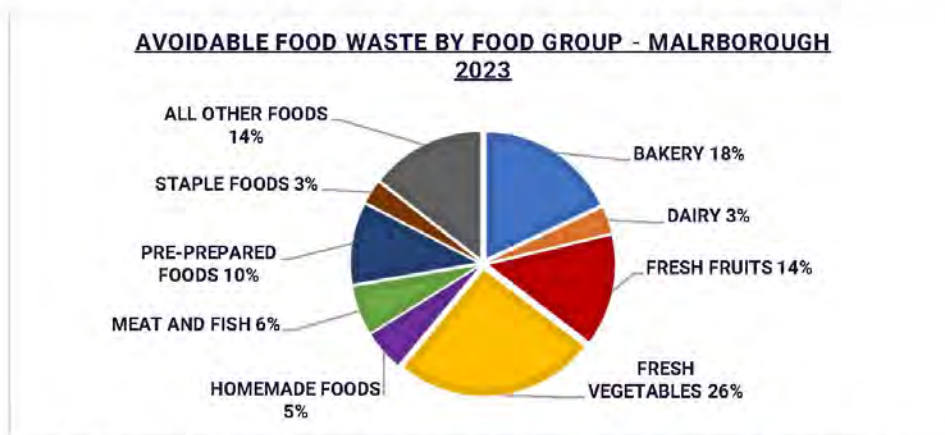


Chart 7. Presents 'avoidable' food waste as an average percentage by weight per household – MFWA 2023.

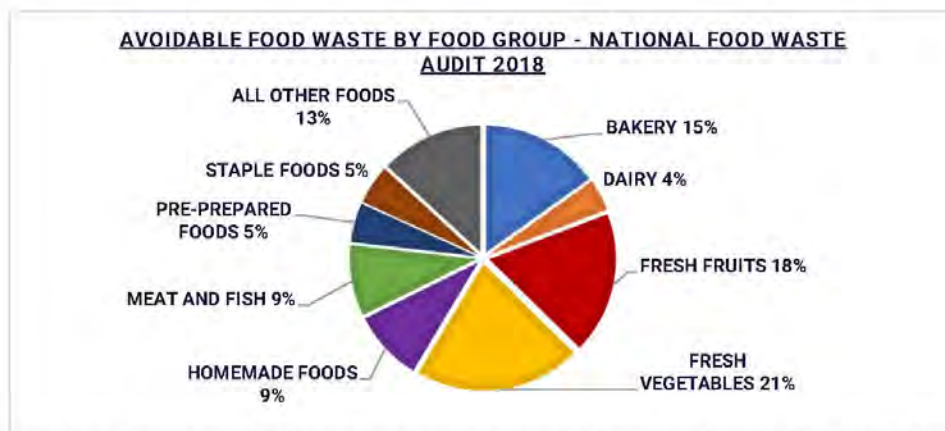


Chart 8. Presents 'avoidable' food waste as an average percentage by weight per household – NFWA 2018.

4.0. Photos

4.1. Examples of avoidable food encountered in the MFWA



March 2023

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4.2. Examples of potentially avoidable food waste encountered in the MFWA



4.3. Examples of non-avoidable food waste encountered in the MFWA



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5.0. References

Yate, S. (2018) *New Zealand Food Waste Audits*. Sunshine Yates Consulting Ltd: Auckland
Accessed from: <https://lovefoodhatewaste.co.nz/food-waste/resources/research/>

Appendix 1.

Top 100 avoidable food types

DESCRIPTION OF FOOD WASTE	PROPORTION OF AVOIDABLE FOOD WASTE (%)	TONNAGE PER YEAR
BREAD	12.88	100.49
POULTRY	4.27	33.33
LEFTOVERS	3.91	30.54
POTATOES	3.30	25.77
PEACHES	3.14	24.47
CABBAGE	3.12	24.38
APPLES	2.98	23.28
FISH	2.94	22.98
ORANGES	2.93	22.88
CORN	2.50	19.50
PEARS	2.43	19.00
CARROTS	2.29	17.91
COURGETTE/MARROW	2.14	16.71
TOMATOES	2.01	15.72
RICE	1.95	15.22
SAUSAGES	1.58	12.34
BANANAS	1.53	11.94
CAKE	1.43	11.14
SAUCES	1.39	10.84
ONIONS	1.38	10.74
YOGHURT	1.34	10.45
PASTA OR NOODLES	1.34	10.45
BEEF	1.30	10.15
LEMONS	1.25	9.75
PICKLES	1.21	9.45
PINEAPPLE	1.15	8.95
INDIAN MEAL TAKEAWAYS	1.13	8.85
HUMMUS	1.07	8.36
POTATO SALAD	1.06	8.26
BROCCOLI	0.98	7.66
SANDWICHES/TOAST/TOASTIES	0.94	7.36
LETTUCE	0.94	7.36
HOT CHIPS - TAKEAWAYS	0.93	7.26
AVOCADOES	0.88	6.86

DESCRIPTION OF FOOD WASTE	PROPORTION OF AVOIDABLE FOOD WASTE (%)	TONNAGE PER YEAR
MISC PRE-PREPARED MEALS	0.84	6.57
HAM	0.83	6.47
CUCUMBER	0.75	5.87
SODA	0.73	5.67
PIZZA	0.71	5.57
MUFFINS	0.71	5.57
CHEESE	0.71	5.57
OTHER CONDIMENTS	0.70	5.47
HERBS/SPICES	0.65	5.07
BEANS	0.62	4.88
SILVERBEET	0.56	4.38
PUMPKIN/SQUASH	0.46	3.58
CAPSICUMS	0.46	3.58
NECTARINES	0.45	3.48
SOUP	0.42	3.28
TEABAGS	0.41	3.18
CAULIFLOWER	0.41	3.18
PASTRY	0.40	3.08
BISCUITS	0.40	3.08
DIPS	0.40	3.08
SAVOURY PIES	0.38	2.98
PORK	0.38	2.98
GRAPES	0.38	2.98
ROCK MELON	0.37	2.89
MIXED SALAD GREENS	0.36	2.79
PLUMS	0.33	2.59
MILK	0.33	2.59
KIWIFRUIT	0.33	2.59
KFC - TAKEAWAYS	0.33	2.59
BEETROOT	0.33	2.59
ICECREAM/ICE BLOCKS/CONES	0.32	2.49
DRIED/SOUP/STOCK/FLAVOURING	0.32	2.49
CELERY	0.31	2.39
KUMARA	0.29	2.29
CREAM	0.29	2.29
RICE CRACKERS/WAFERS	0.28	2.19
PASSIONFRUIT	0.28	2.19
CONDENSED MILK	0.28	2.19

DESCRIPTION OF FOOD WASTE	PROPORTION OF AVOIDABLE FOOD WASTE (%)	TONNAGE PER YEAR
SLICES	0.27	2.09
PAK CHOY	0.27	2.09
GUAVA - CANNED	0.27	2.09
SOUR CREAM	0.25	1.99
POTATO CHIPS	0.25	1.99
EGGS	0.25	1.99
WATER	0.24	1.89
MANGO	0.24	1.89
FLAVOURED MILK	0.24	1.89
NUTS AND SEEDS	0.23	1.79
TURKISH MEAL - TAKEAWAYS	0.23	1.79
WAFFLES	0.22	1.69
FLAVOURING FOR MILK	0.22	1.69
CHINESE MEAL TAKEAWAYS	0.20	1.59
BACON	0.20	1.59
MUSHROOMS	0.20	1.59
APRICOTS	0.19	1.49
COCONUT CREAM	0.18	1.39
CRACKERS	0.18	1.39
POPCORN KERNELS	0.17	1.29
MCDONALDS - TAKEAWAYS	0.17	1.29
CHIPS - OTHER	0.15	1.19
FROZEN VEGETABLES	0.14	1.09
UP N GO DRINK	0.13	0.99
SHRIMP/PRAWNS	0.11	0.90
QUICHE	0.11	0.90
PEACHES - CANNED	0.10	0.80
SPRING ONION	0.09	0.70



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8. Road Naming Sub-Committee

(Clr Dallessi)

R800-007-06-07

1. The minutes of the Road Naming Sub-Committee meeting held on 7 March 2023 are **attached** for ratification by the Committee.
-

RECOMMENDATION

That the minutes of the Road Naming Sub-Committee meeting held on 7 March 2023 be ratified.

**Report from the ROAD NAMING SUB
COMMITTEE held in the Blenheim Room, District Council Administration
Building, Seymour Street, Blenheim on Tuesday, 7 March 2023 at 9.00 am**

Present

Clrs Deborah Dalliesi (Chair), Sally Arbuckle and Brian Dawson

In Attendance

Stephen Rooney (Operations & Maintenance Engineer) and Nicole Chauval (Committee Secretary)

Apologies

No apologies were received.

NB: The order of the agenda was altered at this point and the following Item 2 was heard ahead of Item 1 to allow Robert Foitzik to join the meeting.

2. Deluxe Property Group Limited

U220482WP

Members noted that the purpose of the report was to consider an application to name a new road as part of the Rose Manor subdivision.

The developers, Deluxe Property Group Limited, proposed Penrose Place as their first choice and Berkley Close as their second choice. An assessment of the proposed new road names has been undertaken and the first name adequately complies with the requirements set out in Council's Road Naming and Property Addressing Policy.

It was reported that there is no requirement to follow a particular theme for this road name.

Clr S J Arbuckle noted the proposed names had been circulated to those on the standard circulation list. Ngāti Kurī were the only party to respond and proposed two names 'Tokomaru' and 'Parenuī' which they considered were reflective of the area and would provide general uplift for Te Reo Māori theme in the region.

Members were appreciative of the names received but were advised that for this development the developer had put up a schematic for the area at the beginning of the development and this was when they had considered the road names for the sub-subdivision.

This raised discussion on whether the proposed road names needed to be circulated earlier in the process as it is difficult for alternative names to be considered at this stage.

Members noted that as part of the Terms of Reference the MDC Road Naming and Addressing Policy is reviewed/updated every three years. It was requested that staff investigate where in the three year review cycle the policy is and that when it is reviewed that consideration be given to when is the appropriate time to circulate the proposed road names.

Members briefly discussed Broadway in Picton as a road name noting that it contravenes section 4.3 of the Aus/NZ Standards but agreed that it would be difficult to change so would leave it.

During discussion members noted whether developers could provide three names with one of the names being in Te Reo Māori, names not used be added to the Road Names List for future use, Council engage with iwi in respect to the possibility of providing a list of possible names or themes for a given area eg Wai Iiti. Stephen Rooney to discuss with Hara Adams, Council's

Kaihautū – Manager Māori Partnerships and provide a report and recommendation for the Committee's consideration.

Members requested that a letter be sent to Ngāti Kurī respectively thanking them for their road name contribution and note the steps that the Committee is taking in regard to future road naming process.

Cirs Dawson/S J Arbuckle:

That the Committee approve Penrose Place, the applicant's first choice of road name, for the road approved under Resource Consent U220482 and shown as Attachment 1.

Carried

3. Findlater Construction

U220482WP

Members noted that the purpose of the report was to consider an application to name a new road proposed as part of the subdivision of 28 & 34 Rose Street. A site plan and the Road Naming and Property Addressing Policy (2017) was attached to the agenda item for members' information.

The developers, Findlater Construction Ltd., propose Florence Place as their First Choice Kārearea Place as their Second Choice.

It was noted there is no requirement to follow a particular theme for this road name and the proposed names have been circulated to the standard circulation list for road naming with no responses received.

Members were advised that an assessment of the proposed new road names has been undertaken and the first name adequately complies with the requirements set out in the Road Naming and Property Addressing Policy.

Members discussed the second choice proposed by the developer and Mr Rooney advised that he had further discussed the road names with the developer and the developer's preference was for Florence Place.

It was suggested that the developer's second choice, Kārearea Place, be added to the Road Name List.

Cirs S J Arbuckle/Dawson:

That the Committee approve Florence Place as the applicant's first choice of road name for the road approved under Resource Consent U210836 and shown as Attachment 2.

Carried

ATTENDANCE: Robert Foitzik, Council's General Counsel joined the meeting at 9.43 am for the following item.

1. Approval of Revised Terms of Reference (ToR) for the Road Naming Sub-Committee

L150-016-38-03

Members noted that the purpose of the report was to approve the revised Terms of Reference for the Road Naming Sub-Committee and once confirmed will be published on Council's website.

Members discussed the Terms of Reference and noted the following:

- a) Powers of the committee – has delegation to make decision advises the Assets & Services Committee on that decision by way of including the minutes in the agenda.

- b) Council provides road names or it stays with the developer
- c) Multi-cultural input
- d) The review of the Notable Names List – list consists of former mayors, sports people – when is it updated and how does the community engage with that process? List to be circulated to members.

Clr Dalliessi advised members she had received a letter regarding the use of macrons and their size. Mr Rooney noted that through the Annual Plan submission process a request had been received that Council takes steps to address the misspelling of Te Reo Māori words and phrases. Richard Coningham, Manager Assets & Services is working on this and will provide an update, this will be advised to the constituent.

It was agreed that a copy of the current MDC Road Naming Policy be circulated and included as an agenda item for the next meeting.

Clr Dawson referred to the earlier discussion on who owns the names whether it is the developer or the community or whether in fact the naming should rest with Council rather than the developer. As it is not a straightforward response Mr Rooney and staff will need to investigate further and provide a paper, this could form part of the policy review.

Requested that the wording of the **Associated Decision** be clearer.

Members noted that the committee has delegation to make decisions and that the minutes are put up to the Assets & Services to advise that Committee of the decision. Mr Foitzik to review the ToR to reflect that consistently throughout the document and provide an amended version for members to sign off on.

Members reiterated, as previously discussed, the timing of when to consult with iwi and the community does need to be considered at the beginning of the subdivision when developers are thinking about the names. This is to be considered when the MDC Road Naming and Addressing Policy is reviewed.

Clrs Dawson/S J Arbuckle:

That the Terms of Reference lie on the table until the next Sub-Committee meeting to allow for the agreed amendments to be completed to accurately reflect the purpose, scope and authority of the Sub-Committee.

Carried

The meeting concluded at 9.52 am

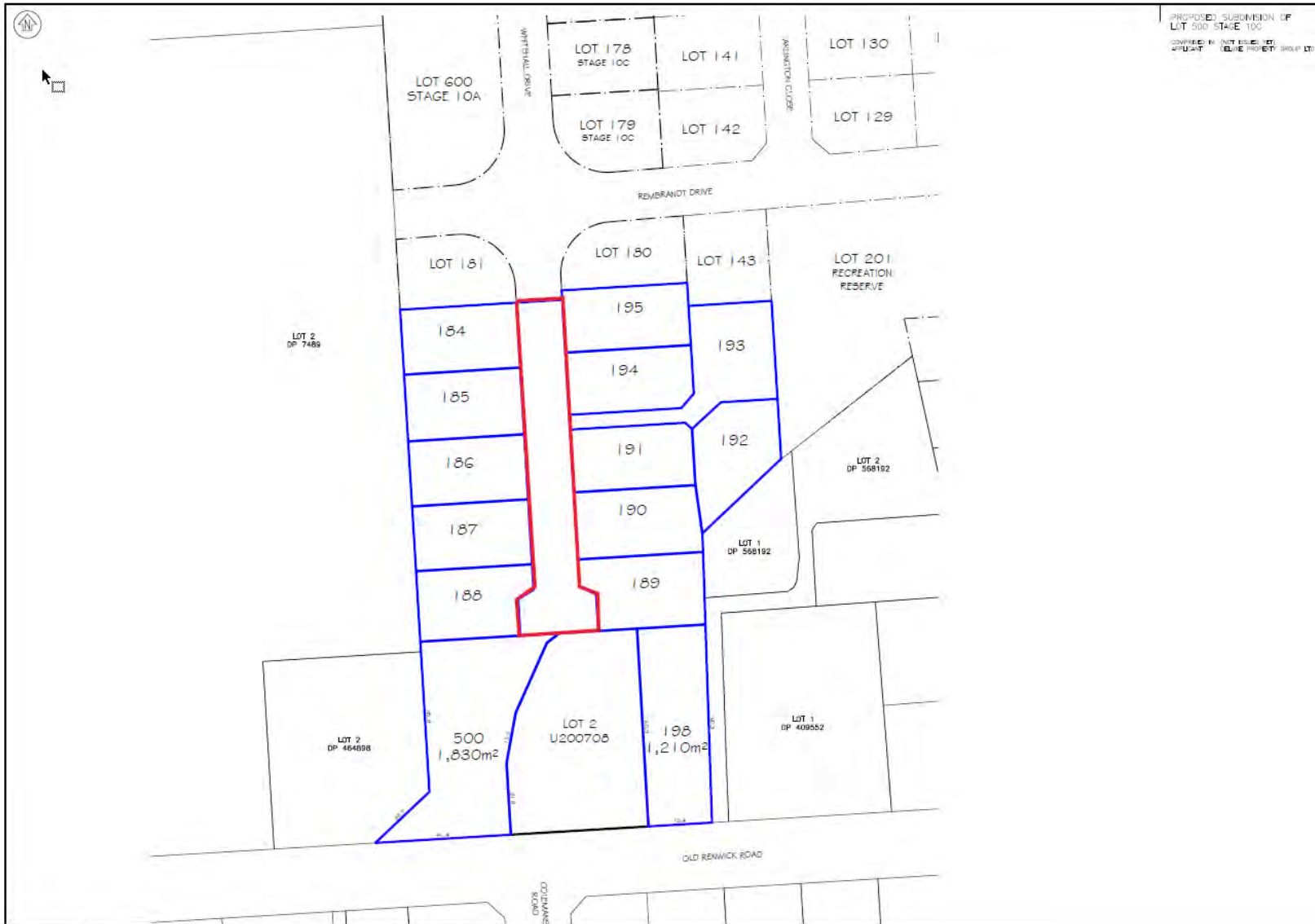
Actions

	Description	Person Responsible	Date to Action
1.	Where in the three year review cycle is the MDC Road Naming and Addressing Policy.	Stephen Rooney	As soon as practical
2.	Add Tokomaru and Parenuī to the Road Name List if appropriate.	Stephen Rooney	As soon as practical
3.	Kārearea Place be added to the Road Name List.	Stephen Rooney	As soon as practical
4.	Letter to Ngāti Kurī.	Stephen Rooney	As soon as practical
5.	Circulate Notable Names List	Stephen Rooney	As soon as practical

	Description	Person Responsible	Date to Action
6.	Circulate MDC Road Naming and Addressing policy to members. Include as an agenda item for next meeting.	Stephen Rooney	As soon as practical
7.	Update on macrons and spelling of Māori road name signs.	Richard Coningham/Stephen Rooney	As soon as practical

Record No: 2349540

Attachment 1



9. Information Package

RECOMMENDATION

That the Assets & Services Information Package dated 18 April 2023 be received and noted.

10. Decision to Conduct Business with the Public Excluded

Decided That the public be excluded from the following parts of the proceedings of this meeting, namely:

- Property Lease
- Road Status
- Bus Driver Wages
- Land Acquisition

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) 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
Property Lease Land Acquisition Bus Driver Wages	To enable the Council, as holder of the information, to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) as provided for under Section 7(2)(i).	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.
Road Status	Maintain legal professional privilege as provided for under Section 7(2)(g).	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.